

April 12, 2011

NOTICE OF
BOARD OF DIRECTORS' MEETING

DATE: TUESDAY, APRIL 26, 2011

TIME: 1:30 P.M. – 3:30 P.M.

LOCATION: UTRCA ADMINISTRATION BOARDROOM

- AGENDA:**
1. Approval of Agenda
 2. Declaration of Conflicts of Interest
 3. Confirmation of Payment as Required Through Statutory Obligations
 4. Minutes of the Previous Meeting
- Tuesday, March 22, 2011
 5. Business Arising from the Minutes
 6. Delegations - None
 7. (a) For Your Information Report
(I.Wilcox)(Report attached)
 - (b) Fanshawe Pioneer Village Update
(S.Johnson)(Verbal)
 8. Committee of the Whole – In Camera
 - (a) A matter relating to a Statement of Claim
(A.Shivas)(Verbal)
 - (b) Land Disposition Request
Road Network Extension – Sally Creek
Subdivision to County Road 30 (11th Line)
(A.Shivas/J.Brick)(Report attached)(Document #89441)
 9. Business for Approval
 - (a) 2010 Audit Presentation
(David Arnold)(Report to be circulated at meeting)

- (b) Use of Capital Surcharge Levy for CA Unit
2010 Deficit
(J.Howley)(Report attached)(Document #92569)
 - (c) Administration and Enforcement - Section 28 Report
(M.Snowsell)(Report attached)(Document #92636)
 - (d) Pittock Dam Gate Painting, Phase 3
Design, Tender and Contract Administration
(R.Goldt)(Report attached)(Document #92677)
 - (e) Embankment Stability Studies, Fanshawe and Wildwood
Dams – Supplementary Work – Seepage Filter Test Pits
(R.Goldt)(Report attached)(Document #92686)
- 10. Presentation - none
 - 11. Standing Committees
 - 12. Business for Information
 - (a) Watershed Conservation Centre Update
- 3D Rendering of the new Watershed Conservation Centre
(A. Shivas)(Verbal)
 - (b) Conservation Ontario
- Electronic Bulletin Attached
 - 13. Other Business (Including Chair and General Manager's
Comments).
 - 14. Adjournment

Ian Wilcox, General Manager

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

I.Wilcox	R.Datema	T.Hollingsworth
J.Brick	C.Machan	M.Snowsell
C.Tasker	S.Musclow	L.Trottier
B.Glasman	B.Mackie	K.Winfield
C.Harrington	A.Shivas	Woodstock Sentinel Review
S.Johnson	J.Howley	Stratford Beacon Herald
S.Shivas	G.Inglis	London Free Press
		David Arnold

MINUTES
BOARD OF DIRECTORS' MEETING
TUESDAY APRIL 26, 2011

J.Baechler, Chair of the Upper Thames River Conservation Authority called the Board of Directors' meeting to order at 1:30 p.m. in the UTRCA Administration Boardroom. The following members and staff were in attendance:

Members:	J.Baechler	B.French
	A.Bannister	T.Jackson
	M.Blackie	D.Lazenby
	J.Boyce	H.McDermid
	R.Chowen	C.Mott
	S.Clark	J.Northcott
	R. Forbes	A.Ralph
		G.Way

Staff:	J.Brick	A.Shivas
	C.Harrington	S.Shivas
	T.Hollingsworth	M.Snowsell
	J.Howley	C.Tasker
	S.Johnson	L.Trottier
	B.Mackie	I.Wilcox
	M.Shifflet	K.Winfield

Solicitor: G.Inglis

J.Baechler welcomed the members to the meeting.

1. Approval of Agenda

J.Baechler noted a few minor changes to the agenda. She requested that the following items be inserted between Agenda Items #5 and #6;

- Tree Power Program Presentation,
- Conservation Area Materials, and the
- 2010 Audit Presentation.

The Chair noted that although the "2010 Audit Presentation" is for approval she suggested the decision be deferred until the May meeting. This will allow time for members to further review the statements, to ask questions, and for staff to prepare a response to the auditor's recommendations.

T.Jackson moved – A.Bannister seconded:-

“RESOLVED that the UTRCA Board of Directors approve the amendments to the April 26, 2011 agenda as outlined above.”

CARRIED.

J.Boyce moved – J.Northcott seconded:-

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

CARRIED.

2. Declaration of Conflicts of Interest

The Chair inquired whether the members had any conflicts of interest to declare relating to the agenda. There were none.

3. Confirmation of Payment as Required Through Statutory Obligations

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

4. Minutes of the Previous Meeting
Tuesday, March 22, 2011

A.Bannister moved – J.Northcott seconded:-

“RESOLVED that the UTRCA Board of Directors approve the minutes of the Board of Directors’ Meeting dated March 22, 2011 as presented.”

CARRIED.

5. Business Arising from the Minutes

There was no business arising from the previous minutes to discuss.

(a) Power Tree Program

I.Wilcox noted the Authority is involved in several tree planting programs every spring. For the members’ information he requested S.Sauder and K.Pugh to outline a new program, “Tree Power Program.”

K.Pugh advised the members that the Authority partnered with London Hydro who applied to Ontario Power Authority to fund the energy conservation program. The program provided hardwood trees to the citizens of London for shading their homes. All recipients paid \$10.00 per trees.

She noted the program had an overwhelming response. Approximately three thousand cars travelled to Fanshawe Conservation Area to retrieve one of 600 trees! Authority staff will be reviewing the event with London Hydro with the intention of continuing the program next spring with some minor changes. S.Sauder presented a video demonstrating the response to the event.

(b) Conservation Areas’ Material

J.Howley advised the members that on April 22, 2011 the conservation areas opened and the swipe card system was implemented. She circulated swipe cards and a package of information on the three conservation areas to the members. She requested the members to contact her if they require additional car passes.

(c) 2010 Audit Presentation

I.Wilcox introduced Ian Jefferies and David Arnold, KPMG, LLP, Chartered Accountants.

D.Arnold outlined the UTRCA Audit Findings report to the Board for the year ending December 31, 2010.

He referred to Page 9 ‘Control Deficiencies’ and outlined the deficiencies and recommendations relating to ‘the review and approval of journal entries’ and ‘accrued payables’.

The members entered into a brief discussion regarding the manner in which journal entries are entered and controls that could be implemented to eliminate any concern.

D.Arnold outlined the Draft Financial Statements of the UTRCA for the year ending December 31, 2010.

I.Wilcox advised the members that staff have not had an opportunity to review the statements. He noted that a report would be prepared outlining the steps that will be taken to address the ‘control deficiencies’ as outlined in the audit findings for presentation at the May Board of Directors’ meeting. He suggested the members contact L.Trottier or himself if they have questions during the next month regarding the above noted statements.

T.Jackson moved – J.Northcott seconded:-

“RESOLVED that the UTRCA Board of Directors receive the audit findings report and the draft financial statements for the year ending December 31, 2010.”

CARRIED.

6. Delegations

There were no delegations.

7. (a) For Your Information

The report “For Your Information” was presented to the members for their review. The Chair stated the report contains excellent information and encouraged the members to read it at their leisure.

(b) Fanshawe Pioneer Village

S.Johnson advised the members that the Village will begin its 52nd season on May 2nd. She outlined a list of capital projects, upcoming events, and key events for 2011. She circulated a listing of all the events for the members’ information. She noted that the capital campaign has reached \$2.8 million. The goal is \$3 million.

8. Committee of the Whole – In Camera

There being business to bring before the Committee of the Whole – In Camera,

J.Boyce moved – T.Jackson seconded:-

“RESOLVED that the UTRCA Board of Directors adjourn to Committee of the Whole – In Camera.”

CARRIED.

9. Progress Reported

- (a) A legal matter relating to a Statement of Claim was discussed.
- (b) A land matter relating to a road network extension – Sally Creek Subdivision to County Road 30 (11th Line) was discussed.

J.Northcott moved – D.Lazenby seconded:-

“RESOLVED that the UTRCA Board of Directors approve the amendment to the recommendation as outlined in the Committee of the Whole – In Camera minutes.”

CARRIED.

A.Bannister moved – D.Lazenby seconded:-

“RESOLVED that the Board of Directors approve the recommendation for the disposition of Part 1 as shown on the November 24, 2010 draft reference plan as completed by MTE OLS Ltd. to the City of Woodstock for the purposes of extending the City Road network between the Sally Creek Subdivision and Oxford County Road 30. It is noted that the establishment of the need and location of the road network extension was determined through the completion of an Environmental Assessment and that the disposition furthers the objects of the Upper Thames River Conservation Authority.

That staff be directed to take actions to facilitate the disposition in accordance with the MNR policy for the disposition of Conservation Authority owned lands, with the amendment, at a fair market value.”

CARRIED.

10. Business for Approval

- (a) 2010 Audit Presentation

This matter was discussed earlier in the meeting.

- (b) Use of Capital Surcharge Levy for CA Unit 2010 Deficit
(Report attached)(Document #92569)

J.Howley presented a chart highlighting the 2010 RInc projects (Recreational Infrastructure Program) for Fanshawe and Wildwood, the anticipated RInc funding, the actual RInc funding which resulted in a deficit of \$53,735. She requested Board approval to use funding from the Capital Surcharge Levy to offset the noted deficit.

I.Wilcox stated that ideally a Business Plan would have been developed with both of these opportunities, however, when the RInc funding was announced there was a very short turn around time to submit the application. He stated this was the first opportunity in several years for the conservation areas to obtain Provincial and Federal (Economic Stimulus) funding and staff did not want to jeopardize the opportunity.

Staff pursued this funding opportunity recognizing that the Authority's one third share would have to be covered either by year-end surplus funding (unlikely) or through reserves (anticipated). While this amount was not budgeted, the opportunity for two-third grant funding was too important to miss.

The members entered into a lengthy discussion relating to the project deficit, and options available to address this matter other than utilizing the capital surcharge levy.

I.Wilcox reminded the members that in August, 2010 the Board approved the eligibility of the Conservation Areas unit to use the Capital Surcharge Levy during the year 2011 while waiting on the completion of the CA Business Plan.

I.Wilcox advised the members that in the early 1990's municipal funding to support the operation of the Conservation Areas was eliminated. This concept needs to be revisited. He suggested if the members are unable to support the attached recommendation the matter be deferred until the June meeting when the Conservation Areas' funding model will be discussed.

J. Baechler noted that the past few years have been extremely difficult for municipalities in terms of budgeting. When the Stimulus Funding was announced many municipalities used reserves not normally utilized to ensure the completion of many projects. She noted when the RInc funding was announced there was quick turn around time to submit applications and as a result many municipalities and organizations went over budget. She stated that given the circumstances she would support the recommendation as outlined in the report.

Following a further brief discussion,

A.Bannister moved – J.Northcott seconded:-

RESOLVED that the UTRCA Board of Directors approve the use of the Capital Surcharge Levy in the amount of \$53,735 to cover the expenses incurred with the Recreational Infrastructure Program at Wildwood and Fanshawe Conservation Areas.”

CARRIED.

(c) Administration and Enforcement – Section 28 Report
(Report attached)(Document #92636)

The report was presented to the members for consideration. J.Baechler inquired whether the Authority staff followed the Board adopted Environmental Planning policies in approving the noted permits. Staff responded affirmatively.

S.Clark moved – H.McDermid seconded:-

“RESOLVED that the UTRCA Board of Directors approve the actions of staff as outlined in the attached report.

CARRIED.

- (d) Pittock Dam Gate Painting, Phase 3
Design, Tender and Contract Administration
(Report attached)(Document #92677)

The report was presented to the members for consideration.

S.Clark moved – C.Mott seconded:-

“RESOLVED that the UTRCA Board of Directors approve the recommendations as outlined in the attached report.”

CARRIED.

- (e) Embankment Stability Studies, Fanshawe and Wildwood
Dams – Supplementary Work – Seepage Filter Test Pits
(Report attached)(Document #92686)

The members entered into a brief discussion regarding the scope of the work being undertaken. It was suggested that staff submit a report to the Board of Directors outlining the findings of the embankment stability studies.

R.Chowen moved – D.Lazenby seconded:-

“RESOLVED that the UTRCA Board of Directors approve the recommendation as outlined in the report with the amendment that Authority staff will submit a report to the Board of Directors outlining the findings of the embankment stability studies.”

CARRIED.

11. Presentations

There were no presentations.

12. Standing Committees

There were no standing committee reports.

13. Business for Information

- (a) UTRCA Watershed Conservation Centre Update

A.Shivas presented 3D Renderings of the Watershed Conservation Centre. He also presented the monthly progress report relating to the new Centre.

(b) Conservation Ontario – Electronic Bulletin

The electronic bulletin was presented to the members for their information. I.Wilcox advised the members that Conservation Ontario is the umbrella organization for the Province's 36 Conservation Authorities. The Conservation Ontario Council consists of the Chair and General Manager of each Authority and meets approximately five times a year. He noted that Jane Boyce is the Authority's representative to Conservation Ontario.

He outlined the work Conservation Ontario does on behalf of the Authorities on both provincial and federal levels. He suggested the members view the CO website for additional information at conservationontario.ca

14. Other Business (Including Chair and General Manager's Comments)

J.Baechler congratulated Tony Jackson on receiving the Ontario Federation of Anglers and Hunters' top volunteer award.

I.Wilcox encouraged the members to contact Authority staff to discuss agenda items or if they require information or clarification on any Authority program.

The General Manager advised the members that he will be scheduling Municipal Council meetings this spring. He will advise the members when the schedule has been completed and will invite them to join him at their respective council meeting(s).

I.Wilcox reminded the members that the Authority is scheduling a workshop entitled, "Understanding Policy Governance" on June 2, 2011. Information regarding the exact time and location for the workshop will be communicated to the members within the next couple of weeks. He encouraged the members to attend if their schedules permitted.

B.French spoke to a matter relating to a property in Motherwell. J.Baechler requested the matter be deferred until the May meeting at which time staff will prepare a report regarding this matter for the Board's information.

B.French moved – H.McDermid seconded:-

“RESOLVED that Authority staff prepare a report for information relating to the Motherwell property for the May Board of Directors' Meeting.”

CARRIED.

14. Adjournment

There being no further business to discuss the meeting was adjourned at 3:55 p.m. on a motion by G.Way.

Ian Wilcox, General Manager
/ses
Att.

J.Baechler, Chair



The newly installed gates and swipe card reader at Fanshawe CA.

Swipe Cards Coming Soon!

Staff at Fanshawe and Wildwood Conservation Areas are excited about the installation of swipe card gate systems at the two parks. The cards will greatly improve customer service. Seasonal campers will now receive a swipe card instead of the vehicle sticker that they received in the past. No more waiting in line; campers will now be able to get in and enjoy our areas faster!

Pittock had a swipe card system installed in 2010 and campers there were very pleased with the system.

Along with the swipe card readers, Fanshawe and Wildwood will both have two new entry gates installed to replace our current aging gates. The total project cost will be around \$26,000. Ontario Parking Systems (London) has been working with staff and will be installing the systems prior to the park opening.

Contact: *Craig Machan, Superintendent, Wildwood CA, and Steven Musclow, Superintendent, Fanshawe CA*

Communities for Nature Spring 2011

The UTRCA is gearing up for 35 planting events throughout the watershed. Over 4,400 students and community members are expected to participate in planting 10,000 native trees and shrubs.

Events of special note:

- London Earth Day - Sunday, April 17 at Watson Street Park
- Stoney Creek Community Day - Saturday, April 30 at Northbrook Park (London)
- Ilderton Scouts - Saturday, April 30 - 70 people will join the UTRCA to plant in Meadow Creek Park
- Medway Creek ESA Community Day - Saturday, May 7 in partnership with the Ratepayer's Association and the City of London

School yards, public parks, river corridors, conservation areas and private landowners in London, Stratford, St Marys, Ilderton, Beachville, Woodstock, Dorchester, Thorndale, Salford and Lucan



Earth Day London is always a popular community event.

(in a joint project with the Ausable Bayfield CA) all are going to receive new trees and shrubs.

Contact: *Karen Pugh, Resource Specialist*

Ringling in the New Phone System

"The number you have dialed is not in service." Actually, the UTRCA's 519-451-2800 phone number is still be in service, but Fanshawe Conservation Area has a new number: 519-951-6181. With construction of the new Watershed Conservation Centre underway and a new phone system to be installed there, it was time for Fanshawe to "cut the cord."

Staff at the UTRCA and especially at Fanshawe CA are pleased with this new development. Having a dedicated phone number to the CA will reduce the call volume currently being handled by the Administration Office staff. The direct phone line to the CA will also improve customer service.



Fanshawe CA staff, including Assistant Superintendent Damian Schofield, have a new phone number: 519-951-6181.

The new phone number and system include options for emergencies, general inquiries, campsite vacancy reports, information on pavilion and group site bookings, special events and a general staff directory. This system is also consistent with the phone systems at Wildwood and Pittock CAs.

Contact: Steven Musclow, Superintendent, Fanshawe CA



This grassed waterway was installed through the CWP to protect the farm field from soil loss during spring snowmelt and rainstorm events.

Clean Water Program Accepting Applications for 2011

The Clean Water Program is in its 10th year of delivering financial and technical assistance to landowners across the watershed. Initiated in 2001 as a cooperative effort between contributing watershed municipalities, the CWP has delivered funding for close to 2500 environmental projects with a value of over 12 million dollars in economic activity. The cumulative environmental impact of these improvements is monitored through the UTRCA's Report Card program.

CWP funding covers a range of categories listed on the program's web site: www.cleanwaterprogram.ca. The program accepts applications from both farm and non-farm residents.

Contact: Brad Glasman, Coordinator of Conservation Services or www.cleanwaterprogram.ca

Orientation Days

In early April, Fanshawe, Pittock and Wildwood Conservation Areas each held an orientation day for the new and returning seasonal staff that will be working at that particular conservation area throughout the 2011 season.

Orientation day is the only opportunity for CA staff to come together for an entire day before their parks open. Staff meet for the first time as a team at their respective parks to become acquainted and to participate in various training exercises. Throughout the day the staff become familiar with their park and learn more about their individual roles and how they fit into the operations of the



Some of the new seasonal staff at Wildwood CA (above). General Manager Ian Wilcox speaks at Pittock CA's orientation day (below).



UTRCA. It's the perfect venue to cover a number of required training exercises such as Human Resources Training, Payroll, WHMIS and Health and Safety.

Although the day is filled with many different presentations from various individuals, the mood is kept light and relaxed. The staff are treated to a good lunch and generally leave with a better understanding of their park, their coworkers and their roles and responsibilities within the UTRCA.

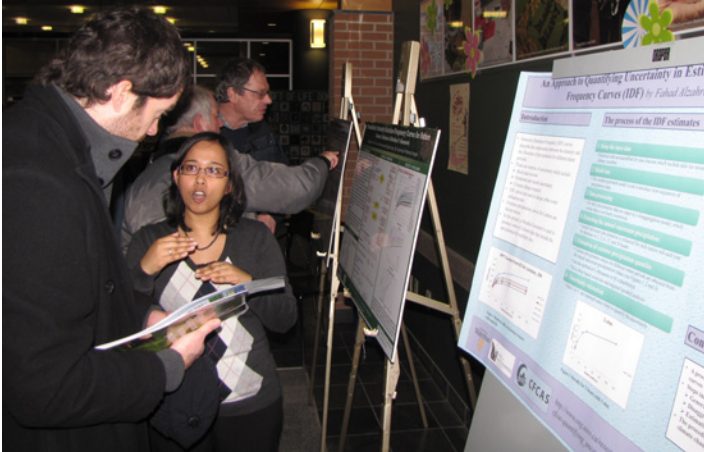
This year marked the 19th orientation day for Fanshawe CA Assistant Superintendent Sean Howley and Wildwood CA Operations and Maintenance staff Roy Ready; the 18th orientation day for Coordinator of Conservation Areas Jennifer Howley; and the 16th orientation day for Jack "Bear" McMullan, Grounds Maintenance staff at Pittock CA. Staff reminisced about how this day has evolved over the years – and all agreed that lunch has always been the most important part of the day!

Thank go to all the UTRCA staff and board members who came out to present information or greet the new staff. Your contributions were well received and greatly appreciated.

Contact: Ryan Datema, Superintendent, Pittock CA

Bringing Home Climate Change

On Tuesday, March 29, the UTRCA hosted the "Bringing Home Climate Change" event at the Wolf Performance Hall in London. Over 100 people attended the event to hear internationally-



UWO graduate students provided an informal poster session before the evening's presentations.

recognized local scientists present the most current global and local information about climate change.

The event included a poster session and presentations. Graduate students from the University of Western Ontario (UWO) presented an informal poster session to highlight the results of their recent research. Each project investigated an approach to quantifying uncertainty in modeling future extreme precipitation events.

The presentations provided a continuum of perspectives on climate change – from global to local. Dr. Gordon McBain, Director of Policy Studies at the Institute for Catastrophic Loss Reduction and Professor in the Departments of Geography and Political Science at UWO, provided the global perspective. Dr. Donald Burn, Professor in the Department of Civil and Environmental Engineering at the University of Waterloo, provided an overview of the challenges faced when using global models to predict climate change impacts on the local level. Dr. Slobodan Simonovic, Professor in the Department of Civil and Environmental Engineering and Director of Engineering Studies at the Institute for Catastrophic Loss Reduction at UWO, explained the impacts of climate change expected in the upper Thames River watershed. The presentation are available at www.thamesriver.on.ca

Contact: Teresa Hollingsworth, Coordinator, Community & Corporate Services

70,000 Trees Planted in 3 Weeks!

A sure sign that spring has arrived is the beginning of the tree planting season at the UTRCA. This year, more than 70,000 trees will be planted throughout the upper Thames River watershed.

This year's efforts continue a legacy of planting trees in both rural and urban areas. The UTRCA has planted over 10,000,000 trees throughout the watershed since 1950.

Staff visited more than 200 landowners last fall to organize planting plans and discuss conservation practises. To qualify for this private lands planting program, landowners must own 1 hectare or more and plant at least 25 large stock trees or 100 seedlings.

The Communities for Nature program will also contribute, planting nearly 10,000 native trees and shrubs.



The arrival of the trees in April is a busy time for forestry and CA staff.

The benefits of tree planting include:

- improving water quality by creating a natural buffer,
- reducing soil erosion by planting wind breaks,
- improving air quality, and
- increasing habitat for wildlife.

UTRCA staff can also assist landowners with soil erosion control, woodlot management, water quality improvements, and nutrient management. Funding is available through the Clean Water Program www.cleanwaterprogram.ca

Upcoming Events

- April-May: Community Forestry Program
- April 30: Stoney Creek Community Day, London
- May 17-20: St. Thomas-Elgin Children's Water Festival
- May 23: Fanshawe Optimist Fireworks (rain date May 29), Fanshawe CA
- June 4-5: Oxford County Triathlon, Pittock CA
- June 18: The Wild Ride, Wildwood CA
- June 18: Outdoor Day, Fanshawe CA

Contact: Steve Sauder, Marketing Specialist

On the Agenda

The following items will be presented at the UTRCA Board of Directors meeting on April 26th, 2011. Board meeting minutes are posted at www.thamesriver.on.ca; click on "Downloads."

- Capital Maintenance Funding Request- Conservation Areas
- Administration and Enforcement - Section 28 Report
- Watershed Conservation Centre Update - 3D Rendering of the new Watershed Conservation Centre
- Conservation Ontario Update

Contact: Susan Shivas, Executive Assistant

To: UTRCA Board of Directors
From: Jennifer Howley
Date: April 4, 2011
Subject: Use of Capital Surcharge Levy for CA Unit
2010 Deficit

Agenda #:
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Recommendation:

That the Board of Directors approve the use of the Capital Surcharge Levy in the amount of \$53,735 to cover the expenses incurred with the Recreational Infrastructure Program at Wildwood and Fanshawe Conservation Areas.

Background:

In 2009, staff from the Conservation Areas Unit completed two proposals to the Recreational Infrastructure Program (RInC) to receive funding for the installation of the splash pad at Fanshawe Conservation Area and the Lake Trail at Wildwood Conservation Areas. The program was set up such that the Provincial Government and the Federal Government would each contribute 1/3 of the project dollars with the remaining 1/3 coming from the Authority. Due to the timing of the funding allocations, neither project was budgeted for in 2009.

During the 2010 operating season, both projects were completed and enjoyed by many visitors to our conservation areas. In order to offer these services and meet the requirements of the funding agreement, the conservation area budget had to cover much of the work that was completed in 2010.

Funding for the splash pad and the installation was received fully by both levels of government. Conservation Area budget monies were allocated to staff wages for the restoration of the area and new signs promoting the investment. The lake trail however only was eligible for part of the funding based on the expenses that were submitted. This project involved many staffing hours and rental equipment both of which were not covered by funding. The materials for signs, boardwalks and the bike wash stand were all eligible and claimed.

The balance of the Capital Surcharge Reserve Levy as of December 31, 2010 was \$415,615. The \$53,735 being requested will not compromise the required monies expected to be used for the Watershed Conservation Centre.

Prepared by:

Jennifer Howley
Coordinator Conservation Areas

To: Chair and Members of the UTRCA Board of Directors
From: Jeff Brick, Coordinator – Hydrology & Regulatory Services
Date: April 12, 2011 **Agenda # 9 (c)**
Subject: Administration and Enforcement – Sect. 28 Status Report - Filename: Document#
Development, Interference of Wetlands and Alteration to 92636
Shorelines and Watercourses Regulation

Recommendation:

That the UTRCA Board of Directors approve the actions of staff as outlined in the attached report.

A summary of staff activity related to the Conservation Authority's *Development, Interference of Wetlands and Alterations to Shorelines and Watercourses Regulation* (Ont. Reg. 157/06 under Ontario Regulation 97/04) is presented below. This report generally covers the period from March 9 to April 11, 2011.

Application #33/09

John Thompson

Part Lot 15, Concession 3 East – Township of Norwich

- permit extension for permit originally approved April 3, 2009.
- proposed septic installation, house renovation and barn addition.
- plans are consistent with board approved policies (including appropriate setbacks) for works adjacent a wetland.
- staff approved and permit extension issued March 30, 2011.

Application #142/10

Carol Scott

23 Hampton Crescent City of London

- permit required for reconstruction of residential dwelling destroyed by fire
- geotechnical study required due to location adjacent to Thames River valley
- lot grading plans prepared by Holstead and Redmond, site plans prepared by R. Tome & Associate and revised geotechnical report prepared by LVM (formerly Atkinson Davies Ltd.)
- staff approved and permit issued March 24/11

Application #12/11

David Cole

Part Lot 23, Concession 2 – Municipality of Thames Centre

- proposed single-family house construction, driveway, septic and well installation.
- plans prepared by BOS Engineering and Skinner & Skinner Architects show all structures to be located with a sufficient erosion access setback from the stable top of slope.
- staff approved and permit issued March 9, 2011

Application #23/11

The Barnswallow Company Limited

Lot 9 and Part Lot 8, Concession Mitchell Road East Side – Municipality of West Perth

- proposed old house demolition and new house construction, construction of drive shed, pool and new septic system.
- plans prepared by the Barnswallow Company and MTE/OLS Limited show all structures to be designed and situated in accordance with our approved flood hazard policies.
- staff approved and permit issued March 14, 2011

Application #24/11

City of London

Lorraine Avenue – City of London

- approval requested for reconstruction of street within regulated area
- services and utilities involved as well
- staff approved and permit issued March 15/11

Application #25/11

City of London

First Street – City of London

- permit required for road reconstruction work and associated storm sewer upgrades/repairs in regulated area adjacent to Pottersburg Creek
- staff approved and permit issued March 15/11

Application #26/11

City of London

Heard Drain – N. of Fanshawe Park Road – City of London

- permission requested for relocation of Heard Drain (Snake Creek), a tributary of Medway Creek
- project also includes construction of 3 stormwater management facilities situated north and south of new channel
- works proposed as a result of Municipal Class EA process, including an EA Addendum (drain relocation component)
- plans and supporting documentation prepared by Stantec Consulting, Golder Associates (geotechnical) and Parish Geomorphic (channel morphology design considerations)
- staff approved and permit issued April 7/11

Application #28/11

Oxford County Trail Council

Part Lot 23, Concession 1N – Township of Zorra

- proposed extension of the Oxford County Thames River Trail east of Beachville.
- plans prepared by Brad Hertner of the Oxford County Trail Council.
- staff approved and permit issued April 1, 2011

Application #30/11

Stone Forest Homes Ltd.

65 Orchard Street – City of London

- permission requested for the construction of two decks at the rear of a new townhouse development previously reviewed and approved by the UTRCA
- decks not previously proposed for southernmost units but site inspection confirmed that conditions at rear of townhouses were suitable for “minor works”
- staff approved and permit issued April 11, 2011

Reporting and Monitoring on Timelines for Conservation Authorities Act Section 28 Permitting

In 2007, the Conservation Authorities Liaison Committee (CALC) was established by the Province to bring together representatives from the building industry, the Province of Ontario, municipalities, CA's, Conservation Ontario and environmental organizations, in order to clarify the role of Conservation Authorities in the municipal planning process and in the issuance of permits under the *Conservation Authorities Act*. The committee provided input to and helped developed new *Policies and Procedures for Conservation Authority Plan Review and Permitting Activities* which outline a consistent approach to the permitting function undertaken by CA's. In February of this year, the Ministry of Natural Resources contacted all CA's, asking for assistance in assessing the effectiveness of the guidelines noted above in terms of timelines for pre-consultation, complete permit applications, permit decisions and appeals. A simple spreadsheet was circulated to help summarize conformance with recommended timelines for processing permits, with a request made to monitor applications through 2011. The reporting requirements are quite basic and for subsequent Board meetings, we will update members on this process.

Recommended by:

Prepared by:

Jeff Brick, Coordinator
Hydrology & Regulatory Services

Karen Winfield
Land Use Regulations Officer

Mark Snowsell
Land Use Regulations Officer

To: UTRCA Board of Directors
From: Jeff Brick, Coordinator Hydrology and Regulatory Services
Date: April 8, 2011 **Agenda #:**
Subject: Pittock Dam Gate Painting, Phase 3 **Filename:** ::ODMA\GRPWISE\UT_MAIN.UT
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Recommendation:

That AECOM Consultants contract be extended to provide Design, Tendering, and Contract Administration Services for the Pittock Dam Gate Painting Phase 3 at an estimated cost of \$33,900 + HST.

Report Purpose:

A project to continue with the third phase (final two gates) of the three phase painting of flood control gates at Pittock Dam is provided for in the Conservation Authority's 20 year Water and Erosion Control Capital Repair Plan. The project is also included on the 2011 UTRCA list of proposed projects. The municipal share of the funding for the project is in place through the 2011 City of London and Oxford County Capital Repair levies. The project is anticipated to receive 2011 WECI 50% funding approval. The total budget is \$260,000 + HST.

Consulting Services Extension for Board Approval

AECOM has provided an estimated cost of \$33,900 including disbursements, + HST for project design, tendering, and contract administration services related to the painting of the last two gates of the five Pittock Dam gates. AECOM work has been satisfactory for Phases 1 and 2 . For 2010, consultant costs were \$32,958 + HST which were lower than the estimated amount of \$43,400. This work is a logical extension of the work that AECOM has completed for the UTRCA to date on this project. The consultant has prepared all documentation for the project and has detailed knowledge of the work required. Staff are recommending an extension of the contract for AECOM for Design, Tendering, and Contract Administration services for the project. A resolution from the Board of Directors is required for this contract.

Staff anticipate that a tender will be released for the painting contract in May and that a report will be provided on tender evaluation in June 2011. Painting work is anticipated to begin in August 2011.

Project Budget

The project is funded through WECI (50%) and 2011 Capital Repair funding from mainly the City of London (18.44%, \$48,000) and the County of Oxford (31.01%, \$81,000). The total estimated cost of the project is \$260,000.

Recommended by:

Jeff Brick, Coordinator
Hydrology and Regulatory Services

Prepared by:

Rick Goldt, Supervisor
Water Control Structures

To: UTRCA Board of Directors
From: Jeff Brick, Coordinator Hydrology and Regulatory Services
Date: April 11, 2011 **Agenda #:**
Subject: Embankment Stability Studies, Fanshawe and Wildwood Dams – Supplementary Work – Seepage Filter Test Pits **Filename:** Doc #92686

Recommendation:

1. That the contract be extended for AMEC to lead test pit investigations in accordance with their Proposal dated April 11, 2011 at an estimated engineering budget of \$27,312 + HST.
2. That a construction contractor be engaged to assist with test pit excavation and restoration based on the needs of the investigation and the receipt of three quotes. The estimate for this work is \$20,000.

Report Purpose:

In reference to the November 20, 2010 Memorandum to the Board of Directors for this project and the award of the stability studies to AMEC Earth and Environmental, the consultant has subsequently proposed supplementary work to improve understanding of the condition of the dams. This memorandum reports on the additional work, discusses budget implications, and provides a recommendation for the work.

Background:

The stability studies are provided for in the UTRCA 20 Year Water and Erosion Control Repair Plan for 2010 and 2011 at a total cost of \$180,000. The stability studies originally were to consider soil properties of the dams in situ from boreholes to be drilled from near the top of each dam. The contracted amount for AMEC approved in November 2010 for \$89,867 has already been approved as a claim for the 2010 WECI program funding. AMEC was selected as the preferred consultant at the time. An additional \$20,000 contingency for Borehole ramp construction was noted in the November 2010 report. The Contingency item and the proposed work in this memorandum valued at \$47,312 has been submitted to the 2011 WECI program for an extension to the project. With the additional proposed work the total costs for the study is estimated at \$159,312 + HST.

The supplementary work involves the digging of test pits just above the toe of the downstream side of each dam to intercept the seepage filter that extends beneath the dam towards the central vertical impervious core. Together the core and the horizontal drainage blankets near the bottom of the core ensure the stability of the dam for a potential seasonal range of reservoir levels and particularly extreme levels during flood times. The seepage filter helps to relieve seepage pressures, and direct any seepage through the earth embankments of the dams to levels below the downstream toe areas of the dam. The seepage can then be filtered through the subsurface or discharged to the stream in a controlled manner.

The work requires that the consultant provide direction to an excavation contractor to excavate test pits above the toe of the dams along the north and south embankments of each dam. The contractor must gain access to the work areas. The contractor will restore embankment conditions under the direction of the consultant. Soil sampling will permit the consultant to determine the effectiveness of the seepage filter in relieving seepage pressures and conveyance of seepage away from the dam embankment. An advantage in undertaking a review of the seepage filter and seepage properties at the dams at this time will offset some study costs that were planned for Wildwood Dam at a future date and permit investigations and any potential operational or structural recommendations to be integrated more comprehensively.

Three quotations from prospective subcontractors have already been obtained to assist with a budget for the test pit excavation work. The consultant has provided their total cost proposal to undertake the work extension. The estimate for the subcontractor work is estimated at \$20,000 and the consultant firm proposal is \$27,312 for a total of \$47,312 for the additional test pit investigations. The contractor work will need to be based on a time and materials due to some access restrictions, uncertainty as to the best test pit locations, and that local site soil conditions are not sufficiently known.

Of the overall study costs 43% are attributed directly to the consultant with the other 57% of costs being attributed to a construction subcontractor, survey subcontractor, borehole subcontractor, and laboratory costs for soil analysis.

Project Budget:

The total budget for the work incorporating the 2010 and 2011 20 Year Plan allowance is \$180,000. With the consultant contract already let, with a contingency previously set of \$20,000 and with the additional proposed work, the total costs for the work is forecast to be \$159,312 + HST.

Recommended by:

Prepared by:

Jeff Brick, Coordinator
Hydrology and Regulatory Services

Rick Goldt, Supervisor
Water Control Structures

#12(b)

Conservation Ontario Internal Electronic Bulletin

Volume 38 – March 2011

1. Conservation Ontario 2011-2015 Strategic Plan

The final draft of the Strategic Directions and Action Plan was presented and approved by Council. Communications products will now be developed to transfer information about the Strategic Plan to all Conservation Authority staff members. These products will be brought to Council at Conservation Ontario's Annual General Meeting on April 18, 2011 and distributed to Conservation Authorities after that.

2. 2011 A.D. Latornell Conservation Symposium

Save the date! November 16-18 the University of Guelph and Conservation Ontario will be hosting the A.D. Latornell Conservation Symposium at the Nottawasaga Inn in Alliston. The theme of the 2011 event is **Water: The Future of the Source**. How do we ensure we have enough clean, sustainable water sources for all our uses – for technologies, a resilient environment and for all of us individually? Delegates will discuss Ontario's water issues in the context of climate change, future demands; relationship of natural and built infrastructure and how it all relates to human health and water management.

3. Conservation Areas Workshop

Another successful workshop took place between October 27th and 29th at Geneva Park in Orillia. The 2010 theme was "Special Places, Special People" with over 120 delegates in attendance from 27 different Authorities. At the workshop the inaugural CA Innovation Award was given to Mike Hrynyk from CLOCA in recognition of his innovative flat bed trailer bridge project. 85% of people who responded to a post-workshop survey rated the experience as excellent or very good. The Chair of the 2010 Conservation Areas Workshop Committee was Craig Machan from UTRCA.

Next year's workshop will be held between October 24th and October 26th, with the theme of "Trails to Success". The 2011 Chair is Brad Strauss from GRCA.

4. Watershed Report Cards

Conservation Ontario hosted the first meeting of the Watershed Report Card (WRC) Implementation Committee. The goal of the committee is to improve the standardization of the CA WRC report cards in order to present a more consistent picture of the state of Ontario's environment. Their objectives include:

- a) Revising the 2003 WRC Guidelines
- b) Transferring the new guidelines to all Conservation Authorities
- c) Assisting Conservation Authorities to adopt the new guidelines.

5. Water and Erosion Control Infrastructure (WECI) Program Committee

Since 2003 the Ontario Ministry of Natural Resources has provided up to \$5 million per year towards the funding of capital maintenance of water and erosion control infrastructure (including dams, channels, dykes and erosion control works). CAs

have ensured that this funding was matched with an equal share of local funding. The WECI Program Committee oversees the program and determines the priority list of eligible projects by means of a scoring system based on established criteria. The committee has representatives from CAs, MNR and CO.

The committee undertook a review of the program and has created an updated Program Guideline and a formal Committee Terms of Reference. The new Program Guidelines will provide better clarity and transparency for the WECI Funding Program in general and in particular with regard to the scoring system which includes a modification to enhance the scoring of 'decommissioning/removal projects'. CO Council endorsed these two documents at the March 2011 meeting.

6. Recommendations for Conducting Wetland EIS for Section 28

As part of a Section 28 permit application, a CA may request a Wetland Environmental Impact Study (EIS) for development proposals within or adjacent to a wetland to assess potential impacts (both direct and indirect) which could result from the proposal. In 2009 Beacon Environmental was retained to create recommendations for conducting Wetland EIS and in December 2010 a final report entitled "Recommendations for Conducting Wetland Environmental Impact Studies for Section 28 Regulations Permissions" was submitted.

The Beacon report is based on interpretations of "conservation of land" and "interference in any way" as outlined in the "Draft Guidelines to Support CA Administration of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation" (MNR/CO Section 28 Regulations Committee, 2008). These interpretations are based on Mining and Lands Commissioner decisions. The Draft Guideline (2008) has not been approved by the Ministry of Natural Resources, and therefore, both the Draft Guideline and the Recommendations for Wetland EIS Report (2010) may have to be reviewed and updated once the terms become officially defined through a Section 40 regulation under the CA Act. In the interim, CAs in the process of updating or developing Wetland EIS Guidelines may consider the consultant's recommendations and the feasibility and practicality of adopting them based on their watershed priorities and the above noted limitations. Further details can be found with the Beacon report (see cover memo) or the full staff report.

7. Memorandum of Understanding: CO and Hydro One

CO Council endorsed the signing of a Memorandum of Understanding between CO (on behalf of Conservation Authorities) and Hydro One. The MOU (now signed) provides the protocol to be followed between CAs and Hydro One when work activities are planned or undertaken on lands regulated under the *Conservation Authorities Act* as well as CA owned lands. Hydro One is not subject to CA permits, however the MOU outlines the communication protocols between the organizations as well as best management practices.

Please remember that there are a large number of Hydro One staff who are accountable for the various work activities and while Hydro One has committed to continue to "roll out" training and communications that will facilitate execution of the MOU, they have indicated that it will take some time to ensure that their management system achieves optimal results. Additionally, Hydro One staff have indicated a willingness to provide an orientation session to staff at any CA who thinks it might be beneficial; please contact John Monk at j.monczka@HydroOne.com

8. Highlights from the Environmental Commissioner of Ontario Annual Report 2009-2010

The Environmental Commissioner of Ontario (ECO) Annual Report was created through the review of dozens of decisions and actions of government ministries that impact on the environment. Highlights related to CA business can be found in the staff report and include such topics as renewable energy, climate change, wetlands and funding for conservation authorities.

9. Update on the Conservation Authority Liaison Committee (CALC)

CALC includes representatives from CAs, CO, Municipalities, ENGOS, the Development Industry and the Province (Ministry

of Natural Resources, Ministry of Energy and Ministry of Municipal Affairs and Housing).

MNR has initiated the monitoring timelines system and will be collecting quarterly reports from CAs to review adherence with the timelines prescribed within the *Policies and Procedures for Conservation Authority Plan Review and Permitting Activities* (MNR, May 2010). CAs should take this reporting very seriously as it is expected that the results will reinforce for the Committee that legislated timelines for CA Act permits are unnecessary.

A communication fact sheet for *Policies and Procedures for Conservation Authority Plan Review and Permitting Activities* is anticipated to go to publishing sometime in March. Additionally, regional information sessions are to take place between April and June for municipalities, the development community, and provincial agencies; CAs will be invited to attend these sessions.

10. Interactive Map for Guide to Eating Sport Fish in Ontario hosted by CO

The new interactive map as part of the Guide to Eating Ontario Sport Fish is being hosted by Conservation Ontario @ CAMaps. The interactive [map](#) displays all of the lakes and rivers from the guide with the corresponding consumption advisories. The map helps you quickly find information by:

- lake, river or stream name
- address, community, township, or city
- Global Positioning System (GPS) coordinates
- fish species

11. Ontario Drinking Water Stewardship Program (ODWSP)

The province officially launched the Early Response program in late January, 2011. Please see CO's Media Release [here](#). CO and CAs are collaborating with MOE in additional local communications efforts over the coming months (further details to be provided when available) and implementation of the Early Response Program is underway. MOE staff met with Watershed Stewardship staff at a meeting on March 2nd which included a discussion of program agreement and reporting requirements.

12. CO Ecological Goods and Services Working Group Activities

At a meeting in February the CO EG&S members discussed planned Communications initiatives for 2011 including:

- The production of a "Currency of Ecology - Factsheet"
- Enhancing on-line (website) profile of CA EG&S Initiatives
- The production of a "Currency of Ecology" E-Bulletin

CAs are invited to forward information about initiatives they are involved in to Jo-Anne Rzedki by e-mailing jrzadki@conservationontario.ca

13. Alternative Land Use Services (ALUS) Update

In January, Conservation Ontario staff received an invitation to participate on the ALUS Public Advisory Committee (PAC). Cliff Evanitski (LPRCA) has been recommended by the CO EG&S Working Group and endorsed by Council to represent CO Council on the ALUS PAC. His previous history on the PAC will provide continuity and local expertise. He will report back to the EG&S Working Group on meetings and opportunities for input.

As a result of an ALUS Forum which took place in Tillsonburg in Fall 2010, working groups have been identified by the ALUS Alliance to address the following key priorities:

- Measure the benefits and report success
- Public Awareness
- Government Relations (including Municipal Approach)

14. Ontario Network on Ecosystem Services (ONES)

Since 2009 a number of representatives from Conservation Authorities (CVC, TRCA), Conservation Ontario, the province (MNR, MOE), federal government (Agriculture and Agri-Food Canada, Environment Canada), Municipalities, Non-Government Organizations (Ontario Federation of Agriculture; Alternative Land Use Services, Greenbelt Foundation, Canadian and Eastern Ontario Model Forests, Ontario Forestry Association, Ontario Nature, Pembina Institute) and Academia (University of Toronto, University of Waterloo) have been discussing the need for networking and collaboration on the research and development of ecosystem services valuation, policy and programming in Ontario. This kind of networking and dialogue has been supported by previous recommendations from the CO EG&S Working Group, with endorsement by CO Council.

ONES has developed a terms of reference, and preliminary plans are underway for an EG&S Forum in 2011 to be hosted by the University of Toronto. Jo-Anne Rzedki (CO) has been endorsed to represent CO and she can be contracted for further information and regarding membership opportunities.

15. Watershed Stewardship/Forestry/Restoration Meeting

Staff from 20 CAs, CO, as well as representatives from Ontario Soil and Crop Improvement Association, Agriculture and Agri-Food Canada, Trees Ontario and Ministry of the Environment (over 47 individuals) were represented at the March 1st and 2nd CA Watershed Stewardship meeting. The Agenda and all Presentations are available on the Conservation Ontario Website Members pages <http://www.conservation-ontario.on.ca/members/index.html>. Contact Jo-Anne Rzedki (CO) for further information.

16. Upcoming Events / Quick Links

- CO Representatives List: A listing of CO committee/association representatives and working group/issue leads
- Internal Electronic Bulletin Archives : Link to past issues of Conservation Ontario's E-Bulletin

17. Feedback

If you have any comments, concerns, or suggestions for improving this bulletin please contact info@conservationontario.ca.

18. Subscriptions

If you do not already receive Conservation Ontario's Internal Electronic Bulletin directly, but would like to, please contact info@conservationontario.ca to be added to the distribution list.