

January 16, 2018

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

**DATE:** TUESDAY, January 23, 2018

**TIME:** 9:30 A.M. – 11:15 A.M.

**LOCATION:** WATERSHED CONSERVATION CENTRE  
BOARDROOM

<b>AGENDA:</b>	<b>TIME</b>
1. Approval of Agenda	9:30am
2. Declaration of Conflicts of Interest	
3. Confirmation of Payment as Required Through Statutory Obligations	
4. Minutes of the Previous Meeting: Tuesday November 28, 2017	
5. Business Arising from the Minutes	9:35am
(a) Response to City of London Meeting Space Invitation (I.Wilcox)(Doc: # 119094) (Letter attached)(5 minutes)	
6. Business for Approval	9:40am
(a) Engagement of Investment Management Services from PH&N (S.Levin/C.Saracino)(Doc: FIN #693) (Report attached)(10 minutes)	
(b) Tender Award - Wildwood Dam Valve Casing Corrosion Protection (C.Tasker/ F.Brandon-Sutherland)(Doc: FC#1210) (Report attached)(5 minutes)	
(c) Fees Policy (I.Wilcox)(Doc: ENVP #5367) (Report attached)(15 minutes)	

7. Closed Session – In Camera 10:10am
- (a) Matter Pertaining to Pittock Conservation Area  
(J. Howley)(Doc: CA #3855)  
(Report attached)(5 minutes)
8. Business for Information 10:15am
- (a) Administration and Enforcement - Section 28  
(T. Annett) (Doc: ENVP #5351 )  
(Report attached)(5 minutes)
- (b) Conservation Authorities Act Approval  
(I.Wilcox)(Doc: # 119156)  
(Report attached)(10 minutes)
- (c) Closure of Ontario Seeds Facility  
(I.Wilcox)(Doc: Forestry #767)  
(Letters attached)(5 minutes)
- (d) Harrington Dam Update  
(C.Tasker)(Doc: FC #1209)  
(Report attached)(10 minutes)
- (e) Draft Budget Municipal Feedback  
(I.Wilcox)(Doc: #119188)  
(Report attached)(10 minutes)
9. January FYI 10:55am
10. Other Business (Including Chair and General  
Manager's Comments)
- AGM Information
11. Elections 11:00am  
(I.Wilcox)(Doc: #118834)  
(Report attached)(15 minutes)
- (a) Chair  
(b) Vice-Chair  
(c) Hearings Committee (3 positions)  
(d) Finance & Audit Committee (2-4 positions)
12. Adjournment 11:15am



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Ian Wilcox, General Manager

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

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

MINUTES  
BOARD OF DIRECTORS' MEETING  
TUESDAY, JANUARY 23, 2018

Members Present:	T.Birtch M.Blackie M.Blosh R.Chowen A.Hopkins T.Jackson S.Levin	N.Manning H.McDermid A.Murray J.Salter G.Way S.McCall-Hanlon
Regrets:	B.Petrie	M.Ryan
Solicitor:	G.Inglis	
Staff:	T.Annett J.Enright B.Glasman C.Harrington T.Hollingsworth C.Saracino	A.Shivas M.Snowsell C.Tasker I.Wilcox K.Winfield

M.Blackie called the meeting to order and informed the Board that Nathalie Des Rosiers was announced last week as the new Minister of Natural Resources and Forestry.

1. Approval of Agenda

G.Way moved – T.Jackson seconded:-

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

CARRIED.

2. Declaration of Conflicts of Interest

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

3. Confirmation of Payment as Required Through Statutory Obligations

The Chair inquired whether the Authority has met its statutory obligations in the payment of the Accounts Payable. The members were advised the Authority has met its statutory obligations.

This will be the last time this statement is given at the opening of a Board meeting. As approved by the Board in November 2017, starting in February the Factual Certificate will replace this statement and be reviewed and accepted once a year.

4. Minutes of the Previous Meeting  
November 28, 2017

M.Blosh moved – N.Manning seconded:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated November 28, 2017 as posted on the Members’ web-site.”

CARRIED.

5. Business Arising from the Minutes  
(a) Response to City of London Meeting Space Invitation  
(Letter attached)

S.Levin moved – A.Hopkins seconded:-

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

CARRIED.

6. Business for Approval  
(a) Engagement of Investment Management Services from PH&N  
(Report attached)

S.Levin presented the recommendation and informed the Board that the Committee received three proposals. The Committee narrowed it down to two and invited both parties to come to the WCC and give presentations. After hearing the presentations and a lengthy discussion, Phillips, Hager & North Investment Funds Ltd. was chosen.

S.Levin added the following to the recommendation; Clause B: Both companies who provided presentation to the Finance & Audit Committee are to be notified of the Board’s decision.

T.Jackson moved – J.Salter seconded:

“RESOLVED that the Board of Directors accept the recommendation as presented in the report and Clause B as outlined in the above minutes.”

CARRIED.

- (b) Tender Award – Wildwood Dam Valve  
(Report attached)

Concerns were raised and discussed concerning the large variance between the estimate and the actual cost. It was clarified that there is a Dam specific levy to be used for these types of situations.

C.Tasker clarified that while all three dams have these valve type structures, they are all very different and the other two will not require this type of maintenance. He went on to explain that the cost is high due to the environmental controls needed to deal with the humidity and temperature of the space. While there is no long term guarantee for the work, there will be long term monitoring in place. At this time valve replacement was not considered, as there is still life left in the current valves.

J.Salter moved – A.Murray seconded:

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

CARRIED.

- (c) Fees Policy  
(Report attached)

The draft Fees Policy presented is a starting point. It will be brought back when the Minister approves the fees section of the new Conservation Authorities Act. Having a Policy will allow for an annual review of the fees.

An omission was noted on Page 10. Staff will correct the error.

There was a discussion around cost recovery through fees. I.Wilcox reported that, with the UTRCA’s current fees, cost recovered for plan review is most likely less than fifty percent. Staff are hoping to get more Provincial direction on cost recovery in the upcoming fees section of the new CA Act. Compared to the surrounding Conservation Authorities, the UTRCA’s fees are in the middle, but overall there is no consistency across Ontario. Staff are hopeful the direction from the Province will address this ongoing issue.

The Board agreed that the Policy needs more discussion, specifically around partners and exemptions, and asked that it be brought back to this Board before November 2018 for approval, whether Provincial direction has been given or not.

T.Birtch arrived at 9:47am

T.Jackson moved – R.Chowen seconded:

T.Jackson moved – S.Levin seconded:

“RESOLVED that the motion be amended to include the deadline of November 2018 for the final draft to be reviewed by the Board.”

CARRIED.

“RESOLVED that the Board of Directors receive the draft and direct staff to complete a final draft, to be presented to the Board before November 2018.”

CARRIED.

7. Closed Session – In Camera

There being property and legal matters to discuss,

T.Jackson moved – H.McDermid seconded:-

“RESOLVED that the Board of Directors adjourn to Closed Session – In Camera.”

CARRIED.

Progress Reported

- (a) Matters Pertaining to Pittock Conservation Area  
(Report attached)

Property matters relating to Pittock Conservation Area were discussed.

S.Levin moved – H.McDermid seconded:-

“RESOLVED that the Board of Directors receive the report as detailed in the Closed Session minutes, and receive the Minutes of the November 28, 2017 Closed Session meeting, as posted on the Member’s web-site.”

CARRIED.

8. Business for Information

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

M.Blackie drew the Board’s attention to a few items listed in the report. Concerns and questions were raised regarding the length of the requested drain cleanouts. Staff are currently drafting an Enclosures Policy which will be presented to the Board when complete. Based on a request for

further Board education on drain cleanouts, it was suggested that Board members attend the annual Drainage conference in October that UTRCA staff regularly attend.

T.Birtch moved – M.Blosh seconded:-

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

CARRIED.

- (b) Conservation Authorities Act Approval  
(Report attached)

The new Conservation Authorities Act was approved in December. I.Wilcox directed attention to the sections identified as ‘not yet enforced’ as outlined in the attached report. The Board was advised that they will be involved with the revision of the Governance Policies, which must be approved by December 12, 2018.

Kim Gavin, General Manager of Conservation Ontario, will be giving a presentation about the changes to Act at the UTRCA Annual General Meeting in February.

G.Way moved – S.McCall-Hanlon seconded:-

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

CARRIED.

- (c) Closure of Ontario Seeds Facility  
(Report attached)

J.Enright outlined the events that lead to the attached letters. The decision to close the Ontario Tree Seed Facility was made in August 2017 by the Province, without consultation with user groups. The closure date is set for September 2018, but some efforts to dismantle operations have begun. Numerous parties across the Province have voiced concerns.

J.Enright outlined, clarified, and gave his opinion regarding the letter of response the UTRCA received from the Minister of Natural Resources and Forestry. There is serious concern that this will impact the UTRCA’s Targets if staff do not have access to an adequate supply of appropriate tree seed.

Board members encouraged each other to bring this to the attention of their Communities and respective Municipal Councils. There was discussion around the roles of Conservation Ontario and Forests Ontario in this matter. The Board expressed serious concerns around the closure of this facility and discussed with staff the most appropriate action.



S.Levin moved – R.Chowen seconded:-

“RESOLVED that the Board of Directors direct staff to communicate with Conservation Ontario, and share with them the Board's concerns regarding closure of the Ontario Tree Seed Plant, and request their leadership in contacting and working with the Province and appropriate partners to retain or re-establish the Seed Plant.”

CARRIED.

- (d) Harrington Dam Update  
(Report attached)

C.Tasker presented his report to the Board and informed them the Master Plan process could take anywhere from two to five years. Concerns were raised and discussed by the Board around the length of time this new process may take, given the safety issues that prompted the original Environmental Assessment (EA). Staff do not foresee any problems but will not lose sight of the safety issues throughout the process. Once a plan is developed for the Master Plan process, staff will have a more definite idea of the timeline and re-evaluate the dam safety review if necessary. The Master Plan process was chosen because it has fewer constraints than the EA process, and allows three parties to be at the table instead of just two. It also provides more latitude in scope that will allow the concerns raised by the Harrington and Area Community Association to be more fully addressed. The EA process has been paused and will most likely be resumed on the completion of the Master Plan.

H.McDermid moved – N.Manning seconded:-

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

CARRIED.

- (e) Draft Budget Municipal Feedback  
(Report attached)

A letter received by the UTRCA from the Township of Perth South was presented to the Board and was discussed as part of the Municipal Feedback report by I.Wilcox. Staff still have one more Council meeting to attend and receive feedback from. This report will be completed and presented to the Board again at the AGM.

The Board discussed the resolution presented in the letter from the Township of Perth South. Staff clarified that while a Council resolution does not overcome the levying powers of the UTRCA, it is a strong statement for the Board to take into consideration.

R.Chowen elaborated on the Thames Centre Council meeting he attended with I.Wilcox.

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

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

CARRIED.

9. January FYI  
(Attached)

The attached report was presented to the members for their information.

10. Other Business

I.Wilcox informed the Board that the UTRCA received a generous and unexpected \$2,000.00 donation from Columbia Sports Wear. The donation has been directed to the Species at Risk program.

I.Wilcox reported that the UTRCA was approached by Ducks Unlimited to host their newest wetland creation staff member in the WCC. Staff accepted the request and the arrangement will be very soon. Board members expressed their support for this arrangement.

The Board was reminded of the 71<sup>st</sup> UTRCA Annual General Meeting taking place on Thursday, February 22<sup>nd</sup>. Similar to last year’s format, the meeting will be split, with business and the Budget vote in the first half, followed by presentations from both staff and a guest speaker in the second half. Kim Gavin, General Manager of Conservation Ontario will be the guest speaker and will be discussing the changes to the Conservation Authorities Act. Staff presentations will include the launch of the newest Watershed Report Cards, an update on the Moyer property, and a Targets update.

11. Elections  
(Report attached)

M.Blackie requested a motion to nominate Grant Inglis as Interim Chair for the purpose of conducting the elections for Authority Chair and Vice-Chair for 2018.

T.Jackson moved – H.McDermid seconded:-

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

CARRIED.

T.Jackson moved – S.Levin seconded:-

“RESOLVED that G.Inglis be nominated as Interim Chair for the purpose of conducting the elections for the Authority’s Chair and Vice-Chair for 2018.”

CARRIED.

G.Inglis outlined the procedures for electing the Authority’s Chair and Vice-Chair as specified in the Conservation Authorities Act and the UTRCA Board of Directors’ Policy Handbook.

(a) Chair

G.Inglis called for nominations for the position of Chair of the UTRCA Board of Directors for 2018.

T.Jackson nominated M.Blackie for the position of Chair of the UTRCA Board of Directors for 2018.

G.Inglis called twice more for further nominations.

There being no further nominations, nominations were closed.

G.Inglis inquired if the nominee would allow his name stand and if he would like to speak to the nomination. M.Blackie stated he would allow his name to stand.

G.Inglis declared M.Blackie as Authority Chair for 2018.

(b) Vice-Chair

G.Inglis called for nominations for the position of Vice- Chair of the UTRCA Board of Directors for 2018.

R.Chowen nominated N.Manning for the position of Vice-Chair of the UTRCA Board of Directors for 2018.

G.Inglis called twice more for further nominations.

There being no further nominations, nominations were closed.

G.Inglis inquired if N.Manning would allow her name to stand. N.Manning stated she would allow her name to stand.

G.Inglis declared N.Maning as the Vice- Chair of the UTRCA Board of Directors for 2018.

G.Inglis congratulated the Chair and Vice-Chair, and relinquished the Chair to M.Blackie.

(c) Hearings Committee

M.Blackie noted that traditionally the Hearings Committee consists of the Authority Chair, Vice-Chair, past Chair and two additional Authority members, but as there is no past Chair, the 2018 Hearings Committee will consist of M.Blackie, N.Manning and three additional Board members.

The Chair called three times for nominations for three positions on the Hearings Committee.

H.McDermid nominated T.Jackson to be a member of the Hearings Committee for 2018.

M.Blosh nominated S.Levin to be a member of the Hearings Committee for 2018.

A.Hopkins nominated M.Blosh to be a member of the Hearings Committee for 2018.

All three nominees agreed to let their names stand for the positions on the Hearings Committee for 2018.

There being no further nominations, nominations were closed.

M.Blackie confirmed the 2018 Hearings Committee will consist of the M.Blackie, N.Manning, M.Blosh, T.Jackson, and S.Levin.

(d) Finance & Audit Committee

M.Blackie noted that the Finance & Audit Committee consists of the Authority Chair, and two to four additional Authority members.

The Chair called three times for nominations for the positions on the Finance & Audit Committee.

R.Chowen nominated N.Manning to be a member of the Finance & Audit Committee for 2018.

H.McDermid nominated T.Jackson to be a member of the Finance & Audit Committee for 2018.

T.Jackson nominated S.Levin to be a member of the Finance & Audit Committee for 2018.

All three nominees agreed to let their names stand for the positions on the Finance & Audit Committee for 2018.

There being no further nominations, nominations were closed.

M.Blackie confirmed the 2018 Finance & Audit Committee will consist of the M.Blackie, N.Manning, T.Jackson, and S.Levin.

12. Adjournment

T.Jackson congratulated and thanked A.Hopkins and all those involved in the process that lead to the decision to decommission Springbank Dam.

There being no further business, the meeting was adjourned at 11:17 a.m. on a motion by T.Jackson.



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Ian Wilcox  
General Manager  
Att.

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M.Blackie, Authority Chair

**UPPER THAMES RIVER**  
**CONSERVATION AUTHORITY**



*"Inspiring a Healthy Environment"*

December 22, 2017

City of London  
PO Box 5035  
300 Dufferin Ave.  
London, ON.  
N6A 4L9

**Attention: Cathy Saunders, City Clerk**

Dear Ms. Saunders:

The Upper Thames River Conservation Authority (UTRCA) Board of Directors is in receipt of your November 15, 2017 invitation to host the Authority's Board Meetings at City Hall. The Board considered this request at their November meeting and while the offer is appreciated, a decision was made to continue to host meetings of the Board at the Watershed Conservation Centre at Fanshawe Conservation Area.

The Board does appreciate the intent of the invitation, that being to enhance public engagement, access and transparency. Toward that end, your invitation did generate much discussion regarding how we currently conduct meetings in terms of public notice, meeting room layout, and live streaming. Staff are working to make improvements in those areas for implementation in the new year.

Again, thank you for the invitation and for working with partner agencies to ensure we continue to provide meaningful public engagement as part of our watershed services.

Sincerely,

A handwritten signature in blue ink, appearing to read "Murray Blackie".

Murray Blackie  
Chair, UTRCA Board of Directors

Cc: M. Brown, Mayor - City of London  
M. Salih, Councillor - Ward 3

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**To:** UTRCA Board of Directors  
**From:** Chair, Finance & Audit Committee  
**Date:** 15 Jan 2018  
**Subject:** Engagement of Investment Management Services from PH&N

**Agenda #:** 6(a)  
**Filename:** ::ODM\GRPWISE\UT\_MAIN.UT  
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**Recommendation:**

That the Board of Directors engages Phillips, Hager & North Investment Counsel (a division of RBC Wealth Management) as UTRCA’s advisor for portfolio fund management according to the existing UTRCA Investment Policy approved in 2017. The initial investment will be \$4 Million.

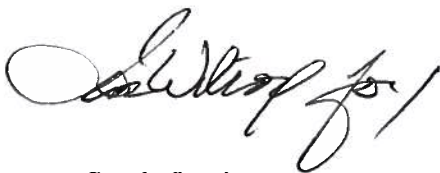
**Background:**

The Finance and Audit Committee received 4 responses to the RFP issued in September 2017, one which was deemed ineligible according to the criteria of the RFP. After consideration the committee agreed to have presentations from two respondents. In the interim, all 4 references of the two respondents were contacted and information compared.

Presentations from TD Private Investment Counsel and PH&N took place in December after which a thorough discussion was held by the committee on the merits of each proposal and presentation. Discussions at the committee covered points in the RFP and specifically, access to information and support to the committee, breadth of experience of the advisors, range of assets offered, fees, responsible *investment choices and their experience with organizations comparable to our own.* The result of discussions determined that PH&N would be the more suitable advisor.

The committee will proceed with the development, with PH&N’s guidance, of an Investment Policy Statement (IPS) for these longer-term funds which will address the specific mix of assets to be purchased considering our risk tolerance. The committee will be implementing the long-term portion of the Board’s investment policy in working with PH&N on the IPS which will in turn guide them. We will report as frequently as we get performance information from PH&N.

Recommended by:



Sandy Levin

Prepared by:



Christine Saracino

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**To:** UTRCA Board of Directors  
**From:** Chris Tasker , Manager, Water and Information Management  
**Date:** January 15, 2018 **Agenda #:** 6 (b)  
**Subject:** Tender Award – For Approval **Filename:** FC #1210  
Wildwood Dam Valve Casing Corrosion  
Protection

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**Staff recommends:**

**The budget for the Wildwood Dam Valve Casing Corrosion Protection be increased by \$30,055, increasing the total project budget from the original amount of \$100,000 up to \$130,055.**

**Report Purpose:**

Bids were received through a competitive process to complete the Wildwood Dam Valve Casing Corrosion Protection project. All bids received exceed the project budget. Board approval is requested to increase the project budget to reflect the revised cost of the project.

**Background:**

The three valves at Wildwood Dam have experienced significant corrosion over time due to the environmental conditions at the gallery of Wildwood Dam. This corrosion protection is required to prevent further deterioration and to extend the useful life of the valves and associated piping. An agreement was entered into with AECOM Ltd. to complete the design, consulting, and tendering for this project at a cost of \$33,177 + HST.

**Report on the Tender Process:**

A public tendering process was followed. Known qualified contractors were directly notified of the project and the project was also advertised in the Daily Commercial News. Four companies attended the mandatory walkthrough of the project site. Two contractors responded with bids as follows:

Glavin Coating & Refinishing – Zurich	\$ 86,975 + HST
JDCMI – Kitchener	\$ 110,550 + HST

The lowest bidder was recommended for acceptance by AECOM, and this contractor has performed well on previous projects with the UTRCA. With consulting and staff time on the project the revised project budget is \$127,940 including contingencies not including taxes. In order to allow the project to proceed in a timely manner and be completed before March 15, 2018, (while still eligible for WECI funding) the tender was awarded by staff to the lowest tender and the contractor has begun work on site.

**Project Budget:**

WECI approved funding for 50 % of the project budget of \$100,000.00 which was also board approved as part of the project application process. In order to complete the entire scope of the project staff recommend to increase the project budget to 127,940 + HST, a total increase of \$30,055. With other



UTRCA projects forecast to be under budget there is adequate WECI funding to be able to proceed with the project and receive the full 50% WECI funding for the work. WECI allows CAs to shift funding from projects with surplus funding to those with pressures. This is a high ranking WECI project and it is not expected that there will be any concerns with directing the necessary WECI funding towards this project. Although staff considered ways to reduce the project scope to be able to complete part of the project within budget, a considerable amount of the project is in internal environmental controls (heat and humidity) to ensure a successful and long lived corrosion protection. If aspects of the project were removed from the scope this additional cost would be necessary as part of a subsequent project to complete the work increasing considerably the cost for completing the work.

Please contact staff if there are any questions.

Recommended by:



Chris Tasker, Manager  
Water and Information Management

Prepared by:



Fraser Sutherland, Project E.I.T.  
Water and Information Management

**To: UTRCA Board of Directors**

**From: Ian Wilcox**

**Date: January 17, 2018**

**Subject: Fees Policy**

**Agenda #: 6 (c)**

**Filename: ::ODMA\GRPWIS\U  
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ENVP:5367.1**

## RECOMMENDATION

**THAT the Board of Directors approve the UTRCA Fees Policy, to be used as a basis for future annual fee schedules.**

**THAT the proposed 2018 Fee Schedules be approved by the UTRCA Board of Directors.**

## PURPOSE

To provide a written policy on fees, to satisfy the Ministry of Natural Resources and Forestry's requirement for policy or administrative guidelines regarding fees for services (as approved by the Minister), and to document the Authority's principles and practices regarding fees charged under other subsections of the Conservation Authorities Act. The policy will also provide greater clarity to the UTRCA's Stakeholders, applicants and customers, regarding determination and administration of fees, charged by and collected under Section 21 (1)(m.1) and Section 29(1)(c) of the Conservation Authorities Act. This is a first attempt to assemble fees under one policy document. We anticipate the product will improve with the on-going modernization of our finance system and may be influenced by pending changes to the Conservation Authorities Act.

## BACKGROUND

Under section 21 (1)(m.1) of the Conservation Authorities Act (1990), for the purpose of achieving its objects, a Conservation Authority (CA) may charge fees for services which are approved by the Minister.

Based on the "*Policies and Procedures for the charging of Conservation Authority Fees*" chapter in the Ministry of Natural Resources' Conservation Authorities Policies and Procedures Manual;

Section 5.2 states that "*each Conservation Authority must develop written policy or add to its Administrative Resolutions, a fees administration guideline which includes:*

- *A fees schedule*
- *A process for public notification about the establishment of or any proposed changes to any fees schedule*
- *A clearly defined review and revision process*
- *A process for appeals to the fee structures or in place"*

The Fees Policy and the accompanying Fees Schedules, as attached, are provided to address this requirement.

Recent amendments to the Conservation Authorities Act include the addition of Section 21.1 which clarifies that:

*The Minister may determine classes of programs and services in respect of which an authority may charge a fee. The amount of a fee charges by an authority for a program or services it provides shall be,*

*(a) the amount prescribed by the regulations; or*

*(b) if no amount is prescribed, the amount determined by the authority*

Until such time for the Lieutenant Governor proclaims this section of the revised Act and regulations are developed which may prescribe fee amounts, we are following the current requirements. The fee schedules will be updated in the future to reflect regulations where warranted.

### ***Fees Policy***

The services that CAs may charge fees for include:

- Section 28 permit fees
- Plan review
- Response to legal, real estate and public enquiries
- Extension services (e.g., technical advice/implementation of erosion control measures, forest management/tree planting, wildlife/fisheries habitat management, management of forests/recreational land owned by others, technical studies)
- Community relations/information/education services (e.g., tours, presentations, workshops, demonstrations, special events)
- Sale of products (e.g., reports, maps, photographs)
- Recreation Programs (camping, day use, boating, hunting, hiking, etc.)

In keeping with Board direction, UTRCA charges fees for its services based on a cost-recovery basis and the benefit received by the applicant from specific types of services. The UTRCA monitors and reviews its fees on an ongoing basis, considering costs to deliver the program or provide the service, a competitive analysis where similar services are provided locally (education programs, camping etc.); and peer analysis, considering fee schedules for similar sized/focused Conservation Authorities and municipal fee schedules.

Section 5.5 of the “*Policies and Procedures for the charging of Conservation Authority Fees*” chapter states that:

*“When developing fee schedules, Conservation Authorities should consider:*

- *The fees of neighbouring Conservation Authorities to promote consistency*
- *The nature and level of fees charged by local municipalities, and other agencies and ministries for related services to prevent duplicative fee structures and to promote consistency in fee schedules*
- *Setting fees dependent on the complexity of applications and the level of effort required to administer the applications”*

It should be noted that the scope of the policies and procedures, outlined in the document, did not extend to revenues or fees relating to activities on lands (referenced in Section 29 of the *Conservation Authorities Act*) owned by a Conservation Authority. The proposed Policy reflects current Board direction and practice, as has been described in reports related to approvals of Annual Fee Schedules. The Fees Policy, once approved, will continue to inform annual reviews to the UTRCA Fee Schedule.

***Fees Schedules***

A comprehensive review of fees has not been undertaken at this time. We anticipate the product will improve with the on-going modernization of our finance system and may be influenced by pending changes to the Conservation Authorities Act. There is uncertainty regarding what fees will be prescribed by the regulations as part of the implementation of the Conservation Authorities Act Review.

Fee increases, for permits and plan review services, reflect the impacts of inflation since the current fee schedule came into effect in 2013 and 2006 respectively. The increases are based on a cost of living adjustment only and are rounded to the nearest \$5 increment. The exception to this is the fees for Technical Review, which has been adjusted to reflect a cost of living adjustment since 2016, only. Fee increases have also been applied to forestry services. Prices are based on tree supplier, planting materials and UTRCA costs, and a review of other nearby Conservation Authority pricing. A more fulsome review of fees will be undertaken for 2019, as required.

**RECOMMENDATION**

THAT the Board of Directors approve the Fees Policy and fee schedules, to be used as a basis for future annual fee schedules.

PREPARED BY:

RECOMMENDED BY:



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

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Ian Wilcox,  
General Manager

ATTACHMENTS:

Upper Thames River Conservation Authority Fees Policy  
UTRCA Fee Schedules

# Upper Thames River Conservation Authority Fees Policy

Approved by the Upper Thames River Conservation  
Authority Board of Directors - Effective upon  
approval, except where dates indicate otherwise.

*This Fees Policy has been prepared in conformity with the Conservation Authorities Act and the Policies and Procedures for the Charging of Conservation Authority Fees (1997 amended in 1999), established by the Ministry of Natural Resources for fees associated with services identified in Section 21(1)(m.1).*



# Upper Thames River Conservation Authority Fees Policy

*Approved by the Upper Thames River Conservation Authority Board of Directors - Effective upon approval, except where dates indicate otherwise.*

## *Basis*

This Fees Policy has been prepared to satisfy the Ministry of Natural Resources and Forestry's requirement for a policy of administrative guidelines regarding fees for services (as approved by the Minister), and to document the Authorities' principles and practices regarding fees charged under other subsections of the *Conservation Authorities Act*. The *Policies and Procedures for the Charging of Conservation Authority Fees*, established by the Ministry of Natural Resources (June 1997, updated March 1999) established the principles and guidelines for fees, specifically related to services, and additionally it stated the requirements for each Conservation Authority to develop its own policy or administrative guidelines.

The attached Fee Schedules are based on the user-pay principle. The fees and revenues generated are designed to assist with recovering the costs associated with administering and delivering the services on a program basis. Fees take into account estimated staff time, travel, and materials costs to provide the service, but do not exceed the cost of the service.

## *Legislative Framework*



Since 1996 the *Conservation Authorities Act* empowered conservation authorities to charge fees for services approved by the Minister of Natural Resources. Section 21 (m.1) of the *Conservation Authorities Act* allows for this collection of fees for the following services, where the service is not supported through provincial grant funding:

- *Conservation Authorities Act* Section 28 permit fees
- Plan Review
- Response to legal, real estate and public inquiries
- Extension Services (e.g. technical advice/implementation of erosion control measures, forest management/tree planting, wildlife/fisheries habitat management, management of forests/recreational land owned by others, technical studies)
- Community relations/information/education services (e.g., tours, presentations, workshops, demonstrations, special events)
- Sale of products (e.g. reports, maps, photographs)
- Any services under other legislation authorized under agreement with the lead ministry



The amendments to the *Conservation Authorities Act* (December 2017) include the addition of Section 21.1 which clarifies that:

*The Minister may determine classes of programs and services in respect of which an authority may charge a fee. The amount of a fee charges by an authority for a program or services it provides shall be,*

*(a) the amount prescribed by the regulations; or*

*(b) if no amount is prescribed, the amount determined by the authority*

## *Process and Public Notification*

When developing and establishing fees, the Authority also considers the fees of neighbouring Conservation Authorities, fees charged by local municipalities and agencies and, as noted, fees charged by the private sector for similar services.

Fees account for estimated staff time, travel, equipment and material costs plus a reasonable charge to cover administration of the program, which normally includes an allocation for shared corporate services.

This Fees Policy has been established by the Upper Thames River Conservation Authority (UTRCA) Board of Directors and is administered and applied by staff of UTRCA. The Management Team, in consultation with the General Manager may, under extenuating circumstances, waive or reduce fees.

The public is notified of any proposed increases or revisions to the Fee Schedule, by way of posting a notice on the UTRCA website and in the UTRCA administrative office, that the Fee Schedule will be reviewed on an identified date, at an open meeting of the Authority's Board of Directors.

## *Implementation*

While cost recovery is a requirement for certain services, noted above, the Authority considers other factors when setting fees, such as fees of neighbouring Conservation Authorities, the nature and level of fees charged by local municipalities for related services and in some cases, the value of similar services provided by the private sector. It should also be noted that for some circumstances and programs, an attempt to charge a fee that would provide complete cost recovery is not feasible due to inability to pay and would result in reduced demand for the service, e.g., school education programs.



## 1) Planning & Regulations (Section 28 – Permit Fees, Planning Act & Technical Reviews)

UTRCA administers its fee program for Planning & Regulations to achieve a partial cost recovery to-date for the plan review function. UTRCA will work toward full cost recovery as demand requires and as the UTRCA Board of Directors and Municipalities may direct over time. Administration may consider the following issues and data, where and when relevant to revise the fee schedule:

- Analysis of trends in workload changes, shifts in market and types of applications.
- Consultation with developers/municipalities about work effort, new planning/legislative requirements and streamlining.
- General overview of status of cost recovery.
- Statistics of numbers of applications and annual changes, where required.
- Level of service/review turn-around timing.
- Areas of improvement of level of service/staffing demands.
- Cost cutting measures as required.
- Reserve fund requirements
- Identification of specific/specialized municipal requirements
- Trends in legal costs associated with appeals to the Local Planning Appeal Tribunal (formerly the Ontario Municipal Board), Mining and Lands Commissioner and other legal services.

It is the objective of the UTRCA to provide an effective and efficient delivery of services. To achieve these objectives:

- a. Permit applications under the *Conservation Authorities Act* generally will be processed within timelines outlined in MNR's May 2010 "Policies and Procedures for Conservation Authority Plan Review and Permitting Activities" (30 days after receipt of complete applications for minor applications / 90 days for major applications).
- b. Fees will not exceed the costs to deliver the service.
- c. Land use proposals will be reviewed in a timely fashion.
- d. Comments on applications under the *Planning Act* will be provided in time for the legislated public meeting or hearing.

Exemptions to the application of these fees include:

- Non-profit conservation groups contributing to the protection and restoration of the natural environment, such as Ducks Unlimited (DU), Nature Conservancy of Canada (NCC), Ontario Federation of Anglers and Hunters (OFAH), Upper Thames River





Conservation Authority (UTRCA) for permit applications, *Planning Act* applications, inquiries, and site assessments;

## 2) Conservation Area Fees

Conservation Area fees are reviewed annually by Conservation Unit staff following the end of the camping season in October. Criteria for setting fees are:

- Anticipate operational expenses that will be incurred that will impact the budget;
- Comments and feedback from CA users;
- Comparison to similar operations and opportunities in the industry, including trends; and impact on or opportunity to achieve Targets.

As part of the fee setting process, staff also review the operational policies that pertain to the various aspects of the Conservation Area services and programs. Refund policies are included in this review and adjusted as necessary. Information pertaining to these policies is shared on our websites as well as available in print. Seasonal campers receive an electronic copy annually.

In order to meet deadlines for print advertising as well as reservation system upgrades, fees are approved in November and come into effect January 1 of the new year. Once approved, new fees become public.

## 3) Forestry Services Fees

Fees for trees and services are reviewed and up-dated annually. An attempt is made to balance user fees with program costs while trying to maintain and, over the long-term, expand natural areas. It must be noted that without cost-sharing opportunities such as the Clean Water Program, 50 Million Tree Program, Ontario Power Generation and others, the program would not be sustainable (i.e. our tree numbers planted would drop considerably).

The cost for providing these services is based on the following principles:

- The costs of the trees are based on wholesale tree costs dependent on individual stock items. A mark-up is applied to cover the costs associated with delivery and storage requirements of the trees.
- Planting fees for both machine and hand planting are charged based on staffing and equipment costs.
- Where the UTRCA is asked to replant areas to comply with court orders (Woodlands Conservation By-Law, CA Act Permit requirements), the fees charged reflect full cost recovery.



#### 4) Community Education Program Fees

Conservation Education program fees are reviewed annually and changes implemented in time for promotion for fall programs. The fees advertised in September are in place for the school year. UTRCA conservation education programs are funded through a number of avenues including fees charged directly to the school classes participating, fees charged directly to the School Board and through corporate, foundation or government sponsorships of specific programs.

The Authority offers programs on site (within Fanshawe or Wildwood Conservation Areas), off site (wetland, watercourse) and in-class and on the grounds of the school. The fees charged for an on site program is a cost per student per half day program. There is a minimum fee per program. Most programs can accommodate 2 or 3 classes. This revenue is augmented by Authority levy funds to cover costs. Staff endeavour to control dependency on Authority levy funds by recovering as much of the program costs as the market will bear. To determine the fees charged directly to the school classes a number of factors are considered including:

- the availability of similar services,
- surveys of prices charged by organizations offering similar services, and
- demand for the program.

Off site, specialty programs are sponsored through corporate, foundation or government agencies. At times, a school board will arrange for the UTRCA to provide programming or professional development to a number of classes or staff. In these instances, the fees charged cover all costs incurred by the Authority.

#### 5) Lands & Facilities Fees

Lands and Facilities fee for hunting will reviewed annually. Criteria for increasing the hunting program fees are:

- Anticipate operational expenses that will be incurred;
- Comments and feedback from applicants and permitted users of designated hunting areas;
- Comparison to similar operations and opportunities from other Conservation Authorities.

The fee setting process will include review operational policies that pertain to the various aspects of this particular program delivery. The Hunting Team will incorporate OMNR&F hunting regulation changes, UTRCA policy changes, admission agreements terms and conditions (written permission) updates, GIS map updates, and applicable fee updates which is shared on our websites as well as available in print.



### *Refunds*

Upper Thames River Conservation does not issue refunds for services or products once the application or order is submitted and the payment has been processed. Under exceptional circumstances, refund requests will be considered and may be approved by the General Manager. If a refund is approved, a 10% refund fee will apply.

### *Appeal*

The fee appeal process will be based on the principles of fairness, opportunity, and notification. Any deviation from this Policy requires the approval of the General Manager or, if of material significance, the Board of Directors. The appellant must submit in writing to the General Manager the reasons for the appeal. The written request will also identify the need and desire to present the appeal before the Board of Directors. Once heard, the appeal will be dismissed or upheld through a resolution passed by the Board of Directors. The appellant will be notified accordingly of the Board's decision.

### *Date of Effect*

The Fee Policy becomes effective as of the date of UTRCA Board of Directors approval unless stated otherwise.

### *Transition*

The establishment of this Fee Policy supersedes and replaces all previous fee policies and/or schedules. The Policy also applies to proposals not previously invoiced, such as draft approved plans of subdivision which predated any fee schedule.

### *Review Process*

This Fee Policy & Schedules will be reviewed annually by the UTRCA Management Team, in conjunction with the annual budgeting process. The Management Team will seek information regarding fees, from various sources, as identified in the process and public notification section above; prepare a proposed revised Fee Schedule with a report to members regarding recommendations. The Board of Directors shall receive and make recommendation as to the proposed Fee Schedule. Once approved, the revised Fee Schedule to this policy will be published on UTRCA's website, distributed to Municipal Clerks for posting, and in other materials used by the public.



# Fee Schedules

*Schedule 1: Planning & Regulations Fees; Includes UTRCA Section 28 Permit Fees, Plan Review Fees and Technical Review Fees*

*Schedule 2: UTRCA Conservation Areas Fees*

*Schedule 3: UTRCA Forestry Services Fees*

*Schedule 4: UTRCA Environmental Education Program Fees*

*Schedule 5: UTRCA Lands & Facilities and Conservation Areas Hunting Fee*



*Schedule 1: Planning & Regulations Fees; Includes UTRCA  
Section 28 Permit Fees, Plan Review Fees and Technical Review  
Fees*

*SECTION 28 PERMIT FEES*

		<b>2013 Fee</b>	<b>Proposed 2018 Fee</b>
MINOR WORKS	Minor Works (decks, above ground pools etc.)	\$100.00	\$150.00
FILL OR ALTER WATERWAY	Standard - (no engineering drawings )	\$400.00	\$425.00
	Intermediate - (engineering drawings required)	\$500.00	\$550.00
	Major - involves comprehensive review by various technical staff	\$750.00	\$800.00
TO CONSTRUCT OR RECONSTRUCT	Structures <500 sq.ft.	\$400.00	\$425.00
	Structures >500 sq.ft.	\$750.00	\$800.00
	Multi-lot developments (per lot affected)	\$250.00	\$275.00
CONSTRUCT OR FILL	Golf course development	\$2,000.00	\$2,150.00
	Large Fill volumes > 1000 m <sup>3</sup>	\$5,000.00	\$5,370.00
	Renewable Energy Projects	\$1,000.00	\$1,075.00
	Related site survey and inspection per hour (2 hr min)	\$100.00	\$150.00
	Municipal drain review (minor)	\$100.00	\$150.00
MUNICIPAL PROJECT REVIEW	Municipal drain review (major)	\$500.00	\$500.00
	Major Municipal project	\$2,000.00	\$2,150.00
	Verification letter (Hazards or Areas of Interference)	\$100.00	\$150.00
OTHER APPLICABLE LEGISLATION	Aggregate Resources Act review	\$2,000.00	\$2,150.00
	Environmental Assessment Act (minor)	\$2,000.00	\$2,150.00
	Environmental Assessment Act (major)	\$5,000.00	\$5,370.00
VIOLATION	work commenced prior to approval – 100% surcharge for first occasion; 200% for second occasion		



Notes:

1. The permit fee generally includes the cost of technical report reviews. The UTRCA reserves the right to charge technical report review fees over and above the permit fees for complex projects which involve a detailed technical report or reports covering one or more issues.
2. Large fill projects involve proposals for fill which exceed greater than 1000 m3. Smaller fill projects will be covered under other sections of the fee schedule.
3. Large renewable energy projects are defined as:
  - i. Class 3 solar facilities with a nameplate capacity greater than 10 kW.
  - ii. Class 3, 4 or 5 wind facilities equal to or greater than 50 kW.
  - iii. Any waterpower project involving construction of a new dam or retrofit of an existing dam.
  - iv. Any bio-fuel project (anaerobic digestion, biofuel, biogas or thermal treatment facility) that would not fall under our general categories for buildings or building additions as outlined in the table above.
4. Major municipal projects – Projects that have generally come forward following a Class Environmental Assessment, where input from the UTRCA has been solicited and the need for Section 28 approval has been acknowledged. UTRCA costs are related to multiple technical report reviews, preparation of correspondence, attendance at pre-consultation meetings and site inspections. Estimated total project costs generally exceed \$1 million. Staff reserve the right to charge additional fees for significant technical report review.
5. For Environmental Assessments undertaken by private proponents (i.e., non-municipal EAs), minor and major categories are distinguished by the anticipated amount of staff time required for reviews. For the purposes of the fee schedule, major will be defined as projects with estimated cumulative staff review time requirements of greater than 25 hours. The UTRCA reserves the right to charge additional fees if peer review requirements warrant additional cost-recovery.

Please contact Section 28 staff at 519-451-2800 for more explanation of fee categories.

### Plan Review Fees

			Proposed
<b>Inquiry or Release of Agreements</b>	Written response provided	\$150.00	\$150.00
<b>Maps</b>	Standard legal sized hardcopy	\$20.00	\$20.00
	Contact GIS for exact prices	\$40.00	\$40.00
<b>Application Review Fees</b>	Official Plan Amendment (Minor- single family residence)	\$200.00	\$250.00
	Official Plan Amendment (Major - Industrial, Commercial, Institutional, Subdivisions etc.)	\$500.00	\$600.00
	Zoning By-law Amendment	\$200.00	\$250.00
	Consent (severance)		
		\$200.00	\$250.00

## Upper Thames River Conservation Authority Fees Policy



Variance	\$105.00	\$125.00
Site Plan	\$200.00	\$250.00
Plan of Subdivision or Condo	\$100.00 per Lot to a Maximum of \$3000	\$100.00 per Lot to a Maximum of \$5000

**Notes:**

1. The UTRCA reserves the right to waive the application fee or reduce the fee on a case by case basis.
2. Official Plan Amendment (Major) – Official Plan Amendments which include complex Natural Hazard and Natural Heritage issues involving multiple peer reviews to be completed by the UTRCA and/or other qualified professionals. The UTRCA reserves the right to determine what is considered to be a Official Plan Amendment (Major) on a case by case basis.
3. Fees for multiple applications made for the same parcel within one year will be discounted as follows:
  - First application – full fee per lot/application
  - Additional applications – 50% of full fee per lot/application
4. The processing fee is charged in the following cases:
  - Provision of a clearance letter for any application approved prior to March 29, 2006
  - Provision of an extension letter
  - Provision of a letter for a Draft Plan of Condominium for those proposals that are limited to conversion of existing buildings with no new construction or as long as the design complies with criteria established through a previous circulation (e.g. Subdivision or Site Plan)

### **TECHNICAL REVIEW FEES** (to support Section 28 and Plan Review Services)

**Notes:**

	<b>2016 Fee</b>	<b>Proposed 2018 Fee</b>
Scoped Environmental Impact Studies	\$400.00	\$410.00
Comprehensive Environmental Impact Studies	\$1000.00	\$1025.00
Stormwater Management Studies	\$1000.00	\$1025.00
Sediment and Erosion Control Plan	\$200.00	\$205.00
Hydrogeology Assessments	\$10000.00	\$1025.00
Subwatershed Study/Master Drain or Tributary Study	\$500.00	\$515.00
Discount for each additional study in combination	Reduce fee by \$100.00	Reduce fee by \$100.00

1. recommended that the proponent pre-consult with the UTRCA and the municipality prior to preparation of a detailed technical report.
2. For the purpose of this fee schedule, Scoped Studies are generally recommended in situations where the nature of the natural heritage feature or hazard is well documented, similar development has been previously



proposed, modelled and analyzed, impacts are not anticipated due to the location or nature of a proposed development, and mitigation options have been developed.

3. For the purpose of this fee schedule, Comprehensive Studies are generally recommended in situations which are more complex, where information is lacking, or where the risk or significance of the impact is high.

4. Where a Section 28 permit approval is required in addition to the Planning Act approval, the fee for the Conservation Authority permit may be discounted.

5. The fees for technical report review include one comprehensive report review and one revised report review. The UTRCA reserves the right to charge a processing fee or additional technical report fees for additional reviews.





*Schedule 2 – Conservation Area Fee Schedule*

All Fees Effective January 1, 2018

	2018 Fees	
Vehicle day pass	\$	14.00
	\$	8.00
	\$	4.00
	\$	125.00
	\$	62.50
Bus Day	\$	120.00
	\$	15.00
Motor/sail boat seasons pass	\$	115.00
Motor/sail boat seasons pass 1/2 price (Sept 1st)	\$	57.50
Wet dock seasonal	\$	395.00
	\$	175.00
Wet dock weekly	\$	120.00
	\$	25.00
	\$	155.00
Dry dock monthly	\$	100.00
Dry dock daily	\$	15.00
<b>PAVILION RENTALS</b>		
Watson Porter Weddings	\$	2,000.00
Watson Porter Inclusive	\$	1,000.00
Watson Porter	\$	375.00
Lakeview Pavilion Weddings	\$	875.00
Lakeview Pavilion Inclusive	\$	650.00
Lakeview Pavilion	\$	250.00
	\$	90.00



## Campground Revenue Centres

<b>NIGHTLY CAMPING FEES</b>	
	\$ 13.00
Reservation Fee - Campground	\$ 13.00
	\$ 20.00
Daily electricity - 30 amp	\$ 49.00
Daily without electricity	\$ 39.00
	\$ 322.00
Weekly electricity 50amp	\$ 348.00
Back Country Non Electric Weekly	\$ 256.00
<b>SEASONAL CAMPING FEES</b>	
Seasonal 30amp - Waterfront	\$ 2,850.00
Seasonal 15amp	\$ 2,500.00
Seasonal Non-Electric - Waterfront	\$ 1,900.00
Swipe Card Seasons Vehicle Pass 1/2 Price	\$ 57.50
Shed / Deck only	\$ 140.00
<b>SEWAGE FEES</b>	
	\$ 300.00
	\$ 50.00
Sewage disposal - unscheduled request	\$ 85.00
	\$ 50.00

*\*2018 Conservation Area fees were approved at the November 2017 Board of Directors meeting*



### Schedule 3 - Community Education Programs

Fee Schedule effective September to align with the School Year

Conservation Education on site program, \$120 minimum per group	per person	\$7.00
In classroom and off-site programs, per group (sponsored)		\$150.00 to \$300.00
Outdoor School - Wildwood	Per person Per day	\$14.00
Specialist High Skills Major		
GPS, \$400 minimum – full day	per person	\$20.00
Project WILD & Below Zero Certificates	per person	\$60.00
Intro to Stream Assessment Protocol, \$200 minimum	per person	\$10.00
Watershed Management, \$200 minimum	per person	\$10.00
Species Identification, \$200 minimum	per person	\$10.00
ICE Training – fully facilitated	per day	\$400.00
Co-facilitated		\$200.00

*\*A review of fees was completed in 2016 and fees were raised accordingly i.e. the per person program fee was raised to \$7.00 from \$6.00.*



*Schedule 4 - UTRCA Forestry Services*

			<b>2017</b>	<b>2018</b>
<b>Trees</b>	Coniferous (45-60 cm balled & burlap)	from	\$7.50	\$10.07
	price dependent on species	to	\$12.50	\$13.56
	UTRCA Planting Coniferous (plus cost of tree)	per tree	\$13.56	\$13.56
	includes 2 applications of herbicide			
	Deciduous (175-200 cm bare root)	from	\$25.00	\$28.25
	price dependent on species	to	\$27.00	\$33.90
	UTRCA Planting Deciduous (plus cost of tree)		\$25.00	\$30.00
	includes stakes, guards and 2 applications of herbicide			
Landowner planting (minimum 25 tree purchase)				
<b>Seedlings</b>	Coniferous seedlings (18-40 cm)	from	\$.60	\$.79
	price dependent on species, minimum of 50	to	\$1.30	\$1.24
	Deciduous seedlings (26-90 cm)	from	\$.96	\$.96
	price dependent on species, minimum of 50	to	\$1.80	\$2.03
	UTRCA Planting with 2 applications of herbicide, plus cost of seedlings	each	\$.96	\$.96
	minimum of 250 seedlings			
	Landowner planting, admin fee		\$33.90	\$33.90
seedlings purchased in lots of 50				
<b>Shrubs</b>	Wildlife Shrubs (20 - 35 cm)	from	\$1.10	\$1.07
	dependent on species	to	\$1.35	\$1.24

*\*prices are based on tree supplier, planting materials and UTRCA costs, and a review of other nearby Conservation Authority pricing.*



*Schedule 5 – UTRCA Lands & Facilities and Conservation Areas  
Hunting Fee*

	<b>2018 Fees</b>
<i>Lands &amp; Facilities and Conservation Area Revenue Centres</i>	
<b>HUNTING FEE</b>	
Hunting Permission (Permit)	\$ 65.00

*\*Hunting fees will be reviewed in the Fall of 2018 and new fees will come into effect January 1, 2019*

*\*Fees are to cover cost of administering the program*

*\*Annual minimum fee increase will reflect COL increase*

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**To:** Chair and Members of the UTRCA Board of Directors

**From:** Tracy Annett, Manager – Environmental Planning and Regulations

**Date:** January 15, 2018 **Agenda #:** 8 (a)

**Subject:** Administration and Enforcement – Sect. 28 Status Report –  
Development, Interference of Wetlands and Alteration to  
Shorelines and Watercourses Regulation **Filename:** Document  
ENVP 5351

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This report is provided to the Board as a summary of staff activity related to the Conservation Authority's *Development, Interference of Wetlands and Alterations to Shorelines and Watercourses Regulation* (Ont. Reg. 157/06 made pursuant to Section 28 of the Conservation Authorities Act). The summary covers the period from November 18, 2017 to January 12, 2018.

**Application #59/17**

**City of London**

**1577 and 1687 Wilton Grove Road – City of London**

- proposed construction of stormwater management facility on lands identified as the Forest City South Industrial Park
- supporting studies and drawings prepared by AECOM and Golder Associates
- staff approved and permit issued November 29, 2017

**Application #137/17**

**City of London**

**Blackfriars Street – City of London**

- extensive UTRCA involvement in removal and rehabilitation of Blackfriars Bridge
- construction plans and supporting documents prepared by Dillon Consulting
- bridge removal plans prepared by contractor McLean Taylor Construction
- staff approved and permit issued November 27, 2017, with requirement for submission of re-installation details for review and approved by the UTRCA once prepared

**Application #139/17**

**Philip Holst – Stewardship Oxford**

**525078 Horn Road (Part Lot 21, Concession 3) - Township of Norwich**

- proposed wetland creation
- plans prepared by Philip Holst, Stewardship Oxford and Steve Watts, landowner
- staff approved and permit issued December 12, 2017

**Application #143/17**  
**Municipality of Thames Centre**  
**Waubuno Creek Drain**

- Proposed debris removal on a class E drain
- Staff approved and permit issued December 4, 2017

**Application #156/17 (AMENDMENT)**  
**County of Oxford c/o B.M. Ross & Associates Limited**  
**11<sup>th</sup> Line to Tecumseh Street – City of Woodstock**

- proposed amendment to previously approved watermain replacement project to accommodate relocation of the line/easement further away from the bank of the South Thames River.
- plans prepared by B.M. Ross & Associates Limited.
- staff approved and permit amendment issued December 14, 2017.

**Application #157/17**  
**Town of Ingersoll**  
**110 Mutual Street – Town of Ingersoll**

- proposed simulation fire safety residence – educational and training facility.
- plans prepared by djDesign and Santarelli Engineering Services.
- staff approved and permit issued January 10, 2018.

**Application #163/17**  
**Don Black Investments c/o Tridon Group Ltd.**  
**10293 Glendon Drive – Municipality of Middlesex Centre**

- proposed preliminary site grading and vegetation removal associated with approved plan of subdivision (Kilworth Heights West Subdivision) in Kilworth/Komoka.
- subdivision grading plans prepared by Eng Plus, Development Assessment Report prepared by Stantec Consulting Ltd.
- staff approved and permit issued December 5, 2017.

**Application #166/17**  
**Sun Canadian Pipeline Company Limited**  
**27<sup>th</sup> Line and Road 74 – Township of Zorra**

- proposed (shallow cover) pipeline remediation and integrity dig.
- plans prepared by NovaTox Limited.
- staff approved and permit issued November 21, 2017.

**Application #184/17**  
**Jeff Roth**  
**Part Lot 14, Concession 8 – Township of Zorra**

- proposed construction of new single storey shop, concrete pad and associated driveway.
- plans prepared by Tacoma Engineers Inc. in accordance with site specific project location details and mitigation measures agreed to on site between landowner and UTRCA staff.
- staff approved and permit issued November 29, 2017.

**Application #186/17**  
**Town of St. Marys**  
**55 George Street North – Town of St. Marys**

- proposed in-ground Water Storage Reservoir and Pumphouse, Reconstruction of George Street North and replacement of storm outlet to Trout Creek.
- plans prepared by B.M. Ross and Associates Limited.
- staff approved and permit issued January 11, 2018.

**Application #187/17**

**Stewardship Oxford**

**Old Stage Road – Township of Norwich**

-proposed wetland pond rehabilitation project creating shallow wetland cells within the basic footprint of the former Hodge's Pond (on-line) Dam Reservoir. Realignment of this portion of the Cedar Creek channel was undertaken earlier in the year to remove the reservoir and reestablish the historically existing channel. Plans involve renaturalizing areas of the old reservoir with wetland and tree planting projects.

-plans prepared by Phil Holst of Stewardship Oxford and in accordance with site-specific project details, construction details and mitigation measures discussed on site with staff of the UTRCA, Stewardship Oxford and the County of Oxford.

-staff approved and permit issued December 22, 2017.

**Application #188/17**

**PenEquity/Goal Ventures**

**3260 and 3130 Dingman Drive – City of London**

-proposed decommissioning of man-made pond as early stage of development of commercial property

-submission requirements in accordance with "Notice of Decision" prepared by UTRCA through Hearings Committee conditional approval issued July 18, 2014

-satisfactory project details and reporting prepared by Stantec Consulting

-staff approved and permit issued November 27, 2017

**Application #190/17**

**Municipality of Middlesex Centre**

**Lots 6 & 7 BF Concession and Lots 5, 6 & 7, Concession 1 – Municipality of Middlesex Centre**

-proposed construction of new Kilworth sanitary pumping station, installation of trunk sanitary forcemain and gravel access road associated with the new Kilworth Wastewater Treatment Facility, installation of bypass sewer at the existing Kilworth Wastewater Treatment Facility.

-plans prepared by Stantec Consulting Limited and EXP Services Inc.

-staff approved and permit issued January 3, 2018.

**Application #193/17**

**Municipality of West Perth - Logan**

**Logan Road Drain**

- Proposed bottom cleanout of 3110 metres of a Class F drain

- Due to length of proposed cleanout, spot cleanouts were requested

- Permit, SCR for spot cleanouts and signed notification form issued December 4, 2017

**Application #194/17**

**Township of Perth East - Ellice**

**Central Drainage Works, Branches A & C**

- Proposed bottom cleanout of 2700 metres of a Class F drain

- Due to length of proposed cleanout, spot cleanouts were requested

- Permit, SCR for spot cleanouts and signed notification form issued December 4, 2017

**Application #195/17**

**Township of Perth East - Ellice**

**East Black Creek, Branch 5**

- Proposed bottom cleanout of 775 metres of a Class F drain

- Permit, SCR for bottom cleanouts and signed notification form issued December 4, 2017



**Application #196/17**  
**Municipality of West Perth - Logan**  
**Regan Drain, Branch F**

- Proposed bottom cleanout of 900 metres of a Class F drain
- Permit, SCR for bottom cleanouts and signed notification form issued December 4, 2017

**Application #197/17**  
**Township of of Lucan Biddulph**  
**Rathburn Drain**

- Proposed bottom cleanout of 990 metres of a Class C drain
- Permit, SCR for bottom cleanouts and signed notification form issued December 14, 2017

**Application #200/17**  
**Jim Burns**  
**1873 Parkhurst Ave - City of London**

- proposed 16'x19' rear Sunroom addition
- plan prepared by Shawn Piskovic, Piskovic and Associates, submitted by Kris Ovsenek, Naklo Carpentry
- staff approved and permit issued December 5, 2017

**Application #202/17**  
**Scott Coles – CNC Homes Ltd**  
**196 Wharncliffe Road North - City of London**

- proposed construction of main floor rear addition without basement
- plans prepared by Dwayne Buck, DC Buck Engineering
- staff approved and permit issued December 11, 2017

**Application #204/17**  
**City of London**  
**551 Windermere Road – City of London**

- repair required on section of Arva-Huron watermain in flood plain of North Thames River
- previous “integrity dig” identified precise section of pipe requiring work
- plans prepared by Stantec Consulting
- staff approved and permit issued December 12, 2017

**Application #205/17**  
**Trevalli Homes Ltd.**  
**Lot 21 (#387) Masters Drive – City of Woodstock**

- proposed single family residence and attached garage adjacent Sally Creek.
- site plans prepared by Van Harten Surveying Inc. in accordance with approved subdivision plan.
- staff approved and permit issued December 18, 2017.

**Application #206/17**  
**Randall and Lois Warkentin**  
**Part Lot 22, Concession MRES – Municipality of West Perth**

- proposed construction of new shop/driveshed and installation of associated parking area.
- site plans prepared by landowner in accordance with site specific project location details and mitigation measures agreed to on site between landowner and UTRCA staff.
- staff approved and permit issued December 21, 2017.

**Application #207/17**

**Harry & Joann Vergeer**

**Part Lot 4, Concession 2 – Municipality of Middlesex Centre**

- proposed replacement of recently existing single family residence and associated septic system.
- plans prepared by Orchard Design Studio Inc., Strik, Baldinelli, Moniz Limited, BOS Engineering Limited and Archibald, Gray & McKay Engineering Limited.
- staff approved and permit issued December 14, 2017.

**Application #211/17**

**Claude and Marg Poirier**

**Part Lot 10, Concession 1 – Municipality of Thames Centre**

- proposed construction of new storage (garden) shed.
- plans prepared by Simple Designs in accordance with survey information from Holstead & Redmond Limited.
- staff approved and permit issued December 19, 2017.

**Application #212/17**

**Jim Smale**

**Part Lot 28, Concession 5 – Township of South-West Oxford**

- proposed construction of a new driveshed to replace an older driveshed recently destroyed in a fire.
- plans prepared by Van Harberden Consulting Inc.
- staff approved and permit issued January 9, 2018.

**Application #215/17**

**Oxford County**

**Tecumseh Street, Jack Poole Drive - City of Woodstock**

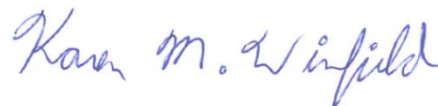
- proposed Roth Park (Northeast Woodstock) trunk sanitary sewer upgrades
- plans prepared by B.M Ross and Associates Ltd.
- staff approved and permit issued January 4, 2018

Reviewed by:



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

Prepared by:



Karen Winfield  
Land Use Regulations Officer



Mark Snowsell  
Land Use Regulations Officer



Brent Verscheure  
Land Use Regulations Officer



Cari Ramsey  
Env. Regulations Technician

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**To:** UTRCA Board of Directors  
**From:** Ian Wilcox, General Manager  
**Date:** January 10, 2018  
**Subject:** Conservation Authorities Act Approval

**Agenda #:** 8 (b)  
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Staff are pleased to report that revisions to the Conservation Authorities Act (Bill 139) passed December 12, 2017. Conservation Ontario and all 36 Conservation Authorities have been supportive of the proposed changes as they strengthen the Conservation Authority's role in Ontario through clearer language regarding purpose and funding, and improved accountability, while tidying up several nuisance housekeeping matters. Changes to the Act are summarized in **Attachment 1**.

#### **“Not Yet in Force”**

It should be noted that while the Act itself has passed, many proposed changes must still be “proclaimed by the Lieutenant Governor” at a date yet to be determined, and are therefore not yet in force. These sections include:

- A definition and requirements for Operating Expenses
- Requirements for Memorandums of Understanding with municipalities
- Rules regarding User Fees
- Requirements regarding Capital Projects and Expenditures
- Transfer of our current Section 28 Regulation into the body of the legislation
- Powers of Entry
- Regulations regarding the composition of Conservation Authority Boards

Conservation Ontario is continuing to work with the Ministry of Natural Resources and Forestry to prioritize and schedule implementation of these changes.

#### **New Board of Directors' By-Laws**

Of particular interest to the Board will be the requirement for new standardized Administrative By-Laws (Board Policies) by the end of 2018. Conservation Ontario is currently working with the province to develop a standardized “best practices” by-law template. Once finalized, this template will be made available to all Conservation Authorities with the expectation that standardized by-laws will be developed and approved by each Board by the end of 2018. For the UTRCA, this will involve a revision of our existing **Board of Directors Policy Handbook** to ensure it complies with the standardized template. Given our review of early drafts of the standardized template, we do not expect this to result in significant changes to our existing policies. We anticipate this work starting later this Spring.

#### **Presentation at February 22<sup>nd</sup> AGM by Conservation Ontario**

Kim Gavin (General Manager, Conservation Ontario) has been invited to our February 22<sup>nd</sup> Annual General Meeting to make a presentation regarding changes to the Conservation Authorities Act. Kim will highlight changes and provide the latest information regarding necessary steps the UTRCA will need to make to conform with the revised Act.

If you have questions, please contact the undersigned.

Prepared by:

A handwritten signature in cursive script, appearing to read "I. Wilcox".

Ian Wilcox, General Manager

**ATTACHMENT 1: Summary of Proposed Amendments to the *Conservation Authorities Act***

Description of Amendment	Overall Assessment
<p><b>Purpose Statement:</b> A new purpose section is added to the Act.</p> <p><i>Purpose</i>  <i>0.1 The purpose of this Act is to provide for the organization and delivery of <u>programs and services</u> that further the conservation, restoration, development and management of natural resources <u>in watersheds</u> in Ontario. (underlining is CO staff emphasis)</i></p>	<p>Positive that they kept the purpose broad. Positive that the underlined aspects were included in the purpose statement i.e. programs and services (delivery agents; IWM is a suite of programs and services) and watersheds (IWM boundary/context).</p>
<p><b>Enlarging, Amalgamating and Dissolving a CA:</b> Various amendments are made in relation to the enlargement of the area of jurisdiction of an authority, the amalgamation of two or more authorities and the dissolution of an authority including amendments relating to the notice that is required before some of these events can occur. Also, the amendments add a requirement for the Minister’s approval of any amalgamation of two or more authorities.</p>	<p>Clarification of procedures and expectations is beneficial.</p>
<p><b>Appointment of Members:</b> The rules relating to the appointment and term of office of members of an authority are clarified; including: confirmed appointment of members is by respective councils of participating municipalities; terms of members extended to 4 years, and, a member may be replaced by the council that made the appointment</p> <p>Additionally, the rules relating to the appointment of members could be defined in a regulation <i>governing the composition of conservation authorities and prescribing additional requirements regarding the appointment and qualifications of members of conservation authorities.</i></p>	<p>Positive that our requested amendments were made. Additionally, they repealed OMB approval for Board per diems.</p> <p><u>Should</u> the Lieutenant Governor in Council move forward with a regulation to prescribe requirements for the appointment and qualifications of members of CAs then CO will be actively involved with influencing these details and will remain engaged with AMO. At this time, it’s unknown how prescriptive the regulation might be.</p>
<p><b>Meetings:</b> A requirement that meetings of the authority be open to the public is added, subject to exceptions that may be provided in an authority’s by-laws.</p>	<p>No concerns; it is assumed that the majority of CAs already have open meetings.</p>

Description of Amendment	Overall Assessment
<p><b>Advisory Boards:</b> maintains ability to establish Advisory Boards and created a new ability for the Lieutenant Governor in Council to make regulations mandating the use of advisory boards.</p> <p><i>“...including requiring authorities to establish one or more advisory boards and prescribing requirements with respect to the composition, functions, powers, duties, activities and procedures of any advisory board”</i></p>	<p>Multi-stakeholder engagement is a foundational piece of the integrated watershed management model; this could be an opportunity for us to build broader support and engagement for the work we do across many sectors.</p> <p><u>Should</u> the Lieutenant Governor in Council move forward with a regulation to prescribe requirements for Advisory Boards then CO will be actively involved with influencing these details and remain engaged with AMO.</p>
<p><b>By-Laws:</b> A new section is enacted setting out the power of an authority to make by-laws in relation to its governance, including its meetings, employees, officers and its executive committee. Many of these powers were previously regulation-making powers that the authorities held under section 30 of the Act; they are now legislative requirements. Section 19.1 outlines minimum expectations for the content of administrative by-laws. It’s indicated that <i>Municipal Conflict of Interest Act</i>, and the <i>Municipal Freedom of Information and Protection of Privacy Act</i> and their regulations prevail in case of conflict with a CA’s by-laws. CAs are required to establish a period for reviewing their administrative bylaws for compliance with other laws and it’s a requirement that administrative by-laws be made available to the public in a manner determined by the authority. CAs must have compliant by-laws in place within one year of enactment of the legislation.</p> <p>Additionally, the Minister may direct an authority to make or amend a by-law within a specified time. If the authority fails to do so, the Minister has the power to make a regulation that has the same effect as the by-law was intended to have.</p>	<p>Update/modernization of our administrative by-laws through legislative amendment is positive.</p> <p>The immediate requirement is to update the CA’s by-laws according to the new legislation. This is the only time-bound requirement in the legislation and it must be completed within one year of enactment of Schedule 4 of Bill 139.</p> <p>MNRF has negotiated a transfer payment with CO to support a staff position to develop best management practices for administrative by-laws; this will assist CAs in meeting the one-year timeframe from the enactment of the legislation to get their updated by-laws in place.</p>
<p><b>Objects, Powers &amp; Duties:</b> Amendments are made to the objects, powers and duties of authorities in particular their powers in relation</p>	<p>The provincially-mandated programs and services</p>

Description of Amendment	Overall Assessment
<p>to programs and services and in relation to projects that they undertake. New section sets out the three types of programs and services that an authority is required or permitted to provide: the provincially-mandated programs and services that are required by regulation, the municipal programs and services that it provides on behalf of municipalities under a Memorandum of Understanding (MOU) and other programs and services that a Conservation Authority determines to be a priority in their watershed to provide to further its objects.</p> <p>With regard to MOUs, clauses have been included that require: MOUs to be available to the public as determined by MOU, regular review of MOUs, and, programs and services to be delivered as per the MOU.</p> <p>Additionally, there is an enabling Minister’s regulation <i>governing consultations that an authority must carry out regarding programs and services it provides.</i></p>	<p>regulation(s) is an opportunity to work with the Province on defining our existing and potentially new delegated responsibilities and a mechanism to discuss costs/funding.</p> <p>All MOU related subsections are consistent with “Policies and Procedures for CA Plan Review and Permitting Activities” (MNR, 2010).</p> <p><u>Should</u> this enabling regulation on consultations become a Minister’s priority, CO would be engaged to influence outcomes.</p>
<p><b>Fees:</b> New section confirms that CAs have the ability to charge fees for classes of programs and services determined and published by the Minister. The amount of a fee charged will be prescribed by regulations*; or if not prescribed, the amount is determined by the authority. Authorities are required to maintain a fee schedule that sets out the programs and services in respect of which it charges a fee and the amount of the fees or the manner in which the fee is determined. The fee schedule is set out in a written fee policy that is available to the public. The fee policy will also address the frequency that the policy will be reviewed; the process for carrying out a review, including giving notice of the review; and details of how a fee can be appealed. Persons who are charged a fee by an authority may apply to the authority to reconsider the charging of the fee or the amount of the fee. The authority may: order the fee to be paid in the amount originally charged, vary the amount of the fee, or, order that no fee be charged.</p> <p>*Minister’s regulation(s) could address amounts of fees and how they’re calculated</p>	<p>The “Policies and Procedures for CA Plan Review and Permitting Activities” (MNR, 2010) refer to the fact that fees should be cost recovery and follow the Fees Policy and Procedure (1997). While dated, the MNR Fees Policy generally outlines the items now required through legislation. MNR has committed to updating the policies and procedures “to provide CAs with additional guidance on the development of fee schedules” (p.30, <i>Conserving our Future: A Modernized CAA</i>, June 2017). This section will be enacted at a date to be determined by the Lieutenant Governor presumably so that time is allowed to update the supporting policies and procedures before these sections come into force.</p> <p><u>Should</u> the enabling regulation</p>

Description of Amendment	Overall Assessment
	with regard to ‘amounts of fees and how they’re calculated’ become a Minister’s priority, CO would be engaged to influence outcomes.
<b>Information Required by Minister:</b> New section 23.1 empowers the Minister to collect information and to require that it be published. This enables MNRF to conduct reviews of conservation authority programs, services and operations.	This is an enabling clause unlikely to be used routinely by the Minister. In any case, it is consistent with CO positioning that welcomed ‘strengthening oversight’; and it facilitates transparency.
<b>Apportionment of Costs:</b> Sections 24 to 27 of the Act are repealed and replaced with new sections allowing authorities to recover their capital costs with respect to projects that they undertake and their operating expenses from their participating municipalities. Currently the apportionment of those costs and expenses is based on a determination of the benefit each participating municipality receives from a project or from the authority. The amendments provide that the apportionment and where appeals will be heard will be determined in accordance with the regulations.	<p>These sections will be enacted at a date to be determined by the Lieutenant Governor so that our existing Levy regulations will remain in effect until the new regulations are in place.</p> <p>Details will be determined via the regulations which CO will work on with MNRF staff and AMO.</p>
<b>Regulating Activities:</b> The provisions regulating activities that may be carried out in the areas over which authorities have jurisdiction are substantively amended. Section 28 of the Act is repealed. That section currently gives authorities certain regulation-making powers, including the power to regulate the straightening, changing and diverting of watercourses and development in their areas of jurisdiction and to prohibit or require the permission of the authority for such activities. The re-enacted section 28 prohibits such activities so that the previous regulation-making power is no longer required. Overall, the intent is to clarify that the purpose of conservation authorities’ existing development and interference regulation is to manage impact(s) to the control of water-related natural hazards. Furthermore, the new section gives the authorities the power to issue permits allowing persons to engage in the prohibited activities and allows authorities to cancel the permits in specified circumstances.	<p>This section will be enacted at a date to be determined by the Lieutenant Governor so that our existing Section 28 regulations and permitting system will remain in effect until the new regulations and sections come into force.</p> <p>CO would be engaged to influence the outcomes of the updated regulations. In the interim, the CO Section 28 Regulations Committee and representatives from the Regulatory Compliance Committee are meeting with MNRF staff on June 29<sup>th</sup> to discuss the amendments and moving forward.</p>



Description of Amendment	Overall Assessment
<p>As well, new section 28.5 enables the Lieutenant Governor in Council to regulate any activity that impacts the conservation, restoration, development or management of natural resources in the future.</p>	<p>This new section could be used to address other provincial priorities in the future and it could apply to all or some CAs.</p>
<p><b>Enforcement Powers:</b> Sections 30 and 30.1 are repealed and new sections are enacted in relation to the enforcement of the Act and offences. Authorities are given the power to appoint officers who may enter lands to ensure compliance with the Act, the regulations and with permit conditions. The officers are also given the power to issue stop orders in specified circumstances. Offences for contraventions of the Act, the regulations, permit conditions and stop orders are set out and the maximum fines under the Act are increased from \$10,000 to \$50,000 in the case of an individual and to \$1,000,000 in the case of a corporation. An additional fine of \$10,000 a day for individuals and \$200,000 a day for corporations may be imposed for each day the offence continues after the conviction. The existing powers of the court when ordering persons convicted of an offence to repair or rehabilitate any damage resulting from the commission of the offence are expanded.</p>	<p>The proposed amendments update/modernize the suite of compliance tools that can be used by conservation authorities to enforce compliance with regulatory requirements (e.g. ability to issue stop work orders, increases to fines). Many of these were requested by CO. Strengthened enforcement powers will require a corresponding attention to staff training. This section will be enacted at a date to be determined by the Lieutenant Governor.</p> <p>The CO Section 28 Regulations Committee and representatives from the Regulatory Compliance Committee are meeting with MNRF staff on June 29th to discuss the amendments and moving forward.</p>

*"Inspiring a Healthy Environment"*

December 20, 2017

**The Honourable Kathryn McGarry,**  
Minister of Natural Resources and Forestry  
Suite 6630, 6th Floor, Whitney Block,  
99 Wellesley Street West  
Toronto, Ontario M7A 1W3

By e-mail: [kmcgarry.mpp.co@liberal.ola.org](mailto:kmcgarry.mpp.co@liberal.ola.org)

**Re: Closure of the Ontario Tree Seed Plant**

**Dear Minister McGarry:**

The Upper Thames River Conservation Authority (UTRCA) is proud to be a significant partner with the Province of Ontario, Forests Ontario, our local Municipalities and many other local community partners and landowners on reforestation and forest management initiatives across our watershed. As a key planting delivery agent for the Province's 50 Million Trees Program, the UTRCA helps to plant over 70,000 trees a year.

The recent announcement that the Ontario Tree Seed Plant in Angus will close in September 2018, has the UTRCA and our many tree planting partners very concerned. As a large end user of locally adapted seed zone identified seedlings, its closure could result in a decreased ability to plant trees for the 50 Million Tree Program and to meet our internal strategic target of doubling our watershed reforestation efforts by 2037.

Our goal in reforestation has always been to provide our tree planting partners with the highest quality program. A quality program starts with quality seed. The Tree Seed Plant has provided us assurances that our seedlings were being grown by local growers from locally adapted seed zone appropriate seed. The Seed Plant has provided a critical service in the collection, extraction and storage of that seed since the 1920's. Our fear is that without this service, control of tree seed for local growers will be lost. On the open market inappropriate tree seed will be purchased and moved great distances, resulting in poor quality stock not adapted to our local growing conditions. Climate change alone presents its own challenges, so at this time, it is more critical than ever for the Province to step forward and ensure this does not happen.

The UTRCA asks the Province to rescind its decision to close the Seed Plant or at the very least delay the date to allow for the development of a collaborative solution to ensure Ontario's tree seed requirements are maintained into the future. We understand there is a very dedicated Stakeholder Committee representing Forest Gene Conservation Association, Forests Ontario, Sustainable Forest Licensees and Nursery Growers, working together to try and come up with a solution. We ask that your staff support and work with this group to ensure Ontario's rich history in reforestation is not jeopardized by the closure of the Ontario Tree Seed Plant.

Sincerely,



---

Murray Blackie,  
UTRCA Chair

**Ministry of Natural  
Resources and Forestry**

Office of the Minister

Room 6630, Whitney Block  
99 Wellesley Street West  
Toronto ON M7A 1W3  
Tel: 416-314-2301  
Fax: 416-314-2216

**Ministère des Richesses  
naturelles et des Forêts**

Bureau de la ministre

Édifice Whitney, bureau 6630  
99, rue Wellesley Ouest  
Toronto (Ontario) M7A 1W3  
Tél.: 416-314-2301  
Télééc.: 416-314-2216



MNR6446MC-2017-2370

JAN 11 2018

Mr. Murray Blackie  
Chair  
Upper Thames River Conservation Authority  
1424 Clarke Road  
London ON N5V 5B9

JAN 12 2018

Dear Mr. Blackie:

Thank you for your letter regarding the Ontario Tree Seed Plant (OTSP). I appreciate hearing about your concerns regarding the closure of the facility and would like to provide you with a response.

While the ministry recognizes that the OTSP has processed and stored seeds since 1923, processing at the plant have decreased significantly as Ontario's forest industry has evolved. Additionally, the purpose of the plant was to assist in Ontario's efforts to re-forest Crown land harvested by the forest industry, not genetic testing or seed tracking.

Since 1996, there has been growth in private sector capacity and we feel comfortable that there is seed extraction capacity available to support the needs of our clients. We have heard through our discussions with a variety of stakeholders that there is a desire among a number of different private sector operators to expand their current roles in seed extraction and storage, including through the potential acquisition of surplus OTSP equipment.

With the closure of the plant, we will be focusing our efforts on establishing the new native genetic seed archive. The archive will support Ontario's biodiversity and climate change research programs. We are also working directly with Forests Ontario to support the continued successful implementation of the 50 Million Tree Program.

In addition to the 50 Million Tree Program, my ministry provides tax incentive programs to assist private landowners in supporting good stewardship on their lands. The Managed Forest Tax Incentive Program encourages sustainable management of forests on private lands and increases forest cover and connectivity, while the Conservation Land Tax Incentive Program promotes the conservation of provincially significant natural heritage values, including significant woodlands. Both of these programs, in addition to the planning and good work conducted by municipalities and conservation authorities, are helping to ensure healthy natural forests in Ontario.

.../2

As we move forward with this decision, we understand that there are concerns with transition. I assure you that my ministry will continue to work with our clients in connecting them with seed extraction and storage suppliers throughout 2018 to ensure a seamless transition of these services for our clients.

If you have any further questions, please contact Ken Durst, Regional Services Manager, Southern Region, at (705) 755-3234 or [ken.durst@ontario.ca](mailto:ken.durst@ontario.ca).

Again, thank you for writing.

Best,

A handwritten signature in blue ink that reads "Kathryn McGarry". The signature is written in a cursive, flowing style.

Kathryn McGarry  
Minister of Natural Resources and Forestry

c: Ken Durst



December 15, 2017

**The Honourable Kathryn McGarry,**  
Minister of Natural Resources and Forestry  
Suite 6630, 6th Floor, Whitney Block,  
99 Wellesley Street West Toronto, Ontario M7A 1W3

By e-mail: [kmcgarry.mpp.co@liberal.ola.org](mailto:kmcgarry.mpp.co@liberal.ola.org)

**Re: Closure of the Ontario Tree Seed Facility**

**Dear Minister McGarry:**

Conservation authorities (CAs) are proud to be significant partners with the Province of Ontario, Forests Ontario, Municipalities and many other local community partners and landowners on reforestation and forest management initiatives across Ontario. As a key planting delivery agent for the Province's 50 Million Trees Program, conservation authorities help to plant over 2 million trees a year.

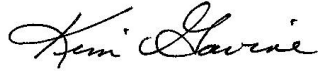
The recent announcement about the closure of the Ontario Tree Seed Facility in Angus has the conservation authority community concerned. As one of the largest end users of seed zone identified seedlings, its closure could result in a decreased ability to plant trees for both the 50 Million Tree Program and local programs.

It's in our collective interest to ensure a collaboratively developed transition plan for the closure of this facility. Many benefits of this facility are immeasurable, including the coordination and management of a network of expertise to facilitate southern Ontario seed collection and storage. There are immediate challenges regarding where the future source of identified seed will come from, particularly for southern Ontario. Conservation authorities rely heavily on private growers to provide genetically appropriate stock. There are concerns that if the Angus facility closes these growers will not be able to secure the required seeds. As well, most CAs will not be able to make their own arrangements for collection, extraction and storage and have significant concerns over cost increases. Conservation Ontario would welcome the opportunity to discuss these challenges with you and work with your ministry and other stakeholders to consider short, medium and long-term solutions that would ensure the successful delivery of both the 50 Million Tree program and local reforestation efforts.

120 Bayview Parkway Newmarket Ontario L3Y 3W3  
Tel: (905) 895-0716 Fax: (905) 895-0751 Email: [info@conservationontario.ca](mailto:info@conservationontario.ca)

Conservation authorities are proud of our successful history in collaborating with the Province and key partners in the delivery of afforestation and forest management services for over 70 years. Climate change presents challenges to the successful delivery of these services and we encourage the Ministry to consider this request towards the development of collaborative solutions and a strategy for alternative modes of seed plant delivery to help meet this challenge.

Yours truly,



Kim Gavine, General Manager

cc: Conservation Authorities of Ontario and Conservation Ontario Council  
Rob Keen, CEO, Forests Ontario

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**To:** UTRCA Board of Directors  
**From:** Chris Tasker  
**Date:** January 15, 2018  
**Subject:** Harrington Dam update

**Agenda #:** 8 (d)  
**Filename:** FC Doc #1209

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**Background:**

- 1) This is a further update to the reports presented at the September and October 2017 meetings. Please refer to previous reports for the background. The following is intended to update the board on ongoing work to consider the current situation and work with the community to identify possible next steps.

**Update:**

- 1) UTRCA staff met with HACA at a special meeting of HACA on December 11. Staff present included Chris Tasker, Bill Mackie and Emma Lounsbury. Board member and Zorra councillor Marcus Ryan was also present. Zorra Council was also represented at the meeting by Don MacLeod, CAO and Councillor Doug Matheson. HACA was well represented with 11 members attending.
- 2) The meeting was a good opportunity to hear directly from the membership their concerns with the EA process. The meeting began with an overview from the HACA perspective which started with the importance of the mill restoration project to the community. One of the early concerns which was identified by HACA was a concern about poor communication by the UTRCA and their consultant although it was identified that there were concerns with how the group communicated their concerns directly to council. For example concerns identified through the Public Information Centres (PIC) were responded to however the community does not feel that they were given the weight and consideration that they deserve in the process.
- 3) HACA identified a specific communications concern that some staff statements made during the tour of the dam may have left some board members with the impression that earlier this year the entire embankment was overtopped during a rainfall event. While the spillway capacity of the dam had been exceeded, the flows, while UTRCA staff were present at the dam, were restricted to the area of the spillway and low areas immediately adjacent to the spillway. As identified during the tour this overtopping did not result in any damage to the dam like the times which it was overtopped in 2000. This prevented safe removal of stoplogs which would have allowed us to increase the discharge capacity of the dam to prevent further damage to the structure. The group felt that this additional clarification should be provided to the Board to ensure that members were not left with the impression that the entire embankment was overtopped.
- 4) Much of the meeting focused on the Discussion Paper distributed to HACA for their feedback. The Discussion Paper will be updated to incorporate information received through the meeting to more equally represent both parties. Once updated and expanded to include recommended next steps, the Discussion Paper will be presented to the Board. The Discussion Paper includes:
  - a) Background (which was not reviewed at the meeting as all parties were very familiar with the background);
  - b) Cultural Heritage Evaluation Report/Heritage Impact Assessment (CHER/HIA);
  - c) Community Liaison Committee (CLC) including the initial draft of concepts which could be used as a Terms of Reference for the CLC if one is formed;
  - d) Water budget information for mill operation that has been requested from HACA; and
  - e) The Discussion Paper will need to expand on the master planning process recommended in the draft EA project plan for Harrington and include basic terms of reference for that process.



- 5) The Master Planning process still needs considerable refinement to identify scope, cost and governance. It is expected that it would, among other things:
  - a) build upon and reference information already available through other sources such as the EA;
  - b) consider the findings of a Cultural Heritage Evaluation Report (CHER) and Heritage Impact Assessment (HIA), once completed;
  - c) reference documentation on the Living Museum concept provided by HACA including solid business case for the concept;
  - d) consider water budget information and resulting constraints, if any, on the operation of the mill and pond;
  - e) include the broader use of Harrington CA and how it meets local, municipal and UTRCA interests such as recreation, natural and cultural heritage and education; and
  - f) explore the dredging proposals made by HACA.
- 6) The Master Planning process would likely include a committee with representation from interested parties without some of the restrictions and limitations of the CLC identified in the class EA process. Defining the master planning process together with parties such as HACA will be important to the successful completion of this process before finalizing the EA.
- 7) Some of the key conclusions arrived at jointly by those in attendance include:
  - a) Develop the Master Planning process in the hopes that this may identify and deal with broader interests such as the heritage education interests and dam safety concerns. The Master Planning process needs to be more fully scoped with involvement of interested parties including HACA.
  - b) Re-focus efforts of HACA's engineers (Wester University) to work with UTRCA to provide the information necessary to address the questions around the water budget for the mill operation.
  - c) Proceed with the Cultural Heritage Evaluation Report (CHER) or if possible skip to the Heritage Impact Assessment (HIA).
  - d) Leave the EA on pause while these other efforts are explored.
  - e) UTRCA to work with HACA regarding a risk assessment to better understand public safety priorities and liability associated with public education programs at the mill.
- 8) These next steps will be refined and included in the Discussion Paper along with a better description of the master planning process before being presented to the Board. HACA was asked if they could document these next steps in correspondence with the UTRCA and Zorra and provide their support in pursuing these.

Prepared by



for

Chris Tasker, Manager,  
Water and Information Management

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**To:** UTRCA Board of Directors  
**From:** Ian Wilcox, General Manager  
**Date:** January 12, 2018  
**Subject:** 2018 Budget: Municipal Feedback

**Agenda #:** 8 (e)  
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The UTRCA 2018 Draft Budget was circulated to member municipalities November 13, 2107. Included with that circulation was an offer to answer questions and/ or to appear before council to make a presentation and answer questions.

To date, six municipalities have asked that we appear before council. The attached table summarizes comments received. This table will continue to be updated and will be included as part of the agenda package for the UTRCA's Annual General Meeting February 22<sup>nd</sup> where the budget will be considered for final approval.

Individual Board Members may have also received direct feedback. If so, staff would ask that you share that with the Board during the January meeting so those opinions can be fully considered and be recorded as part of the meeting's minutes.

If you have further questions, please contact the undersigned.

Prepared by:



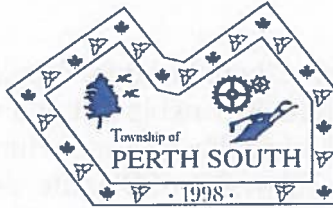
Ian Wilcox

**UTRCA 2018 Draft Budget  
Municipal Feedback  
Updated January 2, 2018**

**Note:** This summary is provided in addition to comments received during the September 2017 Municipal Budget Workshop (see Sept. 2017 Board report).

Please find below questions and comments raised during municipal presentations and/ or correspondence with member municipalities. Board members may have received comments directly from their municipality and they are encouraged to share that information with their Board colleagues and staff.

<b>Municipality</b>	<b>Comments and Questions</b>	<b>Position</b>
<b>City of London</b>	-Council approved 2018 and 2019 UTRCA increases. -Supportive of UTRCA's programs and efforts regarding the Environmental Targets Strategic Plan. -The City's 2018 Municipal Budget has been approved inclusive of the UTRCA's levy increase.	<b>Supportive</b>
<b>County of Oxford</b>	-Council questions were focused on County forest loss data presented as part of the justification for the Environmental targets Strategic Plan. -No specific budget questions were raised. -The County's 2018 Budget has been approved inclusive of the UTRCA's levy increase.	<b>Supportive</b>
<b>Perth East</b>	-Schedule for January 16, 2018	
<b>Stratford</b>	-Discussion with the City's CAO indicated no Council presentation is needed and the City's 2018 Draft Budget has been received by Council inclusive of the UTRCA's levy increase.	<b>Presumed Support</b>
<b>St. Marys</b>	-Scheduled for January 30th	
<b>Thames Centre</b>	-Majority of questions were concerning forest loss data for Middlesex County. -Councillors were surprised at forest loss and Mayor and Deputy asked questions regarding compensation practices, not realizing newly planted areas will not be considered forest until they mature. This relates to their role on County Council in granting approval for removals/ compensation. -One Councilor had concerns regarding the budget and pushed for an amount closer to CPI.	Presumed Support (one councillor in obvious opposition)



**Corporation of the Township of Perth South**

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[lscott@perthsouth.ca](mailto:lscott@perthsouth.ca)

January 22, 2018

Board of Directors  
Upper Thames River Conservation Area  
1424 Clarke Road  
London, ON N5V 5B9

**Re: Budget Resolution**

Throughout 2017 Perth South Council has shared its ongoing concerns with the budget increases that the Upper Thames River Conservation Authority (UTRCA) continues to request.

At the regular meeting of November 21, 2017 Council discussed the proposed 2018 budget increase for UTRCA and based on that discussion the following resolution was passed:

**#371** Moved by Councillor Jeffrey  
Seconded by Councillor Aitcheson  
"That Council for the Township of Perth South holds the levy increase for the Upper Thames River Conservation Authority to 3% per year." Carried

As noted previously, with the financial pressures we are facing, we continue to review all of the services we provide and will potentially have to make further reductions in services in order to not burden our ratepayers unnecessarily.

We thank you for your continued service and request that this correspondence be included with your 2018 budget review and discussions.

Regards,

Lizet Scott, Clerk

Cc: UTRCA Municipal Members (City of London, Municipality of Middlesex Centre, Municipality of Thames Centre, Township of Lucan-Biddulph, Township of Perth East, Town of St. Marys, Municipality of South Huron, City of Stratford, Municipality of West Perth, Township of Blandford-Blenheim, Township of East Zorra-Tavistock, Town of Ingersoll, Township of Norwich, Township of South-West Oxford, City of Woodstock, Township of Zorra)

Tony Jackson, UTRCA Board Representative



The UTRCA is hosting two Low Impact Development workshops.

### LID Workshops at WCC

As part of the UTRCA's ongoing Low Impact Development (LID) training for municipalities, consulting engineers, environmental consultants, agency staff and contractors, we are hosting two workshops at the Watershed Conservation Centre this spring: Erosion and Sediment Control (March 1) and LID Treatment Train Tool (April 26). Both workshops are sponsored by the Ontario Ministry of the Environment and Climate Change and Environment and Climate Change Canada.

The Erosion and Sediment Control workshop will outline the importance of good erosion and sediment control, various types of best management practices, alternative options for dealing with problematic sites, and key recommendations for protecting LID practices.

The LID Treatment Train Tool (TTT) workshop is a new workshop being offered for the first time in our area. The TTT was developed by Lake Simcoe Region Conservation Authority, Credit Valley Conservation, and Toronto and Region Conservation Authority to help developers, consultants, municipalities, and landowners understand and implement more sustainable stormwater management planning and design practices in their watersheds. The purpose of the tool is to analyze annual and event based runoff volumes and pollutant load removal by the use of Best Management Practices and LID techniques. The LID TTT provides preliminary water budget analysis (i.e., surface evapotranspiration, surface runoff, infiltration to soil) and pollutant load removal estimates for pre- and post-development scenarios. MTE Consultants Inc. is pleased to be sponsoring lunch for this workshop.

Contact: Vanni Azzano, Community Education Supervisor



A drone view of the new viewing platform, at right, next to the rail trail.

### Wildlife Viewing Platform at Ellice Swamp

On November 18, members of the Friends of Ellice and Gadshill Swamps and UTRCA staff completed a viewing platform to enhance the nature experience of visitors to the wetland. Located in the north portion of the Ellice Swamp off of Line 52, a walking trail (rail trail) makes it easy to access and view waterfowl and other wildlife in the area.



Members of the Friends of Ellice and Gadshill Swamps, along with UTRCA staff, on the new platform.

The Friends have worked over the past decade to create opportunities, doing roadside clean ups, information sharing, and resource enhancements. For example, when *Phragmites australis*, a highly invasive plant, was spotted in the area, the Friends worked with the UTRCA in 2017 to initiate an effort to control the plant's spread. Phragmites not only negatively impacts the wetland ecosystem but also affects municipal drains, impacting farmland drainage.

For more information or to get involved visit [swampfriends.ca](http://swampfriends.ca) or [thamesriver.on.ca](http://thamesriver.on.ca).

Contact: Bill Mackie, Lands & Facilities Supervisor

## Middlesex County Annual Emergency Exercise

Middlesex County held three emergency exercise sessions in late November for their municipal Emergency Control Groups. This year's emergency scenario was a wide-spread flooding event similar to 1954's Hurricane Hazel, which dropped more than 200 mm of rain in 12 hours in the Toronto area. Hurricane Hazel is still considered one of Ontario's costliest natural disasters in terms of loss of life, human displacement, and property damage.

For the 2017 emergency exercise, the County worked with the five Conservation Authorities within their boundary, as well as with Environment and Climate Change Canada (ECCC) to create a realistic, modern day equivalent storm scenario that would affect most of southwestern Ontario.

In the exercise, Hurricane Betti made landfall in North Carolina on October 5, 2017 as a category 4 storm. The scenario unfolded during and after a holiday weekend, and the municipal officials needed to decide when and how to mobilize, based on three weather messages received from ECCC and three flood messages received from the CAs.

The exercise was successful, and the municipal Emergency Control Groups did a good job brainstorming issues and the level of preparedness they may need in the future, such as the possibility of evacuations, long term power outages, and emergency access. Good discussions resulted from all three exercises.

The exercise was prefaced with an hour long presentation by the CAs outlining various roles and responsibilities of the agencies, the history of conservation in Ontario, and explaining each CA's flood forecasting and warning system. UTRCA staff participated in two of the three sessions.

Contact: Mark Helsten, Senior Water Resources Engineer

## Lake Erie Conservation Staff Meeting

In December, the UTRCA hosted a meeting for agriculture stewardship staff from various Conservation Authorities in the Lake Erie basin. This group meets every six months to share research and knowledge on agricultural best management practice.



Lake Erie conservation staff listen to presentation on in-stream phosphorus cycling.

The day started with presentations from researchers at Western University and the University of Waterloo to discuss stream phosphorus cycling and ongoing research in the Thames River. The subsequent presentations included incorporation of BMPs into the drainage report, precision agriculture and conservation planning, as well as soil health farming practices. Potential collaborative efforts were highlighted during the meeting, as many of the invited speakers presented partnership opportunities for future stewardship work.

Contact: Tatianna Lozier, Agricultural Soil & Water Quality Tech.

## Board of Directors - On the Agenda

The next UTRCA Board of Directors meeting will be January 23, 2018. Approved board meeting minutes are posted on the publications page at [www.thamesriver.on.ca](http://www.thamesriver.on.ca).

- Response to City of London Meeting Space Invitation
- Engagement of Investment Management Services from PH&N
- Tender Award - Wildwood Dam Valve Casing Corrosion Protection
- User Fees
- Administration and Enforcement - Section 28
- *Conservation Authorities Act* Approval
- Closure of Ontario Seeds Facility
- Harrington Dam Update
- Draft Budget Municipal Feedback
- Annual General Meeting Information
- Elections

Contact: Michelle Viglianti, Administrative Assistant

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

519-451-2800

Twitter @UTRCMarketing

Find us on Facebook!

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

**Agenda #:** 11

**Filename:** C:\Users\wilcoxi\Documents\Group  
Wise\118834-1.doc

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**January 15, 2018 REVISION:** The following report was included as part of the November 2017 Board Agenda. It is again being included in this month's package as a reminder of the positions available and the process to follow, if interested. Elections will be held as part of the January 23<sup>rd</sup>, 2018 meeting.

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

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

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

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

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



Prepared by:

A handwritten signature in black ink, appearing to read "Ian Wilcox". The signature is fluid and cursive, with the first letter "I" being a large, prominent loop.

Ian Wilcox, General Manager