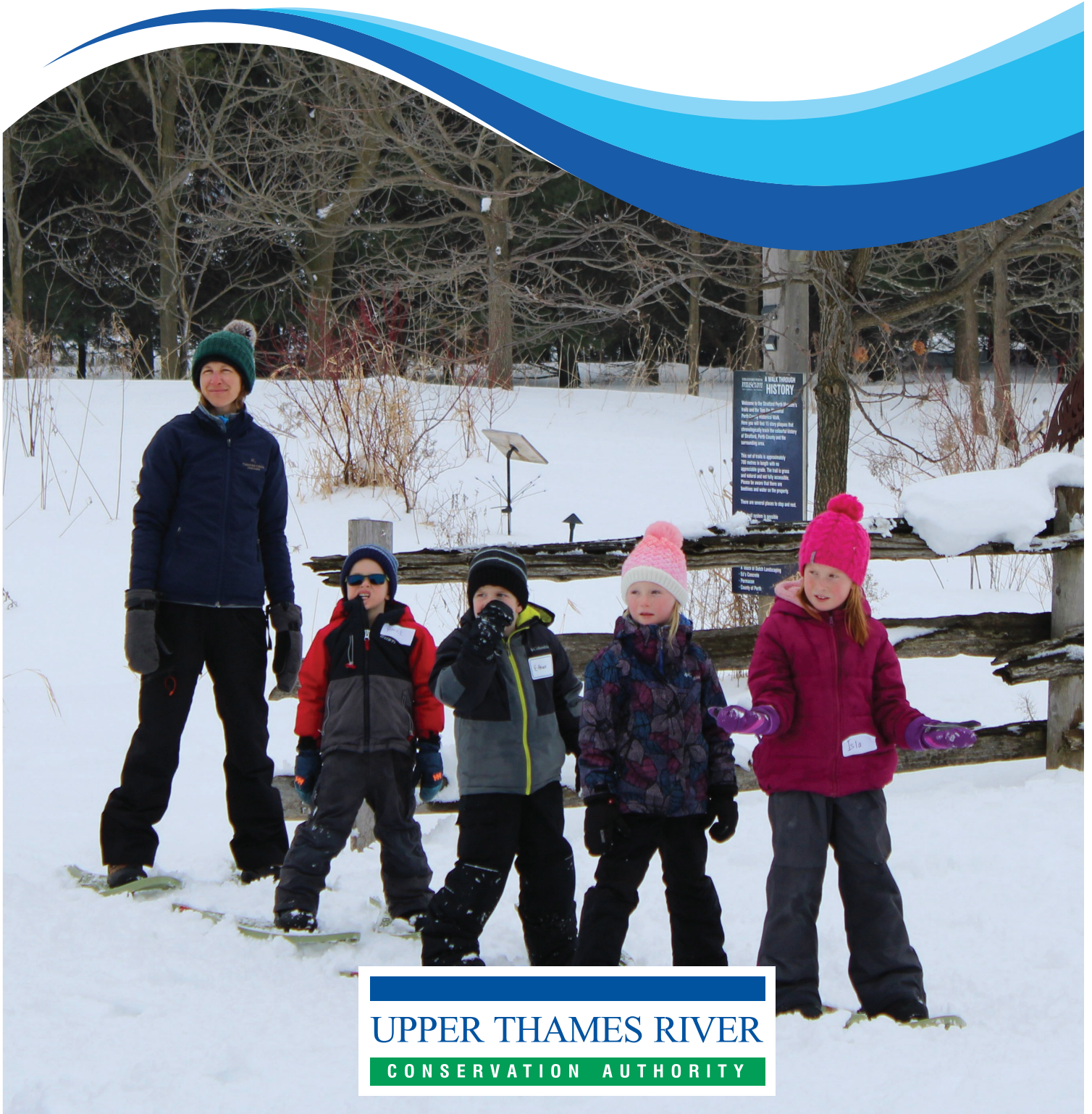


Board of Directors

Upper Thames River Conservation Authority



UPPER THAMES RIVER
CONSERVATION AUTHORITY

Upper Thames River Conservation Authority Board of Directors' Annual General Meeting Agenda – February 25, 2025

Date: February 25, 2025

Time: 9:30am

Place: Watershed Conservation Centre Board Room, Fanshawe Conservation Area –
1424 Clarke Road, London, ON

1. Territorial Acknowledgement

2. Modifications to the Agenda

3. Declarations of Pecuniary Interest

4. Presentations/Delegations

5. Administrative Business

5.1. Approval of Minutes of Previous Meeting: January 28, 2025

5.2. Business Arising from Minutes

5.3. Correspondence

6. Reports – For Consideration

6.1. Factual Certificate – BoD-02-25-10

6.2. 2025 Municipal Apportionment Methods – BoD-02-25-11

6.3. 2025 Final Draft Budget Consideration – BoD-02-25-12

6.4. Application of Floodplain Freeboard and Interim Policy Approach
BoD-02-25-13

- 6.5. Mileage and Honorariums – BoD-02-25-14

7. Reports – In Camera

8. Reports – For Information

- 8.1. Annual Report of Administration and Enforcement - Section 28 Prohibited Activities, Exemptions and Permits (O.Reg. 41/24) – BoD-02-25-15
- 8.2. Section 28 Violations – Annual Summary Report – BoD-02-25-16
- 8.3. [Thames River Current – February Edition](#)

9. Reports – Committee Updates

- 9.1. Finance and Audit Committee
- 9.2. Hearing Committee – January 28, 2025 Decision – BoD-02-25-17

10. Notices of Motion

15 Minute Break – The Authority Staff and Guests will be invited to join the meeting at approximately 11:00am

11. Welcome to Staff – Past and Current Chair

12. 2024 A Year In Review – Presentation

13. Presentation of the Conservation Awards

- 13.1. Inspiration Award – Christine Ritsma and the Stratford District Secondary School Eco-Club
- 13.2. Kayla Berger Stewardship Award – Brian and Elizabeth Wheeler
- 13.3. Board of Directors Award – Patti Donnelly

14. Presentation of Staff Service Awards

15. Chair's Comments

16. Member's Comments

17. General Manager's Comments

18. Adjournment

Tracy Annett, General Manager

Agenda Item 6.1 – February 25, 2025 UTRCA Annual General Meeting

Upper Thames River Conservation Authority

FACTUAL CERTIFICATE

To: Board of Directors

The undersigned hereby certify that, to the best of their knowledge, information and belief after due inquiry, as of 18 February 2025:

1. The UTRCA complies, as required by law, with all statutes and regulations relating to the withholding and/or payment of government remittances, including, without limiting the generality of the foregoing, the following:
 - All payroll deductions at source, including Employment Insurance, Canada Pension Plan and Income Tax;
 - Ontario Employer Health Tax;
 - WSIB premiums

And, they believe that all necessary policies and procedures are in place to ensure that all future payments of such amounts will be made in a timely manner.

2. The UTRCA has remitted, when due, to the Group Insurance carrier and to OMERS Pension Plan all funds deducted from employees' wages along with all employer contributions for these purposes.
3. The UTRCA is in compliance with all applicable Health and Safety legislation and all applicable Pay Equity legislation.
4. The UTRCA is in compliance, as required by law, with remittances and claims for:
 - Federal Harmonized Sales Tax (HST)
5. The UTRCA is in compliance with the requirements of the Charities Act. Corporate information updates are provided through this means. The 2023 T3010 Charity Return was filed before due.
6. In addition to statutory obligations, the UTRCA, through its internal processes, confirms the payment of supplier transactions so as to support the creditworthiness of the organization.
7. The UTRCA is providing the prescribed standard of service in the performance of its functions and following the prescribed procedures and practices in accordance with our funding agreements and as reported to the Board of Directors of the UTRCA through the following reports:
 - Quarterly Financial Report to the Board
 - Regular program updates from the General Manager and unit Managers
8. The operating line of credit was not used during 2024, and there is no current outstanding balance.

Dated at London, Ontario on 18 February 2025

Sandy Levin
Chair, Finance and Audit Committee

Tracy Annett
General Manager

To: UTRCA Board of Directors
From: Tracy Annett
Date: February 25, 2025
File Number: BoD-02-25-11
Agenda #: 6.2
Subject: 2025 Municipal Apportionment Methods

Recommendation

That the 2025 Municipal Apportionment Methods be approved;

That each participating municipality's share of the 2025 Total General Distribution be calculated using "Modified Current Value Assessment." And that the participating municipalities be assessed for payment of Category 1 operating and capital expenses presented in the draft budget.

And that category 3 programs and services also apply the "Modified Current Value Assessment" (MVCA) method for apportioning costs in agreements with municipalities.

And that each participating municipality's share of the 2025 "Benefit-Based Apportionment" method be applied for use with respect for costs for Dams and Water Control Structures as identified in the 2025 Draft Budget Package.

Background

Ontario Regulation 402/22 outlines the process for Conservation Authorities to prepare draft budgets in every calendar year. The steps in the draft budget and consultations process are generally;

- 1) Draft Budget – October 22, 2024
- 2) Circulate Apportionment and Draft Budget – November 18, 2024
- 3) Consultations – November through February 24, 2025
- 4) Meeting on Apportionment and Final Budget – February 25, 2025 weighted majority votes
- 5) Notice to pay – following approval of the Budget

Before Ontario Regulation 402/22: Budget and Apportionment, effective July 2023, the apportionment and budget weighted votes were undertaken at the same time. Regulation now requires the voting on apportionment of operating expenses and capital costs of programs and services and voting to approve the final budget to be done separately but can be at the same authority meeting. The UTRCA's apportionment using MCVA and special benefitting rates have been transparent for many years. Apportionment amounts are shown in Table 7. Municipal Levies Detail: Benefit-Based Distribution contained in the 2025 Draft Budget.

General Distribution Apportionment

The Municipal Apportionment information for 2025 is categorized into general operating and capital, Category 1, and Category 3 operating expenses allocated to each participating municipality using Modified Current Value Assessment. This was included in the signed Cost Apportioning Agreements with participating municipalities for Category 3 expenses. Schedule B of the Agreements are updated annually upon approval of the budget.

Benefit-based Apportionment

Special benefitting rates are based on the historical contributions as documented in the *Twenty Five Years of Conservation on the Upper Thames Watershed 1947-1973* (UTRCA, 1973). Specifically, the UTRCA uses a benefit-based method to apportion the operating expenses and capital costs for the water control structures it operates and maintains. The local share of the costs (after reduction by available funding from senior government or other sources) is apportioned based on the benefit to the municipalities. For Fanshawe, Wildwood and Pittock Dams, the shared benefit was determined when the funding for construction of the structures was discussed. For all other structures, the municipality where each structure is located is the sole beneficiary and, therefore, covers the local share of the operating and maintenance costs.

Summary

The apportionment and Draft 2025 Budget were circulated to member municipalities and posted to UTRCA's web site on November 18, 2024.

At UTRCA, municipal apportionment is allocated to participating municipalities based on the Modified Current Value Assessment (MCVA) information in the watershed, provided by the Ministry of Natural Resources and Forestry (MNR). MCVA is used for the allocation of costs for Category 1 programs and services and Category 3 programs as outlined in the signed Cost Apportionment Agreements. Benefit-based apportionment is utilized for water control structures operated and maintained by the UTRCA.

The approaches are consistent with how these costs have been apportioned historically and are described in Conservation Authorities Act Regulations (O.Reg. 402/22 Section 7(6)).

Recommended by:

Tracy Annett, General Manager, Secretary-Treasurer

To: UTRCA Board of Directors
From: Tracy Annett
Date: February 25, 2025
File Number: BoD-02-25-12
Agenda #: 6.3
Subject: 2025 Final Draft Budget Consideration

Recommendation

That the Board of Directors approve the budgets for 2025 in two parts:

- 1) A projected operating surplus of \$520,876 from \$27,553,066 in operating expenses, requiring \$8,197,570 of participating member levy, and requiring \$626,156 in cost apportioning agreements among members, and
- 2) A projected capital deficit of \$2,338,219 from \$15,483,600 in capital expenditures, requiring \$6,535,881 of participating member levy.

In accordance with Ontario Regulation 402/22 and the Upper Thames River Conservation Authority's Administrative By-Law, voting on the non-matching levy is by weighted vote.

Background

A report was provided at the Board of Directors meeting on January 28, 2025, outlining comments received from municipalities through presentations made to Councils. No written comments have been received, and no further presentations have been provided since the January meeting.

2025 Budget Finalization

Since the circulation of the 2025 Draft Budget, further amendments to both the operating and capital budgets were undertaken to finalize the 2025 Budget. A projected operating surplus of \$520,876 from \$27,553,066 in operating expenses, requiring \$8,197,570 of participating member levy, and requiring \$626,156 in cost apportioning agreements among members, is shown in the 2025 Draft Budget provided. Revisions are described below.

Operating Budget Revisions

The estimated operating deficit for Category 1 programs has increased since the fall draft from \$27K to \$198K. While 2025 also has a projected deficit in operations, the Category 1 deficit is reasonably balanced with a 1.5% deficit of costs. The change in the expected deficit is due in part to small, cumulative changes in both expenses, some adjustments to revenues, but largely to the attribution of \$80K levy out of the operating budget to the capital budget instead. See below for clarity on the capital budget.

Our new budgetary policy has guided us to attempt to balance both the operating budget for Category 1 programs and to ensure that capital spending is fully funded as well. This takes careful consideration of all needs, both current and future. For this reason, we have presented a larger operating budget deficit than otherwise we would have preferred. Category 1 programs are reasonably balanced with the \$198K projected deficit representing 1.5% of total costs. Our experience in budgeting, and our record of sourcing alternative funding in-year, have enabled us to believe that that deficit may yet be overcome.

Edits resulting in **changes in revenues** include:

- Increases to camping fees,
- Adjustments, including deferrals, to the nutrient reduction program carried from 2024,
- WSIB Health and Safety Excellence Program bonus, and
- Provincial funding confirmation received recently (may be awaiting signed agreements during “caretaker period”).

Revenue not yet included in the budget are several funding grants very recently confirmed. For example, funding has been received to support monitoring of the Hemlock Woolly Adelgid and the development of programs and services for New Canadians.

Changes to operating expenses from the fall draft budget include:

- Revised payroll rates issued in late November for EI and CPP changing total wage costs,
- Reduction in WSIB rate premiums for 2025 over 2024,
- Revised board per diems,
- Delayed start dates for unfilled positions reducing wages,
- Insurance increase of 3% over the previous year, reduced from fall draft,
- Refinement - broadly upward - of multiple cost estimates for contractors and consultants, materials and supplies, and staff training, and
- An increase of \$75,000 of depreciation expense estimates following year-end asset record-keeping.

In addition, we have recently begun a comprehensive procurement review for fuel and fuel systems, uniforms and linens, waste management, and facility supplies. It is hoped that costs can be reduced during 2025 as a result of this review; however, amounts are not yet known.

Member contributions allocated by MCVA have not changed from the draft budget presented last fall. The new levy supports only 64% of Category 1 mandatory operating costs and 32% of the overall operating expense budget.

The refinements included in the 2025 budget as presented give confidence that we have captured all that is currently known, but we are cautious about any in-year impact that progress on the new federal nutrient reduction program may have on allocation of corporate costs to Category 3. It is important to note that these types of programs, which cover many corporate costs, are in place for a limited period.

Capital Budget Revisions

Water and Erosion Control Infrastructure (WECI) funding is shown for the projects approved in 2024/2025 and in 2025/2026. No funding for WECI projects is yet approved for 2026/2027. The 2025 capital project amounts have been revised to reflect

subsequent discussions with member municipalities for needed capital repairs to structures and monitoring equipment.

Capital budget forecasts are highly susceptible to change, particularly regarding cost estimates. Many of these costs are best estimates at a point in time and subject to timing constraints and available contractors for the work. The capital budget figures proposed for approval best illustrate the costs for significant capital spending across the organization in 2025, at this time. Some 2024 projects were delivered under budget; others are expected to run over budget. For this reason, additional benefit-based levies have been made for those WECl projects.

Of the total capital project costs (\$15.5M), 77% are for flood infrastructure and erosion control work. A further 5% of the costs relate to maintenance and refurbishment of the capital equipment and fleet services required for the continuing delivery of programs through the Capital Asset Renewal Reserve. One item added to that part of the capital budget is an automated voltage regulator intended to smooth power fluctuations experienced through hydroelectric generation at Fanshawe Dam. In addition to protecting our existing technology, it is hoped that the installation of the regulator will enable hydroelectricity to be generated once again. This, in turn, should assist in reducing our operating costs. In our budget plans, we have consciously attributed \$80K of general distribution levy to this purchase and deemed it “capital maintenance levy” to eliminate the burden of this cost, through depreciation, on operating budgets over the life of the equipment. Other items are not fully funded; however, the movement of levy from the operating budget to the capital budget has resulted in a corresponding increase to the projected Category 1 operating deficit for 2025.

The final 18% of the capital budget constitutes costs for improvements to lands and to campground and day-use facilities in the conservation areas. These costs are borne primarily by existing reserves. Demand for these facilities continues to grow, and capital investment in buildings and infrastructure is necessary to support this demand and comply with regulations. Staff continue to undertake infrastructure condition assessments while coordinating the various phases of projects. This approach ensures the efficient use of resources, potential external funding, appropriate consultation, and proper planning, as well as alignment with the organization’s long-term vision.

Summary

The 2025 operating budget for expenses is 20% larger than in 2024 due in large part to the significant grants the Authority expects to issue through the federally funded nutrient reduction program. The capital budget for expenditures is almost double that of 2024 due to investment in lands, facilities, and equipment, as well as necessary repair work on structures.

The UTRCA has now experienced a full year of implementing the new financial framework, as required under legislation that involved categorizing the Authority’s programs and services. Actual 2024 values have informed the creation of the 2025 Draft Budget and will continue to be used in the development of future budgets.

In all categories of programs and services, staff are making every attempt to minimize budgetary impacts on member municipalities and to deliver budgets prepared considering the newly approved budgetary policy.

Recommended by:

Tracy Annett, General Manager / Secretary-Treasurer

Christine Saracino, Supervisor Finance

Draft 2025 Budget

October 22, 2024
Revised February 18, 2025

www.thamesriver.on.ca

UPPER THAMES RIVER
CONSERVATION AUTHORITY

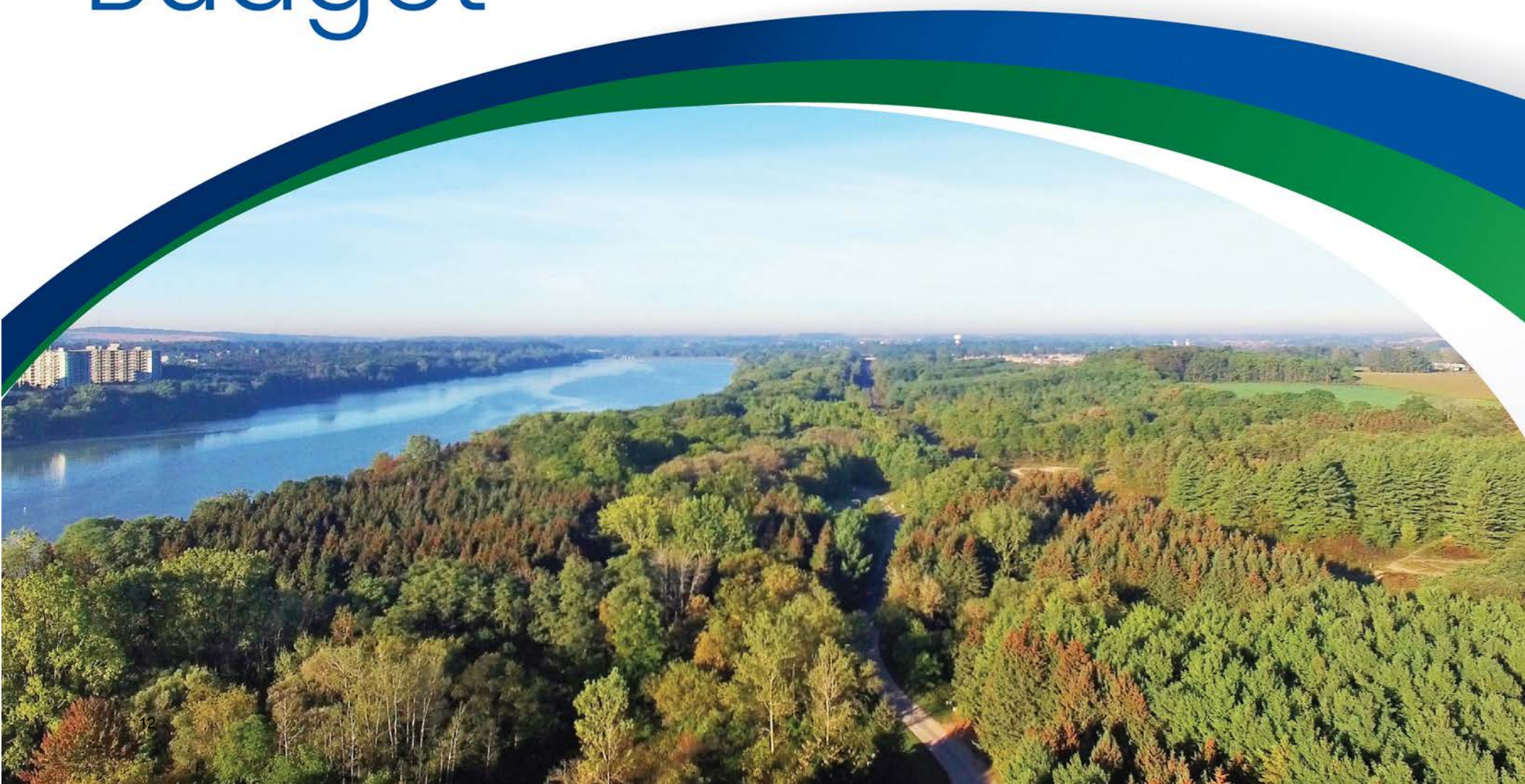




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Budget Development Schedule

March 2024

Staff initiate workplans for 2025 to predict budget needs.

June 2024

Board direction regarding budget concepts.

August 2024

Board direction regarding Preliminary Draft Budget, followed by municipal input sessions with senior staff.

October 2024

Draft Budget presented to Board.

November - February

Municipal input sessions with senior staff and Draft Budget circulation to member municipalities.

January 2025

Board review of municipal comments and Draft Budget reconsideration.

February 2025

Board review of Draft Budget and approval of Budget and Apportionment.

2025 Draft Budget: Overview

Key Messages

- Mandatory Category 1 programs and services require long-term stable funding to meet our legislative responsibilities,
- There are very limited alternative funding sources for these mandatory programs and services.

The Upper Thames River Conservation Authority's (UTRCA) 2025 Draft Budget (revised February 18, 2025) reflects expected costs to support legislative requirements, local environmental needs, and municipal and public demands for service. The budget meets the requirements of the Budget and Apportionment Regulation (O.Reg. 402/22) and continues to use the Modified Current Value Assessment to apportion costs for general levy and benefit-based distribution for water and erosion control structures.

The 2025 Draft Budget separates the UTRCA's programs and services into three categories, consistent with Section 21 of the Conservation Authorities Act (CA Act) and as required by Mandatory Programs and Services Regulation O.Reg. 686/21:

- Category 1 - Mandatory programs and services defined in regulation that may be funded with municipal levy.
- Category 2 - Programs and services delivered at the request of a municipality, with funding under agreement with the benefiting municipality.
- Category 3 - Other programs and services that the Authority determines are advisable to implement within our watershed jurisdiction. These programs and services are funded through cost apportionment agreements with participating municipalities and self-generated funding sources such as user fees, government and other agency grants, donations, etc.

What are the Mandatory Programs and Services?

- Planning and regulations
 - Regulations and enforcement under the CA Act (Prohibited Activities, Exemptions and Permits)
 - Planning activities

- Water management
 - Flood forecasting and warning
 - Infrastructure operations and maintenance
 - Mapping, studies, and information management
 - Climate change risk and mitigation
 - Low water response
 - Natural hazards outreach programs
- Land management
 - Land management, risk, enforcement
 - Lands strategy implementation (strategy completed in 2024)
 - Public access on UTRCA lands for passive recreation
 - Natural heritage conservation on UTRCA lands
- Provincial water monitoring
- Drinking water source protection
- Watershed strategy implementation (strategy completed in 2024)
- Essential corporate costs

UTRCA's Category 1 programs and services are broader than those of many other conservation authorities due to the size and scope of the water and erosion control structures and program.

Budget Development

In developing the 2025 Draft Budget, staff considered the following:

- Requirements under the CA Act and regulatory amendments,
- The Board-approved Budgetary and Reserves Policies,
- Cost of living adjustments and pay grid step increases,
- Persistent inflation as read through the Consumer Price Index and experienced by purchases of goods and services, particularly trade contracting, engineering works, and other supplies,
- Multi-year contractual obligations and impact on timing of spending,
- Operating, capital, and program pressures in terms of constraints on time,
- Minister's direction for conservation authorities fee freeze associated with planning, development, and permitting fees,
- Focus on internal efficiencies using technologies, and cost control wherever possible,

- General economic outlook combined with UTRCA's history of deficit budgeting, and
- Impacts on service delivery.

The UTRCA has used a conservative approach to spending, as well as proactive investigations into alternative sources of funding in 2024, in an effort to minimize financial impacts on member municipalities in 2025 and beyond.

The following items have informed the development of the 2025 Draft Budget:

Stabilize Funding for Category 1 Mandatory Programs and Services

The Draft Budget includes a 3% increase in wages across the organization and the UTRCA is committed to fair and competitive compensation. The federal CPP Enhancement program started in 2019 will end after 2025 during which a new limit for additional maximum pensionable earnings of 14% is implemented. These enhancements have been borne for a number of years in our forecast deficits. After 2025, it is expected that payroll burdens will become more stable than in the recent past.

The count of FTEs in 2025 is higher than in 2024. This results from 2024 having only part-year FTEs for the new staff hires and 2025 containing the entire year costs for those positions, if they have been filled.

Total operating costs in 2025 are 20% higher than in 2024 due to two significant federal grants recently approved to support Category 3 programs for reduction of nutrients on land across the watershed. The corresponding program revenue is also in the budget.

Property taxes were estimated with a broad 7% increase; liability and other insurance coverages reflect a 3% increase.

In 2024, the municipal levy supported just under 60% of the cost of providing mandatory services, resulting in a forecast deficit of \$1.2 million dollars. The previous five years of budgets also had projected deficits.

While 2025 also has a projected deficit in operations, the Category 1 deficit is reasonably balanced with a 1.5% deficit of costs.

The municipal share of Category 1 expenses is now 64%. This increase in levy provides for greater balance in these programs, helping to ensure that continued deficit budgets will not unduly impact reserves. Increases in municipal support are required to reduce reliance on other, undependable sources of funding and ensure the stability of these programs and services. Without consistent and dependable Category 1 funding, the UTRCA is at risk of inadequately delivering these mandatory programs and services and not fulfilling our provincial mandate.

Alternative Sources of Funding

The UTRCA continues to investigate opportunities to attract partnerships, user fees, and alternative funding sources to support all programs and services. A contract with the federal government is providing significant support for the UTRCA's rural stewardship efforts. By obtaining funding support, Category 3 programs and services leverage the municipal investment and assist in supporting Category 1 corporate costs.

The provincial government froze planning and permitting fees in 2022, limiting the value of user fees that the UTRCA can collect. The Board-approved policy has been to recoup 50% of the cost of providing planning and development services. Currently, the UTRCA can recoup only 32% of these expenses.

Significant Increase in Capital Projects for Specific Municipalities

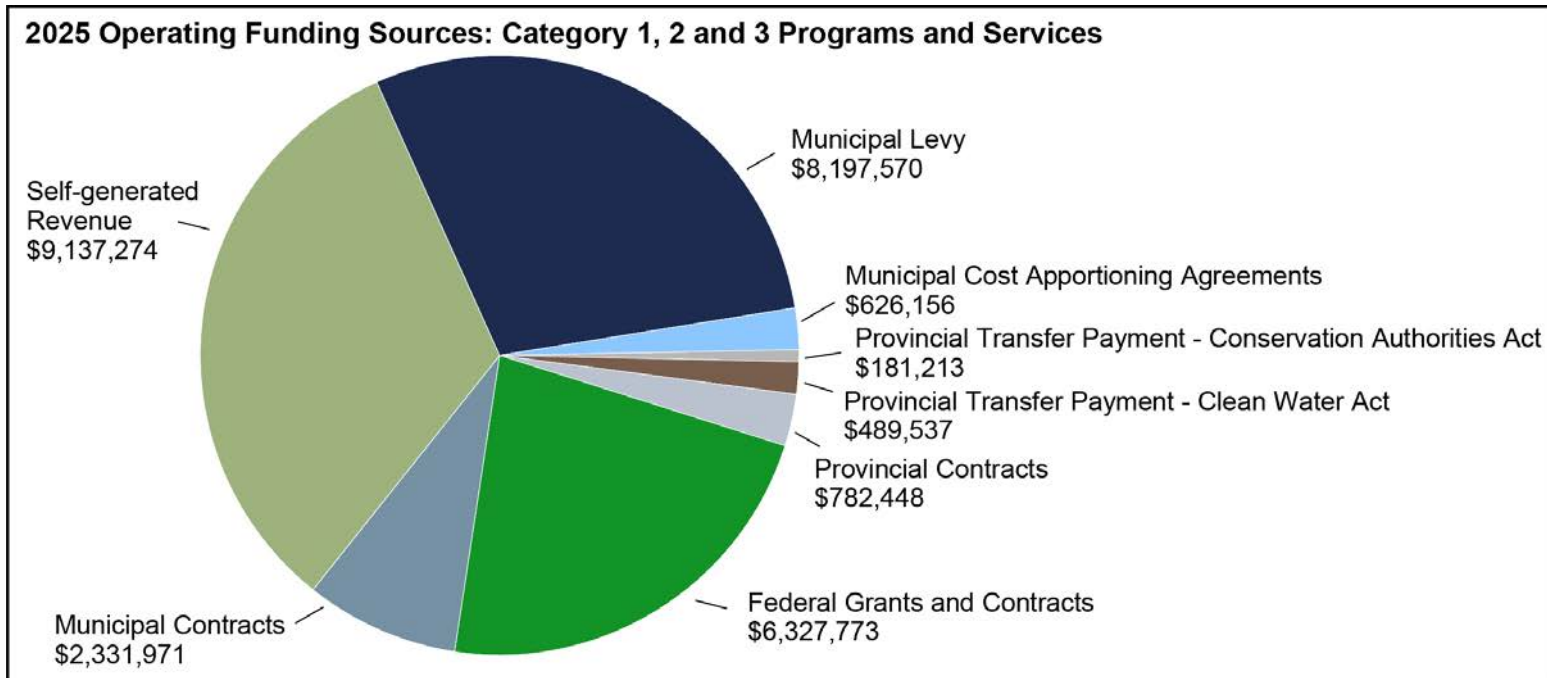
Considerable capital work has been planned for 2025 and 2026 as the UTRCA continues to maintain aging infrastructure. Inflation has meant rising costs and has made it difficult to estimate project costs for future projects with certainty. Changes to estimates since the Draft Budget presented last fall are reflected in the 2025 and 2026 structure and other capital project budgets.

These costs can vary significantly for benefitting municipalities. The Authority is sensitive to the impact on these municipalities and has been meeting with each municipality to discuss the timing and phases of project implementation. The UTRCA has applied for alternative funding to offset capital costs to member municipalities. This Draft Budget reflects approved funding and updated projects.

Operating Costs and Funding Sources per Category

Table 1. Summary of Operating Costs and Funding Sources per Category

	Category 1	Category 2	Category 3	Other Category 3 (Campgrounds)	Total
Total Operating Costs	\$12,747,417	\$1,202,163	\$9,095,790	\$4,507,697	\$27,553,066
Funding Sources					
Provincial Transfer Payment - CA Act	\$181,213	-	-	-	\$181,213
Provincial Transfer Payment - Clean Water Act	489,537	-	-	-	489,537
Provincial Contracts	601,848	-	\$180,600	-	782,448
Federal Grants and Contracts	188,236	-	6,139,538	-	6,327,773
Municipal Contracts	698,179	\$1,240,207	318,584	\$75,000	2,331,971
Self-generated Revenue	2,192,437	-	1,646,850	5,297,987	9,137,274
Municipal Levy	8,197,570	-	-	-	8,197,570
Municipal Cost Apportionment Agreements	-	-	626,156	-	626,156
Total Funding Sources	12,549,021	1,240,207	8,911,728	5,372,987	28,073,942
Surplus (Deficit)	(\$198,397)	\$38,045	(\$184,062)	\$865,290	\$520,876



Operating Budget

Table 2. Operating Budget

	2024 Approved Budget	2025 Category 1	2025 Category 2	2025 Category 3	2025 Category 3 Campgrounds	2025 Total Budget	2026 Forecast
Revenues							
Municipal Levy + Cost Apportionments (Cat.3)	\$7,999,589	\$8,197,570	-	\$626,156	-	\$8,823,726	\$9,630,579
Municipal Levy amortized from deferrals	269,469	282,212	-	1,584	-	283,796	221,309
Provincial Transfer Payment - CA Act	181,213	181,213	-	-	-	181,213	181,213
Provincial Transfer Payment - Clean Water Act	600,584	489,537	-	-	-	489,537	578,540
Municipal Contracts	1,899,856	415,967	\$1,240,207	317,000	\$75,000	2,048,175	2,107,158
Provincial Contracts	383,777	601,848	-	180,600	-	782,448	441,154
Federal Grants and Contracts	2,130,709	188,236	-	6,139,538	-	6,327,773	5,583,535
Land Management Agreements	1,192,377	430,913	-	717,006	104,435	1,252,353	1,272,114
User Fees	6,813,969	1,076,573	-	836,345	5,193,552	7,106,469	7,389,165
Donations and Other Revenues	26,500	46,702	-	93,500	-	140,202	110,500
Investment Revenue	505,250	638,250	-	-	-	638,250	644,250
Total Operating Revenues	22,003,293	12,549,021	1,240,207	8,911,728	5,372,987	28,073,942	28,159,517
Expenses							
Wages and Benefits	14,955,606	10,090,378	733,141	2,323,208	2,394,935	15,541,661	16,167,817
Property-related Expenses	2,037,632	783,034	50,625	678,195	805,565	2,317,419	2,239,921
Technical and Consulting Services	1,031,367	670,410	30,420	282,354	195,800	1,178,984	953,928
Computers and Communications	571,789	496,375	16,100	24,119	22,850	559,444	523,268
Insurance and Risk Management	471,508	392,083	2,000	16,696	117,075	527,854	571,794
Materials and Supplies	1,126,646	370,750	65,850	505,995	299,325	1,241,920	1,104,943
Staff Travel, PD, PPE, Uniforms	216,851	182,960	20,250	30,240	49,723	283,173	273,229
Fleet-related Expenses	155,200	200,600	-	1,315	3,250	205,165	183,530
Other Expenses	937,700	28,320	-	3,993,780	-	4,022,100	3,692,100
Depreciation Expenses	1,419,170	1,497,266	-	21,026	157,054	1,675,346	1,545,575
Corporate Allocations	9,649	(1,964,760)	283,777	1,218,863	462,120	(0)	430,970
Total Operating Expenses	22,933,118	12,747,417	1,202,163	9,095,790	4,507,697	27,553,066	27,687,075
Surplus (deficit)	(\$929,825)	(\$198,397)	\$38,045	(\$184,062)	\$865,290	\$520,876	\$472,442

Capital Projects

Table 3. Structure Capital Projects

Structure	2025 Budget				2026 Forecast			
	Project Revenues		Expenses	Net Budget	Project Revenues		Expenses	Net Budget
	Levy	Other Funding			Levy	Potential Funding		
Fanshawe Dam	\$260,000	-	\$238,000	\$22,000	\$438,000	\$80,000	\$175,000	\$343,000
Wildwood Dam	597,882	\$462,500	925,000	135,382	102,500	102,500	205,000	-
Pittock Dam	5,000	-	-	5,000	518,040	502,500	1,020,540	-
London Dykes	4,601,000	5,869,500	10,322,500	148,000	1,222,000	2,697,500	3,919,500	-
St Marys Floodwall				-	25,000	25,000	50,000	-
Ingersoll Channel				-	70,000	70,000	140,000	-
Stratford Channel	20,806			20,806	30,000	30,000	60,000	-
Orr Dam	190,000	-	140,000	50,000	840,000	480,000	1,265,000	55,000
Mitchell Dam	119,564	-	64,000	55,564	223,250	221,250	444,500	-
Harrington Dam	7,000	-	7,000	-	17,500	25,000	55,000	(12,500)
Embro Dam	27,000	-	52,000	(25,000)	60,000	-	60,000	-
Fullarton Dam	105,000	-	87,000	18,000	20,000	20,000	40,000	-
Shakespeare Dam	4,000		4,000	-				-
Dorchester CA Dam	2,000		2,000	-	12,500	12,500	25,000	-
Dorchester Mill Pond Dam	14,500	12,500	27,000	-	30,000	30,000	60,000	-
Centreville Dam	34,629		2,000	32,629	180,500	137,500	318,000	-
Total Structure Capital Projects	\$5,988,381	\$6,344,500	\$11,870,500	\$462,381	\$3,789,290	\$4,433,750	\$7,837,540	\$385,500

Notes:

- 1. “Other funding” in 2025 includes a significant contribution from the federal government.
- 2. “Potential funding” in 2026 is dependent on approved Water and Erosion Control Infrastructure program applications so it is not guaranteed.
- 3. Projects and cost estimates for 2025 and beyond are prepared on a best estimate basis. As new information is received, costs are updated, and funding of projects may be updated as well.
- 4. Positive figures in the “net” columns imply that we are planning to levy later, or more, than originally envisioned in earlier years.

Table 4. Other Capital Projects

Project	2025 Budget					2026 Forecast				
	Project Revenues		Expenses	Net Budget	Notes	Project Revenues		Expenses	Net Budget	Notes
	Capital Maintenance Levy	Other Funding				Capital Maintenance Levy	Potential Funding			
Capital Asset Renewal Reserve										
Watershed Conservation Centre (WCC) office furnishings	\$50,000			\$50,000	Levy for shortfall in 2024				-	
Voltage regulator	80,000		\$80,000	-	Installed in WCC for power issues				-	
IT server equipment	58,000		58,000	-	Hosts/servers and IT storage	\$58,000		\$58,000	-	Hosts/servers and IT storage
Fleet vehicle and equipment replacement	280,000	\$65,000	516,000	(171,000)	1 light-duty truck, 3 EV pickups, Bobcat with attachments, 1 zero-turn mower	385,000	\$50,000	435,000	-	5 light duty trucks, hybrid van, 4 UTVs
EV charging stations	55,000		130,000	(75,000)	Net shortage \$75K was levied in 2024 already	45,000	55,000	100,000	-	
Former Children’s Safety Village rehabilitation		50,000	50,000	-	LED grant from RBC received				-	
Loggers and telemetry watershed-wide	24,500		36,500	(12,000)	Satellite link, GOES, and Wabuno site equipment	15,800		15,800	-	Pottersburg bubbler
Category 1 General Distribution Reserve										
Lands projects and plans			270,100	(270,100)	Plans for Fanshawe Conservation Area (CA) entrance, gatehouses			40,000	(\$40,000)	
Category 3 Campgrounds Reserve										
Tri-park design plans for business and gatehouse			192,500	(192,500)	Wildwood CA entrance design, business studies		250,000	500,000	(250,000)	
Fanshawe CA capital projects on roads, equipment, and buildings			1,405,000	(1,405,000)	Mainly roadworks			1,659,000	(1,659,000)	Further roadwork and electrical upgrades
Pittock CA capital projects on bridge		150,000	165,000	(15,000)	In conjunction with City of Woodstock			655,000	(655,000)	Washroom repairs, electrical and site upgrades
Wildwood CA roads, electrical work, and playground equipment			710,000	(710,000)				225,000	(225,000)	4 cabins
Total Other Capital Projects	\$547,500	\$265,000	\$3,613,100	(\$2,800,600)		\$503,800	\$355,000	\$3,687,800	(\$2,829,000)	

Municipal Levies

Table 5. Municipal Levies

Municipality	General Distribution Rates - Operating and Capital (See Table 6. Municipal Levies Detail: MCVA General Distribution)							Benefit-based Distribution Rates** - Operating and Capital (See Table 7. Municipal Levies Detail: Benefit-based Distribution)							
	Clean Water Act	Conservation Authorities Act	Clean Water Act		Conservation Authorities Act		Category 1 Levy: General Distribution	Structure 100% (Single Benefitting Municipality)		Wildwood Dam (London 80%, St Marys 14%, all municipalities 6% MCVA)		Pittock Dam (Oxford County 61.1%, London 32.9%, all municipalities 6% MCVA)		Category 1 Levy: Benefit-based Distribution	Category 1 Mandatory Program Levy
	2024 MCVA %	2024 MCVA %	2025 MCVA %	2025 Levy	2025 MCVA %	2025 Levy	Total	Structure	2025 Levy	%	2025 Levy	%	2025 Levy	Total	Total
Oxford County	16.9295	16.9810	16.9550	-	17.0065	\$1,248,765	\$1,248,765	Ingersoll Channel	\$28,000	1.0204	\$9,942	62.1204	\$158,407	\$196,350	\$1,445,114
London	63.8935	64.0880	63.8549		64.0489	4,703,017	4,703,017	Fanshawe Dam	649,500	83.8429	816,951	36.7429	93,694	6,213,445	10,916,462
								London Dykes	4,647,000	-	-	-	-	-	-
								Springbank Dam	6,300						
Lucan Biddulph	0.3497	0.3507	0.3554		0.3565	26,179	26,179	-	-	0.0214	208	0.0214	55	263	26,442
Thames Centre	3.1877	3.1974	3.2362		3.2460	238,349	238,349	Dorchester CA Dam	2,500	0.1948	1,898	0.1948	497	23,894	262,243
Strathroy-Caradoc*	0.3034	-	0.3029		-	-	-	Dorchester Mill Pond Dam	19,000	-	-	-	-	-	-
								-	-						
								-	-	0.1483	1,445	0.1483	378	1,824	183,354
Middlesex Centre	2.4364	2.4438	2.4647		2.4722	181,530	181,530	RT Orr Dam	245,915	0.4303	4,192	0.4303	1,097	293,010	819,558
Stratford	7.1849	7.2068	7.1492		7.1709	526,548	526,548	Stratford Channel	41,806	-	-	-	-	-	-
								Shakespeare Dam	5,000	0.0848	826	0.0848	216	6,042	109,783
								Fullarton Dam	164,000	0.0877	855	0.0877	224	364,642	471,973
Perth East	1.4139	1.4182	1.4085		1.4128	103,741	103,741	Mitchell Dam	199,564	-	-	-	-	-	-
West Perth	1.4853	1.4899	1.4573		1.4617	107,331	107,331	St Marys Floodwall	65,000	14.0878	137,269	0.0878	224	202,493	309,916
								-	-	0.0696	678	0.0696	177	855	85,968
								-	-	0.0121	118	0.0121	31	149	15,009
St Marys	1.4560	1.4604	1.4585		1.4630	107,423	107,423	Embro Dam	40,000	-	-	-	-	49,000	49,000
Perth South	1.1594	1.1629	1.1556		1.1591	85,113	85,113	Harrington Dam	9,000					-	-
								Centreville Dam	38,629					38,629	38,629
									\$6,161,214	100	\$974,382	100	\$255,000	\$7,390,596	\$14,733,451
South Huron	0.2003	0.2009	0.2018		0.2024	14,860	14,860								
Zorra	-	-	-		-	-	-								
South-West Oxford	-	-	-		-	-	-								
Total	100	100	100	-	100	\$7,342,855	\$7,342,855								

* Strathroy-Caradoc is currently excluded from the UTRCA's jurisdiction by Order-in-Council.

**The UTRCA uses a benefit-based method to apportion the operating expenses and capital costs for the structures it operates and maintains. The local share of the costs (after reduction by available funding from senior government or other sources) is apportioned based on the benefit to the municipalities. For Fanshawe, Wildwood, and Pittock Dams, the shared benefit was determined when the funding for construction of the structures was discussed. For all other structures, the municipality where each structure is located is the sole beneficiary and, therefore, covers all the local share of operating and maintenance costs.

This approach is consistent with how these costs have been apportioned in the past and is described in the Conservation Authorities Act Regulations (Ontario Regulation 402/22 Section 7(6)).

Table 6. Municipal Levies Detail: MCVA General Distribution

Category 1 Mandatory Programs	Expenses	Municipal Support
Environmental Planning and Regulations		
- Regulations under S28.1 Natural Hazards	\$1,401,186	\$839,000
- Planning Activities	1,231,587	757,000
Water Management		
- Flood Forecasting and Warning	623,881	585,848
- Infrastructure Operations and Maintenance (Table 7. Municipal Levies Detail: Benefit-based Distribution)	1,756,247	1,219
- Mapping, Studies, and Information Management	1,360,340	1,304,000
- Climate Change Risk and Mitigation	314,591	134,444
- Low Water Response	10,880	11,000
- Natural Hazards Outreach and Education	506,355	341,600
Land Management		
- Lands Management (Risk, Encroachment, Enforcement)	903,111	703,000
- Lands Strategies (including Acquisition and Disposition)	43,693	42,000
- Public Access for Passive Recreation (Table 7. Municipal Levies Detail: Benefit-based Distribution)	1,484,926	778,287
- Natural Heritage Conservation on UTRCA lands	376,186	51,250
Provincial Water Monitoring	188,294	170,675
Drinking Water Source Protection	483,168	-
Watershed Management Strategy Implementation	247,144	22,217
Essential Corporate Costs	1,815,826	1,053,815
Total Operating Levy	12,747,417	6,795,355
Capital Maintenance Levy (not flood control related)	3,576,600	547,500
Total Costs to Levy (MCVA general distribution)	\$16,324,017	\$7,342,855

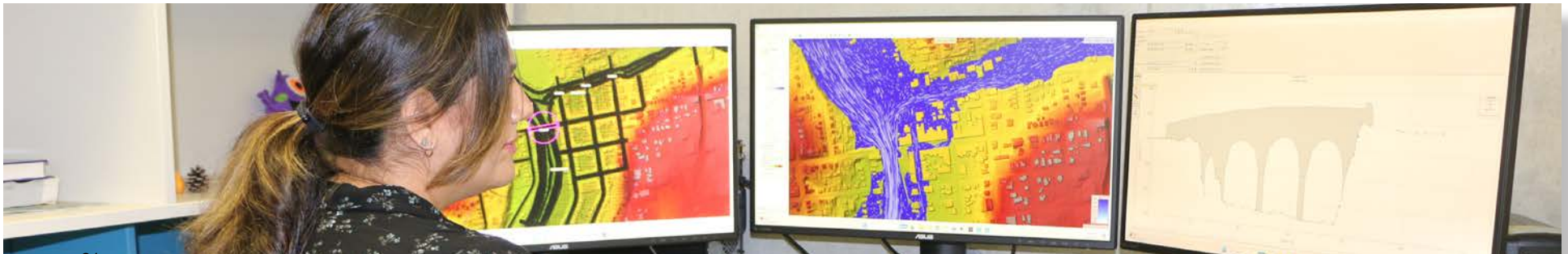


Table 7. Municipal Levies Detail: Benefit-based Distribution

Structure	Passive Recreation	Infrastructure Operation and Maintenance		Benefit-based Total for Structures
	Dam Operation and Maintenance	Flood Control Structures - Operating, Routine and Preventative Maintenance	Capital Repairs and Environmental Assessments	
Fanshawe Dam	-	\$389,500	\$260,000	\$649,500
Wildwood Dam	-	376,500	597,882	974,382
Pittock Dam	-	250,000	5,000	255,000
London Dykes	-	46,000	4,601,000	4,647,000
St. Marys Floodwall	-	65,000	-	65,000
Ingersoll Channel	-	28,000	-	28,000
Stratford Channel	-	21,000	20,806	41,806
Springbank Dam	\$6,300	-	-	6,300
RT Orr Dam	55,915	-	190,000	245,915
Mitchell Dam	80,000	-	119,564	199,564
Harrington Dam	2,000	-	7,000	9,000
Embro Dam	13,000	-	27,000	40,000
Fullarton Dam	59,000	-	105,000	164,000
Shakespeare Dam	1,000	-	4,000	5,000
Dorchester CA Dam	500	-	2,000	2,500
Dorchester Mill Pond Dam	4,500	-	14,500	19,000
Centreville Dam	4,000	-	34,629	38,629
Total Levies for Structures under Benefit-based Distribution	\$226,215	\$1,176,000	\$5,988,381	\$7,390,596



Table 8. Year over Year Comparison of Total Municipal Contributions

Municipality	2024						2025					
	MCVA 2024 %	General MCVA Distribution (Operating and Capital)	Special Benefitting Rates (Operating and Capital)	Total Levy Category 1	General MCVA Distribution (Operating programs) Category 3 Cost Apportionment	Total Municipal Support	MCVA 2025 %	General MCVA Distribution (Operating and Capital)	Benefit-based Distribution (Operating and Capital)	Total Levy Category 1	General MCVA Distribution (Operating programs) Category 3 Cost Apportionment	Total Municipal Support
Oxford County	16.981	\$1,083,785	\$260,556	\$1,344,341	\$103,236	\$1,447,577	17.0065	\$1,248,765	\$196,350	\$1,445,115	\$106,487	\$1,551,602
London	64.088	4,090,313	1,712,282	5,802,596	389,623	6,192,219	64.0489	4,703,017	6,213,445	10,916,462	401,046	11,317,508
Lucan Biddulph	0.3507	22,383	187	22,570	2,132	24,702	0.3565	26,179	263	26,442	2,232	28,674
Thames Centre	3.1974	204,069	5,707	209,776	19,439	229,215	3.246	238,349	23,894	262,243	20,325	282,568
Strathroy Caradoc				0		0				0		0
Middlesex Centre	2.4438	155,972	1,305	157,276	14,857	172,133	2.4722	181,530	1,824	183,354	15,480	198,834
Stratford	7.2068	459,962	92,489	552,452	43,814	596,266	7.1709	526,548	293,010	819,558	44,901	864,459
Perth East	1.4182	90,514	1,757	92,271	8,622	100,893	1.4128	103,741	6,042	109,783	8,846	118,629
West Perth	1.4899	95,090	130,937	226,028	9,058	235,086	1.4617	107,331	364,642	471,973	9,153	481,126
St Marys	1.4604	93,208	134,910	228,118	8,879	236,997	1.463	107,423	202,493	309,916	9,161	319,077
Perth South	1.1629	74,220	621	74,841	7,070	81,911	1.1591	85,113	855	85,968	7,258	93,226
South Huron	0.2009	12,822	107	12,929	1,221	14,150	0.2024	14,860	149	15,009	1,267	16,276
Zorra			52,500	52,500		52,500			49,000	49,000		49,000
South-West Oxford			4,000	4,000		4,000			38,629	38,629		38,629
Total	100	\$6,382,339	\$2,397,358	\$8,779,698	\$607,951	\$9,387,649	100	\$7,342,856	\$7,390,596	\$14,733,452	\$626,156	\$15,359,608

Notes:

- General MCVA distribution is applied to watershed-wide programs and services.
- Benefit-based distribution is structure-specific to the benefitting municipality / municipalities.

Reserves

UTRCA reserves were restructured in 2024 to conform with the provincial segregation of programs and services into categories. Opening 2024 reserve balances have been restated and unaudited 2024 actuals applied. Some variation is evident between budgets and actuals during 2024 as the organization adapted from highly integrated programs to a much more segregated approach.

UTRCA has always had Water and Erosion Control Structures Reserves due to the nature of benefit-based municipal funding, and those reserves remain. All other program reserves are grouped in their respective categories, except those related to land transactions, long-term investments, and donor-directed funds.

Note that the 2024 actual capital amounts reflect capital spending undertaken in 2024 (i.e., capitalized costs that will be depreciated over time in operating programs). The 2024 capital costs do not directly deplete those reserves in 2024 but will do so over years to come.

The 2025 draft budget would result in the reserve balances shown on the final line, “Expected End of 2025.” Note that overall reserves are expected to fall by the close of 2025 even as individual reserves may rise. Broadly speaking, the UTRCA continues to require capital spending, which should be fully funded. Further development of the capital budgeting process and asset management planning efforts should improve this situation over time.

Table 9. Reserves Forecast

As Planned	Total Reserves	Category 1 Operating	Land Transactions	Directed Donations	Capital Asset Renewal	Water and Erosion Control Structures	Long-term Investment	Category 2 Operating	Category 3 Operating	Category 3 Campgrounds Operating
Actual Opening 2024 Restructured	\$6,817,917	\$416,231	\$30,859	\$86,081	\$1,126,455	\$1,989,116	\$146,228		(\$38,909)	\$3,061,858
Approved Budget 2024: Operating	(929,825)	(1,189,252)		341		(44,298)	25,000	3,793	(406,494)	681,085
Approved Budget 2024: Capital	(2,762,085)				(280,000)	(173,148)				(2,308,937)
Approved for End of 2024	\$3,126,007	(\$773,021)	\$30,859	\$86,422	\$846,455	\$1,771,670	\$171,228	\$3,793	(\$445,403)	\$1,434,006
As Expected	Total Reserves	Category 1 Operating	Land Transactions	Directed Donations	Capital Asset Renewal	Water and Erosion Control Structures	Long-term Investment	Category 2 Operating	Category 3 Operating	Category 3 Campgrounds Operating
Actual Opening 2024 Restructured	\$6,817,917	\$416,231	\$30,859	\$86,081	\$1,126,455	\$1,989,116	\$146,228		(\$38,909)	\$3,061,858
Unaudited Actuals 2024: Operating	2,028,505	(1,065,250)	1,095,012	(9,488)		204,003	450,639	56,582	(206,566)	1,503,573
Unaudited Actuals 2024: Capital	(1,998,395)		(1,095,012)		(335,365)	(337,222)				(230,796)
Forecast Budget 2025: Operating	520,876	(244,368)		1,612		(125,641)	80,000	38,045	(94,062)	865,290
Forecast Budget 2025: Capital	(2,338,219)	(270,100)			(208,000)	462,381				(2,322,500)
Expected End of 2025	\$5,030,684	(\$1,163,487)	\$30,859	\$78,205	\$583,090	\$2,192,637	\$676,866	\$94,627	(\$339,537)	\$2,877,424

Category 1 Programs and Services: Budget

Category 1 includes the programs and services that the Province of Ontario has deemed mandatory for a Conservation Authority to deliver.

Funding

- The CA is permitted to levy their member municipalities for the full cost of delivering these mandated programs and services. The UTRCA uses revenues from agricultural leases, interest earned on investments, and internal program chargeback recoveries by allocating costs, to reduce the levy impact on member municipalities.
- All corporate costs may be included as Category 1 (i.e., eligible for full levy funding) but UTRCA is allocating program-specific costs to programs and services in all three categories. Essential corporate costs that are not program-specific are included as a grouping within Category 1 below (see page 20 for details).

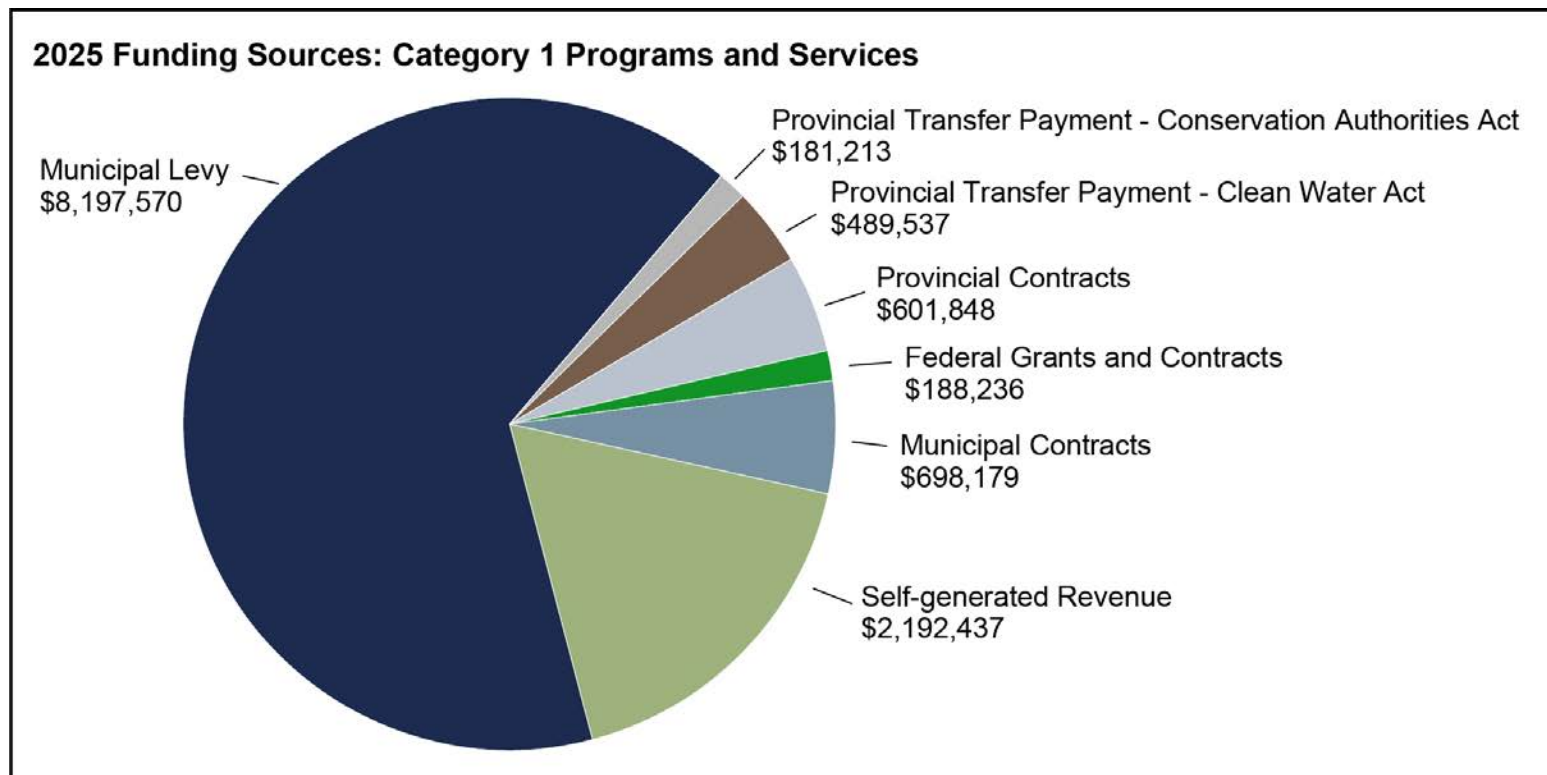


Table 10. Category 1 Operating Budget

Expenses by Type	Environmental Planning and Regulations	Water Management	Land Management	Provincial Water Monitoring	Drinking Water Source Protection	Watershed Management Strategy	Essential Corporate Costs	Total Category 1
Wages and Benefits	\$1,948,367	\$2,634,717	\$1,768,847	\$119,291	\$251,773	\$262,023	\$3,105,361	\$10,090,378
Property-related Expenses	1,000	182,690	237,244	-	-	10,500	351,600	783,034
Technical and Consulting Services	123,000	62,840	41,581	-	146,484	7,750	288,755	670,410
Computers and Communications	23,000	87,412	17,114	5,000	27,779	50	336,021	496,375
Insurance and Risk Management	3,972	49,436	37,471	1,986	-	993	298,225	392,083
Materials and Supplies	200	73,003	73,347	2,000	700	12,950	208,550	370,750
Staff Travel, PD, PPE, Uniforms	17,800	17,964	28,211	-	6,485	500	112,000	182,960
Fleet-related Expenses	-	-	-	-	-	-	200,600	200,600
Other Expenses	-	7,570	-	-	-	750	20,000	28,320
Depreciation Expenses	-	691,916	196,902	-	-	-	608,448	1,497,266
Corporate Allocations	515,434	658,325	407,200	60,017	49,948	58,050	(3,713,733)	(1,964,760)
Total Operating Expenses	\$2,632,773	\$4,465,872	\$2,807,918	\$188,294	\$483,168	\$353,566	\$1,815,826	\$12,747,417

Category 1 Programs and Services: Overview

Environmental Planning and Regulations

The UTRCA provides planning and regulations services to protect people and property from natural hazards (e.g., flood and erosion hazards, wetlands, and the area of interference surrounding wetlands) and support safe development.

Natural hazard planning activities include:

- Planning Act delegated responsibility for natural hazards to be consistent with Provincial Policies,
- Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances) with respect to natural hazards.
- Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of the Ontario Ministry of Natural Resources (delegated to CAs in 1983).

Regulations activities under Section 28 of the Conservation Authorities Act include:

- Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants. Property inquiries and compliance/enforcement activities.
- Input to the review and approval processes under the Planning Act and other applicable law, (e.g., Environmental Assessment Act, Drainage Act, Aggregate Resources Act, with comments principally related to natural hazards, wetlands, watercourses, and Section 28 permit requirements.

Legislative Changes

- Bill 23 (More Homes Built Faster Act) and Bill 109 (More Homes for Everyone Act) - Implement service delivery standards for the administration of planning and development reviews and permitting to expedite the approvals process.
- Ontario Regulation 41/24 - Prohibited Activities, Exemptions and Permits under Section 28 of the Conservation Authorities Act, effective April 1, 2024. requires new regulatory processes, administrative procedures, and policies.
- S28 Conservation Authorities Act - Consultation on and updating of natural hazard maps to inform planning and development applications.



Water Management

The UTRCA's water management program protects people and property and supports safe development by reducing risk due to flooding. Key components include:

- Providing flood forecasting and warning services for municipalities,
- Continually monitoring stream flow, reservoirs, and watershed conditions to assess flood, low flow, and climate change impacts and mitigation,
- Operating and maintaining water control structures (3 large dams, 3 flood control channels, 8 dykes/ floodwalls), constructed in partnership with municipalities, to control flood flows and augment stream flows during dry periods,
- Mapping and modelling flood plains and other natural hazards,
- Developing, maintaining, and implementing Flood Contingency Plan for municipal and First Nation flood coordinators and other partners,
- Providing outreach and education programs and information on natural hazards,
- Operating and maintaining 12 erosion control structures,
- Operating and maintaining recreational water control structures for passive recreation, on behalf of municipalities.
- Asset management planning for water and erosion control structures will continue building on the mandatory asset management plans for flood control, flow augmentation, and erosion control structures, to incorporate other UTRCA assets including recreational water control structures. Operational plans will be developed for recreational water control structures, similar to the mandatory deliverables required for the flood control and flow augmentation structures.



Land Management

The UTRCA provides public access for passive recreation on 3200 hectares of conservation lands at Fanshawe, Wildwood, and Pittcock Conservation Areas, and at 11 day-use conservation areas/tracts and an arboretum (managed in partnership with local service clubs or municipalities). Management activities include risk management, encroachment monitoring, and enforcement.

More than 2000 ha of rural properties, including 1500 ha of wetland, provide long-term protection of natural heritage. Activities include forest management, signage, gates, stewardship, restoration, and ecological monitoring.

The UTRCA has prepared a Conservation Areas and Lands Strategy to meet the requirements for a strategy for conservation area owned or managed lands, as set out in the Conservation Authorities Act and Ontario Regulation 686/21 (Mandatory Programs and Services). The UTRCA has also prepared two other, related, mandatory documents, namely a Land Inventory and a Land Acquisition and Disposition Policy.

The Lands Strategy provides guiding principles, goals, and objectives for UTRCA owned or managed lands, which include conservation areas as well as other categories of lands. Staff also developed a Lands Strategy Implementation Plan that will guide implementation for the next 10 years. The plan contains management recommendations at the property type level (e.g., rural conservation areas, wetlands, large conservation areas, etc.).

The Lands Strategy involves a multi-faceted approach that integrates conservation, sustainable land management practices, and community engagement. It will be a valuable resource for the UTRCA and will provide clarity to watershed municipalities, residents, partners, and other interest holders regarding the UTRCA's vision for our lands for future generations.



Provincial Water Monitoring

The UTRCA monitors surface water at 24 Provincial Water Quality Monitoring Network sites on a monthly basis (April to November). Water quality has been monitored in the Upper Thames watershed since the 1960s through this program, which is a cooperative program of the Ministry of the Environment, Conservation and Parks (MECP) and CAs. The UTRCA uses the data in the watershed report cards and to prioritize stewardship projects.

The UTRCA monitors groundwater quantity and quality in 28 wells at 22 Provincial Groundwater Monitor Network sites in cooperation with MECP. There are 23 wells sampled for water quality annually, and five wells that were changed to biennial water quality sampling in 2023 at the discretion of MECP. Groundwater quantity is monitored year-round at all wells.

No provincial funding is received for the surface water program, and limited funding is received for the groundwater program.



Drinking Water Source Protection

The UTRCA protects municipal drinking water sources through Source Protection Plans, as part of the Thames-Sydenham Source Protection Region (Upper Thames River, Lower Thames Valley, and St. Clair Region Conservation Authorities). The UTRCA is the lead Authority for the Region, providing technical and Source Protection Committee support, organizing Source Protection Authority reports and meetings, and carrying out other activities required by the Clean Water Act and regulations.

The UTRCA assists in coordinating and implementing the Source Protection Plans (SPP). Where advisable, the UTRCA reviews and comments on any proposal made under another Act that is circulated to it, to determine whether the proposal relates to a significant drinking water threat that is governed by the SPP or the proposal's potential impact on any drinking water sources protected by the SPP.

This program is currently funded by the province.



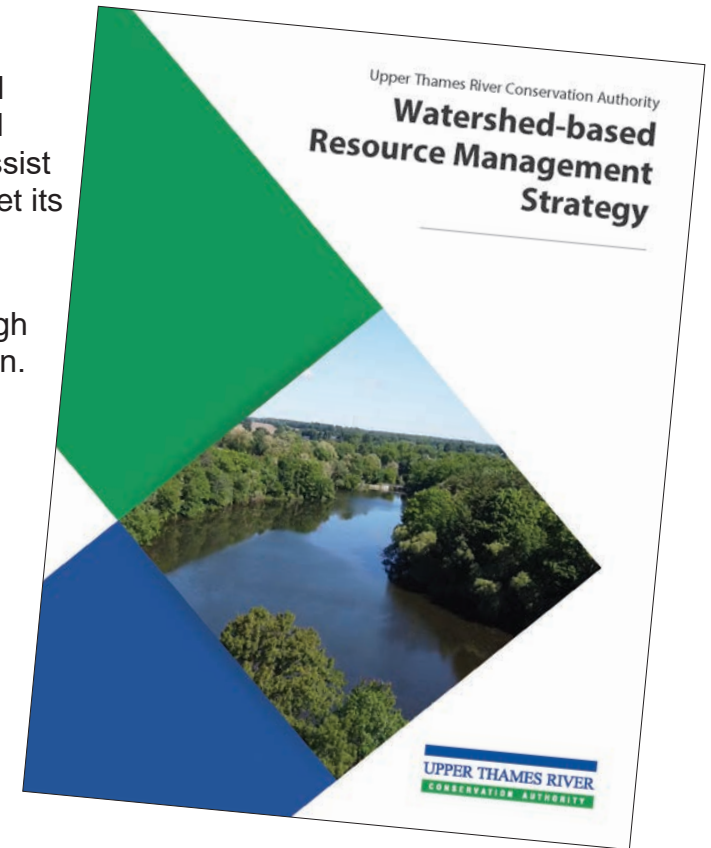
Watershed Management Strategy Implementation

The UTRCA has prepared a Watershed Strategy to meet the requirements for a Watershed-based Resource Management Strategy as set out under Section 21.1 of the Conservation Authorities Act (CA Act) and Ontario Regulation 686/21 (Mandatory Programs and Services). The goal of the Watershed Strategy is to ensure that the UTRCA's programs and services address watershed issues and priorities and reflect the organization's mandate under the CA Act.

The strategy sets out the UTRCA's guiding principles and objectives and updates the inventory of programs and services, assessing resource conditions, trends, risks, and issues that impact the effective delivery of its mandatory and municipal programs and services. It also identifies desirable future programs, services, and actions that will assist the UTRCA in delivering its mandatory and municipal programs and services and meet its objectives and long-term goals.

The strategy was developed with input from UTRCA staff, watershed municipalities, Indigenous communities, interest holders, and the public. Information gathered through consultation efforts will be used to develop a Watershed Strategy Implementation Plan. The plan will include:

- List of challenges, issues, and risks that limit the effectiveness of the mandatory programs and services,
- Identification of gaps in programs and services needed to address the issues and mitigate the high priority risks,
- Determination of whether the programs and services comply with the regulations under 40(1)(b) of the CA Act,
- Cost estimate and high-level work plan for the implementation of those actions, if the opportunity arises and funding is available.



Essential Corporate Costs

Corporate costs support all UTRCA program areas, the Board of Directors, member municipalities, and the public, to enable the UTRCA to operate in an accountable, efficient, and effective manner.

Under the legislation, all corporate costs are a mandatory (Category 1) service and, therefore, eligible for full levy funding.

Rather than keeping all corporate costs in Category 1, the UTRCA is allocating program-specific corporate costs to programs and services in all three Categories. These allocated costs include property insurance, IT services, costs to operate the Watershed Conservation Centre (administration building), finance and human resources unit costs, some common communications and marketing unit costs, and shared fleet and equipment costs.

The budget format illustrates that \$1,964,760 in corporate costs is allocated to the following categories of programs, which are not funded by municipal levy:

- \$283,777 to Category 2 programs,
- \$1,218,863 to Category 3 programs, and
- \$462,120 to the campground operations (other Category 3).

Essential corporate costs that are not program-specific are grouped as a Category 1 (mandatory) cost. They include board governance, administration, health and safety programs, asset management planning, shared fleet management, shared equipment, and directors' and officers' insurance and liability.



Category 2 Programs and Services: Budget

Category 2 programs and services are delivered at cost to specific municipalities under contract.

Funding

- Delivered at cost to specific municipalities under contract (cannot be funded through levy).

2025 Funding Sources: Category 2 Programs and Services

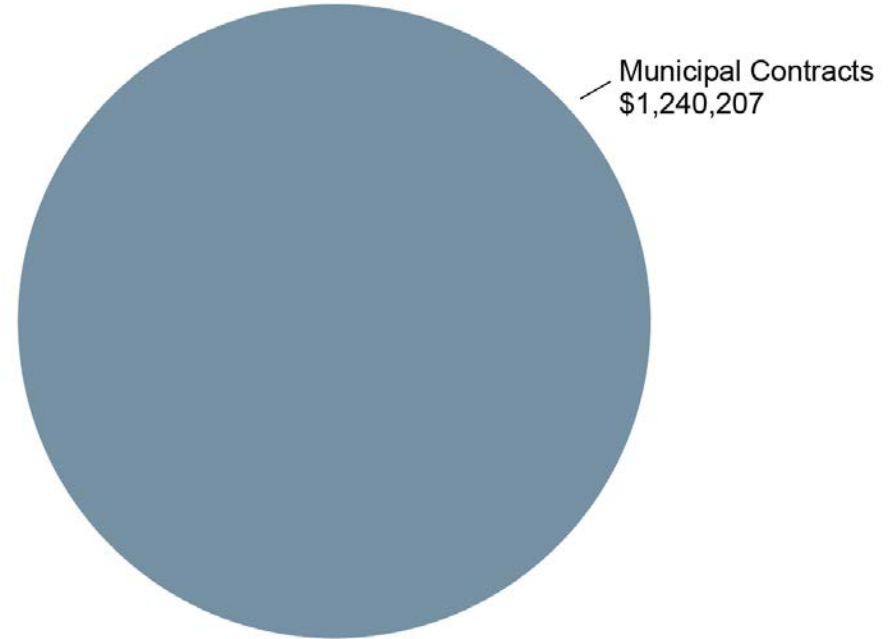


Table 11. Category 2 Operating Budget

Expenses by Type	City of London Environmentally Significant Areas / Lands Management	City of London Water Quality Monitoring	Drinking Water Source Protection Risk Management	Total Category 2
Wages and Benefits	\$553,836	\$70,598	\$108,707	\$733,141
Property-related Expenses	49,825	-	800	50,625
Technical and Consulting Services	1,500	-	28,920	30,420
Computers and Communications	3,300	-	12,800	16,100
Insurance and Risk Management	-	-	2,000	2,000
Materials and Supplies	55,850	-	10,000	65,850
Staff Travel, PD, PPE, Uniforms	13,450	-	6,800	20,250
Fleet-related Expenses	-	-	-	-
Other Expenses	-	-	-	-
Depreciation Expenses	-	-	-	-
Corporate Allocations	223,820	26,142	33,815	283,777
Total Operating Expenses	\$901,581	\$96,740	\$203,842	\$1,202,163

Category 2 Programs and Services: Overview

City of London Contract Work

The UTRCA is contracted by the City of London to manage 12 Environmentally Significant Areas, install and maintain flow devices in City of London stormwater management infrastructure (in accordance with the City's beaver protocol), and monitor water quality and benthic invertebrates for environmental compliance.

Drinking Water Source Protection Risk Management Services

The UTRCA provides Drinking Water Source Protection Risk Management Inspector/ Official services for partner municipalities.



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Category 3 Programs and Services: Budget

Category 3 programs and services are those that a Conservation Authority determines are advisable to provide to further the purpose of the Conservation Authorities Act.

Funding

- Multiple funding sources including municipal support through cost apportioning agreements (cannot be funded through levy).
- Category 3 programs and services are funded largely through contracts and grants, most of which require some financial support from municipalities. The budget reflects significant funding from the Canada Water Agency for phosphorus reduction programs.

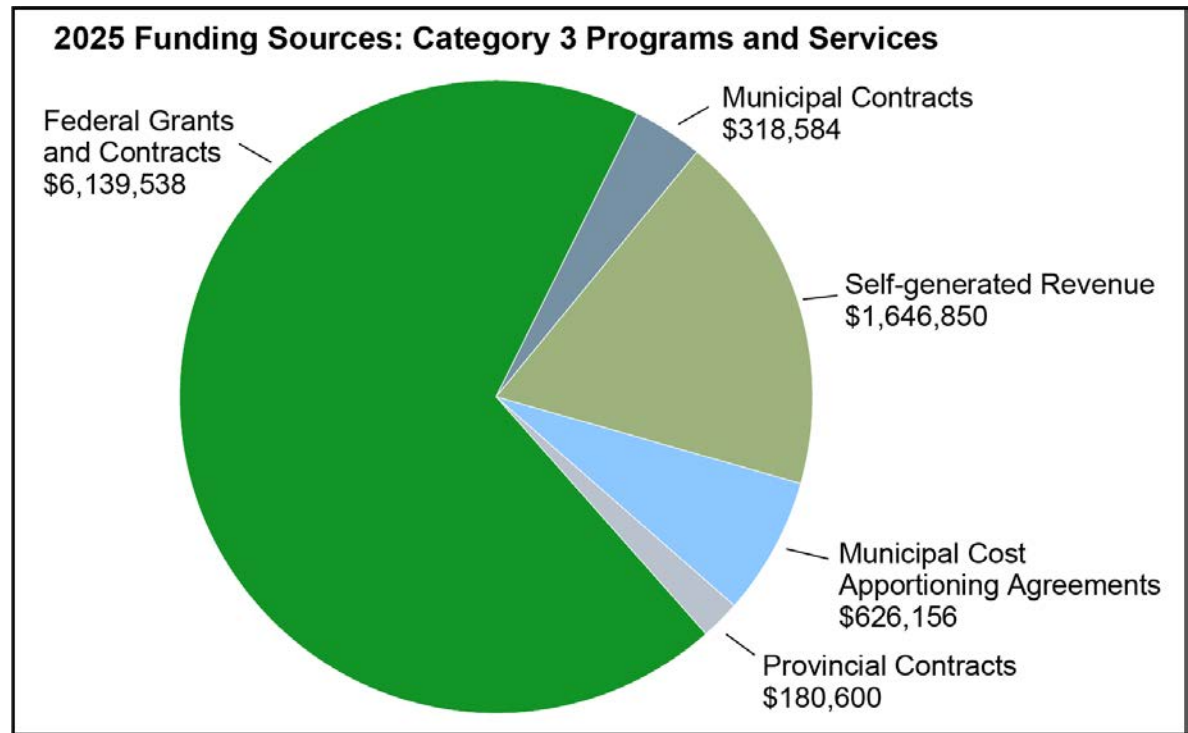


Table 12. Category 3 Operating Budget

Expenses by Type	Community Partnerships and Education	Water Quality Database Management	Ecological Monitoring	Land Stewardship Programs	Land Lease Management	Total Category 3
Wages and Benefits	\$615,519	\$37,784	\$410,771	\$1,058,131	\$201,003	\$2,323,208
Property-Related Expenses	23,810	-	-	343,100	311,285	678,195
Technical and Consulting Services	6,810	60,000	37,244	132,800	45,500	282,354
Computers and Communications	3,720	2,325	10,764	5,250	2,060	24,119
Insurance and Risk Management	1,988	-	139	2,306	12,263	16,696
Materials and Supplies	87,915	-	4,000	365,250	48,830	505,995
Staff Travel, PD, PPE, Uniforms	5,740	800	1,125	18,200	4,375	30,240
Fleet-Related Expenses	-	-	-	800	515	1,315
Other Expenses	18,780	-	22,200	3,944,800	8,000	3,993,780
Depreciation Expenses	-	4,914	1,584	-	14,528	21,026
Corporate Allocations	195,079	10,856	121,618	859,592	31,718	1,218,863
Total Operating Expenses	\$959,361	\$116,679	\$609,444	\$6,730,229	\$680,076	\$9,095,790

Table 13. Category 3 Municipal Cost Apportioning Agreements

Municipality	2024 MCVA %	2025 MCVA %	Category 3 Cost Apportionment
Oxford County	16.981	17.0065	\$106,487
London	64.088	64.0489	401,046
Lucan Biddulph	0.351	0.3565	2,232
Thames Centre	3.197	3.2460	20,325
Strathroy Caradoc	-	-	0
Middlesex Centre	2.444	2.4722	15,480
Stratford	7.207	7.1709	44,901
Perth East	1.418	1.4128	8,846
West Perth	1.490	1.4617	9,153
St Marys	1.460	1.4630	9,161
Perth South	1.163	1.1591	7,258
<i>South Huron*</i>	<i>0.201</i>	<i>0.2024</i>	<i>1,267</i>
Zorra	-	-	0
South-West Oxford	-	-	0
Total	100	100	\$626,156

*Municipality of South Huron is not participating in Category 3 programs.



Category 3 Programs and Services: Overview

Community Partnerships and Education

Community partnerships programs are designed to increase awareness of, support for, and involvement in projects that restore and enhance watershed health and resiliency to climate change.

The programs empower communities and youth, creating value for a healthy environment through opportunities to experience and learn about conservation, and build capacity in local communities by providing hands-on learning opportunities to address local environmental concerns.

The community partnerships program facilitates relationships among watershed residents, Authority staff, and member municipalities to enable the sharing of expertise and resources. The UTRCA assists community members and “friends of groups” to identify local environmental needs, access funding, and implement on-the-ground projects within their local communities.

Curriculum-based environmental education programs work closely with watershed Boards of Education to reach over 20,000 students per year with place-based information and to support the community partnerships program.

The education programs help communities and youth understand how to protect their watershed resources and avoid risks from flooding and related hazards. Education programs are hosted at Fanshawe and Wildwood Conservation Areas, local natural areas, school yards/in class, and virtually.



Stewardship and Restoration

The UTRCA delivers a wide range of landowner stewardship and restoration services that improve soil health, water quality and quantity, biodiversity, and climate resiliency. A healthy Thames River will also benefit Lake St Clair and Lake Erie.

Staff provide comprehensive conservation planning, technical services, and planning and design for a variety of stewardship practices. Technical plans are tailored to individual farm projects, recognizing the diverse agricultural landscape across the watershed.

Staff advise on in-stream and riparian restoration as well as wetland enhancement projects that provide flood retention, reduce peak flows, mitigate erosion hazards, and improve flow regimes. Restoration programs also include invasive species identification and control, pollinator habitat creation, and prairie seeding. The forestry program, which is one of UTRCA's longest running programs, offers the sale of native trees and shrubs, tree planting, and woodlot management services to landowners. Windbreaks and land retirement plantings reduce erosion, increase natural cover and habitat, and build climate change resilience across the watershed. Additional, in-field technical advice and planning centred around erosion control includes land management changes or structural options.

The Clean Water Program (CWP) provides a one-window service for rural landowners to access technical assistance and financial incentives to support on the ground implementation of best management practices (BMPs) that improve and protect water quality on farmland. The CWP is funded by participating municipalities, with additional funding leveraged from government, foundations, and donations.

Demonstration sites are used to test the practicality and effectiveness of BMPs to provide environmental co-benefits without sacrificing farm productivity. The UTRCA's Thorndale Demonstration Farm is an example of efforts to share information and coordinate innovation through research, demonstration projects, workshops, and field tours, in partnership with landowners, agencies, academia, and the agriculture industry.

In late 2024, the UTRCA entered into an agreement with the Canada Water Agency to deliver a four-year program. This initiative will identify areas of the watershed with the potential to produce and deliver higher amounts of phosphorus to the Thames River, and create and deliver a BMP implementation program to address the priority areas. The UTRCA will also develop a second demonstration farm highlighting on-farm drainage water recycling, in the Township of Perth South near Wildwood Conservation Area. The initiative will establish comprehensive water quality sampling across UTRCA subwatersheds to track seasonal variations and trends in phosphorus concentrations across the watershed. There will be extensive communications and outreach efforts to promote uptake and long-term maintenance of BMPs, and to share project results with interest holders, farmers, certified crop advisors, and other extension staff.



Ecological Monitoring

The UTRCA supports science-based decisions through environmental monitoring programs that include collecting, analyzing, and reporting on fishes, reptiles, benthic macro-invertebrates, Species at Risk, and air photos. The information collected gives an indication of stream health, water quality, habitat change, and impacts of stressors.

Environmental information is compiled and maintained in a comprehensive monitoring database that is integrated, available to watershed partners, and commonly accessed by development proponents in watershed municipalities when undertaking technical studies or assessments associated with land development activities.

The UTRCA reports on local watershed conditions every five years, in partnership with Conservation Ontario. The Upper Thames River Watershed Report Cards provide information on surface water, groundwater, forest, and wetland conditions within 28 subwatersheds to promote an understanding of local (subwatershed) health and emerging trends as a basis for setting environmental management priorities and inspiring local environmental action.

The UTRCA is also engaging with local First Nations communities and individuals, to support the development of a more holistic approach in watershed planning that incorporates aspects of Indigenous Traditional Knowledge and an awareness of the river's spirit, in addition to western science and management objectives.



Property Lease Management

Management of the UTRCA land lease program, rental properties, and three golf course leases are additional Category 3 activities. The revenue from these programs has often been a means to support Category 3 programs and supplement general land management needs, as well as to provide some capital funding for facility repairs.

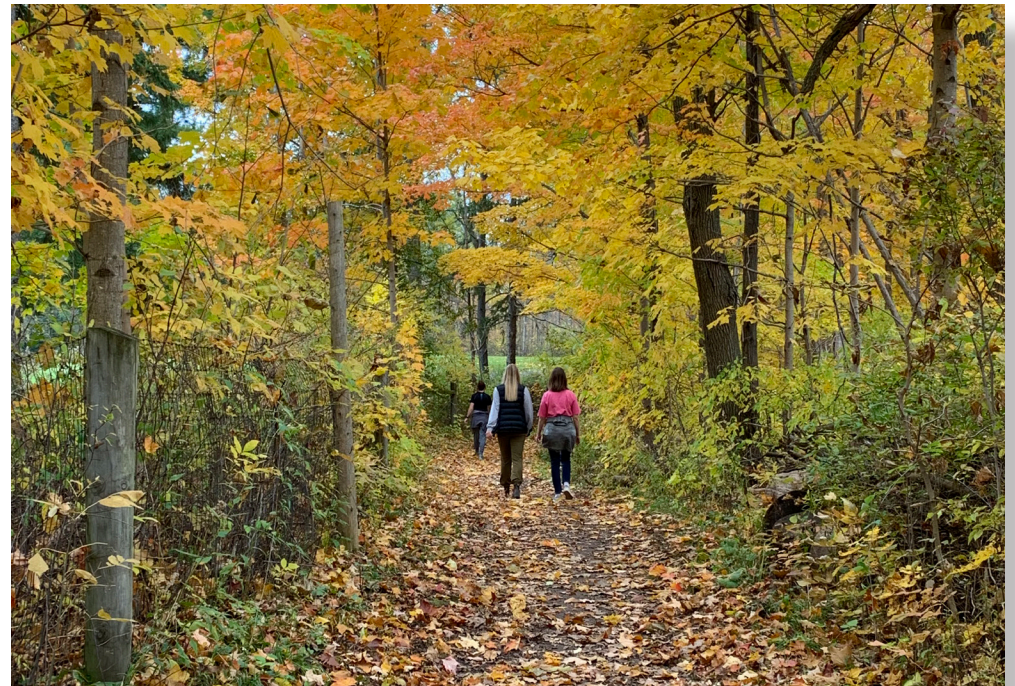
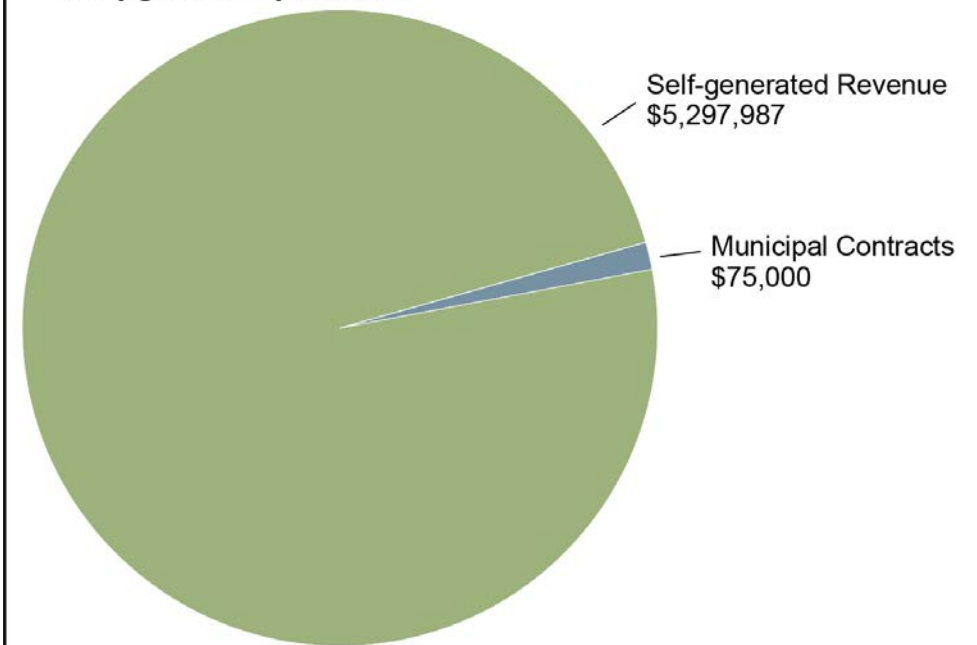
Other Category 3 - Campground Operations: Budget

Campground operations are also Category 3 programs and services but are not included in municipal cost apportioning agreements as their funding is self-generated.

Table 14. Other Category 3 (Campground Operations) Operating Budget

Expenses by Type	Cost
Wages and Benefits	\$2,394,935
Property-related Expenses	805,565
Technical and Consulting Services	195,800
Computers and Communications	22,850
Insurance and Risk Management	117,075
Materials and Supplies	299,325
Staff Travel, PD, PPE, Uniforms	49,723
Fleet-related Expenses	3,250
Other Expenses	-
Depreciation Expenses	157,054
Corporate Allocations	462,120
Total Operating Expenses	\$4,507,697

2025 Funding Sources: Other Category 3 Programs and Services - Campground Operations



Other Category 3 Programs and Services - Campground Operations: Overview

The three large, multi-use Conservation Areas (Fanshawe, Pittock, and Wildwood) offer camping and a wide range of other day use facilities and activities. Outdoor recreation at the three active Conservation Areas offers opportunities to educate the public and promote conservation messaging about the watershed's natural environment.

UTRCA campground operations offer nearly 1000 seasonal and 500 overnight campsites, more than 55 km of managed trails, and three large day use areas that host many major community events.

Throughout the pandemic, increased operational and management pressures were realized due to the increase in use and visitation. The interest in the campground and day-use operations has since remained high. As a result of this increased interest and use, the operating dates for day-use were extended in 2024 to cover the period from April 1 through to November 30.

The state of the conservation areas and the infrastructure within them has remained unchanged over the past 50 years. Many of the assets are beyond their life expectancy and it should be anticipated that significant capital improvements will need to be funded over the next while. Through internal and stakeholder consultations, conservation area business plans and asset management plans are planned and are underway.



About Us

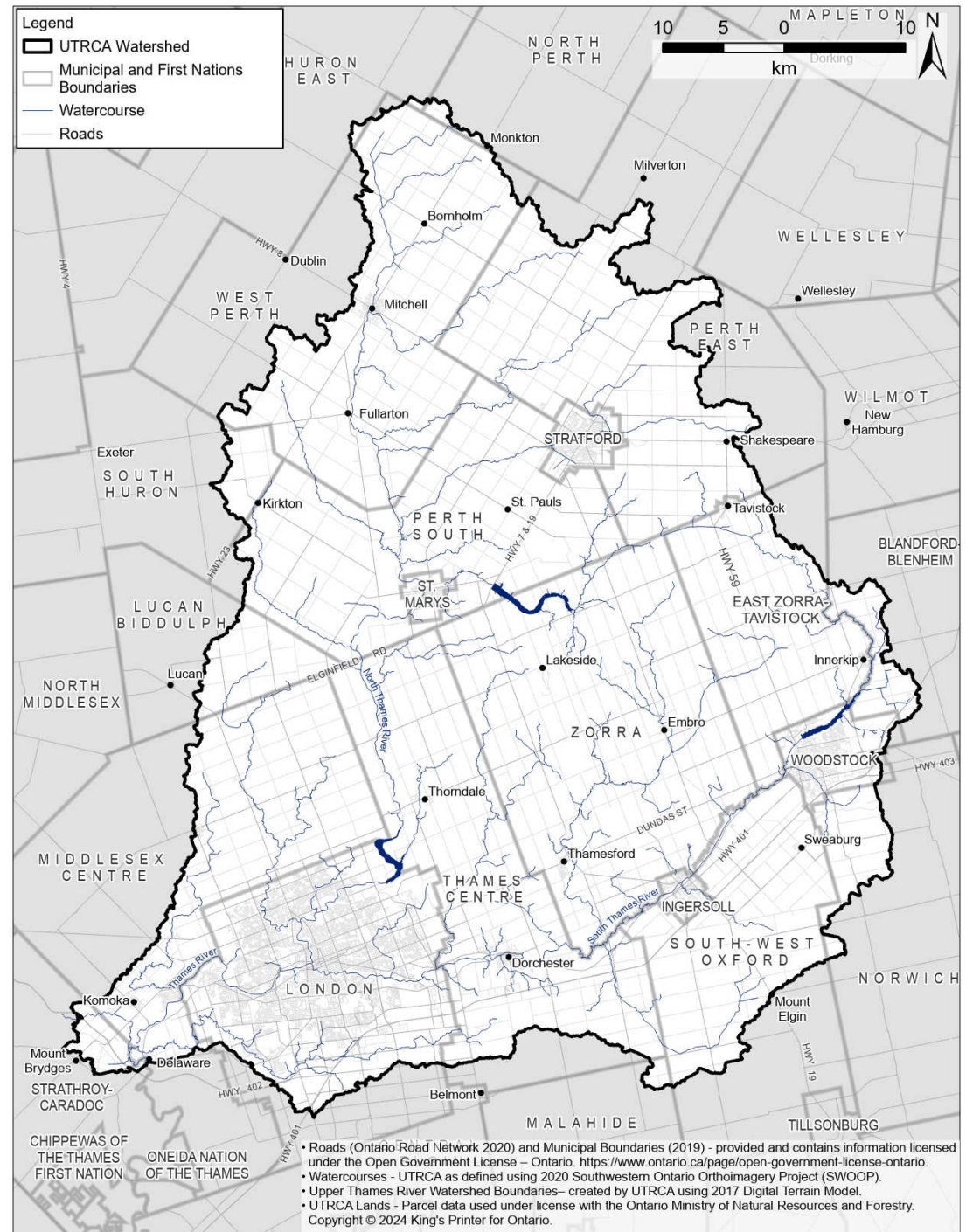
The Upper Thames River Conservation Authority (UTRCA) is a local watershed management agency that delivers programs and services to protect and manage impacts on water and other natural resources, in partnership with all levels of government, landowners, and many other organizations. The UTRCA promotes an integrated watershed management approach that balances human, environmental, and economic needs.

The UTRCA works in partnership with the 17 municipalities in the Upper Thames River watershed. These municipalities appoint 15 members to the Board of Directors, which sets the UTRCA's overall policy direction and is responsive to local issues and concerns.

The UTRCA is dedicated to achieving a healthy environment on behalf of the member municipalities, by:

- Leading through expertise, diversity, and accountability,
- Supporting sustainable organizational practices and policies,
- Protecting people and property from flood and erosion hazards and supporting safe development,
- Protecting and enhancing water quality and a sustainable water supply,
- Making science-based decisions and delivering landowner stewardship,
- Providing natural spaces and recreational opportunities, and
- Empowering communities and youth.

The UTRCA undertakes watershed-based programs to protect people and property from flooding and other natural hazards, and to conserve natural resources for economic, social, and environment benefits. Positive actions in one part of the watershed have positive impacts downstream. All municipalities benefit when these programs are undertaken on a watershed basis.



To: UTRCA Board of Directors
From: Jenna Allain, Manager, Environmental Planning and Regulations
Date: February 14, 2025
File Number: BoD-02-25-13
Agenda #: 6.4
Subject: Application of Floodplain Freeboard and Interim Policy Direction

Recommendation

THAT the Board of Directors endorse the proposed direction for implementing an interim-policy approach within the floodplain freeboard area, with detailed policies to follow within the updated Planning and Regulations Policy Document;

Background

The Upper Thames River Conservation Authority (UTRCA) is simultaneously undertaking the Thames River Regulated Area Map Update ('Hazard Mapping Update') and the Environmental Planning Policy Manual ('Policy Document') update. The Policy Document is the policy tool that accompanies and implements regulated area mapping.

Application of a freeboard to UTRCA mapped flood hazards

With the updated floodplain modelling and mapping that the UTRCA has been undertaking, an additional height (30 centimetres) above the Regulatory Flood Elevation, known as a freeboard, has been applied to accommodate uncertainties in flood levels. The freeboard is used to compensate for unknown factors which could contribute to flood elevations greater than the estimated flood hazard, and includes uncertainties related to climate change.

The 2024 Provincial Planning Statement (PPS) requires consideration of the impacts of a changing climate as it relates to the risk associated with natural hazards. However, at this time, there is no provincial direction on how climate change should be accounted for in flood hazard mapping. The Province's Technical Guide – River and Stream Systems: Flooding Hazard Limit, which guides flood hazard mapping and is used to help implement the PPS, was approved in 2002 and does not include the latest information on climate change. While we are aware that the Province is working on updates to the Technical Guide, the UTRCA has been, in the interim, relying on federal guidance that recommends adding a freeboard to flood elevations to account for uncertainty with respect to the impacts of climate change.

Responses to the Draft Thames River Regulated Area Map Update

Consultation on the Hazard Mapping Update for the Thames River in the City of London was initiated in October 2024. Within the comments received, key considerations were identified by the City of London, the development industry, and members of the public, including considerations about the application of the 30-centimetre freeboard within the mapped flood hazard. Through discussion, both internally, and with City of London staff, UTRCA staff have identified policy-based recommendations that could be operationalized to support responses to consultation comments and subsequently be reflected within the Policy Document update. Detailed below are the recommendations that are encompassed within the initial floodplain freeboard area policy approach.

Recommendations

UTRCA staff are recommending that floodplain modelling and mapping separately delineates the regulatory floodplain limit and the “floodplain freeboard area”, and that a policy approach is applied to establish appropriate regulatory requirements within each of these areas. Existing prohibitive and restrictive policies would continue to apply within the floodplain limit, whereas conditional permissive policies, including mitigation measures, may apply within the “floodplain freeboard area”. Protection would be achieved within the freeboard area through measures such as floodproofing standards. This approach has been adopted by other Conservation Authorities in Ontario (e.g. Credit Valley Conservation). UTRCA staff have discussed this proposed approach with City of London staff, who are in agreement with this direction.

To facilitate implementation, Staff are recommending that the Board of Directors add delegated decision-making related to the floodplain freeboard area to the responsibilities of the Administrative Review Officers on an interim basis. Consistent with past direction on wetland management and access standards, this delegation of authority would enable the Administrative Review Officers to exercise discretionary decision-making in the absence of policy within the current Environmental Planning Policy Manual, if deemed advisable, and until an updated policy framework is in place. Where applicable, the Administrative Review Officers would consider the policies and criteria outlined within Conservation Ontario’s Interim Guidelines as part of the decision-making process.

Reporting

Staff further recommend that, in the absence of a consultation process, the use of this interim delegated authority is tracked for inclusion within the report back to the Board of Directors on the use of these interim response mechanisms.

Recommended and Prepared by:

Jenna Allain, Manager of Environmental Planning and Regulations

To: UTRCA Board of Directors
From: Tracy Annett, General Manager / Secretary Treasurer
Date: February 25, 2025
File Number: BoD-02-25-14
Agenda #: 6.5
Subject: Mileage and Honorariums

Recommendation

THAT the annual honorarium for the Chair and Vice Chair be adjusted to align with the annual salary grid adjustment for UTRCA salaried and contract staff.

AND

THAT the per-kilometer rate be updated annually to reflect the Department of Finance Canada annual automobile income tax deduction limits and expense benefit rates.

Background

The UTRCA Administrative Policy, effective September, 1 2024, states:

15. Remuneration of Members

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the General Manager / Secretary-Treasurer. In addition, an honorarium may be approved by the Authority for the Chair and Vice-chair as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day. If no quorum is present, the per diem rate shall be paid to those in attendance.

Remuneration of the Member appointed by the Minister as a representative of the agricultural sector is at the expense and discretion of the Province.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. A per-kilometer rate to be paid for use of a personal vehicle shall be approved by Resolution of the Board of Directors from time-to-time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

Per Diems

Per Diem rates will align with the Schedule A, Level 1 of the Agencies and Appointments Directive after February 26, 2025.

Honorariums

The current Chair's Honorarium is \$3,350, and the Vice-chair's Honorarium is \$1,675 annually. It is proposed to increase honorariums to the same amount as the percentage increase to the employee pay grid annually.

Per-Kilometer Rates

The current per-kilometer rate is \$0.62. The maximum rate for 2025 allowed by CRA is \$0.70 per kilometer for the first 5,000 kilometers driven and then \$0.64 per kilometer after that. It is proposed to align annual mileage rates with Department of Finance Canada annual automobile income tax deduction limits and expense benefit rates.

Summary

The draft 2025 Budget includes \$35,000 for Directors fee's and travel expenses which includes the proposed increase. While this amount is budgeted, policies regarding receipt of honorariums and per diems are specific to member municipalities. These proposed changes would tie rate changes for: per diems, honorariums and travel expenses to policies to be updated and implemented annually. Updates to the administrative By-Law will ensure clarity and be provided at a future meeting.

Recommended by:

Tracy Annett, General Manager / Secretary-Treasurer

To: UTRCA Board of Directors
From: Joe Gordon, Regulations Coordinator
Date: February 25, 2025
File Number: BoD-02-25-15
Agenda #: 8.1
Subject: Annual Report of Administration and Enforcement – Section 28,
Prohibited Activities, Exemptions and Permits (O.Reg. 41/24)

Recommendation

That the Board of Directors receives the report for information.

Section 28 Annual Report on Timelines

UTRCA has tracked permit review timelines for many years based on standards that were set by the province in 2010 (MNRF, *Policies and Procedures for Conservation Authority Plan Review and Permitting Activities*, May 2010). The previous policy directs conservation authorities to render an application decision regarding a permit within 90 days for a major application and 30 days for a minor application.

Annual reporting since 2019 has also tracked permit review timelines based on the best practice timelines recommended by Conservation Ontario in their *Client Service Standards for Conservation Authority Plan and Permit Review (2019)* requesting annual statistics on permits issued within 14 days for Routine Permits, 21 days for Minor Permits and 28 days for Major Permits.

However in 2024, new legislative and regulatory framework changes occurred to the *Conservation Authorities Act* which included a new Section 28 Regulation entitled “Ontario Regulation 41/24” Prohibited Activities, Exemptions and Permits” which came into effect on April 1, 2024.

As a result of the new Section 28 Regulation, Ontario Regulation 686/21: Mandatory Programs and Services under the *Conservation Authorities Act* was amended which now requires Conservation Authorities under regulation to “...prepare and publish an annual report that outlines statistics on permits, including reporting on its level of compliance with requirements of Ontario Regulation 41/24... respecting an application for, and issuance of permits, including any associated timelines.” (s.8.1. O.Reg.686/21)

The CA Act and O. Reg. 41/24 outlines two distinct timelines associated with CA reviews of permit applications:

1. Upon receipt of an application and applicable fee, the Authority has 21 days to notify the applicant in writing whether or not the application is deemed a “complete application”.

2. Once an application is deemed “complete”, the CA will complete their review and make a decision. Per subsection 28.1 (22) of the CA Act, if the CA has not made a decision within 90 days, the applicant may appeal the application directly to the Ontario Land Tribunal on the basis of a non-decision. All timelines presented are in calendar days and exclude statutory holidays.

In response to the annual reporting requirements now established within regulation, Conservation Ontario (CO) developed the *Annual Reporting Guide and Template: Permit Timelines and Regulatory Compliance (September 23, 2024)*.

The 2024 CO Guide recommends tracking by only two Permit Categories based on the following:

- **Major Applications** for section 28.1 permits require significant staff involvement. These are generally highly complex projects (e.g., large subdivisions requiring technical review supported by comprehensive analysis), or smaller-scale site-specific applications requiring complex technical reviews. These proposals may involve sites with significant natural hazards, environmental impacts, or multiple approval process requirements. Major applications may include: Plans of Subdivision or Condominium, large Site Plan Control applications, major watercourse alterations, and major infrastructure development.
- **Minor applications** for section 28.1 permits generally have minor impacts on the control of flooding, erosion, dynamic beaches, or unstable soil or bedrock. Permit applications may be considered minor due to: a limited scale/scope of work, level of risk to health and safety of persons or property damage, location, or application requirements for technical information, studies or plans. Minor permit applications are reviewed by CA staff and generally require standard recommendations or conditions. Generally, these include: minor fill, development, or site alteration where there is a high degree of certainty that issues associated with natural hazards are minimal.

In addition to reporting on permit statistics and timelines, the Annual Report template also provides details on compliance with the following elements of O. Reg. 41/24:

- Public availability and annual review of CA mapping;
- Notification of complete applications; and,
- Completion of administrative reviews (within 30 days following a request).

Once the annual report has been received by the Board, the Annual Report will be published on UTRCA’s website.

2024 Data and Results

The following table provides the 2024 annual report for UTRCA based on the new CO Reporting Template.

NOTE: For the first annual report using this framework under O. Reg. 41/24 will only capture permits issued from April 1 – December 31, 2024.

Upper Thames River Conservation Authority (2024):	
Annual Reporting – Permit Statistics	
Total Permits Issued (Overall) (January 1 ¹ – December 31):	# 141
Total Major Permits Issued (January 1 ¹ – December 31):	# 38
Total Minor Permits Issued (January 1 ¹ – December 31):	# 103
Total Applications Subject to Minister's Order (Minister's Review):	# 0
Annual Reporting – Permit Timelines	
COMPLETE APPLICATION REVIEW Total complete application reviews completed in 21 days:	# + commentary for those not completed in 21 days. 122
PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Within</u> Decision Timeline (90 Days):	# 37
PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Outside</u> Decision Timeline (90 Days):	# 1
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Within</u> Decision Timeline (30 Days):	# 103
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Outside</u> Decision Timeline (30 Days):	# 0
VARIANCE FROM TIMELINES Reason for Variance from Timelines (Optional):	Commentary
PERMIT TIMELINES (AVERAGE – ALL) Overall Average Permit Review Timeline	Average # of days 7
PERMIT TIMELINES (AVERAGE – MAJOR – 90 DAYS) Average Major Permit Review Timeline:	Average # of days 7
PERMIT TIMELINES (AVERAGE – MINOR – 30 DAYS) Average Minor Permit Review Timeline:	Average # of days 6
Annual Reporting – Compliance with O. Reg. 41/24	
MAPPING Are maps of regulated areas available at the CA head office and on the CA website? (ss. 4(1) of O. Reg. 41/24)	Yes / No (+commentary) Yes – UTRCA has an online GIS mapping portal that the public can search by address.

¹ Note: For the first Annual Report using this framework will only capture permits issued from April 1 – December 31, 2024.

MAPPING Has the Authority undertaken an annual review of the mapping and made necessary updates? (ss. 4(2) of O. Reg. 41/24)	Yes / No (+commentary) Yes – currently under public consultation process prior to approval of updates.
ADMINISTRATIVE REVIEWS Total requests for administrative reviews made to the Authority:	# 1
ADMINISTRATIVE REVIEWS Total administrative reviews completed within 30 days of the request:	# + commentary for those not completed within 30 days 1

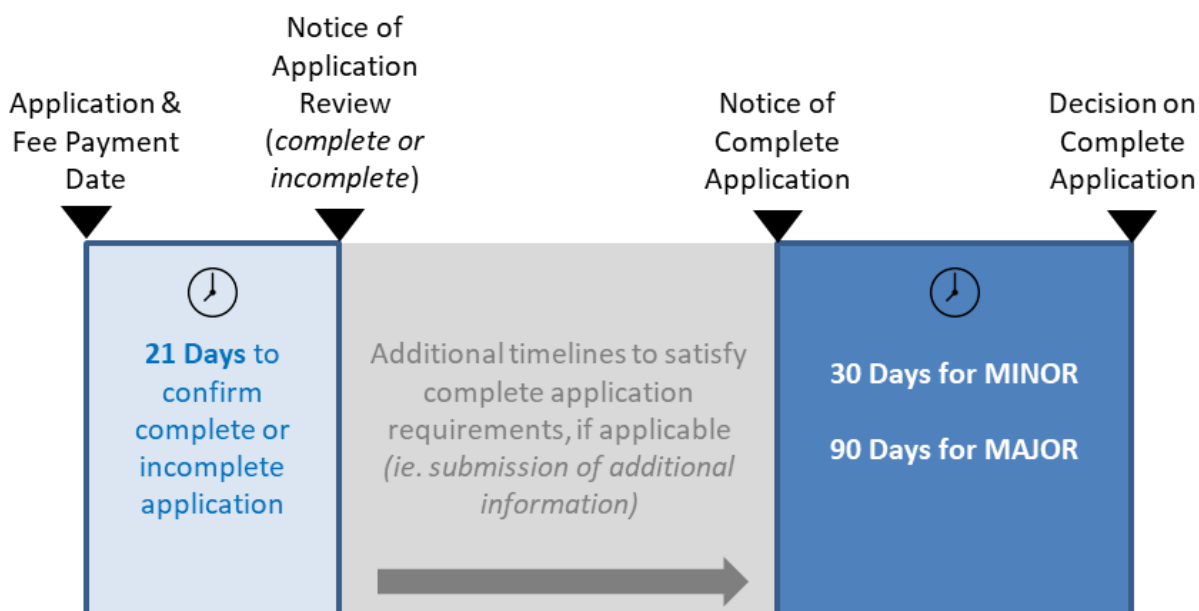
Analysis and Conclusion:

UTRCA is pleased to report that a combined total of 191 permits were issued in 2024 with 99% meeting the Provincial Standards as required by O. Reg. 41/24.

Fifty (50) Permits were issued between January 1 – March 30 under O. Reg. 157/06 and 141 Permits were issued under O. Reg. 41/24 between April 1 – December 31, 2024.

The increase in development pressure experienced in prior years continued through 2024. However, Regulation staff has strived to achieve the provincial standard timelines and improve efficiencies in review of applications during stages of required timelines.

However, as illustrated in the following Figure additional timelines are typically experienced in between notification of a complete/incomplete application (ie. 21 days after application and fee submission) and when the application is actually deemed to be complete, prior to rendering a decision on the application (ie. 90 days from a complete application).



Delays during this period are commonly attributed to timelines for the applicant and/or their agent to obtain, collect or prepare the additional information required for resubmission, disputes to application requirements, and/or due to poor quality of technical reports received.

Recommended by:

Jenna Allain, Manager, Environmental Planning and Regulations

Prepared by:

Joe Gordon, Regulations Coordinator

Cari Ramsey, Land Use Regulations Officer

Mike Funk, Land Use Regulations Officer

Jessica Schnaithmann, Land Use Regulations Officer

Dave Griffin, Land Use Regulations Officer

Richard Brewer, Land Use Regulations Assistant

Carly Sing-Judge, Land Use Regulations Assistant

Karen Winfield, Planning and Regulations Resource Specialist

To: UTRCA Board of Directors
From: Jenna Allain, Manager, Environmental Planning and Regulations
Date: February 25, 2025
File Number: BoD-02-25-16
Agenda #: 8.2
Subject: Section 28 Violations – Annual Summary Report

Recommendation

THAT the Board of Directors receive the report for information

Background

UTRCA staff work with municipalities, other agencies and the public to detect activities that are in contravention of Section 28 of the *Conservation Authorities Act* and Ontario Regulation 41/24. A contravention may occur when:

- Development or activities related to an alteration or interference are carried out within a regulated area without written permission from the UTRCA.
- Development, interference or alteration activities have taken place contrary to an approved UTRCA permit.

Development activity includes:

- The construction, reconstruction, erection or placing of a building or structure of any kind,
- Any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure, increasing the size of the building or structure, or increasing the number of dwelling units in the building or structure,
- Site grading, or
- The temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere.

UTRCA staff use field inspections as a way to investigate possible violations and determine the extent of the contravention. If a contravention is determined to have occurred, UTRCA staff typically use the opportunity to inform and educate landowners, individuals involved, and the public about the roles and responsibilities of the UTRCA in administering Section 28 of the Act and Ontario Regulation 41/24. Generally, UTRCA's approach is to try to work with landowners and individuals involved, towards an outcome where either:

- the works that have been completed may conform to UTRCA policy and therefore approvals may be granted, and/or,
- restoration occurs.

An important part of the process when investigating and resolving violations is the issuance of a notice of violation. A notice of violation is not a legal document. It is a formal letter that notifies the landowner and/or the individuals involved in committing the probable offence that a violation of the Section 28 Regulation has occurred. The Notice of violation identifies the specific activities that are subject to the infraction as well as specifies the particular section of the Act that has been contravened. The notice requests the recipient to stop work and to contact the Upper Thames River Conservation Authority to discuss options to resolve the violation. To ensure that the recipient receives the notice in a timely manner, it may be delivered by personal delivery or sent by registered mail.

Under the legislative changes that were introduced by the Provincial Government on April 1st, 2024, UTRCA's enforcement powers for handling violations have been enhanced to include granting UTRCA Regulations Officers with the authority to issue Stop Work Orders. Information about stop work orders issued in 2024 by UTRCA officers is included in the summary below.

2024 Violations Summary

In total, UTRCA regulations staff issued 5 notices of violation in 2024 and 1 stop work order. The tables provided below offer details about the locations (municipality only), where each of these notices were issued, the types of contraventions they were issued for, and the current status of each violation.

Table 1. 2024 Violation Notices by Municipality

Municipality	Number of Violation Notices
City of London	4 (stop work order associated with a London violation notice)
Town of Ingersoll	1
TOTAL	5

Table 2. Type of Contravention for Which Notice of Violation was Issued

Type of Contravention	Count
Development and or site alteration within a floodplain	4
Development and/or site alteration within an erosion hazard	2 (stop work order associated with one of these notices)
TOTAL	6*

*One notice of violation was issued for more than one contravention

Table 3. Current Status of 2024 Violations

Municipality	Number of Violation Notices
Resolved	1
Working Towards Restoration/Approvals	3 (stop work order associated with one of these notices)
Works no longer require UTRCA approval due to regulatory changes	1
TOTAL	5

Recommended by:

Jenna Allain, Manager, Environmental Planning and Regulations

Prepared by:

Jenna Allain, Manager, Environmental Planning and Regulations

Joe Gordon, Regulations Coordinator

To: UTRCA Board of Directors
From: Michelle Viglianti, Administrative Assistant
Date: February 25, 2025
File Number: BoD-02-25-17
Agenda #: 9.2
Subject: Hearing Committee – January 28, 2025 Decision

Recommendation

THAT the Board of Directors receive the report for information.

Background

The Hearing Committee met on January 28, 2025 to review and approve the 2025 Hearing Committee meeting schedule. The full Hearing Committee meeting package can be found on the [Upper Thames River Conservation Authority Website](#).

Hearing Committee Decision from January 28, 2025

THAT the Hearing Committee schedule three meetings in 2025, to be held after the May, August and October Board of Directors meetings,

AND, if further meetings are required, they be scheduled at the call of the Hearing Committee Chair following the policy set out in the Hearing Guidelines and the UTRCA Administrative By-Laws.

Prepared and Recommended by:

Michelle Viglianti, Administrative Assistant