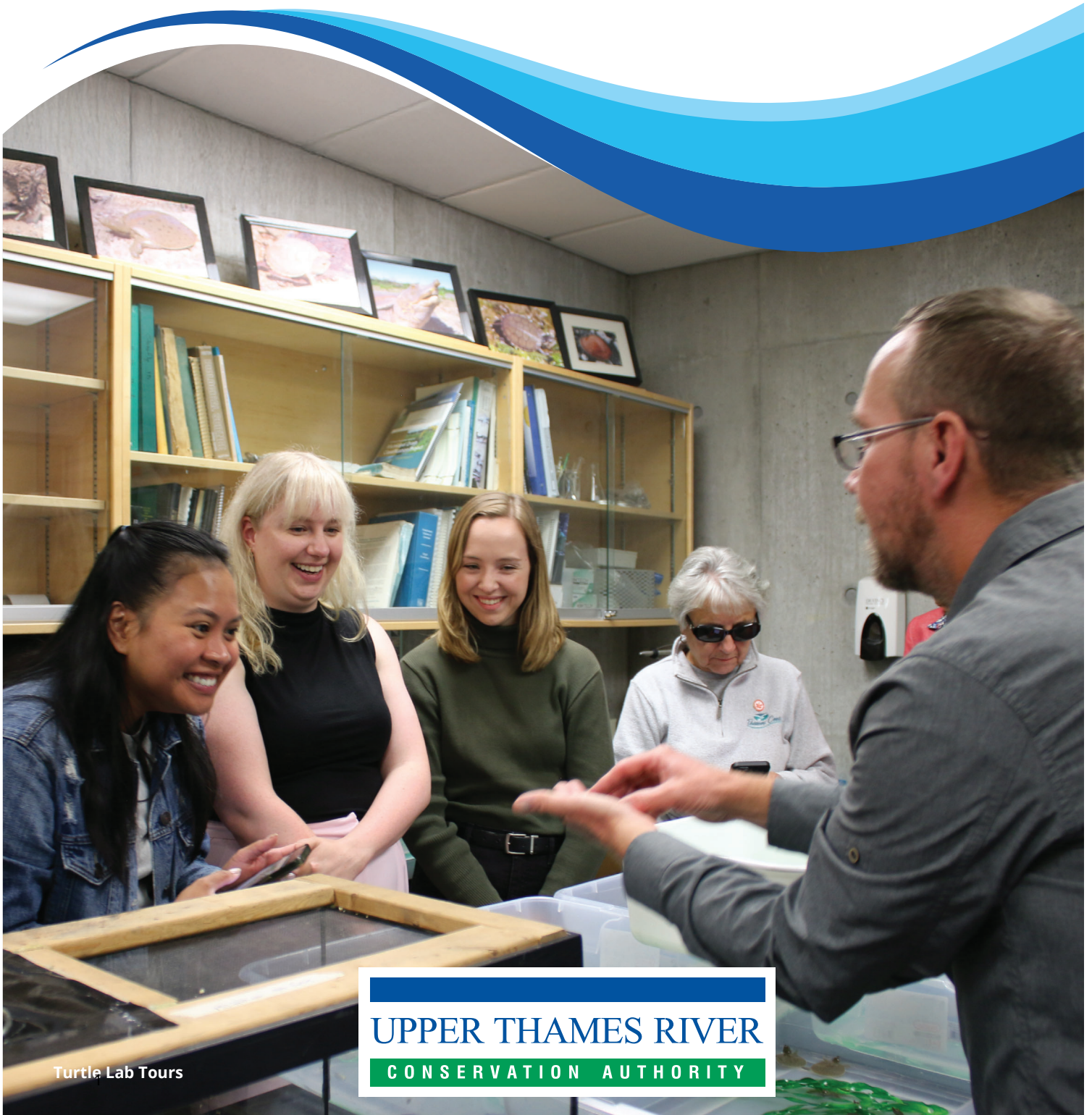


# Board of Directors

Upper Thames River Conservation Authority



UPPER THAMES RIVER  
CONSERVATION AUTHORITY

# Upper Thames River Conservation Authority Board of Directors' Meeting Agenda \*amended – September 2025

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Date: September 23, 2025

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**

\*4.1 London Development Institute – Mike Wallace

## **5. Administrative Business**

5.1. Approval of Minutes of Previous Meeting: August 26, 2025

5.2. Business Arising from Minutes

5.3. Correspondence

## **6. Reports – For Consideration**

6.1. 2026 Draft Budget – City of London Request – BoD-09-25-63

\*Item 7. Reports – In Camera moved down to follow item 9. Committee Updates

## **8. Reports – For Information**

8.1. Administration and Enforcement – Section 28 Status Report – BoD-09-25-64

8.2. Project Status Update – BoD-09-25-65

8.3. Hazard Mapping Consultation Update – BoD-09-25-66

8.4. [Thames River Current September Edition](#)

**9. Reports – Committee Updates**

9.1. Finance and Audit Committee

9.2. Hearing Committee

**\*7. Reports – In Camera**

7.1 Advice that is Subject to Lawyer-Client Privilege Related to  
Litigation – Verbal Report

**10. Notices of Motion**

**11. Chair’s Comments**

**12. Member’s Comments**

**13. General Manager’s Comments**

**14. Adjournment**

Tracy Annett, General Manager

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**To: UTRCA Board of Directors**  
**From: Christine Saracino, Supervisor, Finance and Accounting**  
**Date: September 23, 2025**  
**File Number: 6.1**  
**Agenda #: BoD-09-25-63**  
**Subject: 2026 Draft Budget – City of London Request**

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## **Recommendation**

THAT the Board of Directors directs staff to provide the attached information to City of London Mayor Josh Morgan and Budget Chair Elizabeth Pelosa.

## **Background**

Mayor Morgan requested that all the City's Agencies, Boards, and Commissions reduce their burden on the City's tax-supported budget by 1.5% for the 2026 budget year. UTRCA staff provided reports to the Board in April and May 2025, and this issue was discussed at the June 2025 Board meeting.

The UTRCA 2026 Preliminary Draft Budget was provided to the Board in August. Staff were asked to report back to the Board on the implications for the City of London. This information is provided along with draft communications that can be provided by the Chair to the Mayor.

## **Discussion**

Following the province's regulated budget process, staff identified expected costs for each category of program the province has directed us to track. Staff then identified and estimated revenue sources that may be available over 2026 to support those costs. For operating costs specific to the water and erosion control structures, benefit-based levy amounts were estimated. For watershed-wide costs, a total levy was set for category 1 mandatory programs. At that point, using the Modified Current Value Assessment provided by the Ministry of Natural Resources, the total general distribution levy was allocated to each participating member municipality.

At this initial stage in UTRCA's budget process, staff can confirm a minimum \$41,328 reduction to the City of London's 2026 levy in comparison to the estimated 2026 levy that was submitted to the City in 2023. This amount is 1.5% of the 40% of the levy that the City attributes to the tax base; the other 60% is attributed to wastewater rates. UTRCA has communicated this information to the City of London finance staff.

At the August Board of Directors meeting, members asked to receive a summary of how the preliminary draft budget affects London's levy amount. The table below summarizes the approved multi-year budget amount and the amounts currently forecast.

<b>City of London Levies</b>	<b>UTRCA 2026 Forecast in 2023</b>	<b>UTRCA 2026 Forecast today</b>
Approved multi-year Levies	\$6,888,043	\$6,751,055
Benefit-based Levy for Fanshawe Dam and London Dykes capital projects	Not explicitly provided and dependent on City's plans	\$1,624,806

There is currently a \$137K difference between the 2023 forecast and today's estimated levy for 2026. Staff feel confident that the \$41,328 reduction is, therefore, achievable.

The UTRCA 2026 Draft Budget will be provided to the Board in October. Staff continue to refine costs as they become known or can be estimated, update revenues, and solidify program plans.

### **Summary**

The attached letter can be provided by the Chair to City of London Mayor Morgan and Budget Chair Pelosa, to confirm our commitment to meeting the City's budget goals in 2026.

### **Recommended by:**

Christine Saracino, Supervisor, Finance and Accounting  
Tracy Annett, General Manager Secretary-Treasurer

September X, 2025

City of London  
300 Dufferin Avenue  
London, ON N6B 1Z2

Attention: Mayor Josh Morgan and Budget Chair Elizabeth Pelosa

Dear Mayor Morgan and Budget Chair Pelosa:

Re: City of London 2026 Budget Request

On behalf of the Upper Thames River Conservation Authority (UTRCA) Board of Directors, we wish to advise that at this initial stage in our budget process, the requested reduction of 1.5% to the City's tax-supported budget can be achieved. The early discussion in preparation for the 2026 budget was appreciated.

We understand the City of London's reduction is focused on the tax base levy. The City attributes 40% of UTRCA levy to the tax base and the remaining 60% to water and wastewater rates. The request to reduce the burden on the City's tax-supported budget by 1.5% for the 2026 budget year can be achieved. This reduction is not permanent in nature; however, it assists in achieving the mayor's goals for 2026. Business cases identifying \$41,000 in savings have been submitted to the City's finance staff.

The UTRCA's 2026 Draft Budget will be provided to the Board in October. Conservation Authority distribution of levy amounts is driven by the Modified Current Value Assessment (MCVA), which the Province provided in late summer. UTRCA staff continue to refine costs as they become known or are estimated, update revenues, and solidify program plans.

At this time, UTRCA staff have demonstrated a commitment to achieving the reduction to the tax supported levy and will continue to explore opportunities for cost savings that benefit all watershed municipalities.

It should be noted that, in accordance with UTRCA's Administrative By-Law and in compliance with Ontario Regulation 401/22, the UTRCA Board does not consider our 2026 Budget for approval until February at our Annual General Meeting. Final amounts will be provided following approval.

Thank you again for your willingness to collaborate to identify opportunities that help maintain high-quality services while alleviating pressures on the tax base of our watershed municipalities.

Dean Trentowsky  
Chair

c.c. Tracy Annett  
General Manager

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**To: UTRCA Board of Directors**  
**From: Joe Gordon, Regulations Coordinator**  
**Date: September 23, 2025**  
**File Number: BoD-09-25-64**  
**Agenda #: 8.1**  
**Subject: Administration and Enforcement – Section 28 Status Report**

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## 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 August 2025.

### Summary of 2025 Permit Activity To-Date (Jan - August):

- **162 permit numbers** have been assigned with **133 of those permits issued**.
- **13** permits have been issued in 2025 where the application was submitted in 2024.
- **Seven (7)** Hydro One Standard Compliance Permits have been issued.
- **16** Permit Extensions or Amendments have been issued.
- **222** 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 **31 total permits in progress** where additional information is still required prior to processing the permit application. There are six (6) permits-in-progress remaining from 2024. Further information on outstanding permit applications is provided in Table 2. 30% 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)
2025	162	25	133	0	0
<b>Permits in Progress (Prior Year Submission):</b>					<b>Prior Years</b>
2024	219	6	186	4	23

The **attached Table 2** provides further details of those permits issued in August 2025 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 Officer  
 Richard Brewer, Land Use Regulations Assistant  
 Carly Sing-Judge, Land Use Regulations Assistant

Section 28 Status Report – Summary of Applications for 2025  
Ontario Regulation 41/24

**Table 2**  
Reporting Period: August 2025  
[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
P54-25	Perth South	Between Lots 15 & 16, Concession 1	Municipal Project	Minor	Replacement Culvert (Structure 130)	20-Mar-2025	9-Apr-2025	19-Aug-2025	20-Aug-2025	YES	Griffin
P58-25	Woodstock	Pattulo Ave	Linear Utility Corridor	Routine	DRMBON109_DP01_SE02-UG -New micro-conduits for fibre optic cables	24-Mar-2025	11-Apr-2025	13-Aug-2025	15-Aug-2025	YES	Brewer
P59-25	Woodstock	Township Rd 3	Linear Utility Corridor	Routine	DRMBON105_DP01_SE08-UG - New micro-conduits for fibre optic cables	24-Mar-2025	11-Apr-2025	13-Aug-2025	15-Aug-2025	YES	Brewer
P60-25	EZ Tavistock	17th Line	Linear Utility Corridor	Routine	DMBON102_DP01_SE16-UG - New micro-conduits for fibre optic cables	24-Mar-2025	11-Apr-2025	13-Aug-2025	15-Aug-2025	YES	Brewer
P65-25	SW Oxford	Various locations - SWOX	Linear Utility Corridor	Major	BGVLONP10L1 – DP01-CP01-CV - Fibre Optic infrastructure within road allowance	27-Mar-2025	15-Apr-2025	21-Aug-2025	22-Aug-2025	YES	Brewer
P73-25	Zorra	Various - 8 sites	Linear Utility Corridor	Major	Superfibre for Xplore-KNTRON...-new fibre optic cables	14-Apr-2025	25-Apr-2025	13-Aug-2025	15-Aug-2025	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
P92-25	EZ Tavistock	Various - 10 Sites	Linear Utility Corridor	Major	Proposed installation of new micro Conduit and poles for Fibre optic cables as part of AHSIP lot 24.1 by Xplore	23-Apr-2025	14-May-2025	13-Aug-2025	15-Aug-2025	YES	Brewer
P109-25	Zorra	Various - 12 locations	Linear Utility Corridor	Major	Proposed installation of new micro Conduit for Fibre optic cables as part of AHSIP lot 24.1 by Xplore	26-May-2025	6-Jun-2025	13-Aug-2025	15-Aug-2025	YES	Brewer
P137-25	SW Oxford	343437 Ebenezer Rd	Alterations to Wetlands & Watercourses	Routine	Wetland Improvement Project	18-May-2025	4-Jun-2025	1-Aug-2025	11-Aug-2025	YES	Griffin
P141-25	London	3080 Bostwick Road, London	Complex	Major	High Density Residential Block Subdivision	9-Jul-2025	28-Jul-2025	29-Jul-2025	8-Aug-2025	YES	Gordon
P142-25	Zorra	237157 23rd Line	Development	Minor	Addition to Existing Single-Family Dwelling	28-Jul-2025	30-Jul-2025	4-Aug-2025	5-Aug-2025	YES	Griffin
P147-25	Thames Centre	3212 Gladstone Drive	Restoration/Creation	Routine	proposed wetland	12-May-2025	16-Jun-2025	26-Jun-2025	8-Aug-2025	NO	Ramsey
P151-25	London	1545 Gloucester Road	Development	Routine	Dwelling Demolition	21-Aug-2025	22-Aug-2025	22-Aug-2025	22-Aug-2025	YES	Funk

**To: UTRCA Board of Directors**  
**From: Tracy Annett**  
**Date: September 23, 2025**  
**File Number: BoD-09-25-65**  
**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 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
City of London 2026 Budget Request	September 2025	Tracy & Christine	In progress – Draft initial response in April with additional updates to be provided through 2026 budget development, regular updates to be provided. July 9 <sup>th</sup> – staff met with City of London Finance staff to share UTRCA budget process. August – Board requested the impacts to City of London Levy. Report provided in September.
Green Leaders Participating Schools	April 2025	Karlee and Brad	Complete – Requested details on Schools participating in Green Leaders Program. Details are provided and included as part of Community Engagement and Events update. Green Leaders event will be held on June 3 <sup>rd</sup> with several members participating.

Report Back Items	Planned report or update	Project lead(s)	Status
Hazard Mapping Consultation	September and October 2025	Jenna & Erin	In progress - Hazard Mapping Consultation Thames River in the City of London Report was provided at September Meeting and Presentation in October 2024. Status update provided in April, and August, next update expected in October, for consideration in November.
Land Options (March 2025, June 2025)	As required	Brent & Tracy	In progress - As requested at the October meeting, report provided March 2025 with a report on options for parcels identified in closed session. Reports to follow as necessary.
Administrative Review / Interim Policies (March 2025)	Quarterly updates Jan-Mar Q1 Apr-June Q2 Jul-Sept Q3 Oct-Dec Q4 Next update at October Meeting	Jenna	In progress - Administrative Review Policy in November 2024 December - Environmental Policy Manual Updates and Interim Response Mechanisms: Discussion Papers 1) Overview and Discussion 2) Wetland Management Policies 3) Access Standards February – Floodplain Freeboard Interim Response (Administrative Review Report in no later than March 31, 2025) First report provided in March with next Quarterly report include April to June at the August meeting, and the July to September report to be provided in October.
Planning and Regulations Policy Updates (March 2024, September 2024, June 2025)	October 2025	Jenna	In progress - Release of new S28 Regulations on Friday February 16th, effective April 1, 2024. May 2024 Meeting included Technical Checklists and S28 Compliance Procedures Staff will continue to develop policies and procedures, and undertake consultation with municipalities, partners, and development groups, etc.
Children's Safety Village (June 2023, February 2024)	April	Teresa & Brent	Complete – Update provided at the April 2025 meeting. Future updates to be included with Day Use Plans.
Retention Policy	August	Tracy & Michelle	Overdue – updated retention policy to be prepared based on a collaborative CA draft. The CA draft has been legally

Report Back Items	Planned report or update	Project lead(s)	Status
			reviewed. Aligning retention policies with integration of Microsoft 365 (file structure, naming conventions, etc.) Currently migrating from GroupWise to Outlook and Microsoft 365. FOI requests have delayed work on the policy.
Cyber Security	October	Tracy Christine Chris	Overdue - Report to F&A – Staff to prepare a report on the current state of cyber security for the organization and any recommendations to improve to be presented to the Finance and Audit Committee at the April meeting, in-camera. Directed staff for future updates. Report to the Board to follow. Information Management/Technology efforts have been focused on migration to Microsoft 365 and the tools for enhanced security
Hydro Plant	TBC	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.
Security for BOD access to agendas	October	Chris	In progress - Options to ensure secure access to agenda packages for Board Members
UTRCA Asset Management Plan	November	Brent & Christine	In progress - Groups of Assets e.g., Natural Hazard Infrastructure, Fleet, Facilities etc. Regular progress reports expected. (Note* suggested to add graphics similar to those used by the City of London in their asset management plans to identify overall condition of asset)  Asset Management Policy – Approved January 2024, Updated in May 2025 regular updates to be provided as asset classes are undertaken.
Land Tenant Program Update (Last update provided November 2024, June 2025)	As required	Brent	In progress – Ongoing status of land tenant program, in-camera. Report provided. Update provided in October. Verbal in-camera update in November and report in June. Future update as required.

Report Back Items	Planned report or update	Project lead(s)	Status
Phosphorus Reduction Program	June	Tatianna	Complete - Staff to provide a future update report on program uptake.

### 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

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**To:** UTRCA Board of Directors  
**From:** Erin Dolmage, Hazard Mapping Communications and Marketing Specialist  
Jenna Allain, Manager, Environmental Planning and Regulations  
**Date:** September 23, 2025  
**File Number:** BoD-09-25-66  
**Agenda #:** 8.3  
**Subject:** Hazard Mapping Consultation Update

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## Recommendation

THAT the Board of Directors receive this report for information.

## Background

The Upper Thames River Conservation Authority (UTRCA) maintains mapping that identifies the approximate location of flooding and erosion hazards, wetlands, and the area surrounding wetlands, to support the *Conservation Authorities Act* and Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits.

The UTRCA is undertaking a comprehensive review and update 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.

## Discussion

Since September 2024, the UTRCA has been conducting consultations on the Thames River Regulated Area Map - City of London. This process followed a comprehensive review and update of the regulated area mapping, based on enhanced data and information, and included a third-party peer review conducted by qualified professionals. During the consultation, multiple agencies – such as the City of London and the London Development Institute – requested access to the floodplain modelling data to conduct their own independent reviews. The requested information was provided, and meetings were held with both agencies to review the modelling results and address any questions or additional information needs. These collaborative efforts have contributed to a stronger shared understanding of the Thames River's hydrology and hydraulics, and the operation of Fanshawe Dam.

As outlined in Report #BoD-08-25-60, the UTRCA plans to post the updated regulated area map for a 30-day notification period, in accordance with Ontario Regulation 41/24, prior to presenting it for consideration at a UTRCA Board meeting. Staff now anticipate bringing this item forward at the November 25, 2025, meeting to allow additional time to ensure all interested parties are satisfied with the mapping updates. If approved, the updated map will be added to the UTRCA geoportal, and the new map layers will be shared with the City of London. At that time, the draft study area geoportal site will be removed and the Engage Thames River project closed.

**Prepared by:**

Erin Dolmage, Hazard Mapping Communications and Marketing Specialist

**Recommended by:**

Jenna Allain, Manager, Environmental Planning and Regulations

Tracy Annett, General Manager