

UPPER THAMES RIVER CONSERVATION AUTHORITY BOARD OF DIRECTORS' MEETING

AGENDA

TUESDAY, APRIL 27, 2021 at *10:00 A.M

Virtual Meeting Due to COVID-19 Pandemic

***This time is estimated, the Board of Directors Meeting will begin after a brief Source Protection Authority Meeting**

1. Approval of Agenda

Mover: J.Reffle

Secunder: J.Salter

THAT the Board of Directors approve the Agenda as posted.

2. Declaration of Conflicts of Interest

3. Minutes of the Previous Meetings: Tuesday March 23, 2021

Mover: M.Schadenberg

Secunder: A.Westman

THAT that the UTRCA Board of Directors approve the Board of Directors' Annual General Meeting minutes dated March 23, 2021, including any closed session minutes, as posted on the Members' web-site.

4. Business Arising from the Minutes

4.1 2020 Health and Safety Summary Follow Up Report: Accident Investigations

C.Ramsey Admin #1937

Mover: M.Blosh

Secunder: A.Hopkins

THAT the Board of Directors receives the report as presented.

4.2 Community Volunteer Participation Update

T.Hollingsworth Admin # 4032

Mover: T.Jackson

Secunder: S.Levin

THAT the Board of Directors receives the report as presented.

5. Delegations

6. Business for Approval

6.1 Provincial Offences Act Officer Designation for Brad Dryburgh, Pittock Conservation Area

J.Howley CA #9216

Mover: N.Manning

Secunder: H.McDermid

THAT the Board of Directors approve the recommendation as presented in the report.

- 6.2 Proposed Conservation Ontario Governance Accountability and Transparency Initiative
T.Annett Admin #4025
Mover: P.Mitchell
Seconder: A.Murray
THAT the Board of Directors approve the recommendation as presented in the report.

7. Business for Information

- 7.1 Administration and Enforcement - Section 28 Status Report – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (O.Reg157/06) – T.Annett ENVP #10221
Mover: B.Petrie
Seconder: J.Reffle
THAT the Board of Directors receives the report as presented.
- 7.2 Q1 Financial Results 2021 – T.Annett/C.Saracino FIN #1168
Mover: J.Salter
Seconder: M.Schadenberg
THAT the Board of Directors receives the report as presented.
- 7.3 UTRCA Properties Reported for Canada 1 Target – A.Shivas/C.Quinlan WP #2077
Mover: A.Westman
Seconder: M.Blosh
THAT the Board of Directors receives the report as presented.
- 7.4 Mitchell Reservoir Vegetation Management Presentation – C.Tasker
Mover: A.Hopkins
Seconder: T.Jackson
THAT the Board of Directors receives the presentation.

8. April 2021 For Your Information Report

9. Other Business (Including Chair and General Manager’s Concluding Remarks)

10. Closed Session – In Camera

11. Adjournment

Mover: S.Levin



Tracy Annett, General Manager

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

MINUTES
BOARD OF DIRECTORS' MEETING
Virtual Meeting Due to COVID-19 Pandemic
TUESDAY, APRIL 27, 2021

The UTRCA Board Chair called the meeting to order at 10:24am. In the Source Protection Committee meeting, which preceded this meeting, it was announced that Board member Don Edmiston had resigned from the Board.

Members Present:	M.Blosh	P.Mitchell
	A.Dale – Chair	A.Murray
	A.Hopkins	B.Petrie
	T.Jackson	J.Reffle
	S.Levin	J.Salter
	N.Manning	M.Schadenberg
	H.McDermid	A.Westman

Regrets: None

Solicitor: G.Inglis

Staff:	T.Annett	C.Saracino
	B.Dryburgh	J.Schnaithmann
	C.Harrington	A.Shivas
	T.Hollingsworth	C.Tasker
	J.Howley	B.Verscheure
	C.Quinlan	M.Viglianti – Recorder

1. Approval of Agenda

The Chair notified the Board that, in reference to agenda item 6.1, at the time of this meeting, Brad Dryburgh had completed the Conservation Authority Compliance Training, so the clause at the beginning of the recommendation was no longer required. The Chair confirmed the mover and seconder for approval of the agenda were willing to let their names stand.

Mover: J.Reffle

Secunder: J.Salter

THAT the Board of Directors approve the Agenda as amended.

Carried.

2. Declaration of Conflicts of Interest

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

3. Minutes of the Previous Meeting

March 23, 2021

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: M.Schadenberg

Secunder: A.Westman

THAT that the UTRCA Board of Directors approve the Board of Directors' minutes dated March 23, 2021, including any closed session minutes, as posted on the Members' web-site.

Carried.

4. Business Arising from the Minutes

4.1 2020 Health and Safety Summary Follow Up Report: Accident Investigations
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: M.Blosh

Secunder: A.Hopkins

THAT the Board of Directors receives the report as presented.

Carried.

4.2 Community Volunteer Participation Update

(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: T.Jackson

Secunder: S.Levin

THAT the Board of Directors receives the report as presented.

Carried.

5. Delegations

There were no delegations.

6. Business for Approval

6.1 Provincial Offences Act Officer Designation for Brad Dryburgh, Pittock Conservation Area
(Report attached)

The Chair confirmed the first line of the recommendation up to the first comma was no longer necessary, as B.Dryburgh received confirmation that he passed the Conservation Authority Compliance Training at the time of this meeting. It was confirmed the recommendation being considered was as follows:

The Board of Directors designate Brad Dryburgh as a Provincial Offences Act Officer for the purpose of enforcing the Trespass to Property Act, the Conservation Authority Regulations on UTRCA property, as a requirement of the position of Assistant Superintendent at Pittock Conservation Area.

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: N.Manning

Secunder: H.McDermid

THAT the Board of Directors approve the recommendation as amended.

Carried.

6.2 Proposed Conservation Ontario Governance Accountability and Transparency Initiative
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Concerns were raised regarding the increased powers of the Province over Conservation Authorities and the costs and administrative challenges of implementing the upcoming changes.

Mover: P.Mitchell

Secunder: A.Murray

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

7. Business for Information

7.1 Administration and Enforcement - Section 28 Status Report – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (O.Reg157/06)

(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: B.Petrie

Secunder: J.Reffle

THAT the Board of Directors receives the report as presented.

Carried.

7.2 Q1 Financial Results 2021

(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: J.Salter

Secunder: M.Schadenberg

THAT the Board of Directors receives the report as presented.

Carried.

7.3 UTRCA Properties Reported for Canada 1 Target

(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Staff presented the report and it was confirmed the London Environmentally Significant Areas, submitted by the City of London, were also reported to the Canadian Protected and Conserved Areas Database.

Mover: A.Westman

Secunder: M.Blosh

THAT the Board of Directors receives the report as presented.

Carried.

7.4 Mitchell Reservoir Vegetation Management Presentation
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

C.Tasker provided a presentation outlining the background and challenges facing UTRCA staff and the Municipality of West Perth regarding the management of vegetation in preparation for the raising of water levels at Mitchell Dam.

Mover: A.Hopkins

Secunder: T.Jackson

THAT the Board of Directors receives the presentation.

Carried.

8. April 2021 For Your Information Report

The April FYI was presented for the Member's information.

9. Other Business (Including Chair and General Manager's Concluding Remarks)

The Chair reported that contrary to the update provided at the March Board meeting regarding the 2020 audit, MNP had taken over all activity and would be the firm signing off on the 2020 Audit, not KPMG.

The Chair reported UTRCA staff member Brandon Williamson was endorsed as the new Conservation Ontario representative on the Ontario Invasive Plant Council.

An update regarding the progress of the provincial Conservation Authorities Working Group was provided.

Staff confirmed the meeting with the Ministry of Environment, Conservation and Parks and the Ministry of Natural Resources regarding the operation of Wildwood dam was held and it was suggested the Ministry of Natural Resources take the lead in establishing a third party review of operation.

The Board was informed that due to the stay at home order from the Province, the opening of the Conservation Areas would be delayed until the stay at home order is lifted or amended. Board members were encouraged to visit the Conservation Areas, or arrange a tour once permitted.

10. Closed Session – In Camera

There were no items dealt with in closed session.

11. Adjournment

The Chair confirmed the mover was willing to let their name stand. There being no further business, the meeting was adjourned at 11:45 am on a motion by S.Levin.



Tracy Annett
General Manager
Att.

To: UTRCA Board of Directors
From: Cari Ramsey, Health and Safety Specialist
Date: April 19, 2021 **Agenda #:** 4.1
Subject: 2020 Health and Safety Summary Follow Up **Filename:** Admin #1937
Report: Accident Investigations

At the last Board of Directors meeting on Tuesday March 23, 2021 a question was raised regarding accident investigations.

The UTRCA notifies WSIB of any incident or accident where the employee seeks medical attention and/or:

- is absent from regular work,
- earns less than regular pay for regular work (e.g., part-time hours),
- requires modified work at less than regular pay, or
- requires modified work at regular pay for more than seven **calendar** days following the date of accident.

Internal investigations are done depending on the severity of the accident and whether it is deemed critical or non-critical. All critical injuries (places life in jeopardy, produces unconsciousness, results in substantial loss of blood) will be investigated by the Joint Health and Safety Committee Accident Investigation Team which will include at least one certified member. All non-critical injuries will be discussed by the JHSC on a case by case basis to determine if an investigation is required. "Near Misses" which are incidents that happened, but no injury occurred will be treated the same way and the JHSC will determine if further investigation needs to occur.

The lost time injury that occurred in 2020 was a back strain caused by a basic routine movement. The JHSC did not feel this required a full investigation and that it was most likely an awkward movement that caused the non-critical injury.

In summary, the Human Resources department will continue to notify WSIB of any injury as outlined above, as is required under the Occupational Health and Safety Act and the JHSC will continue to jointly make decisions on the need for an investigation of any injury sustained at the UTRCA. Our Joint Health and Safety Committee Terms of Reference will be updated to clearly spell out this process.

Prepared by:
Cari Ramsey, Health and Safety Specialist

To: UTRCA Board of Directors
From: Teresa Hollingsworth
Date: April 20, 2021 **Agenda #:** 4.2
Subject: Community Volunteer Participation **Filename:** Admin # 4032

The Upper Thames River Conservation Authority actively works to involve watershed residents in Authority projects. By working with residents on a range of environmental projects in their own communities, we show the positive impact that individual and group actions can have on the health of the local environment. Working with community members also helps the UTRCA to develop relationships with residents and to better connect the community to the resources of the Authority.

COVID-19 has severely limited the UTRCA's ability to deliver on any community involvement aspects of its projects. In a normal spring season, community volunteers and students are involved with tree and wildflower planting, habitat creation, neighbourhood clean ups, and many other restoration projects. "Friends of" groups have restoration plans they want to implement, service clubs have volunteered to participate in and fund projects, and the Authority has entered into contracts that include community participation.

During the pandemic, our first priority has been to protect the health and safety of staff and community members. Earlier this year, staff developed standard operating procedures that clearly outline all the necessary procedures to be followed during any activity that involves any person who is not a staff member. The UTRCA managers and the Health and Safety Committee supported these procedures, and staff planned events and activities designed to involve community members.

Unfortunately, it has been necessary to cancel any activity involving community members. Although everyone involved is disappointed, we must all comply with the current provincial government regulations and do our part to keep everyone safe. We look forward to a time, hopefully in the not too distant future, when we will again be able to work with community members for a healthy environment.

Prepared by:

Teresa Hollingsworth
Manager, Community and Corporate Services

To: UTRCA Board of Directors
From: Jennifer Howley
Date: April 10, 2021
Subject: Provincial Offences Act Officer Designation
Brad Dryburgh – Pittock Conservation Area

Agenda #: 6.1
Filename: C:\Users\howleyj\Documents\Group
Wise\9216-1.doc

Recommendation: Contingent on proof of the successful completion of Conservation Authority Compliance Training, the Board of Directors designate Brad Dryburgh as a Provincial Offences Act Officer for the purpose of enforcing the Trespass to Property Act, the Conservation Authority Regulations on UTRCA property, as a requirement of the position of Assistant Superintendent at Pittock Conservation Area.

Background:

The Board of Directors appoints as Provincial Offences Act (POA) Officers those full time staff whose responsibilities include performing regulatory enforcement duties associated with Section 29 of the Conservation Authorities Act and other relevant regulations. Prior to the appointment, the individual must provide proof of a clear criminal record (immediately prior to the appointment) as well as proof of training in the POA process.

Brad Dryburgh, Assistant Superintendent, Pittock Conservation Area, participated in the Conservation Authority Compliance Training Level 1 from March 29 - April 14, 2021. Due to COVID-19 restrictions, this training was offered virtually through Conservation Ontario. At the time of writing this report, Brad has not yet received his final grade; therefore, the recommendation is contingent upon successful completion of the course. Staff deem it important for Brad to receive his designation prior to the May 25, 2021 Board of Directors meeting, in order to have the maximum number of POA officers available in the Conservation Areas for the Victoria Day long weekend. Brad has provided proof of a clear criminal record.

Brad comes to the Assistant Superintendent's position with a Bachelor of Arts in Geography from Trinity Western University, Langly, BC, and three years' service in the Canadian Army with the 3rd Battalion, The Royal Canadian Regiment. His career at the UTRCA began in 2018 in a maintenance role at Fanshawe CA, before moving to Pittock CA as a Parks Operation Technician in 2019. He held that role until becoming the Assistant Superintendent in January 2021.

Recommended and Prepared by:

Jennifer Howley
Manager, Conservation Areas

MEMO

To: UTRCA Board of Directors
From: Tracy Annett
Date: April 19, 2021
Subject: Proposed Conservation Ontario Governance
Accountability and Transparency Initiative

Agenda #: 6.2
Filename: ::ODMA\GRPWISE\UT_
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istration:4025.1

RECOMMENDATION:

It is recommended that the UTRCA Board of Directors endorse the following:

WHEREAS the provincial government has passed legislative amendments related to the governance of Conservation Authorities;

AND WHEREAS the Conservation Authorities remain committed to fulfilling accountable and transparent governance;

THEREFORE BE IT RESOLVED THAT the Upper Thames River Conservation Authority endorse the three key actions developed by the Conservation Ontario Steering Committee to update CA Administrative By-laws, to report proactively on priorities, and to promote/demonstrate results; and

THAT staff be directed to work with Conservation Ontario to implement these actions and to identify additional improvements and best management practices.

SUMMARY

Recent amendments to the Conservation Authorities Act include a number that relate to governance (see Attachment A) in support of a provincial government commitment to improving CA accountability and transparency. A Conservation Ontario (CO) Governance Accountability and Transparency Initiative is outlined for endorsement and includes the following three actions to demonstrate CA commitment in this regard:

- a) Updates to CA Administrative By-laws,
- b) Proactive Reporting on Priorities, and
- c) Promotion/Demonstration of Results

Draft proposed resolutions for individual CA support of the three actions identified were also provided. The recommendations presented in this report are consistent with the draft resolutions provided by CO.

DISCUSSION

Conservation Ontario and the conservation authorities share the Provincial government's commitment to governance accountability and transparency. The UTRCA approved its new Administrative By-Laws by mid 2018 in compliance with the December 2017 amendments to the

Conservation Authorities Act. The legislated deadline was achieved with support from Conservation Ontario which developed the Conservation Authority Best Management Practices (BMP) and Administrative By-Law Model (Conservation Ontario, April 2018 as amended) document which included Code of Conduct and Conflict of Interest policies.

Despite these efforts, the Province continues to emphasize the importance of governance accountability and transparency, and amendments were made to the Conservation Authorities Act through Schedule 6 of Bill 229 which received Royal Assent on December 8, 2020. On February 2, 2021 a number of these clauses relating to Conservation Authority governance were proclaimed. As outlined in the table attached (Attachment A), Required Actions and the Best Management Practice actions are recommended and all have been undertaken by the UTRCA. In general, these actions demonstrate accountability and transparency to the Province through compliance with the legislation, and of course to municipalities and the public.

An outcome of the February 26th General Managers meeting was to form a Steering Committee for the development of a Governance Accountability and Transparency Initiative to support this work. The Steering Committee has drafted a proposed CO Governance Accountability and Transparency Initiative that includes the following three action categories to demonstrate CA commitment to Governance Accountability and Transparency:

- a) Updates to CA Administrative By-laws,
- b) Proactive Reporting on Priorities, and
- c) Promotion/Demonstration of Results.

Demonstrating our commitment to Governance Accountability and Transparency enables conservation authorities to control the narrative that has been attributed to conservation authorities in general for the past several years. We heard it expressed as a 'problem' in the Conservation Authorities Act review undertaken in 2015-2018 and again in the more recent review. In order to best position the UTRCA to address suggestions that our CAs are not accountable or transparent, the following actions will/has been undertaken: (As recommend by the Conservation Ontario Governance Accountability and Transparency Initiative Steering Committee)

1. Updates to CA Administrative By-Laws

The Upper Thames River Conservation Authority will ensure our Administrative By-Laws are updated in fulfillment of legislative amendments to the Conservation Authorities Act being proclaimed over the course of 2021. This will be accomplished through participating in the following activities:

- i) Conservation Ontario will review understandings with MECP staff regarding sections to be proclaimed, scheduling, and the need for updates to CA administrative bylaws; and obtain any other confirmations as required.
- ii) Subject to i), Conservation Ontario will undertake a comprehensive update of the Conservation Authority Best Management Practices (BMP) and Administrative By-Law Model (Conservation Ontario, April 2018 as amended), obtain legal review of amendments as necessary, and provide training to CAOs as necessary. Further, the UTRCA will provide proposed amendments based on our By-Law review.
- iii) UTRCA will work to bring amendments to the Board of Directors at the meeting following the completion of items i) and ii) has been achieved.
- iv) UTRCA will report back to CO to allow Conservation Ontario to track all 36 CAs re: status of updated administrative bylaws

2. Proactive Reporting on Governance Accountability and Transparency (GAT) Priorities

Ensure proactive reporting on GAT priorities as initially identified as those governance-related clauses in the Conservation Authorities Act that were proclaimed on February 2, 2021. This will be accomplished through the following activities:

- i) Identification and communication of Required Actions and BMP Actions for each of the newly proclaimed governance-related clauses. The UTRCA has completed the required actions and BMPs to date (see letter to Minister Yurek as Attachment B)
- ii) Conservation Ontario will implement a tracking system to enable easy reporting on the status of the Actions and for collection of information that will enable the analysis of CA issues/impacts raised in relation to implementation of the clauses.
- iii) Bi-annual reports to Conservation Ontario Council on the status of priority Actions. The UTRCA board will receive regular reports updating on progress

3. Promotion/Demonstration of Results

Evidence of governance accountability and transparency results will be promoted and demonstrated through advocacy materials and the UTRCA website. This will be accomplished through the following activities:

- i) Conservation Ontario will promote the initiative and prepare analyses of results and appropriate advocacy materials, as necessary including a checklist of governance material that should be available on CA websites to permit ease of public access.
- ii) A checklist of governance material that should be available on CA Websites to permit ease of public access. The UTRCA website contains all checklist governance materials currently proposed. Materials include:
 - a. Members (individuals and Member agreements) UTRCA Agreement is documented by the 1993 Order in Council
 - b. Administrative by-laws (to be updated when revised)
 - c. Annual Meeting Schedule with information on how to participate
 - d. Agendas – full package
 - e. Minutes posted within 30 days of meeting as per new Act requirements
 - f. Audited financial statement
 - g. Fee Policy and schedules – reviewed annually
 - h. Other corporate documentation as available including Targets Strategic Plan, Watershed Report Cards
- iii) Conservation Ontario will track implementation of actions and create CO webpage promoting Initiative and that this information can be found on CA webpages

Staff will continue to work with Conservation Ontario to implement actions to support the Governance Accountability and Transparency Initiatives in the upcoming months. At this time, UTRCA has provided the Minister of Environment, Conservation and Parks our membership agreements established by our Order in Council to be in compliance with Section 14 of the Conservation Authorities Act. The package provided to the minister also included as Attachment B to this report.

With these initiatives underway it is anticipated that further amendments to our Administrative By-Laws will be required. A report presented to the February meeting of the Board had anticipated that the Administrative By-Laws would be updated and a Board workshop provided in April by Mr. Nigel Bellchamber, a governance consultant retained by the Authority. In light of the initiatives proposed by CO, the administrative by-law updates and the workshop will be delayed.

CONCLUSION

The Upper Thames River Conservation Authority will continue to be accountable and transparent through undertaking all recommended actions and best management practices outlined in this initiative.

Conservation Ontario has requested that all CAs pass the resolution to demonstrate support for the Governance, Transparency and Accountability initiative.

PREPARED & RECOMMENDED BY:

Tracy Annett, MCIP, RPP,
General Manager / Secretary Treasurer

Attachments:

- A – Changes to the Conservation Authorities Act – Governance Table
- B – Submission to the Minister of Environment Conservation and Parks

Upper Thames River Conservation Authority

Client Service Delivery Standards for Plan and Permit Review Program

(insert date endorsed by the UTRCA Board of Directors)

At the UTRCA, our staff are well-trained and committed to serving the public and watershed stakeholders. We strive for clear and respectful communications and are committed to providing a high standard of service to all of our clients.

Who are our clients?

- Clients of plan and permit application review program including watershed residents, legal staff, real estate staff, engineering and consultants
- Municipal and provincial governments

Our service commitment to our clients

We will:

- Deliver customer service that is timely, welcoming and helpful
- Provide knowledgeable, professional and courteous service
- Treat all customers with respect, fairness, openness and equality
- Ensure it is easy and convenient to contact us
- Maintain customer confidentiality and abide by all privacy legislation
- Work to provide accessible services consistent with the *Accessibility for Ontarians with Disabilities Act*
- Ensure our customer service locations are safe, convenient, and healthy environments

These commitments mean that we will:

- Answer telephone calls whenever possible during office hours
- Ensure all staff provide a courteous and accurate voicemail greeting indicating when they will be available to respond to messages
- Acknowledge receipt of mail, voicemail and email **within two (2) business days**
- Keep clients informed of timelines and explain if there will be a delay
- When applicable, post notice of service disruptions on website and telephone systems
- Respect our clients time by keeping scheduled appointments
- meet with “walk-in” clients where possible or arrange for follow up if staff are unavailable
- Use plain language wherever possible, and provide more detail or explanation when asked
- **Post information online including UTRCA regulated area and screening maps, policies, procedures and guidelines**

We will strive for continuous process improvements and:

- Ensure that all customers have the opportunity to provide feedback on the service received
- Monitor feedback and review performance regularly
- Review our commitments and standards annually

We ask that our clients:

- Contact our office before starting projects requiring a permit from the UTRCA
- Participate in pre-consultation meetings
- Provide quality technical submissions and complete applications
- Provide requested information or technical resubmissions in a timely fashion
- Be respectful to Authority staff and other clients
- Contact a staff client service facilitator with concerns

Area of Impact	Section	Change to Act	Interpretation, Required Actions and DRAFT BMP Actions Recommended for CAs
Municipal Appointments	14(1.1), 14(1.2)	At least 70% of a municipality's appointees must be municipal councillors. Municipality can apply to Minister to have percentage reduced; the decision is at the Minister's direction (including adding any conditions or restrictions).	Current members may complete the remaining duration of their appointment. As new members are appointed, participating municipalities must appoint them in accordance with the new requirements. Exceptions can be requested from the Minister (See ca.office MECP Feb 22, 2021 email re: Complete application requirements). Required Action: letters to municipalities notifying them of changes and exception process; update to Administrative bylaw re: 'Governance: Member appointments' BMP Action: send letters as soon as possible re: above and reminding them of their next scheduled appointment date. Coordinate with your neighbouring CAs that share a municipality.
Municipal Agreements	14(2.2) & 14(2.3)	The Minister is to be provided with a copy of any agreement amongst participating municipalities affecting the number of members. Must be available to the public (on website or by any other means)	The number of members is established through the population formula under the CAA (s.2(2)) or under a past Order in Council unless there is an agreement confirmed by municipal resolutions (s.14(2.1)) Required Action: Existing agreements sent to Minister by April 3, 2021 and made available to the public (s14(2.2) & 14(2.3)) BMP Action: letter to the Minister (b.c.c. CO) advising if CA does not have any agreements with respect to the number of members and confirming compliance with current legislation BMP Action: post member status documentation on website
Agricultural Appointee	14(4), 14(4.0.1), 14(4.1)	The Minister has the authority to appoint an additional member to a conservation authority to represent the agricultural sector. The voting powers of such a representative are limited (i.e. can't vote on a decision to enlarge, amalgamate or dissolve an authority or on budgetary matters presented at a meeting). Term up to 4 years, as determined by Minister	No Action at this time. If the Minister appoints an agricultural representative staff will provide an orientation briefing to the new member. BMP Action: Possibility to include reference in the <i>CO Model Administrative Bylaw</i> document and an update to the Administrative By-law re: 'Governance: Member appointments' e.g. voting powers
Agenda/ Minutes	15(2.1),	Authority and executive committee meeting agendas to be available to the public before a meeting takes place and the minutes are to be available to the public within 30 days following a meeting.	Required Action: ensure agenda is available to the public in advance of meetings and minutes are available to the public within 30 days after the meeting; update to the Administrative By-law re: 'Meeting Procedures'

Area of Impact	Section	Change to Act	Interpretation, Required Actions and DRAFT BMP Actions Recommended for CAs
	15(2.2)	Both to be available by posting on website or by any other means the authority considers appropriate.	BMP Action: make agendas and minutes available to public on CA website
Chair/Vice Chair Term	17(1.1), 17(1.2), 17(1.3)	A chair or vice-chair shall hold office for a term of one year and shall serve for no more than two consecutive terms. Appointments must rotate amongst participating municipalities, a member from a specific municipality cannot be appointed to succeed an outgoing chair or vice-chair appointed by the same municipality. The Minister may grant permission to appoint a chair or vice-chair for a term of more than one year or to hold office for more than two consecutive years or waive the rotating provision	From Feb 2, 2021 an individual is not eligible for appointment if they have just finished servicing in the position for two years or if they are from the same municipality as the previous incumbent. Any appointments made under the old rules prior to Feb 2nd are valid until the next election. Exceptions can be requested from the Minister (see ca.office MECP Feb 22, 2021 email re: Complete application requirements) Required Action: review of Chair/Vice Chair history; adjust elections accordingly or request an exception; update to the Administrative By-law re: 'Governance: Terms & Election Chair & Vice Chair' BMP Action: if you are out of compliance; send Minister email (b.c.c. CO) with plan to get into compliance
Powers of authorities	21(1)	Amendments were made to sub-clauses (a),(b),(c) and, (p).	Required Action: Update to the Administrative By-law re: 'Introduction: Powers of authorities'.
Appointment of an Investigator and Appointment of an Administrator	23.1 (1)-(10),	Minister can appoint one or more investigators to conduct an investigation of an authority's operations, including the programs and services it provides. Investigator powers: <ul style="list-style-type: none"> • Inquire into any or all of the authority's affairs, financial or otherwise • Require production of records • Inspect, examine, audit and copy anything • Conduct financial audit • Require any member of the authority and any other person to appear before the investigator and give evidence under oath. Investigator shall provide copy of report to Minister, who shall promptly transmit a copy to the authority. Minister may require CA to pay all or part of cost of investigation.	No Action at this time. If the Minister appoints an investigator then CA Members and staff may be required to appear before investigator and give evidence under oath. There may be unplanned expenses in a given year, if required to pay for the investigation. CA must comply with all resultant orders. BMP Action: Possibility to include reference to these new sections in the Background section of the <i>CO Model Administrative Bylaw</i> document.

Area of Impact	Section	Change to Act	Interpretation, Required Actions and DRAFT BMP Actions Recommended for CAs
	<p>23.2 (1)-(3),</p> <p>23.3 (1)-(6)</p>	<p>Investigators have immunity (if done in good faith).</p> <p>After Minister’s review of report, and CA has failed or is likely to fail to comply with a provision of this Act, the Minister can:</p> <ul style="list-style-type: none"> • Order Authority to do or refrain from doing anything • Recommend to LGIC that an administrator be appointed to take over control and operation of authority • CAs must comply with any issued orders by a specified date • Orders to be made public. <p>Administrator has power to:</p> <ul style="list-style-type: none"> • May exercise all the powers and shall perform all the duties of the administrator and of its members subject to such terms and conditions as outlined by Minister • Minister shall notify Authority and member municipalities • Minister may issue directions to the administrator • Administrator has immunity (if done in good faith) 	
Annual Audit	<p>38 (1),</p> <p>38(4)</p>	<p>Annual audits are still required by a person licensed under the <i>Public Accounting Act, 2004</i> and it is additionally specified that it be prepared in accordance with generally accepted accounting principles for local governments recommended by the Public Section Accounting Board of the Chartered Professional Accountants of Canada, as they exist from time to time.</p> <p>Within 60 days of receiving audit report, must make available to public on its website and any other means the authority considers appropriate.</p>	<p>Required Action: Review current audit practices and make any required adjustments to align with legislative requirements e.g. advise Audit firm when contracted. Ensure audit report is available to the public within 60 days of receipt by the authority; possible update to the Administrative By-law re: ‘Governance: audited financial statements’.</p> <p>BMP Action: make audit report available to public on CA website</p>



"Inspiring a Healthy Environment"

March 31, 2021

Ministry of the Environment, Conservation & Parks
5th Floor
777 Bay Street
Toronto, ON M7A 2J3

Attention: Hon. Jeff Yurek Minister of the Environment, Conservation and Parks

Dear Minister Yurek:

Subject: Upper Thames River Conservation Authority Board of Directors Composition

Please find enclosed Order in Council 105/93 (the "Order in Council") provided in accordance with Subsection 14(2.3) of the *Conservation Authorities Act*.

The Order in Council, was last amended in 1993 and outlines the apportionment of members to the authority. Additional background information related to the composition of members was provided to our Board of Directors, dated April 15, 2019. The report has been included as an attachment for additional background information.

The Authority will make the Order in Council available to the public on its website in accordance with c. 14(2.2)(b) of the Act.

In addition, a municipal agreement has been pursued for the area of Strathroy-Caradoc within the UTRCA's watershed. The UTRCA's Board reports containing resolutions from both UTRCA and LTVCA and the resolution of Strathroy-Caradoc requesting the boundary to be amended are included as attachments. Changes to the CA Act have resulted in delays in proceeding with finalizing the boundary adjustments.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY

Ian Wilcox
General Manager

Attachments: Order in Council 105/93
Board Report, dated April 15, 2019, Board Member Representation
Board Reports, Strathroy-Caradoc Boundary Adjustment

cc: Bonnie Fox (via e-mail BFox@conservationontario.ca)



January 26, 1993

Mr. Don Pearson
General Manager
Upper Thames River Conservation Authority
R.R. #6
London, Ontario
N6A 4C1

Dear Don:

The Upper Thames River Conservation Authority, with the support of its member municipalities, requested that the municipal representation to the authority be restructured.

The request received approval by Order in Council #105/93, dated January 22, 1993, and reduces the number of municipal members from 31 to 15 members. The reduction to 15 members is in accordance with the authority's indicated preference.

I trust the restructured membership will assist the Upper Thames River Conservation Authority in carrying out its many, and varied resource management activities.

Yours truly,

John Kinkead
Manager
Conservation Authorities Policy Section
Lands and Waters Policy Branch
Room 5620, Whitney Block
99 Wellesley Street West
Toronto, Ontario M7A 1W3

Received by UTRCA	
Copies to	<i>File, Exec / Manual etc</i>
JAN 1 1993	
Reply by	_____
File Code	_____

- File Original O.C. in vault. APS

RJD:im

cc R. Messervey, Conservation Authorities Program,
Operations - Aurora



Order in Council
Décret

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and concurrence of the Executive Council, orders that:

Sur la recommandation du soussigné, le lieutenant-gouverneur, sur l'avis et avec le consentement du Conseil des ministres, décrète ce qui suit :

WHEREAS the Upper Thames River Conservation Authority (hereinafter referred to as "the Authority") was established by Order in Council numbered O.C. 1699/47 dated the 18th day of September, 1947;

AND WHEREAS the Authority was enlarged by Orders in Council numbered O.C. 1245/54 dated the 6th day of May, 1954 and O.C. 1954/77 dated the 13th day of July, 1977, and its membership reduced by Order in Council numbered O.C. 2849/85 approved and ordered the 5th day of December, 1985;

AND WHEREAS the following municipalities were included as participating municipalities in the Authority in the aforementioned Orders in Council:

Municipality

City of London
Town of Westminster
Township of North Dorchester
Township of West Nissouri
Township of London
Township of Biddulph
Township of Lobo
Township of Delaware

Municipality

City of Woodstock
Town of Ingersoll
Township of Zorra
Township of South-West Oxford
Township of Norwich
Township of East Zorra-Tavistock
Township of Blandford-Blenheim

Municipality

City of Stratford
Separated Town of St. Marys
Town of Mitchell
Township of Blanshard
Township of Usborne
Township of Logan
Township of Fullarton
Township of Hibbert
Township of Ellice
Township of Downie
Township of North Easthope
Township of South Easthope

AND WHEREAS the Authority wishes to designate groups of municipalities to be considered one municipality for the purpose of appointing members to the Authority;

NOW THEREFORE pursuant to section 8 of the Conservation Authorities Act, R.S.O. 1990, c. C.27, for the purpose of appointing members the following designations and provisions for appointments are made:

1. The City of London which lies within the jurisdiction of the Authority is to appoint four members;
2. The Township of North Dorchester, the Township of West Nissouri, the Township of London, the Township of Biddulph, the Township of Lobo and the Township of Delaware which lie within the jurisdiction of the Authority are designated as one municipality and the Townships of North Dorchester, West Nissouri, London, Biddulph, Lobo and Delaware, jointly, are to appoint two members;
3. The City of Woodstock which lies within the jurisdiction of the Authority is to appoint one member;
4. The Town of Ingersoll which lies within the jurisdiction of the Authority is to appoint one member;

5. The Township of Zorra which lies within the jurisdiction of the Authority is to appoint one member;
6. The Township of South-West Oxford and the Township of Norwich which lie within the jurisdiction of the Authority are designated as one municipality and the Townships of South-West Oxford and Norwich, jointly, are to appoint one member;
7. The Township of East Zorra-Tavistock and the Township of Blandford-Blenheim which lie within the jurisdiction of the Authority are designated as one municipality and the Townships of East Zorra-Tavistock and Blandford-Blenheim, jointly, are to appoint one member;
8. The City of Stratford which lies within the jurisdiction of the Authority is to appoint one member;
9. The Separated Town of St. Marys, the Township of Blanshard and the Township of Usborne which lie within the jurisdiction of the Authority are designated as one municipality and the Separated Town of St. Marys and the Townships of Blanshard and Usborne, jointly, are to appoint one member;
10. The Town of Mitchell, the Township of Logan, the Township of Fullarton and the Township of Hibbert which lie within the jurisdiction of the Authority are designated as one municipality and the Town of Mitchell and the Townships of Logan, Fullarton and Hibbert jointly, are to appoint one member; and
11. The Township of Ellice, the Township of Downie the Township of North Easthope and the Township of South Easthope which lie within the jurisdiction of the Authority are designated as one municipality and the Townships of Ellice, Downie, North Easthope and South Easthope, jointly, are to appoint one member.

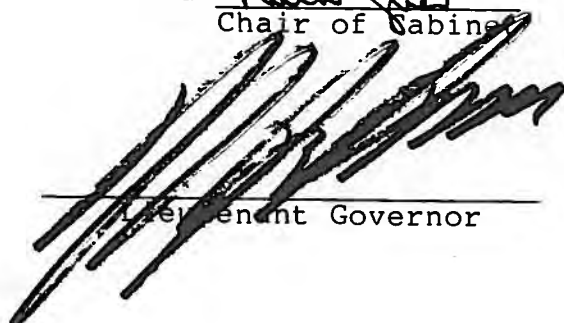
For the municipalities which have been grouped together as one municipality, the heads of council of all municipalities within the group or their delegates shall meet at the call and under the chairmanship of the Chairman of the Upper Thames River

Conservation Authority to appoint members to the Authority in accordance with the Conservation Authorities Act, a quorum at such a meeting being one-half of the municipal representatives and a majority vote of the representatives present being required to appoint a member to the Authority.

Recommended *Paul Sheehan*
Minister of Natural
Resources

Concurred *Ruth Smeaton*
Chair of Cabinet

Approved and Ordered January 22, 1993
Date


Lieutenant Governor

Certified to be a true copy.

Angela Wilson
Assistant Clerk, Executive Council

To: UTRCA Board of Directors
From: Tracy Annett
Date: April 15, 2019
Subject: Board Member Representation

Agenda #: 4(d)
Filename: C:\Users\annett\Documents\GroupWise\7576-1.doc

BACKGROUND

Recently, questions have arisen regarding the membership composition of the Upper Thames River Conservation Authority (UTRCA) Board of Directors. The following report is provided to the Board as a brief history of the changes in Board representation over time and outlines the current requirements under the *Conservation Authorities Act*.

HISTORY

The Order in Council, dated September 18, 1947 provides the following summary of the formation of the UTRCA. Consistent with Section 3 of the *Conservation Authorities Act, 1946*, petitions were received by the Honourable Minister of Public Works dated September 5, 1947 from the Municipalities of;

- Township of Fullarton
- County of Perth
- Town of Ingersoll
- County of Oxford

Requesting a meeting be called to consider the establishment of a Conservation Authority. In compliance with the petitions a meeting was called on Thursday August 14, 1947 in the Auditorium, St. Marys. The thirty (30) municipalities being, in whole or in part, within the watershed of the Upper Thames River were requested to send representatives to a meeting. All were advised of this meeting and requested to send representatives appointed by the Councils of their respective municipalities in the numbers provided under Section 3, Sub-section 2 of the Act. The meeting was held with twenty-seven (27) of the thirty (30) municipalities being represented by Thirty-one (31) delegates.

The meeting passed a resolution in favour of creating the Upper Thames River Conservation Authority and requesting the Lieutenant-Governor in Council to establish the Authority, as provided under Section 4 of the Act. It is noted that the resolution was adopted by a vote of twenty-four (24) in favour and seven (7) against.

The Upper Thames River Conservation Authority (UTRCA) was the sixth Authority formed in Ontario, being created by Order in Council on September 18, 1947.

MEMBERSHIP

Since the formation, additional Orders in Council have been issued to reflect changes in membership in the designated participating municipalities. Table 1 summarizes these changes over time. In addition, the table identifies the restructuring of municipalities over the same time period.

The last change reflected by the Order in Council in 1993 was initiated in 1991. At that time, direction was provided from the Ministry of Natural Resources and requested that the Conservation Authorities of Ontario seriously consider membership reductions. Although the UTRCA had only reduced its' membership six (6) years prior from 40 to 31 municipal representatives (at the time two provincial representatives were also appointed to the Board), the authority was not exempt from further reductions. It was proposed that the number of members be reduced province wide from a total of 937 to 337 in order to increase member accountability by reducing the need for Executive Committees, enabling the Authorities to meet as a full authority and involving every member in the decision making process of the Authority.

Several different scenarios were developed to consider membership reductions. Consultation with Member Municipalities was sought throughout the process. Many benefits of reducing the board membership were provided including; greater involvement and knowledge, better communication between the authority and its member municipalities, and better participation by the membership in the authority's programs. The loss of rural representation appeared to be the major concern with the proposed reduction. It was felt that more consideration should be given to land area rather than just population. Figures 1, 2 and 3 display the municipal representation based on land area from 1947, 1993 and the current municipal boundaries.

An alternative proposal was put forward to address the concerns raised. At the time the City of London had five (5) representatives, however only two members sat on the Executive Committee. Similarly, City of Woodstock and Stratford each had two (2) representatives but only one from each was part of the Executive Committee. It was proposed that these municipalities each reduce their representation by one member to allow all representatives to meet monthly as part of a full authority, to provide for more involvement than what had existed. The revised proposal was to reduce its membership to eighteen (18) members; the ratio would be nine (9) rural to seven (7) urban representatives plus the two (2) Provincial Appointees.

Section 8 of the *Conservation Authorities Act* allowed the Lieutenant Governor in Council to group municipalities for the purpose of appointments and also prescribes mechanisms whereby appointments can be made. This Section of the Act remains today. The choice of the representatives within the group is in the hands of the municipalities.

Of interest, the meeting minutes of the UTRCA Executive Committee, Tuesday February 18, 1992 documented the following:

Mr. G. Teahen representing the Town of St. Marys stating that although the proposed reduction in numbers is a positive step for the Authority and sounds very workable, the Town must presently object to the proposal. The proposal indicates one representative for the Town of St. Marys, and Townships of Usbourne and Blanshard. It was felt that the Town of St. Marys is a separated Town with the County of Perth and does not take part in County Council business, it is not felt that the Town would have fair representation. Once the restructuring of Perth County is completed the Town would likely become part of the County and would have no objection to a joint representative as is currently outlined.

In April of 1992, the Greater London Area Arbitrator's report recommended municipal restructuring in the County of Middlesex. These changes had implications on the Authority's membership reductions. The proposal was amended to group these areas to ensure that further adjustments of municipal boundaries within the County of Middlesex would have no impact on representation to the Authority. In addition, the annexation of the Town of Westminster was concluded and scheduled to become effective January 1, 1993. This coincided with the implementation date of the restructured membership. The Ministry of Natural Resource and Legal Services Branch was of the opinion that the population change as a result of the annexation, the remaining Middlesex Group of municipalities would be entitled to two (2) representatives rather than the original three (3) as proposed. The Order-in-Council dated January 22, 1993, reflected the pending annexation by reducing the membership to fifteen (15) representatives.

The Order in Council documents the provisions for the authority Chair to meet with the heads of councils of the grouped municipalities to select the municipal representatives.

Table 1: Membership

ORIGINAL Member Municipality Order in Council OC-1699/47 September 18, 1947 <small>*Usbourne Township added by Order in Council, May 6, 1954</small> <small>**Hibbert Township added by Order in Council OC, July 13, 1977</small>	Membership Reduction Order in Council OC 2849/85 December 5, 1985	Membership Reduction Order in Council OC 105/93 January 22, 1993	Municipal Restructuring 1993-2001	Current
COUNTY OF MIDDLESEX				
City of London	4	5	4	4
North Dorchester	1	1	Jointly appoint 2 members	Thames Centre 2001
West Nissouri	1	Jointly appoint 3 members		
Biddulph	1			
London	2	Jointly appoint 2 members	Middlesex Centre 1998	1
Delaware	1			
Lobo	1			
Westminster	2	Amalgamated with the City of London January 1, 1993		
COUNTY OF OXFORD 1975 Oxford County Act				
City of Woodstock	2	2	1	1
Town of Ingersoll	1	1	1	1
Blandford Township	1	1 Blandford-Blenheim	Jointly appoint 1 member	1
Blenheim Township	1			
East Zorra	1	1 East Zorra-Tavistock	1	1
Village of Tavistock	1			
Village of Embro	1	3 Zorra	1	1
Nissouri East	1			
North Oxford	1			
West Zorra	1			
Dereham	1	1 South-West Oxford	Jointly appoint 1 member	1
Oxford West	1			
Oxford East	1	1 Norwich		
COUNTY OF PERTH				
City of Stratford	2	2	1	1
Town of St. Marys	1	1	Jointly appoint 1 member	South Huron 2001
Usbourne *	1*	Jointly appoint 1 member		
OC-1245/54				
Blanshard	1	1	Jointly appoint 1 member	Perth East 1998
Downie	1			
North Easthope	1			
South Easthope	1	1	Jointly Appoint 1 member	West Perth 1998
Ellice	1			
Fullarton	1	Jointly to appoint 1 member	1 member	1
Hibbert **	1**			
Logan	1	1		
Town of Mitchell	1	1		
Total Members	40	31	15	15

CURRENT MEMBERSHIP

Since 1993 the membership of the UTRCA's Board has remained unchanged in order to be consistent with the Order in Council (OC 105/93) dated January 22, 1993. Part IV of the Conservation Authorities Act Section 14 subsections 1 and 2 discuss the appointment of members based on population and recognize that changes in members shall be adjusted as required to ensure compliance. The Act also outlines that:

Agreement on number of members

(2.1) Despite subsections (1), (2) and (5), the total number of members of the authority and the number of members that each participating municipality may appoint may be determined by an agreement that is confirmed by resolutions passed by the councils of all of the participating municipalities. 2001, c. 9, Sched. K, s. 1 (6).

In order to re-examine the allocation of Board members, as requested by the Town of St. Marys, population growth needs to be considered for all municipalities in order for a fair agreement to be reached. To clarify, it is the population within the *watershed area* that needs to be considered (not the total population of the Municipality) as outlined in Section 5(4) of the *Conservation Authorities Act*. Table 2 attached outlines the populations of Municipalities and their groupings using 2016 census data.

If membership is re-examined the City of London, and City of Stratford would each be entitled to another member that they voluntarily reduced in 1993. For Oxford County, the Act specifies that Regional municipalities can *appoint the number of members to which the local municipalities would otherwise have been entitled as participating municipalities*. The City of Woodstock and Town of Ingersoll would be entitled two (2) representatives each and each municipality within the Region could seek representation. Currently Oxford County has five (5) representatives but could increase to nine (9). In addition, population growth within the municipalities of Thames Centre and Middlesex Centre would result in an additional member for each municipality.

The result could be an increase of up to ten (10) additional members to the Authority Board. Any increase in Board representation in the rural areas would be balanced by representatives within the urban centres. In addition, any agreement would need to be confirmed by resolutions passed by the councils of all participating municipalities.

CONCLUSION

The process followed in advance of the 1993 Order in Council considered both population and land area to achieve a fair representation of urban and rural Board members. At the time the intent of the reduction was an effort by the Ministry of Natural Resources to reduce the number of members throughout the Province. The benefits of a reducing the Board membership included: greater involvement of members, better communication between the authority and its member municipalities, and improved participation by the membership in the authority's programs.

The presentation made by the General Manager at the March Board meeting made the following points;

- Current Board make-up is in accordance with provincial legislation
- A new dedicated member for St. Marys would not change the weighted budget vote outcome in any way.
- Other shared municipalities would have to be offered the same dedicated positions.
- Board costs would increase by \$6K at a minimum (per diem, travel) resulting from additional members.
- Influence of any one member/ municipality on all other issues would decrease.

Currently, the *Conservation Authorities Act* is under review. The Province is also undertaking a Regional Government review that includes the County of Oxford. It is suggested that any recommendations to re-consider membership review await the outcomes of these initiatives.

PREPARED BY:

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

Table 2: Membership Population

ORIGINAL MUNICIPALITIES	Municipal Restructuring	Population 1991		Population 2016* Representatives		NOTES:
COUNTY OF MIDDLESEX						
City of London	Town of Westminster added in 1993	281745		383026	5	As a result of the London / Middlesex boundary negotiations and annexation 2 members would be entitled as a Group for the rural area of Middlesex.
		+3334				
		285079				
North Dorchester	Thames Centre 2001	6121	10121	124982	2	
West Nissouri		3273		+ 892		
Biddulph	Lucan-Biddulph 1999	727		=133901	1	
London Delaware Lobo	Middlesex Centre 1998	4613	6167	11206	2	
		543				
		1011				
Westminster	1993 Amalgamation					
COUNTY OF OXFORD						
City of Woodstock		26275		408702	2	County of Oxford Act 1975 the County was entitled to appoint the same number of members prior to 1975. The County 1985 OC involved a voluntary reduction. Section 4(1)(b) states that Regional municipalities: can appoint the number of members to which the local municipalities would otherwise have been entitled as participating municipalities
Town of Ingersoll		8253		127572	2	
Blandford Township	Blandford-Blenheim	775		644	1	
East Zorra	East Zorra-Tavistock	6121		6876	1	
Village of Tavistock						
Village of Embro	Zorra	7984		8138	1	
Nissouri East						
North Oxford						
West Zorra						
Dereham	South-West Oxford	5002	6231	5151	1	
Oxford West				+915		
Oxford East				6066		
Norwich	Norwich	1229			1	
COUNTY OF PERTH						
City of Stratford		26078		31465	2	Prior to Perth restructuring the groups were: St. Marys Usbourne & Blanshard = 7019 Downie, Ellice and North & South Easthope = 7407
Town of St. Marys		4923		7265	1	
Usbourne	South Huron 2001	286		223	1	
Blanshard	Perth South 1998	1810	9372	3749	11237	
Downie		2352				
North Easthope	Perth East 1998	1003	5055	4969	1	
South Easthope		1469				
Ellice		2583				
Fullarton	West Perth 1998	1558	6571	7464	1	
Hibbert		228				
Logan		1707				
Town of Mitchell		3078				

NOTE: Population 2016 (based on sum of all dissemination blocks by percentage in UTRCA watershed)

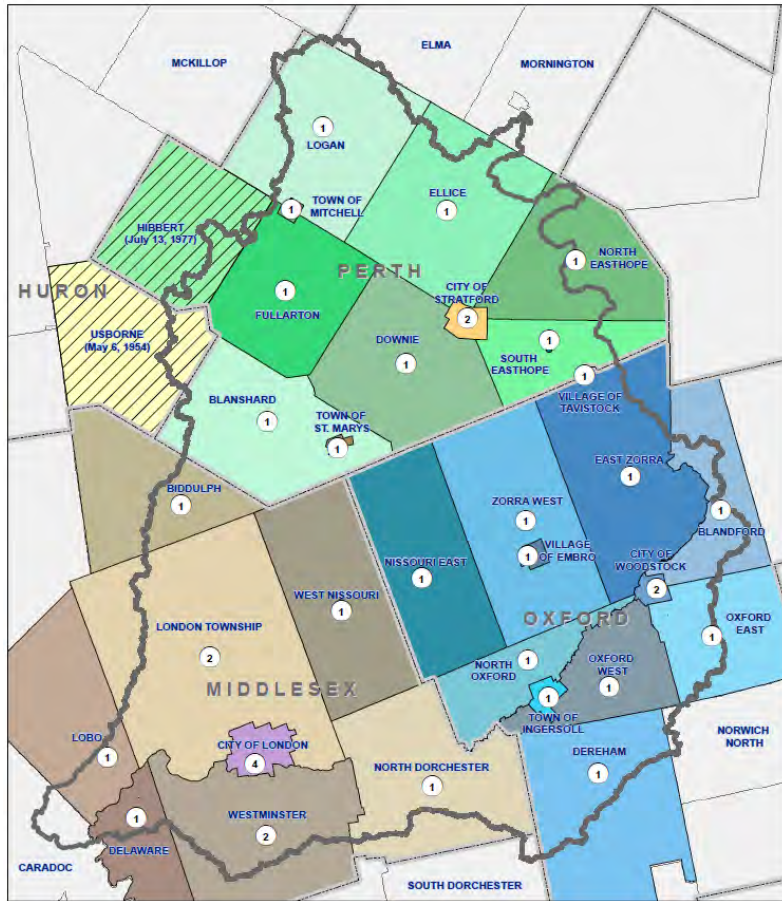
PART II, ESTABLISHMENT OF CONSERVATION AUTHORITIES

Representatives at meeting

Section 2(2) The council of each municipality may appoint representatives to attend the meeting in the following numbers:

- 1.2 Where the population is 250,000 or more but less than 500,000, five representatives.
2. Where the population is 100,000 or more but less than 250,000, four representatives.
3. Where the population is 50,000 or more but less than 100,000, three representatives.
4. Where the population is 10,000 or more but less than 50,000, two representatives.
5. Where the population is less than 10,000, one representative.

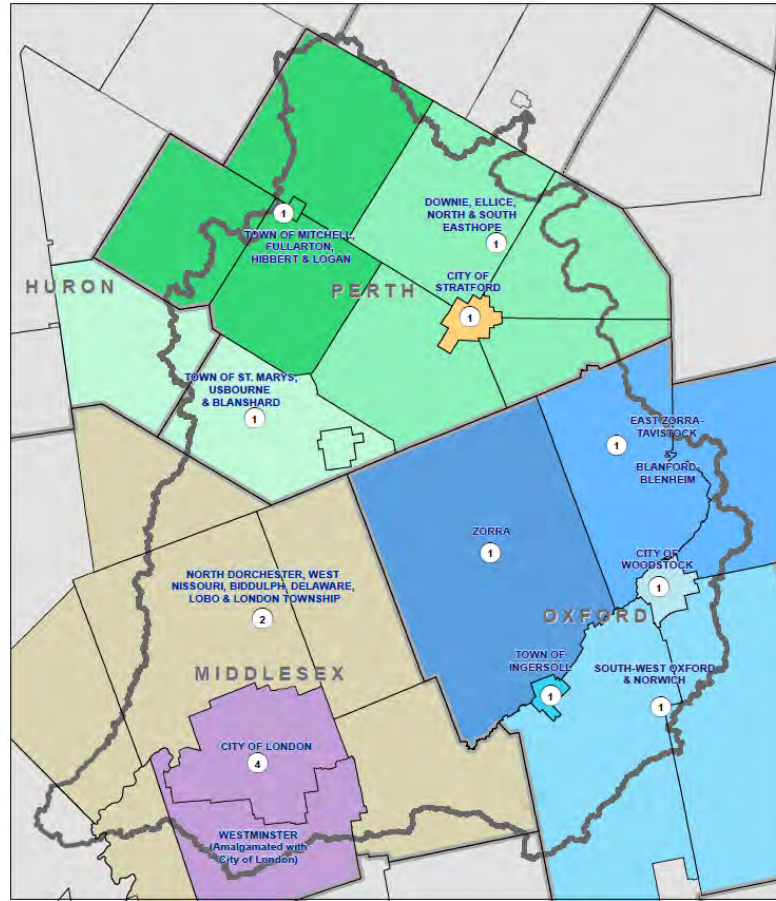
Figure 1; 1947 Representation



**ORIGINAL Member Municipality
Order in Council OC-1699/47
September 18, 1947**

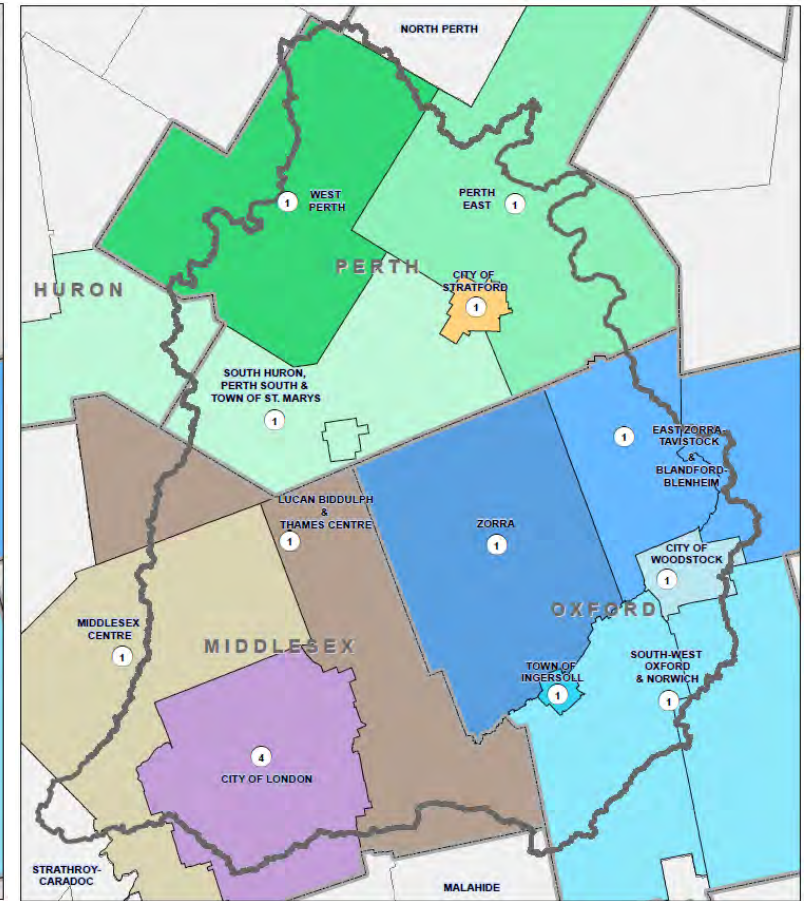
*Usborne Township added by Order in Council, May 6, 1954
**Hibbert Township added by Order in Council OC, July 13, 1977

Figure 2: 1993 Representation






**Membership Reduction Order in Council
OC 105/93
January 22, 1993**

Figure 3; Current Representation



**Current Membership
Includes Municipal Restructuring 1993-2001**

-  UTRCA Watershed
-  Municipal Boundary
-  County Boundary

To: UTRCA Board of Directors

From: Ian Wilcox

Date: November 25, 2016

Agenda #: 8 (b) For Information

Subject: Watershed Boundary Adjustment

Filename: ::ODMA\GRPWISE\UT.MAIN
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BACKGROUND

The Upper Thames River, Lower Thames Valley and St. Clair Region Conservation Authorities are seeking to clarify our watershed boundaries within the Municipality of Strathroy-Caradoc. Both the UTRCA and the LTVCA have historically relied on the language of the Order in Council, OC-1699/47 that created the former:

"...The Upper Thames River Conservation Authority was established, including thirty municipalities wholly or partly within the watershed of the Thames River above the confluence of Dingman's Creek with the Thames River, but not including the Townships of Caradoc,..."

Further, the easterly boundary of the LTVCA has historically been represented, on official mapping produced and published by the Province of Ontario, as being consistent with the watershed of the Thames River below the confluence of Dingman's Creek. To further complicate the matter the mapped boundaries reflect a historical confluence of the Dingman's Creek with the Thames River, which no longer exists. Consequently, that portion of the former Township of Caradoc, above the confluence has been treated as being outside of the jurisdiction of both Conservation Authorities.

DISCUSSION

The CA's met with the CAO and Staff at the Municipality Strathroy-Caradoc to discuss options. As a result of these discussions, it was also recommended to formalize the boundary used to distinguish between the Upper and Lower Thames watershed through the Village of Delaware in the Municipality of Middlesex Centre. This process was initiated at the Municipality of Strathroy-Caradoc Council meeting on November 21, 2016. Council approved the recommendation:

THAT: Council approves of the proposed boundary adjustment and directs the Conservation Authorities to initiate the process to amend the boundary between the Upper Thames River Conservation Authority and the Lower Thames Valley Conservation Authority with the Ministry of Natural Resources and Forestry.

The Council Report has been attached for your information that includes mapping of the area.

Staff will discuss the process with the Ministry of Natural Resources and Forestry and inform the Board of progress in the new year.

PREPARED BY:

RECOMMENDED BY:



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



Ian Wilcox,
General Manager

Meeting date: November 21, 2016
Department: Chief Administrative Office
Prepared by: Ralph Coe, Chief Administrative Officer
SUBJECT: **Conservation Authorities Boundary Adjustment**

RECOMMENDATION:

THAT: Council approves of the proposed boundary adjustment and directs the Conservation Authorities to initiate the process to amend the boundary between the Upper Thames River Conservation Authority and the Lower Thames Valley Conservation Authority with the Ministry of Natural Resources and Forestry.

BACKGROUND

Both the Upper Thames River Conservation Authority (UTRCA) and the Lower Thames Valley Conservation Authority (LTVCA) have historically relied on the language of the Order in Council, OC-1699/47 that created the former *“The Upper Thames River Conservation Authority was established, including thirty municipalities wholly or partly within the watershed of the Thames River above the confluence of Dingman’s Creek with the Thames River, but not including the Townships of Caradoc.”* Further, the easterly boundary of the LTVCA has historically been represented, on official mapping produced and published by the Province of Ontario, as being consistent with the watershed of the Thames. Consequently, that portion of the former River below the confluence of Dingman’s Creek, Township of Caradoc, above the confluence has been treated as being outside of the jurisdiction of both Conservation Authorities.

A boundary adjustment is required to; provide clarity regarding the area of jurisdiction of UTRCA and the LTVCA for regulatory purposes under Section 28 of the Conservation Authorities Act, provide extension services to landowners, and apportion municipal levies that are calculated according to geographic area of a municipality.

The enclosed mapping illustrates the proposed boundary expansion and ensures the riverine flooding and erosion hazards associated with the Thames River remain within the jurisdiction of one Conservation Authority. It is proposed to adjust the westerly boundary of the UTRCA to a point which is defined by a more obvious feature. A cultural feature which would include Longwoods Road and Highway 402 is easily defined, more visible and capable of being better understood by the public. We note that LTVCA and UTRCA staff have utilized Longwoods Road as an identifiable/operational watershed divide for more than 25 years. This proposed boundary adjustment has the added advantage of maintaining the integrity of the Komoka Creek and River Bend Sub watersheds within the

jurisdiction of the UTRCA. The Municipality of Strathroy-Caradoc would be provided the following services from the UTRCA;

1. Monitoring of environmental information regarding; surface water quality, fisheries and benthic invertebrate data collection, and woodland conditions through the Watershed Report Card program for the Komoka Creek and River Bend Sub watersheds. The Report Cards can be found on-line at: <http://thamesriver.on.ca/watershed-health/watershed-report-cards/> .
2. Delivery of environmental programs and services through the completion of projects under the Clean Water Program, provision of extension services for the Waters-Arnold and Van-Hecke Drains, and offering landowner stewardship projects.
3. Extensive reptile research and habitat improvements have occurred along this reach of the Thames River which forms the boundary between the Municipalities of Strathroy-Caradoc and Middlesex Centre.
4. In addition, the UTRCA now owns land within Strathroy-Caradoc. A project to develop a land management plan to enhance this significant natural heritage feature within the Municipality is also now underway.

The implications for Strathroy-Caradoc include becoming a participating municipality within the UTRCA and therefore having entitlement to membership through an appointed representative. An alternative for membership would be to share an appointment with Middlesex Centre to the UTRCA. (Potentially, S-C and MC could share an appointment to the LTVCA in the future if desired.)

COMMENTS

The Upper Thames River Conservation Authority, the Lower Thames Valley Conservation Authority and the St. Clair Region Conservation Authority have discussed the proposed boundary adjustment and support this change that will provide enhanced services to the Municipality.

CONSULTATION

None

FINANCIAL IMPLICATIONS

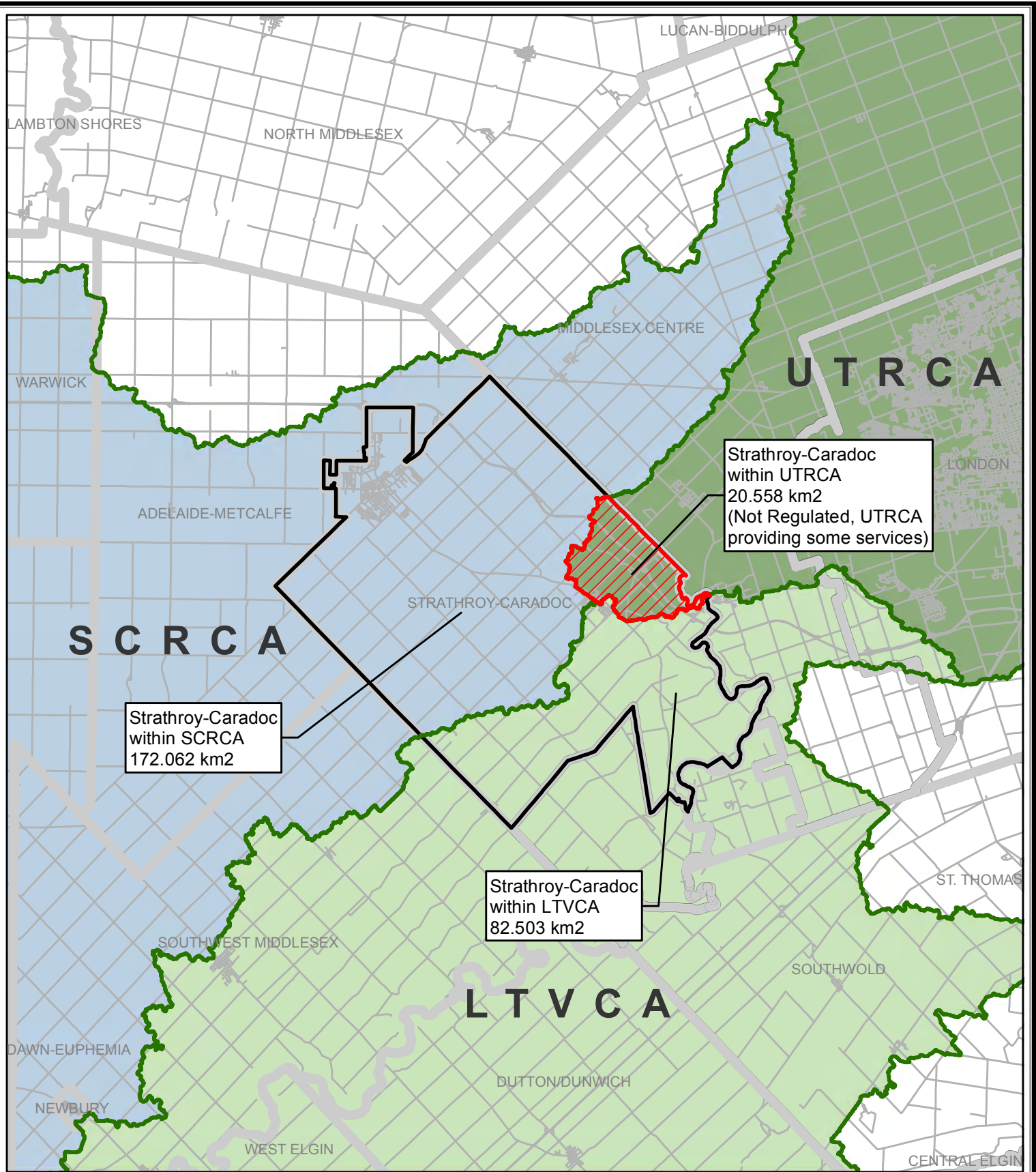
The Conservation Authority Levy Apportionments will shift from St. Clair Region Conservation Authority to the Upper Thames River Conservation Authority, the financial implications are in the order of a net increase of \$6000.00.

NEXT STEPS

The process to obtain approval from the Ministry of Natural Resources involves several steps.

- Council approval of this report is the first step;
- The Board of Directors for both the Upper Thames River Conservation Authority and the Lower Thames Valley Conservation Authority notify their member municipalities of the proposed boundary adjustment
- The UTRCA convenes a meeting of its member municipalities to request approval of the boundary adjustment;
- Resolutions from each Conservation Authority carries the approval; and Submissions are made to the Ministry of Natural Resources and Forestry

ATTACHMENTS: Mapping



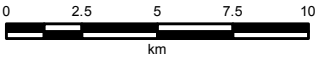
Strathroy-Caradoc within UTRCA
20.558 km²
(Not Regulated, UTRCA providing some services)

Strathroy-Caradoc within SCRCA
172.062 km²

Strathroy-Caradoc within LTVCA
82.503 km²

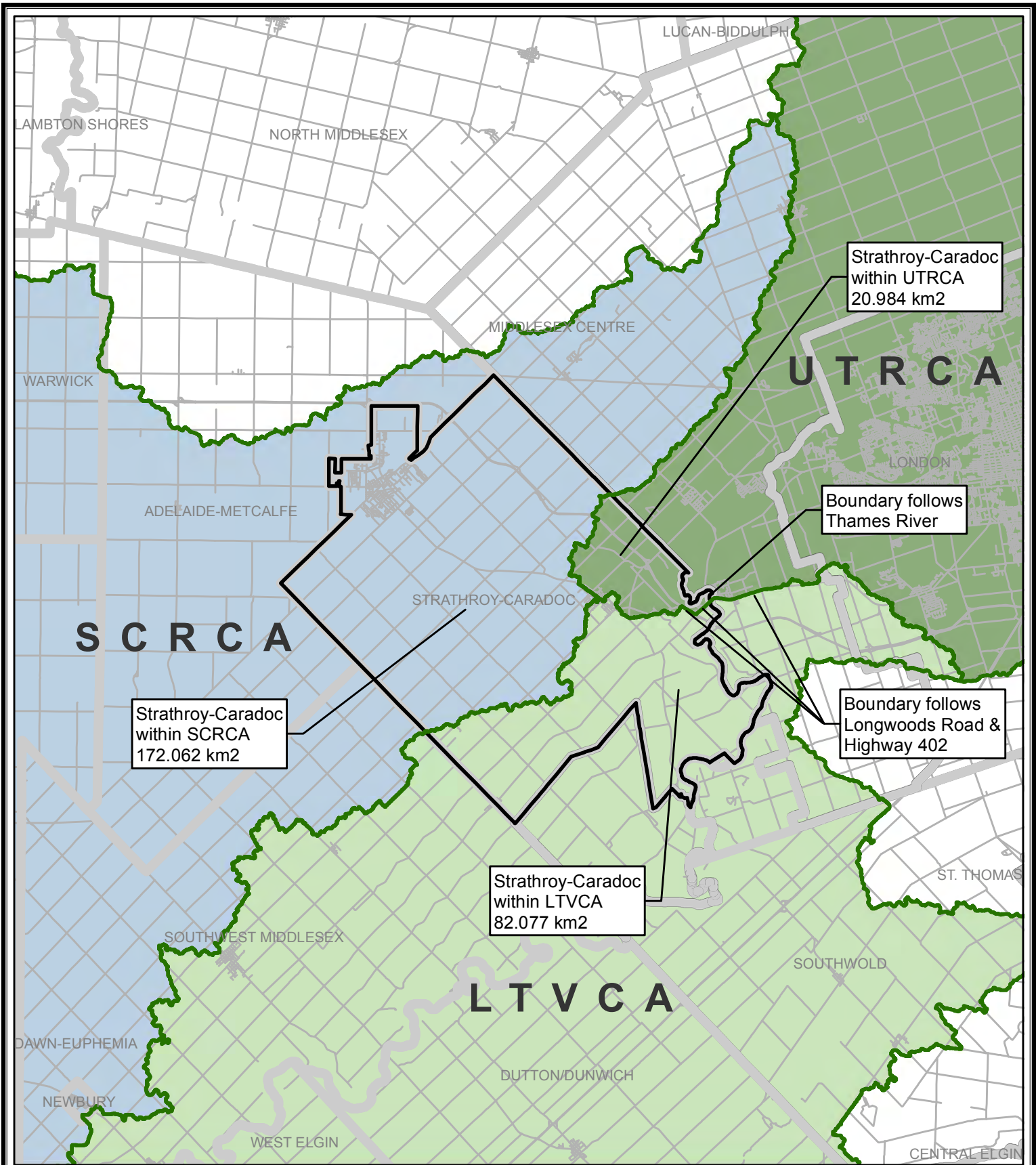
Strathroy-Caradoc Conservation Authority Areas (Historical)

Conservation Authority	S-C Area km ²	S-C Area %	S-C % of CA
LTVCA	82.503	29.99	2.522
UTRCA	20.558	7.47	0.601
SCRCA	172.062	62.54	4.168
Total	275.123	100	



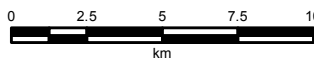
NOTE:
- Areas calculated based on UTM NAD 83 Zone 17 geometry
- Conservation Authority boundaries based on Source Protection Region boundaries
Rev. 2016/10





UTRCA - LTVCA Boundary Amendment Map (Context): Proposed Boundary Adjustment

Conservation Authority	S-C Area km ²	S-C Area %	S-C % of CA
LTVCA	82.077	29.83	2.510
UTRCA	20.984	7.63	0.613
SCRCA	172.062	62.54	4.168
Total	275.123	100	



NOTE:
- Areas calculated based on UTM NAD 83 Zone 17 geometry
- Conservation Authority boundaries based on Source Protection Region boundaries

Rev. 2016/10

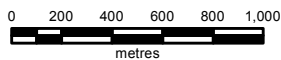




UPPER THAMES RIVER
CONSERVATION AUTHORITY

UTRCA - LTVCA Boundary Amendment Map (Detail): Proposed Boundary Adjustment

Conservation Authority	S-C Area km ²	S-C Area %	S-C % of CA
LTVCA	82.077	29.83	2.510
UTRCA	20.984	7.63	0.613
SCRCA	172.062	62.54	4.168
Total	275.123	100	



NOTE:

- Areas calculated based on UTM NAD 83 Zone 17 geometry
- Conservation Authority boundaries based on Source Protection Region boundaries
- 2010 imagery Copyright © Queen's Printer for Ontario

Rev. 2016/10



To: UTRCA Board of Directors

From: Ian Wilcox

Date: January 10, 2016

Agenda #: 8 (d) For Approval

Subject: Watershed Boundary Adjustment

Filename: P:\Users\annett\Documents\GroupWise\4200-1.doc

RECOMMENDATION

That the Upper Thames River Conservation Authority Board supports the proposed boundary adjustment between the Lower Thames Valley Conservation Authority and the UTRCA into the Municipality of Strathroy-Caradoc, and further supports the location of the Authority Boundary division within Middlesex Centre as being Longwoods Road from the Thames River Bridge, easterly to the watershed divide between Dingman and Sharon Creeks. It is recognized that this adjustment will result in the Municipality of Strathroy-Caradoc becoming a formal member of the UTRCA with representation on the Board of Directors.

BACKGROUND:

Item 8b) of the December Board of Directors meeting outlined the Council recommendation by the Municipality of Strathroy-Caradoc to initiate the process to amend the watershed boundaries between the Upper Thames River Conservation Authority (UTRCA) and the Lower Thames Valley Conservation Authority (LTVCA). On December 15th, 2016 the LTVCA passed a resolution supporting the boundary adjustment. The LTVCA Board Report (item 7.2) has been attached for information.

DISCUSSION:

It is anticipated that the financial impact of the boundary adjustment will be a redistribution of approximately \$10,500 in municipal levy costs from current member municipalities to the Municipality of Strathroy-Caradoc. The impact of this adjustment will likely not be realized until 2018 once the Ministry of Natural Resources and Forestry completes a recalculation of each municipalities' CVA.

The advantage of this boundary adjustment is to provide greater clarity regarding each Conservation Authority's jurisdiction and regulatory authority.

Staff will review the required process with the Ministry of Natural Resources and Forestry and inform the Board of progress. It is anticipated that a joint meeting of the UTRCA and appointed municipal representatives will be required and occur early this year. As the easterly LTVCA boundary is effectively defined by the westerly UTRCA boundary, there is no role for LTVCA member municipalities outside of those who are also members of the UTRCA.

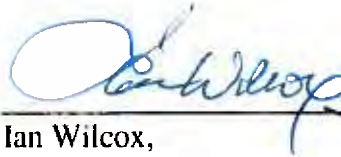
To facilitate a successful outcome to this process it would be useful for the UTRCA Board to also pass the supporting resolution presented above.

PREPARED BY:



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

RECOMMENDED BY:



Ian Wilcox,
General Manager

Attachment: The LTVCA Board Report (item 7.2)

7.2) Boundary Adjustment, Proposed Changes to LTVCA Eastern Boundary

Date: November 25, 2016

Memo to: Chair and Members, LTVCA Board of Directors

From: Don Pearson, General Manager

Subject: Proposed changes to LTVCA Eastern Boundary

Background:

The Upper Thames River (UTRCA) and Lower Thames Valley Conservation Authorities (LTVCA) are seeking to clarify their mutual boundary within the Municipalities of Strathroy-Caradoc and Middlesex Centre. The precise division between the jurisdiction of the two Conservation Authorities has been less than clear historically, due in part to the language of the Order in Council, OC-1699/47 that created the UTRCA:

“...The Upper Thames River Conservation Authority was established, including thirty municipalities wholly or partly within the watershed of the Thames River above the confluence of Dingman’s Creek with the Thames River, but not including the Townships of Caradoc...”

Additionally, the easterly boundary of the LTVCA has historically been represented on official mapping produced and published by the Province of Ontario, as being consistent with the watershed of the Thames River below the confluence of Dingman’s Creek. As a further complication the mapped boundaries reflect an historical confluence of Dingman’s Creek with the Thames River, which no longer exists. Consequently, that portion of the former Township of Caradoc, above the confluence has been treated as being outside of the jurisdiction of both Conservation Authorities. Similarly, portions of the municipality of Middlesex Centre have been treated as being practically within both Authorities, resulting in joint letters being written in regard to certain property based issues.

Present situation:

Conservation Authority staff met with the CAO and Staff of the Municipality of Strathroy-Caradoc to discuss options for resolving the discrepancies in jurisdiction. As a result of these discussions, it was recommended to extend the UTRCA jurisdiction into Strathroy-Caradoc in accordance with the original description of its watershed. It was also recommended to define the boundary between the Upper and Lower Thames watersheds within the Municipality of Middlesex Centre through the Village of Delaware according to a distinct cultural feature (Longwoods Road). This process was initiated at the Municipality of Strathroy-Caradoc Council meeting on November 21, 2016, with the adoption of the following motion:

THAT: Council approves of the proposed boundary adjustment and directs the Conservation Authorities to initiate the process to amend the boundary between the Upper Thames River Conservation Authority and the Lower Thames Valley Conservation Authority with the Ministry of Natural Resources and Forestry.

The Council Report with associated mapping has been attached for your information and reference. UTRCA Staff are in discussion with the Ministry of Natural Resources and Forestry to confirm the process for moving forward.

Discussion:

There is no impact on the LTVCA from the expansion of UTRCA into Strathroy-Caradoc. With respect to Middlesex Centre, there would be a slight reduction in municipal area within the jurisdiction of LTVCA which will have the effect of

reducing its Current Value Assessment (CVA) apportionment. The impact of this adjustment will likely not be felt until 2018 once the Ministry of Natural Resources and Forestry completes a recalculation of each municipalities' CVA.

The advantage of this adjustment is to provide greater clarity on the location of each Conservation Authority's jurisdiction and regulatory authority.

It is anticipated that a joint meeting of the UTRCA and appointed municipal representatives or other suitable process will occur early in the New Year. As the easterly LTVCA boundary is effectively defined by the westerly UTRCA boundary, there is no role for LTVCA member municipalities outside of those who are also members of the UTRCA. It would be useful, however to pass a supporting resolution of the LTVCA Board to facilitate the successful outcome of this process.

Recommendation:

That the LTVCA Board supports the expansion of the UTRCA into the Municipality of Strathroy-Caradoc, and further supports the location of the Authority Boundary division within Middlesex Centre as being Longwoods Road from the Thames River Bridge, easterly to the watershed divide between Dingman and Sharon Creeks.

To: UTRCA Board of Directors
From: Tracy Annett, Manager – Environmental Planning and Regulations
Date: April 19, 2021 **Agenda #:** 7.1
Subject: Administration and Enforcement - Section 28 **Filename:** ::ODMA\GRPWISE\UT_M
Status Report – *Development, Interference with* AIN.UTRCA_PO.ENVP:102
Wetlands and Alterations to Shorelines and 21.1
Watercourses Regulation (O.Reg157/06)

Section 28 Report:

The attached tables are provided to the Board as a summary of staff activity related to the Conservation Authority's *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* (Ontario Regulation 157/06 made pursuant to Section 28 of the Conservation Authorities Act). The summary covers reports for March 1, 2021 to March 31, 2021.

Recommended by:

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

Prepared by:

Cari Ramsey
Environmental Regulations Technician

Jessica Schnaithmann
Land Use Regulations Officer

Brent Verscheure
Land Use Regulations Officer

Karen Winfield
Land Use Regulations Officer

SECTION 28 STATUS REPORT
SUMMARY OF APPLICATIONS FOR 2021

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINE AND WATERCOURSES REGULATION
ONTARIO REGULATION 157/06

Report Date: March 2021

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

EX=Extension

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
EX-52-19	London	J.W.Carson Bridge	Major	Municipal Project	Bridge Repairs	5-Mar-2021	8-Mar-2021	5-Apr-2021	8-Mar-2021	YES	Verscheure
155-20	London	Part 1, Plan 33R18939, Stoney Creek Valley	Minor	Municipal Project	Proposed Construction of 2m Wide Granular Trail	2-Feb-2021	8-Mar-2021	29-Mar-2021	12-Mar-2021	YES	Verscheure
190-20	Stratford	Lake Victoria to Brunswick/Trinity Street	Minor	Municipal Project	Proposed Queen Street Major Trunk Storm Sewer	18-Nov-2020	23-Feb-2021	16-Mar-2021	17-Mar-2021	NO	Schnaithmann
11-21	London	122 Baseline Road West	Major	Development	Proposed 6 Storey Development	15-Jan-2021	5-Mar-2021	2-Apr-2021	12-Mar-2021	YES	Verscheure
12-21	London	2624 Jackson Road	Major	Complex	Development of Parker-Jackson Subdivision, bulk earthworks, Erosion and Sediment Controls, Site Servicing and Grading	17-Feb-2021	8-Mar-2021	5-Apr-2021	9-Mar-2021	YES	Verscheure
24-21	London	Watson Street	Minor	Municipal Project	Proposed Reconstruction of Watson Street, east of Wellington Road including New Storm Sewer Outlet	8-Jan-2021	24-Feb-2021	17-Mar-2021	19-Mar-2021	NO	Schnaithmann

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
27-21	London	99 Pond Mills Road	Major	Development	Proposed Construction of a 12 Storey Apartment Building including Retaining Walls and Site Servicing	23-Feb-2021	26-Feb-2021	26-Mar-2021	1-Mar-2021	YES	Verscheure
28-21	Thames Centre	Part Lot 15, Concession 3 ND	Minor	Restoration/Creation	Proposed Wetland Creation Project	23-Feb-2021	23-Feb-2021	16-Mar-2021	17-Mar-2021	NO	Winfield
29-21	London	Southcrest Ravine (East of Beachwood Avenue and Ravenswood Drive)	Routine	Municipal Project	Proposed Installation of an Access Pathway to Multi-Use Pathway Culvert Crossing Cove Tributary #1	3-Mar-2021	10-Mar-2021	24-Mar-2021	15-Mar-2021	YES	Schnaithmann
34-21	London	49 Duke Street	Minor	Development	Proposed Replacement of a Detached Garage	13-Mar-2021	16-Mar-2021	6-Apr-2021	25-Mar-2021	YES	Schnaithmann
35-21	London	Fanshawe Reservoir, Fanshawe Conservation Area	Minor	Restoration/Creation	Proposed shoreline restoration project - installation of crib bank treatments	12-Mar-2021	12-Mar-2021	2-Apr-2021	17-Mar-2021	YES	Schnaithmann
36-21	SW Oxford	Warren Drain	Routine	Municipal Drain	Brushing of 156 metres of Class A drain - extension of timing window	18-Mar-2021	22-Mar-2021	5-Apr-2021	22-Mar-2021	YES	Ramsey

To: UTRCA Board of Directors

From: Tracy Annett

Date: 15 April 2021

Agenda #: 7.2

Subject: Q1 Financial Results for 2021

Filename: FIN #1168

For Information:

For the Finance unit, the first quarter of the year is an exceedingly busy time; in verifying the previous year's transactions and balances, preparing a budget for the current year and then supplying all the materials required for audit purposes. The audit was entirely remotely managed this year and we must thank all the staff for their cooperation and understanding of our timing constraints at the start of every year.

During any first quarter, activity levels vary significantly by unit and with the pandemic still a potent factor in how we deliver programs, the uncertainty of offering spring programs and readying ourselves for those programs has resulted in an apparent odd mix of results on the **Operating Statement**. The comparative ratios being triple digits higher or lower than 2020 also indicate that for the first quarter, our flows of revenues have been radically different than during the first quarter of 2020.

All current year municipal levies have been invoiced, but not all is yet appearing as revenue on our Operating Statement. We knew what the amortized levies would be for 2021 earlier this year than last, and recorded them earlier too. Our federal revenues are significantly lower in Q1 of 2021 because the NDMP program ceased in Q1 of 2020. Reservations at the parks were substantially higher in this same quarter compared to last year though we will experience some refunds in April due to the new lockdown and resultant delay in opening the parks. Tree planting programs are fully underway by comparison to last spring's situation.

On the other hand, the expenses we experienced through the first three months of this year continue to reflect careful spending and constraint overall. The ongoing pandemic and uncertainty over new regulations instills a cautious approach, which is prudent, so that while revenues seem to be up 150% over the same period last year, spending has been quite flat.

The surplus on the operating statement at this early point in the year therefore needs to be clearly understood as a timing anomaly. It is not possible to predict at this point in time what the actual surplus or deficit will be for 2021 and we anticipate the necessity for a budget revision over the course of the spring or summer.

The **Statement of Financial Position**, or Balance Sheet, substantiates the activity from the Operating Statement. Our cash holdings on March 31st were substantially higher than at the same time in 2020.

Levy payments were processed more quickly this year presumably because municipalities had normalized their work-from-home processes, as we have. In addition, reservation fees from the parks were coming in rapidly to the end of March and our accounts receivable and accrued amounts are now a third of where they were in 2020 at the same time of year. We have invested much of the excess cash and will continue to do so even while interest rates are unhappily so low.

Liabilities in total are almost 30% lower this year than at the same date in 2020 due in large part to the timing of levy recording. As a result net financial assets double what they were a year prior is not an event which will likely ever be repeated and is very clearly the result of the experience of the last year.

Please note that the difference in current year surplus at March 31st between the two statements is due to the effect of capital transactions. The operating statement identifies only operating activities; the statement of financial position encompasses all activities.

Recommended by:

Tracy Annett
General Manager

Prepared by:

Christine Saracino
Supervisor, Finance and Accounting

Upper Thames River Conservation Authority Comparative Operating Results

At 31 March 2021

	2021 YTD	2021 Budget Approved	2020 YTD	Year over Year change	Notes
REVENUES:					
New Levy Funding					
Municipal General Levy	3,221,489	4,154,463	38,850	8192.1%	Targets levies still to be recorded
Dam and Flood Control Levy	1,636,062	1,599,188	-	0.0%	
Operating Reserve Levy	34,014	34,014	-	0.0%	
	<u>4,891,565</u>	<u>5,787,665</u>	<u>38,850</u>	<u>12490.9%</u>	
Amortized Levy from previous years					
Municipal General Levy	477,917	337,486	80,000	497.4%	
Flood Control Levies	-	95,142	-	0.0%	
Maintenance Levy	52,944	51,926	-	0.0%	
	<u>530,861</u>	<u>484,554</u>	<u>80,000</u>	<u>563.6%</u>	
MNRF Transfer Payment	-	181,213	-	0.0%	
Contracts and Grants					
Municipal within Watershed	185,264	967,700	230,845	-19.7%	
Municipal outside Watershed	-	132,176	28,160	-100.0%	
Provincial	540,056	1,167,751	297,499	81.5%	
Federal	83,874	281,528	423,298	-80.2%	
All Other	902,764	1,862,268	1,086,155	-16.9%	
	<u>1,711,958</u>	<u>4,411,423</u>	<u>2,065,958</u>	<u>-17.1%</u>	
User Fees and Other Revenues					
Conservation Areas	317,977	3,554,298	182,737	74.0%	Increased reservation fees thus far in 2021
Planning and Permit Fees	74,985	365,000	76,316	-1.7%	
Education Fees	14,933	66,500	44,447	-66.4%	
Landowner, tree sales, cost recoveries	150,853	221,443	74,371	102.8%	
	<u>558,747</u>	<u>4,207,241</u>	<u>377,871</u>	<u>47.9%</u>	
Other Revenues					
From deferred revenues	68,373	623,297	365,985	-81.3%	Deferred Targets levy to be distributed
Donations, interest and gains	(11,909)	140,370	170,223	-107.0%	
	<u>56,464</u>	<u>763,667</u>	<u>536,208</u>	<u>-89.5%</u>	
Funding from Reserves	-	201,975	-	0.0%	
TOTAL REVENUES	<u>7,749,595</u>	<u>16,037,737</u>	<u>3,098,887</u>	<u>150.1%</u>	
EXPENDITURES:					
Mission Cost Centres					
Community Partnerships	342,562	1,573,450	333,652	2.7%	
Water and Information Management	762,640	2,778,149	748,845	1.8%	
Environmental Planning & Regs	546,572	2,370,697	558,065	-2.1%	
Conservation Services	334,883	1,817,297	455,737	-26.5%	
Watershed Planning & Research	253,517	1,149,750	289,050	-12.3%	
Conservation Areas	731,544	4,550,739	676,677	8.1%	
Lands and Facilities Management	365,686	1,716,146	394,491	-7.3%	
Service Cost Centres	10,634	98,725	(88,738)	0.0%	
Program Operating Expenditures	<u>3,348,037</u>	<u>16,054,952</u>	<u>3,367,779</u>	<u>-0.6%</u>	
Desired Transfer to Reserves	-	326,614	-	0.0%	
TOTAL EXPENDITURES	<u>3,348,037</u>	<u>16,381,566</u>	<u>3,367,779</u>	<u>-0.6%</u>	
NET SURPLUS (DEFICIT)	4,401,558	(343,829)	(268,892)	0.0%	Marked difference at this date due to earlier, but incomplete, levy recording in 2021
Depreciation Expense	285,852	1,161,434	290,818	-1.7%	
CASH SURPLUS (DEFICIT)	4,687,409	817,606	21,927	21277.7%	

Upper Thames River Conservation Authority
Comparative Operating Results
At 31 March 2021

Upper Thames River Conservation Authority
Statement of Financial Position and Accumulated Surplus (unaudited)
as at March 31, 2021

FINANCIAL ASSETS	Current Year	Prior Year	Notes
Cash and equivalents			
Bank Balances	5,127,679	2,021,735	Levy payments made more quickly during March 2021 than March 2020. Also see receivable amounts reduced year to date compared to 2020.
Petty Cash, Floats and Advances	3,237	1,302	
Short-term Investments	4,630,460	3,017,683	
PHN Investment Portfolio	5,682,845	4,249,106	
	<u>15,444,221</u>	<u>9,289,825</u>	
Restricted Cash			
Source Water Protection Bank Account	1	100,482	MECP did not provide sufficient funding yet
	<u>1</u>	<u>100,482</u>	
Receivable Amounts			
Accounts Receivable	3,420,981	5,312,769	
Federal Taxes Receivable	40,844	27,014	
Accrued Receivables	978,304	2,901,058	
	<u>4,440,129</u>	<u>8,240,841</u>	
	<u>19,884,351</u>	<u>17,631,148</u>	
FINANCIAL LIABILITIES			
Accounts Payable and Accrued Liabilities			
Wage-related payables	668,548	915,016	
Federal Taxes Payable	38,556	29,684	
Accounts Payable	876,259	384,535	
Amounts held for other groups	1,578,482	6,080,858	Difference due to timing of levy distribution
	<u>3,161,846</u>	<u>7,410,093</u>	
Deferred Revenues			
Funding carried forward temporarily	1,578,035	740,410	Some deferred revenues yet to be allocated
Customer prepayments	1,278	3,000	
Advanced WECl, and SWP	(25,824)	121,116	
Deferred and Committed Capital Funding	4,055,208	3,980,834	
	<u>5,608,697</u>	<u>4,845,360</u>	
	<u>8,770,542</u>	<u>12,255,453</u>	
NET FINANCIAL ASSETS	11,113,808	5,375,694	
NON-FINANCIAL ASSETS			
Tangible Capital Assets	65,625,836	64,227,130	
less accumulated amortization	<u>(27,251,609)</u>	<u>(25,049,244)</u>	
Net tangible capital assets	38,374,227	39,177,886	
Capital projects in progress	60,920	22,857	
Prepaid Expenses, Deposits and Inventories	34,831	38,181	
	<u>49,583,786</u>	<u>44,614,617</u>	
Accumulated Surplus	49,583,786	44,614,617	
Equity in Tangible Capital Assets	38,607,512	39,469,004	
All other Equity	(380,788)	(1,869,872)	
Current year Surplus	4,513,076	227,290	Difference due to timing of recording levy
Reserves	6,843,986	6,843,986	
Accumulated Surplus	<u>49,583,786</u>	<u>44,670,408</u>	

To: UTRCA Board of Directors
From: Alex B. Shivas, Cathy Quinlan
Date: April 14, 2021 **Agenda #:** 7.3
Subject: UTRCA Properties Reported for Canada 1 Target **Filename:** WP #2077

At the April 12, 2021 Conservation Ontario Council Annual General Meeting it was reported that Conservation Ontario and Conservation Authorities (CA) have been involved in a number of projects aimed at demonstrating how CA landholdings can and are contributing to federal and provincial biodiversity targets.

Geospatial data was collected from CAs in 2014/15 and updated and verified in the winter of 2018/19. In the fall of 2019, Conservation Ontario partnered with Environment and Climate Change Canada (ECCC) and their consultants, Climate Risk Institute (CRI) to formally assess the protection status of CA landholdings utilizing a new Decision Support Tool for Assessing Areas against Pan-Canadian Standards for Protected Areas and Other Effective Area-based Conservation Measures (OECMs).

In 2017, the UTRCA was asked to submit Ellice Swamp as part of the pilot project to develop a methodology for assessing the protection status of conservation lands and waters managed by CAs. UTRCA staff filled in the template with information on the property, its ecological diversity as well as how it is managed and its level of long-term protection. Our submission was shared with other CAs as a guide on how to complete the template. In 2019, the UTRCA was asked to submit geospatial data on Dorchester Swamp for this same project, but we were not required to complete the full template.

Draft assessments for a total of 46 CA properties across Ontario were produced by CRI and transferred to ECCC for follow-up. This spring, 10 CA properties were confirmed and reported to the Canadian Protected and Conserved Areas Database (CPCAD) and included was two UTRCA properties – Dorchester Swamp and Ellice Swamp. The Ontario Ministry of Environment Conservation and Parks (MOECP) sent letters of congratulation to the eight CAs named for achieving this recognition (see letter below). MOECP intends to apply the knowledge they've gained through this exercise to ensure more conservation authority-owned lands are recognized for their high standard of biodiversity conservation in the future.

It should also be noted that the City of London and the UTRCA submitted the London Environmentally Significant Areas (ESAs) for assessment and reporting as protected areas for submission to the CPCAD. The City of London led this work. Rob Davis of Ontario Parks noted that the London ESAs were the first municipal protected areas reported in Ontario and among the first across all of Canada.

It is reaffirming to know the UTRCA's efforts around habitat protection is having a positive impact both locally and nationally. The lands count towards Canada's Biodiversity Goals and Targets (Target 1) and the Convention on Biological Diversity (CBD) Aichi 2020 Target commitment.

Prepared by:

Cathy Quinlan
Terrestrial Biologist

Alex B. Shivas
Manager, Lands & Facilities

Attachment

Email: Feb. 3, 2021 from Rob Davis MECP rob.davis@ontario.ca to Ian Wilcox

Subject: Congratulations on recognition of Dorchester Swamp and Ellice Swamp Tract CAs as protected areas

Hello Mr. Wilcox,

In the fall of 2019, you were approached by a consultant working with Environment and Climate Change Canada to request your participation in a project related to the Pathway to Canada Target 1 initiative. This work involved assessing your properties using a Decision Support Tool to determine if they meet the pan-Canadian standards for protected areas or “other effective area-based conservation measures” (OECMs). Sites that meet these standards can be submitted to the Canadian Protected and Conserved Areas Database (CPCAD) and count towards the total percentage area of Ontario and Canada that is protected. More information on this accounting process is found here.

Ontario Parks with the Ministry of the Environment, Conservation and Parks is responsible for submitting areas that meet these standards to CPCAD. We received the draft assessments completed through this project, as well as associated spatial data and a copy of your signed consent letter.

We are pleased to let you know that Dorchester Swamp Conservation Area, and the portion of Ellice Swamp Tract owned by UTRCA, were found to meet the criteria for protected areas. We submitted their spatial data (property boundary) and associated information (year of establishment, ownership, legislative mechanisms) to CPCAD at the end of November, and they now count towards the 10.7% of Ontario that is protected.

We are currently finalizing the assessment reports that were done for your properties and will provide those to you for your records in the next few weeks. If you or your staff would like to provide input into these reports, or have questions about the project, I encourage them to contact Corina Brdar (also copied).

Conservation Authority properties are an important part of Ontario’s network of conserved areas. We plan to use the lessons learned from this process to ensure more Conservation Authority properties that meet the standards can be included in CPCAD in the future.

Sincere thanks for your contributions to nature conservation, and congratulations on achieving this recognition.

Rob

Rob Davis | Manager – Protected Areas Section – Ontario Parks
300 Water St., Peterborough, Ontario, K9J 3C7
C: 705-740-3704 W: OntarioParks.com
cid:image005.png@01D48B26.EF3A23D0
Ministry of the Environment, Conservation and Parks



Red-backed Salamander

Protecting & Maintaining the Pittock South Shore Trail

Staff recently spent a week rebuilding and protecting the walking and biking trail that extends along much of Pittock Reservoir's south shore. This is a very busy trail enjoyed by the community and maintained by Conservation Area staff. Following up on work a year ago, two additional areas of concern were stabilized by adding stone along the shoreline to resist water erosion and maintain the vulnerable slopes.



Placing large stone along the reservoir bank to protect the trail for the long term. In the bottom of the photo is a 1906-era concrete headwall where the Lampman Drain flows under the trail, a remnant train crossing from pre-Pittock construction.

The project took a coordinated effort and support from many areas, including the City of Woodstock as well as the UTRCA's flood control group, regulatory unit, Conservation Area staff, and Conservation Services staff.



West of the Lampman Drain, a rocky shoal was installed that included woody debris. This type of fish habitat structure has shown to be very productive in our reservoirs.

Upgrading the trail will improve it for all. Aquatic habitat was a consideration for staff when designing and installing the protective measures. At the area east of the Landsowne Avenue access

point, in addition to lining the shore with large river stone underlain with filter cloth, a rock shoal with woody material was established as fish habitat. At the area just west of the Roth Park parking lot, large woody material was incorporated right into the revetment works. This design provides excellent cavities for fish and other aquatic life - mink were actually seen on site shortly after construction was completed - and basking logs for turtles.



Along the asphalt pathway just east of Roth Park, large tree trunks or boles were built right into the bank revetment, in a visually appealing and environmentally friendly solution.

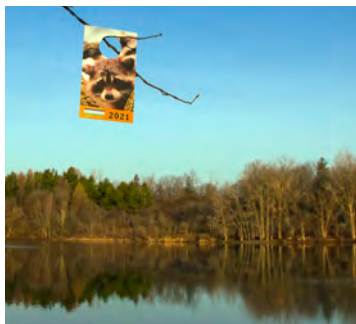
Contact: [Justin Skrypnik](#), Superintendent, Pittcock Conservation Area

CAs - Libraries Partnership Expands!

Once again, the UTRCA Conservation Areas (CAs) Unit is giving local library patrons the opportunity to visit our parks, when they open. The UTRCA has provided 2021 Season Vehicle Passes to the St. Marys Public Library, Stratford Public Library, London Public Library, and London Childreach Lending Library. The latter two locations are new partnerships in 2021.

The passes provide day use access to Fanshawe, Pittcock, and Wildwood CAs, and can be signed out similar to a library book. This initiative began in 2019 with the St. Marys Public Library and has evolved from there.

Contact: [Jennifer Howley](#), Manager, Conservation Areas



Spring Water Quality Monitoring at UTRCA Cover Crop Sites

Streams and rivers in the upper Thames River watershed experienced a brief period of high water in March during the spring melt. Unlike some years, all the winter's snow melted over the course of a few days. Without rainfall to prolong the high flows, the water levels receded quickly.

The spring melt is an important time to collect water quality samples. Monitoring stations are set up on several tributaries throughout the watershed with water quality sampling equipment, in an effort to measure parameters such as phosphorus.



Runoff passing by a water quality monitoring station on the upper Medway during the spring melt (above) and typical flows a week later (below).



The samplers in the upper Medway Creek measure any differences between subwatersheds planted with [winter cover crops](#) to help hold the soil in place, and those without cover crops.

Contact: [Michael Funk](#) or [Tatianna Lozier](#), Agricultural Soil & Water Quality Technicians

New Thorndale Demonstration Farm

The UTRCA has established a new, 23 hectare (58 acre) [demonstration farm near Thorndale](#). The farm will be used to demonstrate agricultural best management practices (BMPs) and showcase how they can improve soil health and local water quality. The goal is to provide examples of BMPs that can be used on your own farm property.

The demonstration farm will be the site of a number of innovative BMPs ranging from controlled drainage to cover crop management. Other special features will include woody fencerow management, pollinator habitat, buffer plantings, and structural erosion control, to name a few. Staff began work on the property in February, removing overhanging branches from windbreaks and clearing hazardous limbs. A field day is tentatively planned to showcase the farm.



Forestry staff trim a windbreak.

The project has received financial support from many sources, including the Government of Canada through the federal Department of Environment and Climate Change, and the Ontario Ministry of Agriculture, Food and Rural Affairs, as well as ADS Canada (formerly Ideal Drain Tile), Agri Drain Corporation, Bluewater Pipe Inc, Hickenbottom Drain Inlets/Maaskant Brothers, and McCutcheon Farm Drainage. Other supporters include LICO, Middlesex Federation of Agriculture, and Middlesex Soil and Crop Improvement Association.

As the project progresses, we anticipate more industry partners, such as other drainage contractors, and academia to take part.

Contact: [Craig Merkley](#), Conservation Services Specialist

Stratford Shoreline Project Finishes Up

In February, staff began a project to stabilize 60 metres of shoreline along the north side of Lake Victoria in Stratford. The project was funded by the Stratford Energy and Environment Committee and the City of Stratford.



The work involved placing 11 wooden cribs along the eroded bank, then filling them with stone and topsoil. A canoe/kayak launch was also incorporated into the project to provide easy access to the lake for paddlers. The launch is located on the trail behind the houses on William Street, and can be accessed from the park near James Street.

In April, TD Friends of the Environment approved the Stratford Rotary Club's application for funding to help finish the project with native plants and grasses. These plants will provide additional environmental benefit by creating a buffer of plants that are friendly to pollinators and other beneficial insects.

This project is the latest in a number of innovative measures implemented along the shoreline by UTRCA to stabilize the banks and improve the health of the lake.

Contact: [Brad Glasman](#), Manager, Conservation Services

Tree Planting in Full Swing

The UTRCA's spring [private land tree planting program](#) is underway. Tree numbers are up this year with very busy seedling and large stock programs.



Staff and volunteers planted 300 spruce trees to create 1100 m (3600 ft) of windbreaks on this Middlesex County farm.

Contact: [John Enright](#), Forester

On the Agenda

The next UTRCA Board of Directors meeting will be held virtually on April 27, 2021.

- 2020 Health and Safety Summary Follow Up Report
- Thames River Clean-Up and Volunteer Shutdown Impacts
- Provincial Offences Act Officer Designation for Brad Dryburgh
- Administration By-Law Update Transparency & Accountability Conservation Ontario Initiative
- Section 28 Status Report
- Quarterly Financial Update
- Canada Target 1
- Mitchell Reservoir Vegetation Management

Please visit the "Board Agendas & Minutes" page at www.thamesriver.on.ca for draft agendas, audio/video recordings, and approved minutes.

Contact: [Michelle Viglianti](#), Administrative Assistant