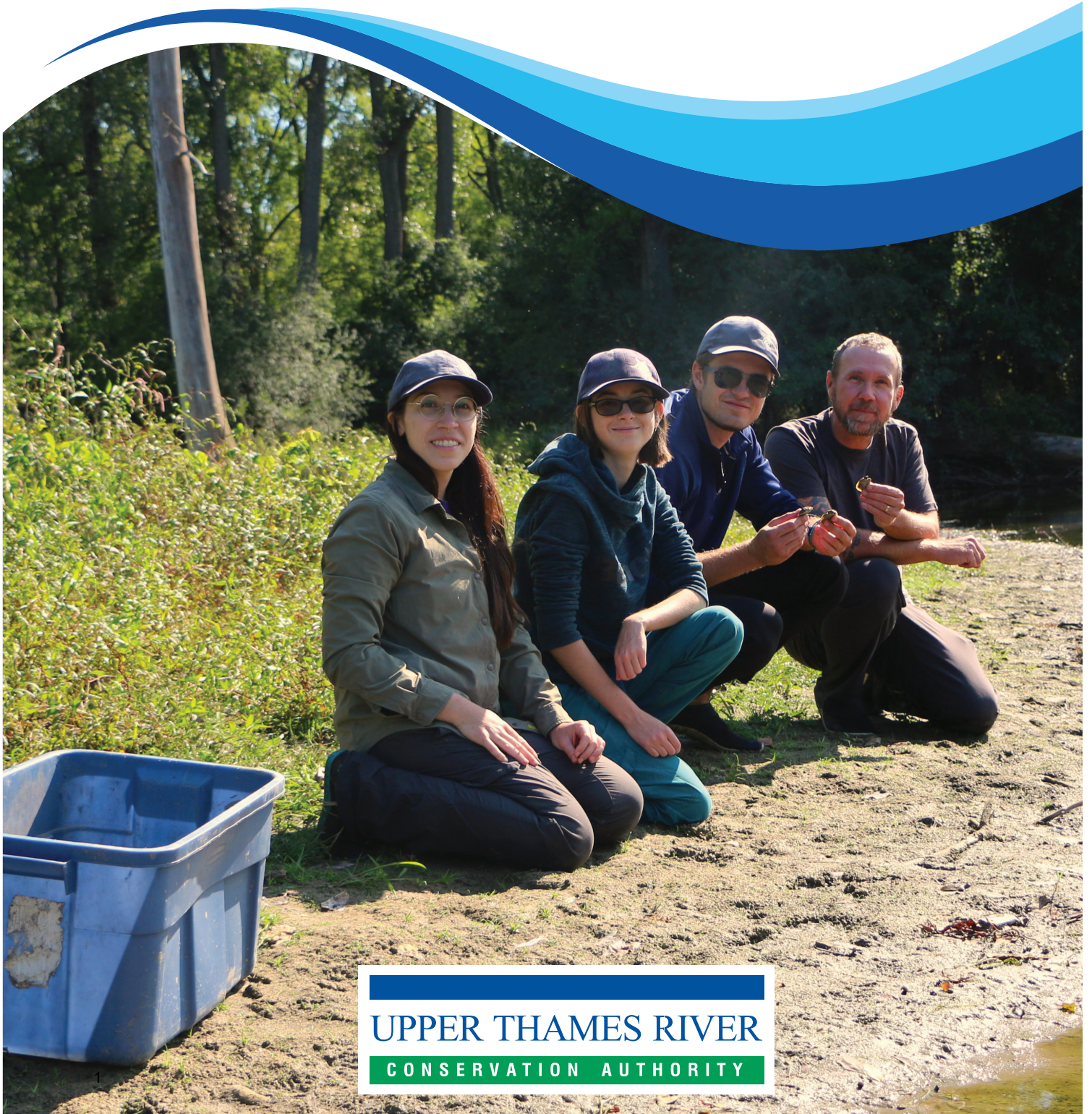


Board of Directors

Upper Thames River Conservation Authority



UPPER THAMES RIVER
CONSERVATION AUTHORITY

Upper Thames River Conservation Authority Board of Directors' Meeting Agenda

Date: September 24, 2024

Time: 9:30am

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: August 27, 2024

5.2. Business Arising from Minutes

5.3. Correspondence

6. Reports – For Consideration

6.1. Draft UTRCA Land Acquisition and Disposition Policy – BoD-09-24-65

6.2. Provincial Offences Act Officer Designation for Joe Gordon – BoD-09-24-66

6.3. Service Level Review Update – BoD-09-24-71

7. Reports – In Camera

- 7.1. Pending Acquisition or Disposition of Land – Draft UTRCA Land Inventory Report – BoD-09-24-67

8. Reports – For Information

- 8.1. Administration and Enforcement – Section 28 Status Report – BoD-09-24-68
- 8.2. Project Status Update – BoD-09-24-69
- 8.3. Natural Hazard Policy Update – BoD-09-24-70
- 8.4. Regulated Area Maps – Notification and Consultation – BoD-09-24-72
- 8.5. Asset Management Planning Update – BoD-09-24-73
- 8.6. Flood, Augmentation and Erosion Control Operations Plans – BoD-09-24-74
- 8.7. Ice Management Plan – BoD-09-24-75
- 8.8. [Thames River Current September Edition](#)

9. Reports – Committee Updates

- 9.1. Finance and Audit Committee
- 9.2. Hearing Committee August 27th Meeting Decisions – BoD-09-24-76

10. Notices of Motion

- 11. Chair's Comments**
- 12. Member's Comments**
- 13. General Manager's Comments**
- 14. Adjournment**

Tracy Annett, General Manager

To: UTRCA Board of Directors
From: Brent Verscheure, Manager, Lands, Facilities and Conservation Areas
Date: September 24, 2024
File Number: BoD-09-24-65
Agenda #: 6.1
Subject: Draft UTRCA Land Acquisition and Disposition Policy

Recommendation

1. THAT the Board of Directors receive the Draft Acquisition and Disposition Policy for information and discussion.
2. THAT staff BE DIRECTED to finalize the Draft UTRCA Acquisition and Disposition Policy based on feedback received from the members.

Background

The Mandatory Programs and Services Regulation 686/21 identifies the requirement for Conservation Authorities to complete a Conservation Area Lands Strategy by December 31, 2024. One of the requirements of the CA Lands Strategy included the development of one or more policies governing land acquisitions and land dispositions.

The attached Draft UTRCA Acquisition and Disposition Policy was developed to guide and inform staff when considering lands for acquisition and disposition. All lands considered for acquisition and disposition require Board of Directors approval, and where applicable, Ministerial notification.

Prepared by:

Brandon Williamson, Land Management Coordinator

Recommended by:

Brent Verscheure, Manager, Lands, Facilities and Conservation Areas

Appendix 1

- Draft UTRCA Acquisition and Disposition Policy

Upper Thames River Conservation Authority (UTRCA)

Land Acquisition and Disposition Policy

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1.0 Land Acquisition

1.1 History of Land Acquisition

The Upper Thames River Conservation Authority (UTRCA) has a long history of land acquisition, often with the assistance of government flood and wetland protection acquisition funding. Since the 1950's, Conservation Authority lands have been acquired for the following reasons:

- Water Management - lands for dams/water management reservoirs, erosion control projects and dykes
- Natural Hazards - lands that are unsafe for development (e.g. steep slopes, floodways and floodplains)
- Natural Heritage - lands that are environmentally sensitive (e.g. Provincially Significant Wetlands, Areas of Natural and Scientific Interest, source areas)
- Forested Lands - managed forests, significant woodlands, Carolinian Canada forests
- Recreational Lands - lands that are used for recreation (e.g. conservation areas, rail-trails)

The UTRCA has only acquired a few parcels of land since provincial funding programs ceased in 1993. Parcels that were acquired recently were either part of adjacent lands holdings (e.g., small lots within Dorchester Swamp or Golspie Swamp), or were unique donations or purchases for special natural heritage conservation purposes. Each acquisition was addressed individually with Board approval, often facilitated through grants and additional funding sources.

1.2 Purpose

As population growth and agricultural intensification continues at a rapid pace in the Upper Thames River watershed, the need to acquire sensitive lands for conservation and protection has increased. At the same time, the cost of acquiring these lands has escalated. The Province no longer provides funding to Conservation Authorities for land acquisition. It is critical that UTRCA continue its land acquisition program to ensure that future acquisitions align with our organizational objectives, and the guiding principles

and land management objectives outlined within our Conservation Areas Lands Strategy.

Land acquisition should be considered to protect land that meets the five main priority criteria mentioned in section 1.1 above. Further, the following UTRCA CA Lands Strategy guiding principles will inform acquisition lands;

- Protect life and property from flooding and erosion and develop sustainability and resilience in the natural heritage assets within our conservation lands,
- Develop and nurture relationships with all who seek to connect with the lands and water,
- Offer visitors to our public spaces a wide range of recreational activities, health benefits, and tourism options,
- Inspire future generations through educational experience at our conservation areas, and
- Collaborate with member municipalities and other partners to achieve positive and mutually beneficial outcomes.

This Policy provides guidance for the future acquisition and/or protection of lands by the Authority.

1.3 Goals

Through its programs of land acquisition and protection, the UTRCA has the following objectives outlined in the UTRCA Lands Strategy:

1. Environmental protection and natural hazard management
 - Provide environmental protection and natural hazard management to mitigate hazard risk to communities and protect the natural environment.
2. Sustainable land management practices
 - Be a leader in landowner stewardship by demonstrating sustainable land management practices that mitigate climate change and build resiliency.
3. Natural spaces and recreational opportunities
 - Meet the current and future needs of local communities for natural spaces and recreational opportunities.
4. Support UTRCA's strategic directions, programs and services
 - Permanently secure lands that support the UTRCA's strategic directions and contribute to the delivery and sustainability of UTRCA programs and services.

1.4 Land Acquisition Standards

- i) The UTRCA will typically purchase lands within the watershed on a willing-buyer, willing-seller basis to meet its stated goals.
- ii) The UTRCA may accept land dedications, land trades, donations and bequests and conservation easements to meet its stated goals on a case-by-case basis.
- iii) The UTRCA will collaborate with member municipalities and other conservation agencies such as but not limited to the Ministry of Natural Resources, Nature Conservancy of Canada, Ducks Unlimited Canada, and Land Trusts to acquire and/or protect appropriate lands.

1.5 Implementation

1.5.1 This Policy will come into effect on January 1, 2025 pending acceptance and approval by the UTRCA Board of Directors.

1.5.2 A priority listing of prospective land for acquisition by the UTRCA will be developed and updated periodically.

1.5.3 The UTRCA will consult with the member municipality prior to acquiring lands to identify and resolve any municipal concerns.

1.5.4 The UTRCA will acquire lands in proximity to existing land holdings identified in approved master/management plans as budget permits. These plans include but are not limited to:

- Watershed Natural Heritage Systems Study
- Watershed/Subwatershed Plans
- Conservation Area Master/Management Plans

2.0 Land Disposition

2.1 Introduction

The Upper Thames River Conservation Authority (UTRCA) owns and manages approximately 6,000 hectares of land within the Thames River watershed acquired through purchase, donations and expropriation over the last 77 years. These properties vary in significance and use. The public benefits of these properties include public safety, protection of ecologically significant features, and recreation. In many cases, the province contributed financially towards the property acquisition and development.

UTRCA lands were acquired for the following reasons:

- Water Management - lands for dams/water management reservoirs, erosion control projects and dykes,
- Natural Heritage - lands that are environmentally sensitive (e.g. Provincially Significant Wetlands, Areas of Natural and Scientific Interest, source areas),
- Forested Lands - managed forests
- Natural Hazards - lands that are unsafe for development (e.g. steep slopes, floodplains),
- Recreational Lands - lands that are used for recreation (e.g. conservation areas, trails),

Changing watershed priorities, legislative and regulatory amendments and changes, and increased land ownership challenges have resulted in the UTRCA reassessing their property holdings. The UTRCA may consider some properties surplus as they do not meet the UTRCA organizational objectives, and no longer economically feasible for the UTRCA to continue ownership of these properties.

As required under the Mandatory Programs and Services Regulation (686/21), the UTRCA has developed a Disposition Policy.

2.2 Purpose and Intent

This Policy applies to the sale and disposition of UTRCA Real Property and to all UTRCA employees who participate in receiving, reviewing, advising, and processing Real Property sale and disposition inquiries or transactions.

This policy provides a framework to guide the sale and disposition of UTRCA property, ensuring that UTRCA fulfills its obligations to all parties that may be impacted by the transaction. Further, is intended to ensure the sale and disposition of UTRCA Real Property is undertaken in a consistent, transparent, and effective manner, with appropriate consultation and accountability and in alignment with UTRCA's strategic direction, core values, and the legislative environment in which it operates.

The disposition process is based on the following principles:

- Fairness: ensure an open, transparent, and impartial process with public notification.
- Value capture: based on fair market value to maximize the benefit for UTRCA.
- Risk management: limit UTRCA's exposure to risk and liabilities.

2.3 Legislative Framework

The Conservation Authorities Act RSO 1990 C.27:

- Section 20 describes the objects of a Conservation Authority to provide, in the area over which it has jurisdiction, the mandatory programs and services (Category 1), municipal programs and services (Category 2) and any other programs or services the UTRCA Board decides are appropriate (Category 3).
- Section 21 lists the powers that Conservation Authorities have to accomplish their objectives.
- Section 21 (1)(c) gives the UTRCA the power to sell, lease or otherwise dispose of land.
- Section 21(1)(d) gives the UTRCA the power to lease acquired land for a term of five (5) years or less without notification to the Minister.
- Section 21 (2) requires the UTRCA to provide notice of the disposition of lands acquired through Section 39 funding to the Minister.
- Section 21 (4) and (5) outlines requirements for the UTRCA to conduct public consultation on the disposition of lands that were acquired through Section 39 funding for a minimum of 45 days.
- Section 21 (6) provides exemptions to public consultation and Ministerial notification for municipal/provincial/federal dispositions related to infrastructure or utility purposes where the municipal/provincial/federal agency has board/council/commission has approved the acquisition, and the Minister is informed.
- Section 21 (7) requires that within 90 days of receiving the notice of disposition, the Minister may direct the UTRCA to apply a specified amount of the proceeds of the disposition to support Category 1 Programs and Services.

Ontario Regulation 686/21: Mandatory Programs and Services outlines the following:

- Section 9(2), Programs and Services provided by an authority with respect to the conservation and management of lands shall include the following:
 - vi. the development of one or more policies governing land acquisitions and land dispositions.

2.4 Policy

2.4.1 Sale and Disposition

Sale and Disposition of UTRCA Real Property must fulfill the strategic organizational objectives of the UTRCA in compliance with the Conservation Authorities Act and applicable provincial policies. The Sale and Disposition of UTRCA Real Property shall not negatively impact Provincially Significant Conservation Lands, Ecologically Significant Lands or managed forest lands (as defined under MNR provincial policy,

1997). Where Provincially Significant Conservation Lands and Ecologically Significant Lands may be impacted, mitigative measures shall be implemented to protect those features.

2.4.2 Staff Review

Internal/external inquiries and proposals for the Sale and Disposition of UTRCA Real Property will be provided to the Manager of Lands, Facilities and Conservation Areas for review on a case-by-case basis. Staff shall undertake a detailed review to ensure that the proposed Sale and Disposition of UTRCA Real Property is not required for any UTRCA operations, programs or projects. The terms of the original acquisition shall be reviewed for compliance.

2.4.3 Leases

Leases and any renewals thereof should generally be less than five (5) years. Leases that are greater than five (5) years are considered a sale and disposition of UTRCA Real Property and may require notification to the Minister. Leases exceeding twenty (20) years are subject to the requirements under the Planning Act.

2.4.4 Reference Plan

The Lands for sale or disposition must be accurately defined by a deposited reference plan, completed by a registered Ontario Land Surveyor and should be no more than five (5) years old at the time of disposition.

This requirement provides a clear and current indication of the property being disposed of and proves it is free of encroachments. This is to reduce the risk of legal action being taken against a Conservation Authority for misrepresenting the land. Also, it reduces legal and political liabilities of both the Conservation Authority and the Ministry.

2.4.5 Declaration of Surplus Property Not Meeting UTRCA Organizational Objectives, In Fee

Except for transfers to municipalities, utility companies, provincial or federal governments or their agencies, UTRCA Real Property to be disposed of in fee shall first be declared as surplus by the UTRCA Board, and approval shall be obtained to offer the lands for sale and disposition.

2.4.6 Appraisal

Upon completion of a defined property scope through the Reference Plan, property dispositions should be based on fair market value as determined by a full appraisal completed by an accredited appraiser, for properties with an estimated value exceeding

\$50,000. For property dispositions with an estimated value of less than \$50,000, a letter of opinion from a qualified individual is acceptable. Conservation Authorities must justify a disposition price of greater than 10% less than market value.

An appraisal is not required for proposed nominal dispositions to municipalities, provincial and federal government agencies for infrastructure and utilities purposes.

2.4.7 Costs

The party(s) initiating the proposal will bear the costs of investigating the feasibility of a UTRCA Real Property sale and disposition, including the reference plan and Appraisal, unless otherwise approved by the General Manager.

2.4.8 Partner Consultation

Where required, proposed sales and dispositions of UTRCA Real Property shall be circulated to the partner municipal, provincial and federal government agencies, and any “broader public sector organization” as defined in the Broader Public Sector Accountability Act, 2010, SO 2010, c2, as amended, notifying them of UTRCA’s intent to declare the property surplus and does not meet UTRCA organizational objectives and to identify partners' interest in acquiring the lands. Partners shall be given ample notification to consider their interest in acquiring the property. Partners will be given ample notification to consider their interests. The scope of the notification will be confirmed by the UTRCA General Manager. Staff may proceed with an open and fair process if no partner identifies interest in the property.

2.4.9 Open Public Process

The Public Notification process will begin once the Property has been Declared as Surplus. Adjacent landowners, interest groups and the public shall be given reasonable notification about all proposed property dispositions. For any sale and disposition of UTRCA Real Property offered to the public, the UTRCA Real Property shall be advertised through an open public process with public notification.

Subject to applicable exemptions, UTRCA Real Property shall be advertised on the open market for at least two weeks before accepting any offers or submissions. When an open public process has resulted in competing offers, UTRCA staff shall recommend the offer that represents a combination of the highest value and the best terms and conditions for the UTRCA.

2.4.10 Exemptions from the Open Public Process

The following are exemptions to the public process for disposition and are not required to be advertised on the open market:

- (a) Dispositions to municipalities or any “broader public sector organization” as defined in the Broader Public Sector Accountability Act, 2010, SO 2010, c 2, as amended;
- (b) Where the property is landlocked or not separately viable and is proposed to be sold or leased to adjacent property owners;
- (c) Where land is being exchanged where UTRCA is acquiring other lands in interest;
- (d) Where the property is required to re-establish access to property severed by road alignment or closure;
- (e) If lands are acquired by UTRCA through donation, lands being disposed to the original or subsequent owners; or
- (f) If otherwise required through contractual or legislative requirements.

2.4.11 Purchase and Sale Process

Except for transfers to municipalities, the minimum disposition price for lands, including easements, is \$10,000.00.

All offers must be accompanied by a deposit of no less than 5% of the purchase price, with a minimum deposit amount of \$10,000.00.

Any notice of the sale and disposition of Property shall contain notice that UTRCA Board approval, and Ministerial notification if applicable, is required.

Upon receipt of an acceptable offer to staff, a conditional Agreement of Purchase and Sale (APS) is prepared and executed by UTRCA staff and the purchaser. Among other project-specific conditions deemed necessary, property dispositions are (with certain exceptions) conditional upon:

- (a) UTRCA Board approval is required; and,
- (b) Minister of Natural Resources notification is required, if applicable.

2.4.12 Approval of Sale and Disposition of UTRCA Real Property

UTRCA Board shall approve all sale and dispositions of UTRCA Real Property with a resolution identifying how the sale and disposition fulfills the objectives of the UTRCA. Staff shall prepare and notify the Minister of Natural Resources of the Sale and Disposition of Property.

2.4.13 Responsibility

The Board of Directors is responsible for approving any proposed sale and disposition of UTRCA Real Property. The General Manager is responsible for reviewing and making recommendations to the Board of Directors on any proposed sale and disposition of UTRCA Real Property. Land Management staff are responsible for reviewing property disposition proposals and coordinating the process for the sale and disposition of UTRCA Real Property.

All Employees are responsible for:

- (a) Promptly notifying the General Manager of any proposals for the sale and disposition of UTRCA Real Property; and
- (b) Providing timely review and response to proposed sale and disposition of UTRCA Real Property proposals.

On motion from UTRCA's Board of Directors, UTRCA may accept, revise or rescind this Policy.

2.4.14 Revenue Generated through disposition of UTRCA-owned property

Revenue generated through the disposition of UTRCA-owned property may, unless otherwise directed by the Minister, be held in a capital reserve for future use on capital projects, subject to notification and approval to the MNR. This reserve will be called the Land Reserve.

The Land Reserve funds can be allocated to UTRCA projects related to:

- acquisition of Provincially Significant Conservation Lands or managed/Agreed Forests
- major maintenance of flood control structures
- acquisition of other ecologically sensitive lands. This includes valley lands, hazard lands
- other wetlands, headwater recharge and discharge areas, forested areas or any other lands which support provincial interests identified within the new provincial policy statement. This does not include land where the primary purpose is recreation or the generation of revenue.
- hazard land mapping in support of plan input or regulation programs
- flood and erosion capital projects and related studies
- watershed/subwatershed management plans, which are inter-municipal in scope.

2.5 Procedures

Staff will prepare and present a report to the Board to summarize all offers received and a resolution to begin the 45-day public consultation period for the best offer with a draft transaction notice for board approval and public notification.

Once the 45-day public consultation is completed, staff will prepare and present a report to the Board summarizing public comments received and how they were considered. The report will also include a recommendation for the Board to approve the disposition. The report will be received and considered in closed session, with all resolutions taking place in open session.

Should it be required, staff will then prepare a notification package for the Minister that is in conformance with the Conservation Authorities Act and the MNR (1997) Policies and Procedures for the Disposition of Conservation Authority Property and Policy and Procedures for the Treatment of Conservation Authority Generated Revenue. If there are no comments from the Minister 90 days after the notification package is submitted, staff will proceed to finalize the land disposition.

To: UTRCA Board of Directors
From: Jenna Allain, Manager, Environmental Planning and Regulations
Date: September 2024
File Number: BoD-09-24-66
Agenda #: 6.2
Subject: Provincial Offences Act Officer Designation for Joe Gordon

Recommendation

That the Board of Directors designate Joe Gordon as a Provincial Offences Act Officer pursuant to Section 28 of the *Conservation Authorities Act* for the purpose of administering and enforcing Ontario Regulation 41/24, Prohibited Activities, Exemptions and Permits.

Background

The Board of Directors appoints as Provincial Offences Act (POA) Officers those full-time staff whose responsibilities include performing regulatory enforcement duties under the Conservation Authorities Act for the purpose of enforcing Sections 28 and 29 of the Act. POA responsibilities are also associated with Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits and Ontario Regulation 688/21: Rules of Conduct in Conservation Areas, made under Sections 28 and 29 respectively of the Act. Prior to the appointment, the individual being considered must provide proof of a clear criminal record (immediately prior to the appointment) as well as proof of prior enforcement officer training.

On September 3rd, 2024, Joe Gordon started at UTRCA in the position of Regulations Coordinator with the Environmental Planning and Regulations Unit. This is a new position for the authority, which will oversee, lead, and guide our Section 28 Regulations Program and Team. Joe joins the UTRCA after 18 years with the Kettle Creek Conservation Authority where he was the Manager of Planning and Development and the Director of Operations. Joe was designated as a Provincial Offences Act Officer at the Kettle Creek Conservation Authority and completed his Municipal Law Enforcement Officer Course in April 2008, and his Level 1 Conservation Authority Compliance Training in March 2011.

This designation will enable Joe to administer Section 28 of the Conservation Authorities Act for the UTRCA.

Prepared and Recommended by:

Jenna Allain, Environmental Planning and Regulations

To: UTRCA Board of Directors
From: Jenna Allain, Manager, Environmental Planning and Regulations
Date: September 11, 2024
File Number: BoD-09-24-71
Agenda #: 6.3
Subject: Service Level Review Update

Recommendation

THAT the Board approve an RFP to an upset limit of \$100,000 to complete a service level review to streamline processes for planning and permitting services throughout the watershed.

Background

The planning and development industry is seeing increased pressures to build more homes and other forms of development to meet market demands and respond to the housing crisis in Ontario. This situation has resulted in significant changes to legislation, including to the *Conservation Authorities Act*, to streamline development approvals and build more homes faster. Over the last few years, the City of London has hired external consultants to review internal planning and development processes to find efficiencies and identify opportunities to streamline and speed up approvals. In the fall of 2023, the City of London offered funding (\$200,000) to the UTRCA to undertake a similar exercise. Since that time, UTRCA planning and regulations staff have worked with the City to prepare a Request for Proposal (RFP) document outlining the scope of a Service Level Review that would focus on streamlining UTRCA's plan review and Section 28 permitting services within the City of London.

That process has led to several changes by the City from the original discussions around the project scope. The City requested the inclusion of a "Value for Money Audit" of UTRCA's Floodplain Mapping and Modelling. These changes have delayed the project considerably. In addition, the funding offered has also been reduced from \$200,000 to \$100,000.

The streamlining exercise is beneficial and will yield improvements for all member municipalities in the UTRCA watershed. Staff believe that to ensure this important work moves forward as soon as possible, it is best to have UTRCA issue an RFP for the streamlining exercise only. Staff feel comfortable that this can take place within UTRCA's current budget allocations due to savings that have been realized during this year's operations, with the goal of completing this work by Spring 2025. Staff will continue to have conversations with the City on how the UTRCA can address its concerns around floodplain modelling and mapping.

Recommended by:

Jenna Allain, Manager, Environmental Planning and Regulations

To: UTRCA Board of Directors
From: Jenna Allain, Manager, Environmental Planning and Regulations
Date: September 5, 2024
File Number: BoD-09-24-68
Agenda #: 8.1
Subject: Administration and Enforcement – Section 28 Status Report

Recommendation

THAT the Board of Directors receive the 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. The table covers permits issued between August 1, 2024 and August 31, 2024.

To date, 154 permit numbers have been assigned in 2024 with 124 of those permits issued before August 31st. An additional 18 permits were issued in 2024 where the permit number was assigned in 2023, and one permit was issued where the permit number was assigned in 2022. This brings the total number of permits issued in 2024 to 143. Twenty-one permit extensions or amendments have been issued in 2024, and staff have issued 209 clearances for regulated properties where proposed development was reviewed and determined not to require a Section 28 permit.

Information about permits in progress has been provided in the table below in a tally format. As noted above, 154 permit numbers have been assigned in 2024, with 124 issued by August 31st. Two permits have been issued in September 2024 and will be reported on in the next monthly Section 28 report. Two permits have been cancelled, leaving 23 permit applications currently in progress. We also have 11 additional permit applications from 2023 that are still in progress. In total, we have 37 permits in progress split by year the permit number was assigned, municipality and application type in the table below.

Table 1. Permits in Progress Tally

Municipality	Major	Minor	Routine	Total
Township of Blandford-Blenheim	0	1 (2024)	3 (2024)	4 (2024)
Township of East-Zorra Tavistock	0	0	1 (2023) 1 (2024)	1 (2023) 1 (2024)
Town of Ingersoll	0	0	1 (2024)	1 (2024)
City of London	1 (2023) 4 (2024)	2 (2023) 2 (2024)	1 (2024)	3 (2023) 7 (2024)
Township of Lucan-Biddulph	0	0	0	0
Municipality of Middlesex Centre	1 (2023) 5 (2024)	1 (2023)	1 (2024)	2 (2023) 6 (2024)
Township of Norwich	0	1 (2023)	0	1 (2023)
Township of Perth East	0	0	1 (2023)	1 (2023)
Township of Perth South	0	0	0	0
Town of St. Marys	0	0	0	0
City of Stratford	0	0	1 (2023)	1 (2023)
Municipality of South Huron	0	0	0	0
Township of South-West Oxford	0	0	0	0
Municipality of Strathroy-Caradoc	0	1 (2024)	0	1 (2024)
Municipality of Thames Centre	1 (2023) 1 (2024)	2 (2024)	0	1 (2023) 3 (2024)
Municipality of West Perth	0	0	0	0
City of Woodstock	0	1 (2024)	1 (2023) 2 (2024)	1 (2023) 3 (2024)
Township of Zorra	0	0	0	0
TOTAL	13	11	13	37

Recommended by:

Jenna Allain, Manager, Environmental Planning and Regulations

Prepared by:

Jessica Schnaithmann, Land Use Regulations Officer

Ben Dafoe, Land Use Regulations Officer

Cari Ramsey, Land Use Regulations Officer

Mike Funk, Land Use Regulations Officer

Dave Griffin, Land Use Regulations Assistant

Richard Brewer, Land Use Regulations Assistant

Karen Winfield, Planning and Regulations Resource Specialist

Section 28 Status Report – Summary of Applications for 2024

Ontario Regulation 41/24

Report Date: August 2024

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

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Timelines	Staff
134	Ingersoll	355 Wellington St.	Minor	Municipal Project	Pedestrian Bridge Replacement	10-Jul-2024	29-Jul-2024	19-Aug-2024	2-Aug-2024	YES	Dafoe
117	London	3493 Colonel Talbot Road	Major	Development	Silverleaf Subdivision Block 190- SPA 23-052	7-Nov-2023	16-Jul-2024	13-Aug-2024	8-Aug-2024	YES	Schnaithmann
144	Stratford	45, 49 Worsley Street (Lot 4)	Major	Development	Proposed construction of new semi-detached housing	2-Aug-2024	9-Aug-2024	6-Sep-2024	13-Aug-2024	YES	Winfield
145	Stratford	37, 41 Worsley Street (Lot 5)	Major	Development	Proposed construction of new semi-detached housing	2-Aug-2024	9-Aug-2024	6-Sep-2024	13-Aug-2024	YES	Winfield
126	London	2570 Bonder Road	Major	Development	Proposed Manufacturing Facility	8-Mar-2024	19-Jul-2024	16-Aug-2024	15-Aug-2024	YES	Schnaithmann
142	Perth East	4283 Line 42	Major	Development	80ftx24ft Lean-To Addition	3-Jul-2024	12-Aug-2024	9-Sep-2024	16-Aug-2024	YES	Brewer
137	London	277 Adelaide St. S	Minor	Development	New Storage Building	31-Jul-2024	1-Aug-2024	22-Aug-2024	18-Aug-2024	YES	Funk

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Timelines	Staff
146	Stratford	50 McManus Rd	Minor	Development	Proposed construction of addition onto existing single family residence.	12-Aug-2024	19-Aug-2024	9-Sep-2024	20-Aug-2024	YES	Winfield
135	Stratford	131 William St.	Minor	Municipal Project	Shoreline restoration	31-Jul-2024	16-Aug-2024	6-Sep-2024	27-Aug-2024	YES	Brewer
136	London	1151 and 1163 Richmond Street	Major	Development	Development	8-Jul-2024	23-Aug-2024	20-Sep-2024	27-Aug-2024	YES	Funk
149	Ingersoll	Hall Street from Canterbury Street to Centennial Line	Major	Municipal Project	Hall Street Watermain (at Halls Creek) - Emergency Works	9-Aug-2024	23-Aug-2024	20-Sep-2024	30-Aug-2024	YES	Winfield
150	St Marys	309 Thomas Street South	Routine	Utility Corridor	New Gas Pipeline Service	16-Aug-2024	28-Aug-2024	11-Sep-2024	30-Aug-2024	YES	Griffin

To: UTRCA Board of Directors
From: Tracy Annett
Date: September 8, 2024
File Number: BoD-09-24-69
Agenda #: 8.2
Subject: Project Status Updates

Recommendation

THAT the Board of Directors receive the report for information.

Background

To assist the Board with previously discussed items the following status updates are provided. This report is updated and included at each meeting to identify project timelines and expected future reports.

Discussion

The table below provides progress and timelines associated with UTRCA projects and the strategies required to fulfil the requirements of O.Reg 686/21, Mandatory Programs and Services Regulation. Planned reports and updates at board meetings may change.

Many of the items provided below are directed by legislative changes, either directly through O.Reg 686/21 or through updated regulations that impact our projects / policy direction (e.g., Section 28 regulations under the Conservation Authorities Act (CAA). These projects will continue throughout 2024, regular updates will be provided.

Report Back Items	Planned report or update	Project lead(s)	Status
2024 Draft Budget and discussion items (October 2023 meeting Draft Budget provided)	January, provide update on Municipal Feedback February AGM – 2024 Budget Consideration	Teresa Brad Christine Tracy	Complete – Municipal Communications Ongoing - Status of contract discussions with Environment and Climate Change Canada Provided updated numbers in October for the proposed Category 1 deficit and the proposed category 3 levy / cost apportionment. Complete – Communications plan
WCC Building Update	January Will be marked complete in next report	Brent & Mike	Complete - Board Request. To provide an overview of the building now that we have used the space for 10 years, building performance.

Report Back Items	Planned report or update	Project lead(s)	Status
Review of S28 Violations	February Will be marked complete in next report	Jenna	Complete - Review of the 2023 violations at the February 2024 Board of Directors meeting
UTRCA Cash Management & Investment Policy	August - complete	Christine and Tracy	In Progress – Report to F&A Committee in June, and report to the Board to follow at the August meeting.
Strategic Plan	Postponed to June to align with Watershed Strategy update	Tracy Teresa	In progress – RFP being developed. Timeline to be confirmed once consultant engaged. Report included with June Agenda, project initiation in the summer
Hydro Plant (April 2024 report to BOD)	October	Chris and Brent	In Progress - Consultant to be engaged to determine potential issues and estimates to resolve the issues. Staff change has delayed the RFP process. Update provided in April Report to BOD.
Reserves Policy (April 2024 and May 2024 report to F&A)	September F&A	Tracy Christine	In Progress Report to F&A – After the 2023 Audit the policy will be shared with the Finance and Audit committee for further discussion at the May meeting. Following F&A discussion, staff directed to prepare the Reserves Policy and Report to the Board to follow.
Cyber Security	October	Tracy Christine Chris	In Progress 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.
Retention Policy	August	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.)
Wetland Compensation Policy (March 2023 meeting)	Postponed aligning with Section 28 Policies as	Jenna and Sarah	In progress - Draft Wetland Compensation Policies initiated. Changes to the CAA and CA roles in commenting on natural heritage features have

Report Back Items	Planned report or update	Project lead(s)	Status
and August 2023)	outlined below		required further examination. Report to be provided once finalized, date to be confirmed.
Section 28 Regulation Policies and Mapping (March 2024)	August - Postponed to September to give new planning and regulations staff an opportunity for input.	Jenna	<p>In Progress - Release of new Regulations on Friday February 16th, effective April 1, 2024.</p> <p>May Meeting included Technical Checklists and S28 Compliance Procedures</p> <p>Staff will continue to: develop policies and procedures, and undertake consultation with municipalities, partners, and development groups., etc.</p> <p>In Progress - Hazard Mapping Consultation – Report at September Meeting</p>
Land Tenant Program Update (March 2022 meeting, November 2023, March 2024, August 2024)	November	Brent and Mike	In Progress – Ongoing status of land tenant program, in-camera. Report provided.
Advocacy for Fee Freeze to be lifted	September – verbal update	Tracy & Brian	In Progress – Letter drafted to circulate to Municipalities. Discussion with Minister Smith suggested that he wanted data to support. Brian to lead Municipal support request. Tracy to explore other data options with CA's, particularly those in High growth areas.
Draft 2025 Budget & Communications Plan Preliminary Draft – August	September F&A	Tracy, Teresa, and Christine	In Progress – Circulate budget communications to F&A committee for feedback in July, to finalize materials to include at August Meeting (was based on advocacy required to support for City of London business case. Now preliminary budget shown are within City of London multi-year budget amounts).

Legislative Requirements	Planned report or update	Project lead(s)	Status
Land Management Strategy (February 2024)	October	Brent Brandon Cathy	<p>In Progress – To be completed by December 31, 2024</p> <p>Inventory and acquisition and disposition policy are linked to this initiative.</p>

Legislative Requirements	Planned report or update	Project lead(s)	Status
			May
Land Inventory (August 2023 meeting and February 2024)	September (Categories of use included in Strategy)	Brandon, Phil, Cathy & Brent	In progress – Inventory update was provided in August. To be included with Lands Strategy and a legislative requirement. The Lands Inventory will inform the Lands Strategy and acquisition and disposition strategy. To be completed December 31, 2024
Land Acquisition and Disposition Strategy (February 2024)	September (Goals and Objectives included in Strategy)	Brent & Brandon	In progress - Complements the Lands Strategy and Land Inventory. To be completed December 31, 2024.
Watershed-Based Resource Management Strategy (September 2023, February 2024, and June)	November	Tara	In Progress – Complements the Strategic Plan. To be completed December 31, 2024. To Align with UTRCA Strategic Plan Item included in June Agenda, final report after consultation will be brought back in November
Operations and Ice Management Plan (November 2023 meeting)	September	Chris	In progress - Compiling background information. To be completed December 31, 2024
UTRCA Asset Management Plan (January 2024 Policy approved)	September	Brent & Christine	In progress - May breakdown into Groups of Assets e.g., Natural Hazard Infrastructure, Fleet, Facilities etc. Regular progress reports to support the above Group of Assets as our first priority. (as below)
Asset Management Plans related to natural hazard infrastructure (November meeting)	September	Chris	In progress – One component of overall group of assets within the UTRCA's Asset Management Plan. To be completed December 31, 2024.

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

Progress	Timeline
On Hold	other circumstances

Summary

The summary provided is intended to help track items requesting report updates to the Board and project updates to meet our legislative requirements. The number of projects underway in 2024 is significant.

Recommended by:

Tracy Annett, General Manager

To: UTRCA Board of Directors
From: Jenna Allain, Manager, Environmental Planning and Regulations
Date: September 11, 2024
File Number: BoD-09-24-70
Agenda #: 8.3
Subject: Natural Hazard Policies Update

Recommendation

THAT the Board of Directors receive the report for information.

Background

As reported at the May 28, 2024, Board of Directors meeting (Agenda Item 6.2 Natural Hazard Policies Update), the passing of the new Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) and changes to Section 28 of the *Conservation Authorities Act*, necessitated updates to existing Conservation Authority policies and procedure documents.

At the March 26th meeting, 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 by the end of 2024.

Summer consultation on the new UTRCA natural hazard policy document has been delayed due to unforeseen staff turnover of both planning and regulations staff. Staff time originally targeted for consultation has had to be redirected to fill vacant positions while hiring processes were underway. Two of three vacancies have now been filled, and we look forward to getting input from our new planning and regulations staff on the policy document before beginning consultation in October. Consultation will be targeted at municipal, consultant, and development groups, but publicly available to any other interested parties for review and comment.

Recommended by:

Jenna Allain, Manager, Environmental Planning and Regulations

To: UTRCA Board of Directors
From: Teresa Hollingsworth, Manager, Community & Corporate Services
Date: September 17, 2024
File Number: BoD-09-24-72
Agenda #: 8.4
Subject: Regulated Area Maps – Notification and Consultation

Recommendation

That this report is received for information.

Background

Ontario's municipalities and conservation authorities work to protect people and property against the risk of natural hazards, including flood and erosion hazards, watercourses, and valleys, as well as wetlands and the area surrounding them. The Upper Thames River Conservation Authority (UTRCA) reviews and regulates development in or near these natural hazards under the Conservation Authorities Act and [Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits](#). Proposed development in regulated areas needs to be reviewed and approved by the UTRCA.

The UTRCA develops maps to flag properties that may contain natural hazards. The regulated area depicted on the maps is approximate and based on the best available information at the time of map production. Currently, the UTRCA is undertaking a comprehensive review and upgrade of its regulated area maps. Updating these maps is an important and ongoing process that enables the conservation authority and its municipal partners to use the most current information to identify hazards, assess risk, and guide land use decisions.

Once draft maps of the regulated area are completed for a portion of the watershed, a peer review by experienced professionals is initiated to ensure the maps meet industry and regulatory standards. Municipal partners, watershed residents, and interested parties are provided with an opportunity to review the draft maps.

Regulated Area Maps Notification and Consultation – City of London

The first portion of regulated area maps for the Thames River within the City of London has been finalized through the peer review process. UTRCA staff have developed a comprehensive consultation framework to present the updated maps for education, notification and consultation purposes depending on the audience.

Key audiences include affected property owners, municipal partners, First Nation communities, developers, real estate agents, law offices, consultants, watershed residents and other interested parties.

Staff have been preparing communications products and vehicles to support the project.

These include:

- A branding strategy and promotional materials for the Hazard Map Project. Factsheets, video, graphics, QR code, displays are examples.
- An on-line engagement tool (Social Pinpoint) to relay information, post presentations, receive feedback and spark discussion. This tool will form the main hub for each phase of the project, provide the mapping, a project timeline, a comment section and links to presentations, glossary and frequently asked questions.
- Updates to the Natural Hazard Map information on the Authority's website

Phase 1 – Thames River City of London Project Timeline

September 2024

- Meeting(s) with City of London Municipal Staff
- Notification of First Nation Communities of Updates
- Direct Mail to Affected Property Owners

October 2024

- Launch Engage Thames River Project Page on Social Pinpoint
<https://engage.thamesriver.on.ca>
- Meet with Elected Officials, Development Community and Consultants

November 2024

- Host an in-person Public Meeting
- Host an on-line Public Meeting
- Targeted presentations to interested parties

The release of updated Thames River regulated areas will continue into 2025. The expected order of release will be:

- South Thames River
 - Pittock Dam (Woodstock) to City of London limits
- Thames River Downstream of the City of London
- North Thames River
 - Mitchell Dam to City of London limits
 - St Marys – Wildwood Dam downstream to the Thames River

Recommended by:

Erin Dolmage, Hazard Mapping Communications and Marketing Specialist
Jenna Allain, Manager, Environmental Planning and Regulations
Teresa Hollingsworth, Manager, Community & Corporate Services

To: UTRCA Board of Directors
From: Mike Knox, Asset Management Specialist
Date: September 17, 2024
File Number: BoD-09-24-73
Agenda #: 8.5
Subject: Asset Management Planning Update

Recommendation

That this report is received for information.

Background

The Upper Thames River Conservation Authority (UTRCA) Board of Directors approved an Asset Management Policy in January 2024. That first step into asset management was a commitment that will focus on optimizing the performance and value of UTRCA's assets over the long term. The implementation of an asset management program at the UTRCA will lead to organizational efficiencies, better financial planning, and long-term cost savings. It will improve compliance and result in better decision-making, which ultimately contributes to the UTRCA's overall success and sustainability.

Although asset management planning is not yet a legislated requirement for conservation authorities (other than for Natural Hazard Infrastructure discussed in detail below), member municipalities have encouraged UTRCA to undertake comprehensive asset management planning. Watershed municipalities will be better assured that their investment in UTRCA lands, facilities, and infrastructure is protected and that residents continue to benefit from our programs and services.

The UTRCA hired an Asset Management Specialist this past summer. This person is responsible for coordinating the UTRCA asset management planning efforts and delivering asset management implementation programs and services. They will introduce staff to strategic asset management thinking, develop their capacity, and engage staff to build their knowledge and skill sets in key subject areas to empower and engage their work programs. Tools will be introduced for strategic decision-making at each stage of an asset, through managing decisions about the lifecycle, such as design, selection, operation, and maintenance. This is a long-term approach as staff become familiar with the concepts of asset management and how they apply to the organization.

Next Steps

The next steps should be considered "first steps" into the UTRCA's asset management journey as an organization. This means not only introducing the concepts described above but providing deliverables to the program as outlined below. Considering the

timelines involved with the asset management planning process, staff have identified the focus to be on item 3. Natural Hazards Infrastructure, due to the December 2024 legislated deadline.

1. Asset Registry

It will be critical to implement an asset registry that is a centralized database to store key asset information. This includes building a customized asset management plan (AMP) classification structure (data hierarchy) with specific asset attributes.

One way the UTRCA can categorize assets is by functional categories, such as:

- Natural Hazard Infrastructure (flood control dams, floodwalls and dykes, channels, recreation dams)
- Lands (CA Active Recreation, CA Passive Recreation, Management Area, CA Administration Area)
- Facilities
- Infrastructure (roads, trails, water systems, electrical systems, septic)
- Equipment (office, IT, machinery)
- Fleet Vehicles (truck, cars)
- Intangible Items (databases, software, intellectual property)

At this point in time, for accounting purposes, UTRCA has classed assets as:

- Technological Equipment (phones, computers/servers, office equipment, printers/plotters, microscopes, GIS and communications devices)
- Water Control Assets (dams, floodwalls and dykes, channels, stream gauges, piezometers and other water measurement devices)
- Infrastructure (water systems, electrical, cabling, roads)
- Lands
- Land Improvements (fencing, swimming pools, docks, trails, fire pits)
- Buildings and Building Systems
- Furniture and Fixtures

Producing this registry will require the appropriate tools. Staff will explore options to purchase asset management software which will integrate our data across the watershed and program areas. This will provide real-time information in a centralized environment and allow staff to make data-driven decisions and enable proactive rather than reactive approaches. Other long-term benefits include automated depreciation, capital planning while supporting risk management and criticality modeling, compiling gap analysis, inventory management and condition data management.

2. Asset Management Strategy

An asset management strategy is the path to develop a program and address gaps and inefficiencies in how various asset elements work together. The strategy links the asset management plan ('tactical and practical'), the asset management policy, and the corporate strategic plan.

Development of an asset management strategy will help guide the creation, implementation, and maintenance of individual asset management plans. The strategy will outline the expectations and objectives of our asset management system, in alignment with our organizational objectives. It will provide a roadmap for managing and optimizing UTRCA's assets.

3. Natural Hazards Infrastructure – Asset Management Plan (AMP)

As a result of Ontario Regulation 686/21, Mandatory Programs and Services under the Conservation Authorities Act R.S.O. 1990, c. C.27, the provincial government has directed Conservation Authorities to complete an asset management plan for flood control, flow augmentation and erosion control infrastructure by December 31, 2024. O. Reg. 686/21 requires the following:

5. (1) ...an authority shall provide programs and services that support the operation, maintenance, repair and decommissioning of the following types of infrastructure the authority owns or manages:

- 1. Any water control infrastructure, the purpose of which is to mitigate risks to life and damage to property resulting from flooding or to assist in flow augmentation.*
- 2. Any erosion control infrastructure.*

(2) Programs or services provided under subsection (1) shall include the following components:

- 1. The development and implementation of an operational plan on or before December 31, 2024.*
- 2. The development and implementation of an asset management plan on or before December 31, 2024.*

4. Early Planning Activities

The initial plan developed for the Natural Hazard Infrastructure will focus on classes of infrastructure, rather than individual structures or even components of a structure. The following classes of assets will be included in the plan:

- Flood Control Dams,
- Floodwalls and Dykes,
- Channels,
- Recreational Dams (not required by the regulation)

As staff work on aligning plans with provincial regulations, they are mindful of compliance requirements. The challenge is to satisfy the regulation with a high-level plan for these assets by the required December 2024 deadline and continue work to develop more detailed plans for each asset and eventually asset components. As there are no detailed requirements this high-level initial approach with further refinement to follow is appropriate. Further it is acknowledged that the asset management is a process which will continue to be refined and become more detailed

Below are target completion dates for each corresponding AMP.

Table 1. Natural Hazard Infrastructure Asset Management Plan Timeline

Asset Management Plan	Content	Target Completion Date
1. UTRCA Asset Management Plan	Overall Plan	TBD
2. Natural Hazard Infrastructure	Overall Plan	December 31, 2024
2.1 Flood Control Dams	<ul style="list-style-type: none">• Fanshawe Dam• Pittock Dam	2025

Asset Management Plan	Content	Target Completion Date
	<ul style="list-style-type: none"> • Wildwood Dam 	
2.2 Floodwalls and Dykes	<ul style="list-style-type: none"> • Ada-Jacqueline Dyke • Broughdale Dyke • Byron Dyke • Coves Dyke • Nelson-Clarence Dyke • Riverview Dyke • St Marys Floodwall • West London Dyke 	2026
2.3 Channels	<ul style="list-style-type: none"> • Ingersoll Channel • Stratford Channel • Mitchell Channel 	2026
2.4 Recreational Dams	<ul style="list-style-type: none"> • Centreville • Dorchester CA • Dorchester Mill Pond • Embro CA • Fullarton CA • Harrington CA • Mitchell Dam • RT Orr Dam • Shakespeare CA 	2027

The plans and strategies will meet the requirements of Ontario Regulation 686/21 and complement the priorities set out in our strategic plan and/or through agreements with our participating municipalities.

5. Collaboration with other Conservation Authorities

The Act and Regulations do not provide details as to the nature or content of the required Natural Hazard Infrastructure AMP. CA staff have been sharing through CO facilitated groups (Asset Management, Natural Hazard Infrastructure and GM groups) to scope the plans and align with requirements. This has included how asset management is being introduced or incorporated into their organization. An important aspect of Asset Management is knowledge sharing. It is also important to recognize that the plan will continue to grow as knowledge and understanding increases.

6. People

Recognizing the role of staff or "people" in managing assets is crucial as it embeds asset management into the culture of the organization. This allows our staff to identify the importance of asset management as a strategic business tool and its role in effective planning, priority-setting, and decision-making process at all levels. This strengthens the correlation in programming between all levels of staff and senior management.

As asset management plans develop within a broader asset management planning environment, it is important, and should be expected, that beyond the December 31st requirement, the plans will continue to evolve as the asset management processes at the UTRCA mature.

Recommended by:

Mike Knox, Asset Management Specialist

Chris Tasker, Manager Water and Information Management

To: UTRCA Board of Directors
From: Chris Tasker, Manager, Water and Information Management
Date: September 17, 2024
File Number: BoD-09-24-74
Agenda #: 8.6
Subject: Flood, Augmentation and Erosion Control Operations Plans

Recommendation

That the board receive the report for information.

Background

One of the requirements under the updated CA Act and regulations is the requirement for Operational Plans. O. Reg. 686/21: MANDATORY PROGRAMS AND SERVICES under Conservation Authorities Act requires:

5. (1) Subject to subsection (3), an authority shall provide programs and services that support the operation, maintenance, repair and decommissioning of the following types of infrastructure the authority owns or manages:
 1. Any water control infrastructure, the purpose of which is to mitigate risks to life and damage to property resulting from flooding or to assist in flow augmentation.
 2. Any erosion control infrastructure.
- (2) Programs or services provided under subsection (1) shall include the following components:
 1. The development and implementation of an operational plan on or before December 31, 2024.
 - ...
- (3) If an authority enters into an agreement with an owner of infrastructure mentioned in paragraph 1 or 2 of subsection (1) to manage the infrastructure on the owner's behalf, the authority shall provide the programs and services to operate, maintain, repair and decommission the infrastructure only in accordance with its obligations under the agreement.
- (4) An authority may update the plans ... from time to time, as the authority considers it advisable.

The act and regulations include few details, no consultation requirements, nor does it require any public access to the document. It is however anticipated that there will be interest in the plans from municipalities and some special interest groups.

Discussion

As identified above, there is little detail on what is required of an Operational Plan. This provides each CA flexibility to include what they feel appropriate for their structures and

gives them the flexibility to rely on previous operational documents to satisfy this requirement. CO coordinated discussions amongst the CAs on what some were planning to use. Some CAs are expected to rely on their Operations, Maintenance and Surveillance (OMS) Manuals. Others may have other documents describing the flood or flow augmentation operations. In our case, these documents are available but provide too detailed information to make them publicly available. For example, it is not appropriate to make publicly available detailed instructions on how to operate the flow control devices or security features as would be included in OMS manuals. As the documents are not required to be publicly available this is not a concern for most CAs.

However, we expect there will be interest in these operational plans. It would be good to be able to refer to plans with an appropriate level of detail posted on our website. This would be an improvement over the current information posted on our website on how the structures are operated. When these topics come up, these posted plans would be helpful in discussions with municipalities and special interest groups affected by the operations of the reservoirs or impacted downstream.

Communications plan

While formal consultations or communications are not required, with the anticipated interest in these plans it will be important to plan to engage municipalities. As a primary focus of the plans are how the structures are operated to reduce risk from natural hazards, a key audience will be the municipal flood coordinators. Operational plans were discussed with the municipal flood coordinators last year at the annual flood coordinators meeting. These meetings are generally planned for November, which will provide another opportunity this year to provide more detail on the plans and let this key stakeholder group see the plans.

Depending on the municipal interest in the plans, additional discussions with staff (and council if requested) may be scheduled. As the plans may be updated as the authority considers advisable, all discussions are not expected to be wrapped up before the end of the year. It is important to understand that while discussions may result in revisions to what is documented in these plans, this is not an opportunity to implement changes to how the structures are operated. Changes in the way the structures are operated would require appropriate analysis and consultation with those affected.

Outline of content

The following is an outline of the contents for the first draft of our operational plans.

1. Purpose of Operation Plan
2. Purpose of Structure
3. Stakeholders
4. Communications
5. Operations
6. Routine Maintenance
7. Emergency Planning
8. Roles and Responsibilities
9. References

Work to date has focused on our most complex plans – flood control and flow augmentation dams. This outline will continue to be revised as work proceeds on the remaining structures.

Structures Requiring Operational Plans

Operational plans are required for flood control dams, flow augmentation dams, dykes and floodwalls, flood control channels and erosion control structures. Fanshawe, Wildwood and Pittock Dams are sufficiently different that they require separate operational plans. A major reason for this is the specific nature in which the dams are operated for their multiple purposes. Dykes/floodwalls, channels and erosion control structures do not have actual operations, so it is planned to develop an operational plan for each of these types of structures. As such an operational plan would be developed for dykes and floodwalls which would include all the London Dykes and St Marys Floodwall. An operational plan would be developed for flood control channels including Ingersoll, Stratford and Mitchell Channels. And one operational plan would be developed to include all the erosion control structures.

Operational Plans are not required for our recreational dams. However, recreational dams would benefit from a similar level of documentation. It is not required to complete this in 2024. As such UTRCA will work towards having Operational Plans for the recreational dams in 2025 with a priority on RT Orr and Mitchell Dams.

Next Steps

We will be developing our first Operational Plans before municipal flood coordinators' meetings (generally held in November each year). As such, we plan to present these plans at the November UTRCA board meeting and the municipal flood coordinators meeting. Discussion at the Flood Coordinators meeting may result in amendments to the plans. As the regulations allow for updates as the authority considers advisable, changes beyond the December deadline do not pose a problem and may be expected.

Recommended by:

Mark Helsten, Senior Water Resources Engineer

Chris Tasker, Manager, Water and Information Management

To: UTRCA Board of Directors
From: Chris Tasker
Date: September 16, 2024
Filename: BoD-09-24-75
Agenda #: 8.7
Subject: Ice Management Plan

Recommendation

That the Board receive this report as information.

Background

Regulatory requirements

O. Reg. 686/21: MANDATORY PROGRAMS AND SERVICES under Conservation Authorities Act requires the following:

Ice management

4. (1) An authority shall provide programs and services for ice management within its area of jurisdiction, if the authority determines that ice management is necessary to reduce the risks associated with natural hazards referred to in subsection 1 (1).
- (2) Programs or services ... shall include the development and implementation of an ice management plan on or before December 31, 2024 that identifies,
 - (a) how ice within the authority's area of jurisdiction may increase the risk of natural hazards; and
 - (b) the steps that are necessary to mitigate these risks, including identifying equipment and resources needed to carry out these steps.
- (3) An authority may update the ice management plan referred to in subsection (2) from time to time as the authority considers it advisable.

The regulation provides no details beyond the 2 items identified in (2) on what is needed as an ice management plan. It even leaves it to the discretion of the CA as to whether an ice management plan is needed. Conservation Ontario has hosted workshops to allow discussion between CAs what is included in Ice Management Plans that some CAs already have.

Ice Impacts in the UTRCA

There is a very limited history of ice increasing risk of flooding in UTRCA watershed. Other Conservation Authorities (CAs) in southwestern Ontario have very significant areas where ice increases the risk from flooding. In some areas this is in river valleys (flooding on the Grand River in the Brantford area as an example), while other areas near the outlets of the rivers flowing into the Great Lakes (such as the Thames outlet into Lake St. Clair). There are a few locations in the watershed where ice jams in undeveloped river valleys have resulted in flooding. One such example is the Motherwell area in the Municipality of West Perth, however

most of the impacted lands have been acquired by the UTRCA and the structures potentially impacted by the ice related flooding have been removed.

Many of the gauges which monitor water levels may be affected by ice which can result in misleading flow reporting. As such, flood forecasts must consider this, but there is no specific response needed.

Discussion

Does UTRCA need an Ice Management Plan?

A Conservation Authority has discretion as to whether they need an ice management plan. As there is limited impact from ice related flooding in the UTRCA, there could be a case that an ice management plan is not needed for the UTRCA. However, having a simple ice management plan which documents the limited historical impacts, relies on our flood contingency plan for communications and response, and can be updated if ice becomes a bigger consideration in flooding in the UTRCA, is preferred.

Once developed, the Ice management Plan would be an appendix to the Flood Contingency Plan. It would then be reviewed with flood coordinators as part of annual flood coordinators meetings to keep the potential for ice impacts on flood coordinators minds. The annual review of the flood contingency plan to update contacts would also be an opportune time to add any new examples of ice impacts on flooding if we become aware of locations where there is a potential for ice to increase risks due to flooding.

Planned Content of UTRCA Ice Management Plan

The following is a brief outline of the planned content of the UTRCA Ice Management Plan.

1. Background
 - 1.1. Types of ice related flooding
 - 1.2. Historical Ice related flooding in the UTRCA
 - 1.3. Future potential for ice related flooding
2. Integration with the Flood Contingency Plan
3. Ongoing maintenance of the Ice Management Plan

The Ice Management Plan will rely on the flood contingency plan and the communication framework included in that plan for flooding. The same communications protocols and contacts would be used whether the flooding is affected by ice, snowmelt or a summer thunderstorm. Under our flood contingency plan, we provide flood bulletins to municipal flood coordinators, while flood response is a municipal responsibility. Often the response could be closing roads impacted by flooding or providing notification of areas which should be evacuated. Ice impacts would not be any different than other responses carried out by municipalities. In areas with a historical ice flooding problem there are various equipment and resources that are maintained for response to flooding (one such example is where ice breakers are needed to open up the mouth of the river). However, with very limited ice impacts in the UTRCA, no such resources are maintained by the UTRCA or municipalities.

Ice Management Plan Maintenance

A review and update of the ice management plan would be undertaken as part of municipal flood coordinator meetings. This is a time when flood coordinators get together to refresh their understanding of flood risks in the area and review the flood contingency plan to ensure they are aware of our role and the municipal role. Contacts in the Flood Contingency Plan also get updated at this time. Adding the potential for ice impacting flooding to the discussions could be easily added to these meetings. Any new information on impacts from ice could be added to the Ice Management Plan. Appending the Ice Management Plan to the Flood contingency plan would facilitate the ongoing maintenance of the plan and keep it in the minds of the municipal flood coordinators and our flood forecasters.

We will be developing our first Ice Management Plan before municipal flood coordinators' meetings (generally held in November each year). As such, we plan to present it at the November UTRCA board meeting.

Recommended by:

Mark Helsten, Senior Water Resources Engineer

Chris Tasker, Manager, Water and Information Management

To: UTRCA Board of Directors
From: Michelle Viglianti, Administrative Assistant
Date: June 25, 2024
File Number: BoD-09-24-76
Agenda #: 9.2
Subject: Hearing Committee – August 27, 2024 Decision

Recommendation

THAT the Board of Directors receive the report for information.

Background

The Hearing Committee met on August 27th to consider one application. The full Hearing Committee meeting packages can be found on the [Upper Thames River Conservation Authority Website](#).

Hearing Committee Decision from August 27, 2024 – Application #114-24

The following is the decision taken from the August 27, 2024 Hearing Committee minutes, in regard to a request to permit development within a within riverine flood hazard land associated with the North Thames River, referred to as the West London Potential Special Policy Area (SPA), and within an area regulated by the Upper Thames River Conservation Authority at 75 Blackfriars Street in the City of London, Ontario.

THAT Application #114-24 be approved, subject to the following condition:

- The applicant shall, to the satisfaction of the authority provide detailed floodproofing measures must be submitted on drawings prepared by a qualified professional (P.Eng.), with confirmation provided on the foundation plan that the design has accounted for lateral hydrostatic pressures during a flood event and that all utilities are floodproofed.

The Committee provided the following reason for the decision: This addition does not increase the risk beyond the existing conditions.

Next meeting

The next meeting of the UTRCA Hearing Committee will be October 22nd following the Board meeting.

Prepared and Recommended by:

Michelle Viglianti, Administrative Assistant