

October 20, 2016

**NOTICE OF
AMENDED BOARD OF DIRECTORS' MEETING**

DATE: TUESDAY, October 25, 2016

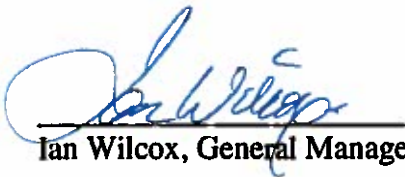
TIME: 8:45 A.M. – 12:05 P.M.

LOCATION: 401 Lakeview Drive, Woodstock - OMAFRA Office
MEET AT 8:45am - BOARD BUS AT 9:00am

AGENDA:		TIME
1.	Board Members Tour Pittock Conservation Area	9:00am
2.	Approval of Agenda	10:30am
3.	Declaration of Conflicts of Interest	
4.	Confirmation of Payment as Required Through Statutory Obligations	
5.	Minutes of the Previous Meeting: -Tuesday September 27, 2016	
6.	Business Arising from the Minutes (a) Municipal Letter Regarding Drainage Violations (Letter attached)(Document: ENVP #3963)	
7.	Delegation-Friends of Pittock (20 minutes)	10:35am
8.	Closed Session – In Camera (a) Pittock/Woodstock Response Report (J.Howley)(Report attached) (Document: Conservation Areas #2771) (30 minutes)	10:55am
9.	For Your Information Report (October FYI attached)(I.Wilcox)	
10.	Business for Approval (a) Ingersoll Delegation Response Report (T.Annett)(Report attached) (Document: ENVP #3955)(5 minutes) (b) Planning and Regulations Capacity Budget Implications (I.Wilcox) (Report attached)(Document: ENVP #3980) (15 minutes)	11:25am

(c) U.S Currency Account
(T.Hollingsworth)(Document #115870)

11. Business for Information 11:45am
- (a) Administration and Enforcement - Section 28
(M.Snowsell/K.Winfield)(Report attached)
(Document: ENVP #3974)(5 minutes)
- (b) Rental House Rates (B.Mackie)(Report attached)
(Document: Lands & Facilities #2787)
(5 minutes)
- (c) 3rd Quarter Financial Report
(C.Saracino/I.Wilcox)
(Document: Finance #557)(5 minutes)
12. Other Business (Including Chair and
General Manager's Comments) 12:00pm
13. Adjournment 12:05pm



Ian Wilcox, General Manager

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

I.Wilcox	T.Hollingsworth	J.Howley	C.Ramsey	S. Musclow
C.Saracino	A.Shivas	C.Tasker	B.Mackie	P. Switzer
G.Inglis	B.Glasman	M.Snowsell	K.Winfield	B. Verscheure
T.Annett	M.Viglianti	C.Harrington	R.Goldt	

MINUTES
BOARD OF DIRECTORS' MEETING
TUESDAY, OCTOBER 25, 2016

1. Tour of Pittock Conservation Area Lands

Board members toured Pittock Conservation Area.

M.Blackie, Chair of the Upper Thames River Conservation Authority called the Board of Directors' meeting to order at 10:30 a.m. in the Boardroom of the Woodstock OMAFRA office. The following members and staff were in attendance.

Members Present:	T.Birtch	N.Manning
	M.Blackie	S.McCall-Hanlon
	M.Blosh	A.Murray
	R.Chowen	M.Ryan
	T.Jackson	G.Way
Regrets:	A.Hopkins	H.McDermid
	S.Levin	B. Petrie - participated in the Tour
	Note: Stratford Appointment remains vacant	
Solicitor:	G.Inglis	
Staff:	T.Annett	M.Snowsell
	C.Harrington	M.Viglianti
	J.Howley	I.Wilcox
	B.Mackie	B.Verscheure
	J.Skrypnyk	

2. Approval of Agenda

The Chair amended the agenda, moving Business Arising (6) to after Closed Session (8).

T.Jackson moved – G.Way seconded:-

“RESOLVED that the UTRCA Board
of Directors approve the agenda as amended.”

CARRIED.

3. 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.

4. Confirmation of Payment as Required Through Statutory Obligations

The Chair inquired whether the Authority has met its statutory obligations in the payment of the Accounts Payable. The members were advised the Authority has met its statutory obligations.

5. Minutes of the Previous Meeting
September 27, 2016

T.Birtch moved – M.Ryan seconded:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated September 27, 2016 as posted on the Members’ web-site.”

CARRIED.

6. (7) Delegation

(a) Friends of Pittock

The Chair introduced Mr. Bill Bes, representing the Friends of Pittock. Mr. Bes gave a brief history of the area and discussed the importance of conservations lands in urban areas. He also described some areas of concern and potential improvements needed on the South shore. He outlined a plan that the Friends of Pittock have to improve the natural areas around the Pittock reservoir and the need for a tiered approach to improvements. He gave an example of a past successful collaboration between the UTRCA, the City of Woodstock and the Friends of Pittock to emphasize that cooperation between all parties will be critical.

7. (8) Closed Session – In Camera

There being property and legal matters to discuss,

N.Manning moved – M.Ryan seconded:-

“RESOLVED that the Board of Directors adjourn to Closed Session – In Camera.”

CARRIED.

Progress Reported

- (a) A property matter relating to Pittock Conservation Area Lands was discussed.

T.Birtch moved – T.Jackson seconded:-

“RESOLVED that the Board of Directors defer this item until the November Board of Directors meeting.”

CARRIED.

T.Birtch excused himself from the meeting.

8. (6) Business Arising from the Minutes

- (a) Municipal Letter Regarding Drainage Violations
(Letter attached)

I.Wilcox outlined the letter that was written by T.Annett and signed by M.Blackie. After a lengthy discussion it was decided that M.Viglianti is to send out the letter this week to the CAOs, the Drainage Superintendents and the OMAFRA Drainage Coordinator. It would be up to OMAFRA to engage other organizations in this dialogue in the future. I.Wilcox will bring up the letter during his upcoming delegations to the Municipal Councils.

M.Blosh moved – S.McCall-Hanlon seconded:-

“RESOLVED that staff follow up with the
Municipal Councils regarding the Drainage letter.”

CARRIED.

9. For Your Information Report
(October FYI attached)

The FYI report was presented for the members' information.

10. Business for Approval

- (a) Ingersoll Delegation Response Report
(Report attached)

M.Ryan moved – T.Jackson seconded:-

“RESOLVED that the Board of Directors accept the recommendations
as presented in the report.”

CARRIED.

- (b) Planning and Regulations Capacity Budget Implications
(Report attached)

I.Wilcox explained the funding that we are pursuing from the City of London, summarized the discussion from the September meeting and explained the recommendation given in the attached report. There was a discussion around current wait times and ways this could be measured and quantified to have hard numbers as a justification for a new Planning staff position.

I.Wilcox will follow up with T.Annett to provide the Board with available data. Included with that data will be the number of bank time hours and vacations hours lost by Planning staff. The possibility of having a queuing system was discussed.

M.Ryan moved – N.Manning seconded:-

T.Jackson moved – R.Chowen seconded:-

“RESOLVED that the Board of Directors defer this decision to the November meeting.”

DEFEATED.

“RESOLVED that the Board of Directors accept the recommendation as presented in the report.”

CARRIED.

- (c) U.S Currency Account
(Report attached)

T.Jackson moved – N.Manning seconded:-

“RESOLVED that the Board of Directors accept the recommendations as presented in the report.”

CARRIED

11. Business for Information

- (a) Administration and Enforcement – Section 28
(Report attached)

The attached report was presented to the members for their information.

There was a discussion around the need for the Board to see approved permits as part of this report. It was decided to keep the content of future Section 28 reports as is. The possibility of adding ‘start’ and ‘end’ dates beside the permits in future Section 28 reports was discussed.

T.Jackson moved – M.Ryan seconded:-

“RESOLVED that the Board of Directors accept the report as presented.”

CARRIED.

- (b) Rental House Rates
(Report attached)

T.Jackson moved – G.Way seconded:-

“RESOLVED that the Board of Directors accept the report as presented.”

CARRIED.

- (c) 3rd Quarter Financial Report
(Report attached)

N.Manning moved – M.Ryan seconded:-

“RESOLVED that the Board of Directors
accept the report as presented.”

CARRIED.

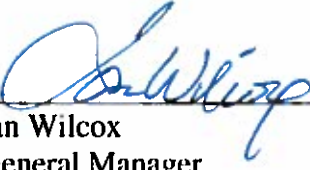
12. Other Business

I.Wilcox has started meeting with City of London councilors regarding the early draft budget. He will continue to follow through with meetings with the Municipalities. The intent is to have the draft budget presented at the November meeting but given the circumstances there may be an early December meeting needed to approve the budget.

Four out of six of the NDMP funding applications have been approved. More information was requested regarding the last two applications.

13. Adjournment

There being no further business the meeting was adjourned at 12:00 pm on a motion by M.Ryan.



Ian Wilcox
General Manager
Att.

M.Blackie, Authority Chair

October 14, 2016,

Addressed to CAO's and Drainage Superintendents

RE: *Drainage Act and Conservation Authorities Act Enforcement*

Through discussions during our Board of Directors meeting on September 27, 2016 it was acknowledged that the Upper Thames River Conservation Authority (UTRCA) has had increasing involvement with unauthorized activities being undertaken by private landowners on Municipal Drains. While some activities result in obvious drain blockages, others impair water quality or exacerbate erosion on upstream and/or downstream properties. At the same time, we are also experiencing regular occurrences of licensed drainage contractors, employed by our municipalities to undertake drain maintenance work, working beyond the scope of the permitted projects and/or not abiding by the mutually agreed upon terms and conditions of the *Drainage Act and Conservation Authorities Act Protocol*, UTRCA permits or Standard Compliance Requirements (SCRs). There have been some instances of drainage superintendents allowing individual (and unlicensed) landowners to undertake their own drain clean-outs. The UTRCA is asking for greater assistance from our municipal partners in dealing with enforcement regarding unauthorized alterations to municipal drains in the future.

The *Drainage Act and Conservation Authorities Act Protocol, protocol for Municipalities and Conservation Authorities in Drain Maintenance and Repair Activities* (Ontario, 2012) provides provincially approved guidance regarding appropriate practices to permit maintenance and repair activities for municipal drains. The DART protocol is found on line at:

http://www.web2.mnr.gov.on.ca/mnr/water_erb/CALC_Chapter_Final_Apr23_Final.pdf

Municipal Drains are defined as:

A "drainage works" as defined under the Drainage Act. Under the Act, a drainage works is defined as a drain constructed by any means, including the improving of a natural watercourse, and includes works necessary to regulate the water table or water level within or on any lands or to regulate the level of the waters of a drain, reservoir, lake or pond, and includes a dam, embankment, wall, protective works or any combination thereof. To be a municipal drain, there must be a municipal by-law that adopts an engineer's report that

defines the drainage system and states how the cost of the system is to be shared among property owners.

Municipal drains also meet the definition of a watercourse contained within the *Conservation Authorities Act*. UTRCA staff and Municipal Drainage Superintendents must work together to achieve compliance related to *Drainage Act* and the *Conservation Authorities Act* approvals. In recent years UTRCA staff have had multiple instances where an alteration to a watercourse/municipal drain has occurred and municipal staff are deferring to Conservation Authority staff and the Regulation made pursuant to the *Conservation Authorities Act* to seek restoration, permission etc. However, in many of these instances we would suggest that the unauthorized alteration of a municipal drain should fall to the enforcement role of the municipality. In some cases it would still fall to the responsibility of the Conservation Authority and sometimes to enforcement staff of both groups. In the interest of all parties (education, partnership building and the protection of proper drainage, water quality and the environment) we suggest that initial investigations of complaints and/or potential violations should be jointly attended by municipal enforcement staff and/or municipal drainage superintendents as well as staff of the Conservation Authority.

The description for *Enforcement* of the *Drainage Act* is found in Appendix V of the above referenced document:

Once a drainage system has been constructed under the Drainage Act, the municipality has a responsibility to manage the system on behalf of the community of landowners in the watershed of the drain. If someone has blocked a municipal drain, the Drainage Act provides the municipality the authority to order the removal of that blockage and, if the work is not completed within the time allowed, to remove the blockage and place the costs on the tax roll of the property owner. The Act also provides the municipality with the right to take legal action against anyone who damages a municipal drain.

Some recent works have involved the installation of dams, water control structures and the excavation of large on-line ponds all in the absence of municipal or UTRCA approvals. Aside from blockages, we are looking to municipal drain/by-law enforcement staff to ensure that unauthorized municipal drain works are in keeping with the design and specifications as outlined in the Engineer's Report for the Drain. Modern Engineering Reports prepared under the *Drainage Act* include other features that are important to water quality, quantity, erosion prevention, protection of wetlands and protection of other Natural Heritage resources. Many of these features (such as grassed swale systems and buffer systems) identified in the reports, are to be maintained as part of the drain, but are increasingly being cropped by individual landowners at the expense of water quality and soil retention. Municipal drain sections identified as open channels on engineering reports are being tiled/piped without approvals from either agency and are not in keeping with the approved Engineering Report design.

In the shared interests of proper drainage and protection of water quality and the greater environment, UTRCA is asking for assistance when it comes to the enforcement of unauthorized works associated with municipal drains. Conservation Authority Staff encourage ongoing communication with our watershed municipalities and their designated drainage superintendents. We are open to suggestions on how to improve education and/or enforcement including cross-training of our staff, jointly conducted workshops for municipal staff, municipal councils, drainage contractors for the municipality or the general public. Please feel free to contact the Manager of Environmental Planning and Regulations, Tracy Annett (Phone 519.451.2800 x 253) or e-mail: annettt@thamesriver.on.ca to discuss this issue further.

Yours Truly,

UPPER THAMES RIVER CONSERVATION AUTHORITY

A handwritten signature in black ink, appearing to read "Murray Blackie".

Murray Blackie, Chair

c.c. Tracy Annett, UTRCA (via email annettt@thamesriver.on.ca)



The Mill Pond Committee with the new sign. (Photo: M. Kanter)

Welcome to the Frog Pond!

The Mill Pond Committee worked with Grade 5/6 students from Northdale Central in Dorchester to create a new, educational sign for the Dorchester Mill Pond. Entitled “Welcome to the Frog Pond,” the sign displays student artwork and messages about the importance of protecting our frogs and environment. The sign was designed and installed by UTRCA staff.

Before creating the artwork and messages for the sign, students participated in a frog and turtle educational program delivered by UTRCA Species at Risk Biologist, Scott Gillingwater, and completed independent research about the life cycle and habitats of frogs.

Funding for this project was provided by TD Friends of the Environment Foundation and the Ontario Trillium Fund. The project is part of the five year Eco Trail Plan for the Dorchester Mill Pond.

Contact: Karlee Flear, Community Partnerships Specialist

Memorial Forest Dedication Services

The UTRCA is involved in five memorial forests across the watershed. These forests provide comfort to grieving families by creating a lasting, natural tribute to loved ones.

St. Marys and Area Memorial Forest

More than 180 people attended the dedication service for the St. Marys and Area Memorial Forest on Sunday, August 28 at Wildwood Conservation Area. Everyone at the service helped plant one symbolic sugar maple tree. The actual memorial trees are planted each spring on Line 13, south of County Road 9.

Thank you to staff from Andrew L. Hodges Funeral Home in St. Marys and Pastor Richard Hryniw for participating in the memorial tree program. Thanks also to Board Member Ray Chowen for representing the UTRCA at the dedication service.

Furtney Memorial Forest

More than 200 people visited Fanshawe CA for the 24th annual memorial forest dedication service on Sunday, September 25.

A white oak tree was planted to represent all the trees planted in memory of a loved one. There were 233 memorial trees planted in Fanshawe CA in the spring. Since the program began in 1992, almost 8000 trees have been planted throughout London.

Thank you to the Fanshawe CA staff and to the staff at Evans and Logan Funeral Homes for their valued contributions to this service.



The Furtney Memorial Forest site on Sunningdale Road east.

City of Woodstock Memorial Forest

Pittock CA hosted the annual dedication service for the Woodstock Memorial Forest on Sunday, October 2. There were 200 people present to help plant a symbolic sycamore tree. Nearly 300 native trees were planted in the spring in the memorial forest, which is located south of Pittock Reservoir and west of County Road 4.

Thank you to Mayor Trevor Birtch, who represented the UTRCA Board of Directors at the service, the staff of Brock and Visser Funeral Home Burial and Cremation Services, and Pittock CA staff, who prepared the site.

Contact: Karen Pugh, Resource Specialist



Students plant aquatics along the stream through the golf course.

Aquatics and Wildflowers in Dorchester

This past spring, 500 aquatic plants and 1400 wildflowers were planted in the Dorchester watershed. Students from the Environmental Leadership Program at Catholic Central High School planted the aquatics along the stream at the Dorchester Golf Club. Grade 3-5 students from St. David Catholic Elementary planted the wildflowers at the intersection of Dorchester Road and Catherine Street.

Before planting, students learned about the importance and benefits of planting native aquatics and wildflowers in our watershed. Funding for the Dorchester planting project was provided by Environment and Climate Change Canada.

Contact: Karlee Flear, Community Partnerships Specialist

TD Tree Days

TD Tree Days started in 2010 and is TD's flagship urban greening program. The UTRCA worked with TD staff to coordinate 10 TD Tree Day events in September and October. TD employees, friends and families planted 2800 native trees and shrubs in the UTRCA watershed.

North London Athletic Fields

Despite rainy weather, 100 people planted 900 native trees and shrubs on the morning of Saturday, September 10 at the North London Athletic Fields. Thank you to the City of London Environmental and Parks Planning Division for providing areas to naturalize in London.

Stoneybrook Recreation Fields, London

Humid, windy and hot conditions did not deter 36 people from getting 450 native trees and shrubs in the ground on the afternoon of Saturday, September 10. This site is adjacent to the Thames River, and the trees will be a welcome buffer. Participants also enjoyed seeing an osprey, which nested nearby, soaring overhead.



Waiting out the rain at the North London Athletic Fields.



TD Stoneybrook site leader Justin Lemoyne explains the benefits of tree planting.

Fanshawe Conservation Area

On Wednesday, September 14, 27 TD employees planted 150 native trees and shrubs on the shores of Fanshawe Reservoir. The trees are planted in a naturalized area that will provide a buffer to the lake. Buffers filter pollutants, improve water quality, provide food and shelter to wildlife, and create shade. Thanks to Fanshawe CA staff for helping coordinate this project.



Team building is an integral part of the TD planting events.



TD employees planting along Stoney Creek.

Stoney Creek Watershed, London

On the morning of Friday, September 16, 90 TD employees planted 450 trees and shrubs along Stoney Creek, west of Stackhouse Drive in London. The Stoney Creek watershed is undergoing a lot of development activities and these trees will help to create a buffer. The City of London is expanding the popular trail system along the creek for people who want to enjoy the natural surroundings.

The City's Environmental and Parks Planning Division is instrumental in providing sites that will benefit from tree planting, and accommodate the large numbers of TD volunteers. A lot of good environmental work is accomplished in a short time!



Job well done: TD employees, family and friends at the St. Marys site.

St. Marys

Thanks to 20 adults and children who didn't let rain and high humidity bother them, 150 new trees and shrubs were planted at Wildwood Conservation Area on the morning of Saturday, September 17. Thank you to the Wildwood CA and Community Education staff who helped make the day a success.

The trees were planted in a naturalized part of the day use area and will ultimately benefit water quality in Wildwood Reservoir. Reduced mowing, increased plant diversity, more shelter and sources of food for wildlife, and aesthetic value are all good reasons for tree planting projects like TD Tree Days.

Ingersoll

John Lawson Park is now home to 150 new trees and shrubs, planted by a dedicated group of 10 people on the morning of a hot Sunday, September 18. Thank you to the Town of Ingersoll for supporting this project, in partnership with TD.

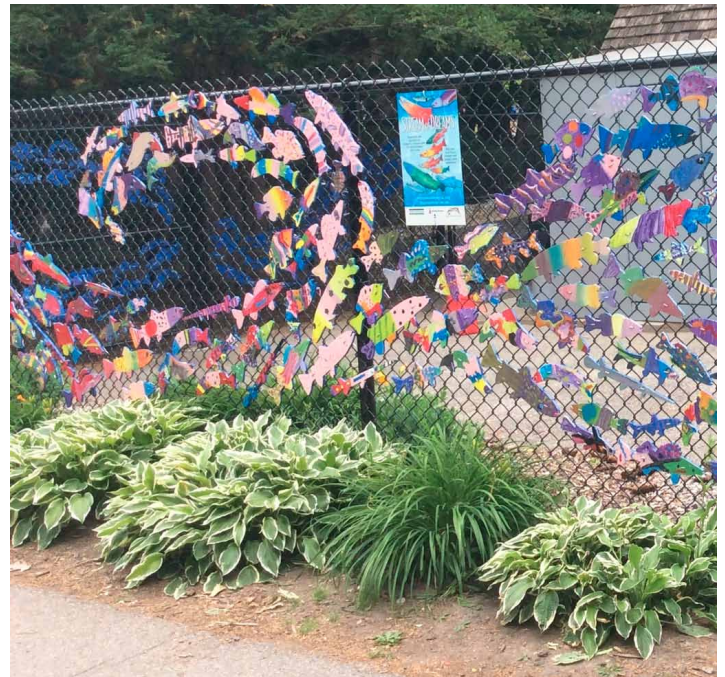
Mitchell

Forty people enjoyed great weather as they planted 150 trees at the Husky Flats in Mitchell on the morning of Saturday, September 24. Species included elderberry, chokecherry, hackberry, nannyberry, sycamore, white spruce and white cedar. These trees are in addition to a TD planting in Mitchell in 2015, helping to increase natural vegetation cover along Whirl Creek. Thank you to the Town of Mitchell for supporting the project.

Dorchester

The last TD Tree Day event in the UTRCA watershed this year was held on the afternoon of Sunday, October 2 at Dorchester's Outdoor Recreation Complex. There were 17 people on hand to plant 200 native trees and shrubs along the Harris Trail. Thank you to the Municipality of Thames Centre for partnering with TD and the UTRCA for the project.

Contact: Karen Pugh, Resource Specialist



The new dreamfish mural at Storybook Gardens.

Children's Water Festival – Stream of Dreams

A display of wooden fish from the 2016 London-Middlesex Children's Water Festival was installed in London's Storybook Gardens on the Thames Valley Parkway this past June. The colorful mural of "dreamfish" was installed by the festival Organizing Committee.

The fish were painted by students as part of the Stream of Dreams program, an activity station at the festival. The program's goal is to teach students about their connections to water and fish habitat and how they can make changes to protect our streams, rivers and lakes. The dreamfish mural is a beautiful reminder to the community that all drains lead to fish habitat.

Contact: Karlee Flear, Community Partnerships Specialist

On the Agenda

The next UTRCA Board of Directors meeting will be October 25, 2016. Agendas and approved board meeting minutes are posted at www.thamesriver.on.ca; click on "Publications."

- Board Members' Tour of Pittock Conservation Area
- Delegation - Friends of Pittock
- Ingersoll Delegation Response Report
- Planning and Regulations Capacity Budget Implication
- Administration and Enforcement - Section 28
- Rental House Rates

Contact: Michelle Viglianti, Administrative Assistant

To: UTRCA Board of Directors

From: Tracy Annett

Date: October 12, 2016

Agenda #: 10a)

Subject: Response to Ingersoll Delegation

Filename: P:\Users\annett\Documents\GroupWise\3955-1.doc

RECOMMENDATION

THAT staff be directed to meet with representatives from the Town of Ingersoll to further explain:

- **The Conservation Authorities delegated responsibilities with regard to Natural Hazards as outlined in Section 3.1 of the Provincial Policy Statement (PPS);**
- **The Two-Zone / Flood Fringe and Special Policy Areas application consistent with the *Technical Guide: River and Stream Systems: Flooding Hazard Limit* (MNRF, 2002) and provide additional policy information;**
- **The status of updating Flood Line mapping for the Town of Ingersoll and how this information will be used to inform policy once the update is completed; and**
- **How Environmental Planning & Regulations staff capacity is proposed to be increased in 2017.**

BACKGROUND

During the September Board of Directors meeting, a delegation represented by Bill Tigert, CAO of the Town of Ingersoll and Bob Freeman, Deputy Mayor was heard. Two key issues were presented:

- 1) Request that the UTRCA allow flexibility to permit additional development within flood prone areas. It was explained that the Town of Ingersoll has difficulty achieving safe access requirements within flood fringe areas. Their request is that the UTRCA accept new technologies and concepts to meet access requirements (solar power for 'shelter in place' approaches and elevated causeways for pedestrian access to be achieved) or through identifying special policy areas consistent with the policy approach implemented by the City of London and the Town of St. Marys.
- 2) Consistent with the recommendations of the *Conservation Authorities Act* review, the Town supports additional staffing capacity for timely reviews of applications.

DISCUSSION

The Town of Ingersoll is uniquely situated with the South Thames flowing through the municipality and 5 watercourses emptying into the South Thames. As a result, a significant portion of the Town is regulated under Section 28 of the *Conservation Authorities Act*. Policies contained within the UTRCA's *Environmental Planning Policy Manual* (June 2006) and the *Provincial Policy Statement* (MMAH, 2014) generally direct new development away from hazard lands.

Flood Fringe Two-Zone Concept

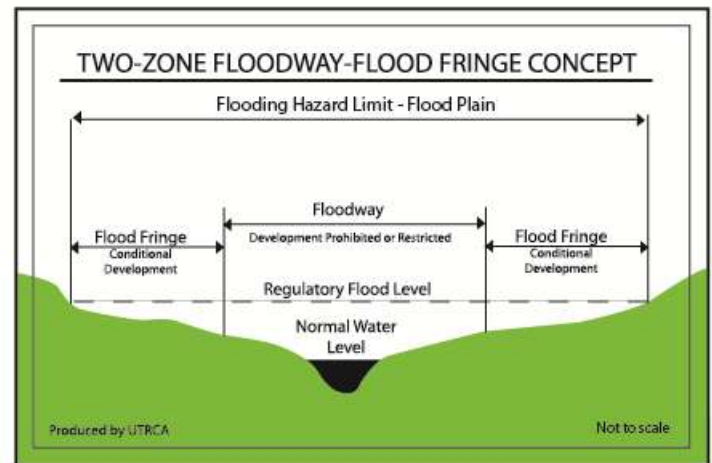
The delegation expressed concern about the ability to meet the requirements for safe vehicle and pedestrian access as required to permit development within flood fringe areas. The Provincial Policy Statement (2014) provides the following direction:

3.1.6 Where the two zone concept for flood plains is applied, development and site alteration may be permitted in the flood fringe, subject to appropriate floodproofing to the flooding hazard elevation or another flooding hazard standard approved by the Minister of Natural Resources.

3.1.7 Further to policy 3.1.6, and except as prohibited in policies 3.1.2 and 3.1.5, development and site alteration may be permitted in those portions of hazardous lands and hazardous sites where the effects and risk to public safety are minor, could be mitigated in accordance with provincial standards, and where all of the following are demonstrated and achieved:

- a) development and site alteration is carried out in accordance with floodproofing standards, protection works standards, and access standards;*
- b) vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies;*
- c) new hazards are not created and existing hazards are not aggravated; and*
- d) no adverse environmental impacts will result.*

The Town of Ingersoll undertook the *1991 Floodway Study* (prepared by Cumming Cockburn). Policies are in place to permit redevelopment of areas identified as flood fringe, provided that floodproofing measures are acceptable and, depending on the proposed use, that safe or dry access (both ingress and egress) can be achieved. These policies are consistent with the Provincial Policy Statements as they have evolved over time (released in 1996, 1997, 2005 and 2014). In addition, these requirements are consistent with the Policies of the Oxford County Official Plan Section 3.2.8.1.2 and Town of Ingersoll Zoning By-Law Section 5.32.



The Ingersoll Flood Fringe Area is shown: <http://www.oxfordcounty.ca/Portals/15/Documents/CASPO/OfficialPlan/OP/Schedules/i-5.pdf>

The approaches proposed by the delegation to apply new technologies are not supported by Provincial Policy, as the PPS specifically states: *vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies*. “Shelter in place” and/or access via raised pedestrian walkways would not meet the requirements for vehicular access as outlined in *The Technical Guide River & Stream Systems: Flooding Hazard Limit* (MNRF, 2002) and can be found online at: <http://www.renaud.ca/public/Environmental-Regulations/MNR%20Technical%20Guide%20Flooding%20Hazard%20Limit.pdf>

This technical guide is used by Conservation Authorities across the province to implement flooding hazard policies consistent with the PPS.

Land use planning decisions made by municipalities must be consistent with the Provincial Policy Statement.

In addition to not meeting the requirements of the PPS, the Town's proposal is not consistent with UTRCA policies or those contained in the County of Oxford Official Plan and the Town of Ingersoll Zoning By-law. Where the Two Zone policies are not considered feasible or practical, a Special Policy Area flood plain management approach may be considered.

Special Policy Areas (SPAs)

Special Policy Areas have historically been used in limited circumstances, generally in areas within existing built up areas. The Special Polices allow for the continued viability of existing uses where there would be “*significant social and economic hardships to a community that would result for strict adherence to provincial polices concerning development*” (MNRF, 2009). The delegation representatives mentioned that polices applied in the City of London and the Town of St. Marys are not as stringent. The Coves Area in the City of London and areas within the Town of St. Marys have approved SPA policies in place. These polices recognize existing historic neighborhoods and do not permit changes in land use that would increase residential uses within these flood prone areas among other requirements. The SPAs must be approved by both the Ministry of Natural Resources and Forestry (MNRF) and the Ministry of Municipal Affairs and Housing (MMAH) because they reflect a relaxation in the Flood Plain policies.

The Procedures for Approval of New Special Policies Areas (SPAs) and Modifications to Existing SPAs under the Provincial Policy Statement, 2005 (PPS, 2005), Policy 3.1.3 – Natural Hazards-Special Policy Areas were updated in January 2009. The revised Appendix 5 is included at the link below: https://www.caledon.ca/en/townhall/resources/PolicyProjects_Bolton_TechnicalGuide.pdf

The Town of Ingersoll delegation indicated that they would like to pursue additional residential development options on vacant lands. This would not be consistent with the intent of the SPA policies however, the UTRCA can assist to initiate the pre-consultation process with the MMAH to discuss the merits of an application within the Town. This preliminary discussion is intended to assist in clarifying any confusion regarding the process and may eliminate the need for proceed with certain applications. Normally the pre-consultation discussion includes MNRF and Conservation Authority representatives.

Updated Flood Line Mapping

Flood plain maps produced for the Town's Flood Fringe area were created in 1991. The UTRCA is currently working towards updating its flood plain mapping, including that for the Town of Ingersoll. Updated mapping will provide the Town with contemporary information to inform decision making within flood prone areas.

Capacity in Land Use Planning and Regulations

The UTRCA recognizes the need for additional staff capacity in order to assist its municipal partners with educating and informing landowners about the risks associated with Natural Hazards. Added capacity would allow us more opportunities to attend council meetings, update our policy manual, provide improved communication through our website etc. Item 10b) is a Report to the Board of Directors which outlines how additional capacity can be achieved for the 2017 Budget.

Authority Staff would be pleased to meet with representatives of the Town of Ingersoll to review the applicable policies. It should be noted however, that any changes proposed would require an Official Plan Amendment to the County of Oxford Official Plan and the amendment would require approval from the Ministry of Municipal Affairs and Housing. These discussions should include county planning staff and planners from MMAH.

PREPARED AND RECOMMENDED BY:

A handwritten signature in blue ink, appearing to read "Tracy Annett", with a long horizontal flourish extending to the right.

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

MEMO

To: UTRCA Board of Directors
From: Tracy Annett
Date: October 13, 2016
Subject: Planning and Regulations Capacity Budget Implications

Agenda #: 10b
Filename: P:\Users\lannett\Documents\GroupWise\3980-1.doc

RECOMMENDATION

That, based on discussion at the September 2016 Board of Directors meeting, staff include one new full time regulations staff position as part of the 2017 Draft Budget, to be funded through the general levy.

BACKGROUND

At the last Board of Directors meeting staff were directed to include additional planning and regulations capacity as part of the 2017 budget. Since that time, staff have met with City of London Finance department to discuss the UTRCA's budget request and the Assessment Growth funding applications submitted.

DISCUSSION

The staff report titled City of London Assessment Growth Funding, item 8b) of the previous Board of Directors meeting asked the Board to endorse our request to London for assessment growth funding. The request was to fund two additional planning and regulations staff. During discussion, there was an argument made that if additional staff are needed, it should be available watershed wide, and funded through the general levy, rather than being used and paid for by just one municipality. UTRCA staff reviewed the draft 2017 budget and determined that if both positions were included in the allocation it would result in an approximate 15.2% increase in the levy (includes Targets funding, cost of living, salary grid adjustment, and the two planning and regulations positions).

Through the discussions with the City of London Finance department, it has become apparent that the UTRCA's 2017 budget "Amendment" and the Assessment Growth funding request will be considered under the same lens. It was also made clear that the UTRCA's requests for 2017 is proportionally much higher than other boards or civic departments and that the Authority should expect to receive strong scrutiny and push-back from London City Council.

Given the direction from the Board and input received from the City of London finance department the following is proposed as a compromise to fund the added capacity needed for the Planning & Regulations capacity:

- 1) Rely on a recent application for National Disaster Mitigation Funding (NDMP) for a position to provide Planning and Technical Review (this funding should be known by the end of October);

- 2) Include a Regulations Officer Position in the 2017 Draft Budget funded by the general levy. Staff will discuss with City of London staff the best approach for securing the City's share of costs.

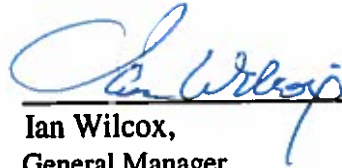
Capacity needs will be reevaluated in 2018 to determine if an additional position is needed or if the NDMP position will be recommended to become permanent.

PREPARED BY:



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

RECOMMENDED BY:



Ian Wilcox,
General Manager

To: UTRCA Board of Directors

From: Teresa Hollingsworth

Date: October 19, 2016

Subject: U.S. Currency Account

Agenda #: 10 (c)

Filename: P:\Users\viglianti\Documents\GroupWise\115870-1.doc

The UTRCA receives cash and cheques in U.S. dollars from the Conservation Area and cottage programs and from time to time is required to pay accounts in U.S. funds. As the Authority receives and spends in U.S. dollars, obtaining a U.S. currency account would allow the UTRCA to make these transactions without the need to incur unnecessary conversion fees or to obtain U.S. drafts from the local bank branch. The Toronto-Dominion Bank requires a resolution from the UTRCA Board of Directors to obtain the account and to approve signing officers for the account.

Recommendation:

It is recommended that the UTRCA obtain a U.S. currency account and that any two of the following staff serve as signing officers to the account:

Ian B Wilcox, General Manager
Teresa Hollingsworth, Manager, Community and Corporate Services
Christine L Saracino, Supervisor of Finance and Accounting
Denise Quick, Accounts Payable Officer
Sharon Viglianti, Human Resources/ Payroll Administration



Recommended and Prepared by:
Teresa Hollingsworth, Manager, Community and Corporate Services

To: Chair and Members of the UTRCA Board of Directors
From: Tracy Annett, Manager – Environmental Planning and Regulations
Date: October 12, 2016 **Agenda #:** 11 (a)
Subject: Administration and Enforcement – Sect. 28 Status Report – **Filename:** Document
Development, Interference of Wetlands and Alteration to **ENVP 3974**
Shorelines and Watercourses Regulation

This report is provided to the Board as a summary of staff activity related to the Conservation Authority's *Development, Interference of Wetlands and Alterations to Shorelines and Watercourses Regulation* (Ont. Reg. 157/06 made pursuant to Section 28 of the Conservation Authorities Act). The summary covers the period from September 15 to October 12, 2016.

Application #88/16
Municipality of Middlesex Centre
Oxbow Drain

- one proposed spot cleanout on a Class E drain
- UTRCA permit, signed notification form, and SCR for spot cleanouts issued September 21, 2016

Application #162/16
Township of Perth South
Good Drain

- proposed bottom cleanout of 1500 metres of a Class C drain
- spot cleanouts requested due to the length of the cleanout request
- UTRCA permit, signed notification form, and SCR for bottom and spot cleanouts issued September 21, 2016

Application #165/16
Trevalli Homes Ltd.
Lot 3, Wedgewood Drive – City of Woodstock

- proposed single family residence and attached garage adjacent Sally Creek.
- site plans prepared by Van Harten Surveying Inc. in accordance with approved subdivision plan.
- staff approved and permit issued September 23, 2016.

Application #166/16
Wayne Feltz
Part Lot 2, Concession 1 – Municipality of West Perth
-proposed addition to existing agricultural implement shed.

-plans prepared by Chris Blake of Blakestyle Design and Drafting Inc. with a requirement for “as-built” survey and/or drawings confirming final floor elevation.
-staff approved and permit issued September 23, 2016.

Application #172/16

2047790 Ontario Limited

Canvas Way – City of London

-lot grading associated with third phase of Powell Farm Subdivision
-engineering drawings prepared by Development Engineering (London) Limited
-staff approved and permit issued September 28, 2016

Application #174/16

Union Gas Limited

Sunningdale Road at Highbury Avenue – City of London

-approval required for integrity dig adjacent to Stoney Creek tributary
-stream crossing review details with erosion/sediment control plans submitted in support of project
-staff approved and permit issued September 23, 2016

Application #175/16

Ivy Homes Limited

169 Wharncliffe Road North – City of London

-proposed construction of house addition in West London candidate Special Policy Area (SPA)
-engineering drawings with floodproofing details prepared by D. C. Buck Engineering
-staff approved and permit issued September 27, 2016

Application #177/16

Union Gas Limited

Highway #59 – Township of Norwich

-proposed NPS 4 inch gas pipeline installation undercrossing Mud Creek Drain.
-plans prepared by Union Gas Limited including hydro-fracture contingency plans as installation will be via high pressure directional drilling.
-staff approved and permit issued September 29, 2016.

Application #178/16

Scott Wheatley c/o Melchers Construction

11041 Oxbow Drive – Municipality of Middlesex Centre

-proposed two-storey garage addition with bedroom.
-plans prepared by Melchers Construction Limited in accordance with project location and mitigation measures discussed on site between builder and UTRCA staff.
-staff approved and permit issued September 28, 2016.

Application #180/16

Wildwood Cottages/UTRCA

Lot 35, Concession 13 – Township of Zorra

-proposed private cottage road culvert installation (twinning existing pipe) and road grading crossing an unnamed tributary to the Wildwood Reservoir.
-plans prepared by Brad Glasman of the UTRCA.
-staff approved and permit issued October 3, 2016.

Application #182/16

Wildwood Sailing Club/UTRCA

Lot 24, Concession 12 Gore – Township of Perth South

- proposed private sailing club road culvert installation and road grading crossing an unnamed tributary to the Wildwood Reservoir.
- plans prepared by Brad Glasman of the UTRCA.
- staff approved and permit issued October 3, 2016.

Application #183/16

John Denstedt

Part Lot 6, Concession 3 – Municipality of Middlesex Centre

- proposed wetland pond rehabilitation and installation of rock lined channel for erosion protection.
- plans prepared by J. Denstedt in accordance with site specific project location details and mitigation measures discussed on site between landowner, staff of Ducks Unlimited Canada and staff of the UTRCA.
- staff approved and permit issued October 3, 2016.

Application #185/16

Union Gas Limited

Lot 19, Concession 2 – Township of Zorra

- proposed pipeline (integrity shallow cover) remediation project adjacent Nissouri Creek.
- plans prepared by Union Gas Limited.
- staff approved and permit issued October 6, 2016.

Application #186/16

General Motors of Canada Limited

300 Ingersoll Street – Town of Ingersoll

- proposed stormwater run-off control project including grassed swales, rip-rap protection, rock check dams and revegetation with native grasses and shrubs associated with construction of a new gravel parking lot on the north side of the existing General Motors CAMI Plant.
- plans prepared by CH2M HILL Canada Limited.
- staff approved and permit issued October 4, 2016.

Application #190/16

Kathryn Anne Naus

216 Rathowen Street – City of London

- permit required for construction of house addition within West London candidate SPA
- engineering drawings with floodproofing details prepared by D. C. Buck Engineering
- staff approved and permit issued October 12, 2016

Status Report – Unauthorized Fill Placement, Site Grading/Alteration and Interference with a Wetland

Part Lot 16, Concession 3ND

Municipality of Thames Centre

Following a complaint from Municipal Staff, UTRCA staff attended a site visit to the subject property and noted fresh fill placement and site grading/alteration in an area identified as Provincially Significant Wetland (PSW) and the Area of Interference of a Wetland. We further note works were occurring in a woodland identified as being Significant in the Middlesex County Natural Heritage Study. A violation letter has since been issued (October 7, 2016) to the landowner and staff are waiting to arrange a site visit to discuss restoration measures. UTRCA staff will continue to monitor this project.

**Status Report – Unauthorized Watercourse Enclosure, Filling and Site Grading
Part Lot 19, Concession 1N
Township of Zorra**

After previously being advised, both verbally and in writing, of the need for written pre-approval (permits) from the Conservation Authority, the landowner went ahead and piped/enclosed the watercourse on the property and filled in the associated valley land in the absence of said approval(s). Charges were subsequently laid under the *Conservation Authorities Act*. Months after being charged, the landowner then proceeded to petition under the *Drainage Act* to have the unauthorized watercourse enclosure incorporated as a municipal drain. The *Conservation Authorities Act* matter went to trial in 2015 with the court finding the landowner guilty of all charges. A Sentencing Hearing was held in February of 2016 where the landowner was fined \$20,000 with an order to rehabilitate the site to the satisfaction of the Conservation Authority by December 31, 2016. The landowner has appealed that decision. Landowner has also appealed to the Court of the Drainage Referee to have the unauthorized watercourse enclosure approved under the *Drainage Act*. UTRCA staff have a site meeting scheduled for later this month with the landowner, County staff and the Drainage Engineer appointed by the Township to discuss options that may satisfy all parties. UTRCA staff will continue to monitor this project.

Reviewed by:



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

Prepared by:



Karen Winfield
Land Use Regulations Officer



Mark Snowsell
Land Use Regulations Officer



Cari Ramsey
Env. Regulations Technician

To: UTRCA Board of Directors
From: Alex B. Shivas
Manager, Lands & Facilities

Date: October 12, 2016

Agenda #: 11 (b)

Subject: Rental House Rates For 2017
-For Information

Filename: Lands & Facilities 2787

Report:

The attached report outlines the 2017 house rates for Authority owned rental houses. Each year the Ontario Government announces the Provincial Rental Increase Guideline. The annual Rent Increase Guideline is the maximum percentage by which a landlord can increase the monthly rent for existing residential tenants. The 2017 guideline has been set at 1.5%.

Rental increase guidelines are released under the auspices of the Ontario Landlord and Tenant Board pursuant to the Residential Tenancies Act (RTA).

Recommended by:

Prepared by:



Alex B. Shivas
Manager, Lands & Facilities



Bill Mackie
Lands & Facilities Supervisor

<i>LOCATION</i>	<i>PROPERTY</i>	<i>2015 PER MONTH RENTAL FEE 2014 + 1.6%</i>	<i>2016 PER MONTH RENTAL FEE 2015 + 2.0%</i>	<i>2017 PER MONTH RENTAL FEE 2016 + 1.5%</i>
WILDWOOD C.A. #1	Township of Perth South, Downie Ward Lot 24	\$648.00 (638. + 10.20)	\$660.00 (648. + 12.96)	\$669.00 (660.00 + 9.90)
GLENGOWAN AREA #2	Township of Perth South, Blanshard Ward Con. 15, Lot 3	\$657.00 (647. + 10.35)	\$670.00 (657. + 13.14)	\$680.00 (670.00 + 10.05)
#3	Township of Perth South, Blanshard Ward Con. 15, Lot 2	\$108.22 (106.52 + 1.70)	\$110.38 (108.22 + 2.16)	\$112.04 (110.38 + 1.66)
#4	Township of West Perth, Fullarton Ward Con. EMR, Lot 30	\$680.00 (670. + 10.72)	\$693.00 (680. +13.60)	\$703.00 (693.00 + 10.40)
#5	Township of West Perth, Fullarton Ward Con. 17, Lot 25	\$618.00 (609. + 9.74)	\$630.00 (618. + 12.36)	\$639.00 (630.00 + 9.45)
				<hr/> Total Monthly Increase = \$39.66

2017 Annual Rental House Revenue Increase will be \$475.92. (\$39.66/mo. X 12 mo. = \$475.92)

To: UTRCA Board of Directors

**From: Christine Saracino, Supervisor, Finance and Accounting
Ian Wilcox, General Manager**

Date: 19 Oct 2016

Agenda #: 11 (c)

Subject: 3rd Quarter Financial Report

**Filename: ::ODMA\GRPWISE\UT_MAIN\UT
RCA_PO.Finances:557.1**

For Information:

The operating statement accompanying this report contains information on our revenues and expenses to the end of September 2016 and which indicates a bottom line Year-to-Date (YTD) actual surplus of \$3.728 M. This surplus will dwindle as the final three months of the year proceed; revenues are largely accounted for at this point in time and 3 months of expenses will still need to be incurred. The largest single expenditure to be booked is depreciation expense, though not requiring cash, it is still an expense of the organization to the extent of just over \$800,000.

Most sources of revenues have exceeded their budget for the year, though Land and Asset Management fees have not. New land use contracts are currently being signed in some cases with lower rates and on a smaller acreage. Golf course revenues dependent on sales (variable fees) are in some cases lower as well. Of equal consideration is the progressively less revenue to be derived from acreage turned over to conservation purposes for barriers and natural areas which will continue to deplete agricultural revenues in years to come. Hydro revenues for Fanshawe Dam are far below (only 13% of budget) planned amounts for this year due to a dry season and low water levels.

Expenses for London's ESA management program is over budget but this is reflected in higher contract revenue from the City of London for capital projects this year. Expenses in the area of Flood Control are also over budget but this reflects much capital spending which will be extracted from this statement at the end of the year to be shown on the balance sheet as new asset values depreciable in future years.

Overall, the year will prove to be a financial success and it is projected that we again will exceed our target for the year.



Submitted by: Ian Wilcox



Prepared by: Christine Saracino

Upper Thames River Conservation Authority

Statement of Operations & Surplus

For The Period Ending September 30, 2016

	2016 Budget	2016 Actual	2015 Actual
Revenue			
Municipal general levy	2,683,266.00	2,683,266.00	2,637,270.00
Dam / Flood control / Levy-incl.Capital revenue	1,324,909.00	1,549,909.00	1,532,323.00
Specific project funding-incl. Op. & Cap. Mtce Levy	105,000.00	305,723.00	302,323.00
Provincial transfer - M.N.R. Section 39	351,425.00	351,020.00	351,020.00
Provincial sources	926,740.00	2,021,695.40	1,257,852.79
Federal program funding	121,536.00	189,339.81	343,526.51
Conservation areas	3,249,433.00	3,291,202.06	3,017,260.31
Direct land & asset management	987,862.00	893,360.34	906,864.39
Direct fees for service	2,235,790.00	2,798,583.02	1,866,401.46
Donations / sponsorships	250,244.00	453,404.26	481,182.83
Interest income	40,000.00	41,110.07	55,131.37
Total Revenue	12,276,205.00	14,578,612.96	12,751,155.66
Mission Cost Centre Expenditures			
Community partnerships	866,438.00	660,350.16	826,750.46
Flood Control	1,724,962.00	2,360,510.71	2,104,157.27
Environmental planning	664,213.00	523,288.11	523,592.00
Soil conservation	1,074,451.00	619,745.80	456,153.05
Forestry	865,432.00	674,646.92	686,825.24
Research	983,949.00	1,003,148.46	827,194.50
Recreation	3,947,630.00	3,115,057.31	2,974,422.19
Environmentally significant areas	387,711.00	398,695.72	392,089.40
Lands & facilities	1,095,724.00	646,371.75	787,198.49
Source water protection-utrca/scrca/ltvca	506,875.00	466,709.23	394,300.79
Source Protection -Implementation	260,618.00	153,479.24	88,139.25
Other	0.00	(3,744.39)	17,862.37
Total Expenditures	12,378,003.00	10,618,259.02	10,078,685.01
Excess (deficiency) of revenue over expenditures	(101,798.00)	3,960,353.94	2,672,470.65
Net surplus (deficit) in Service Cost Centres	(163,663.00)	48,709.50	(52,074.52)
Benefits	0.00	61,562.50	9,750.07
	(163,663.00)	110,272.00	(42,324.45)
Appropriations (to) from reserves and reserve funds	20,159.00	(342,067.43)	(282,040.05)
Net Excess Revenue	(245,302.00)	\$3,728,558.51	2,348,106.15