MEETING PACKAGE
NOV 2026

Board of Directors

Upper Thames River Conservation Authority



Fall Tree Power

UPPER THAMES RIVER
CONSERVATION AUTHORITY

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CONSERVATION AUTHORITY

Upper Thames River Conservation Authority Board of Directors' Meeting Agenda – November 2026 – Amended*

Date: November 3, 2026
Time: 9:45am (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: October 6, 2026

5.2. Business Arising from Minutes

5.3. Correspondence

5.3.1. Ministry of Environment, Conservation and Parks Mapping Validation Request

5.3.2. Letter of Resignation from Peter Cuddy*

6. Reports – For Consideration

6.1. Meeting Dates – BoD-26-11-75

6.2. Transition Committee Appointment – BoD-26-11-76

6.3. Term Extensions for Chair, Vice-Chair and Committee Members – BoD-26-11-77

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7. Reports – In Camera

8. Reports – For Information

8.1. Environmental Registry of Ontario (ERO) Planned Legislative and Regulatory Amendments – BoD-26-11-78

8.2. Western Lake Erie Regional Conservation Authority (WLERCA) Transition Committee Update – BoD-26-11-79

8.3. Administration and Enforcement – Section 28 Status Report – BoD-26-11-80

8.4. Project Status Update – BoD-26-11-81

8.5. Thames River Current – October Edition

9. Reports – Committee Updates

9.1. Finance and Audit Committee – October Meeting Decisions – BoD-26-11-82

9.2. Hearing Committee

10. Notices of Motion

11. Chair's Comments

12. Member's Comments

13. General Manager's Comments

14. Adjournment

Tracy Annett, General Manager

Ministry of the Environment, Conservation and Parks

Conservation Branch

4th Floor
300 Water Street
Peterborough ON K9J 3C7

Ministère de l'Environnement, de la Protection de la nature et des Parcs

Direction de la conservation

4e étage
300, Rue Water
Peterborough (Ontario) K9J 3C7

Ontario

October 13, 2026

Dear Conservation Authorities General Managers & Chief Administrative Officers,

As part of ongoing work related to improving the Conservation Authority (CA) system, the Ministry of the Environment, Conservation and Parks (MECP), supported by the Ontario Provincial Conservation Agency (OPCA), are working to undertake a project to update participating municipalities lists and CA jurisdiction maps through updates to the Ontario GeoHub layer "Conservation authority administrative area" .

To help support this project and ensure that the provincial CA jurisdiction data layer and participating municipality information are accurate and current, the ministry is requesting assistance from each CA to validate its area of jurisdiction and current list of participating municipalities.

Specifically, it is requested that each CA provide:

- Copies of municipal resolutions, or other relevant documentation that approved CA boundary enlargements or jurisdictional changes, including information identifying current participating municipalities.
- A current shapefile of the CA's jurisdictional boundary.
- Information on the data source, methodology, and/or mapping products used to define the boundary reflected in the shapefile.
- Confirmation of the current list of participating municipalities within the CA's jurisdiction.
- A written description of any known discrepancies between CA mapping and the Ontario GeoHub CA data layer or other jurisdictional issues that should be considered by MECP.

To support timely completion of this work, we request that you submit this information to MECPs Conservation Branch at CA.Office@ontario.ca by November 12, 2026.

The ministry will review the information received and develop a draft updated provincial map and list of participating municipalities. As discrepancies and/or jurisdictional issues are identified and assessed, Conservation Branch of MECP may engage directly with affected CAs and municipalities to clarify and resolve outstanding matters. Prior to finalizing and publishing these products, draft materials will be shared with CAs for review and validation.

Thank you for your cooperation and assistance. If you have any questions regarding this information request, please contact MECPs Conservation Branch at Cheryl.tansony@ontario.ca or 705-761-5052.

Sincerely,



Kirsten Service
Director, Conservation Branch

Cc: H. Basit, Chief Executive Officer, Ontario Provincial Conservation Agency
A. McDonald, Project Executive, Eastern Lake Ontario Regional Conservation Authority
D. Heinbuck, Project Executive, Western Lake Erie Regional Conservation Authority
D. Goodyear, Project Executive, Lake Huron Regional Conservation Authority
J. Johnson, Project Executive, Western Lake Ontario Regional Conservation Authority
R. Baldwin, Project Executive, Central Lake Ontario Regional Conservation Authority
S. Lawson, Project Executive, Eastern Lake Erie Regional Conservation Authority
S. Casgrain-Robertson, Project Executive, St. Lawrence River Regional Conservation Authority
T. Commisso, Project Executive, Northeastern Ontario Regional Conservation Authority
D. Ros, Manager, Conservation Authorities Section, MECP

300 Dufferin Avenue
P.O. Box 5035
London, ON
N6A 4L9

October 29, 2026

Dear Chair Brian Petrie,

Please accept this letter as formal notice of my resignation from the Board of the Upper Thames River Conservation Authority.

It has been a privilege to serve on the Board and to contribute to the UTRCA's mission and objectives. I am grateful for the opportunity to have worked alongside fellow Board members and appreciate the dedication and collaboration shared throughout my time here.

As I step down from my role, I remain appreciative of the important work being undertaken by the UTRCA and am committed to supporting a smooth transition. I will assist with any outstanding matters as appropriate prior to my departure.

Thank you for the opportunity to serve. I wish the UTRCA every success in its continued growth and development.

Best regards,



Ward 3 Councillor
pcuddy@london.ca
Cell: 226-448-0467

UPPER THAMES RIVER
CONSERVATION AUTHORITY

MEMO

To: UTRCA Board of Directors
From: Tracy Annett
Date: November 3, 2026
File Number: BoD-11-26-75
Agenda #: 6.1
Subject: Board and Committee Meeting Schedules

Recommendation

That the Board approves the attached Board of Directors Meeting Schedule; and

That any Committee meetings required before the transition to the WLERCA Board be at the call of the Chair, following the notice of meeting requirements set out in the UTRCA By-Laws.

Background

The UTRCA By-Law states that the Board of Directors shall approve a schedule for regular meetings in November for the upcoming year, and further, that the schedule will be posted to the Authority website December 1st. The attached schedule provides notice of regular meetings. The following conferences were considered in the proposed schedule:

- The Rural Ontario Municipal Association (ROMA) General Meeting:
- The Good Roads Conference; and
- Association of Municipalities of Ontario Conference (AMO)

2027 Board of Directors Meeting Schedule

Currently, as of February 1st, 2027 the transition to the Western Lake Erie Regional Conservation Authority (WLERCA) will begin and a new Board of Directors will be in place. As of the date of this report, the final meeting of the UTRCA Board of Directors, if approved, will be Friday January 29, 2027. Staff have provided proposed UTRCA Board meeting dates for approval past February 1st as a contingency plan, in case the transition date is changed and more meetings of the UTRCA Board of Directors are needed.

In addition, a December meeting is proposed to ensure any decision or direction is received prior to year end.

The updated meeting schedule is provided as attached.

Committee meeting schedule

Due to the current transition date of February 1st, 2027, no meeting schedule has been proposed for the two Committees. Should urgent matters arise that require the immediate attention of the Hearing Committee or the Finance and Audit Committee between now and the transition date, it is recommended that meetings be at the call of the Chair, following the notice of meeting requirements set out in the UTRCA By-Laws.

Summary

The approved UTRCA Board of Directors and Committee Meeting Schedule will be forwarded to all member municipalities and posted on the UTRCA website.

Recommended by:

Tracy Annett, General Manager

Prepared by:

Michelle Viglianti, Administrative Assistant

Attachment:

- Board of Directors Meeting Schedule

UPPER THAMES RIVER
CONSERVATION AUTHORITY

UTRCA Board of Directors Meeting Schedule*

2026 Meeting Schedule

Monday, December 14th, 2026 – 9:30am

2027 Meeting Schedule

Friday, January 29, 2027, 9:30am – In Person

*Please note that as of November 3rd, 2026, the meetings listed above will be the final meetings of the UTRCA Board of Directors.

If the Transition date is changed to a date later than February 1, 2027, the following additional meeting dates have been scheduled as a contingency:

Tuesday, February 23, 2027 9:30am
Tuesday, March 23, 2026, 9:30am

All meetings, unless specified, will be held using a hybrid model, giving the members the option of attending in person, or virtually over Zoom. Municipal partners and members of the public are welcome to attend in person at 1424 Clarke Road, Fanshawe Conservation Area in the Watershed Conservation Centre or watch the livestream on the UTRCA website.

Please note that if Committee meetings are required, they will be scheduled at the call of the Committee Chair, following the policies set out in the UTRCA Administrative By-Laws and the Hearing Guidelines.

If you have any questions or require additional information, please contact the undersigned.

Michelle Viglianti,
Administrative Assistant
vigliantim@thamesriver.ca
519-451-2800 x222

UPPER THAMES RIVER
CONSERVATION AUTHORITY

MEMO

To: UTRCA Board of Directors
From: Tracy Annett
Date: November 3, 2026
File Number: BoD-26-11-76
Agenda #: 6.2
Subject: Transition Committee Appointment

Recommendation

THAT the Board of Directors consider appointing a member to the WLERCA Transition Committee.

Background

Each Conservation Authority within the Western Lake Erie Regional Conservation Authority was required to appoint representatives to their respective Transition Committees. Appointments were required to be the CAO/GM of the predecessor authority or another senior officer, and a municipally appointed member of the predecessor authority Board of Directors.

Chair, Brian Petrie and Tracy Annett General Manger, were appointed to the WLERCA Transition Committee to represent the UTRCA at the May 26, 2026, Board of Directors meeting. Appointments to all Transition Committees were approved by Ontario Provincial Conservation Agency on July 30, 2026, as attached.

A vacancy on the WLERCA Transition Committee has been created with the resignation of the UTRCA municipally appointed member. UTRCA continues to be represented on the Transition Committee by the General Manager. The Board may consider requesting a replacement on the committee to fill the vacancy.

Discussion

Section 1.6 of the Conservation Authorities Act outlines the process for appointments to the Transition committees. A member appointed may be replaced by the Authority. Any appointments to Transition committees are then approved by the Ontario Provincial Conservation Agency. The CAA states the following:

> **Transition committees**
> **1.6** (1) The Agency shall, for each new authority, establish a committee in accordance with this section whose purpose is to prepare for the amalgamation of the predecessor authorities into the new authority. 2026, c. 2, Sched. 3, s. 4 (1).
> **Appointments by predecessor authorities**
> (2) No later than 90 days after the day the *Plan to Protect Ontario Act (Budget Measures), 2026* receives Royal Assent, each predecessor authority shall

appoint the following individuals to be members of the transition committee for its new authority:

1. One of its members that is a member of a municipal council.
2. Subject to subsection (3), the chief administrative officer or general manager of the predecessor authority. 2026, c. 2, Sched. 3, s. 4 (1).

Same

(3) If a predecessor authority is of the opinion that its chief administrative officer or general manager is not available to serve on the transition committee, the predecessor authority may instead appoint another officer or senior staff member of the predecessor authority. 2026, c. 2, Sched. 3, s. 4 (1).

Same

(4) If a predecessor authority does not appoint one or both of the individuals in accordance with subsection (2) or (3), the Agency shall appoint any individuals still required to be appointed under subsection (2) on behalf of the applicable predecessor authority. 2026, c. 2, Sched. 3, s. 4 (1).

Replacement of member

(5) A member appointed under subsection (2) or (3) may be replaced by the predecessor authority that appointed the member. 2026, c. 2, Sched. 3, s. 4 (1).

Agency may appoint other individuals

(6) The Agency may appoint such other individuals as it considers advisable to be members of a transition committee. 2026, c. 2, Sched. 3, s. 4 (1)

Summary

Through discussion with the WLERCA Project Executive, it was indicated that OPCA will not appoint another Transition Committee member to fill the vacancy. It is at the discretion of the Board to appoint another member of a municipal council.

Recommended by:

Tracy Annett, General Manager

Attachment:

Transition Committee Members

Ontario

Ontario Provincial Conservation Agency

l'Agence ontarienne de protection de la nature

July 30, 2026

Dear Conservation Authority CAOs, General Managers, Board Chairs, Mayors and Heads of Council:

I am writing to announce the members of the transition committees that will support the implementation of regional conservation authority consolidation.

As you may recall, transition committees will provide advice and operational expertise to support transition activities, including the development of transition plans for each new regional conservation authority.

Committee membership includes the current CAO or General Manager and one board member from each existing conservation authority participating in a regional consolidation.

Each committee will be chaired by a dedicated project executive who will oversee transition activities and provide continuity by serving as the first Chief Administrative Officer of the new regional conservation authority for up to two years. Project executives were recently appointed.

Following a brief orientation period, project executives will convene their transition committees and begin transition planning activities in the coming weeks.

Please find below the membership of the transition committees for each of the eight new regional conservation authorities.

Thank you for your continued leadership and partnership as we work together to establish strong, effective regional conservation authorities.

Sincerely,



Hassaan Basit
CEO
Ontario Provincial Conservation Agency

Regional Conservation Authority	Transition Committee Members
Central Lake Ontario Project Executive: Robert Baldwin	Dave Barton, Toronto and Region Conservation John MacKenzie, Toronto and Region Conservation Bob Chapman, Central Lake Ontario Conservation Authority Chris Darling, Central Lake Ontario Conservation Authority
Eastern Lake Ontario Project Executive: Alison McDonald	Brad McNevin, Quinte Conservation Kathryn Brown, Quinte Conservation Rhonda Bateman, Lower Trent Conservation Authority Sherry Hamilton, Lower Trent Conservation Authority Linda Laliberte, Ganaraska Region Conservation Authority Vicki Mink, Ganaraska Region Conservation Authority Mark Majchrowski, Kawartha Conservation Authority Pat Warren, Acting, Kawartha Conservation Authority David Ellingwood, Cataraqui Conservation Authority Paul Proderick, Cataraqui Conservation Authority Janette Loveys Smith, Otonabee Region, Crowe Valley Conservation Authority Conservation Authority, Crowe Valley Conservation Authority Michael Metcalf, Otonabee Region Conservation Authority, Crowe Valley Conservation Authority
Western Lake Ontario Project Executive: Jacqueline Johnson	Lisa Burnside, Hamilton Conservation Authority Brad Clark, Hamilton Conservation Authority Leilani Lee-Yates, Niagara Peninsula Conservation Authority Robert Foster, Niagara Peninsula Conservation Authority Chandra Sharma, Conservation Halton Gerry Smallegange, Conservation Halton Terri LeRoux, Credit Valley Conservation Authority Michael Palleschi, Credit Valley Conservation Authority
Lake Huron	Jonathan Scott, Nottawasaga Valley Conservation Authority

Project Executive: Don Goodyear	Jennifer Vincent, Nottawasaga Valley Conservation Authority Raymond Chartrand, Ausable Bayfield Conservation Authority Nathan Schoelier, Ausable Bayfield Conservation Authority Erik Downing, Saugeen Valley Conservation Authority Tom Hutchinson, Saugeen Valley Conservation Authority Phil Beard, Maitland Valley Conservation Authority Ed McGugan, Maitland Valley Conservation Authority Mark Critch, Lake Simcoe Region Conservation Authority Clare Riepma, Lake Simcoe Region Conservation Authority Tim Lanthier, Grey Sauble Conservation Authority Jennifer Shaw, Grey Sauble Conservation Authority
St. Lawrence River Project Executive: Sommer Casgrain-Robertson	Sally McIntyre, Mississippi Valley Conservation Authority Roy Huet, Mississippi Valley Conservation Authority Glen McDonald, Rideau Valley Conservation Authority Gary Waterfield, Rideau Valley Conservation Authority Lisa Van de Ligit, Raisin Region Conservation Authority Andrew Guindon, Raisin Region Conservation Authority Carl Bickerdike, South Nation River Conservation Authority Isabelle Skalski, South Nation River Conservation Authority
Eastern Lake Erie Project Executive: Samantha Lawson	Judy Maxwell, Long Point Region Conservation Authority Doug Brunton, Long Point Region Conservation Authority Elizabeth VanHooren, Kettle Creek Conservation Authority Sharron McMillan, Kettle Creek Conservation Authority John Challinor II, Grand River Conservation Authority Karen Armstrong, Grand River Conservation Authority

	Dusty Underhill, Catfish Creek Conservation Authority Morgaine Griffin, Catfish Creek Conservation Authority
Western Lake Erie Project Executive: Davin Heinbuck	Tim Byrne, Essex Region Conservation Authority Molly Allaire, Essex Region Conservation Authority Tracy Annett, Upper Thames Conservation Authority Brian Petrie, Upper Thames Conservation Authority Mark Peacock, Lower Thames Conservation Authority Sarah Bod, Lower Thames Conservation Authority Ken Phillips, St Clair Region Conservation Authority Greg Grimes, St Clair Region Conservation Authority
Northeastern Project Executive: Tim Commisso	Mark Signoretti, Nickel District Conservation Authority Carl Jorgensen, Nickel District Conservation Authority Liza Vandermer, North Bay-Mattawa Conservation Authority Lana Mitchelle, North Bay-Mattawa Conservation Authority Corrina Barrett, Sault Ste. Marie Conservation Authority Sandra Hollingsworth, Sault Ste. Marie Conservation Authority David Vallier, Mattagami Region Conservation Authority Andrew Marks, Mattagami Region Conservation Authority

UPPER THAMES RIVER
CONSERVATION AUTHORITY

MEMO

To: UTRCA Board of Directors
From: Tracy Annett
Date: November 3, 2026
File Number: BoD-26-10-77
Agenda #: 6.3
Subject: Term Extensions for Chair, Vice-Chair and Committees Members

Recommendation

THAT the current term of the Chair, Vice-Chair and all Committee members be extended to the date designated by the Province as the Transition date.

Background

Recent changes to the Conservation Authorities have changed the length of terms for the Chair and Vice-Chair from a one year term, with no more than two consecutive terms, to the following:

> **Chair, vice-chair**
> **17** (1) If, at the first meeting held in each year or at such other meeting as may be specified by the authority's by-laws, there is a vacancy in the office of chair or vice-chair, the authority shall appoint a chair and one or more vice-chairs, as the case may be, from among the members of the authority. 2026, c. 2, Sched. 3, s. 8.
>
> **Term of chair, vice-chair**
> (1.1) A chair or vice-chair appointed under subsection (1) shall hold office for a term not exceeding two years and shall serve as chair or vice-chair for no more than eight years in total, whether the years are served consecutively or otherwise. 2026, c. 2, Sched. 3, s. 8.
> (1.2), (1.3) Repealed: 2026, c. 2, Sched. 3, s. 8.

Direction from the Province provided May 8th, 2026, updated on July 10, 2026 states the following, prohibiting By-Law Amendments:

> **Decisions prohibited unless authorization obtained (direction issued under clause 1.14 (1) (a))**
> 1. Commencing on the Effective Date and until the transition date, an authority is prohibited from making a decision to do any of the following unless the authority obtains written authorization from the chief executive officer of the Ontario Provincial Conservation Agency ("OPCA CEO") in accordance with the conditions set out in paragraph 4:
>   i. Amending an authority's by-laws made under section 19.1 of the CAA, unless the amendment is administrative in nature and does not affect

the substance or legal effect of the by-law (for example updating references, dates, and terminology; name or title changes; and making obvious corrections where the intended meaning is clear).

Summary

In light of the changes to the Act, the direction prohibiting the Authority from updating its by-laws, and the desire for consistency and continuity going into 2027, staff are recommending that, if it is the will of the Board and the members are re-appointed, the current term of the Chair, Vice-Chair and all Committee members be extended to the Transition date.

Recommended by:

Tracy Annett, General Manager

UPPER THAMES RIVER CONSERVATION AUTHORITY

MEMO

To: UTRCA Board of Directors
From: Tracy Annett
Date: November 3, 2026
File Number: BoD-26-11-78
Agenda #: 8.1
Subject: Environmental Registry of Ontario (ERO) Planned Legislative and Regulatory Amendments

Recommendation

THAT the Board of Directors receive the report for information.

Background

On Thursday October 22, 2026, the MECP posted three Environmental Registry proposals (and one Regulatory Registry posting) for planned legislative and regulatory changes affecting the Conservation Authorities Act (CAA), Lake Simcoe Protection Act (LSPA), and Clean Water Act (CWA).

The proposals cover a broad range of topics related to the transition to regional CAs, including:
Proposed regulations governing cost recovery from CAs for OPCA's operational costs
Amendments to O. Reg. 402/22 (Budget and Apportionment) and O. Reg. 401/22 (Amounts Owed by Specified Municipalities)
Proposed amendments to O. Reg. 41/24 (Prohibited Activities, Exemptions and Permits)
Consequential Amendments to O. Reg. 686/21 (Mandatory Programs and Services)
Discussion Questions to inform development of a future regulation governing Watershed Councils
Proposed regulatory amendments under the LSPA
Proposed regulatory changes under the CWA

General Managers discussed the amendments during the Conservation Ontario Meeting on Monday, October 26th. Staff are registered for MECP's virtual Information Session on November 5, as well. A general overview of the proposals is provided below.

Planned legislative amendments ERO#26-MECP017

The ERO posting highlights that the amendments are necessary to align the new regional CA framework to ensure continuity of programs and services that CAs deliver while supporting the effective governance and clarify OPCAs ability to coordinate the consolidation of CAs.

1) Conservation Authorities Act ERO#026-1071 - Proposed regulatory amendments include; provisions to update CA boundaries, Minister's regulations to describe

the jurisdiction and participating municipalities and require that the ministry publish a list of participating municipalities and digital maps of the RCA jurisdiction. The powers of OPCA are clarified around direction making powers around the scope of their authority. To allow OPCA to direct a regional CA to employ their first CAO and define terms of the employment contract.

Removal of the requirement that at least 70% of a participating municipality's appointees to a CA are selected from among the members of municipal council to ensure governance continuity of CAs during the three months between municipal elections (Oct. 26, 2026) and the transition date for regional consolidation (Feb. 1, 2027).

LGIC regulation-making power to prescribe instances where the minimum of 1 member appointment to a CA by a participating municipality does not apply or where a group of municipalities would be considered one municipality for the purpose of appointing members to a CA.

2) Clean Water Act ERO#26-1070 - Proposing to amend the following regulations under the Clean Water Act, to align with the consolidation of CAs under the Conservation Authorities Act:
    a. O. Reg. 284/07 (Source Protection Areas and Regions)
    b. O. Reg. 288/07 (Source Protection Committees)

    Maintaining the current 19 SPCs until watershed councils are established under the CAA, at which point watershed councils will fulfill the role of SPCs. Transfer certain SPC responsibilities to the source protection authority once watershed councils are established. Add a Minister's regulation-making authority to identify which SPC each regional CA is required to support.

3) Lake Simcoe Protection Act ERO#26-1071 - Proposed regulatory amendments under the Lake Simcoe Protection Act to align with regional conservation authorities - are largely housekeeping and administrative amendments to refer to the Lake Huron Regional Conservation Authority.

Watershed Councils ER0#026-1075

Discussion questions are provided to seek early input for the development of a future regulation governing watershed councils under the Conservation Authorities Act. As noted above, the proposed amendments to the Clean Water Act, for watershed councils to fulfill the role of source protection committees (SPCs) and clarifying that SPCs will continue until watershed councils are in place. The discussion questions include:

1. Which CA programs and services would benefit from locally focused watershed council input, and which programs and services should watershed councils not be involved in?
2. What specific roles should watershed councils play in a regional CA’s watershed-based planning (e.g., identifying and prioritizing issues, proposing actions, collecting data, developing reports, leading public education and awareness, etc.)?

3. In what circumstances, if any, should watershed councils provide formal advice, recommendations or reports to the CA in relation to the CA's watershed-based planning?
4. Which functions would make sense for watershed councils to carry out to best support local drinking water source protection priorities?
5. Under what circumstances should a regional CA establish more than one watershed council? What criteria or factors would inform this?
6. What interests and expertise should be represented on watershed councils to ensure local perspectives and knowledge are reflected,
    a. for the purposes of CA watershed-based planning?
    b. for the functions and duties of SPCs under the CWA?
7. How should members of the watershed council be selected?
8. How many members should watershed councils have?
9. What should the ministry consider for the governance and operating procedures of watershed councils?
10. What length of time should members serve for?

Initial discussion has raised concerns that the purpose of SPC are very different roles than those of local watershed councils .

Regional Conservation Authority Framework ERO#026-1067

Ontario Reg. 41/24 provides details for the permitting framework further to prohibitions in Section 28(1) of the CAA

Proposed Amendments	Commentary
Application of Flood Standards	• Housekeeping / Consolidation Focus • Continuity of the existing technical standards used to identify where development is prohibited without CA permit in appropriate watersheds.
Correcting Technical Standards	• Housekeeping / Corrections • Amendments to address inaccuracies with technical standards further to transition from individual CA regulations to Reg. 41/24
Administrative and Housekeeping Amendments	• Clarifications / Corrections • Typographic errors, consistent terminology
Complete Applications	• Clarifying intent of what constitutes property owner confirmation to undertake works (complete application requirements)
Exemption re: Municipal Drain Maintenance / Repair	• Clarifying that municipal drain maintenance and repair exceptions do not apply where activities take place in a wetland • Note: March 28, 2024 CO-DSAO Memo.

CAA Proposed amendments to Budgeting and Apportionment Regulations (O. Reg. 402/22 and O. Reg. 401/22) (ERO#026-1067)

Proposed amendments to ensure processes continue to operate as intended while maintaining the existing budget and apportionment framework.

Housekeeping is necessary to accommodate the transition to regional CAs and designation of single-tier and upper-tier municipalities as participating municipalities. Shifts to a December 31st deadline for budgets and requirements to copy OPCA. In addition, amendments to O. Reg. 402/22 would require certain decisions to be completed before the start of the budget year. Specifically, regional CAs would be required to:

1. Approve the apportionment amounts and final CA budget no later than December 31 of the year preceding the budget year.
2. Provide the final budget and notices of apportionment to each participating and specified municipality, no later than December 31 of the year preceding the budget year. Copies of the final budget would also be required to be provided to OPCA.

UTRCA current apportionment and budget approvals are at the Annual General Meeting, generally in February.

CAA Proposed new Regulation to Govern Cost Recovery from CAs for OPCA's Operational Costs (ERO#026-1067)

Under section 35.26, OPCA has the power to recover the costs and expenses it incurs ("Cost Recovery") from Regional CAs in accordance with regulations. This section is proposed to come into force on the transition date (i.e., February 1, 2027). A new regulation would create a transparent and consistent approach for apportioning OPCA's costs and expenses among regional CAs, who will benefit from OPCA's centralized leadership, services, and best practice guidance to achieve consistency, efficiency and service excellence.

A method for apportionment of OPCA's costs and expenses to each Regional CA is proposed as follows:

1. OPCA would first determine its total cost recovery amount for a given fiscal year based on the board-approved budget.
2. Next OPCA would divide that amount by the total of the operating expenses of all the CAs (based on the approved budgets of the CAs) for that given year. This would result in the total % amount that is to be applied to each regional CA – i.e., 'cost recovery percentage'
3. Finally, the total amount due by each regional CA would be calculated by multiplying a regional CA's approved operating expenses for the same year with that cost recovery percentage.

Issuance and Notice to Pay

Two cost recovery notices would be issued for a fiscal year (e.g., January and April).

- One following an OPCA board of directors-approved budget (i.e. anticipated in January) for that fiscal year indicating the total cost recovery amount due to OPCA by the regional CA (based on the OPCA board-approved budget).
- The notice will require the regional CA to pay half of that amount within 30 days.
- The second and final notice would be issued following the minister- approved OPCA budget (i.e. anticipated in April), in alignment with OPCA's fiscal year confirming the final cost recovery amount for that fiscal year (which may or may not have changed from the OCPA budget that was approved by the OPCA board of directors in January) and requiring payment by the CA for the remaining amount within 30 days.

- In this notice, CAs would be given an estimate of the proposed cost recovery amount for the regional CA for the following fiscal year.

Required Content in Notices:

1. The total amount of OPCA costs and expenses that would be apportioned across the CAs for the year.
2. The amount the regional CA is required to pay to OPCA, the cost recovery percentage, and the calculation to determine the amount to be paid.
3. Estimated amount payable for the following year to inform the regional CAs budgets.
4. The timing for the payment by the regional CA.

Initial discussion amongst CA GM's has raised significant concerns with the proposed cost recovery from CAs for OPCA's operational costs.

Summary

Conservation Ontario will lead a draft response on behalf of Conservation Authorities, informed through discussion with CA staff and sessions with GMs/CAO's for input and review. Submissions to the ERO postings are due on December 6th
Staff will circulate to our watershed members to encourage municipalities to submit comments and concerns to the ERO.

Recommended by:

Tracy Annett, General Manager

UPPER THAMES RIVER CONSERVATION AUTHORITY

MEMO

To: UTRCA Board of Directors
From: Tracy Annett
Date: November 3, 2026
File Number: BoD-26-11-79
Agenda #: 8.2
Subject: Western Lake Erie Regional Conservation Authority (WLERCA) Transition Committee Update

Recommendation

That the Board of Directors receive the Western Lake Erie Regional Conservation Authority Transition Committee Update staff report for information.

Background

The consolidation of Upper Thames River Conservation Authority (UTRCA), St. Clair Region Conservation Authority (SCRCA), Lower Thames Valley Conservation Authority (LTVCA), and Essex Region Conservation Authority (ERCA) into the Western Lake Erie Regional Conservation Authority (WLERCA) will commence on February 1, 2027.

The Western Lake Erie Regional Transition Committee was established to support and inform the transition of the four existing conservation authorities into the new Western Lake Erie Regional Conservation Authority (WLERCA) on February 1, 2027. The Committee brings together representatives from each of the four conservation authorities to provide local knowledge and perspectives, support coordination of transition activities and identify matters requiring consideration as the Regional Transition Plan is developed.

Discussion

As reported at the October Board meeting, the Transition Committee held its first meeting on September 14, 2026, and its approved progress update report was shared with the Board. The Committee held its second meeting at the Essex Region Conservation Authority on October 8, 2026. Although the approved progress update report from that meeting was not available when this staff report was prepared, the Committee agreed that its discussions were not confidential. At the meeting, the Committee reviewed the Regional Transition Playbook and the “Go-Live” workplan. The Playbook establishes six workstreams to provide a consistent approach to transition planning, guide the activities of the workstream groups, and support development of the Regional Transition Plan:

1. Governance and Organizational Structure
2. Financial Performance and Procedures
3. Workforce and Human Resources
4. Systems and Support Technology

5. Operational Processes & Programs
6. Asset and Infrastructure Inventory

The General Managers are members of the workstream groups along with key staff representing each authority. Several subcommittees have been established and will be engaged as transition progresses. The workstream groups are undertaking inventories of existing programs, services, assets, systems, and organizational arrangements across the four conservation authorities. It should be noted that not all workstream committees have been initiated, since template materials have not been provided. Once the inventories are complete, assessments will be undertaken to identify priorities and inform transition planning.

Summary

The WLERCA General Managers and the Project Executive must continue meeting regularly through the workstream groups and subcommittees to advance transition planning. A further update will be circulated once the Progress Report from the October 8 meeting has been approved. Watershed municipalities are encouraged to meet with WLERCA Project Executive Davin Heinbuck to discuss questions about the transition process.

Recommended by:

Tracy Annett, General Manager

UPPER THAMES RIVER
CONSERVATION AUTHORITY

MEMO

To: UTRCA Board of Directors
From: Joe Gordon, Regulations Coordinator
Date: November 3, 2026
File Number: BoD-26-11-80
Agenda #: 8.3
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 September 2026.

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

- **162 permit numbers** have been assigned with **131 of those permits issued**.
- **21 permits** have been issued in 2026 where the application was submitted in 2025.
- **One (1) permit** has been issued in 2026 based on a Hearing Committee decision where the application was submitted in 2024.
- **Two (2)** Hydro One Standard Compliance Permits have been issued.
- **18** Permit Extensions or Amendments have been issued.
- **278** 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 **30 total permits in progress in 2026** where additional information is still required prior to processing the permit application. There are **five (5)** permits-in-progress from 2025. 60% of those permits-in-progress are within the City of London.

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	**162**	30	131	1	0
Permits in Progress (Prior Year Submission):					**Prior Years**
2025	**234**	5	226	1	**2**

The attached Table 2 provides further details of those permits issued in September 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: September 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
P28-26	London	Multiple - project spans from existing transmission line north of Hwy 401, to south limit of UTRCA watershed, parallel to Old Victoria Rd.	Municipal Project	Routine	St. Thomas Transmission Line	23-Feb-2026	5-Mar-2026	27-Aug-2026	8-Sep-2026	YES	Funk
P105-26	Middlesex Centre	Colbert Award Drain, Medway Road, Arva	Development	Major	Phase I (Culvert Replacement), Future (Phase II) - Proposed Drainage Works - mulitple properties	28-May-2026	12-Jun-2026	4-Sep-2026	14-Sep-2026	YES	Winfield
P128-26	Thames Centre	17177 Thorndale Rd (Village Walk Subdivision)	Complex	Major	Village Walk Subdivision - SWM outlet, grading, servicing, trail and pedestrian bridge)	10-Aug-2026	13-Aug-2026	16-Sep-2026	21-Sep-2026	YES	Gordon
P130-26	Thames Centre	2725 Rath Street	Development	Minor	20'x26' addition to existing shed	26-Aug-2026	26-Aug-2026	3-Sep-2026	8-Sep-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
P132-26	London	49 Wilson Avenue	Development	Major	Addition, Reno, minor demo	25-Aug-2026	27-Aug-2026	27-Aug-2026	3-Sep-2026	YES	Sing-Judge
P135-26	Perth South	1410 Road 132	Restoration/ Creation	Minor	Erosion Control Structures, Tile Outlets to North Thames River, and Culvert Replacement	27-Aug-2026	9-Sep-2026	9-Sep-2026	9-Sep-2026	YES	Griffin
P136-26	London	14 Cadeau Terrace - Units 14, 28, 32	Development	Routine	Deck Replacements	3-Sep-2026	10-Sep-2026	10-Sep-2026	10-Sep-2026	YES	Funk
P138-26	Thames Centre	Caddy Creek Drain	Municipal Drain	Routine	Drain Maintenance through a wetland	9-Sep-2026	10-Sep-2026	10-Sep-2026	11-Sep-2026	YES	Brewer
P139-26	Thames Centre	214 Thames Cres	Development	Major	Deck and Slope Remedial Measures	14-Sep-2026	15-Sep-2026	17-Sep-2026	21-Sep-2026	YES	Gordon

UPPER THAMES RIVER CONSERVATION AUTHORITY

MEMO

To: UTRCA Board of Directors
From: Tracy Annett, General Manager
Date: November 3, 2026
File Number: BoD-26-11-81
Agenda #: 8.4
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	May 2026	Jenna & Erin	**Complete** - 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, planned for the May meeting.
Hazard Mapping Updates	October 2026	Jenna & Erin	**Complete** – Hazard Mapping engagement will continue throughout the watershed. The next engagement to be undertaken will be the **South Thames River and Delaware sections** with a planned report date of October 6, 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.

Report Back Items	Planned report or update	Project lead(s)	Status
Planning and Regulations Policy Updates (March 2024, September 2024, June 2025, November 2025, April 2026, August 2026)	2027	Jenna	**On hold** - Staff continue to develop policies and procedures, and undertake consultation with municipalities, partners, and development groups, etc. Policy updates were provided at the April 2026 meeting and August 2026. Consultation with WLERCA Planning & Regulations staff proposed in the fall. It is expected that a Final Draft will be considered with the Transition Plan.
Flood Spill Areas – Interim Response Mechanism	TBD	Jenna	**In progress -** Report back to the Board following the first application of this interim response mechanism
Retention Policy	2026	Tracy & Michelle	**On hold** – 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.) 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 2024, in-camera. Directed staff for future updates. Report to the Board followed in 2025. 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, August 2026)	2027	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). Report provided in April 2026, with planned improvements in early summer of 2026. A report will be provided after

Report Back Items	Planned report or update	Project lead(s)	Status
			improvements are completed.
Security for BOD access to agendas	2026	Chris	**On hold** - 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. Access will be evaluated with the IT systems used by the CA's within the WLERCA.
Human Resources Report	January 2026	Jennifer	**Complete** - Provide UTRCA's Organizational Chart and report on staff vacancies.
Conservation Authority Consolidation Update	June 2026	Tracy	**Complete** – The information report provided to the members at the May meeting was produced as a publication and circulated to member municipalities and upper tier County's. As directed by the Board, it was requested that the materials be added to the next council meeting as correspondence. Board members were copied on the circulation.
2026-2027 Water and Erosion Control Infrastructure Approval	August 2026	Tracy	**Complete –** At the June meeting, members suggested circulating the WECI Approval report to each of the benefiting municipalities for the approved projects, highlighting the financial relief. Communications have been prepared to highlight the value of the UTRCA to member Municipalities. Communications will be sent prior to the distribution of the budget.

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
WLERCA Transition Committee Progress	Tracy	**In progress** – WLERCA Transition Committee has been initiated on September 14, 2026. Progress reports will be provided to the Board in routine updates, as authorized by the Project Executive.
Land Options (March 2025, June 2025)	Brent & Tracy	**On hold** - As requested at the October meeting, report provided March 2025 with a report on options for parcels identified in closed session. Reports to follow

Quarterly or Routine Report Back Items	Project lead(s)	Status
		as necessary.
Administrative Review / Interim Policies (March 2025)	Jenna	**In progress** - Administrative Review Quarterly updates Jan-Mar Q1 Apr-June Q2 Jul-Sept Q3* provided in August 2026 Oct-Dec Q4 Reports to be provided in January, April, August, and November. **Note: No updates to report for November. Report back to the Board after first use of flood spill areas interim response mechanism**
Implementation of Blackline Consulting Recommendations	Jenna	**In progress** – Implementation Progress Quarterly updates Jan-Mar Q1 Apr-June Q2 Jul-Sept Q3* provided in August 2026 Oct-Dec Q4 Reports to be provided in January, April, August, and November. **Note: No significant updates to report for November. January report will reflect on progress made in 2026.**
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 updates provided November 2024, June 2025, October 2025, November 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. October 6, 2026 Board update and 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

UPPER THAMES RIVER
CONSERVATION AUTHORITY

MEMO

To: UTRCA Board of Directors
From: Michelle Viglianti, Administrative Assistant
Date: November 3, 2026
File Number: BoD-26-11-82
Agenda #: 9.1
Subject: Finance and Audit Committee – October Meeting Decisions

Recommendation

THAT the Board of Directors proceed with the 2026 audit plan as it was presented to and reviewed by the Finance and Audit Committee,

AND THAT the plan and the recommendation to proceed with the plan be forwarded to the Transition Committee.

Background

The Finance and Audit Committee met on October 6th and adjourned to closed session to received presentations from Leila Fiouzi from PH&N, who provided an investment portfolio update, and Paul Seebach from Seebach & Company, who provided an overview of the 2026 Audit Plan.

The Audit Plan for 2026 has been reviewed and endorsed by the Finance and Audit Committee at their October 6th meeting in closed session. The Audit Plan follows all required Audit practices and does not differ significantly from previous years.

In addition to the two presentations, the committee received a closed session staff report regarding investment returns and future use.

Meeting Decisions

Upon rising from closed session the following motion was passed:

Mover: Brian Petrie
Seconder: Dean Trentowsky
THAT the Committee recommends to the Board of Directors to proceed with as the plan was presented and that the plan, along with the recommendation to proceed as planned, be forwarded to the Transition Committee.
Carried.

Prepared by:
Michelle Viglianti, Administrative Assistant

Recommended by:
Tracy Annett, General Manager