

MEETING PACKAGE
AUG 2023

Board of Directors

Upper Thames River Conservation Authority



Wild Ontario at Wildwood CA

UPPER THAMES RIVER
CONSERVATION AUTHORITY

Upper Thames River Conservation Authority Board of Directors'
Meeting Agenda
August 29, 2023 9:30 A.M, 1424 Clarke Road, London Ontario

1. Territorial Acknowledgement

2. Modifications to the Agenda

3. Declarations of Pecuniary Interest

4. Presentations/Delegations

5. Administrative Business

- 5.1. Approval of Minutes of Previous Meeting: June 20, 2023 and July 17, 2023
- 5.2. Business Arising from Minutes
- 5.3. Correspondence

6. Reports – For Consideration

- 6.1. 2024 Budget Discussion – BoD-08-23-33
- 6.2. Committee Meeting Schedule – BoD-08-23-34
- 6.3. Land Inventory – BoD-08-23-35

7. Reports – In Camera

- 7.1. Plan and Instruction to be Applied to Negotiation – Property Acquisition
BoD-08-23-36

8. Reports – For Information

- 8.1. Administration and Enforcement – Section 28 Status Report
BoD-08-23-37

- 8.2. Project Status Updates – BoD-08-23-38
- 8.3. 2023 Mid-Year Financial Update – BoD-08-23-39
- 8.4. Hazard Mapping and Modelling Consultation Update – BoD-08-23-40
- 8.5. Wetland Compensation Policy Update – BoD-08-23-41
- 8.6. Fall 2023 Events – BoD-08-23-42
- 8.7. [August For Your Information Report](#)

9. Reports – Committee Updates

- 9.1. Finance and Audit Committee – Review of Potential Change to Long-term Investments – BoD-08-23-43
- 9.2. Hearing Committee – June 20 and 29 Hearing Outcomes – BoD-08-23-44

10. Notices of Motion for September 26, 2023

11. Chair’s Comments

12. Member’s Comments

13. General Manager’s Comments

14. Adjournment



Tracy Annett, General Manager

To: UTRCA Board of Directors
From: Tracy Annett
Date: August 15, 2023
File Number: BoD-08-23-33
Agenda #: 6.1
Subject: 2024 Budget Discussion

Recommendations

1. THAT the 2024 Budget Discussion report be received.
2. THAT the 2024 Draft Budget be developed in conformity to the updated Conservation Authorities Act (CAA) and Ontario Regulation 402/22: Budget and Apportionment.
3. THAT staff BE DIRECTED to include a provision for an economic increase (COLA) of 3% and address inflationary pressures consistent with municipal budget assumptions.
4. THAT staff BE DIRECTED to prepare a Draft Budget based on feedback received by the members.

Purpose

The purpose of this report is to seek direction from the Board of Directors on the 2024 Draft Budget assumptions and process.

Background

Budgets for 2024 and beyond will more accurately reflect actual costs to support legislative requirements, local environmental needs and municipal and public demands for service. The budget provided meets the requirements of the Budget and Apportionment Regulation (O.Reg. 402/22) and continues to use the Modified Current Value Assessment to apportion costs.

In addition, 2024 is the first year where our programs and services are separated consistent with section 21 of the Conservation Authorities Act and as required by Mandatory Programs and Services Regulation O.Reg. [686/21](#):

Category 1 – Mandatory programs and services defined in regulation that will be funded with municipal levy

Category 2 - Programs and services delivered at the request of the municipality. Funding under agreement with the benefiting municipality

Category 3 - Other programs and services that the authority determines are advisable to implement within our watershed jurisdiction that are funded through cost apportionment agreements with participating municipalities and are primarily self-generated through user fees, government and other agency grants, donations etc.

Discussion

Staff are seeking high level budget direction from the Board as guidance for further preparation of the 2024 draft budget on or before the October meeting. Staff may also consider final adjustments based on feedback prior to approval at the Annual General Meeting in February. Changes are possible and expected at each stage of the budget's development and through consultation with our member municipalities. In developing the preliminary 2024 budget, staff considered the following:

- Impacts and transition of Conservation Act amendments
- Cost of living adjustments (COLA) and grid step increases
- Inflation (Consumer price index – CPI)
- Multi-year contractual obligations
- Operating, capital, and program pressures
- Board approved Fee Policy
- Focus on internal efficiencies
- General economic outlook
- Impacts on service delivery

Levy Apportionment

O. Reg 402/22 – Budget and Apportionment retains the three current methods of apportioning expenses/costs. Under this legislation, CA's can apportion costs for all category 1 (mandatory) programs and services and can only apportion costs for category 2 and 3 programs and services with agreements in place with municipalities. General operating expenses and capital costs that benefit all municipalities (formerly referred to as 'corporate administrative costs') can be levied without agreement. A summary of levy apportionment by type of costs is provided in Table 1 below. As part of the budget process, and in keeping with current practice, CAs are required to consider the use of self-generated revenue as per Board-approved Fee Policy.

Table 1: Levy Apportionment by Type of Costs

Types of Costs	Description
Category 1 – all mandatory programs and services	<ul style="list-style-type: none"> • Operating expenses for programs and services that benefit all participating municipalities (i.e., general levy) would be apportioned using the MCVA or benefit-based methods. • Capital costs that benefit all would use the MCVA, benefit-based or agreement methods. • Capital costs and operating expenses for programs and services that benefit only one or some municipalities (e.g., certain infrastructure operation/ maintenance costs related to dams) may be apportioned by benefit-based or agreement methods.
Category 2 - all municipal programs and services	<ul style="list-style-type: none"> • Capital costs and operating expenses would be apportioned directly and entirely to the participating municipality that has entered into the MOU or other agreement under s. 21.1.1 of CAA with the CA for the CA to provide the program and service on the municipality's behalf.
Category 3 - other programs and services (Watershed Determined Programs)	<ul style="list-style-type: none"> • Capital costs and operating expenses would be apportioned in accordance with cost apportioning agreement. Agreements prepared for comment include the MCVA methods.

Self-generated revenues

The Authority continues to generate funds in all program areas where possible. In creating this preliminary budget, the following Category 1 programs and services apply self-generated revenue to reduce the levy request from our participating municipalities:

Planning and Regulations Fees – Under Section 21.3(1) *Direction, which is effective from January 1, 2023 to December 31, 2023, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service that may be provided by the conservation authority. This relates to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities.*

This budget reflects a significant increase in revenue to abide by the UTRCA Fees Policy of recovering 50% of expenses for this program area through fees. The minister has not indicated if an extension to the direction is anticipated. If an extension occurs, those fee revenues will not be realized.

Lands Management – Revenues generated through various land leases have been applied to category 1 programs and services.

Corporate costs -The preliminary budget identifies a total of \$5,096,323 of common or general administrative, HR, financial, IT, marketing and communications, and fleet services costs. All but \$713,346 of those costs have been distributed to program areas in each category using multiple methods to present the full cost of each type of program. The remainder of the costs are supported by investment income and deferred capital levy.

Preliminary Budget Issues

The 2024 budget is affected by several issues and Board direction is needed prior to finalizing the draft budget. The main drivers of the significant increases in expenses include legislative and regulatory changes, full implementation of the compensation review and the need to invest staff time and resources in our land management activities. Details are provided below.

Unfunded Pressures:

In 2022 and 2023 budget discussions regularly included concern and uncertainty of the changes in the organization's funding model due to pending legislative requirements. While we were fortunate to have significant deferred revenues available in 2023 to continue supporting programs in times of great legislative change, routine board reports illustrated this method of funding programs is not sustainable. The extent of deferred revenues available for 2024 and beyond is now greatly reduced. The preliminary draft budget prepared shows a continuation of deficit funding.

Legislative and Regulatory Changes

Amendments made under the Conservation Authorities Act and our review and commenting responsibilities related to natural hazards and planning and development applications as prescribed through regulations are described below:

1. Legislative changes affecting the Upper Thames River Conservation Authority (UTRCA) are for Programs and Services that have been identified as mandatory

under Ontario Regulation 686/21. Ontario Regulation 686/21 requires Conservation Authorities to develop the following:

- Operational Plans and Asset Management Plans related to this infrastructure
- Ice Management Plan
- Strategy to guide the management and use of Conservation Authority owned or controlled properties and includes consultation
- Land Inventory containing information for every parcel of land owned or controlled by the Authority
- Land Acquisition and Disposition Strategy
- Watershed-based Resource Management Strategy to inform the design and delivery of programs and services the CA is required to provide, and includes consultation

Due to the nature of the deliverables, work planning and budgeting for this work has involved back-filling senior positions, rather than hiring outside consultants. This is the most cost effective and efficient approach to complete the province's requirements (historical analysis, consolidating information and leading public consultations). Additional resources are required to fulfill the Provincial direction. Once complete, efforts for asset management planning for all authority assets will need to continue. The budget worksheet provided includes \$745,692 in costs.

2. Bill 23, the *More Homes Built Faster Act, 2022*, received Royal Assent on November 28, 2022. Environmental Registry of Ontario, ERO#019-2927 included proposed updates to the regulation of development for the protection of people and property from natural hazards in Ontario. The ERO included a consultation guide for proposed service delivery standards as requirements for the administration of permits by conservation authorities, including requiring the UTRCA to:
 - develop, consult on, make publicly available, and periodically review internal policies that guide permitting decisions
 - establish, monitor, and report on service delivery standards including requirements and timelines for determination of complete applications
 - provide maps depicting the areas where permitting requirements apply and notify the public and consult on any significant changes
 - outline a process for pre-consultation on a permit to ensure clear understanding of requirements for a complete application

Staff expect that a new Section 28 Regulation could be released in 2023 or early 2024. Significant efforts will be required to finalize hazard mapping and modelling, engage in peer reviews, and undertake public consultation. It is anticipated that beyond 2024, some back-filling will still be necessary to facilitate the ongoing maintenance of these documents in addition to other legislative pressures including ongoing floodplain mapping updates. Staff will continue to off-set municipal levy for these added pressures with outside funding as available. The budget worksheet includes \$516,997 in costs.

3. In 2022, the province introduced a number of legislative and regulatory changes *More Homes for Everyone Act* (Bill 109) that have impacted/will impact Planning Act application and development processes. A report prepared by City staff to the Planning and Environment Committee in November 2022 states "All commenting departments and agencies will need to have additional time devoted to pre-application consultation". Additional staffing capacity for natural hazard technical review and commenting of planning and development applications in response to

meet the statutory timelines is required. The budget worksheet includes \$240,000 in costs.

The total costs to meet legislative and regulatory requirements are \$1,502,689.

Compensation Review

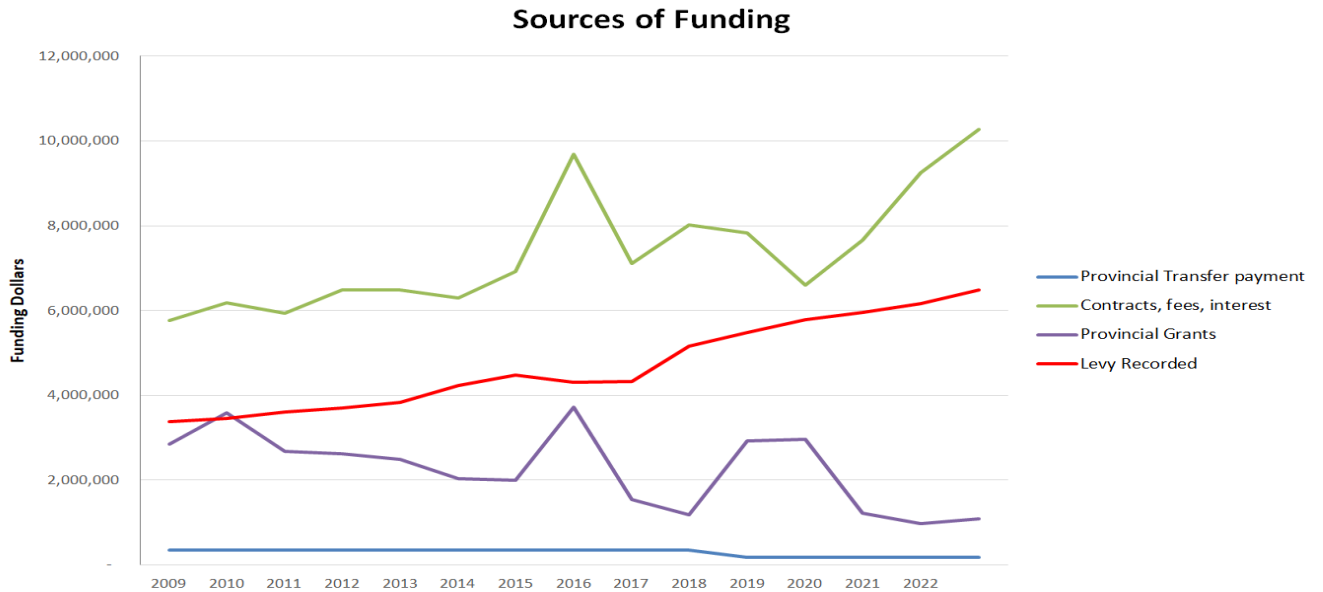
A compensation review was undertaken in 2022 and following board approval was fully implemented in 2023. At that time, it was recognized that sufficient room was already available in 2022 to fund the increases and 2023 increases were to be funded by applying a minimum \$500,000 in deferred revenue to the costs. In 2024 and onwards the full cost of that review is provided in the preliminary draft Budget.

Land Management

As outlined above, programs and services under s21.2 of the CAA and the Mandatory Programs and Services regulation include the conservation and management of lands owned or controlled by the CA. While staff is in the early stages of developing the Conservation Areas Strategy, significant efforts continue in the overall management, operation and maintenance of CA owned or controlled lands in support of passive recreational opportunities throughout the watershed. Risk management responsibilities as well as enforcement and compliance associated with s. 29 of the CAA governing the public use of CA lands also continues to be prioritized and expanded due to the significant increase in public use and demand on our CA lands.

Trends in Funding

Over time, we have seen trends in funding as shown in the graph below.



The green line represents the self-generated funding which UTRCA secures from campground operations, fees, leveraged contracts, investments and donations, which is now over 37% of all funding to the organization.

The Provincial Transfer Payment was halved in 2019 (blue line) and now represents less than 1% of funding. Provincial grants and agreements (purple line) were almost the same value as levies (red line) 13 years ago, but that source of funding is now provided almost exclusively for Clean Water Act Source Water Protection efforts.

Provincial funding in total continues to decline and now represents only 4.4% of all funding to the UTRCA.

Budget Overview

The attached Budget Worksheet displays the Capital and Operating costs by Category of Programs and Services along with the revenues we expect will support each category. The budget presented illustrates an increase in levy of \$1,540,000 to support the organization. Even with this additional levy, an annual deficit of \$1,273,569 is currently projected for 2024. A further deficit of \$1,305,222 is projected for capital expenditure needs. Conservation Authorities have no restriction in developing deficit budgets aside from prudent fiscal management. Many organizations develop deficit budgets particularly with respect to capital spending, in effect putting off securing the matching revenue into the future. However, in recognition of the nature of the category 1 services we are mandated to provide, we attempt to reduce future burden on levies in favor of making levy requirements fully understood as they are needed. Therefore, this budget includes all our spending requirements for 2024 as we know them today. The budget worksheet indicates the impact of deficits on our existing reserves. While campground capital spending can be mitigated by the existing campgrounds reserve, other operating and capital draws on reserves cannot last long.

A 2024 Preliminary Draft Capital Project List has also been provided to supplement the capital budget. The current capital expenditure registry, provided as attached, outlines the proposed capital projects for 2024, for information and consideration.

The Authority continues to seek additional funding support through leveraging funds. Much of that effort is realized in category 3 programs. The costs in each category of program are identified as follows:

Category 1 – Mandatory Programs:

The preliminary draft budget identifies total operating costs of \$12,190,729. In addition, there are \$1,863,281 of costs driven by capital needs (approximately half is for flood control capital). A total of \$7,210,182 plus \$1,070,059 (line 17) of levy are included to support those two kinds of costs in this category.

It is noted that MCVA amounts have been provided by the province for activities related to both the Conservation Authorities Act and the Clean Water Act. During initial discussion with Source Protection Coordinators, provincial staff have relayed that funding will continue for these efforts in 2024 and 2025.

Category 2 – Municipal Programs:

New category 2 contracts are being negotiated and costs will be recouped accordingly.

Category 3 – Watershed Determined Programs:

Watershed determined programs have had a 75+ year history of the UTRCA delivering programs and services under the Conservation Authorities Act. The purpose of the CAA remains unchanged; Cost apportioning agreements continue to be negotiated for program areas that include:

- Stewardship and restoration,
- Subwatershed planning and monitoring, and

- Community outreach and education.

Significant funding through Environment and Climate Change Canada is anticipated to begin in March 2024 and will support many programs and services in this category. Cost apportioning with participating municipalities will allow leveraging of these grant programs and provide base contributions to stabilize funding sources. Campground Operations will remain a separate line item in the budget, any revenues generated from operations are directed towards a reserve fund to support much needed capital improvements, as noted above.

Input Requested:

With the changes to regulations, the 2024 preliminary draft budget demonstrates the distribution of costs by program area, and category, as well as which costs are supported by the various types of funding.

Category 1 programs are proposed at a 59% levy contribution the remaining supported by grants, self-generated and federal and provincial sources.

Category 2 programs and services are funded entirely through municipal agreements

Category 3 programs are proposed with 13% of the cost from cost apportioning agreements. The remaining 87% will be from contracts or other self-generated sources.

Staff are requesting feedback on potential actions / alternatives to develop a budget that may be supported by our municipal representatives. Alternatives being discussed include:

- Increase levy for category 1 programs and services to cover all costs for these mandated programs. This results in an additional capital and operating levy of \$1,000,146.
- Increase levy by \$811,924 to eliminate the projected operating deficit. This will result in higher levy required in future (recognizing that today's capital spending creates future operating expenses by way of depreciation).
- Reduce category 3 programs and services support. This would shift projected municipal funding from cost apportioning agreements to support category 1 programs and services through levy. This action risks losing these programs and services as they depend on being able to leverage levy support, currently at a ratio of 1:8 – every municipal dollar leverages an additional eight dollars in all category 3 programs (including our Campground Operations).
- Apply a more optimistic approach to estimating soft revenues for category 3 programs and services.

Discussion will inform staff on how to finalize the draft 2024 budget prior to circulating to member municipalities and follows the schedule provided:

2024 Budget Development Schedule

August 2023: Board Direction regarding Budget Concepts

September / October 2023: Draft Budget Board Presentation

October- February 2024: Municipal Input sessions with Senior Staff & Draft Budget circulation to member municipalities for comment

January 2024: Board review of municipal comments and budget reconsideration

February 2024: Budget review and approval

Summary

The UTRCA is presenting a preliminary operating budget for 2024 with a projected shortfall of \$1,273,569. This projection includes a conservative estimate of “soft revenue,” typically contract revenue that is expected during the year from programs that have not yet been announced.

While we are proud of the effort and commitment of staff to achieve the ends in delivering programs and services that improved watershed health, this is not sustainable. Our expectation is that budgets for 2024 and beyond would more accurately reflect actual costs to support legislative requirements, local environmental needs and public demands for service.

Recommended by:

Tracy Annett, General Manager / Secretary- Treasurer

Christine Saracino, Supervisor Finance

Jenna Allain, Manager Environmental Planning & Regulations

Brad Glasman, Manager Intergrated Watershed Management

Teresa Hollingsworth, Manager Community & Corporate Services

Chris Tasker, Manager Water & Information Management

Brent Verscheure, Manager Lands, Facilities & Conservation Areas

Attachments:

2024 Preliminary Draft Budget Worksheet

Preliminary Draft Capital Project List

Municipal Programs & Services- Category 2

		Capital Sources of Funding		Operating Sources of Funding						Operating Surplus or (Deficit)	
				2024 Operating Costs	Municipal Agreements						
20	System Studies incl Ecology & Natural Heritage										
21	ESA Management/London Lands Management			1,042,130							1,589
22	DWSP Risk Managment Services			210,712							(12,925)
23	Totals			1,252,842							(11,336)
24	Each source of funding to program costs							99%			

Approx. Campground Reserve: \$ 3,045,054



Other Programs & Services (Watershed Determined) - Category 3

		Capital Sources of Funding			Operating Sources of Funding							Operating Surplus or (Deficit)
		2024 Capital Costs	Senior Gov't Grant	Balance from Reserves	2024 Operating Costs	Federal Grants & Agreements	Provincial Grants & Contracts	Municipal Contracts	Other/Self Generated	Carry over Funding	Cost Apportioning Agreements	
25	Community Involvement and Environmental Education				984,211				289,000	65,000	437,950	(192,261)
26	Land Stewardship, Science, Ecology, Clean Water and Great Lakes Programs				3,306,042	1,730,000	109,000	245,400	586,005	1,584	195,000	(439,053)
27	Property Lease Management				649,255				647,670			(1,585)
28	Sub total				4,939,508	1,730,000	109,000	245,400	1,522,675	66,584	632,950	(632,899)
29	Each source of funding to program costs					35%	2%	5%	31%	1%	13%	
30	Campground Operations	1,117,000		(1,117,000)	4,362,251				4,544,841			182,590
31	Totals	1,117,000		(1,117,000)	9,301,759	1,730,000	109,000	245,400	6,067,516	66,584	632,950	(450,309)
32	Reserve Balance for future:			1,928,054								1,531,615



		Capital Costs	Senior Gov't Grants	Capital Levy	Balance from Reserves	Operating Costs	Federal Grants & Agreements	Provincial Transfer Payment	Provincial Grants & Contracts	Municipal Agreements	Other/Self Generated	Deferred Levy	Levy & Cost Apportioning Agreements	Surplus or (Deficit)
33	UTRCA Total Budgets	2,980,281	605,000	1,070,059	(1,305,222)	22,744,880	1,900,398	181,213	829,627	1,846,406	8,452,243	418,292	7,843,132	(1,273,569)
34	Each source of funding to program costs		20%	36%			8%	1%	4%	8%	37%	2%	34%	

2024 Preliminary Draft Capital Project List

		Expenses	Funding	
Flood Control Capital Projects				
EAHA-30-8040	Embryo Rehabilitation EA	4,281		
Auto-89	WWD Emergency Preparedness Plan & OMS updates		15,361	Not levied in 2023
Auto-91	WWD Condition Assessment of Drainage Piping		12,500	Not levied in 2023
Auto-124	WWD Valve Operators	15,000	15,000	
Auto-123	WWD Climate Change review	15,000	15,000	
EAJA-30-7020	WWD Trash Rack Cleaning	20,000	20,000	
Auto-114	WWD FTS & GOES+ Cellular	30,000		
Auto-121	WWD Machine Guarding for hoists	15,000	15,000	
Auto-116	WWD Safety Boom	35,000	35,000	
Auto-83	WWD Air Shaft Grating & Handrail Replaced		27,500	Not levied in 2023
Auto-143	St Marys Climate Change Operating Plans	5,000	5,000	
Auto-81	St Marys Flood Wall Inspection		5,000	Not levied in 2023
Auto-142	St Marys Flood Wall Repairs	150,000	150,000	
Auto-93	FND Drainage Gallery & Pressure Relief Well Repairs		27,500	Not levied in 2023
Auto-103	FND Climate Change Review	15,000	15,000	
Auto-88	FND Emergency Preparedness Plans & OMS updates		12,500	Not levied in 2023
Auto-96	FND Access Elevator	50,000	50,000	
Auto-78	FND Safety Boom Design	300,000	317,500	
Auto-106	FND Gate Ropes	5,000	5,000	
Auto-77	FND Telemetry system Upgrades		10,000	Not levied in 2023
Auto-108	FND Trash Rack Cleaning	10,000	10,000	
Auto-90	PIT Emergency Preparedness Plan & OMS updates		12,500	Not levied in 2023
Auto-130	PIT Rip Rap Erosion Repairs	75,000	75,000	
Auto-138	PIT Climate Change Review	15,000	15,000	
Auto 115	PIT Piezometers & Stability Analysis	110,000	110,000	
Auto-79	PIT Monitoring Upgrades		10,000	Not levied in 2023
Auto-112	PIT Bubbler equipment		11,772	Not levied in 2023
Auto-111	PIT FTS & GOES + Cellular		18,642	Not levied in 2023
Auto-147	LDK Climate Change Review	10,000	10,000	
Auto-146	LDK Vegetation Plans & Rehabilitation	25,000	25,000	
Auto-148	LDK Geotechnical Review	30,000	30,000	
Auto-92	LDK Supplementary Hand Railing Design & Install		30,000	Not levied in 2023
Auto-113	MDM Bubbler	14,000	14,000	
Auto-109	MDM FTS & Cellular		17,642	Not levied in 2023
Auto-87	MDM Dam Safety Review		30,000	Not levied in 2023
Auto-110	ORR FTS & Cellular		17,642	Not levied in 2023
Auto-86	ORR Dam Safety Review		35,000	Not levied in 2023
Total Flood Control Capital projects		948,281	1,225,059	

Note 1. Funding sources assume 50% WECL is available in 2024.

Note 2. Some projects complete in 2024 allowing deferral of levy until then.

Lands Management

Auto-94	FCA Trail construction	15,000		
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2024 Preliminary Draft Capital Project List

		Expenses	Funding	
Auto-51	PCA Muncipal Water Servicing	300,000		
Auto-70	Conservation Areas Gatehouse Plans	75,000	75,000	Capital Levy
	Subtotal	<u>390,000</u>	<u>75,000</u>	
Common Corporate Capital costs				
Auto-50	Fleet Replenishment	200,000	275,000	Capital Levy
Auto-54	Conservation Areas Master Plans	75,000		
Auto-53	WCC Charging Stations****	200,000	100,000	Federal Grant
Auto-48	Childrens' Safety Village renovations	50,000		
	Subtotal	<u>525,000</u>	<u>375,000</u>	
Campground Operations				
Auto-45	FCA Cottage Road repairs	75,000		
Auto-66	FCA Day Use Watson Porter building renos	100,000		
Auto-68	FCA Day Use Lakeview Pavillion building renos	200,000		
Auto-61	FCA Canoe launch	125,000		
Auto-69	FCA Moloks	42,000		
Auto-72	PCA Washroom repairs (AODA)	75,000		
Auto-71	PCA Gatehouse Building (Priority project)	500,000		
	Subtotal	<u>1,117,000</u>	-	
	Total for non-flood control capital projects	<u>2,032,000</u>	<u>450,000</u>	
UTRCA-wide Capital Project List Draft 2024		<u>2,980,281</u>	<u>1,675,059</u>	

****Project deferred from 2023

To: UTRCA Board of Directors
From: Michelle Viglianti
Date: August 15, 2023
File Number: BoD-08-23-34
Agenda #: 6.2
Subject: Committee Meeting Schedule

Recommendation

THAT the Board of Directors approve the following Committee meeting schedule for the remainder of 2023:

- Finance and Audit Committee – September 26, 2023 12:30pm
- Hearing Committee – October 31, 2023 12:30pm

Background

Historically, all Committee meetings were called as a need arose and dates were chosen and set by staff by polling Committee members for their availability. While the Finance and Audit Committee had regularly scheduled meetings based on the set timeline of the annual Audit, the Hearing Committee only met when the Regulations Officers notified the Administrative Assistant they had a request for a Hearing. The Hearing Committee expressed a desire to meet on a quarterly basis to provide pre-set dates for those requiring a Hearing, and to approve the minutes in a more timely manner.

The Hearing Committee met on June 20th, 2023 and passed the following motion:

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

Due to the consistent nature of the timing of Finance and Audit Committee meetings, staff also recommend pre-scheduled meetings for the Finance and Audit Committee.

In November, two proposed Finance and Audit Committee meeting dates and four proposed Hearing Committee dates will be brought forward as part of the 2024 meeting schedule.

Recommended by:

Michelle Viglianti, Administrative Assistant

To: UTRCA Board of Directors
From: Brandon Williamson, Land Management Coordinator
Date: August 29, 2023
File Number: BoD-08-23-35
Agenda #: 6.3
Subject: Land Inventory Update

Recommendations

- 1) That staff complete a Land Inventory, as a mandatory program and service within Ontario Regulation 686/21,
- 2) that the costs associated with completing the land inventory be covered under 2023 lands operating budget, and
- 3) that the Board of Directors be updated at key milestones in the process.

Background

As per Regulation 686/21 (Mandatory programs and services), each Conservation Authority is required to prepare a land inventory on or before December 31, 2024. Conservation Ontario provided a standard approach to the development of the land inventory to be adopted and used by each CA. In collaboration with the CA Working Group (Brandon Williamson UTRCA representative) Conservation Ontario prepared a standard template for Conservation Authorities to use, which meets the regulatory requirements for this project. There is also supplementary information built into the template which will be used to inform other UTRCA land database activities, including the CA Strategy.

Section 11(1) of the regulation defines the mandatory elements within the land inventory. The land use categories established in the land inventory will be applied to each parcel owned/controlled by the CA. The Land Inventory has a direct link to the Conservation Area Strategy, also required to be completed by December 31, 2024.

Procedure

The fields within the template are identified as “mandatory” or “optional”. All fields labeled mandatory must be provided as a regulatory requirement under O. Reg. 686/21. Optional fields contain information that is meant to be complimentary to the land inventory and contribute the overall data collection for the CA Strategy, but is not required through regulation.

Unlike the Mandatory CA Strategy and Watershed-base Resource Management Strategy, the land inventory has no regulatory requirements to be posted publicly or shared with the Province. If this land inventory information is requested, CA's are strongly encouraged to only share the information within the "mandatory" fields.

Project Update

Staff has used current land information held in hard copy files and our GIS database to populate the template provided by Conservation Ontario. We have also begun the task of establishing the land use categories for each parcel of land owned/controlled by the UTRCA. This portion of the project will wrap up by the end of August, with input from various staff. Simultaneously, staff will be working through the few land holdings for which there may be gaps in acquisition information. These properties would have been purchased between 1992 and 1995, when the provincial wetland and floodplain acquisition funding was being phased out.

Summary

We anticipate the majority of the land inventory will be complete by the end of September, 2023. There may be the need to acquire additional information or clarification on a few parcels into 2024, however most of the information contributing to the CA Strategy will be complete.

Prepared and Recommended by:

Brandon Williamson, Land Management Coordinator
Brent Verscheure, Manager, Lands, Facilities and Conservation Areas

LAND INVENTORY TEMPLATE DEFINITIONS

Field	Alias	Type	Mandatory or Optional	Description	Example
Latitude	Location.Latitude	Numeric	LOCATION is Mandatory; min one of these location descriptors must be filled out	The location of the parcel - Latitude in degrees decimal (Google Maps coordinate format); location point can be the entrance of the property	44.2520946542429
Longitude	Location.Longitude	Numeric		The location of the parcel - Longitude in degrees decimal (Google Maps coordinate format); location point can be the entrance of the property; should be a negative number in Ontario	-78.3473597935024
LotCon	Location.LotCon	Text		Lot and concession	PT LT 8, CON 9
PhysAdd	Location.PhysAdd	Text		911 street address, or equivalent	1385 Johnston Drive, Cavan-Monaghan, K9J 6X6 or 1515 Concession 8 W
LegAdd	Location.LegAdd	Text		Municipal address as per deed	PT LT 8, CON 9 (N MONAGHAN) PT 2 45R-3190 EXCEPT PT 1 R415154 TOWNSHIP OF CAVAN-MONAGHAN
ARN	Location.ARN	Numeric		ARN (Assessment Roll Number) - 15 to 19-digit number assigned by the Assessment Commissioner to an assessable property for identification purposes	2518-302-150-45828 / 251830215045828 / 2518302150458280000
PIN	Location.PIN	Numeric		PIN (Property Identification Number) - 9-digit electronic identification number	17487-0057
Pcl_Name	Parcel Name	Text	Optional	Local name for the parcel or group of parcels to which this property belongs	P001 - XYZ Swamp
Local_ID	Local Identifier	Text	Optional	Local (CA) parcel reference number (PIN, ARN, other) – Could be a link to a spatial (GIS) layer	
Descriptor	Parcel Descriptor	Text	Mandatory	The identification of any information with respect to the parcel, including surveys, site plans or other maps; description of/link to source documents	hyperlink to documents, etc.
Acq_Year	DateAcquired.Year	Text	Mandatory	The date the authority acquired the parcel - at minimum the Year needs to be inputted; multiple years can be entered	1985
Acq_Month	DateAcquired.Month	Drop-down List	Optional	<i>Drop-down list: January, February, March, April, May, June, July, August, September, October, November, December</i> Month - When the authority acquired the parcel (if known)	March
Acq_Day	DateAcquired.Day	Numeric	Optional	Day - When the authority acquired the parcel (if known)	25
Area	Area	Numeric	Optional	Area in <u>hectares</u> covered by the parcel (as stipulated on deed, or calculated using GIS). Whole number - no decimal	525
Section_39	Section 39	Drop-down List	Mandatory	<i>Drop-down list: Yes, No, Partial, Unconfirmed, Unknown</i> Yes - the parcel was acquired using a grant made under section 39 of the Act (documents are available to confirm) No - the parcel was not acquired using a grant made under section 39 of the Act (another acquisition method was used) Partial - the parcel was partially acquired using a s.39 grant OR the parcel has since been amalgamated with one or more other parcels, but at least one of those parcels was acquired under a s. 39 grant Unconfirmed - the parcel was suspected to be acquired under Section 39 but there are no documents available Unknown - there is no knowledge of how this parcel was acquired	Yes
ProvFndPct	Provincial Funding Percentage	Numeric	Optional	If known, the percentage of the total overall cost of acquiring the parcel that was provided by the Province of Ontario. Whole number - no decimal and no percentage symbol	50
Exprop	Expropriation	Drop-down List	Mandatory	<i>Drop-down list: Yes, No, Partial, Unknown</i> Whether the parcel was acquired through an expropriation	Yes
Owner_Type	Ownership Type	Drop-down List	Mandatory	<i>Drop-down list: Fee Simple, Easement, Joint, Long-Term Lease, Other (specify in Notes field)</i> Whether the authority owns the parcel or has a registered legal interest in the parcel, including an easement. For example, fee simple with an easement - the ownership type would be fee simple and under encumbrances field it would list easment	Fee Simple
LndUse_Cat	Land Use Categories	Drop-down List	Mandatory	<i>Drop-down list: CA Active Recreation, CA Passive Recreation, Management Area, CA Administration Area;</i> Identification of the land use categories (established as part of the CA's Conservation Area Strategy) that apply to the parcel; Conservation Areas (Active Recreation, Accessible to the Public); Conservation Areas (Passive Recreation, Accessible to the Public); Management Areas (Public Accessibility Varies) (e.g., Natural Heritage Lands, Natural Hazard Lands, Water Management Areas, Forest Management Lands, Environmentally Sensitive Lands, etc.); Conservation Authority Administration Areas; The intent is that the category corresponds to the Conservation Area Strategy	CA Active Recreation

Field	Alias	Type	Mandatory or Optional	Description	Example
Active_Rec	Active Recreation	Boolean	Mandatory	<i>Boolean: Yes/No</i> For the purpose of ensuring a program or service is not included as a mandatory program or service, identification of whether a recreational activity is provided on the parcel that requires the direct support or supervision of staff employed by the authority or by another person or body; O.Reg. 686/21; <i>Note: Is there a recreational activity provided on the parcel which requires direct supervision or support of CA staff (ie. gate staff, day program staff, etc.)</i>	Yes
Site_Char	Site Characteristics	Text	Optional	List any site characteristics (other than zoning, natural heritage, connectivity, or encumbrances collected below) that are unique to the parcel such as hazard area, erosion slope, etc.	The land has a section of hazard lands
CnservTerm	Conservation Term	Drop-down list	Optional	<i>Drop-down List: Permanent; Long-Term; Short Term; Unknown</i> Expected duration of CA ownership or control (conservation term) – Unknown may indicate the property could be sold or otherwise disposed of	Short Term
Develop	Suitable For Development	Boolean	Mandatory	<i>Boolean: Yes/No</i> Whether or not the parcel or a portion of the parcel is suitable for the purposes of housing and housing infrastructure development	No
Zoning	Applicable Zoning	Text	Mandatory	List any applicable zoning by-law passed under Section 34 or Section 38 of the Planning Act or any predecessor of them; For Example: Zoning By-law 2019-06; <i>Note: Consider involving CA planning staff to appropriately identify by-laws.</i>	By-law 2019-06
Nat_Hert	Augments Natural Heritage	Text	Mandatory	Indicate if [and how] the parcel or a portion of the parcel augments any natural heritage located within the authority's area of jurisdiction	This is part of the CA's terrestrial natural heritage system (TNHS) and forms part of a tract of interior forest
Connect	Connectivity	Text	Mandatory	Indicate if the parcel or a portion of the parcel integrates with other provincially or municipally owned lands or other publicly accessible lands and trails within the authority's area of jurisdiction; O. Reg. 686/21, s. 11 (1)	This property is adjacent to an existing protected area (provincial park)
Logging	Commercial Logging	Boolean	Mandatory	<i>Boolean: Yes/No;</i> For the purpose of ensuring a program or service is not included as a mandatory program or service, identification of whether commercial logging is carried out on the parcel; Where revenue is generated from thinning or removal of trees (e.g., sale of wood for campground firewood) for forest management related to natural heritage and passive recreation, said revenue generation would not be considered 'commercial logging' for the purposes of the regulation. Where the Authority is undertaking commercial timber production for economic objectives (i.e., as an organized activity or business of felling trees and cutting and preparing the timber for transport and sale), this would be considered 'commercial logging' and would be considered a Category 3 activity.	No
Encumb	Encumbrances	Text	Optional	List any reasons (other than zoning, natural heritage, or connectivity collected above) that the parcel should not be sold/developed such as legal restrictions, deeded in a will, ecological gift, easement, restrictive zoning, etc.	This parcel of land was an ecological gift
Notes	Notes	Text	Optional	Any further information/explanation that needs to be recorded about the property	

To: UTRCA Board of Directors
From: Jenna Allain, Manager, Environmental Planning and Regulations
Date: August 17, 2023
File Number: BoD-08-23-37
Agenda #: 8.1
**Subject: Administration and Enforcement – Section 28 Status Report –
*Development, Interference with Wetlands and Alterations to Shorelines and
Watercourses Regulation (O.Reg.157/06)***

Recommendation

THAT the Board of Directors receive the report for information.

Background

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 permits issued between June 1, 2023 and July 31, 2023.

To date, 151 permit numbers have been assigned this year with 115 of those permits issued before July 31st. A further thirteen permits have been issued in 2023 where the permit number was assigned in 2022, and one permit has been issued in 2023 where the permit number was assigned in 2021. This brings the total number of permits issued in 2023 to 129. Sixteen permit extensions have been issued in 2023, and 16 notices of violations have been sent, where works have been undertaken within UTRCA regulated areas, without Section 28 approvals.

Information about permits in progress has been provided in the below table in a tally format. As noted above, 151 permit numbers have been assigned in 2023, with 115 of those permits having been issued by July 31st. To date, a further 6 permits have been issued in August, the details of which will be included in the next Section 28 Board report. We, therefore, have 30 remaining 2023 permit applications that are currently in progress. We also have an additional 3 permit applications from 2022 that are still in progress. For two of these applications, we are awaiting additional information from the applicant, and for one, we are completing a technical review. In total, we have 33 permits in progress which have been split out by municipality in the table below.

Municipality	Number of Permits in Progress
City of London	8
Municipality of Middlesex Centre	4
Municipality of Thames Centre	4
Township of Lucan-Biddulph	0
Township of Blandford-Blenheim	1
Township of East-Zorra Tavistock	1
Town of Ingersoll	1
Township of Norwich	0
Township of South-West Oxford	3
City of Woodstock	5
Township of Zorra	2
Township of Perth East	1
Township of Perth South	1
Town of St. Marys	1
Municipality of South Huron	0
City of Stratford	1
Municipality of West Perth	0
TOTAL	33

Recommended by:

Jenna Allain, Manager, Environmental Planning and Regulations

Prepared by:

Jessica Schnaithmann, Land Use Regulations Officer
Ben Dafoe, Land Use Regulations Officer
Cari Ramsey, Land Use Regulations Officer
Mike Funk, Land Use Regulations Officer
Brad Dryburgh, Land Use Regulations Assistant
Karen Winfield, Planning and Regulations Resource Specialist

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: June and July 2023

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

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
103-23	London	1415 Commissioners Rd W	Minor	Development	Replacement Retaining Wall	10-May-2023	1-Jun-2023	22-Jun-2023	1-Jun-2023	YES	Funk
98-23	London	1905 Wharnccliffe Rd S	Routine	Development	Billboard Sign	9-May-2023	6-Jun-2023	20-Jun-2023	6-Jun-2023	YES	Funk
99-23	London	258 Exeter Rd	Routine	Development	Billboard Sign	10-May-2023	6-Jun-2023	20-Jun-2023	6-Jun-2023	YES	Funk
57-23	London	White Oak Rd - Exeter to Blakie	Minor	Municipal Project	Road re-construction and watercourse undercrossing	26-Jan-2023	26-May-23	16-Jun-2023	07-Jun-23	YES	Funk
96-23	London	952 Southdale Rd W	Major	Complex	Fill stockpiling for future development	4-May-2023	1-Jun-2023	29-Jun-2023	7-Jun-2023	YES	Funk
101-23	St Marys	478 Water St S	Major	Development	Retroactive-Electrical Shop and Office	23-May-2023	1-Jun-2023	29-Jun-2023	7-Jun-2023	YES	Dafoe
109-23	Woodstock	391 Tecumseh St	Routine	Development	Above-Ground Pool	20-Apr-2023	6-Jun-2023	20-Jun-2023	7-Jun-2023	YES	Dryburgh
107-23	Middlesex Centr	55 Rivers Edge Ln	Minor	Development	Pool replacement	19-May-2023	9-Jun-2023	30-Jun-2023	12-Jun-2023	YES	Dryburgh
112-23	Middlesex Centr	Lot 21, Con 9	Minor	Utility Corridor	Enbridge Integrity Dig	8-Jun-2023	13-Jun-2023	4-Jul-2023	15-Jun-2023	YES	Dryburgh
66-23	London	Caterbury Estates Dry Pond, SWMF 3E and SWMF 4	Minor	Municipal Project	SWMF Improvements recommended through Hyde Park EA Addendum	14-Mar-2023	5-May-2023	26-May-2023	19-Jun-2023	NO	Funk
117-23	trathroy Caradd	Van Hecke Drain	Routine	Municipal Drain	Drain Maintenance	19-Jun-2023	20-Jun-2023	4-Jul-2023	20-Jun-2023	YES	Dryburgh

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
116-23	London	503 Regal Crt	Routine	Development	Replacement Deck	8-Jun-2023	15-Jun-2023	29-Jun-2023	21-Jun-2023	YES	Funk
106-23	Perth East	5085 Line 46	Routine	Development	SFR Demolition	20-Jun-2023	21-Jun-2023	5-Jul-2023	26-Jun-2023	YES	Dafoe
65-23	London	SWMF 1 and SWMF 1B1	Minor	Municipal Project	SWMF Improvements recommended through Hyde Park EA Addendum	4-Apr-2023	21-Jun-2023	12-Jul-2023	29-Jun-2023	YES	Funk
81-23	London	McNay Drain	Minor	Municipal Project	Stream Rehabilitation, erosion works and SWMF cleanout	26-Apr-2023	19-Jun-2023	10-Jul-2023	29-Jun-2023	YES	Funk
22-23	London	330 Sunningdale Rd W	Routine	Municipal Project	SWMF Cleanout - Sunningdale 4 SWMF	10-Apr-2023	8-Jun-2023	22-Jun-2023	30-Jun-2023	NO	Funk
23-23	London	3150 Wonderland Rd S	Routine	Municipal Project	SWMF Cleanout - Pincombe Drain 1 SWMF	10-Apr-2023	8-Jun-2023	22-Jun-2023	30-Jun-2023	NO	Funk
24-23	London	1036 Shelbourne Pl	Routine	Municipal Project	SWMF Cleanout - South River 2.3 SWMF	10-Apr-2023	8-Jun-2023	22-Jun-2023	30-Jun-2023	NO	Funk
25-23	London	2315 River Rd	Routine	Municipal Project	SWMF Cleanout - River Road SWMF	10-Apr-2023	8-Jun-2023	22-Jun-2023	30-Jun-2023	NO	Funk
26-23	London	6549 Beattie St	Routine	Municipal Project	SWMF Cleanout - Lambeth Meadows Channel SWMF	10-Apr-2023	8-Jun-2023	22-Jun-2023	30-Jun-2023	NO	Funk
95-23	London	Oxford Street West	Minor	Municipal Project	Proposed Construction of Mud Creek East Branch Works - Phase 2A New Oxford Street Culvert Offline of Mud Creek	9-May-2023	26-Jun-2023	17-Jul-2023	4-Jul-2023	YES	Schnaithmann
110-23	St Marys	488 Water St. S	Major	Development	Retroactive-Commercial Building	19-Jun-2023	30-Jun-2023	28-Jul-2023	4-Jul-2023	YES	Dafoe
125-23	London	35 Wyatt St	Major	Development	Single storey addition and basement improvements	11-May-2023	30-Jun-2023	28-Jul-2023	4-Jul-2023	YES	Funk
126-23	London	31 Gunn St	Minor	Development	Renovations to existing single family dwelling	30-May-2023	4-Jul-2023	25-Jul-2023	5-Jul-2023	YES	Funk
48-23	SW Oxford	374207 Foldens Line	Major	Development	Storage Building Addition	13-Jun-2023	28-Jun-2023	26-Jul-2023	6-Jul-2023	YES	Dryburgh

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
130-23	London	355 & 2323 Scanlan S	Minor	Development	Proposed manufacturing facility and access ramp to adjacent lands	22-Jun-2023	23-Jun-2023	14-Jul-2023	7-Jul-2023	YES	Funk
113-23	London	626 Wonderland Road	Routine	Municipal Project	Asphalt Paving over existing trail	5-Jun-2023	23-Jun-2023	7-Jul-2023	11-Jul-2023	NO	Funk
127-22	London	2168 Bradley Ave	Routine	Development	Proposed above-ground pool and deck	3-Jun-2022	4-Jul-2023	18-Jul-2023	13-Jul-2023	YES	Funk
133-23	EZ Tavistock	Various locations around 11th line	Major	Utility Corridor	Execulink HDDs for Fibre Optic	30-Jun-2023	12-Jul-2023	9-Aug-2023	13-Jul-2023	YES	Dryburgh
120-23	London	1697 Highbury Ave N	Major	Complex	Proposed 20 Unit Condominium Development	6-Jun-2023	23-Jun-2023	21-Jul-2023	14-Jul-2023	YES	Schnaithmann
134-23	Zorra	29th Line & Nissouri Creek	Routine	Municipal Project	Bridge 0260 Rehabilitation	28-Jun-2023	13-Jul-2023	27-Jul-2023	14-Jul-2023	YES	Dryburgh
129-23	London	40 Oxford St W	Minor	Development	Interior renos and single-storey addition	21-Jun-2023	7-Jul-2023	28-Jul-2023	15-Jul-2023	YES	Funk
136-23	London	Adjacent to 600 Sunningdale Rd W	Minor	Development	Axford Drain pedestrian culvert remediation	7-Jul-2023	7-Jul-2023	28-Jul-2023	15-Jul-2023	YES	Funk
137-23	West Perth	Mitchell Dam	Routine	Municipal Project	Mitchell Dam	11-Jul-2023	17-Jul-2023	31-Jul-2023	17-Jul-2023	YES	Dryburgh
124-23	St Marys	78 Robinson	Major	Development	Addition to SFR	20-Apr-2023	7-Jul-2023	4-Aug-2023	21-Jul-2023	YES	Dafoe
139-23	Thames Centre	Fairview Road	Routine	Municipal Drain	Culvert Replacement	29-Jun-2023	18-Jul-2023	1-Aug-2023	21-Jul-2023	YES	Dryburgh
140-23	Thames Centre	Cherry Hill Rd	Routine	Municipal Drain	Culvert Replacement	29-Jun-2023	18-Jul-2023	1-Aug-2023	21-Jul-2023	YES	Dryburgh
86-23	London	100 Springbank Drive	Major	Development	Two-Storey Addition on Helical Piles	25-Apr-2023	19-Jul-2023	16-Aug-2023	24-Jul-2023	YES	Funk

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
143-23	Middlesex County	Numerous Locations Middlesex County	Major	Utility Corridor	Rogers Fibre in Middlesex County	28-Jun-2023	24-Jul-2023	21-Aug-2023	24-Jul-2023	YES	Dryburgh
144-23	London	2564 Woodhull	Major	Development	Proposed Construction of Replacement Single Family Dwelling and Septic System	5-Jul-2023	18-Jul-2023	15-Aug-2023	24-Jul-2023	YES	Schnaithmann
122-23	Middlesex Centr	14143 Medway Rd	Major	Development	Proposed Demolition/Removal of Existing Residence and Barn, Construction of New Single Family Residence, Garage(s), Patio, Deck, Installation of New Driveway, New Well, Installation of New Septic System and Associated Grading/Filling Adjacent Medway Creek.	23-Jun-2023	20-Jul-2023	17-Aug-2023	25-Jul-2023	YES	Winfield
141-23	London	2525 Sheffiled Blvd	Major	Development	Multi-unit apartment buildings	12-Jan-2023	21-Jul-2023	18-Aug-2023	26-Jul-2023	YES	Funk
142-23	Woodstock	645/651 Athlone Place	Minor	Development	Stormwater Sewer and Outlet Instalation	24-Jul-2023	24-Jul-2023	14-Aug-2023	26-Jul-2023	YES	Dafoe
79-23	London	1440 Corley Drive	Major	Development	House Additions	15-Feb-2023	26-Jun-2023	24-Jul-2023	28-Jul-2023	NO	Funk
121-23	Perth East	4853 Line 36	Routine	Restoration/Creation	Wetland creation	27-Jul-2023	28-Jul-2023	11-Aug-2023	28-Jul-2023	YES	Dafoe

To: UTRCA Board of Directors
From: Tracy Annett
Date: August 21,2023
File Number: BoD-08-23-38
Agenda #: 8.2
Subject: Project Status Updates

Recommendation

THAT the Board of Directors receive the report for information.

Background

To assist the Board with previously discussed items the following status updates are provided. This report is updated and included at each meeting in order to identify project timelines and expected future reports.

Discussion

The table below provides progress and timelines associated with UTRCA projects and the strategies required to fulfil the requirements of O.Reg 686/21, Mandatory Programs and Services Regulation. Planned reports and updates at board meetings may change.

Report Back Items	Planned report or update	Project lead(s)	Status
Administrative By-Law update	June	Tracy and Michelle	Complete - By-Law updates provided for approval at June meeting
Wetland Compensation Policy (March 2023 meeting)	August	Jenna and Sarah	In progress - Draft Wetland Compensation Policies initiated.
Hazard modelling and mapping update	August	Jenna, Chris and Teresa	In Progress - Mapping and Modelling of the Thames River and communications plan are proposed in the first phase. A future report will include policies for spill areas, climate change as they are currently being developed.
Land Inventory;(Will include Glengowan Lands)	August	Brandon, Phil, Cathy & Brent	In progress - To be included with Lands Strategy and a legislative requirement. Notes: The Planning Act was revised with Bill 23 – Section 53e) that changes CA requirements for land acquisitions. The Lands Inventory will inform the Lands management strategy and acquisition and disposition strategy. To

Report Back Items	Planned report or update	Project lead(s)	Status
			be completed December 31, 2024
Children's Safety Village (June 2022 meeting)	September	Brent and Teresa	In progress - Developing a Business Plan, report update to be provided in September
Cottage Program Update (March 2022 meeting)	September	Brent and Mike	In progress - Initial discussions with many cottagers have occurred, and a new agreement is being drafted. Staff will prepare a report outlining next steps for the cottage program
Hydro Plant	October	Chris and Brent	Overdue – Consultant to be engaged to determine potential issues and estimates to resolve the issues. Staff change has delayed the RFP process.

Legislative Requirements	Planned report or update	Project lead(s)	Status
Watershed Management Strategy	September	Tara & Brad	In Progress - Compiling background information. To be completed December 31, 2024
Operations and Asset Management Plans related to natural hazard infrastructure	October	Chris	In Progress – One component of overall group of assets within the UTRCA's Asset Management Plan. To be completed December 31, 2024.
Asset Management Plan	October 2023	Brent & Christine	In progress - May breakdown into Groups of Assets e.g. Fleet, Facilities etc.
Regulation Policy Updates	November 2023	Jenna	Not started - Once Section 28 Regulation is released, we may have to develop transition polices until such time as fulsome policies can be developed
Land Management Strategy	January 2024	Brent	Not started - Will be initiated after the Lands Inventory is complete. To be completed December 31, 2024
Land Acquisition and Disposition Strategy	January 2024	Brent	Not started - Complements the Land Management Strategy and Land Inventory. To be completed December 31, 2024.
Ice Management Plan	February 2024	Chris	Not Started – To be completed December 31, 2024

Definitions

Progress	Timeline
Not started	indicate project initiation date
In progress	anticipate completion date
Complete	date completed
Overdue	expected completion date and reasons for the delay
On Hold	other circumstances

Summary

The summary provided is intended to assist in tracking items requesting report updates back to the Board as well as project updates to meet our legislative requirements. The number of projects underway is significant.

Recommended by:

Tracy Annett, General Manager

To: UTRCA Board of Directors
From: Tracy Annett, Christine Saracino
Date: 17 August 2023
File number: BoD-08-23-39
Agenda #: 8.3
Subject: 2023 Mid-year Financial update

Recommendation

THAT the Board of Directors receive the report for information.

For Information

The statement of Comparative Operating results following is a summary document comparing the revenues and expenses of the organization to the end of July 2023 compared to those at July 2022, and to the 2023 approved budget. It identifies in figures our activities for the last 7 months.

We can confidently report that there is nothing unexpected at this time. Revenues are tracking well with campground usage even higher than 2022, and planning and permit fees are ahead of budget. Some categories of expenses may exceed budgeted amounts by year end but will not create any higher deficit than approved.

In fact, we now forecast a surplus by year end rather than a deficit. This results from several things:

1. New regulations starting in 2024 are providing the impetus for re-setting some balances, particularly those of reserves. This will occur with a determined attempt to accrue and recognize all possible amounts, within reason and guidelines, in 2023. This will encourage surplus balances which flow through to reserves.
2. Many programs which may have been somewhat suppressed from 2020 through 2022 due to Covid restrictions are now fully underway and revenues are strong. Education and land stewardship program requests are growing as awareness of climate change impacts increases. Cost containment practiced during those years is normalized.
3. We continue to budget conservatively with healthy contingencies and without a great deal of what was traditionally called 'soft' revenues. This pattern has been persistent for several years.
4. Some approved capital spending will not take place in 2023 as planned and will be forecast again for 2024 and beyond. Competing priorities for time is the cause.

The Balance Sheet, also following, is a "point-in-time" report so that precisely on 31st July 2023, we show the balances in our permanent accounts. Each balance is very similar to that of 2022 because we attempt to record transactions consistently in each period of all years. The

market-based investment balance is rising once again and we are now earning solid guaranteed returns on our short-term funds as well.

Our liabilities are not extraordinary this is because there is not a large dollar value of capital projects taking place this year. Demand on cash remains steady and unremarkable.

While we normally prepare a mid-year forecast for approval, this summer's budget efforts have been redirected towards preparing for 2024 and beyond. Seeing that 2023 is progressing better than expected in financial terms allowed us flexibility to focus on delivery of new regulatory requirements, breaking apart integrated activities by category, adapting to new budgeting regulations and a new planning and budgeting tool. We've also been preparing to undertake new cost apportioning agreements in addition to revamping our levy calculations.

Therefore the mid-year forecast is simply that we will be now delivering a surplus in 2023.

Recommended by:

Tracy Annett, General Manager

Christine Saracino, Supervisor Finance

Upper Thames River Conservation Authority
Comparative Operating Results
as at July 31, 2023

	2023 YTD	2023 Budget Approved	2022 YTD	Variance to Budget YTD	Notes
REVENUES:					
New Levy Funding					
Municipal General Levy	4,517,809	4,517,812	4,045,897	(3)	
Dam and Flood Control Levies	1,749,503	1,749,502	1,703,868	1	
Operating Reserve Levy	224,522	224,522	36,276	-	
	6,491,834	6,491,836	5,786,041	(2)	
Amortized Levy from previous years					
Municipal General Levy	1,249,995	1,402,810	780,626	(152,815)	
Flood Control Levies	129,934	219,594	210,025	(89,660)	
Maintenance Levy	46,492	45,950	51,921	542	
	1,426,421	1,668,354	1,042,572	(241,933)	
MNRF Transfer Payment					
	181,213	181,213	-	-	
Contracts and Grants					
Municipal within Watershed	550,273	1,497,953	751,380	(947,679)	
Municipal outside Watershed	49,693	151,386	47,126	(101,693)	
Provincial	516,129	1,096,008	758,539	(579,879)	
Federal	176,056	777,635	830,759	(601,579)	
Leases, agreements, corporate funding	1,883,615	2,131,186	1,866,447	(247,571)	
	3,175,766	5,654,168	4,254,250	(2,478,402)	
User Fees and Other Revenues					
Conservation Areas	3,826,442	4,322,144	3,631,415	(495,702)	Campground revenues strong again in 2023
Planning and Permit Fees	497,560	680,000	322,162	(182,440)	Planning and permit fees stronger than projected
Education Fees	89,770	130,000	136,756	(40,230)	
Landowner, tree sales, reimbursements	259,937	250,000	155,147	9,937	
	4,673,709	5,382,144	4,245,479	(708,435)	
Other Revenues					
From deferred revenues	-	117,000	376,188	(117,000)	
Donations, interest and gains	131,487	479,725	286,674	(348,238)	Majority of interest recorded at year end
	131,487	596,725	662,861	(465,238)	
TOTAL REVENUES	16,080,430	19,974,440	15,991,204	(3,894,010)	
EXPENDITURES:					
Advertising and Promotion	32,775	64,880	17,005	(32,105)	
Services	496,389	1,036,181	383,359	(539,792)	
Banking Fees	11,474	16,500	9,251	(5,026)	
Computers and Communications	316,133	427,840	275,065	(111,707)	
Fleet Related expenses	91,422	169,300	100,782	(77,878)	
Insurance & Risk Management	291,176	482,364	261,364	(191,188)	
Property Related costs	961,358	2,165,799	903,348	(1,204,440)	Fall season will bring larger expenses
Wages and Payroll Burden	7,105,687	13,687,030	6,117,780	(6,581,343)	
Per Diems, other personnel expenses	101,740	201,773	102,622	(100,033)	
Supplies	593,168	908,490	450,079	(315,322)	
Other Expenses	129,230	154,400	66,792	(25,170)	
Depreciation Expenses	752,362	1,191,105	711,054	(438,743)	
Allocated Costs	5	(36,738)	-	36,743	
TOTAL EXPENDITURES	10,882,917	20,468,924	9,398,502	(9,586,007)	Expense overall at 53% of annual total
NET SURPLUS (DEFICIT)	5,197,513	(494,484)	6,592,702	5,691,997	Surplus, not deficit, projected at year end
Depreciation Expense	752,362	1,191,105	711,054	(438,743)	
CASH SURPLUS (DEFICIT)	5,949,874	696,621	7,303,757	5,253,254	

Upper Thames River Conservation Authority
Statement of Financial Position and Accumulated Surplus (unaudited)
as at July 31, 2023

FINANCIAL ASSETS	Current Year	Prior Year	Notes
Cash and equivalents			
Bank Balances	2,430,113	3,027,568	
Petty Cash, Floats and Advances	7,100	7,100	
Short-term Investments	9,614,123	8,610,853	
PHN Investment Portfolio at cost	6,328,364	6,226,852	MV at 31 July \$6,718,691
	<u>18,379,700</u>	<u>17,872,373</u>	
Receivable Amounts			
Accounts Receivable	3,092,750	2,878,710	
Federal Taxes Receivable	(1,171)	50,745	
Accrued Receivables	1,189	631,099	
	<u>3,092,767</u>	<u>3,560,554</u>	
	<u>21,472,467</u>	<u>21,432,927</u>	
FINANCIAL LIABILITIES			
Accounts Payable and Accrued Liabilities			
Wage-related payables	976,614	1,173,780	
Federal Taxes Payable	(50,248)	75,729	
Accounts Payable	405,880	468,230	
Amounts held for other groups	(238,920)	(149,674)	Holds our annual insurance premiums
	<u>1,093,326</u>	<u>1,568,065</u>	
Deferred Revenues			
Funding carried forward temporarily	729,980	990,383	
Customer prepayments	31,592	7,068	
Advanced WECl funding	240,381	119,007	
Deferred and Committed Capital Funding	6,284,034	5,518,214	To amortize into revenue over time
	<u>7,285,986</u>	<u>6,634,672</u>	
	<u>8,379,313</u>	<u>8,202,738</u>	
NET FINANCIAL ASSETS	13,093,154	13,230,190	Consistent year to year
NON-FINANCIAL ASSETS			
Tangible Capital Assets	68,104,849	66,998,748	
less accumulated amortization	(29,440,942)	(28,304,634)	
Net tangible capital assets	<u>38,663,907</u>	<u>38,694,114</u>	
Capital projects in progress	45,875	106,496	
Prepaid Expenses, Deposits and Inventories	40,187	170,401	
	<u>51,843,123</u>	<u>52,201,202</u>	
Equity in Tangible Capital Assets	38,928,737	39,126,507	
All other Equity	(856,328)	(1,054,098)	
Current year Surplus to date	5,172,706	6,592,316	Indicates more rapid spending in '23 than '22
Reserves	8,598,008	7,539,873	at this point in time.
Accumulated Surplus	<u>51,843,123</u>	<u>52,204,598</u>	

To: UTRCA Board of Directors
From: Jenna Allain, Teresa Hollingsworth, Chris Tasker
Date: August 21, 2023
File Number: BoD-08-23-40
Agenda #: 8.4
Subject: Hazard Mapping and Modelling Consultation Update - UTRCA Regulation Limit

Recommendation

THAT the Board of Directors receive the report for information.

Background

Municipalities and Conservation Authorities are responsible for ensuring development is protected from natural hazards, including flood and erosion hazards. The public interest of protecting people and property from flood and erosion hazards is reflected in provincial policy (e.g., Conservation Authorities Act, Provincial Policy Statement) and locally in municipal policies (e.g., Official Plans, Zoning By-Laws). Municipalities also have a responsibility under the Planning Act to direct development away from hazards and consider these hazards when planning infrastructure.

Accurate hazard information is a foundation of effective planning and helps ensure that decisions made regarding development keep people and property safe. The UTRCA develops hazard mapping that identifies the location of hazard areas to support the regulation made under the Conservation Authorities Act (*Development, Interference with Wetlands and Alterations to Shorelines and Watercourses*, Ontario Regulation 157/06). This mapping is an important communication tool to illustrate areas affected by flood hazards, erosion hazards, wetlands, and the area of interference surrounding wetlands. These hazards are defined in text within regulations made under the Conservation Authorities Act. In the event of a conflict with the mapping, the text description prevails.

Hazard mapping and modelling for the Upper Thames River watershed has not been comprehensively updated since initially developed in the 1980's/ 1990's. The need for updated flood hazard modelling and mapping watershed wide was identified as a part of the UTRCA's Environmental Targets strategic plan. Work has been underway to complete the mapping project for some time. Updated elevation and watercourse cross section information have allowed the Authority to provide the best available information as mapping work has progressed.

Hazard Mapping Updates and Communications and Engagement Program

The Hazard Mapping Updates and Communications and Engagement Program includes the 1) peer review of the flood and erosion hazard mapping, 2) preparation of the wetland and area of influence surrounding wetlands for public review and 3) development and implementation of an engagement and consultation program.

1. Peer Review

Flood Hazard Modelling and Mapping

Prior to public consultation, it is important that the work be peer reviewed to assure quality of the work. The purpose of the peer review is to ensure the flood hazard modelling and mapping is:

- technically defensible,
- appropriate for the intended purpose of supporting implementation of our CA Act Section 28 regulation and planning comments,
- uses appropriate input data considering what is feasibly available, and
- consistent with applicable guidelines and best practices.

The UTRCA has established a peer review committee for the floodplain modelling and mapping which met earlier this month. The committee is comprised of 3 members, one from each the following primary backgrounds:

- engineering consultant,
- academia and
- an engineer with applied CA Act Section 28 regulation experience.

The mapping has been prepared as a series of “packages”. Each package focuses on a particular part or parts of the watershed and includes all necessary components (i.e. hydrology, hydraulics, and mapping) for the part or parts. The peer review will progress through this series of packages and the UTRCA will use peer review comments to improve the technical work and documentation prior to public consultation or to identify future improvements to the work. Comments and responses will form part of the peer review record. Once the work has been peer reviewed it will be ready for broader consultation with an important and early focus on our municipal partners.

Erosion Hazard

The UTRCA is using provincially approved technical guidelines to create and update slope and erosion map boundaries across the watershed. The area defined by these boundaries will be used by staff to assist in directing safe construction and development.

GIS Staff are using elevation information that was derived from the most recent LiDAR (Ligh Detection and Ranging) data to create and define these boundaries. Mapped boundaries are reviewed internally by UTRCA regulations and engineering staff. A consultant has been engaged and the application of this methodology will be peer reviewed in the coming months. The updated erosion hazard mapping is intended to be included in the public consultation effort.

2. Regulated Wetlands

Wetlands are regulated features that are mapped and used by staff to direct safe construction and development. Wetlands boundaries are defined either through site evaluation or boundaries defined using aerial photography and supported by using physical mapping indicator, such as, soils type, forest species, and ground elevation, that indicate a wetland may be present. UTRCA routinely updates wetland feature mapping using site specific studies that are completed and submitted to the authority, wetland boundaries provided by the province, and interpretation of current aerial photography when available.

3. Consultation and Engagement Planning and Implementation

Authority communications, planning, GIS and water management staff are working together to develop the Hazard Mapping Consultation and Engagement Plan. Additional staff have been hired to increase capacity and enable effective implementation of the plan. Work underway includes the identification of key audiences, the development of all communication products and visuals for website and social media, the testing of a new on-line web platform for consultation and the approach for web-based map presentation and comment collection.

Summary

The hazard mapping and modelling information will be taken out for broader consultation as the peer review and municipal consultation is concluded. It should be noted however, that the Ontario government has proposed a new Section 28 regulation that will outline how conservation authorities permit development and other activities for impacts to natural hazards and public safety. If approved, this new regulation will replace the UTRCA's current regulation, *Ontario Regulation 157/06: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses*. The comment period for this proposal closed on December 30, 2022 and we are anticipating that further information on the new regulation will be received before the end of this year. If the new regulation contains significant changes, it may impact the implementation of this project. Further updates regarding the new regulation, and how it may impact CA projects and program areas will be presented to the Board once we receive more information.

Recommended by:

Teresa Hollingsworth, Manager, Community and Corporate Services
Chris Tasker, Manager, Water and Information Management
Jenna Allain, Manager, Environmental Planning and Regulations

To: UTRCA Board of Directors
From: Jenna Allain, Manager, Environmental Planning and Regulations
Date: August 21, 2023
File Number: BoD-08-23-41
Agenda #: 8.5
Subject: Wetland Compensation Policy Update

Recommendation

THAT the Board of Directors receive the report for information.

Background

At the March 2023 Board of Directors meeting, staff brought forward a wetland compensation position paper which introduced the concept of wetland compensation within the context of UTRCA's planning and permitting role. The Board then directed staff to prepare a wetland compensation policy and move forward with public and stakeholder consultation. It was noted during the March meeting that the summer months may not be an ideal time for undertaking consultation.

Update

Staff have been working on refining and cleaning up a draft compensation policy document that was originally prepared by UTRCA ecology staff in 2021. This document was largely prepared based on compensation policies that have been developed by other conservation authorities in Ontario. UTRCA's draft policy was initially intended to offer guidelines for compensation for multiple natural heritage features. Given the recent changes to Conservation Authorities' role with regards to natural heritage under Ontario Regulation 596/22, staff are working to revise the draft document to focus only on compensation for the interference with, or removal of wetlands from a natural hazard perspective. Being aware that it can be difficult to engage the public during the summer months, municipal, public and stakeholder consultation is planned to be initiated in the fall.

Additionally, staff have been reviewing the new document released by Ontario Nature in June 2023, titled Wetland Offsetting Policies for Local Planning Authorities: A Review of Wise Practices in Ontario. The purpose of this report is to provide local planning authorities with a framework and key information needed to develop, assess and advocate for effective offsetting policies that result in the best possible outcomes for wetlands and all who depend on them. The report builds off several other reports produced by Ontario Nature, and reviews case studies of both conservation authorities and municipalities with established offsetting policies. It has been an excellent and timely resource, and staff are updating UTRCA's draft document to integrate these best practices to ensure an effective policy based on the best available science.

Ontario Nature's document is publicly available on the [Ontario Nature website](#), along with a [primer on wetland offsetting in Ontario](#).

While all wetland offsetting policies should aim to achieve a net gain of wetland area and function, UTRCA staff have been somewhat challenged when determining the appropriate minimum replacement ratios for wetlands. Rather than looking at wetlands holistically for the integral role they play in the ecology of the watershed, conservation authorities are now restricted to considering wetlands only from a hazard perspective, and their importance in providing flood storage. Staff are currently undertaking further investigation and discussion with other conservation authorities to determine the most appropriate minimum replacement ratios based on wetland type, from a hazard perspective only.

Recommended by:

Jenna Allain, Manager, Environmental Planning and Regulations
Sarah Hodgekiss, Planning Ecologist

To: UTRCA Board of Directors
From: Teresa Hollingsworth, Manager, Community & Corporate Services
Date: August 17, 2023
File Number: BoD-08-23-42
Agenda #: 8.6
Subject: Fall 2023 Events

Recommendation

THAT the Board of Directors receive the report for information.

Fall Season Events 2023

UTRCA staff will be presenting and/or participating in a number of events across the watershed during the fall season this year. Community and Board members are invited to attend.

Tuesday, September 5

- Tree Power Registration Opens for Perth South.
 - For more information please visit the [Perth South Tree Power Website](#)

Saturday, September 9

- Orientation Serves – Western University 1:00p.m – 4:00p.m.
 - OServes is a day for incoming, first-year students to learn about the greater London community through volunteer opportunities provided by local organizations. This on-campus event provides students with the connections and the knowledge to make a positive impacts both on and off campus. In partnership with Thames Talbot Land Trust and Antler River Rally, the UTRCA is leading 150 students on a river cleanup followed by a wildflower planting, which will take place at a site on Medway creek where earlier this Spring, the UTRCA led a "live staking" and native shrub planting to stabilize the creek's banks and improve water quality. This ongoing naturalization project is part of Western's "Living Labs" program.
 - For more information please visit the [Western Sustainability website](#).

Tuesday, September 12

- Tree Power Registration Opens for St Marys 10:00a.m.
 - For more information please visit the [St. Marys Tree Power Website](#)

Thursday, September 21

- Riverfest Western University, 10:00 a.m. - 2:30p.m.
 - Taking place over three weeks in late September, UWO's second annual RiverFest helps students build connections to and relationships with the Thames River/Deshkan Ziibi. In partnership with Western Libraries Map and Data Centre, UTRCA staff will offer students interactive displays on

hydrology, aquatic biology, mapping, forestry, and the Watershed Report Card program.

Friday, September 22

- Nature London Presentation – 7:00p.m Civic Garden Centre
 - Erin Carroll, UTRCA Aquatic Biologist will speak on fishes, freshwater mussels and macroinvertebrates of the Upper Thames River. 7:00 p.m.

Saturday, September 23

- Wildwood Conservation Area Autumn Open House 1:00p.m – 4:00 p.m.
 - Aspens Ojibwe Horses, Wildwood Dam Tour, Interpretive Activities and a Story Hike Trail.
 - For more information please visit the [Wildwood Conservation Area website](#).
- Metis Tree Planting, Scottish Club, Fanshawe Conservation Area – morning planting.
- TD Tree Days Planting – Mitchell, 9:00a.m – 12 noon.
 - Planting 200 native trees and shrubs with TD staff and volunteers at Huskey Flats.
 - For more information please visit the [TD Tree Days website](#).
- Westminster Ponds/ Pond Mills Environmentally Significant Area
 - Hikes are being led by UTRCA staff from the Integrated Watershed Management Unit as part of the program for the Field Botanists of Ontario AGM.

Sunday, September 24

- St. Marys and Area Memorial Forest Dedication Event, Wildwood Conservation Area - 1:30 p.m.
- Furtney London Memorial Forest Dedication Event - Watson Porter Pavilion, Fanshawe Conservation Area, 2:00 p.m.

September 23 and 24

- Thames Valley Trail Association 50th Anniversary Summit and Hike Ontario AGM at the Watershed Conservation Centre and Fanshawe Conservation Area.
 - UTRCA staff are providing presentations on trail maintenance, invasive species management, Carolinian ecology and the history and mandate of the UTRCA. Authority staff are also coordinating a water blessing and talk led by Indigenous water protector and knowledge keeper Wahsayzee Deleary.

Friday, September 29

- Fanshawe College's Landscape Design Program Ecology course students visit Fanshawe CA to learn about community science, iNaturalist and to tour the WCC.

Saturday, September 30

- Tree Power Tree Pick Up - Perth South 8:00a.m. to noon

Saturday, October 14

- Tree Power Tree Pick Up - St Marys 8:00a.m. to noon
- TD Tree Planting Event – Burgess Park, Woodstock – 9:30 a.m. to noon.
 - For more information please visit the [TD Tree Days website](#).
- TD Tree Days Planting Event – St. Marys Cemetery, St Marys – 9:00a.m. – noon.
 - Planting 150 native trees and shrubs with TD staff and volunteers.
 - For more information please visit the [TD Tree Days website](#).

Monday, November 6

- Watershed Report Card Presentation by Cathy Quinlan, UTRCA Terrestrial Biologist for the Woodstock Field Naturalists. 7:30 p.m. 900 Cromwell Street, Woodstock

Recommended by:

Teresa Hollingsworth, Manager, Community & Corporate Services

To: UTRCA Board of Directors
From: Finance & Audit Committee
Date: 17 August 2023
File Number: BoD-08-23-43
Agenda #: 9.1
Subject: Finance and Audit Committee – Review of Potential Change to Long-term Investments

Recommendation

THAT the Board of Directors receive the report for information.

For Information

A recommendation from Phillips Hager North (PHN) of RBC was received and discussed at the April 2023 meeting of the Finance and Audit Committee. The recommendation promoted a reallocation of 3% of our portfolio from a mortgage pension trust fund to a global infrastructure fund. Both investments fall into the class of alternative investments.

The committee reviewed the merits and weaknesses of such a reallocation, and specifically the nature of the infrastructure fund, but determined not to proceed with the recommendation at that time. The option to do so remains open in future.

Recommended by:

Sandy Levin, Chair, Finance and Audit Committee

To: UTRCA Board of Directors
From: Michelle Viglianti, Administrative Assistant
Date: August 22, 2023
File Number: BoD-08-23-44
Agenda #: 9.2
Subject: Hearing Committee – June 20th and 29th Hearing Outcomes

Recommendation

THAT the Board of Directors receive the report for information.

Background

The Hearing Committee met on June 20th and June 29th for two Hearings. The full Hearing Committee meeting packages and minutes can be found on the [Upper Thames River Conservation Authority Website](#).

Hearing Committee Decisions

June 20, 2023

The following is the decision taken from the June 20th, 2023 Hearing Committee minutes, in regard to a request to permit interference with a wetland and to permit development within an erosion hazard associated with a river or stream valley and within an area regulated by the Upper Thames River Conservation Authority at 60 Hog Back Close in the Municipality of Middlesex Centre (Delaware), Ontario.

“Remove the unauthorized works and restore the slope to pre-construction conditions or better to the satisfaction of the UTRCA. Prior to undertaking any removal/restoration the UTRCA will require a geotechnical opinion letter and associated plans (prepared by a qualified professional) detailing how the development can be removed safely and how the site and slope would be restored to ensure its short term and long term stability and that it will not negatively impact the existing residence and any adjacent lands owned by others. Restoration of the slope would also have to be in keeping with the requirements and mitigation measures identified in the previously submitted EIS.

The above decision was made for the following reasons: The applicant did not receive a permit, the works took place within an erosion hazard and the works do not meet UTRCA or Provincial policy.”

The Hearing Committee also made the following motion in regard to their meeting schedule, as outlined in item 6.2 Committee Meeting Schedule BoD-08-23-34.

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

June 29th, 2023

The following is the decision taken from the June 29th, 2023 Hearing Committee minutes, in regard to proposed development within an area regulated by the Upper Thames River Conservation Authority at 290 Pittock Park Road, City of Woodstock.

“Resolved that the Hearing Committee of the Upper Thames River Conservation Authority (UTRCA) defer the decision pending the applicant provide staff a complete application of proposed development with all recommended information to the satisfaction of Authority staff, to be brought back to the Committee within six months.

The decision to defer was made for the following reason: The Committee felt they did not have enough information to make a decision.

The Chair provided further comments and clarification, stating that if the applicant’s proposal conforms to UTRCA policy, then the application to the Hearing Committee can be rescinded and no further involvement by the Committee will be necessary. If the applicant works with UTRCA staff on a complete proposal that does not conform to UTRCA policy, then the applicant can return to the Committee within six months to resume this Hearing and the Committee will make a decision on the complete proposal at that time.”

The Hearing Committee also made the following motion after a discussion on incomplete applications.

“THAT the Hearing Committee of the Upper Thames River Conservation Authority (UTRCA) directs staff to report back at a future meeting on incomplete applications and procedure to deal with them.”

Recommended by:

Michelle Viglianti, Administrative Assistant