

March 1, 2011

**NOTICE OF
BOARD OF DIRECTORS' MEETING**

DATE: TUESDAY, MARCH 22, 2011

TIME: 1:30 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, February 15, 2011
 5. Business Arising from the Minutes
 6. Delegations - None
 7. (a) For Your Information Report
(I.Wilcox)(Report attached)

(b) Fanshawe Pioneer Village Report
 8. Committee of the Whole - In Camera
 9. Presentation

(a) Flood Control Presentation
 10. Business for Approval

(a) Administration and Enforcement - Section 28 Report
(M.Snowsell)(Report attached)(Document #91810)

(b) 2011 Capital Projects
- Summary and Recommendations
(A.Shivas)(Report attached)(Document #91828)
 11. Standing Committees

(a) Building Committee Update
(A.Shivas)(Verbal)

- (b) Joint Health and Safety Committee Minutes
- December 3, 2011
(I.Wilcox)(Minutes attached)(Document #90366)

12 Business for Information

- (a) Board Governance Workshop – June 2, 2011
(I.Wilcox)(Report attached)(Document #91981)
- (b) Proposal Award, 2011 Fanshawe Dam Road
Reconstruction: Design, Tender, and
Construction Administration
(RGoldt)(Report attached)(Document #92055)

13. Other Business (Including Chair and General Managers’
Comments)

14. Adjournment

Ian Wilcox, General Manager

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

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

MINUTES
BOARD OF DIRECTORS' MEETING
TUESDAY, MARCH 22, 2011

J.Baechler, Chair of the Upper Thames River Conservation Authority called the Board of Directors' meeting to order at 1:25 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	H.McDermid
	J.Boyce	C.Mott
	R.Chowen	J.Northcott
	S.Clark	G.Way
	R. Forbes	

Staff:	J.Brick	A.Shivas
	R.Goldt	S.Shivas
	C.Harrington	M.Snowsell
	M.Helsten	D. Sredojevic
	T.Hollingsworth	C.Tasker
	J.Howley	L.Trottier
	S.Johnson	I.Wilcox
	M.Shifflett	

Solicitor: G.Inglis

Regrets: D.Lazenby A.Ralph

J.Baechler advised the members that due to a commitment with the City of London she would be leaving the meeting at approximately 3:15 p.m. She noted that the City has recently scheduled Committee-of-the-Whole meetings at 4:00 p.m. on the same day as the UTRCA Board of Directors' meetings. Due to this conflict she inquired whether any member would object to scheduling future Board meetings at 12:30 or 1:00 p.m. There were no objections to this suggestion.

She thanked the members for their understanding and stated this matter would be further reviewed and they would be advised of any amendments to future meeting schedules.

1. Approval of Agenda

T.Jackson moved – J.Boyce seconded:-

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

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, February 15, 2011

A.Bannister moved – J.Northcott seconded:-

“RESOLVD that the Annual General Meeting minutes dated February 15, 2011 be approved as presented.”

CARRIED.

5. Business Arising from the Minutes

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

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

I.Wilcox introduced S.Johnson, Executive Director, Fanshawe Pioneer Village and outlined the background information that has led to the current relationship between the UTRCA and the Village.

S.Johnson updated the members on the \$3 million capital campaign. She noted that currently \$2,784,461 has been raised and outlined the grants and gifts that are outstanding. The Executive Director outlined several Capital Projects scheduled for 2011.

8. Committee of the Whole – In Camera

There was no business to discuss in Committee of the Whole – In Camera.

9. Presentation

(a) Flood Control Presentation

I.Wilcox advised the members that at the next several Board meetings staff will be making presentations relating to the Authority's programs and services. It is anticipated that the June Board of Directors' meeting will be held at Pittock Conservation Area to familiarize the members with that program. He stated that this month's orientation relates to the Authority's Flood Control program.

J.Brick, Coordinator Hydrology & Regulatory Services Unit highlighted the Authority's corporate organizational structure. He referred to the Hydrology and Regulatory Services Unit and noted that the unit consists of two mission centres – flood control and environmental planning. He stated that the Flood Control centre includes two service areas; flood forecasting and warning, and flood control structures. He introduced the staff in attendance.

He gave a brief overview of the UTRCA watershed and its characteristics.

M.Helsten outlined the responsibilities of the flood forecasting and warning component of the mission centre. He noted that "real time information is available on the Authority's web site www.thamesriver.on.ca under "water management" and "Thames River Flows and more....".

R.Goldt outlined the responsibilities of the flood control structure component of the mission centre.

J.Brick completed the presentation by outlining the tools utilized for preventative measures, such as the 2005 Provincial Policy and the Environmental Planning Policy Manual. He briefly outlined the 2011 budget totaling approximately \$2.0 million, and the mission centre's challenges. The presentation is appended for review.

10. Business For Approval

(a) Administration and Enforcement – Section 28 Report
(Report attached)(Document #91810)

M.Snowsell presented the above noted report and outlined the rationale for presenting the report on a monthly basis.

M.Blackie moved – T.Jackson seconded:-

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

CARRIED.

(b) 2011 Capital Projects
- Summary and Recommendations
(Report attached)(Document #91828)

A.Shivas presented the attached report to the members for their consideration.

T.Jackson moved – A.Bannister seconded:-

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

CARRIED.

11. Standing Committees

(a) UTRCA Watershed Conservation Centre Update

A.Shivas presented the monthly progress report relating to the new Watershed Conservation Centre.

It was noted that the new members have not seen the 3D Rendering of the Watershed Conservation Centre. It was suggested that prior to the next Board of Directors’ meeting the presentation be made for any members that are interested in attending.

(b) Joint Health and Safety Committee Minutes

- December 3, 2010

(Minutes attached)(Document #90366)

The minutes were presented to the members for approval. It was suggested that on page 4 Item (b) should read “First Aid Accident Reports” and the second line should read “left shoulder hit by falling tree – no loss time.”

J.Boyce moved – H.McDermid seconded:-

“RESOLVED that the UTRCA Board of Directors approve the recommendations in the Joint Health and Safety Committee Meeting dated December 3, 2010.”

CARRIED.

12. Business for Information

(a) Board of Governance Workshop – June 2, 2011

(Report attached)(Document #91981)

I.Wilcox outlined the attached report for the members’ information.

T.Jackson suggested the Authority consider utilizing teleconferencing or Skype for some of the smaller meetings in an effort to save travelling expenses and time. I.Wilcox noted that this suggestion would be taken under advisement.

(b) Proposed Award, 2011 Fanshawe Dam Road

Reconstruction: Design, Tender and Construction Administration

(Report attached)(Document #92055)

R.Goldt outlined the attached report for the members’ information.

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

I.Wilcox advised the members that following discussions with the Chair and Vice Chair, it was decided that Jane Boyce, Vice Chair would be the Authority's representative to Conservation Ontario which is the Conservation Authorities' umbrella organization. He noted that based on comments several months ago, Conservation Ontario will be added as an agenda item for a future Board meeting. He noted that Conservation Ontario provides monthly electronic bulletins that will be included in the package

The General Manager noted that J.Boyce is also representing the Authority on the Fanshawe Pioneer Village Board.

He reminded the members of the Climate Change Workshop scheduled for Tuesday, March 29th and the Conservation Areas Orientation Days – April 2 and 3rd.

R.Chowen stated he appreciated the Flood Control presentation and is looking forward to additional orientation sessions.

R.Chowen expressed a concern relating to the Fanshawe Sugar Bush that will be pursued by staff.

14. Adjournment

There being no further business to discuss the meeting was adjourned at 2:45 p.m. on a motion by H.McDermid.

Following adjournment Authority brief cases were distributed to the members.

Ian Wilcox, General Manager
/ses
Att.

J.Baechler, Chair



Staff use their first aid skills to save an accident "victim."

First Aid and CPR Training

This year over 50 UTRCA staff participated in our annual First Aid and CPR training. Staff learned how to prevent injuries and to think, react and improvise in emergency situations from a Red Cross trainer.

First Aid and CPR training is important in the workplace but, unlike a lot of other types of safety training, these skills and knowledge are also applicable to an individual's daily life. The UTRCA encourages staff to participate in First Aid and CPR, empowering them to act on, prevent and manage life's emergencies.

Practical hands-on components are supported by a variety of training materials such as mannequins for practicing CPR, AED trainers, bandages, splinting materials, barrier devices, first aid kits, auto-injector trainers and inhalers.

Contact: Cari Ramsey, Health & Safety Specialist



Staff practice CPR on infant mannequins.

Keeping Busy at Fanshawe CA

The Past: Snow Plowing and Removal

After an extremely busy winter, we are hoping that the snow is a thing of the past! Staff at Fanshawe CA, at times with the help of Pittock CA staff, moved a lot of snow this past winter. Beginning back in December with "Snowmageddon," wave after wave of snow had staff pushing it, lifting it and blowing it, again and again, and then throwing down the sand to make our walks and roads safe. When was the last time we had a winter at the UTRCA with four snow days? Now the snow plowing and removal equipment can (hopefully!) take a well deserved rest.



CA staff put in long days (and nights) keeping Fanshawe's roads clear.

The Present: Kinsmen Sugar Bush

Longer days and warmer weather mean tapped trees and flowing sap. The Kinsmen Sugar Bush is open to the public every March weekend and all of March Break. There are guided tours, horse drawn wagon rides, demonstrations and displays. Bring your appetite and fill up at the Pancake Pavilion, then visit the sugar shack to purchase local maple syrup products. For more information, go to www.kinsmenfanshawesugarbush.com.



A drop in the bucket: sap drips from a spile drilled into a sugar maple.

The Future: Canoe Rentals

“Do you rent canoes?” was the question. New for 2011, the answer is “Yes!” Starting this spring, we will have canoes available for patrons to rent for half or full days. Rentals will be available from the campground Registration Office, and include the canoe, paddles, lifejackets and a safety kit. For more information, go to www.fanshaweconservationarea.ca.

Contact: Steve Musclow, Superintendent, Fanshawe CA

New Information on Recommended Plants, Trees & Shrubs on Website

In the summer of 2010, we posted a list of recommended native trees, shrubs and vines on our website. The list helps community groups, consultants and landowners choose the most appropriate locally native species to plant in their restoration projects and gardens.

Due to popular demand, staff have expanded this information into a series of lists/factsheets including:

- Recommended native wildflowers and grasses for watershed naturalization projects
- Invasive non-native plants to avoid
- Tallgrass prairie plants native to Middlesex, Oxford and Perth Counties
- Southwestern Ontario nurseries that sell native plants



This aster is one of the many beautiful native species that can enhance a naturalization project or garden.

UTRCA staff (Cathy Quinlan, Karen Pugh and Brenda Gallagher) researched the species and their suitability for planting in the Upper Thames River watershed as well as their availability at native plant nurseries.

The print-ready pdf tables will help spread the word about the importance of choosing the right plants for our environment. To see the information, go to www.thamesriver.on.ca and look under “Natural Areas, Plants and Animals.”

Contact: Cathy Quinlan, Terrestrial Biologist



These dead fish were victims of winterkill.

Fish Survival: Winterkill

The biggest threat to the winter survival of fish is the loss of oxygen from the water. This usually happens in shallow lakes or in areas with little inflow or outflow of water and a lot of dead plant material. Decaying plants use up the oxygen in the water. If there is thick snow on top of the ice covering a body of water, very little light gets through the ice and the living plants in the water won't be able to make more oxygen. When this happens, a large die-off of fish may result, called a winterkill. Usually, the winterkill goes unnoticed until the carcasses appear after the spring thaw.

If you notice a large number of dead or dying fish, contact the Ministry of Natural Resources (MNR) dedicated toll free phone number to report a fish die-off: 1-866-929-0994, 8:30 am - 5:00 pm, Monday to Friday. There is more information on the MNR website under How to Report a Fish Die-Off.

If you find dead fish and are concerned that they did not die from natural causes, the Ministry of the Environment (MOE) has a toll free number to report spills and environmental emergencies: 1-800-268-6060, 24 hours a day, 7 days a week. This number is also listed under Emergency and Important Numbers at the front of your phone book as Environmental Spill Reporting. More information is available on the MOE website under Emergency Management – Spills Action Centre.

If you are uncomfortable with or unable to contact the MNR or MOE directly, you can contact UTRCA at 519-451-2800 extension 510 to notify us of the situation. We can file a anonymous report on your behalf; however, we will need to confirm information prior to doing so.

Contact: John Schwindt, Aquatic Biologist, or Cathy Reeves, Aquatic Biology Technician

Reporting a Violation

Every person in Ontario can help protect natural resources. If you suspect or observe illegal activity, please contact the Ontario Ministry of Natural Resources (MNR) TIPS line at 1-877-TIPS-MNR (847-7667), 24 hours a day, 7 days a week. For more information go to: www.mnr.gov.on.ca/en/Business/Enforcement/2ColumnSubPage/STEL02_163377.html



Dozens of seasonal staff are hired annually to help operate Fanshawe, Pittock and Wildwood Conservation Areas.

Hiring and Interviews

Every year, Fanshawe, Wildwood and Pittock Conservation Areas (CAs) employ over 50 seasonal staff. These people fill many important roles at each Conservation Area, such as maintaining facilities, providing great customer service, designing and running visitor programs, and enforcing UTRCA rules and regulations.

Together, these staff help us provide safe, well maintained, beautiful natural areas for our visitors to enjoy. They also create a positive image of the CAs and the UTRCA as a whole.

Recently, the Superintendents and Assistant Superintendents at the three CAs, along with Human Resources staff, have been busy conducting seasonal staff interviews. A total of 61 employees will be hired for the 2011 season.

The seasonal staff that we hire become the faces of the CAs and, to many in the community, of the UTRCA overall. In order to select the best employees for each job, the Superintendents and Human Resources staff sort through more than 500 applicants and conduct approximately 120 interviews over the course of four weeks. Needless to say, this is a challenging and very time consuming process but it is critical to the operations and image of the CAs.

Contact: Ryan Datema, Superintendent, Pittock CA

Ingersoll Forestry Information Workshop

On March 1, the UTRCA partnered with Trees Ontario, the Ontario Forestry Association, Stewardship Oxford and the Ministry of Natural Resources to host a forestry information workshop for landowners.

The evening workshop was held at the CAW - Local 88 Hall in Ingersoll. It was very well attended with 85 landowners participating. This is an annual event that we move around the watershed.

Several topics were presented at the workshop:

- Greg Greer, field advisor for Trees Ontario, outlined funding opportunities for landowners interested in planting two or more hectares through the Trees Ontario 50 Million Trees Program.
- Will Martin from the Ontario Forestry Association explained the land tax incentive for landowners through the Managed Forest Tax Incentive Program.
- Dave Depuydt from Stewardship Oxford spoke on the experimental direct seeding of tree seed to establish forest cover.



Every year, watershed landowners plant thousands of trees through the UTRCA's private lands tree planting program.

- Eric Cleland Forest Health Technician with the Ministry of Natural Resources addressed the major insect and disease problems affecting trees in 2010.
- Brenda Gallagher from UTRCA highlighted programs available to landowners who are interested in planting trees.

The workshop was very well received with many positive comments and discussion after the meeting. In 2012, the UTRCA hopes to host this meeting in Perth County, possibly Mitchell.

Contact: John Enright, Forester

Fisheries and Oceans Canada

Fisheries and Oceans Canada (DFO), assisted by Conservation Ontario and various Conservation Authorities (CAs), hosted a number of training sessions this past fall and winter along with the first Partnership Workshop since April 2008. These activities are in support of existing fish habitat agreements between DFO and CAs.

Staff who have some responsibility for project review and planning in or around water were invited to the training sessions. The intent of the sessions was to:

- Provide a mechanism for communication between agencies, inform and educate staff and provide internal direction and support for implementation
- Reinforce federal, provincial and municipal legislative roles and responsibilities for fish, fish habitat and associated water quality protection and conservation
- Inform and provide clarity to staff regarding the respective agency roles and responsibilities for fish, fish habitat and associated water quality protection and conservation
- Enhance working arrangements among agencies and identify more efficient and effective approaches at the field level in Ontario
- Enhance delivery and agency working relationships and improve responses and decision making

The UTRCA sent one staff member to a Natural Channel Design/Stream Restoration (NCD) course in December 2010, and two staff to an Instream Flow Needs (IFN) introductory course in January 2011.

The NCD course provided an introduction to the characteristics of natural channels that are important for productive fish habitat, basic geomorphic concepts, approaches for designing fish habitat into channels and methods for creating fish habitat. Upon completion, the participant has sufficient information to assess the suitability of a channel design for creating productive fish habitat.

The IFN Introduction provided instream flow assessment methodologies for fish habitat through hydraulic, hydrological, hydrogeological modelling and fish habitat characteristics. The participants were shown how to assess the suitability of various IFN methods to maintain productive fish habitat for a variety of development proposals.

Two staff members involved in the implementation of fish habitat review attended a two day partnership workshop in February 2011. The workshop was an opportunity for staff to share challenges and successes related to fish habitat and our partnership arrangements in Ontario. The focus was on updating staff on new initiatives of the partner agencies, discussions of case studies, implementation of protocols and other fish habitat topics in order to ensure more productive partnerships through relevant and necessary topics.

The training courses and partnership workshop hosted by DFO provide invaluable opportunities to learn and share experiences with agency and CA staff.

Contact: Cathy Reeves, Aquatic Biology Technician, Karen Winfield, Land Use Regulations Officer, and Cari Ramsey, Environmental Regulations Technician

On the Agenda

The following items will be presented at the UTRCA Board of Directors meeting on March 22nd, 2011. Board meeting minutes are posted at www.thamesriver.on.ca; click on "Downloads."

- Fanshawe Pioneer Village Report
- Flood Control Presentation
- Administration and Enforcement - Section 28 Report
- 2011 Capital Projects - Summary and Recommendations
- Building Committee Update
- Board Governance Workshop, June 2, 2011
- Proposal Award, 2011 Fanshawe Dam Road Reconstruction: Design, Tender, and Construction Administration

Contact: Susan Shivas, Executive Assistant

Upcoming Events

- April 6-7: Huron Perth Agriculture and Water Festival, Seaforth
- April 7: Thames Talbot Land Trust Annual Meeting, London
- April 16: Thames River Clean Up and London Clean & Green
- April 17: Earth Day London
- April 22: Fanshawe, Wildwood, and Pittock CAs open for the season
- April: Greening our Community, White Oaks Mall, London
- April 30: Stoney Creek Community Day, London
- April: Upper Avon River Conservation Club Planting Day, Stratford
- April-May: Community Forestry Program

Contact: Steve Sauder, Marketing Specialist

To: Chair and Members of the UTRCA Board of Directors
From: Jeff Brick, Coordinator – Hydrology & Regulatory Services
Date: March 9, 2011 **Agenda # 10 a)**
Subject: Administration and Enforcement – Sect. 28 Status Report - **Filename: Document#**
Development, Interference of Wetlands and Alteration to 91810
Shorelines and Watercourses Regulation

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 January 12, 2011 to March 8, 2011.

Application #162/10

R.V. Anderson Associates Limited

11th Line in Township of East Zorra-Tavistock – Burgess Park in the City of Woodstock

- proposed sanitary gravity sewer and trunk watermain.
- plans prepared by R.V. Anderson Associates Limited.
- staff approved and permit issued January 20, 2011

Application #02/11

Mitchell Golf and Country Club

81 Frances Street West – Municipality of West Perth

- proposed irrigation pond.
- plans prepared by R. J. Burnside and Associates Limited show all excavated fill to be removed from floodplain.
- staff approved and permit issued January 12, 2011

Application #03/11

JOB I Construction Limited

11-25 King Street – Town of Ingersoll

- proposed building demolition.
- plans prepared by M.C. Engineering show existing foundation to be reinforced in place and all demolition materials to be removed from property.
- staff approved and permit issued January 12, 2011

Application #04/11

K & D Rose Construction Limited

1 Clayton Street – Township of West Perth

- proposed single-family house construction.
- survey plans prepared by McNeil Surveying Limited show new house footprint to be located with a sufficient erosion access setback from the stable top of slope.
- staff approved and permit issued January 24, 2011

Application #05/11

Gary Field Homes Inc.

2175 Gideon Road – Municipality of Middlesex Centre

- proposed new single family residence and septic system.
- plans prepared by Gary Field Homes Inc., BOS Engineering and Environmental Services Inc. and Robert E. Dale Consulting Engineers show house to be designed and situated in accordance with our approved flood hazard policies.
- staff approved and permit issued February 4, 2011

Application #06/11

Union Gas Limited

Lot 17, Concession 1 – Township of Perth South (Downie)

- proposed NPS 2 gas pipeline installation.
- plans prepared in accordance with DFO measures to mitigate impacts to fish and fish habitat.
- staff approved and permit issued January 28, 2011

Application #07/11

Amy Schlegel

Lot 3, Plan 44M-29 – Town of St. Mary's

- proposed new single family residence.
- plans prepared by Century Design and MTE/OLS Limited show house to be designed and situated in accordance with our approved flood hazard policies.
- staff approved and permit issued January 28, 2011

Application #08/11

Peter Hall

Part Lot 5, Concession 5 – Municipality of Thames Centre

- proposed low-bed stream-crossing to provide access to land-locked agricultural field.
- plans prepared in accordance with DFO measures to mitigate impacts to fish and fish habitat.
- staff approved and permit issued January 28, 2011

Application #09/11

Municipality of Thames Centre

Part Lot 16, Concession 3 – Municipality of Thames Centre

- proposed erosion control bank works.
- plans prepared in accordance with DFO measures to mitigate impacts to fish and fish habitat.
- staff approved and permit issued January 31, 2011

Application #10/11

Union Gas Limited

Industrial Road – City of London

- permission required for undercrossing of Pottersburg Creek, south of Oxford Street
- plans prepared in accordance with DFO measures to mitigate impacts to fish and fish habitat
- staff approved and permit issued March 8, 2011

Application #11/11

City of London

224 Worthington Avenue – City of London

- proposed removal and replacement of section of boardwalk within Pond Mills ESA
- work to be undertaken by UTRCA's ESA team to address a safety hazard, primarily using manual labour to minimize site impacts
- staff approved and permit issued March 8, 2011

Application #13(A)/11

Union Gas Limited

Lot 16, Concession 1 – Township of Perth South

- proposed NPS 2 Gas Pipeline installation.
- plans prepared in accordance with DFO measures to mitigate impacts to fish and fish habitat.
- staff approved and permit issued February 25, 2011

Application #14/11

Township of Perth East

Lots 40 & 41, Concession 3 – Township of Perth East

- proposed culvert replacement.
- proposed culvert sizing by Dietrich Engineering Limited and plans prepared in accordance with DFO measures to mitigate impacts to fish and fish habitat.
- staff approved and permit issued February 24, 2011

Application #15/11

Township of Perth East

Lot 33, Concessions 10 & 11 – Township of Perth East

- proposed culvert replacement.
- proposed culvert sizing by Dietrich Engineering Limited and plans prepared in accordance with DFO measures to mitigate impacts to fish and fish habitat.
- staff approved and permit issued February 24, 2011

Application #16/11

Township of Perth East

Lots 15 & 16, Concession 14 – Township of Perth East

- proposed culvert replacement.
- proposed culvert sizing by Dietrich Engineering Limited and plans prepared in accordance with DFO measures to mitigate impacts to fish and fish habitat.
- staff approved and permit issued February 24, 2011

Application #19/11

University of Western Ontario

1486 Richmond Street – City of London

- proposed storm sewer repair project
- project details and methodology outlined by J-AAR Excavating
- staff approved and permit issued February 25, 2011

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: Alex Shivas, Coordinator – Lands & Facilities
Date: March 9, 2011
Subject: 2011 Capital Projects
Summary & Recommendations

Agenda #:
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Recommendations:

That the Board of Directors approve the Field Equipment Storage Shed addition and,

That the Board of Directors approve the installation of a Swipe Card Entrance System at Fanshawe and Wildwood Conservation Areas.

Report:

At the August 2005 Board of Directors meeting, the following guidelines were approved regarding the use of the capital levy surcharge for Authority projects:

Capital Levy Guidelines:

- The municipal capital levy will be used for priority Authority capital projects as identified by the Infrastructure Management Plan (or existing capital list until plan completion),
- The Board of Directors will approve all capital projects as a component of the UTRCA Budget at the February Annual General Meeting,
- Projects that support the broader Authority mandated programs are eligible for capital levy,
- The capital levy may be used exclusively or in combination with other funding sources to meet project costs,
- Staff wages are an eligible expense (design, tendering, project management, labour, motor pool).

Staffs are recommending the following projects to be implemented in 2011:

Project 1: Field Equipment Storage Shed – addition

A new storage shed was constructed at Fanshawe Conservation Area in 2005 to provide secure storage and safe work areas for Unit staff. The building consists of 7 bays with overhead doors, steel roof and siding, and a concrete floor. The new building replaced a structure constructed in 1963 that had become inadequate and a health and safety issue.

Staff are proposing a one-bay addition to the existing building to accommodate the equipment used by the Fanshawe Community Education Program. Currently the equipment is stored in a number of locations including the Watson Porter Pavilion, Fanshawe Dam and the workshop compound. The bay will also be used to house the water festival activity station materials that will not fit into the festival trailers.

The proposed addition will be on the south side of the current building.

Project Financing (estimate):

Estimated Costs	Percentage	Total Dollars
Contract		\$26,000
Permits		\$1,875
Paving		\$2,500
Wages		\$2,500
Materials		\$5,600
Contingency	10%	\$3,847
Total		\$42,322
Proposed Revenue		
Municipal Capital Levy	100%	\$42,322

Project 2: Swipe Card Entrance System Installation for Fanshawe Conservation Area and Wildwood Conservation Area

Our conservation areas have offered seasonal passes to our campers, visitors and staff for many years now. These passes are in the form of stickers and must be affixed to a vehicle to be considered valid. This has caused concern with many of our visitors because they have more than one vehicle and don't necessarily use the same one each time they visit our conservation areas. The other concern that has been raised is the wait time at the front gates for staff, day use season pass holders and campground season pass holders when Customer Service Representatives are serving other customers at the window. The second gate arm which is designated for season pass holders can't be raised until the CSR has a clear view of that lane and can ensure that the sticker pass is valid.

In 2010, the Conservation Areas Unit installed a swipe card system at Pittock Conservation Area as at test to determine if it would alleviate the issues mentioned above. Because the other two parks were still using stickers, we put the sticker on the swipe card to ensure that the pass would be valid at the other areas. The change was well received by both our visitors and our staff.

This system offers much more than the ability to alleviate wait times at our gates and transfer between vehicles. The swipe cards can be set to be only valid during certain times of the day. For example day use season pass cards would only work from 6 am – 10 pm where a seasonal campground season pass card would be valid 24 hours/day for the season. To prevent someone from coming in the park, and then getting out of their vehicle to pass the card to a friend to use for free access, the cards can be programmed to only be used at one time and will not be activated to use again for a certain period of time (30 minutes). In the unfortunate instance where an eviction took place and the card was not retrieved, the card would just be cancelled at the front gate and access with the card would not be permitted.

When looking for a provider of such systems, Pittock CA staff were able to confirm and meet with two different companies that offered this service. It was determined that Ontario Parking Systems offered the best system and value based in the fact that they installed and maintain the current gates that are located at our conservation areas. And although the configuration of our lanes may be altered a bit, we are able to use much of what already exists.

If this project were to be approved, installation would commence immediately with the goal of having the system in place for opening day on April 22, 2011.

Project Financing:

Estimated Costs	Percentage	Total Dollars
Contract: Total for both areas to have system installed and staff trained		\$25,970
Proposed Revenue		
Municipal Capital Levy	100%	\$25,970

The current balance of the Capital Surcharge Reserve is \$583,938. Both projects recommended here can be supported with Capital Surcharge revenue while still preserving an adequate balance to address the expected ~\$250,000 in Watershed Conservation Centre construction costs over and above the \$12 million municipal levy that was forecast during the tendering process.

Prepared & Recommended by:

Alex B. Shivas
Coordinator, Lands & Facilities

**JOINT HEALTH AND SAFETY COMMITTEE MEETING
MINUTES
December 3, 2010**

B. Mackie called the JH&SC meeting to order at 9:00 a.m., Friday December 3, 2010 at the Administration Office Boardroom in London.

Members Present: I. Wilcox K. Ebel K. Sockett B. Mackie
 B. Sheppard B. Williamson S. Cahill

H&S Specialist: C. Ramsey

Regrets: S. Viglianti

1. Minutes of the Previous Meeting

- October 10, 2010

I. Wilcox moved – K. Sockett seconded:

“RESOLVED that the minutes of the JH&SC Meeting dated, Thursday, October, 2010 be approved as presented.”

CARRIED

2. Business Arising from the Minutes:

a) The committee discussed training records and how the records are being kept. It was decided that I. Wilcox, C. Ramsey, C. Harrington and B. Glasman should sit down with Mary Sloan and Sharon Viglianti to discuss how training is currently being done and whether or not our current program could do what we would like/need it to do.

Task: C. Ramsey to schedule a meeting

- b) B. Shepherd gave an update on the new signage at Fanshawe for new parking lots and pedestrian crosswalks.
- c) C. Ramsey talked to the coordinators regarding staff concern relating to the dangers of exiting onto Clarke Road. They said a traffic study would be required at a cost of approximately \$20,000. There would be a new entrance by the time the study was completed. Coordinators will discuss opening up the back entrance for staff use in the spring. It is not feasible to use the back entrance in the winter. The committee thought we should talk to coordinators about approaching the City with our concerns about the entrance.

Task: C. Ramsey to discuss with coordinators

3. New Business:

(a) Workplace Inspections

Inspections took place at the following Conservation Areas:

Fanshawe C. A.

* On October 29, 2010 the following structures were inspected: all Fanshawe CA Buildings (B.Shephard);

- Registration Office – missing ceiling tiles in office
- Front Gate – no hazards
- Camp Washrooms – no hazards
- Maintenance Buildings – no hazards
- Watson Porter Pavilion – no hazards.
- Beach Pavilion – no hazards.
- Water System Buildings (F3 &F5) – no hazards..
- Chlorination Bldg. – no hazards.

* On November 22, 2010 the following structures were inspected: all Fanshawe CA Buildings (B.Shephard);

- Registration Office – missing ceiling tiles in office (repeat)
- Front Gate – no hazards
- Camp Washrooms – no hazards
- Maintenance Buildings – no hazards
- Watson Porter Pavilion – no hazards.
- Beach Pavilion – no hazards.
- Water System Buildings (F3 &F5) – eye wash bottle expired in F5
- Chlorination Bldg. – missing eye wash bottle

Wildwood C.A.

* On October 27, 2010 the following structures were inspected: Visitor Centre, workshop, park office, compound (K.Sockett);

- Office – no hazards.
- Lunchroom – no hazards
- Washrooms – no hazards.
- Workshop – CLR filled container not marked
- Drive Shed – no hazards.
- Fuel Shed – pool hose lying on floor
- Well #1 – no hazards.
- Visitors Centre – emergency lighting not working Gate House – no hazards.

* On November 11, 2010 the following structures were inspected: Visitor Centre, workshop, park office, compound (K.Sockett);

- Office – no hazards.
- Lunchroom – no hazards
- Workshop – dangling cords
- Drive Shed – no hazards.
- Fuel Shed – no hazards
- Well #1 – no hazards.
- Visitors Centre – breaker continues to flip

Fanshawe Administration Offices

* On October 20, 2010 the following structures were inspected: Administration Office Bldg. both Portable Offices, and North End Dam Offices (B. Williamson);

- Admin building – no hazards
- North end dam offices – no hazards
- ESA/Parks portable – no hazards
- Conservation services portable – no hazards

* On November 8, 11, 2010 the following structures were inspected: Administration Office Bldg. both Portable Offices, and North End Dam Offices (B. Williamson);

- Admin building – no hazards
- North end dam offices – no hazards
- ESA/Parks portable – no hazards
- Conservation services portable – no hazards

Pittock C.A.

- no inspections have been completed since last meeting

Motor Pool/ Workshop Building

- no inspections have been completed since last meeting

(b) First Aid Accident Reports:

- struck left knee on gator while exiting – no loss time
- left shoulder hit by falling tree – no loss time
- pulled muscle in lower back while moving a picnic table – no loss time
- pulled muscle in back while tightening a ratchet strap – no loss time

(c) Workplace Task Procedures for Approval

B. Williamson discussed the canoe procedure. Adam Berkelman rewrote the procedure as a piece of equipment instead of a task procedure. The committee discussed having a few staff become train-the-trainers, allow for other footwear rather than steel toes, but ensure that life jackets are part of the training.

Task: B. Williamson will make any changes to the canoe procedure and send it to all staff who use canoes for comments.

(d) H&S Specialist Update: C. Ramsey discussed with the committee, the definition of a critical injury and when to know whether or not to call Ministry of Labour after an accident with a non-worker.

(e) Coordinator Update: I. Wilcox gave an update on the building construction.

(f) Human Resources Update No update.

4. Other Business:

(a) Book 7

The committee discussed retraining needs for Book 7. Jay Ebel and Eric Stockmann have shortened the program for full-time staff. Seasonal training will be each year. Full time staff will be given a refresher course each year, focusing on how to read the orange

book and will be required to take full training every three years. J. Ebel and E. Stockmann will go to unit meetings to do the refresher courses.

Motion: S. Cahill **Second: B. Williamson**

“Recommendation to except the Book 7 retraining layout.”
CARRIED.

(b) **Election of Worker Co-Chair for 2011**

B. Williamson moved – S.Cahill seconded:-

“RESOLVED that B. Shepherd be nominated as worker co-chair for the Joint Health and Safety Committee for 2011”.

CARRIED.

B. Shepherd accepted his nomination.

(c) **Management Co-Chair for 2009**

Ian Wilcox was elected as 2011 Management Co-Chair

(d) **Train the trainer for First Aid and CPR**

The committee discussed having an in-house train the trainer for First Aid and CPR. C. Ramsey stated there is a lot of training to be done and it ia a big expense to be certified for First Aid and noted she would not have the time to do it. The committee agreed that having an outside trainer is still the way to go.

(e) **Inspections**

The committee discussed inspections and decided that all Authority structures should be inspected monthly.

(f) K. Sockett brought up the fact that staff at Wildwood were considering a work refusal due to the unsafe nature of the electrical panel at Wildwood dam. C. Ramsey thought that this should be mentioned to Rick Goldt as he is in charge of the dams and it needed to be fixed immediately.

Task: C. Ramsey to discuss issue with R. Goldt

5. Next Meeting:

The next meeting is scheduled for Thursday February 17 , 2010 at 9:00 a.m., to be held in the lunchroom at Fanshawe CA park office.

6. Adjournment:

There being no further business to discuss the meeting was adjourned on a motion by B.Williamson at 11:35 AM.

S. Cahill, Worker Co-Chair

B. Mackie, Management
Co-Chair

To: UTRCA Board of Directors
From: Ian Wilcox, General Manager
Date: March 8, 2011 **Agenda #:**
Subject: Board Governance Workshop- June 2, 2011 **Filename:** ::ODMA\GRPWISE\UT_MAIN.UT
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Given the recent large turn-over in Board Membership and the interest expressed by several members in additional training, staff have scheduled a **Governance Workshop** to help review and clarify the role of the Board. **The workshop will be held in the UTRCA Boardroom from noon until 4:30 on Thursday, June 2, 2011. Lunch will be provided.** All Board members are invited to attend.

CMR Governance Consulting has been retained to facilitate the workshop. Several staff and some Board members attended a workshop run by this consultant during 2009 on the same topic. Given the positive experience from those sessions, it seemed appropriate to offer a half day session for the entire Board.

Topics to be addressed will include:

- Understanding the principles of Policy Governance
- Clarifying the Board's role and its accountability
- Learning how the Board will create and use the four categories of Board policies
- Understanding the information that is required at Board meetings
- Streamlining the Board's work to improve Board member satisfaction
- Learning how to delegate to the CEO/President while still controlling the operations
- Working through real Board issues using the principles of Policy Governance.

Please make note of this date and plan to attend if at all possible. Further notice will be provided closer to the date.

Prepared by:

Ian Wilcox

To: UTRCA Board of Directors
From: Jeff Brick , Coordinator Hydrology and Regulatory Services
Date: March 10, 2011 **Agenda #:**
Subject: Proposal Award, 2011 Fanshawe Dam Road **Filename:** ::ODMA\GRPWIS\UT_M
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Construction Administration Centre_Library: 92055.1

Report Purpose:

This memorandum is provided to the Board of Directors for information in accordance with UTRCA purchasing policies. AECOM was awarded the work for engineering services as the lowest proposal bid tender of three submitted and as staff are proceeding with the lowest bid, an approval report is not required. Information on the project is provided below.

Background:

The project was identified in the UTRCA 2011 20 year Capital Repair Budget Plan provided to the City of London in March 2010. Completion of a preliminary engineering study in January 2010 provided estimates of potential construction costs towards the 2011 Plan.

Work to date was approved for 50% funding under the Ministry of Natural Resources Water and Erosion Control Infrastructure (WECI) Program with the municipal 50% share supported through the UTRCA 20 year Plan since 2009. Some WECI funding received in 2010 is being applied to this project. Overall the budget for this project is \$705,000.

A 2011 WECI funding application for contract administration and construction will be submitted in March 2011. Fanshawe Dam ranks high as a structure under WECI criteria and funding has been obtained for all previous projects. It is important that project design efforts begin soon to allow for regulatory approvals, tender release, and construction to occur in 2011. This project will be included on a list of 2011 projects submitted for WECI funding and a summary of the 2011 Plan will be provided to the Board of Directors at the May 2011 meeting.

Report on Proposal Review Process:

Requests for proposals were distributed to three qualified engineering consultants. Through a two envelope process, consultants were requested to provide written proposals as "Part A" addressing the project Terms of Reference and "Part B" providing upset costing for a design and tender phase and for a contract administration and field inspection phase of construction.

Part A proposals were reviewed first followed by review of Costs in Part B. Costs proposed were as follows:

<u>Consultant</u>	<u>Design / tender upset</u>	<u>Admin upset (%)</u>
AGM (TROW)	\$87,700	10.2%
Delcan	\$57,124	6.28% (based on construction estimate of \$589,000)

AECOM

\$48,790

5% (based on construction estimate of \$600,000)*

Note*:

AECOM proposed a variable scale table of greater % below the construction estimate and a lesser % for a higher construction cost based on the noted possibility that portions of the expected construction may be removed to be allocated to the UTRCA building project and may not reduce overall field inspection requirements.

The AECOM proposal was accepted by staff on the basis of the best proposal in Part A and the best cost in Part B. The proposed variable scale for Part B was considered as fair and was not considered a detriment to overall value of the work proposal provided.

The engineering agreement will be executed with AECOM and will include the proposed costs as upset limits. The agreement also contains provisions for suspension of work at any time.

Prepared by:

Jeff Brick, Coordinator
Hydrology and Regulatory Services

Rick Goldt, Supervisor
Water and Erosion Control Structures