

Minutes

Upper Thames River Conservation Authority (UTRCA)

Board of Directors Meeting

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

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

Members Present:

Jim Craigmile

Peter Cuddy – Online

Skylar Franke – Online

Debbie Heffernan

Anna Hopkins

Sandy Levin

Hugh McDermid

Paul Mitchell

Brian Petrie - Chair

Mark Schadenberg

Dean Trentowsky

George Way

Scotty Zehr – Online

Regrets:

Harj Nijjar

Tom Heeman

Solicitor: G. Inglis

Staff Present:

Jenna Allain

Tracy Annett

Emily Chandler

Mike Funk – Online

Brad Glasman

Justin Henry

Teresa Hollingsworth

Jennifer Howley

Tatianna Lozier

Cari Ramsey

Christine Saracino

Jess Schnaithmann - Online

Damian Schofield

Chris Tasker

Tara Tchir

Brent Verscheure

Michelle Viglianti – Recorder

Brandon Williamson

Karen Winfield

1. Territorial Acknowledgement

The Chair read the territorial acknowledgement.

2. Modifications to the Agenda

There were no modifications made 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: February 27, 2024

An error/omission in the January 2024 Minutes was brought to the attention of staff after their approval at the February meeting in regards to item 10. Elections, IV. Finance and Audit Committee. The minutes say "a vote would be conducted to elect three positions", it should be four positions, and in the list of people elected to the 2024 Finance and Audit Committee, only three names are listed, Harj Nijjar should be added.

Mover: Sandy Levin

Secunder: Anna Hopkins

THAT the Upper Thames River Board of Directors amend the motion that was adopted to approve the January 30th meeting minutes as posted on the Upper Thames River Conservation Authority web-site, by striking out 'as posted' and replace with 'as amended'.

The motion was carried by two thirds.

Mover: Debbie Heffernan

Secunder: George Way

THAT that the Upper Thames River Conservation Authority Board of Directors approve the Board of Directors' minutes dated February 27, 2024, including any closed session minutes, as amended on the Upper Thames River Conservation Authority web-site.

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. Finance and Audit Committee Terms of Reference Amendments

(Report attached)

Mover: Hugh McDermid

Seconder: Jim Craigmile

THAT the position of vice chair be included in the Finance and Audit Committee as a right by being vice chair and FURTHER, that the Board approves the additional proposed changes as outlined in the staff report.

Carried.

6.2. Re-Appointment of Officers

(Report attached)

Staff shared that correspondence was received by the UTRCA from the Ministry of Natural Resources and Forestry on the designation of officers after this agenda was circulated.

Mover: Paul Mitchell

Seconder: Mark Schadenberg

THAT the UTRCA Board of Directors approve the re-appointment of UTRCA Provincial Offences Officers listed in Table 1 below, as per Part VII of the Conservation Authorities Act;

AND FURTHER THAT Tracy Annett, General Manager, be given delegated authority to make any administrative changes to officer designations to comply with legislative requirements under the Conservation Authorities Act.

Carried.

6.3. New Conservation Authorities Act Requirements, Regulations and Implementing UTRCA Policy and Procedures for Environmental Planning and Regulations

Staff confirmed the interim policy would give the UTRCA time to engage and seek feedback from the development community and municipalities. Members noted they had been contacted by members of the development community hoping for a round table session on the new policies.

There was a discussion on the importance of communication and education in regards to the new changes, especially with Municipal Councilors. Members suggested staff hold an information session for Municipal Councilors and Municipal staff.

Staff confirmed they have received no guidance or direction from the Province on how to transition.

Members were encouraged to direct anyone with questions, concerns, or feedback to reach out to staff so they can provide them with updated information once it's ready.

Mover: Debbie Heffernan

Seconder: Sandy Levin

THAT the Interim Policy for the Administration and Implementation of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits, be approved and adopted for implementation on the provincially set date of April 1, 2024;

AND

THAT the Board of Directors approves the Transitional Procedures and Guidelines for Review of UTRCA Permit Applications, Extension of Existing UTRCA Permits, Enforcement of UTRCA Regulation and UTRCA Plan Review Services, effective March 26th, 2024.

AND FURTHER,

THAT the Board of Directors approves the administrative amendments to the UTRCA Administrative Bylaw and Hearing Guidelines to change the regulatory and legislative references from 157/06 to 41/24.

Carried.

6.4. Conservation Authorities Act Update

Mover: Hugh McDermid

Seconder: Mark Schadenberg

That the staff report on the Conservation Authorities Act Update be received; and further, that the Inventory of Programs and Services and the Cost Apportioning Agreements be circulated and posted as required.

Carried.

7. Reports – In-Camera

Mover: Hugh McDermid

Seconder: Sandy Levin

THAT the Board of Directors adjourn to Closed Session – In Camera.
Carried.

The Board entered into closed session at 10:40am to discuss agenda items 7.1 and 7.2.

After rising from closed session the Chair called for a five minute break, the meeting reconvened at 11:30am.

Peter Cuddy left the meeting at 11:25am.

The Board rose and reported the following progress:

7.1. Position, plan and instruction to be applied to negotiations – Land Lease Agreement

The Board provided direction to staff on item 7.1.

7.2. Pending Acquisition of Land

The Board provided direction to staff on item 7.2.

8. Reports – For Information

8.1. Administration and Enforcement – Section 28 Status Report

(Report attached)

A potential typo was noted for permit #29-24. Staff confirmed they would look into it and report back.

Mover: Paul Mitchell

Seconder: Mark Schadenberg

THAT the Board of Directors receive the report for information.

Carried.

8.2. Project Status Update

Mover: George Way

Seconder: Debbie Heffernan

THAT the Board of Directors receive the report for information.

Carried.

8.3. Annual Health and Safety Summary 2023

Staff noted an error in the report. The report says there was one near miss reported in 2023, but there were zero near misses reported in 2023.

Mover: Sandy Levin

Seconder: Dean Trentowsky

THAT the Board of Directors receives the report for information.

Carried.

8.4. Thames River Current – March Edition

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

Mover: Anna Hopkins

Seconder: Mark Schadenberg

THAT the Board of Directors receives the report for information.

Carried.

9. Reports – Committees

9.1. Finance and Audit Committee

The next Finance and Audit Committee meeting will be held April 16th.

9.2. Hearing Committee

A Hearing Committee meeting is scheduled for 12:30 this afternoon.

10. Notices of Motion for April 16, 2024

There were no notices of motion.

11. Chair's Comments

The Chair noted that some long range projects are starting to show progress and thanked staff for the background work to get those projects to where they are now.

12. Member's Comments

Paul Mitchell thanked staff for their work on putting together the Rural Landowners Workshop that was held in Embro on March 21st. He added that it was a full house and there were four excellent speakers.

13. General Manager's Comments

The General Manager thanked Paul Mitchell for providing the opening remarks for the Rural Landowners Workshop held in Embro.

The General Manager reminded the Members that next meeting is on Tuesday April 16th, a week earlier than usual.

14. Adjournment

There being no further business, the meeting was adjourned at 11:43am on a motion by Hugh McDermid.

Tracy Annett, General Manager
Att.