

UPPER THAMES RIVER
CONSERVATION AUTHORITY

"Inspiring a Healthy Environment"

The Thames
A Canadian
Heritage River



October 3, 2014

Corporation of the City of London
Box 5035, 300 Dufferin Avenue, City Hall
London, Ontario
N6A 4L9

Attention: Cathy Saunders, City Clerk

Dear Ms. Saunders,

According to our records the term of appointment of your representative(s) to the Upper Thames River Conservation Authority expires at the end of 2014. An Orientation session for the members is scheduled for January 27, 2015. Recognizing that this is a municipal election year, and that these types of appointments are normally made by the newly elected Council, there is a very narrow window available for the recruitment and appointment of your representative(s). We are therefore bringing the matter to your attention now so that arrangements for these appointments can be prepared.

Those municipalities entitled to appoint representatives individually are requested to proceed following the municipal elections, in accordance with their usual practice, advising the Authority by late November or early December of the names and addresses of their appointments. The attached list identifies those as the City of London, the City of Stratford, and the County of Oxford.

Those municipalities who have been grouped for the purpose of appointing representatives are also requested to proceed, following the municipal elections, in accordance with their usual practice. It is necessary for each member of the group to advise the Authority of the name and address of their joint representative, by late November or early December.

When contemplating the appointment of your representative; it would be beneficial if the candidate has a keen interest in environmental issues and is willing to act as an ambassador for the UTRCA in representing the Authority to its stakeholders. The role of a member is to promote and advocate for the UTRCA and its role in watershed management.

Also, consideration could be given to their ability to:

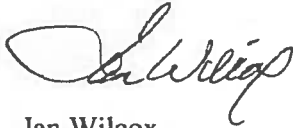
- Attend ten (10) Board of Directors meetings annually (no meetings in July and December) scheduled for the 4th Tuesday of each month from 9:30 a.m. to 11:30 a.m.
- Attend the Board meeting fully prepared to discuss, provide input and approve recommendations.
- Attend various other community events and workshops as a representative of the UTRCA (estimated at four per year).
- Provide input and ultimate approval of the Authority's annual budget.
- Approve the Authority's annual audit.

Also, please find enclosed a copy of the "UTRCA's Board of Directors' Policy Handbook" as background regarding roles and expectations for those interested in serving on the Board. The Handbook can also be found at <http://thamesriver.on.ca/about-us/boardofdirectors/>.

Should you have any questions regarding this matter, please contact the undersigned.

Yours truly

UPPER THAMES RIVER CONSERVATION AUTHORITY



Ian Wilcox
General Manager

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Att.

- Municipal Representative(s)