

Upper Thames River Conservation Authority Board of Directors'  
Meeting Agenda  
February 28, 2023 at 9:30 A.M

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**1. Welcome**

**2. Territorial Acknowledgement**

**3. 2023 Board Elections**

T.Annett – Admin #4693

- I. Chair
- II. Vice-Chair
- III. Hearings Committee (three positions)
- IV. Finance and Audit Committee (two to four positions)
- V. Source Protection Striking Committee/Committee Liaison (one position)

**4. Modifications to the Agenda**

**5. Declarations of Pecuniary Interest**

**6. Presentations/Delegations**

**7. Administrative Business**

7.1. Approval of Minutes of Previous Meeting: November 22<sup>nd</sup>, 2022

7.2. Business Arising from Minutes

7.3. Correspondence

7.3.1. Hon. Monte McNaughton

7.3.2. Ministers Direction on Fees

7.3.3. Ministry of Natural Resource and Forestry Updates

## **8. Reports – For Consideration**

- 8.1. Review and Approval of the Factual Certificate  
T.Annett
- 8.2. 2023 Draft Budget  
T.Annett/C.Saracino – Admin #4694
- 8.3. Embro Dam Environmental Assessment Study Report with Presentation by  
Matrix Solutions Inc.  
C.Tasker – Flood Control #2379

## **9. Reports – For Information**

- 9.1. Administration and Enforcement – Section 28 Annual Report  
J.Allain – ENVP #13208
- 9.2. Quarterly Progress Report 3 – Inventory of Programs and Services  
T.Annett – Admin #4665
- 9.3. [For Your Information Report](#)

## **10. Reports – In Camera**

## **11. Notices of Motion for March 28, 2023**

### **15 Minute Break**

**The Authority Staff and Guests will be invited to join the meeting at approximately 11:00am.**

## **12. Welcome to Staff**

## **13. 2023 Report Cards – Presentation**

## **14. Presentation of the Conservation Awards**

- 14.1. Outstanding Resident Award – Frank McKay
- 14.2. Outstanding Resident Award – Ken McCutcheon
- 14.3. Board of Directors Award – Phil Holst

15. **Outgoing Member Presentations**
16. **Presentation of Staff Service Awards**
17. **Watershed Conservation Centre – Presentation**
18. **Chair and General Manager’s Concluding Remarks**
19. **Adjournment**

A handwritten signature in blue ink, appearing to read "Tracy Annett", is written over a light blue horizontal line. The signature is cursive and extends to the right of the line.

Tracy Annett, General Manager

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**To: UTRCA Board of Directors**  
**From: Tracy Annett, General Manager**  
**Date: February 15, 2023**  
**Filename: Admin # 4693**  
**Agenda #: 3**  
**Subject: 2023 Board Election Information**

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## Background

As required by the *Conservation Authorities Act*, the Upper Thames River Conservation Authority Board of Directors conducts elections each year. Nominations for the following positions will be accepted verbally during the February 28, 2023 Annual General Meeting:

- Board Chair (to be nominated and elected)
- Board Vice-Chair (to be nominated and elected)
- Five (5) positions on the Hearing Committee:
  - Past Chair (Appointed, if applicable. If there is no Past Chair, a 3<sup>rd</sup> “at large” member is to be nominated and elected)
  - Current Chair (appointed)
  - Current Vice- Chair (appointed)
  - Two (2) members elected at large (to be nominated and elected)
- Three (3) to five (5) positions on the Finance and Audit Committee:
  - Current Chair (appointed)
  - Two (2) to four (4) additional members elected at large (to be nominated and elected).
    - Note: The Vice-Chair is not appointed to this Committee, they must be nominated and elected if they wish to serve.
- Source Protection Striking Committee Member / Committee Liaison

## Conservation Authorities Act Requirements

All Board members are eligible for any of the available positions. All appointments are for a one year term. As per the amendments to Section 17 of the Conservation Authorities Act:

(1.1), a chair or vice-chair appointed under subsection (1) shall hold office for a term of one year and shall serve for no more than two consecutive terms.

(1.2) An authority in respect of which more than one participating municipality has been designated shall appoint chairs and vice-chairs from among the members appointed to the authority by each participating municipality on a rotating basis so as to ensure that a member appointed to the authority by a particular participating municipality cannot be appointed to succeed an outgoing chair or vice-chair appointed to the authority by the same participating municipality. 2020, c. 36, Sched. 6, s. 4.

## Exception

(1.3) Despite subsections (1.1) and (1.2), upon application by an authority or a participating municipality, the Minister may grant permission to the authority or participating municipality to, subject to such conditions or restrictions as the Minister considers appropriate,

(a) appoint a chair or vice-chair for a term of more than one year or to hold office for more than two consecutive terms; or

(b) appoint as chair or vice-chair of the authority a member who was appointed to the authority by the same participating municipality that appointed the outgoing chair or vice-chair. 2020, c. 36, Sched. 6, s. 4.

Election procedures and position descriptions are outlined in the Administrative By-Laws, Appendix 2 and Section B.2 respectively.

## Staff Comments

Members interested in any of these available positions are encouraged to communicate with their fellow board members to secure a nomination and support prior to the February meeting. Past practice has included calls and/or emails to fellow directors in an effort to secure support. In the event of more than one candidate seeking an individual position, elections will be held according to Administrative By-Laws, Appendix 2 Procedure for Election of Officers. Those interested in positions should be prepared to speak to their nomination and qualifications during the February meeting.

To ensure staff are properly prepared for the elections could you please advise either Michelle Viglianti at [vigliantim@thamesriver.on.ca](mailto:vigliantim@thamesriver.on.ca) or Tracy Annett at [annettt@thamesriver.on.ca](mailto:annettt@thamesriver.on.ca) that you are planning to put your name forward for any of the above listed positions.

Prepared by:

Tracy Annett, General Manager

Michelle Viglianti, Administrative Assistant



**Monte McNaughton, MPP**  
Lambton-Kent-Middlesex

**Constituency Offices:**

☐ 81 Front Street West  
Strathroy, ON N7G 1X6

Tel. (519) 245-8696  
Fax (519) 245-8697

☐ 360 James Street  
Wallaceburg, ON N8A 2N5

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**Queen's Park Office:**

☐ Rm. 202 NW, Legislative Bldg.  
Toronto, ON M7A 1A8

Tel. (416) 325-3362  
Fax (416) 325-3275

Mr. Alan Dale, Chair  
Upper Thames River Conservation Authority  
Board of Directors  
1424 Clarke Rd, London, ON  
N5V 5B9

Dear Alan,

Thank you for your note and for bringing forward the concerns regarding Bill 23. I have shared the letter with my colleague Steve Clark, Minister of Municipal Affairs and Housing.

Our government remains steadfast and highly committed to ensuring that Ontario is the best place to work, live, and raise a family. As Ontario faces the rising cost of living and a shortage of homes, our government has a strong mandate to help more people find a home that meets their needs and budget. We are taking this mandate seriously and have taken historic action to address this issue which affects people across the province.

I look forward to working with you on our shared priorities. Together, we can build a stronger Ontario that leaves no one behind.

Sincerely,

A handwritten signature in blue ink, appearing to read "Monte McNaughton".

Monte McNaughton, MPP  
Lambton-Kent-Middlesex

**Ministry of Natural  
Resources and Forestry**

Office of the Minister

99 Wellesley Street West  
Room 6630, Whitney Block  
Toronto, ON M7A 1W3  
Tel.: 416-314-2301

**Ministère des Richesses  
naturelles et des Forêts**

Bureau du ministre

99, rue Wellesley Ouest  
Bureau 6630, Édifice Whitney  
Toronto ON M7A 1W3  
Tél.: 416 314-2301



December 28, 2022

**TO:** Conservation authorities as listed in the Attachment A “Minister’s Direction to Not Change Fees”

**SUBJECT:** Minister’s direction for conservation authorities regarding fee changes associated with planning, development and permitting fees

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In support of Ontario’s Housing Supply Action Plan: 2022-2023, the province made a series of legislative changes through the *More Homes Built Faster Act, 2022* (Bill 23) to help achieve the goal of building 1.5 million homes over the next 10 years. These changes accelerate housing development approvals while continuing to protect Ontario families, communities, and critical resources. A number of these changes affect conservation authorities and are intended to support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

To this end, pursuant to subsection 21.3 (1) of the *Conservation Authorities Act*, which is in effect January 1, 2023, I am issuing a Minister’s Direction (“Direction”), attached to this letter as Attachment “A”. Subsection 21.3 (1) provides that the “Minister may give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction.”

The purpose of this Direction, which is effective from January 1, 2023 to December 31, 2023, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service that may be provided by the conservation authority. This relates to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. For greater certainty, the “Prescribed Acts – subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act” regulation (O. Reg. 596/22), effective January 1, 2023, prohibits a CA from providing a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter

made under prescribed Acts. This regulation therefore precludes the charging of a fee by a conservation authority for these specific programs or services provided under subsections 21.1.1 (1) or 21.1.2 (1.1) of the *Conservation Authorities Act*.

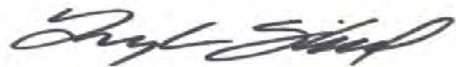
The conservation authorities listed in Appendix A of the Direction are encouraged to make the Direction publicly available on the Governance section of their websites.

Pursuant to subsection 21.2 (3) of the Act, I am also re-distributing the Minister's list of classes and programs and services in respect of which conservation authorities may charge a fee along with this Direction, with editorial changes to reflect the recent legislative and regulatory changes.

If you have any questions, please contact Jennifer Keyes, Director, Resources Planning and Development Policy Branch, at [Jennifer.Keyes@ontario.ca](mailto:Jennifer.Keyes@ontario.ca) or 705-761-4831.

If it is in the public interest to do so, I will provide further direction or clarification at a later date related to the matters set out in this Direction.

Sincerely,



The Honourable Graydon Smith  
Minister of Natural Resources and Forestry

c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
The Honourable David Piccini, Minister of the Environment, Conservation and Parks



**Minister’s Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*  
(this “Direction”)**

**WHEREAS** section 21.2 of the *Conservation Authorities Act*, in effect on January 1, 2023, permits a Conservation Authority to charge a fee for a program or service if the program or service is included in the Minister’s list of classes of programs and services in respect of which a Conservation Authority may charge a fee;

**AND WHEREAS** subsections 21.2 (6) and 21.2 (7) of the *Conservation Authorities Act* provide that a Conservation Authority shall adopt a written fee policy that includes a fee schedule listing the programs and services that it provides in respect of which it charges a fee, and the amount of the fee charged for each program or service or the manner in which the fee is determined (a “**Fee Schedule**”);

**AND WHEREAS** subsection 21.2 (10) of the *Conservation Authorities Act* provides that a Conservation Authority may make a change to the list of fees set out in the fee schedule or to the amount of any fee or the manner in which a fee is determined, provided the authority shall give notice of the proposed change to the public in a manner it considers appropriate;

**AND WHEREAS** section 21.3 of the *Conservation Authorities Act* provides the Minister with the authority to give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction;

**NOW THEREFORE** pursuant to the authority of the Minister of Natural Resources and Forestry under section 21.3, the Conservation Authorities set out under Appendix “A” of this Direction (the “**Conservation Authorities**” or each, a “**Conservation Authority**”) are hereby directed as follows:

**Fee Changes Prohibition**

1. Commencing on the Effective Date and for the duration of the Term of this Direction, a Conservation Authority is prohibited from making a change under subsection 21.2 (10) of the *Conservation Authorities Act* to the amount of any fee or the manner in which a fee is determined in its fee schedule if such a change would have the effect of changing the fee amount for the programs and services described in paragraphs 2 and 3 of this Direction.

**Program and Service Fees Impacted**

2. This Direction applies to any fee set out in the Fee Schedule of a Conservation Authority, including without limitation fees for any mandatory program or service (Category 1), municipal program or service (Category 2), or Conservation Authority recommended program or service (Category 3) related to reviewing and commenting on

planning and development related proposals, applications, or land use planning policies, or for Conservation Authority permitting.

3. For greater certainty, this Direction applies to any fees in respect of the following programs or services provided under the Mandatory Programs and Services regulation ([O. Reg. 686/21](#)):
  - a. Section 6: programs and services related to reviewing applications and proposals under the *Aggregate Resources Act*, *Drainage Act*, *Environmental Assessment Act*, and the *Niagara Escarpment Planning and Development Act*, for the purpose of commenting on the risks related to natural hazards arising from the proposal,
  - b. Section 7: programs and services related to ensuring that decisions under the *Planning Act* are consistent with the natural hazards policies in the policy statements issued under section 3 of the *Planning Act* and are in conformance with any natural hazard policies included in a provincial plan as defined in section 1 of that Act,
  - c. Section 8: programs and services related to Conservation Authority duties, functions, and responsibilities to administer and enforce section 28 and its regulations, section 28.0.1, and section 30.1 of the *Conservation Authorities Act*,
  - d. Paragraph 4 of subsection 13 (3): programs and services related to reviewing and commenting on any proposal made under another Act for the purpose of determining whether the proposal relates to a significant drinking water threat or may impact any drinking water sources protected by a source protection plan, and
  - e. Subparagraph 4 iv of section 15: programs and services related to reviewing and commenting on proposals made under other Acts for the purpose of determining the proposal's impact on the Lake Simcoe Protection Plan and the Lake Simcoe watershed.

### **Application**

4. This Direction, applies to all Conservation Authorities in Ontario, listed in Appendix "A" to this Direction.
5. For greater certainty, this Direction also applies to the Conservation Authorities listed in Appendix "A" to this Direction when such Conservation Authorities are meeting as a source protection authority under the *Clean Water Act, 2006*.

### **Effective Date and Term**

6. This Direction is effective from January 1, 2023 (the "**Effective Date**").
7. The term of this Direction is the period from the Effective Date to December 31, 2023 (the "**Term**").

**Amendments**

8. This Direction may be amended in writing from time to time at the sole discretion of the Minister.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO  
as represented by the  
Minister of Natural Resources and Forestry**



The Honourable Graydon Smith  
Minister of Natural Resources and Forestry  
December 28, 2022

**APPENDIX A**

**LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES**

**Ausable Bayfield CA**

R.R. #3  
71108 Morrison Line  
Exeter ON N0M 1S5  
Brian Horner  
bhorner@abca.on.ca

**Cataraqui Region CA**

Box 160  
1641 Perth Road  
Glenburnie ON K0H 1S0  
Katrina Furlanetto  
kfurlanetto@crca.ca

**Catfish Creek CA**

R.R. #5  
8079 Springwater Road  
Aylmer ON N5H 2R4  
Dusty Underhill  
generalmanager@catfishcreek.ca

**Central Lake Ontario CA**

100 Whiting Avenue  
Oshawa ON L1H 3T3  
Chris Darling  
cdarling@cloca.com

**Credit Valley CA**

1255 Old Derry Rd  
Mississauga ON L5N 6R4  
Quentin Hanchard  
quentin.hancard@cvc.ca

**Crowe Valley CA**

Box 416  
70 Hughes Lane  
Marmora ON K0K 2M0  
Tim Pidduck  
tim.pidduck@crowevalley.com

**Essex Region CA**

Suite 311  
360 Fairview Ave West  
Essex ON N8M 1Y6

Tim Byrne  
[tbyrne@erca.org](mailto:tbyrne@erca.org)

**Ganaraska Region CA**

Box 328  
2216 County Road 28  
Port Hope ON L1A 3V8  
Linda Laliberte  
[llaliberte@grca.on.ca](mailto:llaliberte@grca.on.ca)

**Grand River CA**

Box 729  
400 Clyde Road  
Cambridge ON N1R 5W6  
Samantha Lawson  
[slawson@grandriver.ca](mailto:slawson@grandriver.ca)

**Grey Sauble CA**

R.R. #4  
237897 Inglis Falls Road  
Owen Sound ON N4K 5N6  
Tim Lanthier  
[t.lanthier@greysauble.on.ca](mailto:t.lanthier@greysauble.on.ca)

**Halton Region CA**

2596 Britannia Road West  
Burlington ON L7P 0G3  
Hassaan Basit  
[hbasit@hrca.on.ca](mailto:hbasit@hrca.on.ca)

**Hamilton Region CA**

P.O. Box 81067  
838 Mineral Springs Road  
Ancaster ON L9G 4X1  
Lisa Burnside  
[lisa.burnside@conservationhamilton.ca](mailto:lisa.burnside@conservationhamilton.ca)

**Kawartha Region CA**

277 Kenrei (Park) Road  
Lindsay ON K9V 4R1  
Mark Majchrowski  
mmajchrowski@kawarthaconservation.com

**Kettle Creek CA**

R.R. #8  
44015 Ferguson Line  
St. Thomas ON N5P 3T3  
Elizabeth VanHooren  
elizabeth@kettlecreekconservation.on.ca

**Lake Simcoe Region CA**

Box 282  
120 Bayview Parkway  
Newmarket ON L3Y 3W3  
Rob Baldwin  
r.baldwin@lsrca.on.ca

**Lakehead Region CA**

Box 10427  
130 Conservation Road  
Thunder Bay ON P7B 6T8  
Tammy Cook  
tammy@lakeheadca.com

**Long Point Region CA**

4 Elm Street  
Tillsonburg ON N4G 0C4  
Judy Maxwell  
jmaxwell@lprca.on.ca

**Lower Thames Valley CA**

100 Thames Street  
Chatham ON N7L 2Y8  
Mark Peacock  
mark.peacock@ltvca.ca

**Lower Trent Region CA**

R.R. #1  
714 Murray Street  
Trenton ON K8V 5P4  
Rhonda Bateman  
rhonda.bateman@ltc.on.ca

**Maitland Valley CA**

Box 127

1093 Marietta Street  
Wroxeter ON N0G 2X0  
Phil Beard  
pbeard@mvca.on.ca

**Mattagami Region CA**  
100 Lakeshore Road  
Timmins ON P4N 8R5  
David Vallier  
david.vallier@timmins.ca

**Mississippi Valley CA**  
10970 Highway 7  
Carleton Place ON K7C 3P1  
Sally McIntyre  
smcintyre@mvc.on.ca

**Niagara Peninsula CA**  
250 Thorold Road West, 3rd Floor  
Welland ON L3C 3W2  
Chandra Sharma  
csharma@npca.ca

**Nickel District CA**  
199 Larch St  
Suite 401  
Sudbury ON P3E 5P9  
Carl Jorgensen  
carl.jorgensen@conservationsudbury.ca

**North Bay-Mattawa CA**  
15 Janey Avenue  
North Bay ON P1C 1N1  
Chitra Gowda  
chitra.gowda@nbmca.ca

**Nottawasaga Valley CA**  
8195 Line 8  
Utopia ON L0M 1T0  
Doug Hevenor  
dhevenor@nvca.on.ca

**Otonabee Region CA**

250 Milroy Drive  
Peterborough ON K9H 7M9  
Janette Loveys Smith  
jsmith@otonabeeconservation.com

**Quinte CA**

R.R. #2  
2061 Old Highway #2  
Belleville ON K8N 4Z2  
Brad McNevin  
bmcnevin@quinteconservation.ca

**Raisin Region CA**

PO Box 429  
18045 County Road 2  
Cornwall ON K6H 5T2  
Richard Pilon  
richard.pilon@rrca.on.ca

**Rideau Valley CA**

Box 599  
3889 Rideau Valley Dr.  
Manotick ON K4M 1A5  
Sommer Casgrain-Robertson  
sommer.casgrain-robertson@rvca.ca

**Saugeen Valley CA**

R.R. #1  
1078 Bruce Road #12, Box #150  
Formosa ON N0G 1W0  
Jennifer Stephens  
[j.stephens@svca.on.ca](mailto:j.stephens@svca.on.ca)

**Sault Ste. Marie Region CA**

1100 Fifth Line East  
Sault Ste. Marie ON P6A 6J8  
Corrina Barrett  
cbarrett@ssmrca.ca

**South Nation River CA**

38 Victoria Street  
P.O. Box 29  
Finch ON K0C 1K0  
Angela Coleman  
acoleman@nation.on.ca

**St. Clair Region CA**

205 Mill Pond Crescent



Strathroy ON N7G 3P9  
Ken Phillips  
[kphillips@scrca.on.ca](mailto:kphillips@scrca.on.ca)

**Toronto and Region CA**  
101 Exchange Avenue  
Vaughan ON L4K 5R6  
John MacKenzie  
[john.mackenzie@trca.ca](mailto:john.mackenzie@trca.ca)

**Upper Thames River CA**  
1424 Clarke Road  
London ON N5V 5B9  
Tracey Annett  
[annett@thamesriver.on.ca](mailto:annett@thamesriver.on.ca)

# Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee

December 28, 2022

## Preamble

A conservation authority is permitted to charge a fee for a program or service only if the program or service is included in the Minister's list of classes of programs and services in respect of which a conservation authority may charge a fee. The Minister's published list of classes of programs and services in respect of which a conservation authority may charge a fee ("Minister's Fee Classes Policy") is provided as per the provisions set out in section 21.2 of the *Conservation Authorities Act*. From time to time, the Minister may make changes to the list and will promptly update this document and distribute it to each conservation authority.

## Categories of conservation authority programs and services

The *Conservation Authorities Act* establishes three categories of programs and services that a conservation authority may provide:

- Category 1: Mandatory programs and services, which are those that a conservation authority is required to provide under section 21.1 of the Act, and that are described in the "Mandatory Programs and Services" regulation (O. Reg. 686/21).
- Category 2: Municipal programs and services, which are those that a municipality, situated in whole or in part within a conservation authority's area of jurisdiction, requests a conservation authority to provide on behalf of the municipality pursuant to s. 21.1.1 of the Act under a memorandum of understanding or other agreement.
- Category 3: Other programs and services that the conservation authority determines are advisable to provide, pursuant to section 21.1.2 of the Act, to further the purposes of the Act.

## **Fees that a conservation authority may charge under the *Conservation Authorities Act***

Section 21.2 of the *Conservation Authorities Act* requires a conservation authority to administer the charging of fees in a transparent and accountable manner by adopting and publishing a written fee policy, which includes a fee schedule that lists the programs and services for which an authority charges a fee and the amount to be charged. Conservation authorities must maintain their fee schedule and if an authority wishes to make changes to its fee schedule, it must notify the public of the proposed change (e.g., on its website). In its fee policy, a conservation authority must also set out the frequency with which it will conduct a review of its fee policy, including its fee schedule, the process for carrying out a review of the fee policy, including the rules for giving notice of the review and any changes as a result of a review, and the circumstances under which any person may request the

authority to reconsider a fee that was charged to the person and the procedures applicable to the reconsideration. Decisions regarding the fee policy and fee schedule are made by the members of a conservation authority, comprised of representatives appointed by the participating municipalities and the agricultural sector representative member, where appointed by the Minister of Natural Resources and Forestry.

#### Reconsideration of fee charged

A conservation authority's fee policy must define the circumstances in which a person may request that the authority reconsider a fee that was charged and the procedures applicable to the reconsideration. Where the authority's fee policy permits a person to request the authority to reconsider the fee it has charged that person because it is contrary to the authority's fee schedule or excessive in relation to the program or service for which it was charged, that person may apply to the authority, in accordance with the procedures set out in the authority's fee policy, to request a reconsideration of the fee. After receiving and considering the request, the authority may vary the amount of the fee to be charged to an amount the authority considers appropriate, order that no fee be charged, or confirm the original amount of the fee.

### **Fees that a conservation authority may charge as prescribed by other legislation**

The Minister's Fee Classes Policy does not include those instances where the authority is already authorized under another statute to charge a fee for a program or service. For example, where an authority administers an on-site sewage system program under the *Building Code Act, 1992*, the authority has the power to charge fees for that program. Similarly, under Part IV of the *Clean Water Act, 2006*, a municipality has enforcement responsibility to regulate significant drinking water threats in wellhead protection areas and intake protection zones and may delegate that responsibility to a conservation authority. When this delegation occurs, the conservation authority is also given the power to charge fees as the enforcement body under that Act.

### **Prescribed Acts**

Pursuant to subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the *Conservation Authorities Act*, the Minister may make regulations to prohibit a CA from providing a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter made under a prescribed Act. This precludes the charging of a fee by a conservation authority for any such program or service under an Act that has been prescribed for the purposes of subsections 21.1.1 (1.1) or 21.1.2 (1.1).

### **User-Pay Principle**

The fees that conservation authorities charge, in accordance with the Minister's Fee Classes Policy, are considered 'user fees.' 'User fees' are fees paid to an authority by a

person or organization for a service that they specifically benefit from. This includes use of a public resource (e.g., park access or facility rental) or the privilege to do something (e.g., receive an approval through a permit or other permission to undertake a regulated activity).

**For the purposes of this Minister’s Fee Classes Policy, a fee may only be applied when the User-Pay Principle is considered appropriate, which is when there is a class of persons that directly benefits from a program or service delivered by an authority (“User-Pay Principle”) (note: other restrictions may apply; see Table 1 below).**

Enabling authorities to charge a fee for programs and services where the User-Pay Principle is considered appropriate increases opportunities for an authority to generate revenue. This may reduce an authority’s reliance on the municipal levy (now called an “apportionment”) to finance the programs and services it provides. However, it is up to a conservation authority to decide the proportion of the costs associated with administering and delivering a program or service that should be recovered by a user fee versus those costs that are offset by other funding sources, such as the municipal levy. Beginning with the 2024 calendar year budgets, if an authority considered opportunities to raise and use self-generated revenue such as fees to finance its operations, the authority will be required to include in its budget a description of what the authority considered.

## **Fee amounts**

A conservation authority may determine the amount of a fee to be charged for a program or service that it provides. If a fee is to be charged for a program or service, the amount to be charged or the manner for determining the amount must be listed in the conservation authority’s fee schedule. Some fee amounts cannot exceed the authority’s costs for administering and delivering a program or service. For example, fees for planning services should be developed in conjunction with the appropriate planning authorities and set to recover but not exceed the costs associated with administering and delivering the services on a program basis. Similarly, fees for permitting services should be developed to recover but not exceed the costs associated with administering and delivering the services on a program basis. Other fees set by the authority for a program or service are not subject to this restriction, such as fees for selling products or fees for rentals. Fees that are not subject to this restriction can provide the authority with a source of revenue to help offset costs for other programs and services offered by the authority.

## **Minister’s direction re fee changes**

Pursuant to subsection 21.3 (1) of the *Conservation Authorities Act*, the Minister may give a written direction to a conservation authority directing it not to change the amount of any fee it charges, or the manner in which a fee is determined, in respect of a program or

service that is set out in this Minister’s list of classes of programs and services in respect of which a conservation authority may charge a fee. Any conservation authority that receives a direction is required to comply within the time specified in the direction.

### Minister’s fee classes

The following is the list of classes of programs and services in respect of which an authority may charge a fee.

**Table 1. Classes of programs and services for which conservation authorities may charge a fee**

Classes of programs and services	Criteria
<p>Category 1 mandatory programs and services (section 21.1 of the <i>Conservation Authorities Act</i>) and programs and services provided in accordance with the Mandatory Programs and Services Regulation (O. Reg. 686/21)</p>	<p>Category 1 programs and services where the following requirement is met:</p> <ul style="list-style-type: none"> <li>• The User-Pay Principle is appropriate.</li> </ul>
<p>Category 2 municipal programs and services – i.e., those programs and services an authority provides on behalf a municipality pursuant to a memorandum of understanding or service level agreement or other agreement (section 21.1.1 of the <i>Conservation Authorities Act</i>)</p>	<p>Category 2 programs and services, subject to any limitations that may be set out in the <i>Conservation Authorities Act</i> or its regulations, and where the following requirements are met:</p> <ul style="list-style-type: none"> <li>• The User-Pay Principle is appropriate; <b>and</b></li> <li>• The parties agree through provisions in a memorandum of understanding, service level agreement, or other agreement governing the provision of the Category 2 program or service that the authority should be permitted to charge a fee for that program or service.</li> </ul>
<p>Category 3 authority determined programs and services (section 21.1.2 of the <i>Conservation Authorities Act</i>) that are financed in whole or in part by the municipal levy and on or after January 1, 2024 will require a cost apportioning agreement</p>	<p>Category 3 programs and services, subject to any limitations that may be set out in the <i>Conservation Authorities Act</i> or its regulations, that are financed in whole or in part by the municipal levy, and where the following requirements are met:</p> <ul style="list-style-type: none"> <li>• The User-Pay Principle is appropriate; <b>and</b></li> <li>• Where a cost apportionment agreement has been entered into for a Category 3 program or service, the agreement includes provisions permitting the authority to charge a fee for the program or service. This requirement does not apply where the cost</li> </ul>

	<p>apportionment agreement relates to any of the following Category 3 programs and services:</p> <ul style="list-style-type: none"> <li>i) Recreational activities that are provided on land that is owned or controlled by the authority with the direct support or supervision of staff employed by the authority or by another person or body, or with facilities or other amenities maintained by the authority, including equipment rentals and renting facilities for special events.</li> <li>ii) Community relations to help establish, maintain, or improve relationships between the authority and community members.</li> <li>iii) Public education services to improve awareness of issues relating to the conservation, restoration, development, and management of natural resources in watersheds in Ontario.</li> <li>iv) The provision of information to the public.</li> <li>v) The sale of products by the authority.</li> </ul>
<p>Category 3 authority determined programs and services (section 21.1.2 of the <i>Conservation Authorities Act</i>) that are not financed in whole or in part by the municipal levy</p>	<p>Category 3 programs and services, subject to any limitations that may be set out in the <i>Conservation Authorities Act</i> or its regulations, that are not financed in whole or in part by the municipal levy, and where the following requirement is met:</p> <ul style="list-style-type: none"> <li>• The User-Pay Principle is appropriate.</li> </ul>

**Disclaimer**

This Minister’s Fee Classes Policy summarizes some of the requirements in the *Conservation Authorities Act* with respect to the charging of a fees by a conservation authority for programs and services. This document should not be construed as legal advice or a substitute for seeking independent legal advice. Anyone seeking to fully understand how the Act and regulations may apply to the charging of fees by a conservation authority for programs or services should refer to the Act and regulations. The Act and associated regulations take precedence in the event of any inconsistency with this policy.



**Ministry of Natural Resources and Forestry**

**Ministère des Richesses naturelles et des Forêts**

Resources Planning and Development  
Policy Branch  
Policy Division  
300 Water Street  
Peterborough, ON K9J 3C7

Direction des politiques de planification et d'exploitation des ressources  
Division de l'élaboration des politiques  
300, rue Water  
Peterborough (Ontario) K9J 3C7

**To:** Conservation authorities and participating municipalities, Conservation Ontario and the Association of Municipalities of Ontario

**From:** Jennifer Keyes, Director

**Date:** December 28, 2022

**Subject:** Legislative and regulation changes affecting conservation authorities

Good afternoon,

I am writing to provide you with information on amendments to the *Conservation Authorities Act* made as part of the *More Homes Built Faster Act, 2022*, as well as two regulations that have been approved by the province in support of Ontario's Housing Supply Action Plan, both of which will come into effect on January 1, 2023. In addition, the Minister of Natural Resources and Forestry has issued a direction regarding fees that will be distributed separately from this letter. A notice will be posted to the Environmental Registry of Ontario (ERO) in the coming weeks regarding these decisions.

### **Legislative Amendments**

As you are likely aware, the *More Homes Built Faster Act, 2022* was passed this Fall, receiving Royal Assent on November 28, 2022. Several changes were made to the *Conservation Authorities Act* that are intended to further focus conservation authorities on their core mandate, support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

Notably, one part of the *More Home Built Faster Act, 2022* which came into effect upon Royal Assent were changes to Section 28.0.1 of the *Conservation Authorities Act*, which include provisions to require a conservation authority to issue a permission or permit where a Minister's Zoning Order has been made under section 47 of the *Planning Act*. This section was amended to also apply to orders made under section 34.1 of the *Planning Act*, otherwise known as the "community infrastructure and housing accelerator" tool, in addition to some other minor changes.

Other changes, which will come into effect on January 1, 2023, include:

- Updates to Section 21 of the Act so that a disposition of land in respect of which the Minister has made a grant under section 39 requires authorities to provide a notice of the proposed disposition to the Minister instead of requiring the Minister's approval. Authorities will also be required to conduct public consultations before disposing of lands that meet certain criteria.
- Sections 21.1.1 and 21.1.2 of the Act which provide that authorities may not provide a program or service related to reviewing and commenting on proposals, applications, or other matters under prescribed Acts.
- A new section 21.3 that enables the Minister to issue temporary direction to a conservation authority preventing the authority from changing the amount of a fee it charges under subsection 21.2 (10) of the Act.

Remaining legislative changes regarding conservation authority development regulations will not come into effect until proclaimed, following the creation of a new Minister's regulation with supporting regulatory details. This regulation is currently being consulted on until December 30<sup>th</sup> on the ERO, #019-2927: [Proposed updates to the regulation of development for the protection of people and property from natural hazards in Ontario.](#)

## **New Regulatory Requirements**

Following the passing of these legislative amendments, the government has proceeded with making two regulations, both of which will come into effect on January 1, 2023.

Amendments were made to [Ontario Regulation 686/21: Mandatory Programs and Services](#) to require conservation authorities to identify conservation authority lands suitable for housing. This requirement is part of the preparation of the land inventory required to be completed by conservation authorities by December 31, 2024, and certain considerations for identifying whether or not lands are suitable for housing are listed.

A new Minister's regulation (Ontario Regulation 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act) was also made to focus conservation authorities' role when reviewing and commenting on proposals, applications, or other matters related to development and land use planning. Under this regulation, conservation authorities are no longer able to provide a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter made under the following Acts:

- *The Aggregate Resources Act*
- *The Condominium Act, 1998*
- *The Drainage Act*
- *The Endangered Species Act, 2007*
- *The Environmental Assessment Act*
- *The Environmental Protection Act*
- *The Niagara Escarpment Planning and Development Act*
- *The Ontario Heritage Act*
- *The Ontario Water Resources Act*
- *The Planning Act*



This regulation does not affect conservation authorities' provision of mandatory programs or services (Category 1) related to reviewing and commenting on a proposal, application, or other matter made under those Acts.

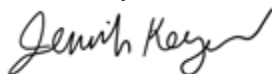
An administrative update to the "Determination of Amounts Owing Under Subsection 27.2 (2) of the Act" regulation (O. Reg. 401/22) was also made to update the methods of determining amounts owed by specified municipalities for operating expenses and capital costs related to mandatory the *Clean Water Act, 2006* and *Lake Simcoe Protection Act, 2008* programs and services to enable use of a benefit-based apportionment method.

I appreciate that with these most recent amendments, along with changes made over the last number of years, this is a time of significant transition for conservation authorities and their member municipalities. Throughout this time, conservation authorities have continued to deliver on their important roles in protecting people and property from natural hazards, conserving and managing lands, and drinking water source protection.

The ongoing efforts of conservation authorities to implement these changes is acknowledged, including initiatives led by conservation authorities and Conservation Ontario that have contributed to the Government's objectives of improving accountability and transparency and supporting timely development approvals to help address Ontario's housing supply crisis.

If you have any questions, please reach out to the Ministry of Natural Resources and Forestry at [ca.office@ontario.ca](mailto:ca.office@ontario.ca). I look forward to working with you in the coming year.

Sincerely,



Jennifer Keyes

Director, Resources Planning and Development Policy Branch  
Ministry of Natural Resources and Forestry

## 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 at 16 February, 2023:

1. The UTRCA is in compliance, 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 RRSP carrier, Group Insurance carrier and to OMERS Pension Plan all funds deducted from employees 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 2021 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 credit-worthiness 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

Agenda Item 8.1

8. The operating line of credit was not used during 2022, and there is no current outstanding balance.

Dated at London, Ontario on 16 February, 2023

A handwritten signature in blue ink that reads "Alan Dale". The signature is written in a cursive, flowing style.

Chair, Finance and Audit Committee

A handwritten signature in blue ink that reads "Tracy Smith". The signature is written in a cursive, flowing style.

General Manager

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To: UTRCA Board of Directors  
From: Tracy Annett, General Manager  
Date: February 21, 2023  
Filename: Admin # 4694  
Agenda #: 8.2  
Subject: 2023 Draft Budget

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## Recommendation

1. That the UTRCA Board of Directors approve the 2023 Draft Operating Budget under Section 27 of the *Conservation Authorities Act* in the amount of \$20,468,924 and that staff be directed to circulate the Approved Budget to member municipalities as part of the required 30 day review period. Please note the 2023 new levy component of the operating budget of \$6,491,836\* will be apportioned to member municipalities based on a general levy formula as developed by the Ontario Ministry of Natural Resources and Forestry using Current Value Assessment data from the Municipal Property Assessment Corporation and by Special Benefitting Percentages for structure operations.
2. That the UTRCA Board of Directors approve the Capital Project List for budget year 2023 under Section 26 of the *Conservation Authorities Act* in two parts:
  - a) The amount of \$245,000 to support the Authority's 20 year Flood Control Capital Plan for water and erosion control structures. Apportionment of the flood control portion of the 2023 capital levy of \$204,100 is based on Special Benefitting Percentages, by structure, as presented in the 2023 Municipal Levies (Feb 2023). It is noted this levy amount has been set based on cooperative discussions with participating municipalities and assumes that the majority of the works will receive a matching funding contribution through the provincial Water and Erosion Control Infrastructure Program (WECI).
  - b) The amount of \$744,000 to support the Authority's other (non-flood control) capital spending needs. The municipal levy share of this capital amount is \$189,135, included in the operating budget, and will be apportioned to member municipalities based on a general levy formula as developed by the Ontario Ministry of Natural Resources and Forestry using Current Value Assessment data from the Municipal Property Assessment Corporation.

\*\$1 differences between budget document and municipal levy table due to rounding of percentages

## Discussion

An initial 2023 Draft Budget was approved by the Board of Directors at the November Board of Directors Meeting. The Draft Budget was circulated to member municipalities for comment and municipal presentations have been provided at the request of the Town of St. Marys and the Municipality of West Perth. Capital levy fell for the City of London and further refinement of the draft budget reflects changes in the following areas:

1. The Initial Draft Budget proposed a 3.5% increase to the wage grid. Annual increases are determined by conducting a review of the comparator organizations to determine an average of the projected salary grid increases, together with information related to CPI increases, published surveys projecting increases and locally negotiated increases in order to inform the appropriate salary grid adjustment in order to maintain a sustainable compensation framework. A 4% increase has been included to be more reflective of comparators.
2. Expenses of \$351,836 to fund consultation on updated floodplain modelling and mapping have been included in this draft budget.
3. In addition, work planning to complete the requirements of the Mandatory Programs and Services Regulations has been refined. Projects due by December 31, 2024 include:
  - Operation Plans and Asset Management Plan related to Flood Infrastructure
  - Strategy for Conservation Area Lands and Management Plans and Acquisition and Disposition Policies
  - Lands Inventory
  - Core Watershed-Based Resource Management StrategyThe additional effort for these initiatives is budgeted at \$472,230. Without the need to undertake these legislated initiatives the deficit would be reduced to \$22,254.

These changes are summarized in the following tables:

2023 UTRCA Draft Budget: Municipal Levies (February 2023)

Table 1: Operating Budget by Source of Revenue and Type of Expense

Table 2: Operating Budget by Mission Centre

Table 3: Capital Budget Project List

Prepared and Recommended by:

Tracy Annett, General Manager

Christine Saracino, Supervisor, Finance and Accounting

# 2023 UTRCA Draft Budget: Municipal Levies (February 2023)

Municipality	2022 CVA	2023 CVA	Current Year Operations												Capital Investments								Total Municipal Funding for Operations and Capital		Year over Year Increase		
			General Levy		Operating Reserve Levy		Dam and Flood Control Levy (see table below for details)		Specific Project Funding		Total Municipal Operational Funding		Year over Year Increase		Capital Maintenance	Flood Control Capital Levy				Total Municipal Capital Funding		Year over Year Increase		2022	2023	\$	%
			2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	\$	%		2022	2023	2022	2023	\$	%						
Oxford County	16.8428	16.9093	696,731	745,091	5,843	5,984	282,875	293,234			985,449	1,044,309	58,860	6.0%	30,928	31,982	Pittock Dam, Ingersoll Channel	29,879	30,000	60,807	61,982	1,175	1.9%	1,046,256	1,106,291	60,035	5.7%
London	64.2416	64.0751	2,657,463	2,823,404	22,288	22,674	1,131,355	1,158,439	109,232	111,417	3,920,338	4,115,934	195,596	5.0%	117,966	121,189	Total Structures <sup>1</sup>	733,348	54,600	851,314	175,789	(675,525)	-79.4%	4,771,652	4,291,723	(479,929)	-10.1%
Lucan Biddulph	0.3468	0.3517	14,346	15,497	120	124	2,953	3,114			17,419	18,735	1,316	7.6%	637	665			637	665	28	4.4%	18,056	19,400	1,344	7.4%	
Thames Centre	3.1857	3.1897	131,782	140,551	1,105	1,129	32,425	33,542			165,312	175,222	9,910	6.0%	5,850	6,033	Dorchester Mill Pond		-	5,850	6,033	183	3.1%	171,162	181,255	10,093	5.9%
Middlesex Centre	2.3789	2.4127	98,407	106,313	825	854	20,256	21,363			119,488	128,530	9,042	7.6%	4,368	4,563			4,368	4,563	195	4.5%	123,856	133,093	9,237	7.5%	
Stratford	7.2417	7.2647	299,565	320,112	2,512	2,571	102,579	105,324			404,656	428,007	23,351	5.8%	13,298	13,740	RT Orr Dam		-	13,298	13,740	442	3.3%	417,954	441,747	23,793	5.7%
Perth East	1.4232	1.4275	58,873	62,901	494	505	14,719	15,240			74,086	78,646	4,560	6.2%	2,613	2,700			2,613	2,700	87	3.3%	76,699	81,346	4,647	6.1%	
West Perth	1.4873	1.4827	61,525	65,334	516	525	55,381	55,846			117,422	121,705	4,283	3.6%	2,731	2,804	Fullarton and Mitchell Dams	25,000	68,000	27,731	70,804	43,073	155.3%	145,153	192,509	47,356	32.6%
St. Marys	1.4482	1.4644	59,907	64,527	502	518	35,264	36,696			95,673	101,741	6,068	6.3%	2,659	2,770	Wildwood Dam, St Marys Floodwall	45,000	45,000	47,659	47,770	111	0.2%	143,332	149,511	6,179	4.3%
Perth South	1.2009	1.2215	49,677	53,824	417	432	10,225	10,817			60,319	65,073	4,754	7.9%	2,205	2,310			2,205	2,310	105	4.8%	62,524	67,383	4,859	7.8%	
South Huron	0.2028	0.2006	8,389	8,839	70	71	1,726	1,777			10,185	10,687	502	4.9%	372	379			372	379	7	1.9%	10,557	11,066	509	4.8%	
Zorra	0	0	-	-	-	-	8,500	8,500			8,500	8,500	-	0.0%	-	-	Embros \$5000, Harrington \$1500	6,500	6,500	6,500	6,500	-	0.0%	15,000	15,000	-	0.0%
South-West Oxford	0	0	-	-	-	-	5,610	5,610			5,610	5,610	-	0.0%	-	-			-	-	-	-	5,610	5,610	-	0.0%	
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>4,136,665</b>	<b>4,406,394</b>	<b>34,692</b>	<b>35,387</b>	<b>1,703,868</b>	<b>1,749,502</b>	<b>109,232</b>	<b>111,417</b>	<b>5,984,457</b>	<b>6,302,700</b>	<b>318,243</b>	<b>5.3%</b>	<b>183,627</b>	<b>189,135</b>		<b>839,727</b>	<b>204,100</b>	<b>1,023,354</b>	<b>393,235</b>	<b>(630,119)</b>	<b>-61.6%</b>	<b>7,007,811</b>	<b>6,695,935</b>	<b>(311,876)</b>	<b>-4.5%</b>
<b>Contribution to increase</b>				<b>84.8%</b>		<b>0.2%</b>		<b>14.3%</b>		<b>0.7%</b>				<b>100%</b>													

<sup>1</sup>Total Structures - City of London:

Structure	\$ 2022	\$ 2023
Fanshawe Dam	87,500	-
Pittock Dam portion only for 2023	80,848	54,600
Erosion Control	300,000	-
London Dykes	265,000	-
<b>Total London Structures</b>	<b>733,348</b>	<b>54,600</b>

## 2023 Draft Budget: Dam & Flood Control Levy - Details

Municipality	CVA Rates						Special Benefitting Rates										Total Dam and Flood Control Levy	
			Forecasting, Planning & Technical Studies		Small Holdings		Wildwood Dam			Pittock Dam			100% Structures and Projects				2022	2023
	2022	2023	2022	2023	2022	2023	%	2022	2023	%	2022	2023	2022	2023	2022	2023		
Oxford County	16.8428	16.9093	138,866	144,990	1,194	1,241	1.01	1,439	1,502	62.11	117,641	121,766	Pittock Dam, Ingersoll Channel	23,735	23,735	282,875	293,234	
London	64.2416	64.0751	529,660	549,418	4,555	4,702	83.84	119,385	124,147	36.74	69,615	72,032	Total Structures <sup>2</sup>	408,140	408,140	1,131,355	1,158,439	
Lucan Biddulph	0.3468	0.3517	2,859	3,016	25	26	0.02	30	31	0.02	39	41			-	2,953	3,114	
Thames Centre	3.1857	3.1897	26,265	27,350	226	234	0.19	272	283	0.19	362	375	Dorchester Mill Pond, Dorchester CA	5,300	5,300	32,425	33,542	
Middlesex Centre	2.3789	2.4127	19,614	20,688	169	177	0.14	203	214	0.14	270	284			-	20,256	21,363	
Stratford	7.2417	7.2647	59,706	62,292	514	533	0.44	619	645	0.44	823	854	RT Orr Dam and Channel	40,917	41,000	102,579	105,324	
Perth East	1.4232	1.4275	11,734	12,240	101	105	0.09	122	127	0.09	162	168	Shakespeare Dam	2,600	2,600	14,719	15,240	
West Perth	1.4873	1.4827	12,263	12,714	105	109	0.09	127	132	0.09	169	174	Mitchell and Fullarton Dams	42,717	42,717	55,381	55,846	
St. Marys	1.4482	1.4644	11,940	12,557	103	107	14.09	20,056	20,860	0.09	165	172	Wildwood Dam, St Marys Floodwall	3,000	3,000	35,264	36,696	
Perth South	1.2009	1.2215	9,901	10,474	85	90	0.07	103	109	0.07	136	144			-	10,225	10,817	
South Huron	0.2028	0.2006	1,672	1,720	14	15	0.01	17	18	0.01	23	24			-	1,726	1,777	
Zorra					-	-	-	-	-	-	-	-	Embros, Harrington	8,500	8,500	8,500	8,500	
South-West Oxford					-	-	-	-	-	-	-	-	Centreville Dam	5,610	5,610	5,610	5,610	
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>824,480</b>	<b>857,459</b>	<b>7,091</b>	<b>7,339</b>	<b>100</b>	<b>142,373</b>	<b>148,068</b>	<b>100</b>	<b>189,405</b>	<b>196,034</b>		<b>540,519</b>	<b>540,602</b>	<b>1,703,868</b>	<b>1,749,502</b>	

<sup>2</sup>Total Structures - City of London:

Structure	\$ 2022	\$ 2023
Fanshawe Dam	356,140	356,140
Springbank Dam	10,000	10,000
London Dykes/ Erosion Control	42,000	42,000
<b>Total London</b>	<b>408,140</b>	<b>408,140</b>

## Operating Budget - Income Statement format by Source of Revenue and Type of Expense

Comparative 2022 to 2023

	2022 Budget	2023 Budget	% change	Notes
<b>Revenues</b>				
4100 - Municipal Grants	6,168,083	6,491,836	5.2%	
4101 - Amortized Municipal Grants	597,349	1,668,354	179.3%	Includes all deferred levies
4200 - Government Transfer Payments	181,213	181,213	0.0%	
4300 - Municipal Contracts in Watershed	1,079,292	1,497,953	38.8%	
4350 - Municipal Contracts outside Watershed	157,402	151,386	-3.8%	
4400 - Provincial Contracts	952,343	1,096,008	15.1%	This includes >\$550K for Source Water Protection
4500 - Federal Contracts	754,384	767,237	1.7%	
4600 - Other Contracts, Leases, cost recoveries	1,943,365	2,141,584	10.2%	
4700 - User Fees	4,457,527	5,002,144	12.2%	
4800 - Participation Fees / Cost Sharing	302,901	380,000	25.5%	
4900 - Other Revenues	353,373	207,500	-41.3%	
4930 - Interest and Investment Revenue	406,420	389,225	-4.2%	
<b>Total Revenues</b>	<b>17,353,652</b>	<b>19,974,440</b>	<b>15.1%</b>	
<b>Expenses</b>				
5100 - Advertising & Promotion	54,700	64,880	18.6%	
5200 - Services	807,700	1,036,181	28.3%	Includes some flood control WECI projects
5270 - Interest and Fees	18,000	16,500	-8.3%	
5300 - Computers & Communications	379,730	427,840	12.7%	
5400 - Fleet Related	171,900	169,300	-1.5%	
5500 - Insurance & Risk Management	409,413	482,364	17.8%	Insurance cost increases vary by type
5600 - Property Related	1,929,394	2,165,799	12.3%	
5700 - Personnel Expenses	11,447,929	13,888,803	21.3%	Grid increase, FTE for new initiatives, rising CPP, all board costs and travel reimbursements
5800 - Supplies	1,057,410	908,490	-14.1%	
5900 - Other Expenses	169,565	154,400	-8.9%	
5950 - Depreciation Expense	1,185,665	1,191,105	0.5%	
5960 - Allocated Costs		(36,738)		
<b>Total Expenses</b>	<b>17,631,406</b>	<b>20,468,924</b>	<b>16.1%</b>	
<b>Net Deficit</b>	<b>(277,754)</b>	<b>(494,484)</b>		

## Operating Budget - Income Statement format by Mission Centre

Comparative 2022 to 2023

	2022 Budget	2023 Budget	% change	Notes
<b>Revenues</b>				
20 - Community Partnerships	1,642,488	1,705,184	3.8%	
30 - Water & Information Management	2,862,344	3,612,507	26.2%	Assigning levy here for mapping consultation
40 - Environmental Planning & Regulations	2,540,733	2,687,842	5.8%	
50 - Integrated Watershed Management	3,118,350	2,357,208	-24.4%	
70 - Campground Operations	4,208,994	4,638,980	10.2%	
80 - Lands, Facilities & Conservation Areas	2,504,822	4,242,447	69.4%	Assigning levy here for lands strategies
90 - Service Cost Centres	475,920	730,272	53.4%	
<b>Total Revenues</b>	<b>17,353,651</b>	<b>19,974,440</b>	<b>15.1%</b>	
<b>Expenses</b>				
20 - Community Partnerships	1,674,857	1,744,529	4.2%	
30 - Water & Information Management	3,155,657	4,047,695	28.3%	Includes new mapping consultation in 2023
40 - Environmental Planning & Regulations	2,559,299	3,115,619	21.7%	
50 - Integrated Watershed Management	2,880,169	2,763,331	-4.1%	Includes Core Watershed-based Resource Strategy
70 - Campground Operations	4,477,135	4,101,490	-8.4%	Land management activities being moved to Lands
80 - Lands, Facilities & Conservation Areas	2,408,376	4,212,123	74.9%	Includes Land inventory and strategy initiatives
90 - Service Cost Centres	475,920	484,138	1.7%	
<b>Total Expenses</b>	<b>17,631,413</b>	<b>20,468,924</b>	<b>16.1%</b>	
<b>Net Deficit</b>	<b>(277,762)</b>	<b>(494,484)</b>		



# Capital Project List

Budget Year		2023				
Project	Description	Project Cost	Funding Supports	Net Burden to Reserves	Notes	
1910-90-0000 - EV Charge Stations	EV Charging Stations	200,000	100,000	(100,000)	(5) at Workshop, WCC Fleet and WCC Visitor area with federal grant	
6541-70-5040 - Land Improvement	PCA Molok Pits for Campground	28,000	-	(28,000)		
6543-70-5020 - Buildings & Building Improvements	WCA Building and Building Improvements	26,000	-	(26,000)	Water Heaters	
6543-90-0000 - Buildings & Building Improvements	Children's Safety Village Renovations	25,000	-	(25,000)		
6611-30-7010 - R.23.036 Monitoring Upgrades	FND Telemetry system upgrades	20,000	10,000	(10,000)		
6611-30-7030 - R.23.037 Monitoring Upgrades	PIT Telemetry system upgrades	20,000	10,000	(10,000)		
6690-70-0000 - Business Plan	Iri Park Plans \$75K & Gatehouse Designs \$75K	150,000	-	(150,000)		
6690-70-5000 - Business Plan	FCA Day Use Area Plan	15,000	-	(15,000)	Includes landscaping plan for future implementation	
6695-70-0000 - Equipment	Iri Park Rental Programs (canoes/kayaks/bicycles)	25,000	-	(25,000)		
6695-90-0000 - Vehicle & Equipment	Vehicle Replenishment	275,000	-	(275,000)	(5) Light duty and hybrid vehicles plus fleet management software	
BAJA-30-7020 - R.23.035 Drainage Gallery & Pressure Relief Well Repairs	Wildwood Drainage Gallery & Pressure Relief Well Repairs	50,000	49,166	(834)		

# Capital Project List

Budget Year

2023

Project	Description	Project Cost	Funding Supports	Net Burden to Reserves	Notes
BAYA-30-7050 - S.23.016 Inspection & Repairs Design	St Mary's Flood Wall Inspection & Design	60,000	55,000	(5,000)	
EADA-30-7010 - S.23.001 Safety Boom Design	Fanshawe Safety Boom Design	35,000	17,500	(17,500)	
Rehabilitation EA Phase 2	Fullarton Rehab EA Phase 2	60,000	55,000	(5,000)	
<b>Total</b>		<b>989,000</b>	<b>296,666</b>	<b>(692,334)</b>	

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**To: UTRCA Board of Directors**  
**From: Chris Tasker**  
**Date: February 17, 2023**  
**Filename: Flood Control #2379**  
**Agenda #: 8.3**  
**Subject: Embro Dam Environmental Assessment Study**

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## **Recommendation:**

**It is recommended that the Board endorses the Embro Dam EA study report and its recommendation and recommend final posting of the Class Environmental Assessment.**

## **Background**

The current Class Environmental Assessment (EA or Class EA) at the Embro Dam is the continuation of the EA initiated in 2015 by UTRCA's consultant Ecosystem Recovery Inc., which were later acquired by Matrix Solutions Inc. Matrix Solutions Inc. and UTRCA are continuing the Class EA. The project is being undertaken under the Conservation Ontario Class Environmental Assessment for Remedial Flood and Erosion Control Projects document (Conservation Ontario, June 2013).

The EA was undertaken to determine the future of the Embro Dam following the identification of significant concerns related to the structural integrity and hydraulic capacity of the structure through the recent engineering assessments, including:

1. The upstream and downstream slopes of the dam embankments do not meet the current stability acceptance criteria. Also, the current spillway capacity is inadequate (Acres International, 2007).
2. The existing dam does not meet current standards and is not considered stable under existing conditions (Naylor Engineering Associates, 2008).

The EA was nearing completion in 2017, when the draft report was received by the UTRCA. However, concerns were raised that the cultural heritage studies were not completed, and that a Community Liaison Committee (CLC) was not offered. Additional information regarding the project, including background reports and information on public engagement, is available on the [UTRCA website](#).

## **Updates**

The purpose of this document is to provide an update to the UTRCA board regarding the existing site conditions, public engagement, alternative evaluation, and the preferred alternative.

## Existing Conditions

One of the purposes of the current EA continuation is to re-assess the existing environmental conditions on and around the study area. These environmental conditions include: flow characteristics, hydrogeology, surface water quality, terrestrial ecology, fisheries and benthic and cultural environment. UTRCA provided an addendum to the 2016 Existing Conditions Report to the consultant on November 15, 2022. The addendum contains updates on the fisheries and benthic data, and cultural environment (i.e., Cultural Heritage Evaluation Report, TMHC (2022)). There are no other study updates to the existing environmental conditions since 2016; a field visit was completed to provide qualitative observations of the study area.

The following summarize the current conditions at the site:

1. **Civil Engineering (Dam Structure and Hazard Assessment).** The Hazard Classification of the structure is Low given the absent or relatively limited incremental losses related to life safety, property, natural environmental, and cultural-built heritage.
2. **Geo-technical Engineering and Hydrogeology.** The dam is an earth-fill embankment structure comprised of silt and sand fill overlying silt, peat, clay, and native glacial till. Groundwater generally occurs in the fill above the glacial till. Groundwater flow gradient is towards the south side of the pond; a possible seepage zone is located on the south side of the dam. Water level in the fill is ~ 0.4 m below the pond water level. Geotechnical stability assessments have been previously completed and led to the initiation of this study. The existing dam does not meet current dam safety guidelines and stability criteria and is not considered stable under existing conditions. No new data collection was completed in 2022.
3. **Sediment Quality.** Testing results from 2015 showed elevated levels of cyanide that could impact the procedures and cost associated with its management should offsite disposal be required.
4. **Aquatic Biology.** Aquatic biology surveys completed in 2015 on the Youngsville Drain recorded 8 species of fish upstream of the pond, and 21 species downstream. The Drain hosts a fairly stable Brook Trout dominated community, to the extent that it was a key donor site for the UTRCA's stocking program in 2010. Fish stocking was conducted due to the estimated 70-80 percent population decline of Brook Trout in Southern Ontario and the sensitivity of the species. Due to its healthy brook trout population, the Youngsville Drain is critical to the conservation of Brook Trout for the Upper Thames watershed. Results from benthic invertebrate surveys rated the Youngsville Drain, upstream and downstream of Embro Pond as having "fairly poor" water quality. No new aquatic biology data collection was completed in 2022.
5. **Topography and bathymetry.** In 2015, surveys showed that approximately 27-35% of the pond volume was filled with sediment.
6. **Water Quality.** Water quality samples in 2015 showed that the watercourse was within the range typically found in the Thames River Watershed.
7. **Hydrology.** Based on monitoring undertaken in 2011, 2012, and 2015, Youngsville Drain contributes 3.5%, 12.4%, and 6.4% respectively, of the total flow measured downstream of Thamesford. It is predicted that Youngsville Drain has a high

resiliency to drought/ low flow conditions due to geological and hydrogeological conditions.

- 8. Terrestrial Biology.** Results from 2022 survey identified a confirmed species at risk and a candidate for species at the site. Snapping Turtle, a species of special concern under the Species at Risk Act, were also observed.
- 9. Social and Cultural.** The site is used for passive recreational activities, such as hiking, picnicking, social gatherings, etc. A Cultural Heritage Evaluation Report was completed on behalf of UTRCA by TMHC Inc., in order to consider the potential cultural heritage value or interest of the subject site, and the potential heritage impacts of any future changes that may occur to the site based on the recommendations of the EA study. The report concluded that the site doesn't meeting the O. Reg 9/06 criteria for determining cultural heritage value or interest. The site is used for passive recreation.
- 10. Fluvial Geomorphology.** Results from a 2022 investigation show that the channel upstream and downstream of the Pond is classified as 'in transition'. Downstream of the dam, the condition is one of degradation / incision. On the upstream side, the channel was classified as aggrading, with large deposits of fine sediment observed due to the backwater conditions created by the dam.
- 11. Archeological.** A Stage 1 Archeological Assessment was conducted between 2015 – 2017, which concluded that the flat, dry lands surrounding the Pond have archaeological potential and further assessments should be completed. Permanently wet and/or sloped area (>20%) are deemed to have no archaeological potential and are not recommended for further assessment.

### **Cultural Heritage Evaluation Report**

UTRCA received the first draft of the Cultural Heritage Evaluation Report (CHER) for the Embro Conservation Area, THMC Inc. in April, 2022. The report was revised in December, 2022 to address the comments from the Ministry of Citizenship and Multiculturalism. The revision included: 1) Addition of a section for 'Community Engagement', and 2) Reference to the Provincial Policy Statement 2020 and the Planning Act.

The CHER states that 'the Subject Site was found to not meet the O.Reg. 9/06 criteria'. However, the report recommends interpretive signage on the site that demonstrates the evolution of the property including its connection to the industrial history of Embro.

### **Public Engagement**

UTRCA engaged with the public through social media, media releases, local press release, project mailing list, and a notice board. UTRCA, along with the consultant, also held a fourth Public Information Centre (PIC#4) in January 2023. The key events in public engagement are summarized below:

1. UTRCA issued the 'Notice of Intent' for the EA continuation on November 11, 2022. The notice was sent to various stakeholders via email. These stakeholders included: federal departments, various provincial ministries, Township of Zorra, Oxford County, First Nations, Métis Nations, UTRCA staff, and various other

groups. Additionally, various individuals and groups were added to the project mailing list upon their request.

2. UTRCA staff provided a presentation to the Council of the Township of Zorra at the council chambers on December 21, 2022.
3. UTRCA issued a media release for the Embro Dam Class EA, titled 'Environmental Assessment continues at Embro Dam', January 02, 2023.
4. UTRCA staff attended the monthly meeting of the Zorra Heritage Committee at the Beachville District Museum. The staff provided presentation regarding the project background, previous findings, and the future steps at that time. The staff answered questions posed by the committee members
5. UTRCA issued a press release in Oxford Review on January 05, 2023 with the Notice of Intent.
6. Heart FM (104.7 FM), the local radio station contacted the UTRCA for a radio interview regarding the project on January 04, 2023. The interview aired on January 05, 2023. The radio station also published an article on their website.
7. A second media release was issued on January 10, 2023 to notify public about PIC#4.
8. Oxford Review published another article in the local press on January 19, 2023 about the upcoming PIC#4.
9. PIC#4 was hosted by UTRCA and Matrix Solutions Inc. on January 30, 2023 at the Embro Zorra Community Centre. 22 members of the public attended the event, including: local councilors, UTRCA board members, Embro Pond Association members, members of the Zorra Heritage Committee, UTRCA staff, and other members of the public. The public were able to review the display boards and ask questions to the project staff. Public Input Forms and Evaluations were provided to the public to provide their input. Specific input was requested regarding evaluation category weighting and ranking of alternatives. The UTRCA invited 'expressions of interest' from the public to be a part of the Community Liaison Committee in the Public Input Forms.
10. Subsequent to PIC#4, UTRCA informed all groups and individuals on the project mailing list about the deadline for the public input – February 13, 2023. The instructions to provide additional input were included in the e-mail, and also provided on the [UTRCA website](#).
11. The public input was received until February 13, 2023; and was compiled for reporting. The input received from the public will be posted on [the UTRCA's website](#). Eight comment forms were submitted to UTRCA (public comments included in Appendix A).

### **Community Liaison Committee (CLC)**

The purpose of CLC is to obtain additional public input concerning the planning and design process of the project, and to review information and provide input to the Conservation Authority throughout the process.

The UTRCA has invited 'expressions of interest' from the public to be a part of the CLC. The CLC will be an integral part of the planning and design process.

## Alternative Solutions

The five alternatives that were identified during the course of study are:

1. Alternative #1 – Do Nothing
2. Alternative #2 – Repair/ Reconstruct Existing Dam
3. Alternative #3 – Remove Dam and Construct Natural Channel
4. Alternative #4 – Remove Dam and Construct Offline Pond(s) or Wetland(s)
5. Alternative #5 – Lower Dam Crest and Outlet and Naturalize New Pond Perimeter

No additional alternatives were identified during the project continuation during 2022 - 2023, nor as part of the consultation process.

The conceptual drawings of the alternatives are available in the display boards for the PIC# 4 at: <https://thamesriver.on.ca/wp-content/uploads/Embro-PIC-Boards-for-PIC-Jan30-2023.pdf>.

## Evaluation of Alternative Solutions

The evaluation of alternative solutions generally followed guidance from the [Conservation Class Environmental Assessment for Flood and Erosion Control Project](#) documents, and also with respect to evaluation criteria. The evaluation criteria fall under four general categories:

- Technical / Engineering
- Natural Environment
- Social / Cultural Environment
- Financial / Economic

Within each of the general categories, a number of sub-categories were assessed and rolled up into an overall category score. The initial evaluations were completed independently by Matrix Solutions. As a sensitivity test, select UTRCA staff completed a second, independent ranking for select sub-categories with these results combined with Matrix results in a second assessment. These two evaluations assigned an equal weighting of 25% relative importance to each general category.

Public input into the weighting of each evaluation category was received from 6 individuals and indicated, on average, that the respondents assigned a slightly higher weighting to natural environment (31%), a slightly lower weighting to social / cultural environment (19%), and technical and economic remaining steady at 25%.

The most important result of this process is that all three ranking / weighting scenarios yielded the same relative ranking of preference, as described below.

## Preferred Alternative

The preferred alternative, as rated through all assessments, was **Alternative #4 - Remove Dam and Construct Offline Pond(s) or Wetland(s)**. Overall ranking of the five alternatives in order of preference is as follows:

	Alternative 1 Do Nothing	Alternative 2 Repair/ Reconstruct Existing Dam	Alternative 3 Remove Dam and Construct Natural Channel	Alternative 4 Remove Dam and Construct Offline Pond(s) or Wetland(s)	Alternative 5 Lower Dam Crest and Outlet and Naturalize New Pond Perimeter
Rank	5	4	2	1	3

The continuation of the EA included extensive public engagement, thorough consideration of input received, and a methodical consideration of alternatives. The board should be confident in proceeding with final posting of the EA.

It is recommended that the board endorses the preferred alternative and approves proceeding with final posting of the Class Environmental Assessment.

## Recommended by:

Chris Tasker, Manager, Water and Information Management

## Prepared by:

Sarbjit Singh, Water Control Structures Technologist

Chris Tasker, Manager, Water and Information Management

Matrix Solutions Inc



## Appendix A – Public Comments (from public consultation, including PIC #4)

Alternative #1	Alternative #2	Alternative #3	Alternative #4	Alternative #5
Dislike - Something must be done. Not a good alternative	Dislike - temporary fix	Like - best for naturalization	Like - best for natural habitat. Needs less future care	Dislike - fish can't go upstream unless a ladder is built. Needs upkeep Like - Nice to have a pond for wildlife
Least desirable. Pond is stagnant and fish cannot travel upstream	No feasible, too costly, fish cannot travel upstream	Allows fish to travel upstream if flooding occurs silt may travel downstream. Natural plants help clean toxic silt	Allows fish to travel upstream if flooding occurs offline pond(s) hold excess water and silt	Allows fish to travel upstream. Contains the silt, new plantings help clean silt, expensive
If the dam slowly leaks out as it fails, then the downstream impact would be much less. It really should be called "Do the Minimum Required to Maintain the Current Situation". The "Do Nothing" option does not really exist. There may be no substantial change to the dam, but UTRCA continues to study and maintain the dam. The Embro Pond Association is also active in maintaining and improving the	retain and continue the heritage and history of the pond. This has the highest cost. Creates a barrier between upstream and downstream ecosystems.		This is a fancier version of Alternative #3 that could enhance the area and make it more interesting and diverse. Could revive the area. Special care must be taken to capture, document and display the heritage of the area. Groups who should/must be an active part of and partners (not just attendees) in this process are: The Beachville District Museum, Beachville District Historical Society, Zorra Township Cultural Mapping Task Force, Embro Pond Association. Doing so will help build community acceptance and support for	This is similar in impact to Alternative # 2

Alternative #1	Alternative #2	Alternative #3	Alternative #4	Alternative #5
conservation area.			changes like this.	
I don't approve	It is out of date to repair small dams that have been blocking fish passage and contributing to warming water temperatures that reduce the quality of stream/ river water	This option is my 2nd preference as it would return the stream back to its former free flowing condition with the added riffles to help oxygenate the water in the cold-water stream as well as extending the cold-water stream length	This option is brilliant (in my opinion) and whomever designed this deserves a lot of credit for creativity and multi-functioning of a variety of restored and created habitats that this formerly altered site is able to provide. Every opportunity for diversity is addressed along with the function of filtering and oxygenating the normal and flood flows thru the upgraded system. Well done!	This option is better than #1 and 2 but won't achieve the greater benefits of # 3 and 4
dislike - eventually will fail	dislike - SAR will still be at risk	Dislike/ like - this would naturalize the stream	Best alternative - naturalize the stream, create a wetland and help SAR.	Dislike - This won't naturalize the stream or help SAR
	Would maintain the present pond and conservation area			
Continues to Fill in	Possible but nothing really wrong with existing except water flow would be better	This would likely be the best option for returning to a natural environment	This will help create a more natural environment for the aquatic life structure and the springs on the western edge of current path will help fill/ create ponds or wetlands	
Dislike - delays the inevitable	Dislike - too costly	Like - Naturalizes Area	Dislike - too costly	Like - naturalizes area, good for habitat

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**To: UTRCA Board of Directors**  
**From: Jenna Allain, Manager, Environmental Planning and Regulations**  
**Date: February 17, 2023**  
**Filename: ENVP # 13208**  
**Agenda #: 9.1**  
**Subject: Annual Report of Administration and Enforcement – Section 28, Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (O.Reg.157/06)**

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## **Section 28 Report Annual Report**

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*). This policy directs that conservation authorities are to render an application decision regarding a permit within 90 days for a major application and 30 days for a minor application.

Additionally, as part of a renewed commitment to efficient regulatory services, Conservation Ontario (CO) created a second document titled *Client Service Standards for Conservation Authority Plan and Permit Review (2019)*. This guidance established a second set of service standards that conservation authorities would strive to meet as a best practice. The new CO best-practice service standards provide for shorter review and approval time frames in comparison to the previous standards, representing a 52% reduction in the overall timeline for major permit applications and 42% for minor permit applications. Under this framework, conservation authorities would make a decision within 28 days for major applications and 21 days for minor applications.

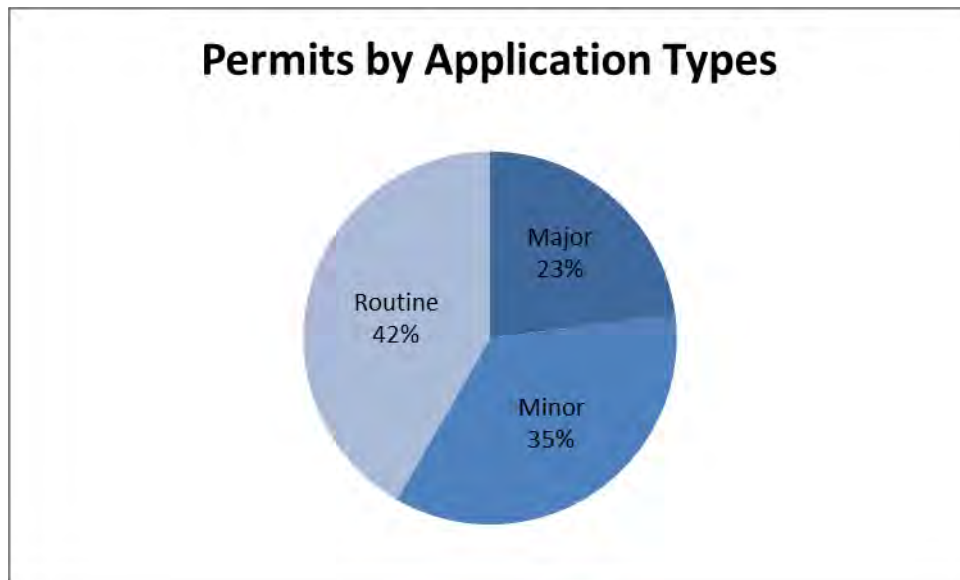
Conservation Ontario has requested that CAs track permit review times under both the 2010 and 2019 standards. This Annual Report for Administration and Enforcement – Section 28 reports on UTRCA's permit review times under both standards from January 1, 2022 to December 31, 2022. This report will also be provided to Conservation Ontario for consideration by CO Council at their AGM.

## **2022 Data and Results**

The below table and pie graph provide a summary of the types of permits issued by UTRCA in 2022 and the permit timelines under both the 2010 and 2019 standards.

## UTRCA Annual Section 28 Report Summary

Permits Issued Within 2010 Timeline		Permits Issued Outside 2010 Timeline		TOTAL 153		
MAJOR	MINOR	MAJOR	MINOR	Percentage		
46	141	1	16	<b>Within 2010 Timeline</b>		
Total 187		Total 17		<b>92%</b>		
Permits Issued Within 2019 Timeline			Permits Issued Outside 2019 Timeline		TOTAL 153	
MAJOR	MINOR	ROUTINE	MAJOR	MINOR	ROUTINE	Percentage
44	60	71	3	12	14	<b>Within 2019 Timeline</b>
Total 175			Total 29			<b>86%</b>



**Routine** – are activities that are documented through another approval process or are determined to have limited impacts on the control of flooding, erosion, pollution, or the conservation of land.

**Minor** – development projects could be considered minor in nature due to the project size, level of risk, location, and/or other factors. These projects have minor impacts on the control of flooding, erosion, pollution, or the conservation of land. Based on the proximity of the project to the hazard, these applications are reviewed by UTRCA staff and generally require standard conditions.

**Major** – require significant UTRCA staff involvement. These proposals may involve developments with significant natural hazards, environmental impacts, or multiple approval process requirements. Generally, these would include Plans of Subdivision/Condominium, large Site Plan Control applications, and major infrastructure development.

### Analysis and Conclusions:

UTRCA issued 204 permits in 2022 with 92% meeting the Provincial standards set in 2010 (a 1% increase over 2021), and 86% meeting the higher service standards set by Conservation

Ontario in 2019 (a 10% increase over 2021). Variances in meeting review time standards for the 2022 period can generally be attributed to the following:

- Complex applications that required more extensive consultation and review;
- Incomplete information and/or poor quality of technical reports received;
- A high volume of compliance and enforcement issues that pull staff resources away from reviewing and issuing permits; and,
- Challenges with staff's ability to keep up with workload demand due to high development pressures.

The increase in development pressure experienced throughout 2021 continued through 2022 as evidenced by the 33% increase in the number of permits issued in 2022 (204) over the number issued in 2021 (153). Additional staff capacity was added to our regulations team in 2022 which has helped manage some of the workload pressures that we were experiencing, and has allowed us to make improvements in our service delivery. It is anticipated that 2023 will bring changes to our legislated service delivery standards as proposed through *The More Homes Built Faster Act, 2022*. However, we feel confident that we have the staffing in place to accommodate those anticipated changes, and will strive to further improve our service delivery throughout 2023.

UTRCA is tracking and reporting on its permit review timelines in support of Conservation Ontario's Client Service Streamlining Initiative. On-going tracking and reporting of permit review times will continue to allow UTRCA staff to identify trends in service delivery and adapt as necessary to ensure efficient client service and will be reported on annually to the Board of Directors and CO.

### **Recommended by:**

Jenna Allain, Manager, Manager, Environmental Planning and Regulations

### **Prepared by:**

Jessica Schnaithmann, Land Use Regulations Officer  
Ben Dafoe, Land Use Regulations Officer  
Cari Ramsey, Land Use Regulations Officer  
Mike Funk, Land Use Regulations Officer  
Brad Dryburgh, Land Use Regulations Assistant  
Karen Winfield, Planning and Regulations Resource Specialist

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**To: UTRCA Board of Directors**  
**From: Tracy Annett, General Manager**  
**Date: February 16, 2023**  
**Filename: Admin # 4665**  
**Agenda #: 9.2**  
**Subject: Quarterly Progress Report #3 - Inventory of Programs and Services**

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## Background

As a requirement under Ontario Regulation 687/21, the Upper Thames River Conservation Authority (UTRCA) developed and approved a Transition Plan (December 17, 2021) and Inventory of Programs and Services (February 28, 2022). The Inventory of Programs and Services is based on the three categories identified in the Regulation. These categories include (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

As required under Ontario Regulation 687/21 and identified in UTRCA's Transition Plan, the UTRCA is providing its third Progress Report. Under the Regulation the Progress Reports must include the following;

- Any comments or other feedback submitted by a municipality regarding the inventory
- A summary of any changes that the Authority has made to the inventory to address comments or other feedback, including a copy of the amended inventory and description of changes
- An update on the progress of negotiations on cost apportioning agreements with participating municipalities
- Any difficulties that the Authority is experiencing that might affect the ability of the Authority to enter into cost apportioning agreements with participating municipalities by the transition date.

## Discussion:

Progress made since the first Report details are summarized below:

### 1) Municipal Comments and Feedback

- a. Generally, municipalities have no further comments on the inventory but are awaiting the draft agreements to provide comments. Discussions with other CA General Managers have indicated this is consistent throughout the Southwest region.

### 2) Summary of Changes to Inventory of Programs and Services:

- a. We continue to update our accounting systems to align with regulatory changes for future budgets.

- b. The Inventory of Programs and Services has been updated to include revised 2023 costing to reflect our draft budget at the time of submission.
- c. Some refinement to Non-mandatory programs and services to align with organizational modernization efforts have also been made.

**3) Update on Progress of Negotiations with Participating Municipalities on Category 2 and 3 Programs and Services:**

- a. UTRCA staff will continue to work collaboratively with the Southwest Conservation Authorities on finalizing draft templates for the Memorandum of Understanding for Cost Apportionment Agreements for Category 3 Programs and Services.
- b. Staff will continue to work with neighbouring Conservation Authorities (where possible) to help streamline the process of negotiations with shared participating municipalities on MOU's, where deemed necessary.

**4) Difficulties Reaching Transition Plan Date:**

Unfortunately, tabling and approval of Bill 23 has created significant uncertainty with respect to Category 2 and 3 programs and service due to the addition of subsection (1.1) under sections 21.1.1(1) and 21.1.2(1) of the Conservation Authorities Act. Furthermore, the Bill has many other provisions affecting municipalities that they are very much preoccupied with other matters. As such, proceeding with discussions with CAs on Category 2 and 3 matters until regulations were published and understood has been put on hold.

As mentioned in Progress Report #2, negotiations with most municipalities were already on hold pending the municipal elections. It was recognized that after the election, new councils will have a period of training and transition. In addition, new appointments to our board of directors are being filled.

For these reasons, please be aware that the UTRCA may request an extension to the deadlines stipulated in O.Reg. 687 later this year. As required, we will provide an update on these matters by April 1, 2023.

The updated programs and services inventory / quarterly progress report was submitted to the Ministry of Natural Resources and Forestry, and will be posted on the UTRCA website in accordance with Ontario Regulation 687/21.

**Prepared by:**

Tracy Annett, General Manager



# Upper Thames River Conservation Authority: Inventory of Programs and Services

## Quarterly Progress Report #3, December 2022

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# Natural Hazard Management

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2023 Projected Costs and Funding Sources
Environmental Planning and Regulations	<p><b>Regulations</b> Section 28.1 Permit Administration and Compliance activities</p> <p>Review under Other Legislation</p>	<p>Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants. Property inquiries Legal expenses for regulations and compliance.</p> <p>Input to the review and approval processes under other applicable law, (e.g., Environmental Assessment Act, Drainage Act, Aggregate Resources Act, with comments principally related to natural hazards, wetlands, watercourses and Sec 28 permit requirements.</p> <p>Input to the review and approval processes under other applicable law, (e.g., Environmental Assessment Act, Drainage Act, Aggregate Resources Act, with comments principally related to natural hazards, wetlands, watercourses and Sec 28 permit requirements.</p>	1	<p>Ontario Regulation 686/21s.8</p> <p>Ontario Regulation 686/21s.6 s.28.0.1 and s.30.1 (once proclaimed)</p>	\$741,242	<p>\$961,738</p> <p>Municipal Levy 71%</p> <p>Self Generated 29%</p>
	<p><b>Planning</b> Municipal Plan Input and Review</p>	<p>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.</p> <p>Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of MNRF (delegated to CAs in 1983).</p>	1	Ontario Regulation 686/21s.7	\$769,451	<p>\$1,193,209</p> <p>Provincial Transfer Payment 1%</p> <p>Municipal Levy 68%,</p> <p>Self Generated 31%</p>
	<p>Municipal Plan Input and Review <b>NOT related to Natural Hazards</b></p>	<p><b>NOTE: Program may change once Regulations are provided.</b> Technical information and advice to municipalities on circulated municipal land use planning applications related to Natural Heritage features and functions and Stormwater Management (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances).</p> <p>Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural heritage features and functions and Stormwater Management.</p> <p>Comments incorporate natural heritage information particularly around wetlands and aquatic species at risk to develop planning and regulatory strategies to mitigate downstream natural hazards.</p>	2	<p>CA Act s.21(1)(n) Updating MOUs required Memorandum of Agreement (MOA) for Planning Services Upper Tier Municipalities: City of London, 1997 County of Middlesex 1998 County of Perth 1999 Lower Tier: Municipality of Strathroy-Caradoc 2000</p>	\$103,130	<p>Approx. \$120,000</p> <p>Municipal Levy 100%</p>

December, 2022

Quarterly Progress Report #3

Note: Edits from previous submission are identified in blue

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2023 Projected Costs and Funding Sources
	Natural Heritage NOT related to Natural Hazards	Natural heritage monitoring, plans/strategies, and system design not on Conservation Authority owned land, to inform Official Plan and/or County level studies	2	CA Act s.21(1)(n)	Example: Natural Heritage System Studies	\$15,000 contract with Oxford County
Water Management	Flood Forecasting and Warning	Daily data collection and monitoring of local weather forecasts, provincial models, streamflow, and reservoir conditions, etc. Routine collection of near real-time data from stream gauge network (water level, flow, and precipitation). Seasonal collection and reporting on snow surveys. Maintenance of hydrometric gauges (both UTRCA gauges and assisting with maintenance of Water Survey of Canada gauges). Continuous monitoring of stream flow, reservoirs, and watershed conditions. Maintaining historical records. Development, maintenance, and implementation of Flood Contingency Plan. Regular liaison with municipal flood coordinators. Issuing flood bulletins and media releases.	1	Ontario Regulation 686/21s.2	\$793,532	\$808,806 Provincial Transfer Payment 13%, Municipal Levy 75%, Self Generated 11%
	Flood and Erosion Control Infrastructure Operation and Management	The UTRCA operates, and maintains flood control dams, dyke and flood wall systems, flood control channels, and erosion control structures. Includes 3 large dams and 9 smaller dams. The UTRCA also maintains 3 flood control channels, 8 dykes/floodwalls and 11 erosion control structures. Undertake dam safety studies and improve public safety around dams. In addition to the regular operation and maintenance of these structures, the UTRCA undertakes major maintenance projects on water and erosion control structures.  In addition to the above structures which were constructed by the UTRCA, the UTRCA also operates and maintains structures that are municipally owned/built but operated and maintained by the UTRCA through agreement with the municipality.  A 20 Year Flood Control Capital Repair Plan for the Water and Erosion Control Structures managed by the UTRCA is updated on an annual basis to reflect current and planned projects. The estimates are updated on an ongoing basis for budgeting purposes and to assist with the preparation of the various funding applications including the Water and Erosion Control Infrastructure (WECI) Program. Through the WECI program, the Province provides conservation authorities \$5 million in	1	Ontario Regulation 686/21s.5	\$1,258,106 (not including major capital repairs)	\$1,544,533 Provincial Transfer Payment 7%, Provincial Contracts 14% Municipal Levy 78%, Self Generated 1%

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Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2023 Projected Costs and Funding Sources
		matching grants to address issues around flood infrastructure (dams, dykes, etc.).				
	Ice Management Plan	New Project: Development of an Ice Management Plan, if the authority determines that ice management is necessary to reduce the risks associated with natural hazards	1	Ontario Regulation 686/21s.4	New Program	<p><b>Project to be initiated in 2023 using existing staff resources captured in Flood and Erosion Control Infrastructure Operation and Management</b></p> <p>NOTE: Strategy to be completed on or before December 31, 2024</p>
	Operation Plans and Asset Management related to this Infrastructure	<b>New Project:</b> Development of Operational Plans and Asset Management Plans related to this infrastructure	1	Ontario Regulation 686/21s.5  NOTE: Operational and Asset management plans to be completed on or before December 31, 2024 per requirements in Section 5 of the <a href="#">Mandatory Programs and Services Regulation</a>	New Program	<p><b>Project to be initiated in 2023 using existing staff resources captured in Flood and Erosion Control Infrastructure Operation and Management</b></p> <p>NOTE: Strategy to be completed on or before <b>December 31, 2024</b></p>
	Flood Plain Mapping and Natural Hazards Technical Studies and Information	Analysis and identification of areas susceptible to riverine flooding to create mapping products to delineate flood-prone and erosion-prone areas. Data collection, analysis, reporting and mapping of data sets related to	1	Ontario Regulation 686/21 s. 5(1)1 686/21 s.9(1)2	<b>\$676.219</b>	<b>\$1,078,612</b> <b>Municipal Levy 71%,</b> <b>Self Generated 29%</b>

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**Quarterly Progress Report #3**

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Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2023 Projected Costs and Funding Sources
	Management	the understanding and mitigation of natural hazards. Development and use of systems to collect, store and provide spatial geographical representations of data and other mapping products. Studies and projects to inform natural hazards management programs including: floodplain management, watershed hydrology, regulated areas mapping update, flood forecasting system assessment, floodplain policy				
	Climate Change	Understanding the risks related to natural hazards, including how these risks may be affected by climate change through collection and management of climate science data in order to identify potential effects of climate change on natural hazards. Identification of vulnerability or risk, and the development of mitigation and adaptation policies and plans. Managing, preventing, and mitigating risks related to natural hazards. Public awareness, education and outreach components related to the risk of natural hazards within the authority's jurisdiction.	1	Ontario Regulation 686/21 s. 1(3)1. iv.	<b>\$170,438</b>	<b>\$218,715</b> <b>Municipal Levy 77%,</b> <b>Self Generated 23%</b>
	Low water response	Surface and groundwater conditions monitoring and analysis, including: water level, flow, and precipitation, within the watershed using the Ontario Low Water Response protocol and hydrometric stream gauge network. Coordination of monitoring with Water Response Team.	1	Ontario Regulation 686/21s.3	<b>\$4,455</b>	<b>\$8,957</b> <b>Municipal Levy 100%</b>
	Communications, Outreach and Education related to Natural Hazards and Low water response	Promoting public awareness of natural hazards including flooding, drought, and erosion. Public events, materials. Social media services. Media relations. Educate elementary school students and the public about the danger of floodwaters. Technical and administrative support to the Water Response Team (WRT) representing major water users and decision makers, who recommend drought response actions.	1	Ontario Regulation 686/21s.1(2)	<b>\$556,896</b>	<b>\$582,183</b> <b>Municipal Levy 81%,</b> <b>Self Generated 19%</b>

## Conservation Authority Lands and Conservation Areas

The UTRCA owns 5,967 hectares of land which includes conservation areas, management areas, conservation forests, farmland, and flood control structures and surrounding land. UTRCA property is essential to watershed management, flood control, and environmental protection, and provides areas for passive recreation.

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2023 Projected Costs and Funding Sources
Lands, Facilities and Conservation Areas	Section 29 Minister's regulation for Conservation Areas	Conservation areas encroachment monitoring and risk management. Legal expenses for regulation and compliance part of Conservation Lands management below. <b>NOTE: Refinement based on actual time spent on lands enforcement activities over the past operational season (previously was incorporated as a component of Lands Management activities)</b>	1	Ontario Regulation 686/21 s.9(1)4 <a href="#">Rules for Conduct in Conservation Areas</a> (O. Reg. 688/21)	\$134,453 plus some part of Lands Management	\$320,309 Self Generated 100%
	Strategy for CA owned or controlled lands and management plans.	<b>New Project:</b> A strategy to guide the management and use of CA-owned or controlled properties including: guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands, public consultation, publish on website and includes periodic review and update.	1	Ontario Regulation 686/21 s.9(1)1 per requirements in Section 10 of the <a href="#">Mandatory Programs and Services Regulation</a>	New Program	\$63,800 NOTE: Strategy to be completed on or before <b>December 31, 2024</b>
	Land Inventory	<b>New Project:</b> Development of an inventory containing information for every parcel of land owned or controlled by the Authority. The land inventory will include the following information: location as well as date, method, and purpose of acquisition; land use. One time project with updates as properties are acquired or disposed of.	1	Ontario Regulation 686/21 s.9(1)3 per requirements in Section 10 of the <a href="#">Mandatory Programs and Services Regulation</a>	New Program	\$30,000 NOTE: Strategy to be completed on or before <b>December 31, 2024</b>
	Land Acquisition and Disposition Strategy	<b>New Project:</b> A policy to guide the acquisition and disposition of land in order to fulfil the objects of the authority.	1	Ontario Regulation 686/21 s.9(1)1 per requirements in Section 10 of the <a href="#">Mandatory Programs and Services Regulation</a>	New Program	\$19,800 NOTE: Strategy to be completed on or before <b>December 31, 2024</b>

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Note: Edits from previous submission are identified in blue

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2023 Projected Costs and Funding Sources
	Conservation Lands: Management, operation and maintenance	<p><b>Public Access for Passive Recreation:</b> Management and maintenance of conservation lands for public access and recreational trails. Includes risk management program, hazard tree management, gates, fencing, signage, brochures, communications, pedestrian bridges, trails, parking lots, pavilions, roadways, drainage, stormwater management, stewardship, restoration, ecological monitoring, recreational dams (with no flood control or low flow augmentation function). Carrying costs such as taxes and insurance.</p> <p><b>Conserve Natural Heritage:</b> Management and maintenance to conserve natural heritage on CA owned lands. Includes forest management, signage, gates, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance.</p> <p>Periodic inventories of terrestrial Species at Risk <b>on UTRCA lands</b>, GIS mapping and submission of data to NHIC. Information guides, land use activities and restoration projects.</p>	1	<p>Ontario Regulation 686/21 s.9(1)1</p> <p>Ontario Regulation Reg. 686/21 s.9(1)2</p>	<p><b>\$811,023</b></p> <p><b>\$810,676</b></p>	<p><b>\$1,355,394</b> <b>Municipal Levy 84%,</b> <b>Self Generated 16%</b></p> <p><b>\$981,846</b> <b>Municipal Levy 94%,</b> <b>Self Generated 6%</b></p>
	<b>Municipal Lands Management &amp; Monitoring Contracts</b>	<p><b>Contracts Include:</b></p> <ul style="list-style-type: none"> <li>- Management of the City's 14 Environmentally Significant Areas (ESAs), initiated in 2009 and updated annually to reflect operational and capital needs.</li> <li>- Management of Beavers in accordance with the City of London's Beaver protocol</li> <li>- <b>Invasive species management activities on municipal owned lands (e.g. Town of St. Marys, West Perth)</b></li> </ul>	2	<p>Annual Agreements with the City of London since 2009</p> <p>Letter of Understanding 2021 <b>Project Specific</b></p>	<b>\$592,754</b>	<b>\$597,333</b> Self Generated 100%
	Conservation Area Campgrounds	Management, operation and maintenance of Fanshawe, Wildwood and Pittock campgrounds.	3	Campgrounds are operated independent of Municipal Levy	<b>\$4,079,359</b>	<b>\$4,679,583</b> Self Generated 100%
	Land Lease and Agreement Management, Hydro generation	Management of current and future land leases and property agreements. Maintenance of rental properties to supplement land management activities.	3	CA Act s.21(1)(c)&(d)	<b>\$639,799</b>	<b>\$945,863</b> Self Generated 100%

# Drinking Water Source Protection

Program Description: The protection of municipal drinking water supplies in the Thames Sydenham and Region through the development and implementation of the Source Protection Plans.

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2023 Projected Costs and Funding Sources
Source Protection Planning	Source protection authority role as set out in the Clean Water Act.	<p><b>Source Protection Authority Lead for the Thames-Sydenham and Region.</b></p> <p>Technical support, SPC support, SPA reports and meetings, activities required by the Clean Water Act and regulations that applies to the authority's source protection area.</p> <p>Assisting in the co-ordination and implementation of the source protection plan that applies to the authority's source protection area. Where the authority considers it advisable, reviewing and commenting on any proposal made under another Act that is circulated to the authority for the purpose of determining,</p> <ol style="list-style-type: none"> <li>i. whether the proposal relates to a significant drinking water threat that is governed by the plan, or</li> <li>ii. the proposal's potential impact on any drinking water sources protected by the plan.</li> </ol>	1	Ontario Regulation 686/21 s.13 Agreements with LTVCA and SCRCA to undertake implementation efforts.	\$549,020	\$600,561 100% Provincial as a Lead Source Protection Authority. Transfer funding to LTVCA and SCRCA to support this program
	DWSP Risk Management Inspection / Official	Support municipalities to implement Part IV duties of the Clean Water Act through service agreements.	2	<p>Clean Water Act s.47(1) &amp; s.48(1) CA Act s.21(1)(a) &amp;(n) Three year MOU's until Dec 31, 2023 Municipalities:</p> <ul style="list-style-type: none"> <li>▪ Municipality of Chatham-Kent</li> <li>▪ Municipality of Lambton Shores</li> <li>▪ Township of Perth East</li> <li>▪ Town of St. Marys</li> <li>▪ City of Stratford</li> <li>▪ Municipality of West Perth</li> <li>▪ Township of St. Clair</li> <li>▪ Town of Plympton-Wyoming</li> <li>▪ Village of Point Edward</li> <li>▪ City of Sarnia</li> </ul>	\$203,457	\$223,0660 Municipal Agreements 100%

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Note: Edits from previous submission are identified in blue

# Water Quality and Quantity Monitoring

The UTRCA, in partnership with the Ministry of Environment, Conservation and Parks (MECP), has established long term sites to monitor surface and ground water conditions.

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2023 Projected Costs and Funding Sources
Provincial Water Quality and Quantity Monitoring	Provincial Water Quality Monitoring Network (PWQMN)	A long-standing (50+ year) CA/MECP partnership for stream water quality monitoring at 24 sites. CA takes water samples; MECP does lab analysis and data management. CA uses information for watershed report cards, and stewardship project prioritization.	1	Ontario Regulations 686/21 s.12(1)2 686/21 s.12(3)	\$174,053	\$216,762 Municipal Levy 100%,
	Provincial Groundwater Monitoring Network (PGMN)	A long-standing (20+ year) CA/MECP partnership for groundwater level and quality monitoring at 24 sites throughout the watershed. CA maintains equipment, data transfer to MECP, water sampling; MECP provides equipment, standards, data management.		Ontario Regulations 686/21 s.12(1)1 686/21 s.12(2)		



# Core Watershed-based Resource Management Strategy

Advancing and contributing to the maintenance of a healthy and resilient natural environment. Program Description: The purpose of a watershed plan is to understand the current conditions of the watershed, and identify measures to protect, enhance, and restore the health of the watershed. Watershed strategies provide a management framework to provide recommendations which consist of goals, objectives, indicators, and management recommendations. This addresses existing issues in the watershed and mitigates impacts from potential future land.

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2023 Projected Costs and Funding Sources
<b>Core Watershed-based Resource Management Strategy</b>	Strategy Development	Develop guiding principles and objectives that inform the design and delivery of programs and services the CA is required to provide. Collate/compile existing resource management plans, watershed plans, strategic plans, studies, and data. Strategy development, implementation, and annual reporting. Develop a process for periodic review including procedures to engage/consult with stakeholders and the public. Strategy development must include a stakeholder and public consultation component.	1	Ontario Regulations 686/21 s.8 686/21 s.12(1)3 686/21 s.12(4) per requirements in 12(4)-(9) of the <a href="#">Mandatory Programs and Services Regulation</a>	New Program (Include 5-year review)	<b>Project to be initiated in 2023 using staff resources (Approx. \$194,460) captured in Watershed Management Strategy / Shared Waters Approach Implementation Effort will be directed to Strategy development in 2023</b> NOTE: Strategy to be completed on or before December 31, 2024
<b>Integrated Watershed Planning</b>	Watershed Management Strategy / Shared Waters Approach & Implementation	Watershed strategies provide a management framework to provide recommendations which consist of goals, objectives, indicators, and recommendations. This addresses existing issues in the watershed and mitigates impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed. The Thames River (Deshkan Ziibi) Shared Waters Approach to Water Quality & Quantity will be a key component of a broader watershed strategy, known as the Thames River Clearwater Revival (TRCWR), which considers all the interactions of land, water, plants, animals, and people, with the overall objective of improving the ecological condition of the Thames River, Lake St. Clair, and Lake Erie.	3	CA Act s.21(1)(a)	<b>\$354,972</b>	<b>\$420,461</b> <b>46% Self Generated</b> <b>53% Contracts</b>

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Quarterly Progress Report #3

Note: Edits from previous submission are identified in blue

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2023 Projected Costs and Funding Sources
		These strategies will inform the “Core Watershed-based Resource Management Strategy”				
	Canadian Heritage Rivers Now above	Canadian Heritage Rivers are recognized for their outstanding contributions to the country’s cultural heritage, natural heritage, and recreational opportunities. The Thames River was formally designated a Canadian Heritage River on August 14, 2000. Since then, the UTRCA collects and analyses the events, studies and any improvements or threats to the river and watershed every 10 years after designation.	2		<b>\$35,273</b>	<b>\$21,586</b> <b>Self Generated 100%</b>
	First Nations Engagement	To further the development of a more holistic approach in watershed planning, incorporating aspects of Indigenous Traditional Knowledge (ITK) and an awareness of the river’s spirit, in addition to western science and management objectives.	3	<b>Proposed</b> Expanded Program	<b>\$31,122</b>	<b>\$28,110</b> <b>Provincial Grants 100%</b>
<b>Science: Research &amp; Monitoring</b>	Ecological Monitoring: Including Watershed Report Cards	UTRCA in partnership with Conservation Ontario, reports on local watershed conditions every five years. The report cards provide information on surface water, groundwater, forest, and wetland conditions in the watershed, to understand current local (subwatershed) health and emerging trends as a basis for setting environmental management priorities and inspiring local environmental action within the 28 subwatersheds in the UTRCA.	3	CA Act s.21(1)(a)	<b>\$133,679</b>	<b>\$122,086</b> <b>Municipal Levy 53%, Self Generated 47%</b>
	Stream Classification	Collection of fish community data as supported by DFO to determine watershed species ranges and identify invasive species and aquatic species at risk. This includes the municipal drain classification program, which classifies “not rated” drains to help streamline Fisheries Act approvals to the benefit of both Drainage Superintendents and landowners. This component of CA Act approvals for municipal drainage works, while specific to drain review and associated hazards, also protects headwater function, habitat, and ecosystem health.				
	Species At Risk	Inventories of Aquatic Species at Risk, GIS mapping and submission of data to NHIC. Information guides land use activities and restoration projects.	3	CA Act s.21(1)(a)	<b>\$127,655</b>	<b>\$196,204</b> <b>Municipal Levy 19% Self Generated 81%</b>

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Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2023 Projected Costs and Funding Sources
	Water Quality Data Programs	Compile and maintain a comprehensive monitoring database (WISKI) 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.	2	CA Act s.21(1)(a) LSWIM for Risk Management Services is recoverable through partner agreements	<b>\$200,640 for LSWIMS and WISKI partners</b>	<b>\$90,486</b> <b>Municipal Levy 13%</b> <b>Self Generated 87%</b>
	City of London Dingman Creek Monitoring Program	Agreement with City of London for enhanced benthic monitoring within the Dingman Creek Subwatershed.	2	CA Act s.21(1)(a)  Under Agreement with City of London, 2019	<b>\$41,303</b>	<b>\$34,642</b> Self Generated 100%
<b>Stewardship (Urban, rural and agricultural)</b>	Land Stewardship and Restoration	Work with property owners to implement Best Management Practices to mitigate flood and erosion hazards, improve and protect water quality, restore floodplains and river valleys, reduce nutrient contamination, restore and enhance wetlands to reduce flooding peaks and augment low flow, management of terrestrial non-native invasive species, protect groundwater, and improve aquatic species at risk habitat. Apply for and manage external funding, promote private land stewardship, outreach, provide advice and design assistance to property owners. Implementation of watershed plan stewardship recommendations.	3	CA Act s.21(1)(g)&(o)	<b>\$475,045</b>	<b>\$494,583</b> Self Generated 100%
	Tree Planting and Forest Management (not related to natural hazards)	Forestry services including planting plan development, site preparation, tree and shrub planting, and survival assessments. Private woodlot stewardship, technical assistance, link to funding programs to maintain form and function of watershed forest cover.				
	Clean Water Program	Deliver the Clean Water Program (CWP), which provides a one-window service for rural landowners to access technical assistance and financial incentives for implementing best management practices (BMPs) that improve surface water and groundwater quality and soil health and contribute to sustainable agricultural operations. NOTE: funded by the Counties of Oxford and Middlesex, City of Stratford for 2022, with additional funding leveraged from industry, government, foundations, and donations when available.	2	CA Act s.21(1)(g)&(o)	<b>\$110,273</b>	<b>\$142,931</b> Self Generated 100%

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Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2023 Projected Costs and Funding Sources
	Great Lakes Connections: Phosphorus / Nutrient Reduction Programs (Medway / ECCC / OMAFRA)	<p>Deliver watershed phosphorus reduction research and demonstration projects partnering with Environment and Climate Change Canada (ECCC) and the Ontario Ministry of Agriculture, Food &amp; Rural Affairs (OMAFRA)</p> <p>Research and demonstration projects focused on agricultural stewardship efforts to reduce nutrients in the Thames River and improve the health of Lakes St. Clair and Erie.</p> <p>Lead information sharing and coordinate innovation through research, demonstration projects, workshops, and field tours, in partnership with landowners, agencies, academia, and private sector.</p>	3	CA Act s.21(1)(g)&(o)	<b>\$501,176</b>	<b>\$422,887</b> <b>Provincial Grants 33%</b> <b>Self Generated 67%</b>

## Conservation/ Outdoor Education and Community Outreach

Program Description: Education and outreach programs increase knowledge and awareness in children and adults about local environmental issues, watersheds, and ecosystems and conservation actions they can implement.

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2023 Projected Costs and Funding Sources
<b>Community Partnerships and Education</b>	Community Involvement and Events	Education and outreach programs and community events to assist in achieving the objectives of the conservation authority. These programs are open to people of all ages. Examples include Community Science, Watershed and “Friends of” projects.	3	CA Act Reg. 686/21 s.1(2) & s.1(3)3,4	<b>\$361,884</b>	<b>\$405,884</b> <b>Municipal Levy 36%,</b> <b>Provincial \$13%</b> <b>Self Generated 51%</b>
	Environmental Education	Curriculum-based education programs for elementary and secondary students. These programs focus on local watersheds, ecosystems, and environmental issues. Programs take place at schools (indoors and outdoors), field trips to conservation areas and community parks and through online learning.		CA Act s.21(1)(n)	<b>\$249,804</b>	<b>\$379,223</b> <b>Municipal Levy 64%,</b> <b>Provincial 2%</b> <b>Self Generated 34%</b>

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# Notes

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- Provincial transfer refers to only the transfer payment UTRCA receives from the provincial government for the delivery of mandatory programs and services.
- For the purposes of this document, “self generated” revenues include permit fees, fees for service, user fees, grants including provincial and federal funding that UTRCA has to apply and compete for, and municipal fee for services agreements beyond municipal levy.

## Inventory Principles

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A brief explanation of the principles applied when developing the Inventory of Programs and Services is provided:

- 1) Each program and service has been categorized based on the criteria identified under the Conservation Authorities Act and supporting regulations. As required by regulation 687/21, the inventory explains why a program falls into category 1 by referencing applicable sections of regulation 686/21 “Mandatory Programs and Services”. Category 2 and 3 programs provided through other legislation are also noted.
- 2) The list has been developed to align our programs and services with our past budget reporting framework. In some cases the delineation between categories of programs has continued to be refined; previous reports may have grouped program areas.
- 3) The UTRCA’s inventory includes only operating costs. Capital costs are extremely variable from year to year and would skew estimates.
- 4) The Regulation requires that the annual cost of each program and service be provided based on the average of the last five years; however, any other value that better reflects the cost of a program are permitted, provided it is justified. The UTRCA has indicated both a 5 year average and the 2023 estimate costs for programs and services. Utilizing a five year average fails to recognize significant changes in the past 5-year period including impacts to operations due to COVID, and inflation, particularly through 2022. In addition, with the high level of growth in the watershed, and corresponding demand for UTRCA programs and services the 2023 budget provides a more accurate estimate of cost than a five year average.
- 5) It is the UTRCA’s intent to seek to enter into cost apportioning agreements with participating municipalities by January 1, 2024, to continue to finance, in whole or in part, these programs and services.
- 6) Category 2 and 3 agreements will contain provisions that those programs and services be included in the watershed-based resource management strategy.
- 7) Although previous agreements and MOUs have been negotiated for some of programs and services, we expect that all will need to be renegotiated to incorporate the requirements identified in regulation. Quarterly reports will identify the progress made on all negotiations, as available.

## Additions

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Some shifting of programs and services has occurred since **the first** report **due to** the restructuring of the Integrated Watershed Management Unit into Science and Stewardship Teams. The creation of these teams has occurred as a result of staff retirements and is intended to improve service delivery. These teams organize and collect watershed environmental information; then using that information plan for and deliver science-based stewardship activities across our watershed.

The Science team maintain ecology, biology and water quality research skills and expertise. The Stewardship group delivers on-the-ground technical and financial assistance programs to farming and non-farming landowners, community groups, industry, municipalities and many other partners. This includes all private land tree planting, communities for nature, memorial forestry, stream restoration, wetland and erosion control programs and agricultural-based water quality studies.

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December, 2022

Quarterly Progress Report #3

Note: Edits from previous submission are identified in **blue**

## Corporate Administrative Costs / General Operating Expenses

Program Description: Key assistance provided to all departments of the conservation authority, board of directors, member municipalities, and the general public to enable the UTRCA to operate in an accountable, efficient and effective manner. Costs are distributed to programs listed above.

Note: The methodology for inclusion of these types of services will be finalized once the Phase 2 regulations are in place.

Program/Service	Program / Service Description	Cost
Corporate Services	Administrative, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority, Oversight of programs and policies. Includes costs related to agreements/contracts and supporting CA Board, governance, administrative by-laws, General Manager and Management Team	<b>\$710,243</b>
Financial and Human Resources Services	Employee management systems, training, health and safety programs, budgeting, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing and submitting reports to CRA, benefits program administration.	<b>\$986,329</b>
Communications and Marketing	Supporting delivery of products and programs through communication platforms (media, open houses, public meetings), website administration and maintenance responding to inquiries from the public.	<b>\$782,025</b>
Information Technology Management/ GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data. Systems to support the collection, maintenance, analysis, reporting and communications on various corporate data sets including but not limited to: surface and groundwater quality and quantity, aquatic and terrestrial biology, geospatial data and imaging, financial and other corporate services, internal and external communications and collaboration.	<b>\$875,868</b>
Administration Buildings	Administration buildings and workshops used to support UTRCA staff, programs and services. Includes utilities, routine and major maintenance, property taxes. Note: The Average Annual Cost does not include accessibility upgrades needed by January 1, 2025.	<b>\$710,243</b>
Vehicle and Equipment	A fleet of vehicles and equipment to support the work of the UTRCA, including capital purchases, fuel, licenses, repairs and maintenance. Programs and projects are charged for the use of vehicles and equipment.	<b>\$644,312</b>
<b>TOTAL</b>	<b>The UTRCA's Total Combined Operating Budget, Draft 2023 Budget \$19,538,995</b>	<b>\$4,792,017</b>