

# Minutes

## Upper Thames River Conservation Authority (UTRCA)

### Board of Directors Meeting

#### Tuesday, November 28, 2023

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Sandy Levin, UTRCA Vice-Chair, called the meeting to order at 9:30am.

#### Members Present:

Jim Craigmile  
Peter Cuddy - Online  
Skylar Franke  
Tom Heeman  
Debbie Heffernan  
Anna Hopkins - Online  
Sandy Levin - Chair

Hugh McDermid - Online  
Paul Mitchell  
Mark Schadenberg  
Dean Trentowsky - Online  
George Way  
Scotty Zehr - Online

#### Regrets:

Brian Petrie

Solicitor: Grant Inglis

#### Staff Present:

Jenna Allain  
Tracy Annett  
Amy Bumbacco – Recorder  
Emily Chandler  
Ben Dafoe – online  
Brad Glasman  
Eleanor Heagy  
Brandon Williamson

Justin Henry  
Teresa Hollingsworth  
Tatianna Lozier  
Karlee Flear  
Tara Tchir  
Christine Saracino  
Chris Tasker  
Brent Verscheure

## 1. Territorial Acknowledgement

The Chair read the territorial acknowledgement.

## 2. Modifications to the Agenda

There were no modifications to the agenda.

### 3. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

### 4. Delegations/Presentations

There were no delegations or presentations.

### 5. Administrative Business

#### **5.1. Approval of Minutes of Previous Meeting: October 31, 2023**

Mover: George Way

Seconder: Skylar Franke

THAT that the Upper Thames River Conservation Authority Board of Directors approve the Board of Directors' minutes dated October 31, 2023, including any closed session minutes, as posted on the Upper Thames River Conservation Authority website.

Carried.

#### **5.2. Business Arising from the Minutes**

There was no business arising from the minutes.

#### **5.3. Correspondence**

There was no correspondence.

### 6. Reports – For Consideration

#### **6.1. 2024 Fees Policy and Fee Schedules**

(Report attached)

The General Manager commented that the organization is expecting the direction from the minister to freeze fees related to planning and development applications to be extended. It was also highlighted that the City of London has agreed to pay for a service level review for the Authority's Planning and Regulations department.

A member suggested that staff document the impacts of the freeze on fees.

The General Manager clarified that the planning service review will include a review of fees in addition to service level. Staff confirmed that the results of the review will be shared with the Board of Directors.

Staff confirmed that the same Planning and Regulations services are provided across the watershed, benefiting not only London, but other municipalities as well.

Staff noted they are considering extending the nightly camping season at one or all of the Conservation Areas, in limited areas.

Staff confirmed that the extended season has covered all direct costs in addition to generating revenue. Other benefits include patron satisfaction, especially regarding the greater value of a season pass. The staffing compliment has also resulted in a decrease in vandalism.

Mover: Skylar Franke

Seconder: Debbie Heffernan

THAT the proposed 2024 Fee Schedules be approved by the UTRCA Board of Directors for implementation beginning January 1, 2024.

Carried.

## **6.2. 2024 Board and Committee Meeting Schedules**

(Report attached)

Two members identified a conflict in October for the City of London Civic Works committee.

Several members identified a conflict with the Rural Ontario Municipal Association (ROMA) conference and the January 2024 Board meeting.

Mover: Paul Mitchell

Seconder: Skylar Franke

THAT the Board of Directors amend the meeting schedule to move the January Board meeting and Hearing Committee meeting from January 23<sup>rd</sup> to January 30<sup>th</sup>.

Carried.

Mover: Skylar Franke

Seconder: Tom Heeman

That the Board approves the 2024 Board of Directors and Committee Meeting Schedules as amended.

Carried.

## 7. Reports – In-Camera

Mover: Skylar Franke

Seconder: Jim Craigmile

THAT the Board of Directors adjourn to Closed Session – In Camera, in accordance with Section C.13 of the UTRCA Administrative By-Law to discuss a passion, plan and instruction to be applied to negotiation and a proposed or pending acquisition or disposition of land by the Authority.

Carried.

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

The Committee rose from closed session at 10:48 am and passed the following motion.

Mover: Paul Mitchell

Seconder: Tom Heeman

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

Carried.

## 8. Reports – For Information

### **8.1. Administration and Enforcement – Section 28 Status Report**

(Report attached)

Mover: Mark Schadenberg

Seconder: Scotty Zehr

THAT the Board of Directors receive the report for information.

Carried.

### **8.2. Project Status Updates**

(Report attached)

Mover: Skylar Franke

Seconder: George Way

THAT the Board of Directors receive the report for information.

Carried.

### **8.3. Conservation Authorities Act Natural Hazard Deliverables**

(Report attached)

Staff clarified that landowners are responsible for maintaining their properties, and municipalities are responsible for maintaining their infrastructure that can be affected by blockages or debris from fallen trees. The Authority's role is to communicate flood risk to municipalities.

Mover: Skylar Franke

Seconder: Scotty Zehr

THAT the Board of Directors receive the report for information.

Carried.

### **8.4. 2024 Board Election Information**

(Report attached)

Mover: Paul Mitchell

Seconder: Debbie Heffernan

THAT the Board of Directors receive the report for information.

Carried.

### **8.5. 2024 Circulated Draft Budget Package**

Mover: Skylar Franke

Seconder: George Way

THAT the Board of Directors receive the report for information.

Carried.

Staff clarified that the Campground Budget includes the revenues based on the 2024 fee schedule.

The General Manager has several presentations scheduled to communicate the budget and the drivers of the changes with municipalities. Comments will be collected so changes can be made to the budget package that will be presented for the Board of Director's consideration in February.

Members encouraged the General Manager to meet with individual municipal councillors in the City of London.

## **8.6. November For Your Information Report**

The November For Your Information Report was presented for the member's information.

Mover: Skylar Franke

Seconder: Debbie Heffernan

THAT the Board of Directors accept the report for information.

Carried.

## **9. Reports – Committee Updates**

### **9.1. Finance and Audit Committee –**

There was no Finance and Audit Committee report.

### **9.2. Hearing Committee – October 31, 2023 Meeting Motions**

Mover: Peter Cuddy

Seconder: Dean Trentowsky

THAT the Board of Directors accept the report for information.

Carried.

## **10. Notices of Motion for January 23, 2024**

There were no notices of motion.

## **11. Chair's Comments**

The Chair encouraged all to consider giving to the turtle team for Giving Tuesday.

## **12. Member's Comments**

There were no comments from members.

## **13. General Manager's Comments**

The General Manager is looking forward to the remaining cost apportioning agreement presentations.

## 14. Adjournment

There being no further business, the meeting was adjourned at 11:06 am by Tom Heeman.

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

Tracy Annett, General Manager

/ab

Att.