

Meeting of the Upper Thames River Conservation Authority  
Hearing Committee  
Tuesday October 31, 2023 Following the Board Meeting  
1424 Clarke Road, London

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Memo to Hearing Committee Members: S.Franke, S.Levin, P.Mitchell, B.Petrie, D.Trentowsky

Please be advised that a meeting of the Hearings Committee will be as follows:

- 1. Approval of Agenda**
- 2. Declaration of Conflicts of Interest**
- 3. Minutes of the Previous Meeting**
- 4. Business Arising from the Minutes**
- 5. 2024 Meeting Schedule HC-10-23-03**
- 6. Adjournment**



Tracy Annett, General Manager

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**To: UTRCA Hearing Committee**  
**From: Michelle Viglianti, Administrative Assistant**  
**Date: September 12, 2023**  
**File Number: HC-10-23-02**  
**Agenda #: 5**  
**Subject: 2024 Hearing Committee Meeting Dates**

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## **Recommendation**

THAT the Hearing Committee schedule four meetings in 2024, to be held after the January, May, August and October Board of Directors meetings,

AND, if further meetings are required, they be scheduled at the call of the Hearing Committee Chair following the policy set out in the Hearing Guidelines and the UTRCA Administrative By-Laws.

## **Background**

In June 2023 the Hearing Committee passed the following motion:

Mover: S.Levin

Seconder: S.Franke

THAT the Committee meetings be scheduled quarterly, in coordination with Board meeting dates.

Carried.

The dates recommended in this report took into account the timing of Finance and Audit Committee meetings, the Annual General meeting, and an attempt at evenly spreading meetings through the year.

The Committee may schedule more meetings at the call of the Committee Chair as the year progresses if more meetings are required.

## **Prepared and Recommended by:**

Michelle Viglianti, Administrative Assistant