

Minutes

Upper Thames River Conservation Authority (UTRCA)

Board of Directors Meeting

9:30am Tuesday, November 26, 2024 at 1424 Clarke Rd,
London (Hybrid Meeting)

Brian Petrie, UTRCA Board Chair, called the meeting to order at 9:30am.

Members Present:

Jean Coles

Peter Cuddy – Online

Tom Heeman

Anna Hopkins

Sandy Levin

Skylar Franke – Online

Hugh McDermid

Paul Mitchell

Harj Nijjar – Online

Brian Petrie – Chair

Mark Schadenberg

Dean Trentowsky

Scotty Zehr – Online

George Way

Regrets: Jim Craigmile

UTRCA Solicitor: Grant Inglis

Staff Present:

Jenna Allain

Tracy Annett

Laura Biancolin

Karlee Flear

Erin Dolmage

Joe Gordon

Eleanor Heagy

Sarah Hodgkiss

Teresa Hollingsworth

Christie Kent

Aisling Laverty

Tatianna Lozier

Damian Schofield

Graeme Shaw

Carly Sing-Judge

Chris Tasker

Mark Helsten

Tara Tchir

Brent Verscheure

Michelle Viglianti – Recorder

Brandon Williamson

The Chair introduced the new Board member representing Middlesex Centre, Councillor Jean Coles.

1. Territorial Acknowledgement

The Chair read the territorial acknowledgement.

2. Modifications to the Agenda

Mover: Paul Mitchell

Seconded: Mark Schadenberg

THAT item 8.4 be moved up to follow the delegation.

Carried.

3. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

4. Delegations/Presentations

4.1. London Development Institute – Mike Wallace

Mike Wallace of the London Development Institute (LDI) appeared as a delegation to provide LDI's response to the consultation request the Board approved regarding Administrative Policies under Section 8 of Ontario Regulation 41/24, and to ask the Board for additional reporting in addition to the Section 28 Status Report.

He reported that LDI had no negative comments or wish for changes to the Administrative Policies but encouraged that the 'out' for staff in regard to not meeting the thirty day timeline for administrative review due to extenuating circumstances be an exception. He noted that their concerns are not around the work, just the length of time.

He commented that he looked forward to the strategic planning process and hoped to be considered partners in the consultation.

He asked the Board to consider moving their closed session items to the end of the agenda in the new year.

He complimented staff on the new Section 28 reports. He asked the Board to consider adding a reporting section for planning applications on the monthly section 28 report to make sure the Board understands the time it takes for applications to go through the whole process.

Finally, he requested that, when planning and regulations related changes are being proposed, LDI be consulted before it comes before the Board.

8.4 UTRCA Administrative Review Policy Under Section 8 of O.Reg. 41/24

Board members clarified the thirty day exception noted by the delegation is written into legislation.

Mover: Sandy Levin

Seconder: Anna Hopkins

THAT the Board of Directors receive the report for information.

Carried.

4.2. Regulated Area Mapping Presentation

Jenna Allain, Manager, Environmental Planning and Regulations, and Erin Dolmage, Hazard Mapping Communications and Marketing Specialist, provided a presentation on the updated regulated area mapping updates and public consultation process.

Board members congratulated staff on the work and presentation, and suggested the first part of the presentation be turned into a YouTube video to use as a communications piece to share with all member Municipal Councils.

Members shared concerns that updated mapping was not available for the members of the public and Municipalities in rural areas. Staff confirmed the mapping updates will be rolled out to the rest of the watershed starting in 2025, prioritizing areas with the highest development pressures.

Mover: Anna Hopkins

Seconder: Scotty Zehr

THAT the Board of Directors receives the presentation for information.

Carried.

5. Administrative Business

5.1. Approval of Minutes of Previous Meeting: October 22, 2024

The Chair noted an error in the minutes, the title of item 7.1 should be “Pending Acquisition or Disposition of Land – UTRCA Lands Inventory Report”.

Mover: Hugh McDermid

Seconder: George Way

THAT that the Upper Thames River Conservation Authority Board of Directors approve the amended minutes.

Carried.

5.2. Business Arising from the Minutes

There was no business arising from the minutes.

5.3. Correspondence

There was no correspondence.

6. Reports – For Consideration

6.1. 2025 Fees Policy and Fee Schedule

Mover: Sandy Levin

Seconder: Skylar Franke

THAT the proposed revisions to the Fees Policy and 2025 Fee Schedules be approved by the UTRCA Board of Directors for implementation beginning January 1, 2025.

Carried.

6.2. 2024 Meeting Addition and 2025 Board and Committee Meeting Schedules

Mover: Tom Heeman

Seconder: George Way

That the Board amends the 2024 Meeting Schedule to add a December Board of Directors meeting on December 17th, 2024;

That the Board approves the attached 2025 Board of Directors Meeting Schedule; and

That the Board approves the attached 2025 Committee Meeting Schedules, pending discussion and approval by the 2025 Committees elected at the January election.

Carried.

6.3. Strategic Plan Update

Tracy Annett provided an update presentation on the Strategic Plan.

Members noted that they were not all available to attend both workshop sessions and suggested there be an opportunity for those who did not have a chance to engage to do so. Staff will circulate the notes received from the consultants this morning, along with the slides from today's presentation for Board members to review and provide any additional feedback. Overall, the members were in support of the draft vision, mission and values, but felt that time for a final review would be beneficial.

There was a suggestion to add 'and protect' to the mission statement.

Mover: Mark Schadenberg

Seconder: Anna Hopkins

That the results of the Strategic Plan Input Sessions be received and that staff be directed to bring back the draft guiding principles / core values, and mission statements to the December meeting for Board approval.

Carried.

6.4. Ice Management and Operational Plans

Members suggested one or two of the facilities mentioned in the operational plans be included in a future Board bus tour.

Mover: Tom Heeman

Seconder: Dean Trentowsky

That the Board of Director receive the attached Ice Management and Operational Plans, and that staff proceed to make them available for municipalities through the flood coordinators and post the operational plans on our website.

Carried.

7. Reports – In-Camera

Mover: Hugh McDermid

Seconder: George Way

THAT the Board of Directors adjourn to Closed Session – In Camera in accordance with Section C.12 of the UTRCA Administrative By-Law to discuss a matter involving a position, plan and instruction to be applied to negotiation in regards to the land lease program.

Carried.

The Board moved into closed session at 11:10am.

7.1. Position, Plan and Instruction to be Applied to Negotiation – Land Lease Agreement

The Board received a verbal update on a matter involving a position, plan and instruction to be applied to negotiation in regards to the land lease program and rose from closed session at 11:31am.

Peter Cuddy left the meeting at 11:31am.

8. Reports – For Information

8.1. Administration and Enforcement – Section 28 Status Report

Staff provided a verbal update on the Request for Proposals (RFP) for the streamlining initiative. The RFP closes on December 6th and the intention is to have recommendations for Board's consideration in the first quarter of 2025.

Mover: Skylar Franke

Seconder: Tom Heeman

THAT the Board of Directors receives the report for information.

Carried.

Anna Hopkins left the meeting at 11:40am.

8.2. Project Status Update

Mover: Mark Schadenberg

Seconder: Skylar Franke

THAT the Board of Directors receives the report for information.

Carried.

8.3. Board Election Information

Mover: Paul Mitchell

Seconder: Tom Heeman

THAT the Board of Directors receives the report for information.

Carried.

8.5 Thames River Current – November Edition

The November edition of the Thames River Current was presented for the member's information.

Mover: Harj Nijjar

Seconder: Scotty Zehr

THAT the Board of Directors receives the report for information.

Carried.

9. Reports – Committees

9.1. Finance and Audit Committee

There was no report from the Finance and Audit Committee.

9.2. Hearing Committee

There was no report from the Hearing Committee. It was noted that a Hearing Committee meeting would be taking place after this meeting, at 1:00pm.

10. Notices of Motion

There were no notices of motion for the next meeting.

11. Chair's Comments

The Chair welcomed Councillor Jean Coles to the Board.

The Chair thanked the members in advance for giving up time in December for an extra Board meeting.

The Chair thanked staff for all their work this year and the work yet to come.

12. Member's Comments

Dean Trentowsky thanked staff for all their work on the hazard mapping updates, consultation, and efforts in informing and educating the public and partners. He also noted his appreciation for the work staff are doing to keep the UTRCA in compliance with the yearend deadlines.

13. General Manager's Comments

The General Manager noted that she had given a presentation on the draft budget to St. Marys council and had one lined up for Stratford later this week. She asked that if any councils would like a draft budget presentation provided to their councils to please let her know.

14. Adjournment

There being no further business, the meeting was adjourned at 11:46am on a motion by Tom Heeman.

Tracy Annett, General Manager
/mv