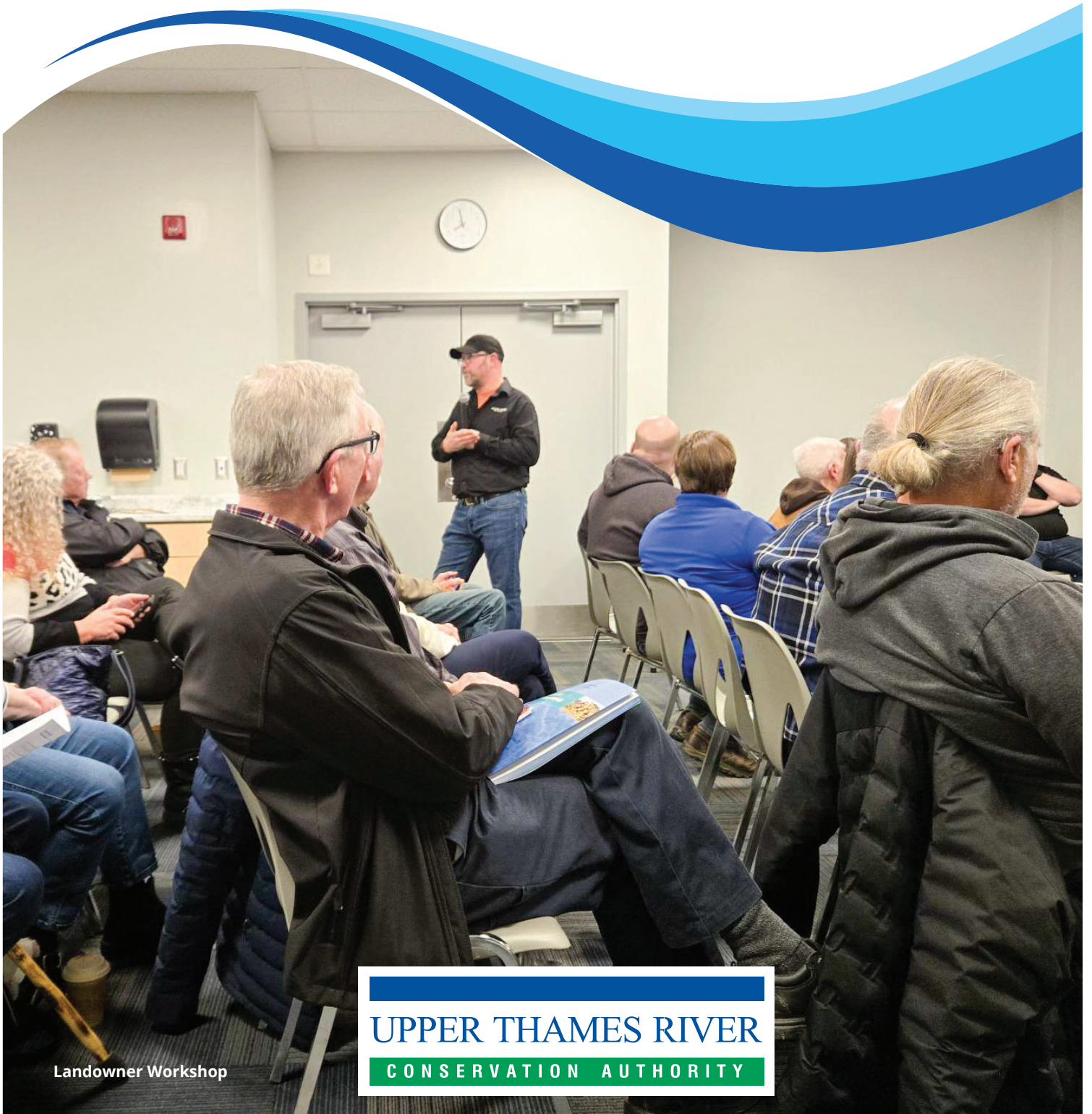


Board of Directors

Upper Thames River Conservation Authority



UPPER THAMES RIVER
CONSERVATION AUTHORITY

Upper Thames River Conservation Authority Board of Directors' Meeting Agenda – April 2026

Date: April 28, 2026

Time: 10:00am (directly following the Source Protection Authority meeting)

Place: Watershed Conservation Centre Board Room, Fanshawe Conservation Area –
1424 Clarke Road, London, ON

1. Territorial Acknowledgement

2. Modifications to the Agenda

3. Declarations of Pecuniary Interest

4. Presentations/Delegations

5. Administrative Business

5.1. Approval of Minutes of Previous Meeting

5.2. Business Arising from Minutes

5.3. Correspondence

5.3.1. London Development Institute

6. Reports – For Consideration

6.1. Annual Updates to Regulated Area Maps BoD-26-0428-26

7. Reports – In Camera

7.1. Litigation Affecting the UTRCA – Case Before the Ontario Land
Tribunal - Verbal

8. Reports – For Information

8.1. Bill 97 Proposed Changes to the Conservation Authorities Act –
BoD-26-0428-27

- 8.2. Planning and Regulations Policy Document Update – BoD-26-0428-28
- 8.3. Hydro Plant Update – BoD-26-0428-29
- 8.4. Administrative Review Officers (ARO) Discretionary Policy Decisions Quarterly Report – BoD-26-0428-30
- 8.5. First Quarter Update on Implementation of Service Delivery Review Recommendations – BoD-26-0428-31
- 8.6. First Quarter Financial Update – BoD-26-0428-32
- 8.7. Recent and Upcoming Events – BoD-26-0428-33
- 8.8. Administration and Enforcement – Section 28 Status Report – BoD-26-0428-34
- 8.9. Project Status Update – BoD-26-0428-35
- 8.10. [Thames River Current April Edition](#)

9. Reports – Committee Updates

- 9.1. Finance and Audit Committee
- 9.2. Hearing Committee – April 20, 2026 Decision – BoD-26-0428-36

10. Notices of Motion

11. Chair’s Comments

12. Member’s Comments

13. General Manager’s Comments

14. Adjournment

Tracy Annett, General Manager



London Development Institute

March 18, 2026

Chair Brian Petrie
UTRCA
1424 Clarke Rd.
London, Ont.
N5V 5B9

Dear Chair Petrie and Board Members

I want to bring your attention to the current flood hazard mapping update project, as it relates to the Thames River, within the City of London. It is important for you and the UTRCA Board to have an understanding of the frustration the development industry, represented by the London Development Institute, has experienced during the last two years with this project.

Just a reminder the London Development Institute (LDI) is a member-based organization representing land developers in the London area. LDI has been the leading voice on development issues in the City of London for more than 40 years. Our goal, working with our partners in local government and the community, is to build a better London.

To be direct, LDI recommends the UTRCA Board not approve any flood hazard mapping changes for the Thames River through the City of London, at this time and the currently Board approved mapping and application process remain in place.

I would like to highlight the reasons for our recommendation.

1. As you know, the review of the mapping of the flood hazard of the Thames River began October of 2024. Since that time the public consultation has been inappropriate for a public body such as the UTRCA.

Our industry hired MTE Engineering to peer review the UTRCA flood hazard model and the outcomes the model produced.

LDI requested the data used by the UTRCA staff in their modelling exercise so our peer review consultants could verify the results identified by your engineering staff.

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519-854-1455 londondev@rogers.com www.londondev.ca



London Development Institute

LDI submitted numerous questions and requests for the data used by the UTRCA in their model in early January 2025. We did not receive a response to our request nor the required data, until late July 2025. LDI was only provided access to the data through a formal *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) request.

Our peer review consultant, MTE, met with UTRCA engineering staff on September 15, 2025. It is the only time that the UTRCA engineering staff have met during the entire update process. Based on the meeting and the data that had been received, we provided our findings within the 30-day requirement in November 2025. The UTRCA continues not to have responded to our submission.

The public consultation on the flood hazard line mapping update for the Thames River in the City of London has been insufficient and inappropriate.

2. LDI's November 2025 submission, supported by MTE's technical analysis, included details of the flaws and errors in the model and calculations being used by UTRCA staff.

There has not been any response or follow-up meeting for our peer review team from UTRCA engineering staff in response to our concerns.

A meeting should have been held between the LDI team and the UTRCA engineering staff. It would be unacceptable for any proposed mapping to be posted and a report to be presented to the UTRCA Board prior to meeting with LDI.

The technical peer review has identified the engineering issues related to the model and outputs. The flood hazard modelling update needs to be put in abeyance until the model has been corrected.

3. Is it good environmental stewardship to approve any updated flood hazard mapping of the Thames River, through the City of London, before the flood hazard mapping for the river, in its entirety, is completed?

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London Development Institute

How can you approve a flood hazard map update without knowing the effects of your decision on the hazard mapping of the Thames River north and south of the City of London?

This does not preclude you from studying the river in sections, but any flood hazard mapping must be presented and approved as a complete package.

The flood hazard mapping update of the Thames River cannot be approved using a piecemeal approach.

4. The recent consolidation of the CA structure, announced by the Government of Ontario, obliges any flood hazard mapping update to be paused until the new regional CA is in place and operating.

As Minister McCarthy indicated, part of the motivation for a regional CA approach is to improve the CA's hazard mapping process in Ontario.

As the UTRCA will be consolidated with 3 other CAs, including the Lower Thames Valley CA, it would be right to put any Thames River flood hazard mapping updates on hold until after the CA consolidation is complete.

As a member of the Western Lake Erie Conservation Authority (WLERCA) any mapping updates should be put in abeyance until the new regional structure has formed and there is clear direction from the Government of Ontario as to the roles and responsibilities of the new WLERCA.

Based on the above, LDI's recommendation is to put the Thames River flood hazard mapping update in abeyance, that any report to the UTRCA Board be received for information. And that the current mapping, policy and application process remain in use until the Western Lake Erie Regional Conservation Authority is operating.

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London Development Institute

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Mike Wallace". The signature is fluid and cursive.

Mike Wallace
Executive Director
London Development Institute

cc. Minister Todd McCarthy, Minister of Environment, Conservation and Parks
Minister Rob Flack, Minister of Municipal Affairs and Housing
CCE Hassan Basit, Ontario Provincial Conservation Agency
Tracy Annett, General Manager
Jenna Allian, Manager, Environmental Planning and Regulations

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To: UTRCA Board of Directors
From: Erin Dolmage, Hazard Mapping Communications and Marketing Specialist
Date: April 28, 2026
File Number: BoD-26-0428-26
Agenda #: 6.1
Subject: Annual Updates to Regulated Area Maps

Recommendation

The Board of Directors approve the annual review and update of the Upper Thames River Conservation Authority's (UTRCA) Regulated Area maps to incorporate any new information available to regulate natural hazards such as floodplains, steep slopes and wetlands as per Ontario Regulation 41/24.

Background

Ontario's municipalities and conservation authorities work to protect people and property from natural hazards, including flooding and erosion hazards, as well as wetlands and the area surrounding them. The Upper Thames River Conservation Authority (UTRCA) regulates development in or near natural hazards under the *Conservation Authorities Act* and **Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits**. Proposed development in regulated areas may require a permit from the UTRCA.

The UTRCA generates maps ("regulated area maps") that depict properties that may be affected by Conservation Authority regulations (O. Reg. 41/24). Regulated area maps are available online at maps.thamesriver.on.ca or in-person at the Watershed Conservation Centre. The regulated area depicted on the maps illustrates the UTRCA's regulatory jurisdiction and may include the approximate location of natural hazards and features, based on the best available information at the time of map production. As stated in Section 4(5) of O. Reg. 41/24, the description of those areas affected by the regulation prevails over any conflicts with the mapping.

Accurate natural hazard or feature information is the foundation of effective planning and helps ensure that decisions made regarding development keep people and property safe. It is important that these maps are maintained and updated as new information becomes available, and that a process is in place to ensure municipalities, interest-holders, and the public are notified of updates.

Discussion

The Upper Thames River Conservation Authority (UTRCA) is required, under Section 4 of Ontario Regulation 41/24, to review regulated area maps annually and determine if regulated area updates are necessary.

Maps of regulated areas

4. (1) An authority shall develop maps depicting the areas within the authority's area of jurisdiction where development activities are prohibited under paragraph 2 of subsection 28 (1) of the Act which shall be filed at the head office of the authority and made available to the public on the authority's website, and by any other means that the authority considers advisable.

(2) At least once annually, the authority shall,

- (a) review the maps referred to in subsection (1) and determine if updates to the maps are required;
- (b) make and file such updates to the maps at its head office if required; and
- (c) make the updated maps available to the public on its website and by any other means it considers advisable.

UTRCA's annual review of its regulated area maps takes place prior to April 1st of each year. Updates captured under the annual review are referred to as "Other Updates" as defined in the "Regulated Area Map Updates and Transition Protocol", as approved by the UTRCA Board of Directors in November 2025. This document outlines the difference between "Significant Updates" and "Other Updates" to regulated area maps and the process used to implement each.

"Significant updates" are large in scale and include UTRCA-led technical studies (flood and erosion hazards), aerial photography updates, planning and development applications (e.g., subdivisions), legislative or regulatory amendments, or any enlargement or reduction to the regulated area that affects UTRCA jurisdiction. These updates meet the requirements for a formal public engagement process due to the scope, scale, and potential effect on UTRCA regulatory jurisdiction.

Efforts in 2025 have focused on significant updates and associated public engagement on the Thames River and Dingman Creek within the City of London. These updates are intended to be brought forward for Board approval at future 2026 Board of Directors meetings.

"Other Updates" to regulated area maps are small in scale and based on the findings of technical studies, planning and permit applications, environmental assessments, and field verification. These updates are completed with the knowledge of the affected landowner(s) and do not require a formal public engagement process. Other Updates rely upon subsection 4(5) of the regulation to correct conflicts with the map to better align with the text of the regulation.

The annual regulated area map review summarizes any updates completed during the previous year (2025). Any changes to the regulated area maps are recorded in the meta-data file associated with the Geographic Information System (GIS) layers. A notice on the UTRCA's website states periodic updates may occur to the regulated area mapping. Upon Board approval, GIS staff will upload the information to maps.thamesriver.on.ca and share the updated layers with member municipalities.

2025 Updates

Staff submit the following changes to the regulated area maps in 2025:

- The “Screening area” designation was removed from the Thames River and Dingman Creek within the City of London and replaced with “Study Area (Under Review)”.
- No flood or erosion hazard updates.
- Site specific refinement of wetlands based on site-specific information such as site visits conducted by UTRCA staff, Environmental Assessments (EAs), and Environmental Impact Studies (EIS).

Recommended by:

Jenna Allain, Manager, Environmental Planning and Regulations

Chris Tasker, Manager, Water and Information Management

To: UTRCA Board of Directors
From: Tracy Annett, General Manager
Date: April 28, 2026
File Number: BoD-26-0428-27
Agenda #: 8.1
Subject: Bill 97, Proposed Changes to the Conservation Authorities Act

Recommendation

THAT the Board of Directors receives the report for information.

Background

On March 26, 2026, the province introduced Bill 97, Plan to Protect Ontario Act which includes Schedule 3 amending the Conservation Authorities Act (CAA).

Update

At the time of writing this report, Bill 97 passed second reading and been referred to Standing Committee. It is expected that the changes to the CAA will pass through Committee and third reading shortly. The changes include new regulation making authority on several matters, including prescribing maximum number of members for each participating municipality, maximum number of members from all participating municipalities, the method for determining said numbers, rules around governing watershed councils, and more. Many of the changes will be implemented through future regulations.

The Ministry of the Environment Conservation and Parks invited Conservation Authority General Managers and Board chairs to a virtual technical briefing on April 9, 2026. The information provided in this report is based on the materials presented. The timeline was presented to highlight the three phases of Transition through Transformation into the new Regional Conservation Authorities as shown in Figure 1 below.

Context: Improving Ontario's CA system

Ontario is taking action to build on the legislative and regulatory amendments made since 2019 to ensure CAs have the tools required to protect the communities they serve, supporting economic prosperity while balancing conservation and development needs.

The government is making improvements to Ontario's conservation authority system in multiple phases:

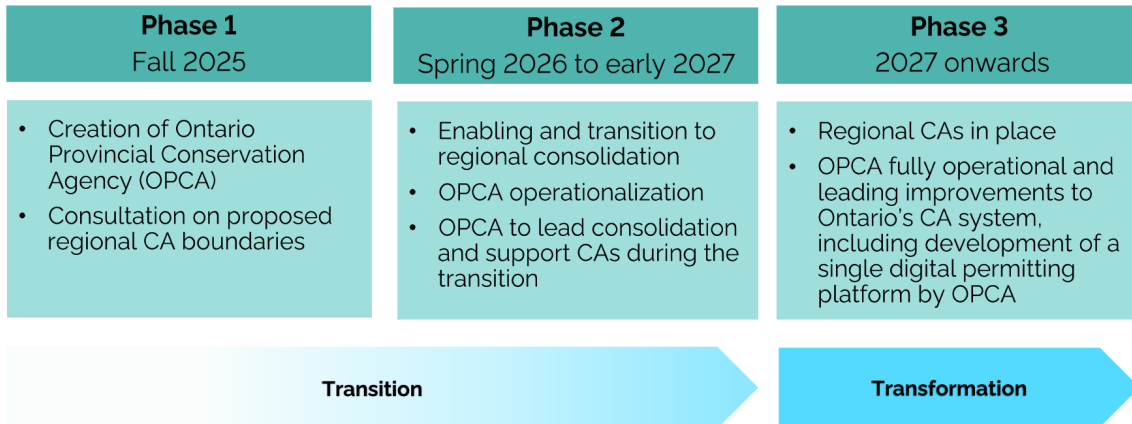


Figure 1: Context – Improving Ontario's CA system

In addition, the key milestones to develop transition plans prior to February 2027 (or another date as prescribed in regulation) are shown in Figure 2 below. It should be emphasized that the transition plans are to be completed in early February, while implementation of the plans will occur in the months and/or year(s) during Phase 3 transformation.

Key Milestones

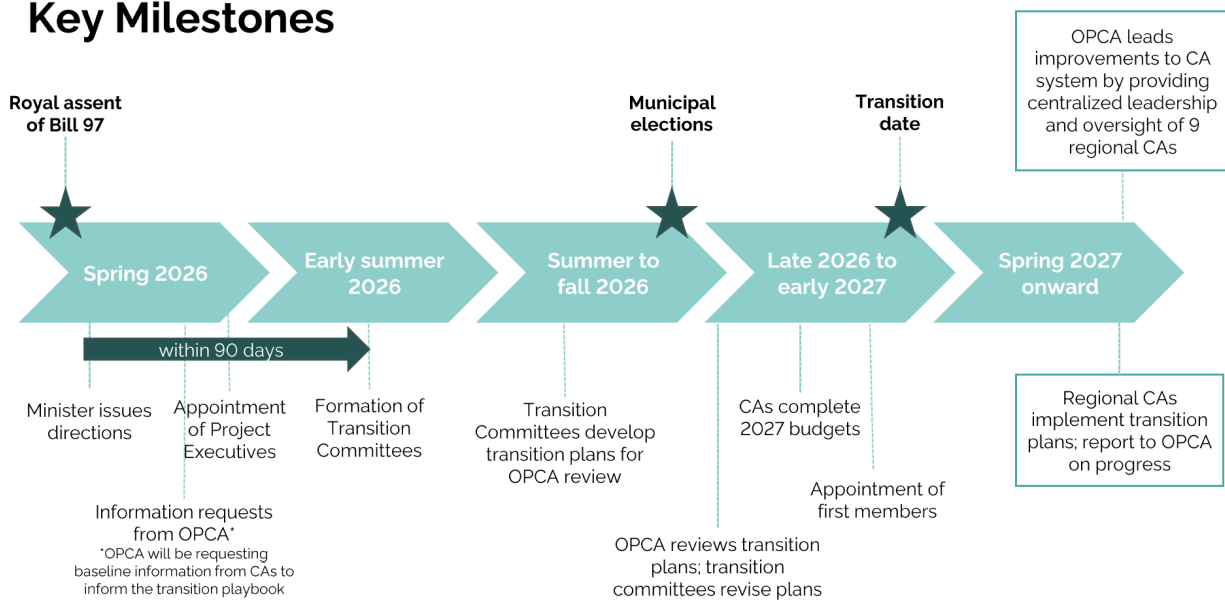


Figure 2: Key Milestones

A summary of key changes is provided below.

Statutory Amalgamation

The new regional Conservation Authorities (CAs) would replace the former CAs "predecessor authorities" as legal entities to avoid disruptions to CA operations.

- On the transition date, the “predecessor authorities” would be amalgamated and legally continued as the Western Lake Erie Regional Conservation Authority (WLERCA).
- The Transition date would be defined as February 1, 2027 (or a later date prescribed by regulations).

Rules for Amalgamation

The legislation sets out a number of rules for the amalgamations that apply after the transition date. Examples include:

- The participating municipalities would be the single-tier, and the upper-tier municipalities located in whole or in part within its area of jurisdiction.
- Employment of employees are not terminated (all rights, duties and liabilities of transfer).
- All rights, obligations, assets and liabilities of the UTRCA become those of the WLERCA.
- All partnerships, agreements or MOU or debts due to the UTRCA become those of WLERCA, including the continuance of agreements or MOUs to provide municipal programs and services
 - Category 2 under s21.1 of the CAA continue with lower-tier municipalities
 - Category 3 agreements under s21.1.2 of the CAA would be deemed to be an agreement with the upper-tier municipalities.
- Current jurisdiction of the individual CAs are combined to become the jurisdiction of the WLERCA.
- Permit applications continue with the WLERCA. Any hearings underway or hearing requests continue.
- Persons appointed as officers under s31.1 of the CAA would become appointed by WLERCA.

Project Executive

- Ontario Provincial Conservation Agency (OPCA) will appoint a Project Executive to chair each transition committee, to lead the transition committee and ensure uninterrupted stewardship for up to 24 months to support a smooth transition.
- After the transition date, the Project Executive, serving as the inaugural Chief Administrative Officer (CAO), would begin to take direction from the members of the regional CA on day-to-day matters.
- During the 24 months, the agency may provide written notice that the project executive is no longer the CAO and provide the name of a new individual. If an individual is not identified, the authority may appoint the CAO.
- The Agency may establish and require the payment of fees by the new CA respecting the appointment of a project executive in relation to their roles as the first CAO.

Transition Committees

OPCA to coordinate consolidation by establishing a transition committee and providing resources, tools and guidance to support transition for each regional CA.

1. Each predecessor authority would appoint two members to the transition committee:
 - Municipally elected member of the CA

- CAO or general manager of the CA (or an alternate if they are not available)
2. The predecessor authority may replace a member it has appointed.
 3. If the predecessor authority does not appoint the individuals within 90 days of Royal Assent, the Agency would appoint members on their behalf.
 4. The Agency may also appoint other individuals to be members of the committee.

Transition Plans

With direction from OPCA, transition committees to develop transition plans to lead each new regional CA through step-by-step integration of its predecessor CAs across key functions such as HR, finance, assets, and IT.

1. Agency to issue direction to the transition committee to govern the roles, responsibilities, practices and procedures of the transition committee and project executive.
2. Project executives could require predecessor CAs to provide information to support transition planning.
3. The agency may provide comments and direct revisions to the transition plan or confirm that no revisions are necessary.
4. The final transition plan and/or summary would be shared with the CA's participating municipalities and the Agency.
5. WLERCA can request the Agency to authorize amendments to the transition plan.
6. WLERCA would be required to implement the final transition plan and report to the Agency on implementation progress.
7. The Agency would prepare the transition plan if the committee does not submit the plan by a specified date.

Temporary Guardrails

Temporary guardrails would be applied to extraordinary decisions to mitigate risk and ensure a stable transition to the new regional structure. These measures are intended to not interfere with regular day-to-day CA business and operations.

1. The minister may issue temporary directions to prohibit certain decisions or require the CA to give notice of a decision and require authorization from a specified person (e.g. Agency or Transition Committee).
2. A decision by the authority in contravention of a direction would have no legal effect, and any resulting agreement is void.
3. The provisions for the establishment, enlargement, municipally-led amalgamation, and dissolution of a CA to be suspended.
4. Directions may also be issued to manage 2027 budget process, which could be used to provide clarity around process and timelines (e.g. that budgeting by predecessor CAs be completed by the end of 2027/ early 2027 and levies be issued to the current participating municipalities).

Regional CA Governance

Selection of members would continue to be generally based on representation by populations formula guaranteeing each participating municipality a member and limiting the number of members appointed by any one municipality to ensure fairness and balance. Current boards would continue to operate during the transition period, and members of WLERCA are expected to be appointed in advance to ensure continuity.

1. Members will be appointed to the WLERCA by upper-tier and single-tier municipalities.

2. Councils of each participating municipalities (e.g. upper and single tier) would appoint members to the authority for up to a four-year terms. Members are eligible to be reappointed. Term limits for chairs and vice-chairs are up to two years.
3. Legislation removes the requirements that 70 percent of appointments be elected officials and that the chair and vice chair be filled on a rotating basis between participating municipalities. Removal of rotation requirements would come into effect upon Royal Assent of the bill, if passed.
4. The Minister may continue to appoint an additional member who is a representative of the agricultural sector (voting limitations on resolutions to enlarge area of jurisdiction, amalgamate Authorities, dissolve Authority, or budgetary matters).
5. Each participating municipality will need to appoint their members by the day before the transition date. Appointment calculations / methods to be set out in regulation, a minimum of 1, and up to a maximum as prescribed by regulation. Criteria are set out for consideration when appointing a member.
6. Method for determining number of members shall be based on municipal population in proportion to the total population within CA area of jurisdiction.
7. Another method may be used to appoint members where all participating municipalities agree on the new method and enter into an agreement, and the number of appointed members doesn't exceed the maximum as provided for in the regulations. A copy of such an agreement must be available on the CA website and provided to the Agency.

Watershed Councils

New Authorities will establish one or more watershed councils to identify local priorities for consideration in Authority decision-making.

Clean Water Act / Source Protection

Drinking water source protection remains a mandatory program of CAs, and source protection plans will continue to be carried out.

It is recognized that changes may be needed under the Clean Water Act and associated regulations to function in alignment with the changes to the conservation authority names and boundaries and to clarify how source protection authorities would operate under the regional structure.

Summary

The key steps in the process are provided in Figure 3 below.

Key Steps in Process

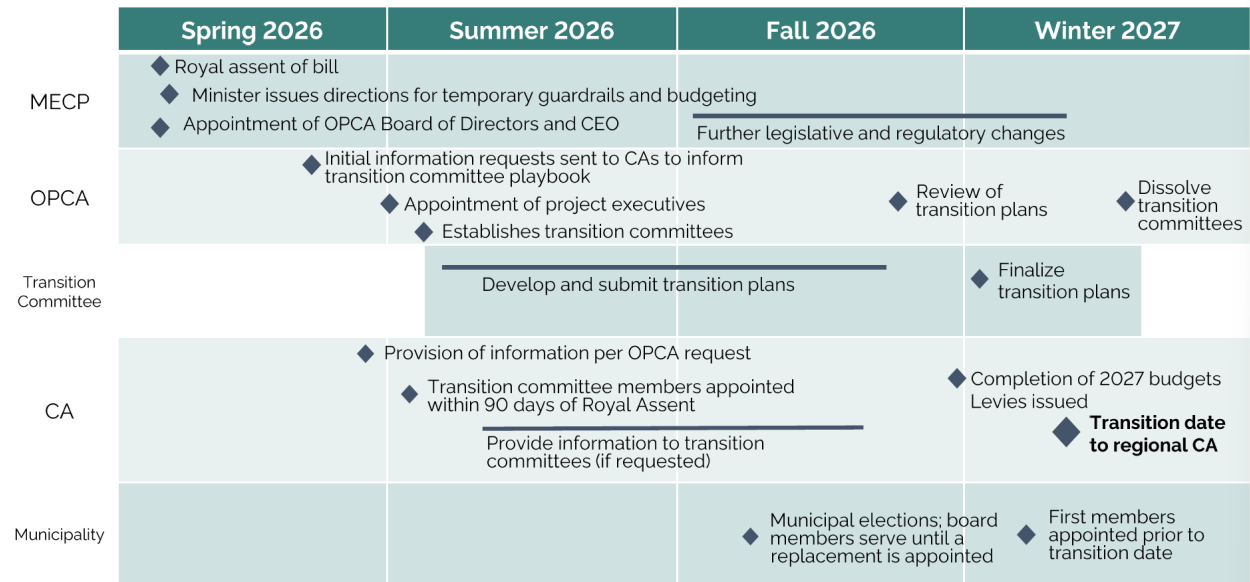


Figure 3: Key Steps in the Process

Staff have and are continuing to spend significant time on preparing for the transition of the UTRCA into the Western Lake Erie Regional Conservation Authority (along with the Essex Region Conservation Authority, the St. Clair Region Conservation Authority and the Lower Thames Valley Conservation Authority). CAO/GMs of the four authorities have been regularly meeting, and senior staff of the major departments will be meeting to ensure a full understanding of services being offered by each CA.

A full presentation of the above will be provided at the **May Board meeting**. This will allow the board to discuss the issues that may be present and the appointment of a member on the Transition Committee.

Recommended by:

Tracy Annett, General Manager / Secretary-Treasurer

To: UTRCA Board of Directors
From: Jenna Allain, Manager, Environmental Planning and Regulations
Karen Winfield, Planning and Regulations Resource Specialist
Date: April 28, 2026
File Number: BoD-26-0428-28
Agenda #: 8.2
Subject: Planning and Regulations Policy Document Update

Recommendation

THAT the Board of Directors receives the report for information.

Background

On April 1, 2024, Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) and Part VI of the *Conservation Authorities Act* came into effect. This regulation replaced the Upper Thames River Conservation Authority's (UTRCA's) previous regulation – *Ontario Regulation 157/06: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses*. The proclamation of the new legislative and regulatory framework necessitates updates to existing Conservation Authority policies and procedure documents.

On March 26, 2024, the UTRCA Board of Director's endorsed the use of interim policies and guidelines for the administration and implementation of Ontario Regulation 41/24, with the understanding that a detailed policy document to guide planning and permitting decisions would be drafted and consulted on before being brought forward for Board approval.

Update

Staff continue to make substantial progress on the development of UTRCA's comprehensive Policy and Procedures Document addressing natural hazard management and related regulatory and planning functions.

The document is intended to consolidate and clarify both policy direction and procedural guidance, including Conservation Authority roles and responsibilities in plan review and Section 28 permitting processes. Its development represents a significant organizational initiative, requiring considerable staff time and cross-departmental coordination.

Over the past year, staff have undertaken a structured and proactive engagement process with key external partners. Monthly meetings have been held with representatives from the development community and the City of London to review draft sections, identify and discuss key issues, and incorporate feedback. This ongoing dialogue has supported greater transparency, improved clarity of requirements, and helped mitigate potential implementation challenges.

Input from the City of London and the London Development Institute has been integrated throughout the drafting process to support alignment and consistency across jurisdictions. Staff are currently providing responses to the hundreds of verbal and written comments received internally and externally thus far and revising policy sections to accommodate as necessary.

A consolidated draft of the complete document is expected to be finalized within the next month. Communications staff will provide support related to formatting, layout, and design to ensure the document is clear, accessible, and suitable for broad distribution.

Following completion, staff will initiate a comprehensive consultation process, including engagement with the public, member municipalities, and key interest groups. Feedback received through this process will inform final revisions prior to bringing the document forward for Board consideration and approval.

Key Risk and Considerations

- **Future Conservation Authority Consolidation:** Future consolidation with the three other conservation authorities in the Western Lake Erie Regional Conservation Authority (WLERCA) may require harmonization of policy frameworks, procedures, and service delivery approaches. As such, consideration will need to be given to the policies and practices of partnering authorities to ensure alignment, minimize duplication, and support a smooth transition. This may necessitate future updates to the document following consolidation to reflect a unified and consistent framework. UTRCA is already engaging staff from each of the three other authorities to discuss and collaborate on the draft document.
- **Interest Holder Alignment:** While significant engagement has occurred, there remains potential for differing expectations among the development community, municipalities and the public that may require further refinement of policy or procedural components.
- **Implementation Clarity:** Ensuring that policies and procedures are clearly articulated and consistently interpreted will be critical to successful implementation and to minimizing delays or disputes.
- **Resource Implications:** Ongoing implementation, training, and support may require additional staff time and resources following adoption.

Next Steps Timeline

- **April-May 2026:** Finalize consolidated draft; complete formatting, layout and design.
- **Spring-Summer 2026:** Undertake comprehensive public consultation process.
- **Summer 2026:** Review and incorporate feedback; finalize document revisions.
- **Fall 2026:** Present final Policy and Procedures Document to the Board for consideration and approval.

Recommended by:

Jenna Allain, Manager, Environmental Planning and Regulations

To: UTRCA Board of Directors
From: Chris Tasker, Manager Water and Information Management
Date: April 28, 2026
File Number: BoD-26-0428-29
Agenda #: 8.3
Subject: Hydro Plant Update

Recommendation

THAT the Board of Directors receive the report for information.

Background

Previous reports have been provided to the board in November 2025, October and April 2024, and to Finance Committee in May and October 2023. This background section briefly summarizes those reports.

Voltage fluctuations and other power problems have been longstanding issues in the Watershed Conservation Centre (WCC) and previous administration building. These issues seemed to be worse when the hydro plant was running. Previous assessments ruled out some potential issues but did not come to clear conclusions or solutions. PowerCore Engineering was engaged to undertake further assessment and identified considerable voltageswings, and a further voltage drop (due to the long length of the high voltage feeder). The generator also needs power from the grid, causing a further voltage drop, explaining why the power issues are worse when the plant is running.

PowerCore recommended an Automatic Voltage Regulator (AVR) which has been installed. The AVR is intended to protect information systems equipment, powered through an emergency power panel in the WCC, from voltage fluctuations. The next steps require upgrades described below to bring the hydro plant back into production.

Update

Staff have assessed the turbine and its controls and determined the steps to get the hydro plant generator running again is to:

- 1) Update the hydraulic system.
- 2) Upgrade the Programable Logic Controller (PLC).
- 3) While assessment of the electrical components has not yet been identified as needed, we are considering the benefit of undertaking an assessment while the generator remains out of service.
- 4) Re-establish generator status with London Hydro

Details of each of these items are provided in the sections below.

1) Hydraulic System Updates

The hydraulic system is no longer supported by its manufacturer and does not allow for manual control of the vanes without engaging the generator. This hydraulic system operates hydraulic cylinders which change the position of the control vanes and thereby adjust flow through the turbine. These hydraulics are only operable through the PLC as part of starting the generator, after which the PLC allows adjustment of the vanes. After reviewing the situation with the vendor, an initial proposal was requested for maintenance of the existing hydraulic system and upgrades to allow manual operation of the hydraulics without engaging the generator. Additional proposals were sought to ensure value for the proposed work. These proposals identified that it may be more cost effective to replace the old system than to undertake improvements to the outdated hydraulics. Proposals involving equipment replacement range from \$15,000 to \$30,000 while options to utilize existing equipment would be only \$2,500 less than the lower proposal with the added uncertainty of the condition of the existing equipment. The proposal indicated it would take approximately a month for the supply of replacement equipment. Current estimate for this upgrade is \$15,000 (including 15% contingency, excluding taxes and staff time).

We have also identified opportunities for changing the type of hydraulic oil to reduce the impacts of accidental leaking hydraulic oil reaching the river. This will be planned as part of the installation of the new hydraulic system.

It is also prudent to explore alternatives for the transmission oil cooling which would eliminate the water/oil heat exchanger. These alternatives can be considered after generation has been re-established.

Once the hydraulic cylinders can be operated manually, we will be able to complete the maintenance on the turbine and assess whether further assessment/maintenance on the control vanes is needed.

2) Programmable Logic Controller Replacement and upgrades

The Programmable Logic Controller (PLC) which controls the turbine/generator operation requires upgrades. A new operator interface is needed to replace an interface which has stopped working. The PLC will need to be replaced as it is no longer supported. Before this work can proceed, the type of hydraulic unit needs to be confirmed as the type of unit will affect programming needed to control the new hydraulics. In addition to changes required due to the new hydraulics, upgrades to the programming of the PLC will be considered to:

- Fine tune startup process to minimize voltage fluctuations
- Include routine operations to cycle vanes
- Eliminate control modes that were never used, simplifying the programming
- Improve temperature and output limits to better control the unit
- Allow logging of operational data and hydro production
- Improve valve operation

While these improvements to the PLC programming are recommended, we will determine if these can be left until the hydro plant is back in production. Staff will work

with our past vendor to refine the scope and cost of this work before requesting proposals for the work.

3) Generator and Electrical Assessment

We are reviewing the need to have the generator and switchgear (which connects/disconnects the generator) assessed while the other work proceeds. At this time, it is not expected that this is needed; however, while the generator remains out of service, it may be an opportunity to have this assessment completed. This would reduce the likelihood of further delays in getting the generator back in service or planning to do this after it has been in service.

4) Generator Status with London Hydro

Staff have engaged the Generation Department at London Hydro to review and confirm the dam's generation capacity and to support the re-enrollment into the applicable generation program as soon as the generator is back online and in use.

Next Steps

1. Proceed with hydraulic unit upgrades/replacement
2. Request proposals on PLC replacement and upgrades
3. Further assess need/opportunity for generator, switchgear and related electrical assessment
4. Continue working to update our generator status with London Hydro
5. Work will be undertaken over the next few months which will allow a progress update to be provided at the August board meeting

Prepared and Recommended by:

Chris Tasker, Manager Water and Information Management

To: UTRCA Board of Directors
From: Joe Gordon, Regulations Coordinator
Date: April 28, 2026
File Number: BoD-26-0428-30
Agenda #: 8.4
Subject: Administrative Review Officers (ARO) Discretionary Policy Decisions – Quarterly Report

Recommendation

THAT the Board of Directors receive the ARO Quarterly Report for information.

Background

At the November 2024 meeting the Board of Directors carried a motion to authorize the Administrative Review Officers (ARO), being the General Manager and the Manager, Environmental Planning and Regulations, to exercise discretionary decision-making regarding certain policies within the Environmental Planning Policy Manual (revised 2017), on an interim basis and that this discretionary decision-making be limited to wetland management policies and certain floodplain management policies relating to dry access requirements.

Additional authorization for consideration of floodplain freeboard areas was included in the policies for ARO discretionary decision-making at the February 2025 board meeting.

As part of the Board authorizations, staff were directed to report back to the Board on a quarterly basis summarizing the instances and outcomes associated with the ARO use of interim authority.

A combined total of 18 development applications have been endorsed by the ARO's and previously reported to the Board in March, August, and October of 2025 and January of 2026. There have been no additional applications for this quarter considered by ARO for development relying upon safe access, wetland removal and compensation/off-setting, or within the floodplain freeboard area.

Outcomes

The discretionary ARO decisions to date have provided the necessary support and guidance for staff to work collaboratively with the associated municipality and proactively advance appropriate development applications through the municipal planning process.

These ARO decisions to date have supported staff's position on proposed development where through satisfactory technical studies have demonstrated that the provincial minimum standards have been met and/or impacts of development upon the control of natural hazards are minor or negligible. The discretionary policy decisions provide the necessary certainty to staff that a Section 28 Permit can be issued at the staff level after completion of the planning approval process.

This interim process has eliminated the prior challenges for staff providing regulatory and advisory comments on planning and development applications that are generally supported by staff and the municipality but has been complicated by existing UTRCA prohibitive policies with no flexibility for consideration of support based on the site-specific considerations and technical aspects.

This process has also reduced the necessity of scheduling hearings for the sole purpose of addressing non-compliance with policy where staff is supportive of the development and where the requirements of provincial policy and the Section 28 regulation have ultimately been met.

These examples are being considered when developing policy updates to the new Planning and Regulations Policy Document.

Recommended by:

Tracy Annett, General Manager / Secretary Treasurer (ARO)

Jenna Allain, Manager, Environmental Planning and Regulations (ARO)

Prepared by:

Jenna Allain, Manager, Environmental Planning and Regulations

Joe Gordon, Regulations Coordinator

To: UTRCA Board of Directors
From: Jenna Allain, Manager, Environmental Planning and Regulations
Date: April 28, 2026
File Number: BoD-26-0428-31
Agenda #: 8.5
Subject: First Quarter Update on Implementation of Service Delivery Review Recommendations

Recommendation

THAT the Board of Directors receives the report for information.

Background

Following receipt of the Final Report and Recommendations from Blackline Consulting for the Planning and Permitting Service Delivery Review, staff initiated Phase 1 implementation actions in Q1 of 2026, focusing on high-priority items. Progress has been made across several key areas, particularly in coordination with peer conservation authorities and early engagement with member municipalities. The updates below summarize Q1 progress against each implementation action.

Implementation Progress Updates

Establish MOU that defines agency roles and responsibilities with the City of London

- Staff have obtained and reviewed copies of existing MOUs from other conservation authorities that reflect the current legislative framework.
- These documents are being used to refine the draft MOU with the City of London, which will serve as a template for agreements with other member municipalities.
- Work is ongoing, with further refinements planned through Q2.

Reduce duplication on technical reviews

- Progress on this action is being integrated into MOU development.
- Insights from peer conservation authorities are informing approaches to clarify roles and reduce overlap.

Establish regular touchpoints with member municipalities

- Informal discussions with member municipalities have begun regarding timing, frequency, and format of meetings.

- These discussions will inform the development of a formal communications plan, to be completed by year-end.

Define risk levels and necessary review actions for development applications; implement triage system

- Meetings have been held with peer conservation authorities involved in the service delivery review, including an in-person meeting at Lake Simcoe Region Conservation Authority.
- Staff have gathered input on risk-based approaches, triaging, and prioritization of applications.
- Work is underway to incorporate these practices into UTRCA processes and broader risk-based framework.

Pool all workloads

- No significant Q1 updates.
- Work will continue later in the year alongside organizational and structural considerations.

Provide staff with coaching on customer service

- Peer conservation authorities have provided recommendations for customer service training providers.
- Senior staff have initiated outreach to these providers to determine availability and scheduling.

Understand Lean and improve service offerings

- This initiative is being considered in conjunction with customer service training.
- Further development will occur once training providers and program scope are confirmed.

Decide on metrics and prepare comprehensive annual report

- Staff have reviewed annual reports from peer conservation authorities to identify best practices and potential performance metrics.
- Work is ongoing to define a set of metrics for implementation in 2026 reporting.

Create external communications plan and improve website

- Communications staff have begun reviewing peer conservation authority websites to identify opportunities for improvement.
- Development of the communications plan is underway.

Summary

Progress in Q1 2026 has focused on foundational work, including research, peer engagement, and early stakeholder discussions. Key accomplishments include:

- Advancing MOU development using current, sector-aligned templates
- Initiating dialogue with member municipalities

- Gathering and beginning to apply best practices from peer conservation authorities
- Advancing early work on training, communications, and performance metrics

Implementation remains on track, with most actions progressing as planned for Phase 1. Staff will continue to build on this foundational work in Q2, with a focus on formalizing frameworks, advancing agreements, and initiating training.

Staff will continue to provide quarterly updates to the Board of Directors throughout 2026.

Recommended by:

Jenna Allain, Manager, Environmental Planning and Regulations

To: UTRCA Board of Directors
From: Christine Saracino, Supervisor Finance and Accounting
Date: April 28, 2026
File Number: BoD-26-0428-32
Agenda #: 8.6
Subject: First Quarter Financial Update

Recommendation

THAT the Board of Directors receives the report for information.

Background

The Statement of Operations on the next page identifies our operating activities by program area, as we have budgeted. It indicates that our revenues are on target at 24% of the year's income and that expenses are also on track at 22% of annual spending. At the same time in 2025, those figures were 24% revenues and 21% expenses. Expenses are lower than the 25% figure as might be expected because the wage increase commences only in late March each year.

There is greater variability seen by category in the rate of revenues coming into the organization than in expense categories, Revenue categories run from only 4% to 72% and this is due to timing rather than any fundamental discrepancy. Investment revenue is normally accrued later in the year; deferrals will be recorded when a new accounting function is operational in May, and the provincial transfer payment we expect will arrive by year end.

Rates of spending are more closely centered around the 25% mark apart from "other expenses" which includes significant dollars issued during March for the Canada Water Agency Phosphorus program once the snow melted and completion of projects (e.g. cover crops) was confirmed. This corresponds with the 18% revenue figure year to date for Federal Grants and Contracts. A federal claim has been submitted in April for reimbursement of those grants we issued.

Please note that while this operating statement indicates a surplus of \$796,172 year-to-date, the Statement of Financial Position/Balance Sheet on the final page indicates a Current Year Surplus of \$234,711. This difference is due to capital project spending of \$561,461 which is currently work-in-progress, and which does not appear on the Statement of Operations. Those are costs which will be capitalized as assets when the projects are completed.

Our financial position remains strong. We held much more cash on March 31st than would normally be held and more than at the same time in the prior year but that was in anticipation of the grants being issued and significant construction costs on West London Dykes which were paid in the first week of April.

The HST rebate, which created a large receivable early in the year, has now been received.

Overall, while we regularly monitor both revenue and expenses, there is nothing remarkable about the financial results thus far in 2026. Our eyes are looking ahead to budgeting for 2027.

Recommended by:

Christine Saracino, CPA, MBA

Attached:

- Statement of Operations to March 31, 2026
- Statement of Financial Position and Accumulated Surplus (unaudited) as of March 31, 2026

Upper Thames River Conservation Authority

Statement of Operations

to March 31, 2026

	Category 1		Category 2		Category 3		Campgrounds		Total	YTD	Total
	YTD Actual	Budget	YTD Actual	Budget	YTD Actual	Budget	YTD Actual	Budget	YTD Actual	of Budget	Budget
REVENUES:											
Municipal Levy + Cost Apportionments	2,492,424	8,762,095	-	-	162,955	653,136	-	-	2,655,378	28%	9,415,231
Municipal Levy amortized from deferrals	-	874,695	-	-	-	10,584	-	6,182	-	0%	891,461
Provincial Transfer Payment - CA Act	-	181,213	-	-	-	-	-	-	-	0%	181,213
Provincial Transfer Payment - Clean Water Act	230,257	580,201	-	-	-	-	-	-	230,257	40%	580,201
Municipal Contracts	9,800	355,893	364,543	1,405,672	166,200	346,000	-	62,290	540,543	25%	2,169,856
Provincial Contracts	238,220	405,044	-	-	120,003	147,655	-	-	358,223	65%	552,699
Federal Grants and Contracts	(51,860)	246,486	-	-	1,101,510	5,745,843	-	-	1,049,650	18%	5,992,328
Land Management Agreements	440,374	441,646	-	-	188,982	796,150	26,672	214,061	656,027	45%	1,451,857
User Fees	195,753	939,710	6,000	4,000	326,489	824,850	982,869	5,537,507	1,511,112	21%	7,306,067
Donations and Other	10,899	47,452	-	-	132,170	152,250	-	-	143,068	72%	199,702
Investment Revenue	27,830	670,975	-	-	-	-	-	-	27,830	4%	670,975
TOTAL REVENUES	3,593,697	13,505,410	370,543	1,409,672	2,198,308	8,676,467	1,009,540	5,820,040	7,172,089	24%	29,411,590
EXPENDITURES:											
Wages and Benefits	2,273,445	10,961,463	195,183	789,102	495,623	2,335,492	212,507	2,479,707	3,176,758	19%	16,565,763
Property Related	179,541	722,422	3,823	56,920	107,586	557,152	141,438	902,994	432,389	19%	2,239,488
Technical and Consulting Services	59,186	587,973	-	82,651	9,794	287,261	37,267	216,096	106,248	9%	1,173,981
Computers and Communications	152,482	642,443	8,125	25,010	33,858	18,310	4,381	24,099	198,845	28%	709,862
Insurance and Risk Management	100,866	361,751	365	1,535	3,706	16,030	20,468	87,897	125,406	27%	467,213
Supplies	52,203	345,009	13,607	121,250	46,756	440,912	35,989	320,421	148,555	12%	1,227,592
Travel, other Personnel Expenses	37,572	188,443	6,451	16,200	2,639	39,490	8,986	47,861	55,649	19%	291,994
Fleet Related	26,167	164,750	-	-	-	1,325	-	2,250	26,167	16%	168,325
Other Expenses	5,670	31,120	-	-	1,675,837	3,862,860	-	-	1,681,507	43%	3,893,980
Depreciation Expenses	366,431	1,378,492	-	-	5,455	22,866	52,993	213,878	424,879	26%	1,615,236
Allocated Costs	(495,125)	(1,871,559)	76,486	309,127	235,950	1,285,050	182,206	701,733	(483)	0%	424,350
TOTAL EXPENDITURES	2,758,438	13,512,308	304,042	1,401,795	2,617,204	8,866,747	696,234	4,996,936	6,375,917	22%	28,777,785
NET SURPLUS (DEFICIT)	835,259	(6,898)	66,502	7,878	(418,896)	(190,280)	313,306	823,104	796,172	126%	633,805
Depreciation Expense (added back)	366,431	1,378,492	-	-	5,455	22,866	52,993	213,878	424,879	26%	1,615,236
CASH SURPLUS (DEFICIT)	1,201,690	1,371,595	66,502	7,878	(413,441)	(167,414)	366,299	1,036,982	1,221,051	54%	2,249,041

Upper Thames River Conservation Authority
Statement of Financial Position and Accumulated Surplus (unaudited)
as at March 31, 2026

FINANCIAL ASSETS	Current Year	Prior Year	Notes
Cash and equivalents			
Bank Balances	5,942,840	1,308,805	Amounts on hand to clear A/P in early April
Petty Cash, Floats and Advances	4,500	6,500	
Investments under 7 years	10,511,616	9,791,842	
PHN Investment Portfolio at cost	7,604,277	6,888,876	Market value \$9,069,436
	<u>24,063,233</u>	<u>17,996,023</u>	
Receivable Amounts			
Accounts Receivable	9,491,905	10,238,635	
Federal Taxes Receivable	990,980	120,296	HST rebate \$744K received in early April
Accrued Receivables	112,031	14,008	
	<u>10,594,916</u>	<u>10,372,940</u>	
	<u>34,658,149</u>	<u>28,368,962</u>	
FINANCIAL LIABILITIES			
Accounts Payable and Accrued Liabilities			
Wage-related payables	716,668	642,056	
Federal Taxes Payable	106,020	106,367	
Accounts Payable	4,163,960	1,954,927	
Amounts held for other groups	7,543,138	8,017,925	
	<u>12,529,786</u>	<u>10,721,276</u>	
Deferred Revenues			
Funding carried forward temporarily	1,039,746	470,241	
Customer prepayments	68,875	70,875	
Advanced WECl funding	1,469,405	346,429	WECl projects to clear in April
Deferred and Committed Capital Funding	9,635,204	8,001,792	
	<u>12,213,230</u>	<u>8,889,337</u>	
	<u>24,743,016</u>	<u>19,610,613</u>	
NET FINANCIAL ASSETS	<u>9,915,133</u>	<u>8,758,350</u>	
NON-FINANCIAL ASSETS			
Tangible Capital Assets	75,484,081	72,950,138	
less accumulated amortization	<u>(33,499,035)</u>	<u>(31,852,115)</u>	
Net tangible capital assets	41,985,046	41,098,023	
Capital projects in progress	121,324	16,983	
Prepaid Expenses, Deposits and Inventories	55,758	69,208	
Net Financial and Non-financial assets	<u>52,077,260</u>	<u>49,942,563</u>	
Equity in Tangible Capital Assets	42,270,539	40,848,078	
All other Equity	245,403	245,403	
Current year Surplus to date	234,711	764,970	
Reserves	9,326,607	8,291,520	
Accumulated Surplus	<u>52,077,260</u>	<u>50,149,971</u>	

To: UTRCA Board of Directors
From: Teresa Hollingsworth, Manager Community and Corporate Services
Date: April 28, 2026
File Number: BoD-26-0428-33
Agenda #: 8.7
Subject: Recent and Upcoming Events

Recommendation

THAT the Board of Directors receives the report for information.

Background

The Upper Thames River Conservation Authority organizes and/or participates in many events over the course of the year in support of the Authority's Engagement and Collaboration Strategic Priority. The goal of these efforts is to strengthen relationships with watershed interest-holders to enhance environmental knowledge and understanding to inspire action on shared goals.

In January, February and March, the Integrated Watershed Management Unit participated in the Agrisuite Webinar, the ONFarm Forum, the London Farm Show and the Middlesex Soil and Crop Improvement Association Customer Event. The unit hosted the UTRCA Landowners Workshop at the Pyramid Centre in St Marys in March. Upcoming events include Breakfast on the Farm in June, the Ontario Soil Network Road Tour in August, Canadas Outdoor Farm Show in August and Hoegys Customer Event in November.

The Community Partnership and Education staff, along with staff from many Authority units, partner with local individuals, organizations and businesses to present events and opportunities to link the programs and services of the UTRCA with watershed residents. Events planned include:

- Children's Water Festivals
 - London-Middlesex** at Fanshawe Conservation Area
Student Field Trips: May 12-15; Family Night: Thursday, May 14, 5-8 pm
Festival activities, 30+ community partners – canoeing, birds of prey shows, pop-up market, food trucks
 - Perth County** at Lower Queen's Park, Stratford
Sunday, May 24, 1-4 pm
20+ activities including Scales nature park wildlife shows
- The Thames River Clean Up, originally scheduled for April 18th, was postponed due to flooding. Some groups are holding Clean Ups April 25th with others waiting until May to avoid conflicts with Earth Day events.

- London City Nature Challenge – April 24-27
- London EarthFest; Medway Family Nature Walk; Dorchester Mill Pond Wildflower Walk – April 25
- Fanshawe Conservation Area Aquatic Species Exploration – April 27
- Western Lake Erie Student Summit – April 29
- Friends of Medway Clean Up; Antler River Rally – May 2
- Friends of Stoney Cleanup – May 3
- Science Rendezvous; London Emergency Preparedness Day – May 9
- Green Leaders Student Summit – May 22
- Flood Infrastructure Tour (Fanshawe Dam and City of London Dykes), a Field Trip for the International Conference on Flood Management attendees – May 23
- Western University Student Science Olympics – May 29
- Medway Heritage Festival – June 13

Summer events planned for the enjoyment of visitors to the Conservation Areas include presentations from:

- Scales Nature Park - Meet reptiles and amphibians - Saturday, July 4
- Speaking of Wildlife - Live animal presentation -Saturday, July 11
- Wild Ontario - Get up close with native birds - Saturday, July 18
- Canadian Raptor Conservancy- Live birds of prey show - Saturday, August 1

Fanshawe Conservation Area will be hosting the 2026 FISU World University Rowing Championships August 13-15. The biennial event, one of several university championships organized by FISU, the international university sports federation, marks the first time this championship is being held in North America, featuring over 500 student-athletes from 28 countries. The event is organized locally by Western University, Rowing Canada, and Tourism London.

More information is available on the UTRCA website, thamesriver.on.ca, [under the events tab](#) and on each of the individual Conservation Area websites: fanshaweconservationarea.ca; wildwoodconservationarea.ca; pittockconservationarea.ca

Recommended by:

Teresa Hollingsworth, Manager, Community & Corporate Services

To: UTRCA Board of Directors
From: Joe Gordon, Regulations Coordinator
Date: April 28, 2026
File Number: BoD-26-0428-34
Agenda #: 8.8
Subject: Administration and Enforcement – Section 28 Status Report

Recommendation

THAT the Board of Directors receive the Section 28 Status Report for information.

Background

The attached tables are provided to the Board as a summary of staff activity related to Section 28 of the *Conservation Authorities Act* and Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits. Table 2 covers staff activities and information for the month of March 2026.

Summary of 2026 Permit Activity To-Date (Jan - March):

- **53 permit numbers** have been assigned with **28 of those permits issued**.
- **Fifteen (15)** permits have been issued in 2026 where the application was submitted in 2025.
- **Two (2)** Hydro One Standard Compliance Permits have been issued.
- **Seven (7)** Permit Extensions or Amendments have been issued.
- **87** Site Clearances for regulated properties where proposed development was reviewed and determined not to require a Section 28 Permit.

TOTAL Permits In-Progress:

There are currently **11 total permits in progress in 2026** where additional information is still required prior to processing the permit application. There are nine (9) permits-in-progress from 2025 and one (1) from 2024 (ie. *195-24. Hearing scheduled for April 20, 2026*). 64% of those permits-in-progress are within the City of London. Two (2) permit numbers previously reported in annual reports have been canceled due to inactivity where the application was subsequently withdrawn or where no application form and/or applicable fee have been received.

The following table provides information on ALL permit in-progress in a tally format
 Table 1: Permit In-Progress Tracker

YEAR	PERMIT #'S ASSIGNED	MORE INFORMATION REQUIRED	PERMIT ISSUED	HEARING DECISION	INACTIVE* (CLOSED)
2026	53	11	28	0	0
Permits in Progress (Prior Year Submission):					Prior Years
2025	234	9	222	1	2

The attached Table 2 provides further details of those permits issued in March of 2026 and demonstrates compliance with processing timelines required by O. Reg. 41/24 unless otherwise stated.

Recommended by:

Jenna Allain, Manager, Environmental Planning and Regulations

Prepared by:

Joe Gordon, Regulations Coordinator
 Jessica Schnaithmann, Land Use Regulations Officer
 Mike Funk, Land Use Regulations Officer
 Cari Ramsey, Land Use Regulations Officer
 Dave Griffin, Land Use Regulations Assistant
 Richard Brewer, Land Use Regulations Assistant
 Carly Sing-Judge, Land Use Regulations Assistant

Section 28 Status Report – Summary of Applications for 2026
Ontario Regulation 41/24

Table 2

Reporting Period: March 2026

[Client Service Standards for Conservation Authority Plan and Permit Review \(CO, Dec 2019\)](#)

Permit #	Municipality	Location	Category	Application Type	Project Description	Application Received	Response Notice	Notification of Complete Application	Permit Issued On	Comply with Timelines	Staff
P216-26	Woodstock	Pittock Park Road (Frederick St to Oxford Rd 17)	Municipal Project	Routine	Roadway Urbanization	27-Nov-2025	4-Dec-2025	27-Feb-2026	3-Mar-2026	YES	Griffin
P15-26	Ingersoll	110 Mutual St, Ingersoll	Development	Routine	Backup Generator Installation at OPP and Fire Hall in Ingersoll	16-Jan-2026	28-Jan-2026	24-Mar-2026	31-Mar-2026	YES	Brewer
P18-26	EZ Tavistock	13th Line, Approx 500m north of Braemar Sideroad	Municipal Project	Minor	Replacement of existing concrete box culvert with a new cast-in-place concrete box culvert	2-Feb-2026	20-Feb-2026	25-Feb-2026	5-Mar-2026	YES	Brewer
P19-26	London	815 Windermere Road (Stoneybrook Recreation Field)	Municipal Project	Routine	Proposed Cricket Batting Cages	16-Jan-2026	30-Jan-2026	24-Feb-2026	3-Mar-2026	YES	Funk

Permit #	Municipality	Location	Category	Application Type	Project Description	Application Received	Response Notice	Notification of Complete Application	Permit Issued On	Comply with Timelines	Staff
P21-26	Thames Centre	Catherine St Dorchester - (GPS: 42.988399, - 81.078393)	Linear Utility Corridor	Minor	150m of 4" PE 420kPa Gas Main via HDD	13-Feb-2026	24-Feb-2026	24-Feb-2026	5-Mar-2026	YES	Brewer
P22-26	Stratford	Avon River @ TJ Dolan Dr & St David St	Municipal Project	Minor	Replacement Retaining Wall	22-Dec-2025	7-Jan-2026	26-Feb-2026	3-Mar-2026	YES	Griffin
P24-26	London	28 Kensington Avenue	Development	Major	Addition and Renovation	17-Feb-2026	20-Feb-2026	5-Mar-2026	6-Mar-2026	YES	Sing-Judge
P27-26	London	Bridle Path at Kilally Meadows ESA	Municipal Project	Routine	Replacement Stormwater Outlet	25-Feb-2026	4-Mar-2026	4-Mar-2026	5-Mar-2026	YES	Funk
P30-26	Stratford	81 William Street	Restoration/ Creation	Routine	Shoreline Erosion Protection	25-Feb-2026	3-Mar-2026	9-Mar-2026	18-Mar- 2026	YES	Griffin
P31-26	London	Exeter Road at White Oaks Drain	Linear Utility Corridor	Minor	Fibre Installation	3-Mar-2026	6-Mar-2026	6-Mar-2026	6-Mar-2026	YES	Sing-Judge
P32-26	Ingersoll	Halls Creek at Centennial Lane (Culvert C18)	Municipal Project	Minor	Culvert Replacement	18-Feb-2026	11-Mar-2026	18-Mar-2026	26-Mar- 2026	YES	Griffin
P34-26	EZ Tavistock	515398 11th Line	Development	Major	New House & Septic System	26-Feb-2026	12-Mar-2026	27-Mar-2026	27-Mar- 2026	YES	Griffin
P36-26	Perth South	Various - 11 Sites	Linear Utility Corridor	Major	Proposed installation of Fibre optic cables along Municipal Right of way, undercrossing several watercourses via directional bore method	6-Mar-2026	16-Mar-2026	16-Mar-2026	20-Mar- 2026	YES	Brewer

Permit #	Municipality	Location	Category	Application Type	Project Description	Application Received	Response Notice	Notification of Complete Application	Permit Issued On	Comply with Timelines	Staff
P37-26	Zorra	136071 13th Line. Pearson-Sims Municipal Drain	Municipal Drain	Minor	Enclosure of approx 200m of open channel, installation of stilling basin/ erosion control & cleanout 180m downstream open channel	16-Mar-2026	17-Mar-2026	18-Mar-2026	18-Mar-2026	YES	Brewer
P38-26	West Perth	19 Blenheim St (Mitchell Lions Park)	Development	Minor	Kayak Storage Rack	16-Mar-2026	23-Mar-2026	24-Mar-2026	27-Mar-2026	YES	Griffin

To: UTRCA Board of Directors
From: Tracy Annett, General Manager
Date: April 28, 2026
File Number: BoD-26-0428-35
Agenda #: 8.9
Subject: Progress Status Updates

Recommendation

THAT the Board of Directors receive the report for information.

Background

To provide the Board with updates on previously discussed items and progress toward the UTRCA’s 2025–2030 Strategic Plan goals.

Discussion

The table below provides progress and estimated timelines associated with significant UTRCA projects and items identified by the Board of Directors requesting reports. As the Strategic Plan is completed, work-plans deliverables will also be incorporated into the tables below.

Report Back Items	Planned report or update	Project lead(s)	Status
Hazard Mapping Consultation	Early 2026	Jenna & Erin	In progress - Hazard Mapping Consultation Thames River in the City of London Report was provided at September Meeting and Presentation in October 2024. Status update provided in April, and August, notification occurred in October, for consideration in December. Postponed to early 2026.
Fee Schedule Review for Planning & Regulations	January 2026	Jenna	Complete - Report back on Fees Freeze. Future reports will be provided if Ministers' direction is received that allows fees to increase.
Planning and Regulations Policy Updates (March 2024,	April 2026	Jenna	In progress - Staff continue to develop policies and procedures, and undertake consultation with municipalities, partners, and development groups, etc.

Report Back Items	Planned report or update	Project lead(s)	Status
September 2024, June 2025, November 2025)			
Retention Policy	May 2026	Tracy & Michelle	Overdue – updated retention policy to be prepared based on a collaborative CA draft. The CA draft has been legally reviewed. Aligning retention policies with integration of Microsoft 365 (file structure, naming conventions, etc.) Currently migrating from GroupWise to Outlook and Microsoft 365. Staff will be consulting with the other Conservation Authorities within the Western Lake Erie Region.
Cyber Security	January 2026	Tracy Christine Chris	Complete - Report to F&A – Staff to prepare a report on the current state of cyber security for the organization and any recommendations to improve to be presented to the Finance and Audit Committee at the April meeting, in-camera. Directed staff for future updates. Report to the Board to follow. Information Management/Technology efforts have been focused on migration to Microsoft 365 and the tools for enhanced security. Annual updates are to follow.
Hydro Plant (November 2025)	April 2026	Chris	In Progress – Hydro Plan update was provided to the Board in October 2024. Further investigation to confirm the sizing of power conditioners has been undertaken. Order fulfillment took some time; however, scheduling of installation has been confirmed (and rescheduled). Future updates are planned for the Spring of 2026.
Security for BOD access to agendas	April 2026	Chris	In progress - Options to ensure secure access to agenda packages for Board Members. Staff are meeting with other CA clerks and other Agencies to understand options to utilize M365 tools to distribute Agendas, Minutes and Closed Session items.
Human Resources Report	January 2026	Jennifer	Complete - Provide UTRCA's Organizational Chart and report on staff vacancies.

Additional items requiring quarterly or routine updates for the Board are provided in the table below.

Quarterly or Routine Report Back Items	Project lead(s)	Status
Land Options (March 2025, June 2025)	Brent & Tracy	In progress - As requested at the October meeting, report provided March 2025 with a report on options for parcels identified in closed session. Reports to follow as necessary.
Administrative Review / Interim Policies (March 2025)	Jenna	In progress - Administrative Review Quarterly updates Jan-Mar Q1 Apr-June Q2 Jul-Sept Q3 Oct-Dec Q4 Reports to be provided in January, April, August, and October.
Implementation of Blackline Consulting Recommendations	Jenna	In progress – Implementation Progress Quarterly updates Jan-Mar Q1 Apr-June Q2 Jul-Sept Q3 Oct-Dec Q4 Reports to be provided in January, April, August, and October.
UTRCA Asset Management Plan	Brent & Christine	In progress - Groups of Assets e.g., Natural Hazard Infrastructure, Fleet, Facilities etc. Regular progress reports expected. (Note* suggested to add graphics similar to those used by the City of London in their asset management plans to identify overall condition of asset) Asset Management Policy – Approved January 2024, Updated in May 2025 regular updates to be provided as asset classes are undertaken.
Land Tenant Program Update (Last update provided November 2024, June 2025)	Brent	In progress – Ongoing status of land tenant program, in-camera. Report provided. Update provided in October. Verbal in-camera update in November and report in June. Future updates as required.

Definitions

Progress	Timeline
Not started	indicate project initiation date
In progress	anticipate completion date
Complete	date completed
Overdue	expected completion date and reasons for the delay
On Hold	other circumstances

Summary

The summary provided is intended to help track items requesting report updates to the Board and project updates. It is noted that items may be shifted to accommodate the number of agenda items, staff workload, and board meeting schedules.

Recommended by:

Tracy Annett, General Manager

To: UTRCA Board of Directors
From: Michelle Viglianti, Administrative Assistant
Date: April 28, 2026
File Number: BoD-26-0428-36
Agenda #: 9.2
Subject: Hearing Committee – April 20, 2026 Decision

Recommendation

THAT the Board of Directors receives the report for information.

Background

The Hearing Committee met on April 20th to consider one application. The full Hearing Committee meeting package can be found on the [Upper Thames River Conservation Authority Website](#).

Hearing Committee Decision from April 20, 2026 – Application #195-24

The following is the decision regarding a request to consider development within a riverine flood hazard associated with a river or stream valley and within an area regulated by the Upper Thames River Conservation Authority at 5626 Pigram Line, Mount Elgin within the Township of South-West Oxford.

THAT Application #195-24 be approved with the following conditions:

- THAT the applicant provide an updated grading plan that shows the proposed elevation of the driveway on the property to be at least 266.9m or higher and that such work be completed and confirmed upon completion of construction and prior to occupation of the additional residential unit,
- THAT a copy of the engineer stamped detailed construction drawings and interior floor plans that confirm flood proofing be a condition of the issuance of the Section 28 permit be submitted to the UTRCA.

Prepared and Recommended by:

Michelle Viglianti, Administrative Assistant