

**UPPER THAMES RIVER CONSERVATION AUTHORITY BOARD OF DIRECTORS' MEETING**

**AGENDA – \*AMENDED**

**TUESDAY, NOVEMBER 24, 2020 at 9:30 A.M**

**Virtual Meeting Due to COVID-19 Pandemic**

**1. Approval of Agenda**

Mover: H.McDermid

Second: P.Mitchell

THAT the Board of Directors approve the Agenda as posted.

**2. Declaration of Conflicts of Interest**

**3. Minutes of the Previous Meeting: Tuesday September 29, 2020**

Mover: A.Murray

Second: B.Perie

THAT that the UTRCA Board of Directors approve the Board of Directors' minutes dated September 29, 2020, including any closed session minutes, as posted on the Members' web-site.

**4. Business Arising from the Minutes**

**5. Delegations**

**6. Business for Approval**

**6.1 Finance & Audit Committee Update – C.Saracino/S.Levin**

Mover: J.Reffle

Second: J.Salter

THAT the Board of Directors approve the recommendations as presented in the report.

**6.2 Fee Schedule – I.Wilcox ENVP #9663**

Mover: M.Schadenberg

Second: A.Westman

THAT the Board of Directors approve the recommendation as presented in the report.

**6.3 2021 UTRCA Draft Budget – I.Wilcox #123919**

Mover: M.Blosh

Second: A.Dale

THAT the Board of Directors approve the recommendations as presented in the report.

**6.4 2021 UTRCA Board Meeting Dates – I.Wilcox/M.Viglianti Admin #3888**

Mover: D.Edmiston

Second: A.Hopkins

THAT the Board of Directors approve the recommendations as presented in the report.

- 6.5 UTRCA Endorsement of the Thames River (Deshkan Ziibi) Shared Waters Approach to Water Quality and Quantity – C.Harrington/T.Tchir WP #1995  
Mover: T.Jackson  
Secunder: N.Manning  
THAT the Board of Directors approve the recommendations as presented in the report.
- 6.6 Centreville Pond Petition to Dredge – C.Tasker FC #1752  
Mover: H.McDermid  
Secunder: P.Mitchell  
THAT the Board of Directors approve the recommendations as presented in the report.
- \*6.7 National Disaster Mitigation Program Application – Intake 6 – T.Hollingsworth  
Admin #3910  
Mover: A.Dale  
Secunder: P.Mitchell  
THAT the Board of Directors approve the recommendations as presented in the report.
- 7. Business for Information**
- 7.1 Section 28 Status Report – T.Annett ENVP #9682  
Mover: A.Murray  
Secunder: B.Petrie  
THAT the Board of Directors receives the report as presented.
- 7.2 January 2021 Board Elections – I.Wilcox Admin #3885  
Mover: J.Reffle  
Secunder: J.Salter  
THAT the Board of Directors receives the report as presented.
- 7.3 Rental House Rates – A.Shivas/B.Mackie L&F #6334  
Mover: M.Schadenberg  
Secunder: A.Westman  
THAT the Board of Directors receives the report as presented.
- 7.4 Board of Directors Check-In Meetings – I.Wilcox/M.Viglianti Admin #3897  
Mover: M.Blosh  
Secunder: A.Dale  
THAT the Board of Directors receives the report as presented.
- 8. November 2020 For Your Information Report**
- 9. Other Business (Including Chair and General Manager’s Concluding Remarks)**
- 10. Closed Session – In Camera**

**11. Adjournment**

Mover: D.Edmiston



Ian Wilcox, General Manager

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

MINUTES  
BOARD OF DIRECTORS' MEETING  
Virtual Meeting Due to COVID-19 Pandemic  
TUESDAY, NOVEMBER 24, 2020

Members Present:

M.Blosh	P.Mitchell
A.Dale	A.Murray
D.Edmiston	B.Petrie
A.Hopkins	J.Reffle
T.Jackson	J.Salter
S.Levin – Chair	M.Schadenberg
N.Manning	A.Westman
H.McDermid	

Regrets:

Solicitor: G.Inglis

Staff:

T.Annett	C.Saracino
F.Brandon-Sutherland	J.Schnaithmann
D.Charles	A.Shivas
B.Glasman	P.Switzer
C.Harrington	C.Tasker
T.Hollingsworth	M.Viglianti – Recorder
J.Howley	S.Viglianti
S.Musclow	I.Wilcox
	K.Winfield

1. Approval of Agenda

The Chair confirmed the mover and seconder for approval of the agenda were willing to let their names stand.

Mover: A.Hopkins

Secunder: B.Petrie

THAT the Board of Directors add as items 6.7 the report sent out yesterday regarding NDMP proposals.

Carried.

Mover: H.McDermid

Seconder: P.Mitchell

THAT the Board of Directors approve the Agenda as amended.

Carried.

2. Declaration of Conflicts of Interest

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

3. Minutes of the Previous Meeting

September 29, 2020

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: A.Murray

Seconder: B.Petrie

THAT that the UTRCA Board of Directors approve the Board of Directors' minutes dated September 29, 2020, including any closed session minutes, as posted on the Members' web-site.

Carried.

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. Delegations

There were no delegations.

6. Business for Approval

6.1 Finance & Audit Committee Update

(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: J.Reffle

Secunder: J.Salter

THAT the Board of Directors approve the recommendations as presented in the report.  
Carried.

6.2 Fee Schedule  
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Typos on pages eleven, fourteen and sixteen were identified for correction in the final document.

A concern was raised regarding the fee increase for minor municipal projects.

Staff clarified that the new, non-vehicle day pass was created in response to an increase in patrons accessing the parks on foot in 2020.

Board members raised concerns regarding the potential impact of rising tree prices on Schedule 4 – UTRCA Forestry Services, and rising prices creating a potential barrier to landowners purchasing trees. Staff shared the concern of prices continuing to increase, and will monitor the situation, but informed the Board of two contracts they have secured that should help mitigate the cost increases to landowners through the cost sharing program.

Mover: M.Schadenberg

Secunder: A.Westman

THAT the Board of Directors approve the recommendation as presented in the report.  
Carried.

6.3 2021 UTRCA Draft Budget  
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

The draft 2021 budget and cover memo were introduced. The objective of the 2021 draft budget was stated as being an attempt to balance the needs of 2021 while positioning the UTRCA for the upcoming Bill 108 and Bill 229 related changes.

Questions around discussion point two, salary review and reorganization, were brought up and it was clarified that while it is not yet a significant problem, retaining longer term staff and attracting new staff has been identified as a growing concern.

It was clarified that the increase in flood control levy and decrease in capital levy was due to a change in accounting practices.

Concerns were raised regarding the proposed increase from pre-COVID budget levels for the Conservation Areas. It was clarified that staff have had time to develop and adapt services to follow COVID guidelines they were not able to offer in 2020, an additional staff member is required to keep the parks running efficiently, and any deficit acquired would go against the Conservation Areas reserve.

Staff confirmed the overall plan is to return staffing back to pre-COVID levels for 2021.

Questions were raised around the purpose of the proposed increase in regulations staff capacity. It was clarified that the proposed increase was in response to the anticipated policy and procedure updates that will be needed due to new planning related Provincial regulations, which will require additional staff capacity in order to keep service levels at the set standard (i.e., faster application reviews and permit approvals).

Questions around the proposed increases for Community Partnerships were raised. It was clarified that these increases were based on existing contracts, Environmental Targets work, and anticipated additional communications work associated with Municipal contract negotiations.

Concerns were raised by Board Members regarding the potential for significant increases in insurance premiums. While staff consulted with the UTRCA insurance provider and budgeted for an estimated increase, the actual increase will not be known until March 2021.

It was confirmed the draft budget package will be circulated to member Municipalities within the next few days and the cover memo would speak to what the 2021 budget is trying to accomplish, along with an offer for staff to present the draft budget at Municipal Councils.

Questions regarding budgeting for unknown costs associated with creating and negotiating seventeen individual agreements were raised and discussed.

Mover: M.Blosh

Secunder: A.Dale

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

#### 6.4 2021 UTRCA Board Meeting Dates (Report attached)

The Chair confirmed the mover and secunder were willing to let their names stand.

Zoom board meetings will continue to be recommended until COVID restrictions start to ease, at which point staff will look into adopting a hybrid in-person/online model for meetings.

Mover: D.Edmiston

Seconder: A.Hopkins

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

6.5 UTRCA Endorsement of the Thames River (Deshkan Ziibi) Shared Waters Approach to Water Quality and Quantity  
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Staff confirmed that there would be no funding commitment should the Board endorse the Shared Waters Approach.

There was a suggestion and discussion on the possibility of the Thames River Clear Water Revival project steering committee taking on the previously abandoned Thames River Fisheries Plan as a future project.

Mover: T.Jackson

Seconder: N.Manning

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

6.6 Centreville Pond Petition to Dredge  
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

It was discussed and clarified that although the petition was directed to the UTRCA, all decision making and costs would be the responsibility of the Municipality of South West Oxford as the landowner.

Questions around communication with the petition originators were raised. Due to the lack of contact information, staff crafted the proposed response directed to the Municipality, as they provided the petition to UTRCA staff and are the body with the decision making powers.



There was a discussion regarding the possibility of Board members visiting the site and it was decided it would be up to individuals to visit on their own time and contact UTRCA staff if they had questions.

Mover: H.McDermid

Secunder: P.Mitchell

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

6.7 National Disaster Mitigation Program Application – Intake 6  
(Report attached)

The Chair confirmed the mover and secunder were willing to let their names stand.

Concerns were raised around possible negative impacts to the budget if the application is accepted and the UTRCA is required to match the funding. Staff confirmed the required matching funding is already in the budget due to deferred levies, so if the UTRCA is successful in its application for funding, there would only be positive impacts.

Mover: A.Dale

Secunder: P.Mitchell

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

7. Business for Information

7.1 Section 28 Status Report  
(Report attached)

The Chair confirmed the mover and secunder were willing to let their names stand.

Staff noted that due to technical difficulties with the computer program, permit numbers 132-20 and 140-20 were repeated on each page of the September report.

Mover: A.Murray

Secunder: B.Petrie

THAT the Board of Directors receives the report as presented.

Carried.

7.2 January 2021 Board Elections  
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Members noted that nominations for the position of Source Protection Striking Committee Member & Committee Liaison will also be needed at the January meeting.

Mover: J.Reffle

Secunder: J.Salter

THAT the Board of Directors receives the report as presented.

Carried.

7.3 Rental House Rates  
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Board members shared their continued feelings that the UTRCA should remove it's self from the house rental business. Staff confirmed they continue to work with the Municipalities involved towards severing the lots where possible.

Mover: M.Schadenberg

Secunder: A.Westman

THAT the Board of Directors receives the report as presented.

Carried.

7.4 Board of Directors Check-In Meetings  
(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Two additional comments were provided by a member after the Board package had been posted. It was suggested that Zoom Board meetings continue until masks or other physical barriers are no longer required for in person meeting, and that staff consider only using the Zoom screen share when necessary so the Board members can see each other during the meeting.

Mover: M.Blosh

Secunder: A.Dale

THAT the Board of Directors receives the report as presented.

Carried.

8. November 2020 For Your Information Report

The November FYI was presented for the Member's information.

9. Other Business (Including Chair and General Manager's Concluding Remarks)

The General Manager thanked the Board for their support through the challenges brought forward during the past year. The Board will be kept up to date via email regarding any changes or updates to Bill 229.

10. Adjournment

The Chair confirmed the mover was willing to let their name stand. There being no further business, the meeting was adjourned at 11:44am on a motion by D.Edmiston.



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Ian Wilcox  
General Manager  
Att.

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**To:** UTRCA Board of Directors  
**From:** Sandy Levin, Finance & Audit Committee Chair  
**Date:** 16 November 2020 **Agenda #:** 6.1  
**Subject:** Update from the Finance & Audit Committee **Filename:** ::ODMA\GRPWISE\UT\_MAIN.UTRCA\_PO.HR:5336.1

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**Recommendation:**

**That the Board of Directors approves the Capitalization and Amortization Guidelines as attached to be implemented in 2020.**

**Background:**

The Finance and Audit Committee met last month to review and discuss several items of interest.

**1. Capitalization and Amortization Guidelines**

The committee reviewed the proposed revisions to the Capitalization and Amortization Guidelines. The policy is provided here in it's entirety for board consideration together with the original memo to the committee containing background information. The Committee found the revised set of guidelines comprehensive and recommends the board approved it for use starting in 2020.

**2. Deloitte Audit**

Dale Zordrager and Francesca Liberatore from Deloitte met with the committee to review the audit plan for 2020 which begins the final week of November, and to discuss the level of materiality applied to the audit. Significant areas of risk assessment remain unchanged from the 2019 audit with the added area of focus being the impacts of Covid-19 on the organization. In addition, the group was told about an upcoming change in an accounting standard and a discrepancy in presentation of the 2019 statements. Deloitte grouped revenues and expenses for new accounts differently in 2019 than 2018. A discussion was held with them with a view to restatement in 2021 for better comparison against 2020 results.

**3. Fanshawe Hydro Plant**

An updated report on the status of the Fanshawe Hydro Plant was received. The report identified the risks of monitoring power distortions and high voltage surge events, both during Covid-19 and to our information systems equipment. The committee reviewed the need to hire Roberts Onsite to conduct monitoring over the winter with a view to

definitive information becoming available by next summer. [Costs of \$25,000 to do so have been included in the draft 2021 budget].

#### **4. Additional PHN Investment**

In addition to reviewing a minor edit to the Investment Policy Statement (our agreement as to risk and asset allocation) with PHN, the committee reviewed the results of that portfolio and our own cash flow projections. It was determined we will place an additional \$1.5M in that account pursuant to the board's Investment Policy. This action will be completed before the year end.

Recommended by:

Sandy Levin  
Chair, Finance & Audit Committee

Prepared by:

Christine Saracino  
Supervisor, Finance & Accounting

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**To:** UTRCA Finance and Audit Committee  
**From:** Ian Wilcox, Christine Saracino  
**Date:** 23 Sept 2020  
**Subject:** Revised Asset Policy for Approval

**Agenda #:** 6  
**Filename:** D:\Users\vigliantim\Documents\GroupWise\1088-1.doc

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**Recommendation: That the Finance and Audit Committee endorse the Capitalization and Amortization Guidelines attached and recommend their approval at the next UTRCA Board meeting.**

### **Capitalization and Amortization Regulations**

In 2008, Public Sector Guidelines changed to require organizations to capitalize costs (i.e. identify assets as such) which bring benefit to the organization for many future years. Significant effort was undertaken to identify those assets and their original cost under a team approach with the Grand River CA. Our asset values were capitalized and depreciation has been recorded ever since. A PSAB 3150 Policy was adopted by the board in 2010 which would guide this process into the future.

Over time, the original PSAB 3150 Policy has been found to not fit in some respects such that it demands updating:

1. it did not identify some assets for which the organization actually experiences costs, for example, new trail bridges,
2. the description of assets included or excluded was not comprehensive and the rationale for that was not clearly defined for users of the policy,
3. the categorization of assets was not refined sufficiently to reflect our activities,
4. grouping of dissimilar assets was allowed, even if their lives were significantly different,
5. estimates of expected lives did not allow for flexibility,
6. the thresholds did not change or allow revisions as costs rise,
7. the asset module it assumed has not yet been put in place,
8. capital budgets described therein were not instituted fully until 2018

These new guidelines attempt to clarify, describe and simplify these issues in an effort to assist those who acquire, use and record our assets in such a way that it better reflects and guides UTRCA experience and needs. Deloitte has reviewed them and provided comments which have been incorporated.

In summary, we have:

1. Specified and added purchases such as stream gauges, microscope, plotter, docks, and in some cases, environmental assessments as assets,
2. Described the rationale in considering data and data models, software and assessments more fully,
3. Described how intangible assets are treated, and why,

4. Re-categorized Computers to Information Technology Equipment which encompasses more technology than laptops and desktop computers,
5. Ensured that there was consistency in categorization for such items as bridges and docks,
6. Increased the minimum thresholds for furniture and fixtures, appliances and technology equipment so that more of these purchases are fully expensed each year rather than capitalized and amortized over time (these items have the shortest lives in general),
7. Specified in more detail types of buildings and their expected lives,
8. Described land improvements in more detail,
9. Clarified the category of infrastructure and what it might comprise

In so doing, we have identified additional assets which we need to capitalize and are proceeding to do so - St Mary's Floodwall work from the 90's being the first and largest. We have taken considerable effort in updating the asset list, from an accounting perspective, to ensure we have both captured existing assets and removed disposed or sold items over the years. In addition, to minimize the risks inherent in using excel as a database, we have also reduced some level of error in recording depreciation expense by moving to a half-year convention. Rather than amortize costs/depreciate asset value based on the month the asset was purchased, we record a half year's cost in the year it is acquired and a half year in the year of disposal, or when amortization ceases. The result of these many amendments necessitates a review of the long-term financial implications inherent in these new guidelines.

There is an impact when costs are incurred in one year which give rise to benefit in others (e.g. we purchase a truck which services us for 10 years). We cannot record the full cost of the purchase in the year the money was given to the dealership for the truck; we need to spread out, or amortize, the cost over 10 years. This implies that the purchase of the truck will create 10 years of expenses and this would contribute to 10 years of future deficits as an expense in those years. By contrast, if the life of the truck were only 1 year, the current year, the potential impact on a deficit exists for only the single year of purchase. For this reason, we increased the minimum threshold of furniture, fixtures, appliances and technology equipment from \$5,000 to \$7,000. This kind of purchase occurs frequently and these items become obsolete fairly quickly as well. This change results in less future expense and more current expense. It also results in more costs of this type not being capitalized at all and reduces tracking costs.

In addition, we do not group purchases any longer. If three \$2,000 computers were purchased in the past, together they would meet the \$5,000 threshold for an asset to be capitalized as a basket purchase. These new guidelines would require each of those laptops to cost \$7,000 to be capitalized.

One of the most critical notions underlying these updated guidelines is timing. If we purchase an asset in a year, it may be fully expensed in that year (i.e. not capitalized at all) or it may be expensed over more than one year. In both cases, the total cost is expensed so it is an issue of simply *when* the expense is recorded. We therefore need to plan and estimate all expenses, both operating and capital, knowing which belong to the current year and which will impact future years. And this we now do. We can estimate how much of our surplus or deficit might change due to depreciation expense each year and it is seen on each operating statement produced.

These days, we currently experience approximately \$1.2M of annual depreciation expense based on all the past capital expenditures we've made. That is the equivalent of saying we have now incurred almost \$40M of costs which have not yet been fully expensed. These are primarily the flood control structures and the new WCC. The average life of those costs is 34 years resulting in \$1.2M of expense each year.

(See the 2019 balances in the table below). Any change in capitalization and amortization guidelines for future purchases impact these figures.

As we continue to spend on capital assets, the annual cost/depreciation expense will rise over a number of years. Equally, as costs rise, and our capital spending continues, our future depreciation expense will rise too. If our guidelines dictate that we do not capitalize some costs, or we lengthen the time of amortization, our annual future expense will fall. The corollary is that if we capitalize more costs, we defer the expense to some future time. These guidelines attempted to strike a balance within reason and the existing accounting standard so as not to significantly impact overall amortization, only the timing of the costs over the life of each asset or group of assets.

<b>Asset Category</b>	<b>Cost still to Amortize \$\$</b>	<b>Annual Depreciation \$\$</b>	<b>Average life in years</b>	<b>Deferred Revenue Supporting costs</b>
Land Improvements	416,313	41,361	10	Deferred Capital Maintenance Levy \$368,033
Buildings	10,738,989	278,115	38.5	
Furniture & Fixtures	251,032	72,648	3.5	
Infrastructure	821,257	23,386	35	
Vehicles and Fleet Eqpt.	714,976	106,561	6.7	
Technology Equipment	124,378	105,712	1	
Flood Control Structures	11,324,160	523,959	21.6	\$3,604,159
<b>Total</b>	<b>\$39,469,004</b>	<b>\$ 1,151,732</b>	<b>34.3</b>	<b>\$3,972,192</b>

It is this picture - almost \$1.2M of amortized costs in the records each year now – *and* the need to continue to make capital investments and purchases, which caused the beginning of deferring revenues for future years which would support future depreciation. The relationship between capital expenditure and amortization was again highlighted from the time we began creating separate capital and operating budgets.

As at the end of 2019, we now have about 10% of costs supported for past capital spending. This low figure is not surprising given the significance of the accounting change to our capital-intensive organization, the fact that we have expensive assets to maintain, and the length of time that some capital costs, such as dams, may be amortized. A capital refurbishment to a dams, for instance, with a 20-year live creates impact for the full 20 years in a way that is not easily overcome or changed in the future. It highlights that each capital project or purchase should have full funding available at the time it is completed or purchased so that we are not unnecessarily burdening future budgets with greater and greater depreciation and insufficient revenues to support that expense. The infrastructure gap is not only a municipal or provincial issue.

Planning for capital spending and it’s resulting annual operating expense through depreciation is comparatively new at the Authority; this new set of guidelines sets the stage for more consistent application, more clarity for users and perhaps a clearer understanding of the impact capitalization and amortization has on UTRCA budgets. It can also support any future Asset Management Planning efforts the Authority might undertake.

Recommended by:

Ian Wilcox

Prepared by:

Christine Saracino



UPPER THAMES RIVER  
CONSERVATION AUTHORITY

WATERSHED  
CONSERVATION  
CENTRE

# DRAFT Capitalization and Amortization Regulations

Adopted: Month, day, 2020  
Current version at 22 September 2020

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## **1. Policy Statement**

It is the policy of the Upper Thames River Conservation Authority (UTRCA) to record the tangible capital assets controlled by the UTRCA and report them in the financial statements.

Tangible capital assets (TCAs) will be recorded in accordance with generally accepted accounting principles (GAAP) pronounced by the Public Sector Accounting Board (PSAB), as described in the Public Sector Accounting handbook. Further, this policy is meant to comply with pronouncement PS 3150, Tangible Capital Assets.

2009 marked the first year that UTRCA assets were capitalized and their cost amortized. Over the following 10 years after the initial adoption PSAB guidelines, the UTRCA's capitalization and amortization policy has been amended to more closely correspond to actual experience of implementing such a policy and the understanding of the longer-term implications.

## **2. Policy Objectives**

The objectives of this policy ensure that the UTRCA's investment in TCAs:

- a) Is recorded and reported appropriately and accurately;
- b) Provides an accurate accounting of the use and investment in TCAs;
- c) Provides management with meaningful data upon which informed capital asset management decisions can be made, balanced against the cost of such data maintenance; and
- d) Facilitates conformance with public sector GAAP, specifically PS 3150.

## **3. Application**

This policy applies to all UTRCA business units and will be fully adopted for 2020.

The UTRCA is responsible for implementing an internal control system that ensures TCAs are accounted for in accordance with this policy, and applying the policy consistently from year to year.

## **4. Accountability**

The Assets & Acquisitions Administrator is responsible for maintaining TCA information by applying these guidelines. Staff members are required to report periodic changes in TCAs to the Assets & Acquisitions Administrator, in accordance with these guidelines.

Staff is required to:

- Verify TCAs under their control by completing periodic physical counts;
- Confirm and submit tangible capital information such as location, usage, condition, and maintenance records; and
- Ensure that proper control of TCAs is maintained, as requested.

A reconciliation of each physical count to the Assets & Acquisitions Administrator's accounting records should be completed as a part of this process.

It is recommended that physical counts on moveable or portable TCAs be conducted at least annually, and that verification of non-moveable TCAs be conducted at least every three years. For example, a GPS unit is a moveable TCA, and the pavilion at Fanshawe Conservation Area is a non-movable TCA.

The Assets & Acquisitions Administrator is responsible for monitoring the application of these guidelines and updating them on a regular basis.

The Finance Unit is responsible for facilitating the approval of the capital budget and accounting for TCAs in accordance with these guidelines, including the application of proper capitalization, categorization, and amortization assets. It is equally responsible for the accurate recording and reporting of TCAs in the UTRCA's financial statements.

## 5. Policy Directives

### 5.1 General

TCAs are to be recorded and reported based on the most appropriate class or category. See the decision tree in Appendix A for help in determining if an asset should be capitalized. The various classes are described in Appendix B.

Individual assets are recorded and accounted for by class. For control and consistency purposes, units shall not capitalize assets whose historic cost falls below the specified class threshold.

The unallocated harmonized sales tax (HST) will be considered when determining if specific TCAs meet a class threshold.

### 5.2 Acquisitions

#### 5.2.1 Inclusions

##### Tangible Capital Assets

A **tangible capital asset** is a non-financial asset having physical substance that:

1. Is acquired, constructed or developed for the provision of goods or services, or the production or supply of goods, or for the development, construction, maintenance, or repair of other tangible capital assets.
2. Is intended for use on a continuing basis with a useful life that extends beyond one fiscal year.
3. Is not intended for sale in the ordinary course of operations.

All assets that meet the definition of a TCA, fall within the classes outlined in Appendix B, meet the threshold values, and have not been specifically excluded, shall be recorded in the accounts of the UTRCA in accordance with this policy.

**Leased assets** are considered to be TCAs when they meet the definitions of both a capital lease and a TCA, in accordance with GAAP.

A **leased capital asset** is a non-financial asset with physical substance and a useful life of greater than one year, leased for use in the delivery of goods and services. Substantially all of the benefits and risks of ownership are transferred to the UTRCA without requiring the transfer of legal ownership.

For the UTRCA's purposes, if any of the following criteria exist, a lease is considered to be a **capital lease**:

- transfer of ownership at the end of the lease;
- the existence of a bargain purchase option;
- lease term is 75% or more of the economic life of the asset; **or**
- the present value of the minimum lease payments is 90% or more of the fair value of the asset.

**And** the thresholds of the asset classifications have been achieved.

When the UTRCA receives capital grants, loans, or assistance for the acquisition, construction, or development of a TCA, the amount of the contribution is to be recorded as revenue or deferred revenue, if appropriate, and not as a reduction in the cost of the TCA.

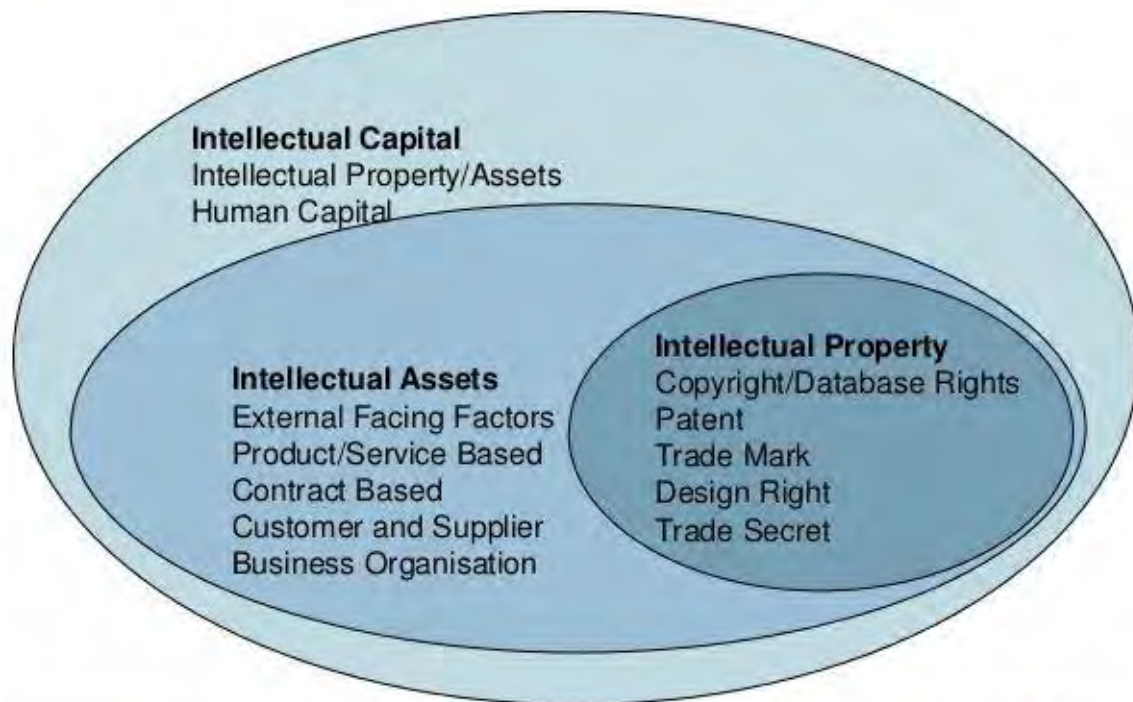
When the UTRCA receives a TCA by virtue of a transfer from a public or non-public body, the receipt of the TCA is to be recorded as a deferred contribution and the asset being capitalized in the accounting records.

### **Intangible Capital Assets and Intellectual Property**

Assets such as copyrights, licenses, and trademarks are considered intangible assets that do not have physical substance but convey rights. There may be debate as to whether an item is an intangible asset or something more akin to an intellectual asset, such as data; however, intangible assets (e.g., patent or copyright) are generally used to protect the value of intellectual property. See the diagram below.

In general, the UTRCA will not capitalize and amortize intangible assets and, by extension, intellectual property, because benefits may not be reasonably or reliably estimated on a cash-flow basis and the use of those assets may not be under the exclusive control of the UTRCA as a public sector body. As of early 2020, PSAB guidelines prohibit recognizing purchased intangible assets.

# Intangible Assets



Computer programs, sets of data or information, computer-based models, and mapping systems are necessary tools to conduct UTRCA business and often represent the accumulating knowledge of the watershed. Software, models, and data may be purchased or developed internally.

While the existence of information or data has a cost to acquire, it is less clear that the UTRCA has sole control of the use of this property into the future. In addition, the UTRCA may not be in a position to profit from its development beyond the benefit received from having this information to conduct our work. It is not possible to determine in advance how long the information or data will remain current or useful and, more importantly, what the value of that information is to the organization. Therefore, the future benefit of the raw data or its storage or manipulation cannot be determined and, subsequently, it does not qualify as a capital asset. For capitalization to occur property must directly produce reasonably estimated future economic benefits and this is difficult to predict.

Property must be used beyond the current accounting period and will not be for sale in the normal course of business. As a result, purchased software may be capitalized and recorded as Information Technology Equipment, but data may not.



## Designs, Assessments, Research, Plans, and Reports

From time to time, the UTRCA contracts the creation of engineering reports, plans, safety studies, assessments, or designs for future projects. Also from time to time, the UTRCA itself conducts research, creates knowledge, composes contracts and prepares reports. The question may arise whether such a report is an asset and should be capitalized.

A report document itself is tangible; the knowledge it contains is less tangible. If the knowledge were protected by copyright, the copyright might be considered an intangible asset that we have either purchased or developed but may still not capitalize because it is not currently allowed under PSAB guidelines.

Because a report contains information as may be found in an assessment, plan, or design, it may be used to guide future activities or projects and may be considered as the first stage of a longer-term project which produces or rehabilitates an asset. On that basis, the report *could* be capitalized as a cost of that project when the project is completed.

An environmental assessment or a feasibility study for a planned facility or betterment could also be considered the cost to buy “permission” to proceed, validate plans, or modify design or scope, but it is not in and of itself a tangible asset. **If, and only if**, construction proceeds and the facility or betterment is completed and becomes operational (i.e., the facility or betterment becomes a TCA), then the total cost of the environmental assessment or the feasibility study, plan, or design will be added as a directly attributable cost, and expenditures capitalized to the first of such betterments.

The cost of such plans or designs should be recorded as work-in-progress, and part of the costs for the asset to which each one relates. In the event that construction/acquisition does not proceed, or the study results in the planned project being rejected completely, then all associated costs are to be expensed in the year in which this occurs. Work-in-progress is not an Amortizable Tangible Capital Asset.

Knowledge becomes dated or no longer applicable due to other events occurring, such as a change in the environment or regulations. With this in mind, a study, assessment or design will have a life span of up to three years. If enhancements that qualify as a TCA are substantially completed within that time period, then the cost of the study, design, or assessment will be applied to the project. As soon as the report information becomes out of date, if prior to three years, it must be written off.

### Dam Safety Studies

While similar in nature to assessments which inform future work, including refurbishment and betterments, dam safety studies are mandated to take place every 10 years. As a result, they exhibit characteristics more in line with operating costs, albeit not annual but regular. In addition, even though safety studies are normally completed at significant cost, the cost in and of itself doesn't necessarily mean it should be capitalized. Also, refurbishment or betterments arising from such safety studies may not take place within the three year design limit so that the costs of such studies are not capitalized.

## Capitalization of Created Software

When software is designed, it generally progresses through development stages such as:

1. Preliminary project stage: Activities include determining the existence of needed technology, conceptual formulation of alternatives, and evaluation and selection of alternatives. All internal and external costs are expensed.
2. Application development and implementation: Activities include the design of software configuration, coding, installation to hardware, and testing and training specific to implementation. All internal and external costs for application development should be capitalized, provided the definition of a TCA has been met, providing estimable future economic benefits and remaining under the control of the UTRCA.
3. Post-implementation/operations: Activities include internal training (i.e., end-user training) and ongoing support and maintenance costs. All internal and external costs should be expensed.

Data is the information that is entered, manipulated, or treated and produced by hardware and software. Data is not considered a capital asset. Costs associated with data conversion should be expensed.

### 5.2.2 Additions

Additions of all new TCAs for the fiscal year must be added to the appropriate asset class at historic cost.

**Example:**

A new pavilion was built in Fanshawe Conservation Area in 2019. Deposits were made in April and June and the remaining payment was made on the completion of the project in August. The total building cost \$75,000 and it was estimated that the useful life would be 25 years with no residual value. The historic cost is what was paid plus unrecovered tax.

Debit (DR.)	Building	\$75,320	
Credit (CR.)	Cash		\$75,320

### 5.2.3 Pooled Assets

The UTRCA will not pool assets in an effort to maintain records of individual purchases of separate and distinct items for control purposes.

### 5.2.4 Betterment *versus* Maintenance or Repair Expense

A betterment is distinguished from repairs or maintenance where a substitution is made for a similar component to facilitate continued use of the existing asset. Maintenance and repairs



maintain the service potential of a TCA over its given useful life. Maintenance and repairs are an expense of the period and are not capitalized.

Betterments increase the service potential (i.e., capacity), reduce the operating cost, or extend the original useful life of an asset. A betterment results in a “significantly better” TCA.

Service capacity is enhanced for a TCA if any cost is incurred to:

1. Increase the previously assessed physical output or service capacity;
2. Significantly lower associated operating costs;
3. Extend the life of the property; or
4. Improve the quality of output.

Most assets have an accepted useful life cycle. The replacement of an asset, component, or system of a TCA that does not extend the useful life of the asset would normally be considered maintenance and repairs. If the replacement of a component or system occurs towards the end of the useful life cycle of the original asset and extends its useful life, then the cost may be classified as betterment. For example, a roof repair in year 15 on a building with a useful life of 50 years is clearly a repair or maintenance cost. However, if the roof were replaced near the end of the building’s useful life and extended the building’s life for another 20 years, then the cost of the roof replacement is a betterment.

A degree of judgement is required when differentiating costs which may be called a betterment from those which are simply repairs. Some examples follow which may help with that distinction.

Undertaking	Betterment vs. Repair or Maintenance Expense
1. Replaced a building’s old windows with energy efficient windows	<b>Betterment</b> – lower operating costs
2. Replaced the old HVAC unit with a similar one	<b>Repair</b>
3. Replaced previous heating system with new, energy efficient HVAC system	<b>Betterment</b> – lower operating costs, improve service capacity
4. Paved a gravel road	<b>Betterment</b> – service capacity
5. Put new gravel on a gravel road	<b>Repair and maintenance</b>
6. Extended the hydro service to a new area of the park	<b>Betterment</b> – service capacity
7. Replaced broken shower units and bathroom fixtures in park washrooms	<b>Repair and maintenance</b>
8. Built new offices within an existing building	<b>Betterment</b> – service capacity

When a cost cannot easily be differentiated between repair and betterment, the accounting principle of conservatism dictates that the cost should be expensed.

To be recorded as betterment, the value of the expenditure must meet the threshold for the asset class to which the TCA subject to the betterment belongs. The costs of betterments are considered to be capital asset additions to the related asset and are recorded separately from the specific TCA which was improved, and are amortized accordingly over their useful life not to exceed the life of the asset improved.

The useful life of the original asset should not be changed to reflect the betterment unless substantial increased life will be expected.

### **5.2.5 Exclusions**

The following shall not be considered TCAs for the purposes of these guidelines:

- Land and other assets acquired by right;
- Reviews, studies or inspections – they may inform future design considerations but are ‘point-in-time’ reviews;
- Intellectual property such as maps and models;
- Natural assets such as forests, water or mineral resources;
- Intangibles (see Section 5.2.1 regarding Intangibles & Intellectual Property);
- TCAs that fall below the established class threshold levels;
- Historical and cultural assets; and
- Assets acquired through operating leases.

As indicated above, assets which fall below class thresholds are not considered TCAs for the purpose of this policy. However, while these items are not capitalized, they may be recorded for control and management purposes by the applicable units. For this reason, the thresholds are guidelines and an asset falling below a threshold may still be capitalized.

Bundling (grouping) of assets in a single purchase does not create a TCA. Each individual asset must meet the capitalization criteria for that class.

### **5.2.6 Valuation**

A TCA should be recorded at historic cost. This includes the total cost to acquire or construct the asset, including installation, testing, and other costs required to put it into productive use. This may include labour.

The historic cost of a TCA under a capital lease is recorded as the lesser of the present value of the minimum lease payments or the fair value of the leased asset at the inception of the lease.

Cost-shared assets are recorded at gross historic cost. Contributions received for the acquisition, development, construction or betterment of TCAs will be treated as revenues to be deferred and recognised throughout the amortization period of the related asset. If

contributions for the purchase of assets are provided by a government, this will require review of PS 3410 Government Transfers.

Contributed TCAs are recorded at fair market value. The fair market value of the contributed TCA will be treated as revenue to be deferred and recognised throughout the amortization period of the related asset. This may also require review of PS 3410.

The cost of TCAs acquired as part of a basket purchase (e.g., a piece of land that included buildings and roads) will be determined by allocating the price paid for the basket to each item on the basis of estimated proportional relative cost at the time of the acquisition.

### **5.3 Amortization**

Amortization is simply the spreading out of value over a period of time. When discussing TCAs, amortization is often called depreciation.

PS 3150 requires that:

*The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use by the government. (PS 3150.22)*

*The amortization of the costs of tangible capital assets should be accounted for as expenses in the statement of operations. (PS 3150.23)*

*The amortization method and estimate of the useful life of the remaining unamortized portion of a tangible capital asset should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated. (PS 3150.29)*

All TCAs will be subject to amortization, with the exception of land and work-in-progress.

The standard amortization method will be straight line amortization over the useful life of the asset unless another method provides for a more realistic matching of the use of the asset. Straight line amortization is determined by actual cost divided by useful life in years and distributed over those years as depreciation expense.

The UTRCA chooses to use a half year amortization convention which requires one half year of amortization in the year of acquisition of the capital asset being put into use, and one half year amortization in the final year of amortizable life. Amortization will be recorded monthly, though the examples which follow do not conform to the half-year convention.

Amortization will cease when the TCA has been fully amortized, sold, transferred, written off or made available for sale.

TCAs that have been fully amortized will remain in the UTRCA's accounting records until disposed of.

#### **5.3.1 Useful Life**

Useful life is the estimate of the period over which a TCA is expected to provide economic value. This period may be considered to be that for which the asset is expected to be used. The

life of a TCA, other than land, is finite, and is normally the shortest of the physical, technological, commercial or legal life. Use of historical information about life for same or similar assets can be a guide in determining useful life. The person responsible for the purchase of the TCA or the development of a TCA project must determine the estimated useful life of the TCA. It must fall within the typical and maximum useful lives described in Appendix C.

The maximum useful life for TCAs (except land) will be 80 years.

Land is considered to have an unlimited useful life and, as such, is not amortized.

The economic or physical life of a TCA may extend beyond its useful life for the UTRCA, in which case estimation of a salvage or residual value must be made.

### 5.3.2 Residual Value and Salvage Value

Residual value is the asset value remaining when the UTRCA is finished using the asset. It may be zero and correspond to the entire physical useful life, or it may be shorter than the useful life originally estimated.

**Example:**

The UTRCA purchases an \$80,000 vehicle intending to use it for 7 years. Based on experience, we estimate that at the 7-year mark, the vehicle may be traded in for approximately \$3,000 and someone could use it for another 3 years before it could no longer provide service to anyone. We may also believe that, if we kept it for its entire 10-year life, it might still have a value of \$300 to the scrapyards.

Physical life is 10 years; useful life to the UTRCA is 7 years; residual value to the UTRCA is \$3,000; and salvage value is \$300. Amortization is made at the rate of  $(\$80,000 - \$3,000) / 7 = \$11,000$  per year.

### 5.3.3 Changing Asset Related Estimates or Method of Amortization

PS 3150 requires that the amortization method and estimated useful life be reviewed on a regular basis. This review is event driven. As well, before any changes are made to the amortization method or the estimate of the asset's remaining useful life, it must be clearly demonstrated that those changes are justified. PS 3150 identifies some significant events that may indicate a need to revise the amortization method or the estimate of the remaining useful life of a TCA:

- A change in the extent to which the TCA is used;
- A change in the manner in which the TCA is used;
- Removal of the TCA from service for an extended period of time;
- Physical damage to the asset;
- Significant technological developments related to the asset;
- A change in the demand for the services provided through use of the asset;

- A change in the law or environment affecting the period of time over which the asset can be used.

A change in an asset’s amortization rate as a result of a revision of its estimated life is treated as a change in accounting estimate rather than a change in accounting policy. Under PS 2120 Accounting Changes, a change in an estimate is not given retroactive effect since it arises from new information or developments. The effect of a change in the estimated useful life of a TCA, its residual value, or salvage value, and its associated effect on amortization expense are allocated to the period of revision and applicable future periods.

### 5.3.4 Write-Downs

An estimate of the useful life of the remaining unamortized portion of the asset should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated. Where it can be objectively estimated that a reduction in a TCA’s useful life or service potential has occurred, and the reduction is expected to be permanent, the net book value of the asset should be written down to the revised estimate and documented. *A write-down reduces value.*

A write-down shall not be reversed as it constitutes an expected permanent reduction in life or use of an asset.

The TCA remains in the records at its reduced net book value. All write-downs must be approved by the Supervisor, Finance & Accounting with a copy of the approval forwarded to the Assets & Acquisition Administrator.

**Example:**

A \$40,000 vehicle purchased in 2010 with an estimated 10-year life was expected to be used it for its entire life and have no residual value. In 2012, the vehicle was involved in an accident and, though it was repaired and put back into use, it was deemed it might only last another 5 years. Due to the accident, it was felt that the vehicle value was then only \$18,000. The net book value (NBV) of the asset in 2012 was the original cost \$40,000 less its accumulated amortization of \$8,000 ( $\$40,000/10 * 2 \text{ years}$ ) = \$32,000.

The adjustment to write-down the value of the vehicle is:

DR.	Loss on write-down/vehicle expense	\$14,000	
CR.	Accumulated amortization – vehicle		\$14,000

Depreciation expense in 2013 and thereafter would be  $\$18,000/5 \text{ years remaining life}$  = \$3,600 per year.

### 5.3.5 Write-Offs

A write-off occurs when a TCA is deemed not to have any remaining service potential to the UTRCA. The NBV of a TCA is reduced to zero and the asset is removed from the accounting records. When a write-off occurs, the historic cost of the asset and the related accumulated amortization are reduced to zero. Any remaining NBV of the asset becomes an expense in the accounting period, *and the write-off reduces TCA value to zero.*

**Example:**

Wildwood Conservation Area created 14 new campsites along the shoreline. The cost of the development was \$13,000 and the sites were put into use in April 2002. The useful life of the sites was determined to be 20 years with no residual value. In the spring of 2019, severe flooding damaged the campsites beyond further use. There was no flood insurance.

The NBV of the campsites in April 2019 is \$1,950 [original costs less accumulated amortization ( $\$13,000 - ((\$13,000/20) \times 17 \text{ years})$ )].

The entry to record the write-off is:

DR.	Accumulated Amortization – Land Improvements	\$11,050	
DR.	Loss due to write-off	\$1,950	
CR.	Land improvements – campsites		\$13,000

Costs of projects that have been abandoned or indefinitely postponed should be written off in the period of abandonment or indefinite postponement.

**Example:**

A new dam project was envisioned. In 2019, much time was spent and labour costs incurred as well as engineering studies commissioned in preparation for construction to start the following year. Early in 2020, quite suddenly, it was determined that the project would not proceed. \$10,000 of costs that had been incurred had been recorded as Work-in-Progress. Because the project had not been completed or put into service, no amortization was recorded in 2019. Because the project would not be completed, the entire \$10,000 spent in 2019 would be written off in 2020.

The entry to record the write-off would be:

DR.	Loss due to write-off/Flood Control expense	\$10,000	
CR.	Work-in-Progress		\$10,000

## 5.4 Disposals

When an asset is sold, traded, transferred or scrapped, the asset is deemed to be disposed of and its associated accumulated amortization must be reduced to zero and the asset removed from the accounts. Any gain or loss on disposal is recorded as a revenue or expense in that period.

A loss on disposal may arise even when the asset is sold for some consideration. Equally, a gain may arise even when the asset is sold for very little or even given away. This will be due to the value at which the asset might have been originally recorded.

### Example:

Fleet Services purchased a 2011 Chevrolet Malibu sedan in February 2011 for \$21,176.09, and it was determined that it would have a useful life of 10 years and no residual value.

In November 2019, the car was disposed of – it clearly did not live up to expectations – and \$2,000 was received from the buyer. The NBV of the vehicle at the date of sale, November 14, 2019, was \$2,640.01 ( $21,176.09 - (21,176.09/10 \text{ years}/12 \text{ months} \times 105 \text{ months})$ ).

The entry to record the disposal is:

DR.	Cash (proceeds on sale of vehicle)	\$2,000.00	
DR.	Accumulated Amortization – Vehicle	\$18,529.08	
DR.	Loss on sale of Vehicle	\$647.01	
CR.	Vehicle		\$21,176.09

Entries for all disposals must be approved by the Supervisor, Finance & Administration, and a copy of the approval must be forwarded to the Acquisitions & Asset Administrator.

### 5.4.1 Transfers

Assets transferred to a public body should be treated as a disposal in the period of the transfer. The asset and any accumulated amortization will be removed from the accounts upon the transfer. See 5.4 Disposals.

### 5.4.2 Trade-Ins

A transaction that involves the trade-in of TCAs will be treated as a disposal.

## 5.5 Work-in-Progress

Work-in-progress is a special class of asset that reflects the costs incurred to construct a TCA before it is available for use. The important distinction of work-in-progress assets is that they are not yet complete or not fully put into use. As a result, there is not amortization recorded

from work-in-progress. Accumulation of these costs cease when the asset is put into service and capitalized.

When an asset is being constructed or developed, the estimated cost of the asset to final completion must be verified against the threshold for the asset class to which it best belongs, to determine whether the asset would meet the minimum requirements to be considered a TCA. If it will not be an asset, all costs are expensed as they are incurred.

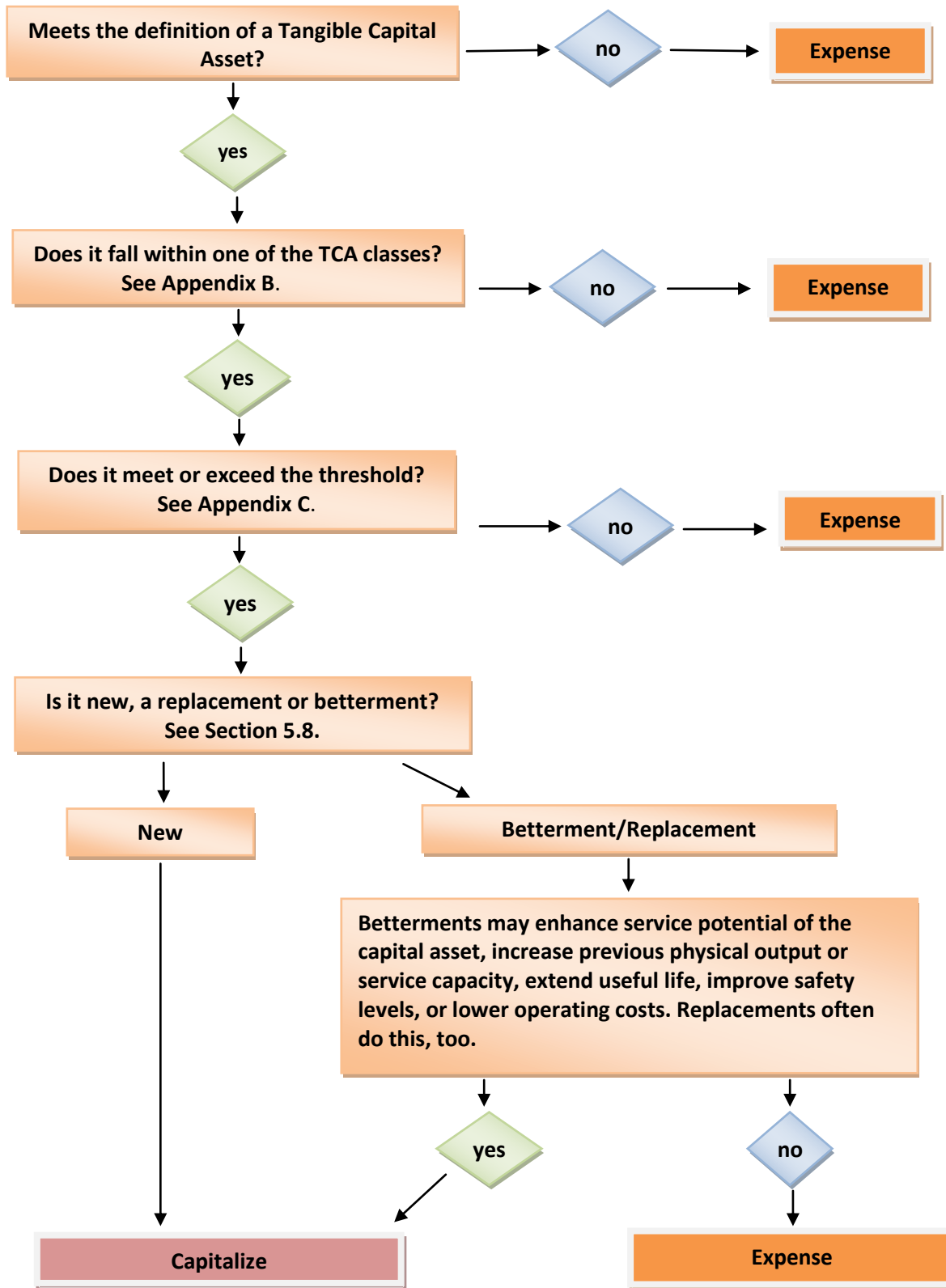
If, at the end of the year, the asset or project is deemed to become a TCA but is still incomplete, all costs are to be reported separately under the work-in-progress asset class. The manager of the project will clearly identify all costs related to the work and communicate these costs to the Finance Unit. Evaluation of work-in-progress at year end is a regular activity of the finance unit and generally involves accounting entries.

If an asset is being acquired rather than constructed over the year-end period and it has been ordered but not yet received, any deposit paid in advance should be recorded in pre-paid expenses rather than work-in-progress.

As assets or significant portions of assets become available for service, they must be transferred to the appropriate asset class for similar assets, and amortization begins.



## Appendix A: Capitalize vs. Expense Decision Tree



## Appendix B: Tangible Capital Asset Classes

**Buildings:** All structures that provide shelter from the elements which function independently of an infrastructure network.

**Work-in-Progress:** The cost of tangible capital assets under construction or constructed or part of an incomplete process of acquisition, and that are not yet in service. Amortization is not applied to Capital Work-in-Progress.

**Information Technology:** Electronic device/apparatus/tool/machine/equipment that provides a service or facilitates a process, function or completion of a task. It may be installed within a building, but could also be moved and reinstalled at a different location, if required (it is not permanently affixed to or integrated into the building or structure in which it resides). It is generally considered to be digital, electronic storage or transmission technology which is not infrastructure.

Standard laptop and desktop computers are not capitalized due to the capitalization threshold.

**Flood Control Structures:** Assets that are generally constructed or arranged in a continuous and connected network that aid in flood control, flow augmentation and/or recreation. Flood control structures may consist of but are not limited to: dams, dykes, channels, flood and erosion control systems, hydro plant, catwalks, bridges, culverts, and other structures associated with a UTRCA dam.

**Furniture and Fixtures:** Fixed or moveable assets that are used for day to day operations, the benefits of which must extend beyond one year from date of receipt.

**Infrastructure:** Linear assets and their associated specific components. Infrastructure assets provide essential public goods or services to a property, such as water treatment facilities, sewer lines, roads, and bridges. Infrastructure focuses on the facility's life cycle, specifically maintenance, rehabilitation, and replacement, with the fundamental goal to preserve and extend the service life of long-term infrastructure assets.

**Land:** Real property in the form of a plot, lot or area. The cost of land includes all expenditures made to acquire land and ready it for use where the improvements are considered permanent in nature and includes the purchase price, closing costs, and assumptions of liens or mortgages. Land is valued separately from buildings which may be erected upon it. Land is the surface that is used to support structures. It may be purchased or acquired for building sites, for infrastructure (roadways, bridges, water or sewer mains, etc.) and other program use. Land held for resale should be segregated. Land normally is considered to have an unlimited life and is not amortized.

**Land Improvements:** Betterments, site preparation, and site improvements (other than buildings) that ready land for its intended use. This class includes all costs, excluding land and buildings, incurred in the development of land to facilitate it becoming ready for use where the improvements are considered permanent in nature, such as grading, filling, draining, clearing, removal of old buildings (net of salvage), and any additional

land improvements that have an indefinite life. Land improvements that are removable and can degrade or be depleted over time through use or due to the elements should be separately capitalized and their value amortized over the useful life of the improvements. This class does not include studies to determine expected life expectancy or repair estimates.

**Vehicle:** A means of transportation, usually having wheels, for transporting persons or things or designed to be towed behind such an apparatus. Vehicles may be defined as an apparatus, tool, device, implement or instrument that likely uses energy to facilitate a process, function or completion of a task.

## Appendix C: Thresholds and Amortization Rates

**Capitalization threshold** relates to the minimum dollar threshold that is used to assist in determining which expenditures will be capitalized as assets and subsequently amortized, and which expenditures will be treated as current year expenses. The capitalization threshold has an impact on the size of the asset inventory and the complexity of managing subsequent acquisitions and disposals.

The capitalization thresholds presented below have been defined based on a balance between the accurate presentation of information for decision-making, and the cost of acquiring and maintaining such information.

The threshold is applicable for single item or project purchases only. Assets are not pooled.

Capital Asset Class	Threshold	Typical & Maximum Useful Life
Land	All	Not amortized

Capital Asset Class	Threshold	Typical & Maximum Useful Life
<b>Land Improvements and Betterments</b>	\$15,000	20-30 years
I. Campsites		20 years
II. Docks, piers, water access structures (fixed or removable)		10-20 years
III. Playground structures		10 years
IV. Swimming pools, splash pads		25 years
V. Picnic sites		10 years
VI. Fire pit rings		10 years
VII. Garbage and recycling Moloks		20 years
VIII. Fencing		25 years
IX. Retaining walls		15 years
X. Trails and boardwalks		20 years
XI. Erosion control for trails		20 years
XII. Culvert replacement on trails		30 years
XIII. Parking lots		
a) Gravel		10 years
b) Asphalt		20 years
c) Concrete		30 years

Capital Asset Class	Threshold	Typical & Maximum Useful Life
<b>Buildings and Betterments</b>	\$25,000	15-50 years
I. Watershed Conservation Centre		50 years
II. Buildings, frame or concrete construction a) Gatehouse and gates b) Storage buildings c) Washroom buildings d) Offices e) Storage shed and workshops		25 years
III. Buildings, frame or timber construction a) Large pavilions b) Medium-sized pavilion c) Picnic shelter		50 years 25 years 15 years
IV. HVAC systems		25 years
V. Hydro plant restoration		50 years

Capital Asset Class	Threshold	Typical & Maximum Useful Life
<b>Furniture and Fixtures</b>	\$7,000	5-10 years
I. Chairs, tables, desks		
II. Workstations, dividing walls		
III. Kitchen appliances – when originally set up, not replacements		
IV. Filing cabinets		
V. Storage shelving		
VI. Window film		
VII. Sound baffles		

Capital Asset Class	Threshold	Typical & Maximum Useful Life
<b>Information Technology Equipment</b>	\$7,000	3-20 years
I. Servers, server upgrades		3-5 years
II. Major software implementation		3 years
III. Phone system		7 years
IV. Data logger, associated communications equipment		5 years
V. Digital air photos		5 years
VI. GPS units		5 years
VII. Stream gauges		20 years
VIII. Microscope		20 years
IX. Acoustic Doppler flow measure		5 years

Capital Asset Class	Threshold	Typical & Maximum Useful Life
<b>Infrastructure</b>	\$25,000	15-50 years
I. Roads		
a) Asphalt		20 years
b) Gravel		10 years
II. Sidewalks, curbs		30 years
III. Road improvements		15 years
a) Road grade (formation works, drainage works, and culverts under 2 metres diameter)		
b) Initial application of granular on gravel roads – future application is an operating expense		
IV. Bridges (structures of 2 or more metres which span and give passage over a waterway, deep valley, depression, or some other obstacle such as another transportation route, including culverts that are 2 metres or more in diameter and including concrete, steel, or plastic culverts)		20-50 years
V. Street lights and outdoor lighting		10-15 years
VI. Underground water and waste removal networks and other underground networks, such as:		15-50 years
a) Water distribution systems		
b) Waste water collection systems		
c) Storm drainage systems		
d) Sanitary sewer lines and storm sewers		
e) Fibre optic system		

Capital Asset Class	Threshold	Typical & Maximum Useful Life
<b>Flood Control Structures</b>	\$25,000	20-80 years
I. Dams, dykes, channels		
II. Dam buildings and control systems		
III. Dams and other structures that are used to control or divert surface water such as dams, canals, dykes, ditches (not already capitalized as part of road grade), and diversions. They may consist of flood and erosion control systems, hydro plant, catwalks, bridges, and culverts.		

Capital Asset Class	Threshold	Typical & Maximum Useful Life
<b>Vehicles &amp; Equipment</b>	\$7,000	5-15 years
I. Outboard motor		10 years
II. Boat		10 years
III. Trailer, wagon		5-10 years
IV. Golf cart		10 years
V. Gator		10 years
VI. ATV		7 years
VII. Shop equipment		5-10 years
VIII. Crane, truck toppers, cabs		10 years
IX. Cars		10 years
X. Pick-up trucks, vans		10 years
XI. Larger trucks (including crane)		10 years
XII. Tractors		10 years
XIII. Self-propelled mowers		5-7 years
XIV. Sewage tank wagon, vehicle power attachments		7-10 years
XV. Does not include chain saws, push mowers, brush cutters, trimmers, generators, irrigation pumps, hand power equipment, as they would not meet threshold		

## Appendix D: Definitions

The following definitions have been provided to assist in the understanding and application of this policy.

**Accumulated Amortization:** The total consumed or value used of the cost of a tangible capital asset. It is the sum of all amortization charges recorded for a tangible capital asset since the asset was placed in use.

**Additions:** Additions are tangible capital assets acquired, developed, constructed or contributed during the current accounting period.

**Amortization:** The process of allocating the cost (less residual value) of a tangible capital asset to operating periods as an expense over its useful life in a rational and systematic manner appropriate to its nature and use. Amortization of tangible capital assets does not commence until the asset is available for use. Amortization is also commonly known as depreciation.

**Assets:** Economic resources in the UTRCA's control resulting from past transactions or events and from which future economic benefits may be obtained.

**Assets - Contributed (Donated):** Tangible capital assets received at no or nominal cost. The cost of a contributed tangible capital asset is considered to be equal to its fair value at the date of contribution. An example is a transfer of a capital asset through a bequest which leaves a parcel of land, with or without buildings, to the UTRCA.

**Assets - Tangible Capital:** A non-financial asset having physical substance that:

1. Is acquired, constructed or developed for the provision of goods or services, or the production or supply of goods, or for the development, construction, maintenance or repair of other tangible capital assets.
2. Is intended for use on a continuing basis with a useful life that extends beyond one fiscal year.
3. Is not intended for sale in the ordinary course of operations.

**Asset Class:** A grouping of tangible capital assets that are similar in nature and useful life. "Buildings" is an example of an asset class. Asset classes form the basis of the general ledger accounts and the summary presentation of tangible capital assets by major groupings in the financial statements.

**Asset Impairment:** When the net book value of an asset exceeds its fair market value and that value is deemed not recoverable. Impairment loss is the amount by which the carrying value exceeds an asset's fair market value. A write-down is used to reflect a partial impairment in the value of an asset. A write-off is used to reflect total impairment in the value of an asset.

**Asset Management:** Encompasses planning, assessing, tracking and monitoring the services of assets as resources including acquisitions, use, maintenance and disposal.



**Basket Purchase:** The acquisition of a number of assets as a group, in a single purchase transaction. A basket purchase usually arises when the buyer has the opportunity to acquire a number of assets at a price below their combined individual market values.

**Betterment:** A broad term used to define a capital enhancement to an asset. It may be viewed as a repair or refurbishment which improves an asset by extending its life span, increases its use or output or capacity or service potential, improves its safety, or otherwise lowers its cost to operate. The replacement of an asphalt roof with a steel roof is a common example as this simultaneously extends the life of the building, reduces risk of fire, and eliminates the need for another roof replacement for a longer period of time, even though at first it may seem to be simply replacing one roof for another. See 5.2.4.

**Capital Budget:** An estimate of expenditures for a capital project or capital purchase.

**Capital Project:** An activity where expenditures are incurred that result in the creation of a capital asset.

**Capitalization Threshold:** The minimum dollar amount that will be used in determining whether an expenditure should be capitalized as a tangible capital asset addition or recorded as an expense in the current year.

**Carrying Costs:** Costs directly attributable to an asset's acquisition, construction or development activity where, due to the nature of the asset, it takes a long period of time to get it ready for its intended use. Typical carrying costs include:

1. Technical and administrative work prior to commencement of and during construction;
2. Overhead charges directly attributable to construction or development.

**Carrying Value:** see Net Book Value.

**Cost Shared Asset:** An asset for which the UTRCA has received revenues to offset a portion of the cost of acquisition, construction, development or betterment of the tangible capital asset.

**Cost - Direct Overhead:** A direct expense incurred for technical, inspection, and/or supervision activities related to the construction of a tangible capital asset. Costs are incurred specifically to facilitate the completion of the project, are clearly directly attributable, and can be added to the valuation of the resulting TCA.

Examples are the salaries and benefits of internal staff doing design work related to the construction project and for supervisory staff, where there exists a clearly identifiable relationship between the wage and benefit costs incurred and the tangible capital asset being constructed. A unit manager's wages and benefits are not eligible to be capitalized unless very specifically identified, since a unit manager's duties and responsibilities cover the general oversight of their operating unit.

**Cost - Engineering and Project Planning:** Generally includes plans or feasibility studies for new projects. These costs are not capitalized, unless that new project is substantially completed within 3 years. One exception is the cost to conduct an environmental assessment or feasibility study for a planned project. If, and only if, construction proceeds and the project is completed and becomes operational (the project itself becomes the TCA) within 3 years of the study, then the cost of study can be directly attributable costs and should be capitalized.

**Cost - Historical:** The gross amount of consideration originally given up to acquire, construct, develop or better a tangible capital asset. It includes all costs directly attributable to the asset's acquisition, construction, development or betterment, including costs of installing the asset at the location and in the condition necessary for its intended use, as well as direct overhead costs. Acquisition costs include architectural fees, design fees, engineering fees, legal fees, survey costs, site preparation costs, freight charges, transportation, insurance, duties, and testing. In the case of purchased buildings and in addition to the above, the cost should include all expenditures required to bring the building to its intended use at the time of acquisition, including upgrading of plumbing, wiring, structural changes, exterior and interior renovations, and building additions.

Capital grants are not netted against the cost of the related tangible capital asset.  
Historic cost includes unrecovered HST.

**Costs - Indirect:** Costs incurred for a common or joint purpose that, therefore, cannot be identified readily and specifically with an activity related to the acquisition, construction or development of a tangible capital asset. Examples of such indirect costs include executive management wages, occupancy costs for administrative buildings, and corporate services (accounting, payroll, legal, technology, etc.).

**Disposals:** The removal of a tangible capital asset from the use and control of the UTRCA. Disposals can involve the sale, trade-in, destruction, loss or abandonment of an asset such that it is no longer involved in the UTRCA's operations. The difference between net proceeds from disposal or costs of disposal, and net book value is recognized as a gain or loss in the period in which the transaction occurred.

**Estimated Useful Life:** The estimate of the period over which a tangible capital asset is expected to provide economic value. This period may be considered to be the period for which the asset is expected to be used. The actual life of a tangible capital asset may extend beyond its useful life. The life of a tangible capital asset, other than land, is finite, and is normally the shortest of the physical, technological, commercial or legal life.

**Expenditure:** The cost involved with acquiring a good or service regardless of whether payment has been made or an invoice received.

**Expense:** The cost of resources consumed in and identifiable with the operations of an accounting period.

**Fair Value:** Defined in accounting standards as the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction who are under no compulsion to act.

**Impairment:** Occurs when conditions indicate that a tangible capital asset no longer contributes to the ability to provide goods and services, or that the value of future economic benefits associated with the tangible capital asset is less than its net book value.

**Infrastructure:** The network of assets required to support a safe, secure, and sustainable UTRCA. Infrastructure assets differ from each other in terms of access and consumption; the public has unlimited access to infrastructure assets and the benefits of the asset are consumed directly by the public. The UTRCA's dams are excluded from this asset class as there is a separate class for Flood Control items.

**Intangible Assets:** Assets that have no physical form or substance. Good will, patents and copyrights are examples of intangible assets. Intangible assets should not be included with tangible capital assets. Software licences are tangible capital assets. Intangible assets are not currently eligible to be capitalized.

**Intellectual Property:** Includes designs, concepts, programs, software, inventions, models, formulas, brand names, and works of art which may be either purchased or internally generated. They may be protected by copyright, trademark, patent or other legal measure; in other words, intellectual property is not an asset in and of itself but may be secured by an intangible asset.

**Leased Capital Asset:** is a non-financial asset with physical substance and a useful life of greater than one year, leased for use in delivery of goods and services. Substantially all of the benefits and risks of ownership are transferred to the Authority without requiring the transfer of legal ownership.

If any of the following criteria exist, a lease is considered to be a capital lease:

- transfer of ownership at the end of the lease;
- the existence of a bargain purchase option;
- the lease term is 75% or more of the economic life of the asset; **or**
- the present value of the minimum lease payments is 90% or more of the fair value of the asset.

**and** the thresholds of the asset classes have been met.

**Leased Operating Assets:** An operating lease is one in which substantially all of the benefits and risks of ownership have not been transferred to the UTRCA. This is commonly a rental situation where the lease payments represent rent for the use of the asset over the lease term.

**Market Value:** The estimated amount for which a property would be exchanged in a sale between a willing buyer and willing seller in an arm's length transaction wherein the parties had each acted knowledgeably.

**Net Book Value:** The difference between the cost of a tangible capital asset and both its accumulated amortization and the amount of any write-downs or impairment losses. It represents the unconsumed cost of a tangible capital asset attributable to its remaining service life. It is the net value which is carried in the books of the UTRCA and is also referred to as carrying value.

**Permanent Fixtures:** Assets which cannot be removed from a building without causing damage to either the original asset or the fixture. They are considered to be part of the structure to which it is fixed.

**Pooled Assets:** Similar assets that have a unit value below the capitalization threshold (on their own) but may have a material value as a group. Such assets shall not be 'pooled' as a single asset with one combined value in an effort to better monitor and control their use and maintenance.

**Public Sector Accounting Board (PSAB):** The branch of CPA Canada that develops accounting standards for federal, provincial, and municipal levels of government in Canada.

**Repairs and Maintenance:** Ongoing activities required to maintain a capital asset in operating condition in order to obtain the expected service potential of a capital asset over its estimated useful life. These costs are considered routine in nature and are expensed in the year in which they occur.

**Residual Value:** The estimated net realizable value of a tangible capital asset at the end of its useful life to the UTRCA. A related term, salvage value, refers to the realizable value at the end of an asset's entire life. If the UTRCA expects to use a capital asset for its full life, residual and salvage value are the same.

**Salvage Value:** See Residual Value.

**Straight-Line Method of Amortization:** An amortization method which allocates the cost of a capital asset equally over each year of its estimated useful life.

**Threshold:** The minimum historic cost an individual asset must meet before it is to be reported as a tangible capital asset and added to the proper asset class for the purposes of capitalization and amortization. The threshold amount is to be used as a guide in addition to professional judgement.

**Work-in-Progress:** Includes all costs related to the partial construction or development of a tangible capital asset. These costs are incurred to get an asset into service; therefore, accumulation of these costs cease when the asset is placed into service. Such work-in-progress assets are not amortized. Once in service, the tangible capital asset must be transferred into a specific asset class to begin the amortization process. Work-in-progress costs are not intended to be held indefinitely.

**To: UTRCA Board of Directors**

**From: Ian Wilcox**

**Date: November, 2020**

**Subject: Fees Policy & Fee Schedules**

**Agenda #: 6.2**

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## RECOMMENDATION

**THAT the proposed 2021 Fee Schedules be approved by the UTRCA Board of Directors.**

## BACKGROUND

The Upper Thames River Conservation Authority (UTRCA) approved the Fees Policy in 2019. In keeping with Board direction, UTRCA charges fees for its services on a cost-recovery basis and the benefit received by the applicant from specific types of services. The policy states the following:

*This Fee Policy & Schedules will be reviewed annually by the UTRCA Management Team, in conjunction with the annual budgeting process. The Management Team will seek information regarding fees, from various sources, as identified in the process and public notification section above; prepare a proposed revised Fee Schedule with a report to members regarding recommendations. The Board of Directors shall receive and make recommendation as to the proposed Fee Schedule.*

There are no changes to the Fee Policy proposed, some fee schedules have been revised as outlined below.

## FEE SCHEDULES

Consistent with policy, an annual review of fee schedules for each program area has been undertaken. Amendments were provided for the following program areas:

### **Section 28 Permit fees**

Fee increases are not proposed at this time. A category for routine municipal projects has been added to clarify between routine maintenance activities and replacement structures. The fees are aligned with other categories of routine and minor fees.

### **Conservation Areas**

Fee increases reflect the anticipated increases in operating costs including but not limited to wages, insurance, taxes, electricity and other operational incidentals. It is unclear what impact the pandemic will have on conservation operations for 2021.

**Forestry**

Price increases in 2021 were made to offset supplier price increases. Increases in nursery stock, as well as cost associated with herbicide, stakes, ties and rodent guards that are built into the planting fee.

**Environmental Education Programs and Lands & Facilities**

Fee increases are not proposed at this time.

**SUMMARY**

The fee increases proposed reflect minor increases to account for inflation or costs associated with program delivery. The proposed increases are consistent with the UTRCA's fees policy. Amendments to the Fee Policy are expected to address proposed legislative amendments once approved.

**PREPARED BY:**

Tracy Annett, MCIP, RPP, Manager  
Environmental Planning and Regulations

Jennifer Howley, Manager  
Conservation Areas

John Enright, Forester

**RECOMMENDED BY:**

Ian Wilcox,  
General Manager

**ATTACHMENTS:**

Upper Thames River Conservation Authority Fees Policy & UTRCA Fee Schedules

# Upper Thames River Conservation Authority Fees Policy

Approved by the Upper Thames River Conservation Authority  
Board of Directors November 26, 2019.

*Revised November 24, 2020 – Effective January 1, 2021*



# Upper Thames River Conservation Authority Fees Policy

Approved by the Upper Thames River  
Conservation Authority Board of Directors  
November 26, 2019.

## Basis

This Fees Policy has been prepared to satisfy the requirement for a policy of administrative guidelines regarding fees for services and to document the principles and practices regarding fees charged under un-proclaimed provisions of the *Conservation Authorities Act* (section 21.2). This policy used the following documents as references:

- *Policies and Procedures for the Charging of Conservation Authority Fees*, established by the Ministry of Natural Resources (June 1997, updated March 1999);
- *Guideline for CA Fee Administration Policies for Plan Review and Permitting*, endorsed by Conservation Ontario Council June 24, 2019.

The attached Fee Schedules are based on the user-pay principle. The fees and revenues generated are designed to assist with recovering the costs associated with administering and delivering the services on a program basis. Fees take into account estimated staff time, travel, and materials costs to provide the service, but do not exceed the cost of the service.

## Legislative Framework



Since 1996 the *Conservation Authorities Act* empowered conservation authorities to charge fees for services approved by the Minister of Natural Resources. Section 21 (m.1) of the *Conservation Authorities Act* allows for this collection of fees for the following services, where the service is not supported through provincial grant funding:

- *Conservation Authorities Act* Section 28 permit fees
- Plan Review
- Response to legal, real estate and public inquiries
- Extension Services (e.g. technical advice/implementation of erosion control measures, forest management/tree planting, wildlife/fisheries habitat management, management of forests/recreational land owned by others, technical studies)
- Community relations/information/education services (e.g., tours, presentations, workshops, demonstrations, special events)
- Sale of products (e.g. reports, maps, photographs)
- Any services under other legislation authorized under agreement with the lead ministry





The un-proclaimed amendments to the *Conservation Authorities Act* (December 2017) include the addition of Section 21.2 which clarifies that:

*The Minister may determine classes of programs and services in respect of which an authority may charge a fee. The amount of a fee charged by an authority for a program or services it provides shall be,*

- (a) the amount prescribed by the regulations; or*
- (b) if no amount is prescribed, the amount determined by the authority*

### Policy Direction

When updating existing fee schedules or establishing new fees the following policy direction will be considered:

- 1) fees need to be set with regard to legislative requirements, ability to sustain programs, and be based on a user-pay philosophy
- 2) fee increases should include inflation
- 3) fees must not exceed the costs of delivering the services
- 4) refunds of fees may carry an administrative cost/penalty
- 5) fees are reviewed at least annually and regular adjustments to fees are desirable
- 6) the fee schedule will be approved on an annual basis to inform the budget for the following year

### Exemptions & In-Kind Services

The Authority may waive fees for non-profit conservation groups contributing to the protection and restoration of the natural environment. Examples include but are not limited to; Ducks Unlimited (DU), Nature Conservancy of Canada (NCC), Ontario Federation of Anglers and Hunters (OFAH) and various 'Friends of' groups etc.

In addition, in-kind technical services are routinely provided by the Authority to assist non-profit conservation groups. Technical services may be require for non-profit groups that do not have qualified professionals nor the funding to acquire the expertise to undertake projects to further achieve the environmental targets of the Authority.



## *Process and Public Notification*

When developing and establishing fees, the Authority also considers the fees of CA's offering the same level of service and technical advice, the fees set by neighbouring Conservation Authorities, fees charged by local municipalities and agencies and, fees charged by the private sector for similar services.

Fees account for estimated staff time, travel, equipment and material costs plus a reasonable charge to cover administration of the program, which normally includes an allocation for shared corporate services.

This Fees Policy has been established by the Upper Thames River Conservation Authority (UTRCA) Board of Directors and is administered and applied by staff of UTRCA. The Management Team, in consultation with the General Manager may, under extenuating circumstances, waive or reduce fees.

The public is notified of any proposed increases or revisions to the Fee Schedule, by way of posting a notice on the UTRCA website that the Fee Schedule will be reviewed on an identified date, at an open meeting of the Authority's Board of Directors.

## *Implementation*

While cost recovery is a requirement for certain services, noted above, the Authority considers other factors when setting fees, such as fees of neighbouring Conservation Authorities, the nature and level of fees charged by local municipalities for related services and in some cases, the value of similar services provided by the private sector. It should also be noted that for some circumstances and programs, an attempt to charge a fee that would provide complete cost recovery is not feasible due to inability to pay and would result in reduced demand for the service, e.g., school education programs.

### 1) Planning & Regulations (Section 28 – Permit Fees, Planning Act & Technical Reviews)

UTRCA administers its fee program for Planning & Regulations to achieve a partial cost recovery to-date for the plan review function. UTRCA programs aims to achieve a 50-50 user fee to levy ratio to represent the maximum reliance on user-fees in order to safeguard the planning & regulations program and its services against economic volatility and subsequent budgetary uncertainty. It is also intended to reflect that significant effort and resources are used for pre-consultation related to activities, proposals and inquiries prior to application submissions as well as compliance



activities. The fee schedules are based on the complexity of the application and technical review required, which influences the staff time and resources needed for the review. Administration may consider the following issues and data, where and when relevant to revise the fee schedule:

- Analysis of trends in workload changes as a result of shifts in the development market and types of applications.
- Consultation with developers/municipalities about work effort, new planning/legislative requirements and streamlining.
- General overview of status of cost recovery.
- Statistics related to number of applications and annual changes, where required.
- Level of service/review expectation for processing timing.
- Areas of improvement of level of service/staffing demands.
- Cost cutting measures as required.
- Reserve fund requirements.
- Identification of specific/specialized municipal requirements.
- Trends in legal costs associated with appeals to the Local Planning Appeal Tribunal (formerly the Ontario Municipal Board), Mining and Lands Tribunal and other legal services.

It is the objective of the UTRCA to provide an effective and efficient delivery of services consistent with the *Client Service Standards for Conservations Authority Plans and Permit Review*, Endorsed by Conservation Ontario Council June 24, 2019.

Exemptions to the application of these fees include:

- Non-profit conservation groups contributing to the protection and restoration of the natural environment, examples include but are not limited to; Ducks Unlimited (DU), Nature Conservancy of Canada (NCC), Ontario Federation of Anglers and Hunters (OFAH),
- Upper Thames River Conservation Authority (UTRCA) for permit applications, *Planning Act* applications, inquiries, and site assessments;

## 2) Conservation Area Fees

Conservation Area fees are reviewed annually by Conservation Unit staff following the end of the camping season in October. Criteria for setting fees are:

- Impact on or opportunity to support the Environmental Targets Strategic Plan;
- Anticipate operational expenses that will be incurred that will impact the budget;
- Comments and feedback from CA users;



- Comparison to similar operations and opportunities in the industry, including trends.

As part of the fee setting process, staff also review operational policies that pertain to the various aspects of the Conservation Area services and programs. Refund policies are included in this review and adjusted as necessary. Information pertaining to these policies is shared on our websites as well as available in print. Seasonal campers receive an electronic copy of both the fee schedule and policies annually.

In order to meet deadlines for print advertising as well as reservation system upgrades, fees are approved in November and come into effect January 1 of the new year. Once approved, new fees become public.

To be consistent with Accessibility Standards for Customer Service Regulation (0.Reg. 429/07) and the Human Rights Code, the Conservation Areas permit people with disabilities who use a support person to bring that person with them while accessing goods or services in premises open to the public or third parties free of charge.

### 3) Forestry Services Fees

Fees for trees and services are reviewed and up-dated annually. An attempt is made to balance user fees with program costs while trying to maintain and, over the long-term, expand natural areas according to the Environmental Targets Strategic Plan. It must be noted that without cost-sharing opportunities such as the Clean Water Program, 50 Million Tree Program, Ontario Power Generation and others, the program would not be sustainable (i.e. tree numbers planted would drop considerably).

The cost of providing these services is based on the following principles:

- The costs of the trees are based on wholesale tree costs dependent on individual stock items. A mark-up is applied to cover the costs associated with delivery and storage requirements of the trees.
- Planting fees for both machine and hand planting are charged based on staffing and equipment costs.
- Where the UTRCA is asked to replant areas to comply with court orders (Woodlands Conservation By-Law, CA Act Permit requirements), the fees charged reflect full cost recovery.



## 4) Community Education Program Fees

Conservation Education program fees are reviewed annually and changes implemented in time for promotion of fall programs. The fees advertised in September are in place for the school year. UTRCA conservation education programs are funded through a number of avenues including fees charged directly to the school classes participating, fees charged directly to the School Board and through corporate, foundation or government sponsorships of specific programs.

The Authority offers programs on site (within Fanshawe or Wildwood Conservation Areas), off site (wetland, watercourse) and in-class and on the grounds of the school. The fees charged for an on-site program is a cost per student per half day program. There is a minimum fee per program. Most programs can accommodate 2 or 3 classes. This revenue is augmented by Authority levy funds to cover costs. Staff endeavour to control dependency on Authority levy funds by recovering as much of the program costs as the market will bear. To determine the fees charged directly to the school classes a number of factors are considered including:

- the availability of similar services,
- surveys of prices charged by organizations offering similar services, and
- demand for the program.

Off site, specialty programs are sponsored through corporate, foundation or government agencies. At times, a school board will arrange for the UTRCA to provide programming or professional development to a number of classes or staff. In these instances, the fees charged cover all costs incurred by the Authority.

## 5) Lands & Facilities Fees

### **Hunting Permits**

Lands and Facilities fee for hunting will reviewed annually. Criteria for increasing the hunting program fees are:

- Anticipate operational expenses that will be incurred;
- Comments and feedback from applicants and permitted users of designated hunting areas;
- Comparison to similar operations and opportunities from other Conservation Authorities.

The fee setting process will include a review of operational policies. The Hunting Team will incorporate OMNR&F hunting regulation changes, UTRCA policy changes, admission



agreements terms and conditions (written permission) updates, GIS map updates, and applicable fee updates which is shared on our websites as well as available in print.

### *Refunds*

Upper Thames River Conservation does not issue refunds for services or products once the application or order is submitted and the payment has been processed.

The Conservation Areas Unit has policies regarding refunds specific to the different programs and services offered. Policies regarding refunds are posted on the individual conservation area websites as well as copies are distributed to seasonal campers. Links to the websites are updated by January 1 for the upcoming operating season. Refunds are not offered for inclement weather nor are they offered when a permit holder is being evicted from the premises.

### *Appeal*

The fee appeal process will be based on the principles of fairness, opportunity, and notification. Application for an administrative review may be received for 1) an appeal if a fee is contrary to the fees set out in the fee schedule, or 2) that the fee set out in the fee schedule is excessive in relation to the service or program received.

Requests for an administrative review must be in writing to the General Manager (or delegate) and specify the reason(s) for the request for review. Upon reconsideration of a fee that was charged by the authority the authority may;

- a) Order the person pay the fee in the amount originally charged;
- b) Vary the amount of the fee originally charged, as the authority considers appropriate; or
- c) Order that no fee be charged for the program or service.

If not satisfied with the outcome then an appeal will be directed to the CA Board of Directors for a decision. Once heard, the appeal will be dismissed or upheld through a resolution passed by the Board of Directors. The appellant will be notified accordingly of the Board's decision.

If a refund is approved, a 10% administration fee will apply.

### *Date of Effect*

The Fee Policy becomes effective as of the date of UTRCA Board of Directors approval unless stated otherwise.



### *Transition*

The establishment of this Fee Policy supersedes and replaces all previous fee policies and/or schedules. The Policy also applies to proposals not previously invoiced, such as draft approved plans of subdivision which predated any fee schedule.

### *Review*

This Fee Policy & Schedules will be reviewed annually by the UTRCA Management Team, in conjunction with the annual budgeting process. The Management Team will seek information regarding fees, from various sources, as identified in the process and public notification section above; prepare a proposed revised Fee Schedule with a report to members regarding recommendations. The Board of Directors shall receive and make recommendation as to the proposed Fee Schedule. Once approved, the revised Fee Schedule to this policy will be published on UTRCA's website, distributed to Municipal Clerks for posting, and in other materials used by the public.



# Fee Schedules

*Schedule 1: Planning & Regulations Fees; Includes UTRCA Section 28 Permit Fees, Plan Review Fees and Technical Review Fees*

*Schedule 2: UTRCA Conservation Areas Fees*

*Schedule 3: UTRCA Forestry Services Fees*

*Schedule 4: UTRCA Environmental Education Program Fees*

*Schedule 5: UTRCA Lands & Facilities and Conservation Areas Hunting Fee*





## Schedule 1: Planning & Regulations Fees; Includes UTRCA Section 28 Permit Fees, Plan Review Fees, Technical Review Fees and other fees

### SECTION 28 PERMIT FEES

CATEGORIES		2020 Fee	Proposed 2021 Fee
PRECONSULTATION	Pre-consultation with the applicant regarding requirements	No Charge	No Charge
ALTERATIONS TO WETLANDS AND WATERCOURSES	Routine - (no engineering drawings required)	\$500.00	\$500.00
	Minor - (engineering drawings required)	\$750.00	\$750.00
	Major - involves comprehensive review by various technical staff.	\$1,200.00	\$1,200.00
DEVELOPMENT APPLICATIONS	Routine – Limited review, minor in nature relative to cost, location, or impact (decks, patios, etc.)	\$200.00	\$200.00
	Minor – Small scale (less than 500 square feet), and/or consistent with policy	\$750.00	\$750.00
	Major – Medium scale, primary structures (greater than 500 square feet) and/or consistent with policy	\$1,200.00	\$1,200.00
LINEAR UTILITY CORRIDOR	Routine – may include linear utility crossings adjacent to watercourses and wetlands	\$750.00	\$750.00
	Minor - may include linear utility corridors where a watercourse or wetland crossing is proposed	\$1,200.00	\$1,200.00
	Major - may include linear utility corridors where multiple watercourse or wetland crossings are proposed.	\$5,500.00	\$5,500.00
MUNICIPAL PROJECT REVIEW	Routine - Municipal Drain review Project is drain maintenance consistent with Standard Compliance Requirements in DART Protocol	\$200.00	\$200.00
	Minor - Municipal Drain review Review of engineers report and/or within regulated wetland limits	\$750.00	\$750.00
	Major - Municipal drain review of (requires multiple site visits, and /or detailed review of engineering reports and/or within regulated wetland limits	\$1,200.00	\$1,200.00
	<b>Routine</b> Municipal Project - does not	\$750.00	\$750.00

## Upper Thames River Conservation Authority Fees Policy



	require any technical reports or analysis (may include bridge or culvert repairs)		
	<b>Minor</b> Municipal Project - requires technical reports or analysis to support the application (may include, minor bridge or culvert replacements)	\$750.00	\$1,200.00
	Major Municipal Project works that cover large geographic areas such as multiple road culvert or bridge replacements		\$2,200.00
COMPLEX APPLICATIONS	Large scale development proposals, and/or inconsistent with policy (examples include, multi-lot developments, large scale municipal project, golf courses, renewable energy projects etc.	\$5,500.00	\$5,500.00
	Large Fill volumes > 1000 m <sup>3</sup>	\$5,500.00	
		Plus \$0.50 m <sup>3</sup> of fill	\$5,500.00
			Plus \$0.50 m <sup>3</sup> of fill
	Aggregate Resources Act – Above water table	\$5,500.00	\$5,500.00
	Aggregate Resources Act – Below water table	\$10,000.00	\$10,000.00
HEARING REQUEST	Request for a meeting before the Hearing Committee		\$200.00
		\$200.00	
CLEARANCE	Verification letter (Hazards or Areas of Interference)	\$200.00	\$200.00
EXTENSIONS	Minor application revisions and minor permit revisions and/or extensions	\$100.00	\$100.00
VIOLATION	Work commenced prior to approval – 100% surcharge for first occasion; 200% for second and subsequent occurrences		

### General Notes for All Permit Fees:

**ROUTINE** - Routine permit applications 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. Routine permit applications could be those involving, Standard Compliance Requirements under the Drainage Act and Conservation Authorities Act Protocol and non-habitable buildings and structures that are less than 10 m<sup>2</sup> in size.

**MINOR** - Permit applications for development projects could be considered minor in nature due to the project size, level of risk, location, and/or other factors. These 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, the minor permit applications are reviewed by CA staff and generally require standard recommendations or conditions. Minor permit applications could be those involving, for example, minor fill; minor development; and minor site alteration where there is a high degree of certainty that issues associated with natural hazards are minimal.

**MAJOR** - Major applications for S. 28 permits require significant staff involvement. They could be highly



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complex projects, for example, large subdivisions requiring technical review supported by comprehensive analysis, or smaller scale site specific applications that require complex technical reviews. The proposals may involve developments with significant natural hazards, environmental impacts, or multiple approval processes requirements. Generally, these would include Plans of Subdivision and Condominium, large Site Plan Control applications, and major infrastructure development. Major applications could also include those where works have been undertaken, or are in process of being undertaken, without prior approval from the CA; and those where works have been undertaken that do not comply with the CA S. 28 policies and restoration/remediation measures are required.

1. The UTRCA reserves the right to charge technical report review fees over and above the permit fees for projects that require a detailed technical report or reports covering one or more issues.
2. Large fill projects involve proposals for fill movement which exceed greater than 1000 m<sup>3</sup>. Smaller fill projects will be covered under other categories of the fee schedule.
3. Applications that fall under one or more of the categories will be charged at the highest rate.
4. Large renewable energy projects are defined as:
  - i. Class 3 solar facilities with a nameplate capacity greater than 10 kW.
  - ii. Class 3, 4 or 5 wind facilities equal to or greater than 50 kW.
  - iii. Any waterpower project involving construction of a new dam or retrofit of an existing dam.
  - iv. Any bio-fuel project (anaerobic digestion, biofuel, biogas or thermal treatment facility) that would not fall under our general categories for buildings or building additions as outlined in the table above.
5. Large scale municipal projects – Projects that have generally come forward following a Class Environmental Assessment, where input from the UTRCA has been solicited and the need for Section 28 approval has been acknowledged. UTRCA costs are related to multiple technical report reviews, preparation of correspondence, attendance at pre-consultation meetings and site inspections. Estimated total project costs generally exceed \$1 million. Staff reserve the right to charge additional fees for significant technical report review.
6. For Environmental Assessments undertaken by private proponents (i.e., non-municipal EAs), minor and major categories are distinguished by the anticipated amount of staff time required for reviews. For the purposes of the fee schedule, major will be defined as projects with estimated cumulative staff review time requirements of greater than 25 hours. The UTRCA reserves the right to charge additional fees if peer review requirements warrant additional cost-recovery.
7. Municipal Drain applications where only a scoped review of the Engineers report is undertaken, the lesser fee may be charged.
8. Projects carried out by the UTRCA or under the supervision of the UTRCA Clean Water Program may be exempt from this fee schedule.

Please contact Regulations staff at 519-451-2800 to arrange a pre-consultation discussion prior to submission or email [regulationsinquiry@thamesriver.on.ca](mailto:regulationsinquiry@thamesriver.on.ca)



## Plan Review Fees

	2020 Fee	Proposed 2021 Fee	
<b>Application Review Fees</b>	<b>Comprehensive OPA &amp; Housekeeping amendments initiated by Municipality</b>	No Charge	No charge
	<b>Official Plan Amendment</b>		
	Minor- (i.e. single family residence)	\$275.00	\$275.00
	Major – Major - large scale, complex features, requiring technical studies	\$750.00	\$750.00
	<b>Comprehensive ZBA initiated by Municipality</b>	No Charge	No charge
	<b>Zoning By-law Amendment</b>	\$275.00	\$275.00
	Major - large scale, complex features, requiring technical studies	\$750.00	\$750.00
	<b>Consent (severance)</b>	\$275.00	\$275.00
	Major - large scale, complex features, requiring technical studies	\$750.00	\$750.00
	<b>Variance</b>	\$200.00	\$200.00
	Major - large scale, complex features, requiring technical studies	\$750.00	\$750.00
	<b>Site Plan</b>	\$500.00	\$500.00
	Major - large scale, complex features, requiring technical studies		\$2,200.00
	<b>Draft Plan of Subdivision or Condo</b>	\$150.00 per Lot to a Maximum of \$10,000.00	\$150.00 per Lot to a Maximum of \$10,000.00
Processing Fee	\$200.00	\$200.00	

### General Notes for all Application Fees:

1. Fees are only collected for applications where natural hazard or natural heritage features affect the property.
2. The UTRCA reserves the right to waive the application fee or reduce the fee on a case by case basis.
3. Major Amendments include complex Natural Hazard and Natural Heritage issues involving multiple meetings and peer reviews to be completed by the UTRCA and/or other qualified professionals. The UTRCA reserves the right to determine what is considered to be Major application on a case by case basis.
4. Fees for multiple applications made for the same parcel within one year will be discounted as follows:
  - First application – full fee per lot/application
  - Additional applications – 50% of the lesser of the application fee per lot/application
5. A processing fee is charged in the following cases:
  - Provision of an extension letter
  - Provision of a letter for a Draft Plan of Condominium for those proposals that are limited to conversion of existing buildings with no new construction or as long as the design complies with criteria established through a previous circulation (e.g. Subdivision or Site Plan)



## TECHNICAL REVIEW FEES

(to support Section 28 and Plan Review Services)

	2020 Fee	Proposed 2021 Fee
Scoped Environmental Impact Studies	\$500.00	\$500.00
Comprehensive Environmental Impact Studies	\$1070.00	\$1075.00
Stormwater Management Studies	\$1075.00	\$1075.00
Sediment and Erosion Control Plan	\$250.00	\$250.00
Hydrogeology Assessments	\$1075.00	\$1075.00
Technical Expert Peer Review - External Instance where there is a need for an outside Technical Expert	\$500.00 + TBD	Technical Review

Notes:

1. It is required that the proponent pre-consult with the UTRCA and the municipality prior to preparation and submission of a detailed technical report.
2. For the purpose of this fee schedule, Scoped Studies are generally recommended in situations where the nature of the natural heritage feature or hazard is well documented, similar development has been previously proposed, modelled and analyzed, impacts are not anticipated due to the location or nature of a proposed development, and mitigation options have been developed.
3. For the purpose of this fee schedule, Comprehensive Studies are generally recommended in situations that are more complex, where information is lacking, or where the risk or significance of the impact is high.
4. The fees for technical report review include one comprehensive report review and one revised report review. The UTRCA reserves the right to charge a processing fee or additional technical report fees for additional reviews.



**OTHER FEES**

		<b>2020 Fee</b>	<b>Proposed 2021 Fee</b>
<b>Inquiry or Release of Agreements</b>	Written response provided	\$200.00	\$200.00
	Verbal response provided	No charge	No charge
	Regulation Maps provided as digital pdf via email	No charge	No charge
<b>Maps</b>	Printed Standard legal sized hardcopy	\$25.00	\$25.00
	Custom Map Fees Contact GIS for exact prices (per hour rate)	\$50.00	\$50.00
<b>Other</b>	GPS Surveying (generally involves a crew of two staff) - \$90.00/hr + expense, minimum charge 2h.		(unchanged)
	Aquatic Ecosystem – Preliminary Assessment (generally involves a crew of two staff) - \$90.00/hr + expense, minimum charge 2h		(unchanged)
	Terrestrial Ecosystem – Preliminary Assessment (generally involves a crew of two staff) - \$90.00/hr + expense, minimum charge 2h.		(unchanged)
	Photocopies		\$0.10 per standard copy



## Schedule 2 – Conservation Area Fee Schedule

All Fees Effective January 1, 2021

	2020 Fees	2021 Proposed Fees
<i>Day Use Revenue Centres</i>		
<b>DAY USE FEES</b>		
Vehicle day pass	\$ 14.00	\$ 15.00
Non Vehicle Day Pass (new 2021)	\$ 8.00	\$ 8.00
Seasons Pass	\$ 125.00	\$ 130.00
Bus Day	\$ 120.00	\$ 130.00
<b>WATERCRAFT FEES</b>		
Motor/sail boat day	\$ 15.00	\$ 15.00
Motor/sail boat seasons pass	\$ 115.00	\$ 120.00
Wet dock seasonal	\$ 405.00	\$ 410.00
Wet dock monthly	\$ 180.00	\$ 185.00
Wet dock weekly	\$ 125.00	\$ 125.00
Wet dock daily	\$ 25.00	\$ 25.00
Dry dock seasonal	\$ 180.00	\$ 185.00
Dry dock monthly	\$ 105.00	\$ 110.00
Dry dock daily	\$ 15.00	\$ 15.00
<b>PAVILION RENTALS</b>		
Watson Porter Weddings	\$ 2,200.00	\$ 2,300.00
Watson Porter Inclusive	\$ 1,000.00	\$ 1,100.00
Watson Porter	\$ 385.00	\$ 400.00
Lakeview Pavilion Weddings	\$ 875.00	\$ 900.00
Lakeview Pavilion Inclusive	\$ 650.00	\$ 675.00
Lakeview Pavilion	\$ 255.00	\$ 27.00
Shelter Day Use	\$ 90.00	\$ 100.00



## Campground Revenue Centres

	2020 Fees	2021 Proposed Fees
<b>NIGHTLY CAMPING FEES</b>		
Reservation Fee - Call Centre	\$ 13.00	\$ 14.00
Reservation Fee - Internet	\$ 13.00	\$ 14.00
Reservation Fee - Campground	\$ 13.00	\$ 14.00
Change Fee	\$ 15.00	\$ 16.00
Cancelation Fee	\$ 20.00	\$ 21.00
Daily electricity - 15 amp	\$ 49.00	\$ 50.00
Daily electricity - 30 amp	\$ 49.00	\$ 50.00
Daily electricity - 50amp	\$ 56.00	\$ 58.00
Daily without electricity	\$ 39.00	\$ 40.00
Back Country Non Electric	\$ 39.00	\$ 40.00
Weekly electricity 15amp	\$ 322.00	\$ 325.00
Weekly electricity 30amp	\$ 322.00	\$ 325.00
Weekly electricity 50amp	\$ 364.00	\$ 377.00
Weekly without electricity	\$ 256.00	\$ 260.00
Back Country Non Electric Weekly	\$ 256.00	\$ 260.00
Additional Vehicle Pass (overnight pass daily)	\$ 14.00	\$ 15.00
<b>SEASONAL CAMPING FEES</b>		
Seasonal 30amp	\$ 2,700.00	\$ 2,900.00
Seasonal 30amp - Waterfront	\$ 3040.00	\$ 3,180.00
Seasonal 30 amp Premium	\$ 3,755.00	\$ 3,900.00
Seasonal 15amp	\$ 2,655.00	\$ 2,800.00
Seasonal Non Electric	\$ 1,950.00	\$ 1,990.00
Seasonal Non-Electric - Waterfront	\$ 2025.00	\$ 2065.00
Swipe Card Seasons Vehicle Pass	\$ 120.00	\$ 125.00
Seasonal Site Administration Fee	\$ 200.00	\$ 200.00
<b>STORAGE FEES</b>		
Trailer storage	\$ 300.00	\$ 315.00
Shed / Deck only	\$ 155.00	\$ 160.00
Boat Storage	\$ 175.00	\$ 185.00
<b>SEWAGE FEES</b>		
Sewage disposal - weekly	\$ 620.00	\$ 640.00
Sewage disposal - bi-weekly	\$ 310.00	\$ 320.00
Sewage disposal - single	\$ 50.00	\$ 50.00
Sewage disposal - unscheduled request	\$ 100.00	\$ 100.00
Sewage disposal - non camper	\$ 50.00	\$ 50.00





### Schedule 3 - Community Education Programs

Fee Schedule effective September to align with the School Year

	2019 Fees		2021 Proposed Fees
Conservation Education on site program, \$120 minimum per group	per person	\$7.00	\$7.50
In classroom and off-site programs, per group (sponsored)		\$150.00 to \$300.00	\$150 To \$1,000
Outdoor School - Wildwood	Per person Per day	\$14.00	\$15.00
Specialist High Skills Major			
GPS, \$400 minimum – full day	per person	\$20.00	
Project WILD & Below Zero Certificates	per person	\$60.00	
Intro to Stream Assessment Protocol, \$200 minimum	per person	\$10.00	
Watershed Management, \$200 minimum	per person	\$10.00	
Species Identification, \$200 minimum	per person	\$10.00	
ICE Training – fully facilitated	per day	\$400.00	
Co-facilitated		\$200.00	

\* In some instances educational program fees are supported by a sponsor or grant.



### Schedule 4 - UTRCA Forestry Services

Trees			2020	2021 (+ HST)
	Coniferous (45-60 cm balled & burlap)	from	\$10.25	\$10.50
	price dependent on species	to	\$15.00	\$15.50
	UTRCA Planting Coniferous (plus cost of tree)	per tree	\$15.00	\$15.00
	includes 2 applications of herbicide			
	Deciduous (175-200 cm bare root)	from	\$27.00	\$27.00
	price dependent on species	to	\$30.00	\$30.00
	UTRCA Planting Deciduous (plus cost of tree)		\$30.00	\$35.00
	includes stakes, guards and 2 applications of herbicide			
	Landowner planting (minimum 25 tree purchase)			
Seedlings				
	Coniferous seedlings (18-40 cm)	from	\$0.80	\$1.00
	price dependent on species, minimum of 50	to	\$1.30	\$1.45
	Deciduous seedlings (26-90 cm)	from	\$1.05	\$1.15
	price dependent on species, minimum of 50	to	\$1.50	\$1.60
	UTRCA Planting with 2 applications of herbicide, plus cost of seedlings	each	\$0.90	\$0.90
	minimum of 250 seedlings			
	Landowner planting, admin fee		\$30.00	\$30.00
	seedlings purchased in lots of 50			
Shrubs				
	Wildlife Shrubs (20 - 35 cm)	from	\$1.05	\$1.15
	dependent on species	to	\$1.55	\$1.75



## **Schedule 5 – UTRCA Lands & Facilities and Conservation Areas Hunting Fee**

<i>Lands &amp; Facilities and Conservation Area Revenue Centres</i>	<b>2020 Fees</b>	<b>2021 Fees</b>
<b>HUNTING FEE</b>		
Hunting Permission (Permit)	\$ 65.00	65.00

**To:** UTRCA Board of Directors  
**From:** Ian Wilcox, General Manager

**Date:** November 10, 2020

**Agenda #:** 6.3

**Subject:** 2021 Draft Budget

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### Recommendations:

**That the Board of Directors approve the attached UTRCA 2021 Draft Budget for circulation to member municipalities. Final Budget approval will be considered at the Board's Annual General Meeting IN February 2021.**

### Introduction

The UTRCA's 2021 Draft Budget has been significantly influenced by the on-going COVID-19 Pandemic. Impacts on demand for services and revenues during 2020 have been unprecedented and are expected to continue into 2021. The Draft Budget as presented foregoes strategic initiatives (Environmental Targets), some capital investment and service growth needs, and instead presents a maintenance budget that respects economic constraints imposed on municipalities, contract funders and individuals due to the pandemic. This budget recommendation focuses on immediate financial challenges at the expense of the organization's long term strategic goals.

### Discussion

- 1. Environmental Targets Strategic Plan:** The UTRCA's Strategic Plan (2016) recommends significant and planned service growth to support the achievement of specific environmental targets by 2037. Investment in the plan and service growth proceeded until 2020 when the final year of new municipal levy funding was reduced by 75% in response to municipal financial concerns. This final installment of new levy funding, totaling \$230,000, was deferred to the 2021 budget however that deferral is now recommended to be pushed until 2022. While staff are recommending this deferral in light of municipal and other financial challenges, the consequences and risk of this deferral must be noted and include:
- a. Added pressure for the organization to achieve its stated Environmental Targets despite delays in funding and program growth.
  - b. Added risk that Environmental Targets will not be achieved by 2037.
  - c. The need to either reset with less ambitious Environmental Targets, or extend the plan's timeline, or both.

- d. The risk of changes to the Conservation Authorities Act (Bill 108 and Bill 229) removing levying powers for components of the Strategic Plan. There is risk certain Targets will not be eligible for municipal funding as of 2022 and future program delivery will be decided by each individual municipality. Significant administrative effort is also expected during 2021 to prepare for updates to the Conservation Authorities Act and subsequent changes to regulations and procedures.
2. Salary Review/Reorganization: Staff retention is a key management priority at the UTRCA. Reduced staff turn-over benefits the organization through employment of experienced staff, return on investment in staff training, and fewer disruptions to work flow. The last formal salary review was completed in 2006 and while the organizational structure has been tweaked over time, there are also structural barriers to staff growth and advancement. Both issues have been recognized during the past few years but have recently become a priority as staff retention is being affected. A total of \$20,000 has been added to the 2021 budget to fund a formal salary review. Recommendations are expected for increased wages across the salary grid however funding these increases will pose a significant challenge for the Authority in 2022 and beyond. A full review of the UTRCA's organizational structure will be deferred until provincial changes to the Conservation Authorities Act are fully understood.
3. Inflation: An inflationary increase to wages of 0.6% has been included in the draft budget based on Ontario's April-April CPI. Our policy is to consider this measure as a guide for annual inflationary increases but it should be noted that actual increases are typically much higher e.g., property insurance premiums are expected to increase 25%, property tax increases are between 3-5%.
4. Capital Spending: Capital spending has largely been deferred for 2021 except in support of public safety such as rectifying electrical orders and/or maintenance of existing service levels such as replacement of two trucks and computer servers. In general, plans for equipment replacement continue to be deferred due to lack of capital funding.
5. Reserve Forecast: A projection of reserve balances is provided and includes the most recently approved 2020 budget and this draft 2021 budget. Year-end actuals are not yet available for 2020 so this table identifies what the budget impact will be if all transactions transpire as planned.
6. Note that the provincial funding formula that apportions levy across member municipalities will change again in 2021. The formula uses MPAC's Current Value Assessment of municipal properties within each CAs jurisdiction to calculate proportional costs. 2021 again sees the funding burden shift to rural municipalities as the value of farmland has increased faster than other land use types. This shift in funding is beyond the UTRCA's ability to control but does create frustration among our rural municipalities as their levy increases are inflated relative to other municipalities.

In summary, the UTRCA is presenting a combined deficit budget with a projected shortfall of \$636,000. This projection includes a conservative estimate of “soft revenue,” typically contract revenue that is expected during the year from programs that have not yet been announced. The municipal levy increase is 3.0% for operating purposes of which 2.3% is driven by flood control needs with the remainder supporting the general levy.

Significant cuts were made during 2020 with no additional provincial or municipal funding support, including widely available wage subsidies. Cuts were applied to staff wages, capital and expenses across the board. No special funding for Conservation Authorities is expected in 2021 either. Provincial funding remains inadequate for the delegated responsibilities imposed on us. Despite this lack of financial support, the UTRCA continued to find ways to deliver programs and services that improves watershed health. While the administration is proud of the effort and commitment of staff to achieve these ends, this is not sustainable. The recommendation to defer much needed funding for 2021 is only being considered under these exceptional public health and economic circumstances and with an expectation that budgets for 2022 and beyond will more accurately reflect actual costs to support local environmental needs and public demands for service.

#### **2021 Budget Development Schedule**

**September 2020:** Board Direction regarding Budget Concepts

**November 2020:** Draft Budget Board Approval

**November- February 2020:** Draft Budget circulation to member municipalities for comment

**January 2021:** Board review of municipal comments and budget reconsideration

**February 2021:** Budget review and approval

Prepared and Recommended by:

Ian Wilcox, General Manager

Christine Saracino, Supervisor, Finance and Accounting

UPPER THAMES RIVER  
CONSERVATION AUTHORITY

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# 2021 Draft Budget



November 2020

The UTRCA's 2021 Draft Budget has been significantly influenced by the on-going COVID-19 Pandemic. The impacts during 2020 on demand for services and on revenues have been unprecedented and are expected to continue into 2021. The Draft Budget as presented foregoes strategic initiatives (Environmental Targets), some capital investment, and service growth needs, and instead presents a maintenance budget that respects economic constraints imposed on municipalities, contract funders, and individuals by the pandemic. This budget recommendation focuses on immediate financial challenges at the expense of the organization's long term strategic goals. The implications of this approach include the following:

### 1. Environmental Targets Strategic Plan:

The UTRCA's Strategic Plan (2016) recommends significant and planned service growth to support the achievement of specific environmental targets by 2037. Investment in the plan and service growth proceeded until 2020, when the final year of new municipal levy funding was reduced by 75% in response to municipal financial concerns. This final installment of new levy funding, totaling \$230,000, was deferred to the 2021 budget; however, that deferral is now being pushed to 2022. The consequences and risks of this deferral must be noted and include:

- a. Added pressure for the organization to achieve its stated Environmental Targets despite delays in funding and program growth.
- b. Added risk that Environmental Targets will not be achieved by 2037.
- c. The need to either reset with less ambitious Environmental Targets, or extend the plan's timeline, or both.
- d. The risk of changes to the Conservation Authorities Act (Bill 108) removing levying powers for components of the Strategic Plan. There is a risk that certain Targets will not be eligible for municipal funding as of 2022 and future program delivery will become inconsistent as each municipality chooses whether or not to fund on-going work.

### 2. Inflation:

An inflationary increase to wages of 0.6% has been included in the draft budget based on Ontario's April-April CPI. Our policy is to consider this measure as a guide for annual inflationary increases, but it should be noted that actual increases are typically much higher. For example, property insurance premiums are expected to increase 25%, and property tax increases are between 3-5%.

### 3. Capital Spending:

Capital spending has largely been deferred for 2021 except in support of public safety, such as rectifying electrical orders and/or maintenance of existing service levels, including replacement of two trucks and computer servers. In general, plans for equipment replacement continue to be deferred due to lack of capital funding.

### 4. Provincial Funding Formula:

Note that the provincial funding formula that apportions levy across member municipalities will change again in

2021. The formula uses MPAC's Current Value Assessment of municipal properties within each CA's jurisdiction to calculate proportional costs. 2021 again sees the funding burden shift to rural municipalities as the value of farmland has increased faster than other land use types. This shift in funding is beyond the UTRCA's ability to control but does create frustration among our rural municipalities as their levy increases are inflated relative to other municipalities.

### 5. Salary Review/Reorganization:

Staff retention is a key management priority at the UTRCA. Reduced staff turn-over benefits the organization through employment of experienced staff, return on investment in staff training, and fewer disruptions to work flow. The last formal salary review was completed in 2006 and, while the organizational structure has been tweaked over time, there are also structural barriers to staff growth and advancement. Both issues have been recognized during the past few years but have recently become a priority as staff retention is being affected. A total of \$20,000 has been added to the 2021 budget to fund a formal salary review. Recommendations are expected for increased wages across the salary grid; however, funding these increases will pose a significant challenge for the Authority in 2022 and beyond. A full review of the UTRCA's organizational structure will be deferred until provincial changes to the Conservation Authorities Act are fully understood.

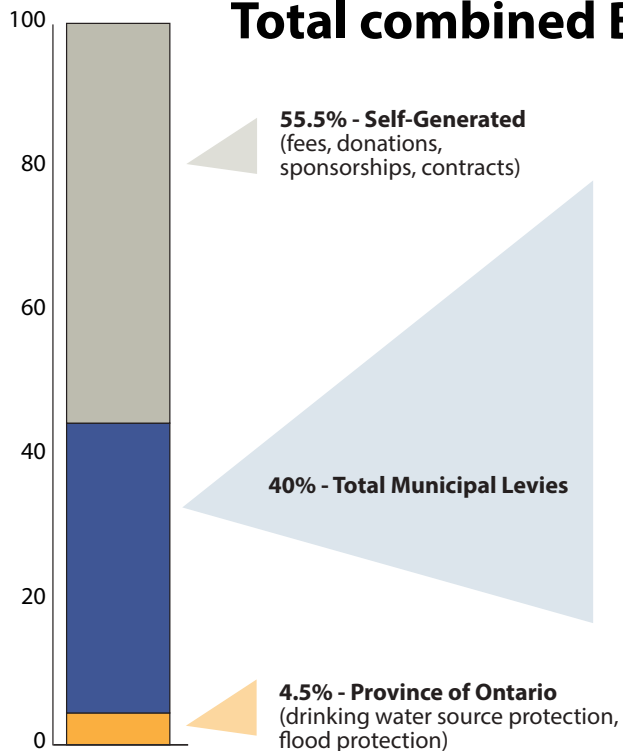
In summary, the UTRCA is presenting a combined deficit budget with a projected shortfall of \$636,000. This projection includes a conservative estimate of "soft revenue," which is typically contract revenue that is expected during the year from programs that have not yet been announced. The municipal levy increase is 3.0% for operating purposes, of which 2.3% is driven by flood control needs with the remainder supporting the general levy.

Significant cuts were made during 2020 with no additional provincial or municipal funding support, including widely available wage subsidies. Cuts were applied to staff wages, capital, and expenses across the board. No special funding for Conservation Authorities is expected in 2021. Provincial funding remains inadequate for the delegated responsibilities imposed on the UTRCA.

Despite this lack of financial support, the UTRCA continued to find ways to deliver programs and services that improve watershed health. While the administration is proud of the effort and commitment of staff to achieve these ends, this is not sustainable. The decision to defer much needed funding for 2021 can only be considered under these exceptional public health and economic circumstances, and with an expectation that budgets for 2022 and beyond will more accurately reflect actual costs to support local environmental needs and public demands for service.



## Total combined Budget Revenue (\$16,179,970)



Municipality	% of CVA for Part of Levy	Total 2021 Levy
County of Oxford	16.723	\$1,073,370
City of London	64.214	\$4,284,376
Township of Lucan Biddulph	0.343	\$17,219
Municipality of Thames Centre	3.223	\$166,897
Municipality of Middlesex Centre	2.379	\$119,285
City of Stratford	7.287	\$404,946
Township of Perth East	1.449	\$75,253
Township of West Perth	1.490	\$135,564
Town of St. Marys	1.458	\$126,593
Township of Perth South	1.230	\$61,650
Municipality of South Huron	0.205	\$10,279
Townships of Zorra	0	\$15,000 *
Township of South-West Oxford	0	\$5,610 *
<b>TOTAL</b>	<b>100%</b>	<b>\$6,496,042</b>

\* The dam levy is applied directly as these municipalities are the sole beneficiaries of the structures.

The formula that determines each municipality's share (percentage) of the levy reflects, in part, the assessed value of each municipality's land within the watershed, as set out in the Conservation Authorities Act. The Province provides these assessed values (Current Value Assessment or CVA) annually.

The remainder of the levy reflects the specific benefiting percentage each municipality derives from the flood control structures. These percentages are identified in the table titled "Dam & Flood Control Levy - Details," on the final page of this budget. For example, the City of London benefits 100% from Fanshawe Dam and, therefore, is the only municipality levied for operating and maintaining that structure. Wildwood and Pittcock Dams use unique benefiting formulas.

The municipal levy is the most important funding received by the Conservation Authority as this investment allows the Authority to obtain and retain staff expertise. Staff leverage the municipal share by applying for grants from foundations, generating funds from user fees, entering into contracts and obtaining sponsorships from the private sector.

In the draft budget, the UTRCA leverages the 40% funded by municipalities into another 55.5% of funding to support a broad range of services for watershed residents, as directed by the Board of Directors.



### Operating Budget 2020

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Draft 2021 Budget	% Change from Final 2020 Budget	Notes (see page 4 for list of acronyms)
<b>REVENUES:</b>					
<b>New Levy Funding</b>					
Municipal General Levy	4,113,390	4,113,335	4,154,463	1%	
Assessment Growth Levy	310,037	-	-		
Dam and Flood Control Levies	1,461,675	1,461,675	1,636,062	12%	Dam Safety Reviews underway at Fanshawe Dam and Pittock Dam
Operating Reserve Levy	33,678	33,678	34,014	1%	
	5,918,780	5,608,688	5,824,539	4%	
<b>Amortized Levy from previous years</b>					
Municipal General Levy	239,794	239,794	611,942	155%	Some Targets activity in 2020 delayed
Flood Control Levies	78,062	78,062	120,142	54%	
Capital Maintenance Levy	42,745	47,297	51,926	10%	
	360,601	365,153	784,010	115%	
<b>MNRF Transfer Payment</b>	181,217	181,217	181,213	-0%	Remains at 50% of recent levels
<b>Contracts and Grants</b>					
Municipal within Watershed	894,351	1,059,945	858,773	-19%	
Municipal outside Watershed	73,340	129,660	130,676	1%	
Provincial	635,591	770,804	1,183,403	54%	
Federal	464,599	541,534	273,528	-49%	Previous NDMP program ended in March 2020
All Other	1,853,982	1,946,932	1,724,803	-11%	
	3,921,863	4,448,875	4,171,183	-6%	
<b>User Fees and Other Revenues</b>					
Conservation Areas	3,709,056	2,527,862	3,539,502	40%	Fees have been adusted for 2021
Planning and Permit Fees	315,000	390,000	335,000	-14%	Resumption of pre-COVID demand anticipated
Education Fees	125,000	65,800	63,500	-3%	
Landowner, Tree Sales, Cost Recoveries	166,500	135,090	194,000	44%	Level of activity expected to resume in 2021
	4,315,556	3,118,752	4,132,002	32%	
<b>Other Revenues</b>					
From Deferred Revenues	582,621	535,434	25,000	-95%	
Donations, Interest and Gains	295,350	212,903	140,370	-34%	Interest rate reductions in 2020 affecting this income
	877,971	748,337	165,370	-78%	
<b>Funding required from Reserves</b>	-	-	201,975	100%	For flood control operations
<b>TOTAL REVENUES</b>	<b>15,575,988</b>	<b>14,471,022</b>	<b>15,460,291</b>	<b>7%</b>	
<b>EXPENDITURES:</b>					
<b>Mission Cost Centres</b>					
Community Partnerships	1,301,859	1,308,089	1,521,274	16%	Includes Targets activities
Water & Information Management	2,726,437	2,595,648	2,780,199	7%	
Environmental Planning & Regs	2,253,972	2,108,896	2,363,163	12%	Expanding need for planning & regulatory activity
Conservation Services	1,995,488	1,971,072	1,777,989	-10%	Reflect amount of work that can be achieved
Watershed Planning, Research & Monit	1,120,434	1,109,841	1,111,818	0%	
Conservation Areas	4,496,269	3,749,340	4,364,360	16%	Not yet a planned return to all pre-COVID activities
Lands & Facilities	1,746,540	1,524,391	1,691,455	11%	
<b>Service Cost Centres (unallocated)</b>	257,310	163,296	153,077	-6%	
<b>Program Operating Expenditures</b>	15,898,309	14,530,573	15,763,335	8%	
<b>Desired Transfer to Reserves</b>	53,678	-	285,000	100%	Only flood control reserves impacted here
<b>TOTAL EXPENDITURES</b>	<b>15,951,987</b>	<b>14,530,573</b>	<b>16,048,335</b>	<b>10%</b>	
<b>NET SURPLUS (DEFICIT)</b>	(375,999)	(59,551)	(588,043)	887%	Projected deficit from operations for 2021 \$588,043
Depreciation Expense	1,221,973	1,153,341	1,161,434	1%	
<b>CASH SURPLUS (DEFICIT)</b>	<b>84 5,974</b>	<b>1,093,790</b>	<b>573,391</b>	<b>-48%</b>	

### Capital Budget 2021

	Pre-Covid 2020 Budget	2021 Budget	Notes (see below for list of acronyms)
<b>FLOOD CONTROL</b>			
<b>Capital Funding</b>			
Flood Control Capital Levy	2,876,007	646,503	Reflects hiatus in construction at London Dykes in 2021
Federal Funding	2,988,000	160,000	
Provincial - Water and Erosion Control Infrastructure	125,000	115,150	
Funding from reserves	157,508	(33,731)	For amounts going into reserves
<b>Total current year funding</b>	<b>6,146,515</b>	<b>887,922</b>	
<b>Capital Projects</b>			
Dam Safety Reviews	23,808	-	Safety reviews at Fanshawe Dam and Pittock Dam
Fanshawe Dam	50,000	40,168	moved to operations
Wildwood Dam	301,591	102,941	
Pittock Dam	81,232	47,037	
London Dykes	5,483,508	417,575	Design work for remainder of Dykes for 2021
Mitchell Dam	-	71,101	
Small Dams	64,374	58,124	
<b>Total Spending</b>	<b>6,004,513</b>	<b>736,946</b>	
<b>Surplus (Deficit) from Flood Control Capital</b>	<b>142,002</b>	<b>150,976</b>	
<b>OTHER CAPITAL NEEDS</b>			
<b>Capital Funding</b>			
Capital Maintenance Levy	175,126	178,626	
<b>Capital Expenditures</b>			
Land Improvements	115,000	-	
Infrastructure	40,000	115,000	Electrical and roadwork planned
Furniture and Fixtures	30,000	-	
Vehicles and Equipment	109,000	151,000	Includes a 1-ton cab and dump
Technology Equipment	67,500	50,000	Server and network storage replacements
<b>Total Spending</b>	<b>361,500</b>	<b>316,000</b>	
<b>Surplus (Deficit) from other Organizational Capital</b>	<b>(186,374)</b>	<b>(137,374)</b>	
<b>Total Capital Budgets Surplus (Deficit)</b>	<b>(44,372)</b>	<b>13,602</b>	

#### List of Acronyms

MNRF - Ministry of Natural Resources & Forestry (provincial)

NDMP - National Disaster Mitigation Program (federal)

### All Units, All Activities

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Draft 2021 Budget	% Change from Final 2020 Budget	Notes (see page 4 for list of acronyms)
<b>Funding</b>					
New Municipal Levies	8,794,787	8,181,940	6,496,042	-20.6%	Change includes capital levies
Government Transfer Payments	181,217	181,217	181,213	-0.0%	
Contracts	7,034,863	8,969,647	4,446,333	-50.4%	
User Fees	4,315,556	3,118,752	4,132,002	32.5%	Fees still lower than pre-COVID budgets
All other incl. Deferred Revenues	1,238,572	1,113,490	924,380	-17.0%	
<b>Total Funding</b>	<b>21,564,994</b>	<b>21,565,046</b>	<b>16,179,969</b>	<b>-25.0%</b>	
<b>Expenditures</b>					
Wages, Benefits, Per Diems	10,200,803	9,402,112	10,107,014	7.5%	Reduction from pre-COVID levels
Training, PPE, Travel Reimbursements	218,905	158,974	185,410	16.6%	Training still reduced due to COVID
Legal, Audit, Insurance, Banking	402,285	417,765	457,558	9.5%	
Advertising and Promotion	62,400	28,997	37,200	28.3%	
Consulting and Services	800,586	1,110,460	1,063,185	-4.3%	
Computers and Communications	337,225	309,054	339,330	9.8%	
Property, Utilities, Security	1,390,407	1,097,247	1,264,459	15.2%	Less than pre-COVID levels
Contracted Services, incl. Flood Control	5,884,000	6,470,183	568,880	-91.2%	Reflect reduced construction costs at Dykes
Supplies	1,218,259	1,265,576	1,198,352	-5.3%	
Flow Through Expenses	165,715	100,697	110,750	10.0%	
Depreciation Expense	1,221,973	1,153,341	1,161,434	0.7%	
Unallocated Costs	264	2	6,710	335375.5%	
Mission Centre Capital Costs	361,500	151,500	316,000	108.6%	Technology, vehicles and some infrastructure
<b>Total Expenditures</b>	<b>22,264,322</b>	<b>21,665,908</b>	<b>16,816,281</b>	<b>-22.4%</b>	
<b>Surplus (Deficit) from these budgets</b>	<b>(699,327)</b>	<b>(100,863)</b>	<b>(636,311)</b>		

### Reserves Forecast

	Projected Reserve Transactions
<b>Balance of Reserves end of 2019</b>	6,693,543
<b>Reserves Activity for 2020</b>	
Estimated Surplus (Deficit) from budgets	(59,551)
From (to) Flood Control Reserves	(117,098)
<b>Reserves Activity for 2021</b>	
Estimated Surplus (Deficit) from budgets	(505,018)
From (to) Flood Control Reserves for Capital	33,731
From (to) Flood Control Reserves in Operations	83,025
<b>Forecast Reserves end of 2021</b>	6,128,631



The UTRCA operates and manages a number of water and erosion control structures on behalf of its member municipalities. The operation and maintenance costs for these structures are apportioned to municipalities on a beneficiary pays basis. The UTRCA also maintains and operates a number of recreation dams on behalf of member municipalities. The benefiting municipality for these recreational structures is the municipality within which they are located. Capital maintenance of all of these structures is funded in the same proportions as operating, as shown in the table below.

The UTRCA Board of Directors has approved a 20 Year Capital Maintenance Plan for Water and Erosion Control Structures. This long term plan has been developed to coordinate the timing and financing of major capital repairs to the water and erosion control structures. The plan is reviewed and updated annually, to maintain a rolling 20 year estimate for planning and financing purposes.

With the plan in place, the UTRCA is able to leverage the municipal contributions to pursue senior government funding support for specific projects. The long term cost projections are also used to lobby senior levels of government to continue providing major capital repair grant programs, such as Ontario's Water and Erosion Control Infrastructure (WECI) program.

In 2021, the UTRCA continues to receive funding from the federal Disaster Mitigation & Adaptation Fund for the West London Dyke Reconstruction Project. Funding from WECI is not generally confirmed until May/June.

The amounts for the annual fixed contributions from the affected municipalities have been calculated based on long term flood control capital repair estimates. The 20 Year Capital Maintenance Plan includes provisions for reviews and for the adjustment of the municipal contributions, depending on updated studies and cost estimates. The 2021 Draft Flood Control Capital Levy is described in the table below.

## Flood Control Capital Levy Summary

Municipality	Structure	Apportionment	2021 FC Capital Levy Total
Oxford County	Wildwood Dam	1.00%	\$100,000
	Pittock Dam	62.10%	
	Ingersoll Channel	100.00%	
City of London	Fanshawe Dam	100.00%	\$381,156
	Wildwood Dam	83.85%	
	Pittock Dam	36.75%	
	London Dykes & Erosion Control Structures	100.00%	
Town of St. Marys	Springbank Dam	100.00%	\$30,723
	St. Marys Floodwall	100.00%	
City of Stratford	Wildwood Dam	14.09%	--
	RT Orr Dam & Channel	100.00%	
Municipality of West Perth	Fullarton Dam	100.00%	\$5,000
	Mitchell Dam	100.00%	\$14,500
Township of Zorra	Emburo Dam	100.00%	\$1,500
	Harrington Dam	100.00%	\$5,000
<b>Total Flood Control Capital Levy</b>			<b>\$537,879</b>

# 2021 Draft Flood Control Capital Levy



## Water & Information Management



### What we do:

- Reduce the risk of property damage and loss of lives due to flooding by providing watershed municipalities with flood forecasting and warning services and low water response.
- Operate and maintain water control structures (dams, dykes, channels, floodwalls), constructed in partnership with municipalities, to control flood flows and augment stream flow during dry periods.
- Operate and maintain recreational water control structures on behalf of municipalities.
- Comply with legislative requirements and guidelines at the local level.

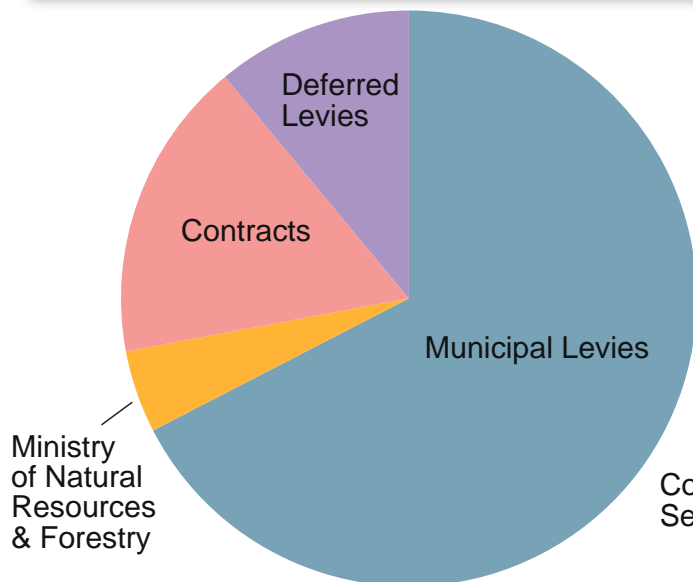
### Examples:

- Provide and maintain flood situation emergency plans and a flood warning system
- Continually monitor stream flow, reservoirs, and watershed conditions at 31 surface water monitoring stations, 23 precipitation stations, and 13 snow survey stations
- Forecast floods, issue flood bulletins, and collect and maintain flood damage information and historical flooding data
- Maintain and expand stream gauge network in order to improve stream flow, climatic and water quality monitoring
- Improve and calibrate flood forecasting models
- Coordinate, maintain, and improve stream flow through flow augmentation reservoirs
- Coordinate the upper Thames River watershed Low Water Response Team, which plans for drought response to meet the needs of watershed residents and business while protecting natural systems and human health
- Operate, inspect, and maintain flood control dams, dyke systems, channels, and erosion control structures, as well as medium sized municipal recreation dams and Conservation Area dams
- Undertake major maintenance projects on water and erosion control structures, and assess municipal erosion control works
- Secure capital maintenance funding for water and erosion control infrastructure, as well as senior government funding support for flood hazard mitigation
- Undertake dam safety studies and improve public safety around dams
- Update operation and maintenance manuals
- Provide technical expertise to identify natural hazards (such as flood plains and steep slopes) with the goal of protecting people and property from these natural hazards
- Host annual meeting with municipal flood coordinators
- Map and model flood plains and update hazard modelling and mapping in support of UTRCA Environmental Planning & Regulations unit

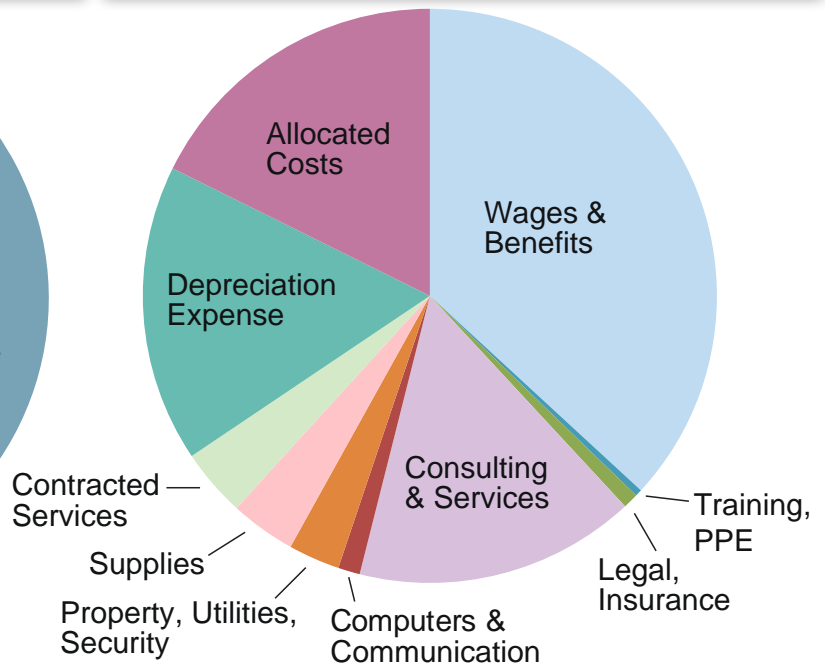
## Water & Information Management

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Draft 2021 Budget	% Change from Final 2020 Budget	Notes (see page 4 for list of acronyms)
<b>Funding</b>					
Municipal Levies	4,427,530	4,124,775	2,415,976	-41.4%	Reduced capital expenditures on London Dykes
Government Transfer Payments	166,270	166,270	166,270	0.0%	
Contracts	3,416,252	4,945,424	606,414	-87.7%	Reflects end of NDMP funding
All Other incl. Deferred Revenues	78,062	78,062	395,142	406.2%	2020 budgets did not include some year end deferrals
<b>Total Funding</b>	<b>8,088,113</b>	<b>9,314,530</b>	<b>3,583,802</b>	<b>-61.5%</b>	
<b>Expenditures</b>					
Wages & Benefits	1,352,456	1,254,443	1,296,117	3.3%	
Training, PPE, Travel Reimbursements	18,300	6,600	13,600	106.1%	Compared to reduced COVID budget
Legal, Audit, Insurance, Banking	30,965	30,595	30,300	-1.0%	Has not been updated with latest insurance estimates
Consulting and Services	236,161	639,206	557,000	-12.9%	
Computers and Communications	61,000	39,550	43,250	9.4%	
Property, Utilities, Security	102,275	94,800	102,125	7.7%	
Contracted Services, incl. Flood Control	5,656,000	6,267,683	129,900	-97.9%	Reduced capital expenditures on London Dykes and due to changes in capitalization policy
Supplies	100,950	100,429	134,250	33.7%	Reflects change in capitalization policy
Depreciation Expense	585,912	573,969	588,903	2.6%	
Allocated Costs	586,931	572,208	621,700	8.6%	
<b>Total Expenditures</b>	<b>8,730,950</b>	<b>9,579,483</b>	<b>3,517,145</b>	<b>-63.3%</b>	
<b>Surplus (Deficit) from these budgets</b>	<b>(642,837)</b>	<b>(264,953)</b>	<b>66,657</b>		

### FUNDING



### EXPENDITURES



## Environmental Planning & Regulations

### What we do:

- Reduce the risk to life and property from natural hazards such as flooding and unstable slopes, and support safe development.
- Promote the maintenance and enhancement of natural heritage features and areas such as woodlands, wetlands, and threatened species, and protect groundwater resources and promote their wise use.
- Comply with legislative requirements under the Conservation Authorities Act.
- Assist municipalities with fulfilling their Planning Act responsibilities by identifying natural hazard areas and natural heritage features, and providing policy support.

### Examples:

- Review construction and approve projects in and around watercourses, flood plains, valley slopes, and wetlands to ensure development is safe for individuals and the community
- Provide land use planning advisory services to identify planning concerns related to natural hazards, natural heritage, development servicing, water quality, and natural resources
- Provide comments to assist municipalities with processing Official Plan and zoning by-law amendments, severances, variances and plans of subdivision
- Provide municipalities with access to policy and technical experts in various disciplines, including hydrology, hydrogeology, ecology, fisheries, engineering, bioengineering, stream morphology, and land use planning.
- Answer questions from the public regarding environmental aspects of land use planning
- Respond to property inquiries and mapping requests (legal, real estate, and general information)
- Administer approvals and investigate violations related to regulations made pursuant to the Conservation Authorities Act
- Screen and comment on mitigation related to projects requiring federal Fisheries Act review or approval
- Increase implementation of green infrastructure (Low Impact Development) through pilot projects and professional development opportunities





## Source Protection Planning

### What we do:

- Deliver programs and services related to the conservation authority's duties, functions and responsibilities as a source protection authority under the Clean Water Act, 2006.
- Maintain local governance and capacity to facilitate and coordinate source protection initiatives for the Thames-Sydenham and Region.
- Engage local and regional stakeholders, provide source protection expertise, and coordinate local activities that support the implementation and updating of the Thames-Sydenham and Region Source Protection Plan.
- Monitor and report on Source Protection Plan implementation progress within the Thames-Sydenham and Region in accordance with requirements set out in the Act.
- Provide maintenance and operation of an informed and engaged local, multi-stakeholder Source Protection Committee for the Thames-Sydenham and Region to guide the local planning process.

### Examples:

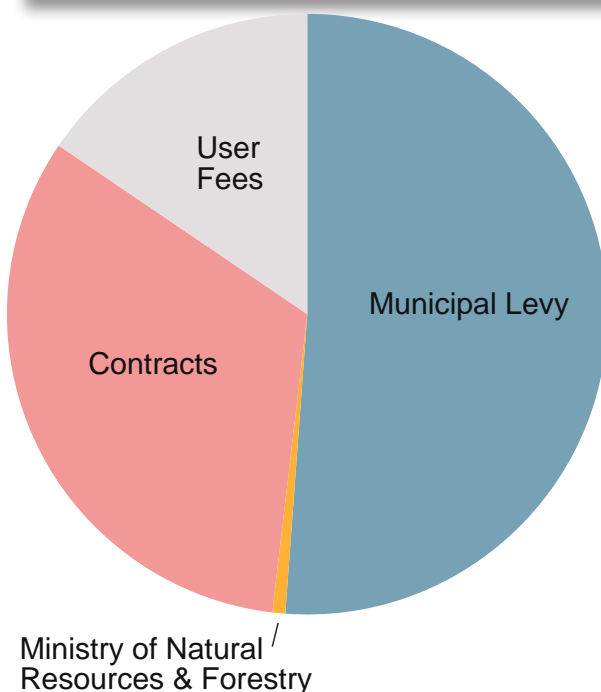
- Undertake work to update the Assessment Reports and Source Protection Plan (SPP) to protect human health and municipal drinking water sources (quality and quantity) by addressing implementation challenges, adding new scientific or technical information, or when a new drinking water system is added or changed.
- Receive and maintain information related to the monitoring policy summaries from municipalities and other implementing bodies, including analyzing and interpreting the information received to report on implementation progress to local stakeholders and the Province.
- Issue confirmation notices to municipal drinking water system owners, as required under the Act, for new and changing municipal residential drinking water systems.
- Provide advice to stakeholders on the review of local applications, planning proposals, or decisions in vulnerable areas to ensure SPP policies are considered.
- Provide Risk Management Services to assist participating municipalities in implementing the SPP through risk management, prohibition, and restricted land use policies. Education and outreach are key policy priorities to deliver an effective program.
- Collaborate with municipalities and conservation authorities to develop and operate the Local Source Water Information Management System to assist municipalities in meeting their obligations under the Clean Water Act and Source Protection Plans.



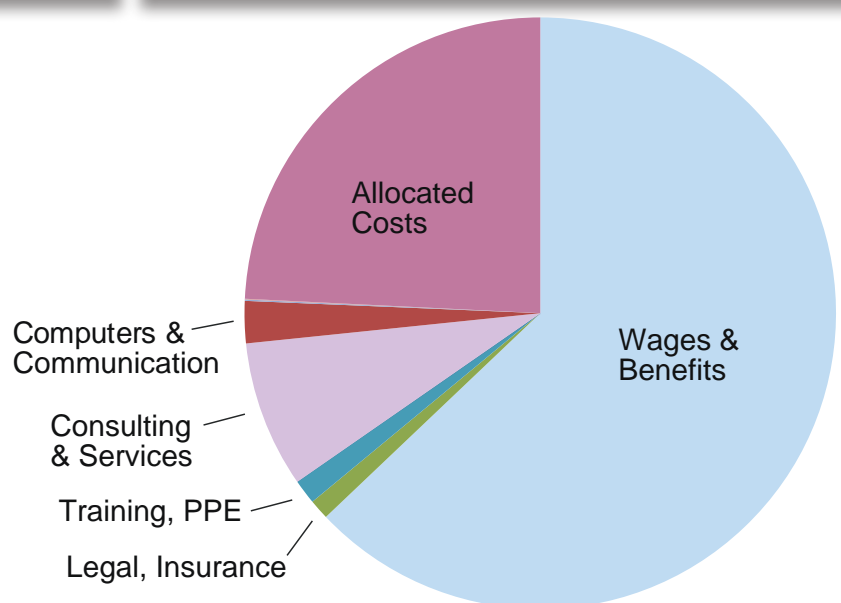
## Environmental Planning & Regulations

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Draft 2021 Budget	% Change from Final 2020 Budget	Notes (see page 4 for list of acronyms)
<b>Funding</b>					
Municipal Levies	1,359,434	1,049,397	1,104,886	5.3%	
Government Transfer Payments	14,947	14,947	14,943	-0.0%	
Contracts	689,389	724,566	704,571	-2.8%	
User Fees	315,000	390,000	335,000	-14.1%	Adjusted to pre-COVID level
All Other incl. Deferred Revenues	85,381	47,212	-	0.0%	
<b>Total Funding</b>	<b>2,464,151</b>	<b>2,226,122</b>	<b>2,159,400</b>	<b>-3.0%</b>	
<b>Expenditures</b>					
Wages, Benefits, Per Diems	1,453,361	1,327,506	1,486,509	12.0%	Increase in capacity for regulations timelines
Training, PPE, Travel Reimbursements	28,200	25,900	25,900	0.0%	
Legal, Audit, Insurance, Banking	41,750	23,250	31,800	36.8%	Increase to pre-COVID as courts proceeding after delays
Advertising and Promotion	1,000	-	-	0.0%	
Consulting and Services	160,000	176,000	189,560	7.7%	
Computers and Communications	41,250	54,350	54,350	0.0%	
Property, Utilities, Security	1,750	1,700	1,700	0.0%	
Supplies	800	900	900	0.0%	
Allocated Costs	525,861	499,290	572,444	14.7%	
<b>Total Expenditures</b>	<b>2,253,972</b>	<b>2,108,896</b>	<b>2,363,163</b>	<b>12.1%</b>	
<b>Surplus (Deficit) from these budgets</b>	<b>210,179</b>	<b>117,226</b>	<b>(203,763)</b>		

### FUNDING



### EXPENDITURES



## Watershed Planning, Research & Monitoring



### What we do:

- Undertake environmental monitoring including collecting, analyzing, and reporting on data for surface water and groundwater quality, stream health, fisheries, habitat, and species at risk.
- Compile and maintain a comprehensive environmental monitoring database that is integrated and available to watershed partners, and is commonly accessed by development proponents in watershed municipalities when undertaking technical studies or assessments associated with land development activities.
- Produce concise state of the environment reporting every 5 years in a Watershed Report Card document, to understand current local (subwatershed) health and emerging trends as a basis for setting environmental management priorities and inspiring local environmental action.
- Develop and maintain watershed, subwatershed, and property specific management plans in cooperation with government agencies, municipalities, and community groups.
- Implement research studies to fill resource information gaps and develop innovative methods of protecting and enhancing watershed resources, including natural heritage systems studies, water quality assessments, and management plans.

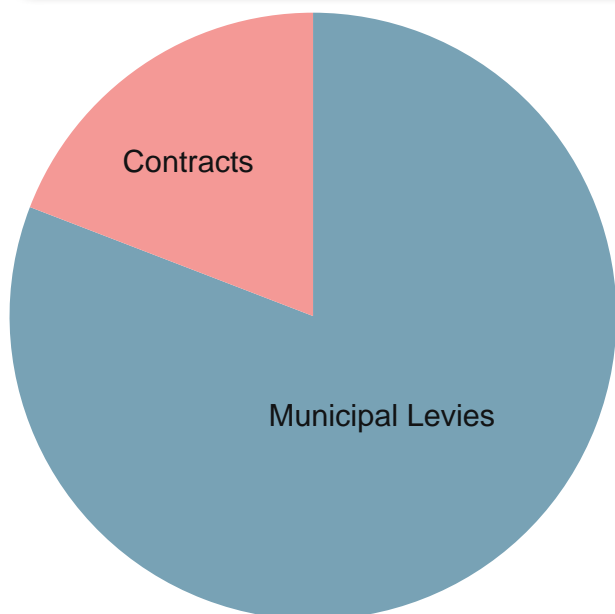
### Examples:

- Monitor groundwater at 24 sites as part of the Provincial Groundwater Monitoring Information System in partnership with the Ministry of the Environment, Conservation and Parks (MECP)
- Collect and analyze surface water samples at 24 sites as part of the Provincial Water Quality Monitoring Network in partnership with the MECP and local Health Units
- Undertake expanded water quality and stream health monitoring, in support of efforts identified in the UTRCA Strategic Plan and in partnership with member municipalities
- Monitor aquatic community health including benthic invertebrates, fisheries, and species at risk to identify priority areas for implementation of best management practices and stewardship
- Participate in senior government working groups related to development of a Domestic Action Plan to reduce phosphorus loads to Lake Erie
- Develop and maintain Geographic Information System (GIS) databases, performing spatial analysis and producing mapping and GIS tools to support watershed planning initiatives, assist in property management, and support regulatory activities
- Develop land management plans for UTRCA properties, such as the Cade Tract, Lowthian Flats, and Fullarton area lands, in partnership with the Conservation Areas and Lands & Facilities units
- Provide technical support and review for applications related to planning advisory services
- Study species at risk and their habitat requirements that are indicators of watershed health
- Develop natural heritage system studies to determine significance, spatially quantify gains and losses, and identify areas of concern as well as areas with potential for enhancement.
- Work with a broad range of stakeholders, including municipalities, First Nations and senior government, in the Thames River Clear Water Revival collaborative, to produce and implement *The Thames River (Deshkan Ziibi) Shared Waters Approach to Water Quality and Quantity*, which focuses shared water management objectives and supports efforts to address local and Great Lake water quality and quantity issues.
- Gather long term data and create information to measure outcomes related to the UTRCA Environmental Targets Strategic Plan and to guide work to improve environmental health
- Advocate for clean water and natural heritage feature protection and restoration in the watershed, as identified in UTRCA Environmental Targets

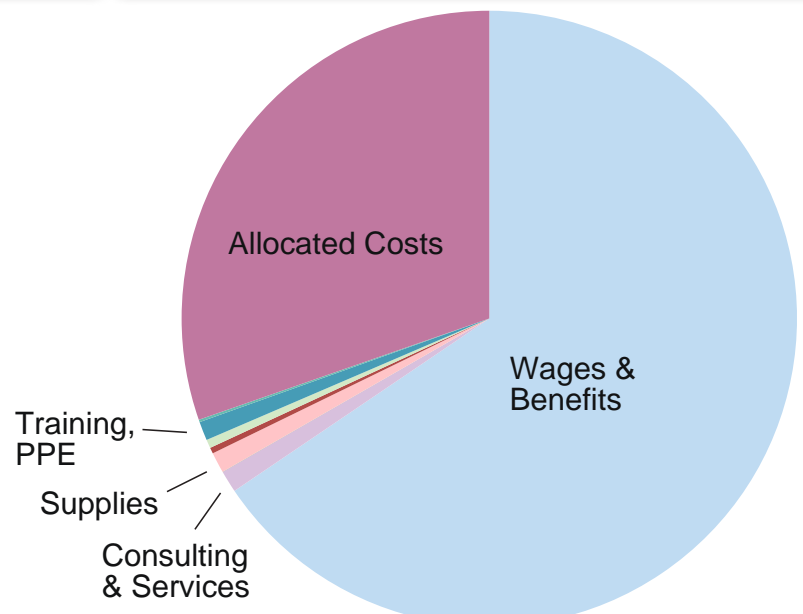
## Watershed Planning, Research & Monitoring

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Draft 2021 Budget	% Change from Final 2020 Budget	Notes (see page 4 for list of acronyms)
<b>Funding</b>					
Municipal Levies	722,775	722,720	656,146	-9.2%	
Contracts	180,450	334,922	155,400	-53.6%	Multi-year contract ending, less contract opportunity
All Other incl. Deferred Revenues	25,734	44,084	3,000	-93.2%	No deferred revenue
<b>Total Funding</b>	<b>928,959</b>	<b>1,101,726</b>	<b>814,546</b>	<b>-26.1%</b>	
<b>Expenditures</b>					
Wages & Benefits	747,122	697,387	728,616	4.5%	
Training, PPE, Travel Reimbursements	10,700	3,400	12,850	277.9%	
Advertising and Promotion	50	-	100		
Consulting and Services	10,000	83,229	12,000	-85.6%	
Computers and Communications	3,550	2,368	3,500	47.8%	
Contracted Services	5,000	5,000	5,000	0.0%	
Supplies	14,600	15,150	11,000	-27.4%	
Depreciation Expense	2,176	1,442	1,442	0.0%	
Allocated Costs	327,236	301,865	337,310	11.7%	
<b>Total Expenditures</b>	<b>1,120,434</b>	<b>1,109,841</b>	<b>1,111,818</b>	<b>0.2%</b>	
<b>Surplus (Deficit) from these budgets</b>	<b>(191,475)</b>	<b>(8,115)</b>	<b>(297,272)</b>		

### FUNDING



### EXPENDITURES



## Conservation Services



### What we do:

- Address soil and water quality concerns by providing comprehensive face-to-face in-field and in-stream conservation planning services, technical services, and engineering planning and design.
- Address locally identified water quality and wildlife habitat impairment issues.
- Improve water quality and habitat for fish and wildlife, and reestablish natural aquatic linkages.
- Offer a range of tree planting and woodlot management services, and increase natural cover to improve water quality, provide wildlife and pollinator habitat, and build climate change resiliency.
- 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. The CWP is funded by the Counties of Oxford, Middlesex and Perth, Town of St. Marys, and Cities of Stratford and London, with additional funding leveraged from industry, government, foundations, and donations.

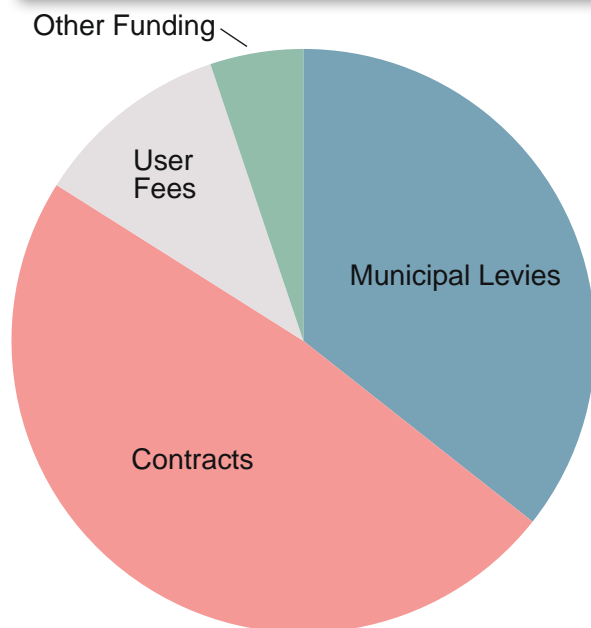
### Examples:

- Deliver a wide range of BMPs through the CWP, which provides more than \$240,000 in grants to an average of 150 projects annually, approved by the local CWP committee. The CWP has completed over 4500 projects since 2001, including 3300 projects cost shared (\$11 million in capital project value plus landowner inputs of \$4.6 million).
- Deliver Medway Creek watershed phosphorus reduction research and demonstration projects partnering with Environment and Climate Change Canada (ECCC) and the Ontario Ministry of Agriculture, Food & Rural Affairs (OMAFRA)
- Lead cutting-edge 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. Projects bring additional investment into the watershed and offset costs to municipalities (e.g., \$300,000/3 years from ECCC; \$280,000/3 years from Agriculture & Agri-Food Canada (AAFC)).
- Lead information sharing and coordinate innovation through research, demonstration projects, workshops, and field tours, in partnership with landowners, agencies, academia, and private sector. Examples include ONFARM, controlled drainage, engineered vegetated filter strips, saturated buffers, constructed wetlands, on-farm stormwater management, slag filters to remove phosphorus from barnyard and silage leachate runoff and from tile drainage systems, edge-of-field research to monitor phosphorus movement on cropland, and biofilters. Project partners include University of Waterloo, University of Guelph, Western University, Great Lakes and St. Lawrence Cities Initiative on the Thames River Phosphorus Reduction Collaborative, OMAFRA, AAFC, OSCIA and others.
- Partner with ECCC to establish and monitor water quality from agriculture-based subwatersheds
- Provide forestry services such as tree planting plans, woodlot management, invasive species control, planning and auditing for the Managed Forest Tax Incentive Program, and help source alternate funding to offset tree planting costs for landowners
- Implement naturalization projects through the Communities for Nature program, which gives 5,000 students and community members each year a hands-on educational experience and creates opportunity for private sector (e.g., TD, DANCOR, 3M Canada, Dillon Consulting, DANCOR, Home Hardware, Columbia Sportswear), service clubs, and donors to provide lands and/or financial support
- Coordinate Memorial Forest programs, in partnership with local funeral homes
- Plant 2,800,000 trees across the watershed since 1990 (approximately 2000 hectares)
- Partner with London Hydro to offer “Tree Power” program that sells 600 trees to London homeowners each year, and with Festival Hydro to launch a similar program in Stratford in 2021
- Participate in forest health research partnership with Canadian Forestry Service and Ministry of Natural Resources and Forestry (e.g., Emerald Ash Borer, Oak Wilt Disease, Beech Leaf Disease), and work with partners to preserve the genetics of native butternut trees

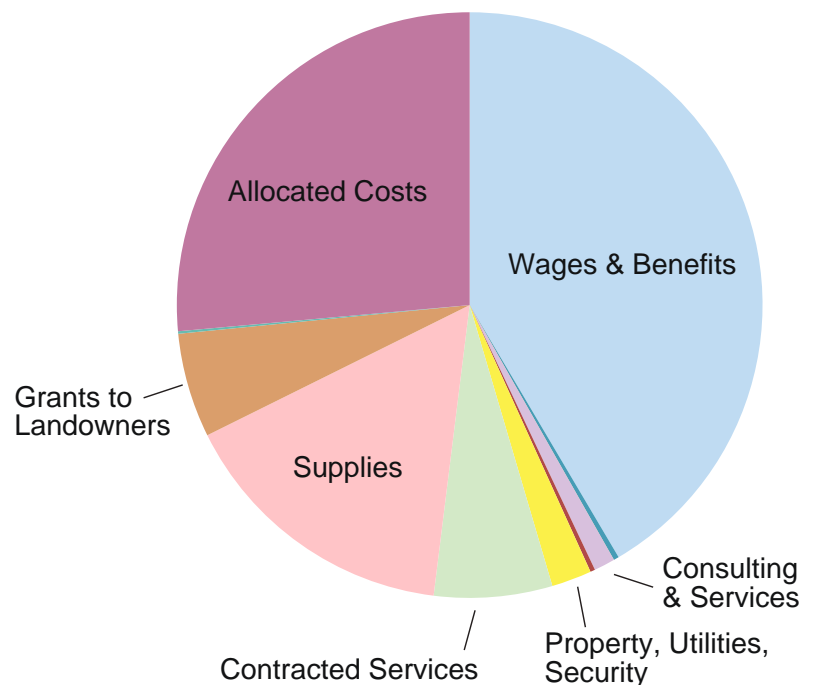
### Conservation Services

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Draft 2021 Budget	% Change from Final 2020 Budget	Notes (see page 4 for list of acronyms)
<b>Funding</b>					
Municipal Levies	664,335	664,335	635,621	-4.3%	
Contracts	713,366	876,146	862,250	-1.6%	
User Fees	163,000	128,000	194,000	51.6%	Related to tree planting deferral from 2020
All Other incl. Deferred Revenues	493,290	466,422	92,070	-80.3%	Some contracts ending, new ones coming on,
<b>Total Funding</b>	<b>2,033,991</b>	<b>2,134,903</b>	<b>1,783,941</b>	<b>-16.4%</b>	and extensions of existing agreements
<b>Expenditures</b>					
Wages & Benefits	819,854	721,088	737,937	2.3%	
Training, PPE, Travel Reimbursements	12,155	8,168	5,250	-35.7%	
Advertising and Promotion	4,000	4,000	-	0.0%	
Consulting and Services	22,700	22,700	20,700	-8.8%	
Computers and Communications	8,800	5,461	4,705	-13.8%	
Property, Utilities, Security	77,250	61,250	39,350	-35.8%	Contracts related
Contracted Services	147,000	110,000	116,000	5.5%	
Supplies	286,074	488,228	279,200	-42.8%	Contracts related
Flow through Expenses	149,715	91,797	102,550	11.7%	
Depreciation Expense	2,403	2,403	2,403	0.0%	
Allocated Costs	465,537	455,977	469,894	3.1%	
<b>Total Expenditures</b>	<b>1,995,488</b>	<b>1,971,072</b>	<b>1,777,989</b>	<b>-9.8%</b>	
<b>Surplus (Deficit) from these budgets</b>	<b>38,503</b>	<b>163,831</b>	<b>5,952</b>		

#### FUNDING



#### EXPENDITURES





# Providing Natural Spaces & Recreational Opportunities

## Lands & Facilities



### What we do:

- Create value for the environment by providing safe access to UTRCA-owned/managed lands and permitted outdoor recreational opportunities.
- Work in partnership with the community to ensure the long-term protection of natural areas, such as woodlands and wetlands. Hazard lands and wetlands were acquired for flood risk reduction and recreation, and contribute to natural heritage conservation and water quality protection (surface water and groundwater).
- Lease structures and properties to clubs, community groups, individuals, and municipalities for activities that complement the UTRCA's programs and services.
- Negotiate land management agreements with municipalities to permit free access to day use facilities.
- Land acquisition and disposition.

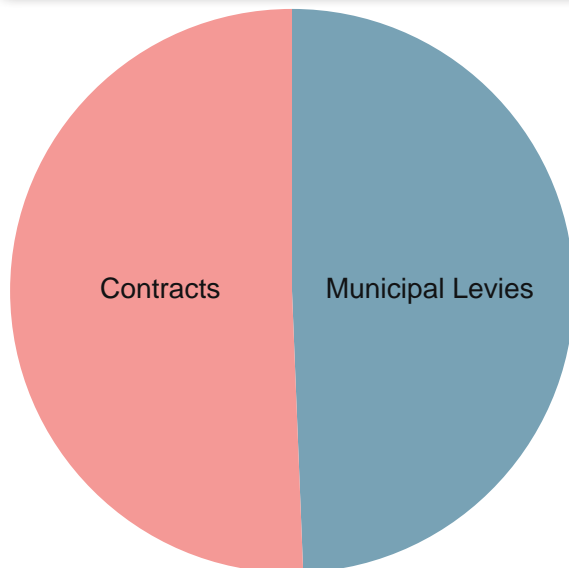
### Examples:

- Own 1900 hectares of rural properties to ensure the long-term protection of natural areas, such as woodlands and wetlands, and provide a variety of passive recreational opportunities.
- Manage 11 Environmentally Significant Areas (ESAs) covering 735.6 hectares, under in an agreement with the City of London
- Work with the local community to implement ESA Conservation Master Plans, in partnership with the City of London
- Initiate asset management plan as per the UTRCA Strategic Plan
- Initiate or assist with capital development projects
- Manage UTRCA fleet vehicles and equipment system
- Manage/maintain Watershed Conservation Centre (LEED Platinum designation)
- Work with the local community to implement the Ellice and Gads Hill Swamps Management Strategy
- Perform comprehensive risk management and safety inspections on UTRCA-owned properties
- Assess hunting opportunities on UTRCA-owned properties and, where appropriate, implement a controlled hunting program
- Respond to infringement and encroachment related issues on UTRCA-owned properties
- Maintain a range of lease agreements for properties and structures, including:
  - o 7 community-based groups that manage and maintain our rural conservation areas
  - o More than 20 clubs that engage in recreational activities at Fanshawe, Wildwood, and Pittock Conservation Areas
  - o 80 cottages at two locations
- When acquiring lands for development of the reservoirs, the UTRCA was obliged to purchase entire holdings (farms); some of these lands are not needed to support the UTRCA's flood management and recreational programs, and are leased by community members, including:
  - o 24 UTRCA-owned agricultural properties totalling approximately 475 hectares
  - o Manage/maintain 7 storage buildings located throughout the watershed
- Partner with municipalities to control invasive species

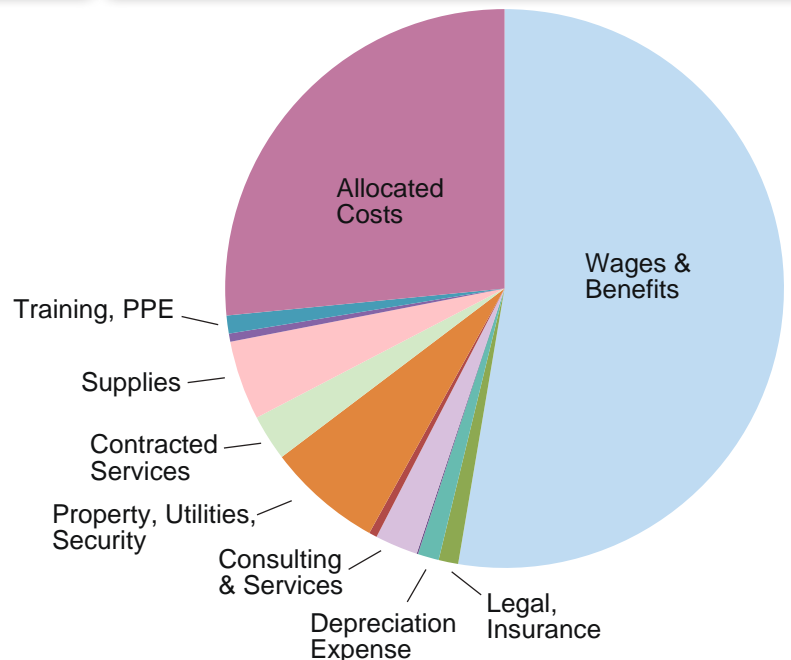
## Lands & Facilities

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Draft 2021 Budget	% Change from Final 2020 Budget	Notes (see page 4 for list of acronyms)
<b>Funding</b>					
Municipal Levies	750,720	750,720	783,877	4.4%	
Contracts	914,030	894,225	804,030	-10.1%	
User Fees	2,000	2,000	2,000	0.0%	
All Other incl. Deferred Revenues	32,000	101,878	-	0.0%	
<b>Total Funding</b>	<b>1,698,750</b>	<b>1,748,823</b>	<b>1,589,907</b>	<b>-9.1%</b>	
<b>Expenditures</b>					
Wages & Benefits	958,721	890,606	890,735	0.0%	
Training, PPE, Travel Reimbursements	20,200	12,000	19,200	60.0%	
Legal, Audit, Insurance, Banking	17,930	18,995	20,625	8.6%	
Advertising and Promotion	1,350	1,750	1,350	-22.9%	
Consulting and Services	44,000	12,000	42,000	250.0%	
Computers and Communications	7,800	7,800	7,800	0.0%	
Property, Utilities, Security	75,905	78,905	112,600	42.7%	Rental house removal and related costs
Contracted Services	21,000	17,500	45,000	157.1%	Hydro plant study
Supplies	91,449	59,399	77,600	30.6%	
Flow through Expenses	8,000	7,000	8,000	14.3%	
Depreciation Expense	17,572	17,572	17,572	0.0%	
Allocated Costs	482,613	400,864	448,973	12.0%	
<b>Total Expenditures</b>	<b>1,746,540</b>	<b>1,524,391</b>	<b>1,691,455</b>	<b>11.0%</b>	
<b>Surplus (Deficit) from these budgets</b>	<b>(47,790)</b>	<b>224,432</b>	<b>(101,548)</b>		

### FUNDING



### EXPENDITURES





# Providing Natural Spaces & Recreational Opportunities

## Conservation Areas



### What we do:

- Create value for the environment by providing recreational opportunities and facilities on 3200 hectares of conservation lands at Fanshawe, Wildwood and Pittock Conservation Areas for 650,000 visitors annually. These lands were acquired for the development of flood control reservoirs and also serve as multi-purpose recreational facilities.
- Provide safe access to UTRCA-owned lands and permitted activities, and improved access to facilities such as docks, boat launches, and trails.
- Participate in local job fairs and employ 60 seasonal staff annually to operate the recreational areas.

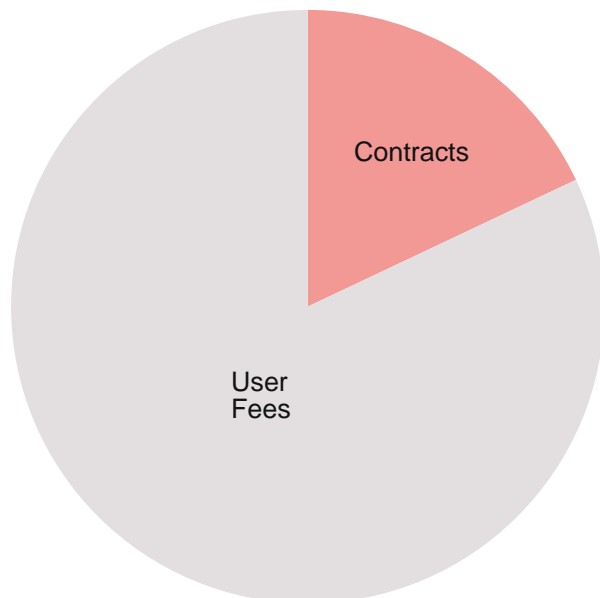
### Examples:

- Provide more than 1300 seasonal and nightly camping sites, including back country camp sites
- Maintain more than 50 km of trail systems for biking, hiking and nature appreciation
- Provide water-based recreational opportunities including rental equipment
- Offer a variety of special events and environmental programs in partnership with local organizations
- Day use opportunities including picnic areas, playgrounds and pavilion rentals, disc golf, geocaching, sand volleyball, yoga classes
- Oversee and administer lease agreements for properties and structures, including:
  - o More than 20 clubs that engage in recreational activities at Fanshawe, Wildwood, and Pittock Conservation Areas
  - o 80 cottages at two locations
- Assistance with the delivering of the recreational hunting program with Lands and Facilities Unit
- Assist with a range of other UTRCA activities and programs, including:
  - o Flood control operations and snow course readings
  - o Providing and maintaining land base for Community Education programs
  - o Grounds maintenance and snow removal for the Watershed Conservation Centre
  - o Tree storage and pick up locations for tree planting programs
  - o Memorial forests and dedication services
- Land Management Agreement with the City of Woodstock for portions of the north shore and the entire south shore of Pittock Reservoir as well as the walkway across Pittock Dam
- Use our conservation areas as demonstration sites for other programs and services offered by the UTRCA (e.g., green infrastructure rain garden, fish habitat creation, shoreline erosion solutions)
- Ensure conservation area lands comply with applicable legislation
- Set annual goals and implement strategies to continue improving and expanding services and opportunities

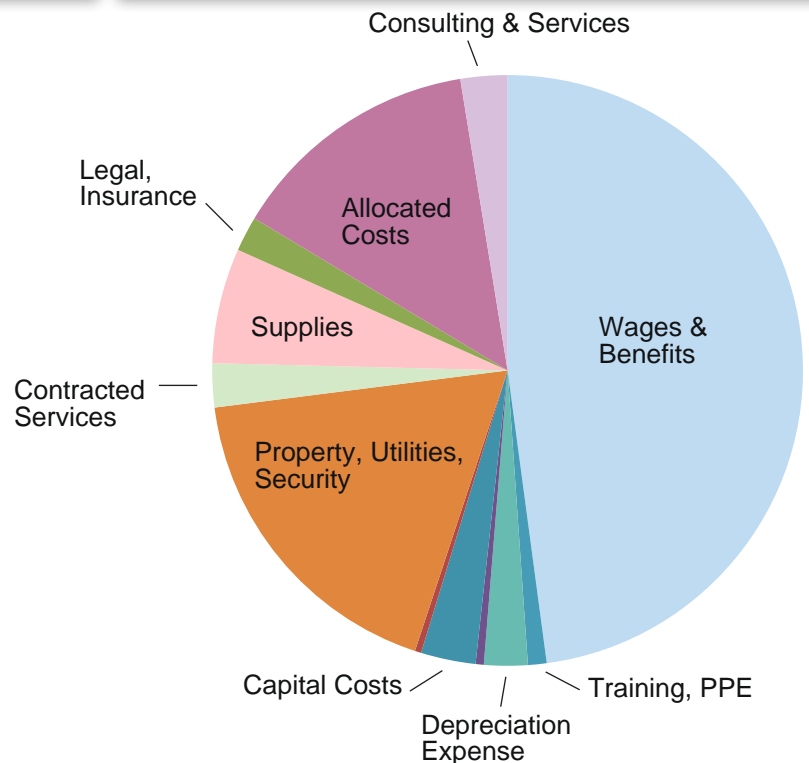
## Conservation Areas

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Draft 2021 Budget	% Change from Final 2020 Budget	Notes (see page 4 for list of acronyms)
<b>Funding</b>					
Contracts	854,031	801,331	775,118	-3.3%	
User Fees	3,707,056	2,525,862	3,537,502	40.1%	Based on pre-COVID operations
<b>Total Funding</b>	<b>4,561,087</b>	<b>3,327,193</b>	<b>4,312,620</b>	<b>29.6%</b>	
<b>Expenditures</b>					
Wages & Benefits	2,045,454	1,739,698	2,144,808	23.3%	Regular staff component
Training, PPE, Travel Reimbursements	55,400	26,579	45,700	71.9%	
Legal, Audit, Insurance, Banking	87,645	88,853	106,820	20.2%	25% increase in insurance
Advertising and Promotion	33,250	12,747	19,950	56.5%	
Consulting and Services	171,550	95,000	134,500	41.6%	
Computers and Communications	31,750	16,250	15,350	-5.5%	
Property, Utilities, Security	952,355	678,740	802,388	18.2%	
Contracted Services	55,000	46,000	107,500	133.7%	Pool upgrades, water heater replacements
Supplies	292,650	200,820	282,300	40.6%	
Depreciation Expense	91,651	84,319	85,601	1.5%	
Allocated Costs	679,564	760,334	619,443	-18.5%	
Mission Centre Capital Costs	185,000	-	115,000		Electrical services (Electrical Safety Authority order)
<b>Total Expenditures</b>	<b>4,681,269</b>	<b>3,749,340</b>	<b>4,479,360</b>	<b>19.5%</b>	
<b>Surplus (Deficit) from these budgets</b>	<b>(120,182)</b>	<b>(422,147)</b>	<b>(166,740)</b>		

### FUNDING



### EXPENDITURES



## Community Partnerships



### What we do:

- Create value for a healthy environment by providing opportunities to experience and learn about conservation.
- Motivate watershed residents to adopt stewardship actions that protect and restore the environment, by facilitating access to environmental and conservation information, and involvement in stewardship activities.
- Build capacity in local communities by providing hands-on learning opportunities to address local environmental concerns.

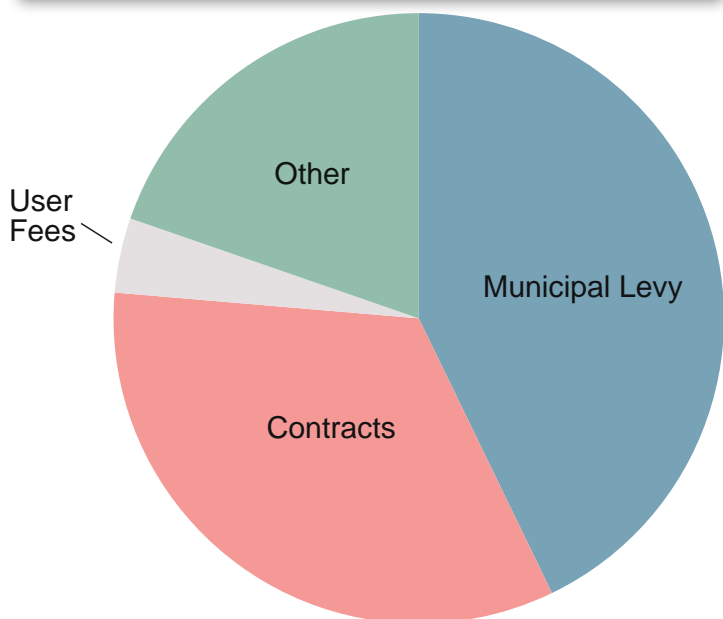
### Examples:

- Work with watershed "Friends of" groups, NGOs, trail councils, neighbourhood associations, and service clubs to address local environmental concerns, implement stewardship projects, and build capacity in local communities, including ongoing projects in the Medway, South Thames, Cedar Creek, Stoney, and Forks watersheds, and the Dorchester Mill Pond
- Help landowners, community groups, and municipalities access funding for environmental projects
- Facilitate involvement of the community, industry and corporations in environmental clean ups and community events
- Provide a wide range of curriculum-based programming to more than 20,000 students at Fanshawe and Wildwood Outdoor Education Centres each year
- Provide environmental education programs and hands-on resource management opportunities in local natural areas and in class, to students and community groups (e.g., stream health monitoring, stream rehabilitation, Watershed Report Card program, Wetlands Education program)
- Build partnerships with First Nation communities
- Partner with watershed school boards to develop and implement a wide range of curriculum-based environmental education programs, including flooding, stormwater, and water safety programs, secondary school environmental program certifications, as well as installing Low Impact Development (LID) projects at local schools
- Partner with the private sector (e.g., Toyota, Start.ca, GM, Cargill Cares, Ontario Power Generation, service clubs) to offer programs such as GREEN ecoSTEM, Watershed Report Card, Wetlands Education, and River Safety
- Implement flood safety community outreach programs and Conservation Area programming
- Assist communities in learning about and implementing LID for stormwater projects, including hosting professional development and training and the Stream of Dreams program
- Work with corporate partners to involve the community in the naturalization of industrial properties (GM Canada - Ingersoll, Toyota - Woodstock)
- Partner with the City of Woodstock to re-naturalize Burgess Park and restore the Brick Ponds Wetland Complex
- As a member of the Oxford County Trails Council, assist with developing and promoting trails throughout Oxford County, while protecting and enhancing natural heritage within trail corridors
- Coordinate the 2021 Perth County Children's Water Festival

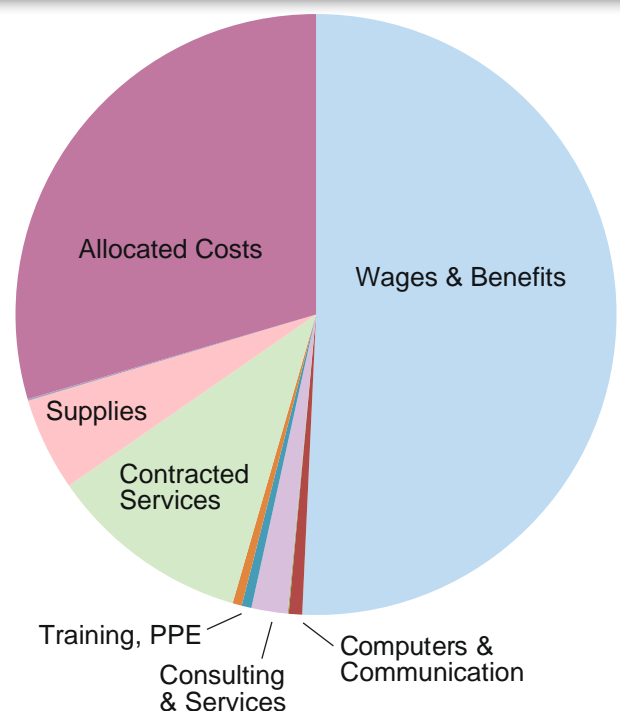
## Community Partnerships

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Draft 2021 Budget	% Change from Final 2020 Budget	Notes (see page 4 for list of acronyms)
<b>Funding</b>					
Municipal Levies	661,189	661,189	686,896	3.9%	
Contracts	266,845	392,533	538,050	37.1%	
User Fees	125,000	65,800	63,500	-3.5%	
All Other incl. Deferred Revenues	250,794	253,804	315,942	24.5%	
<b>Total Funding</b>	<b>1,303,828</b>	<b>1,373,326</b>	<b>1,604,388</b>	<b>16.8%</b>	
<b>Expenditures</b>					
Wages, Benefits, Per Diems	723,422	727,083	771,778	6.1%	
Training, PPE, Travel Reimbursements	7,900	10,427	10,900	4.5%	
Advertising and Promotion	8,400	2,500	800	-68.0%	
Consulting and Services	45,700	21,500	29,700	38.1%	
Computers and Communications	6,500	8,000	8,000	0.0%	
Property, Utilities, Security	13,700	9,700	7,600	-21.6%	
Contracted Services	-	24,000	165,480	589.5%	Deferred Low Impact Development work and trail erosion control
Supplies	90,600	125,250	75,970	-39.3%	Bus transport not required in 2021
Flow through expenses	8,000	1,900	200	-89.5%	
Depreciation Expense	1,442	1,442	1,442	0.0%	
Allocated Costs	396,195	376,287	449,404	19.4%	
<b>Total Expenditures</b>	<b>1,301,859</b>	<b>1,308,089</b>	<b>1,521,274</b>	<b>16.3%</b>	
<b>Surplus (Deficit) from these budgets</b>	<b>1,969</b>	<b>65,237</b>	<b>83,114</b>		

### FUNDING



### EXPENDITURES



# Providing Corporate & Communications Support to Programs, Staff & Directors

## Corporate & Support Services

### What we do:

- Provide finance, human resources, administrative, and marketing and communications support for the UTRCA's staff, Board of Directors, and programs. Corporate Services costs are allocated among the programs of the UTRCA.
- Ensure cost-effective programs and accountability to the community, partners, and municipal and senior governments.
- Inform staff, members, stakeholders and the public of the UTRCA's programs and policies.
- Maintain competent, highly trained, safe, and motivated staff to implement the UTRCA's programs.
- Maintain efficient systems and equipment to support the organization.

### Examples:

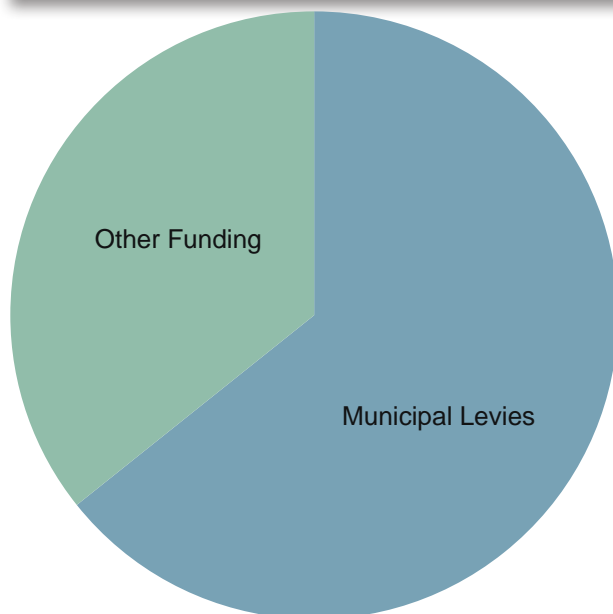
- Corporate and strategic planning, governance policy development, and implementation
- Financial control support including development of procedures, systems integration and efficiency projects such as internal audit practices
- Human resources administration, benefits administration
- Payroll and health and safety initiatives
- Engage communities of interest through interactive social media channels
- Assess community needs and opportunities through communications and marketing
- Administrative, clerical, systems, communications and graphic design support
- Provide information products including printed materials, GIS mapping, Geoportal, and websites to watershed residents, the Board of Directors and staff
- Professional development opportunities
- Coordinate community volunteers



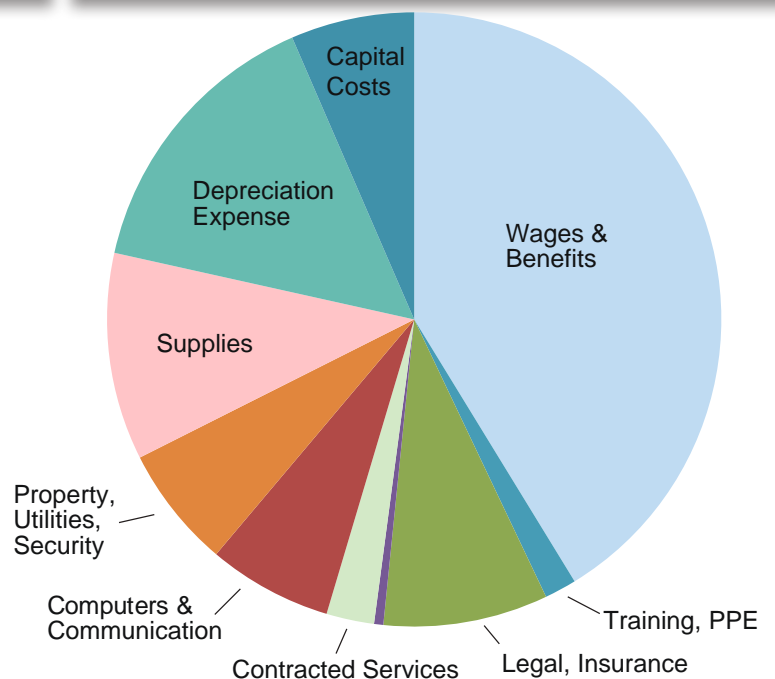
## Service Cost Centres

	Pre-Covid Approved 2020 Budget	Final 2020 Budget	Draft 2021 Budget	% Change from Final 2020 Budget	Notes (see page 4 for list of acronyms)
<b>Funding</b>					
Municipal Levies	208,804	208,804	212,640	1.8%	
Contracts	500	500	500	0.0%	
User Fees	3,500	7,090	-	0.0%	
All Other incl. Deferred Revenues	273,311	122,028	118,226	-3.1%	
<b>Total Funding</b>	<b>486,115</b>	<b>338,422</b>	<b>331,366</b>	<b>-2.1%</b>	
<b>Expenditures</b>					
Wages, Benefits, Per Diems	2,100,413	2,044,301	2,050,514	0.3%	
Training, PPE, Travel Reimbursements	66,050	65,900	52,010	-21.1%	
Legal, Audit, Insurance, Banking	223,995	256,072	268,013	4.7%	25% increase to insurance here and across unit budgets
Advertising and Promotion	14,350	8,000	15,000	87.5%	
Consulting and Services	110,475	60,825	77,725	27.8%	
Computers and Communications	176,575	175,275	202,375	15.5%	
Property, Utilities, Security	167,172	172,152	198,696	15.4%	
Supplies	341,136	275,400	337,132	22.4%	
Depreciation Expense	520,817	472,194	464,071	-1.7%	
Allocated Costs	(3,463,673)	(3,366,823)	(3,512,458)	0.0%	
Mission Centre Capital Costs	176,500	151,500	201,000	32.7%	Includes servers, vehicles and equipment
<b>Total Expenditures</b>	<b>433,810</b>	<b>314,796</b>	<b>354,077</b>	<b>12.5%</b>	
<b>Surplus (Deficit) from these budgets</b>	<b>52,305</b>	<b>23,626</b>	<b>(22,711)</b>		

### FUNDING



### EXPENDITURES





# 2021 UTRCA Draft Budget: Municipal Levy

November 24, 2020

Municipality	2020 CVA	2021 CVA	Current Year Operations										Capital Investments								Total Municipal Funding for Operations and Capital		Year over Year Increase					
			General Levy		Operating Reserve Levy		Dam & Flood Control Levy <i>(see table below for details)</i>		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		2020	2021	\$	%
			2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	\$	%	2020	2021	\$	%								
Oxford County	16.6248	16.7232	666,378	677,025	5,599	5,688	207,545	260,785			879,522	943,498	63,976	7.3%	29,114	29,872	Pittock Dam, Ingersoll Channel	125,000	100,000	154,114	129,872	(24,242)	-15.7%	1,033,636	1,073,370	39,734	3.8%	
London	64.4956	64.2138	2,585,200	2,599,643	21,721	21,842	995,633	1,060,981	105,000	106,050	3,707,554	3,788,516	80,962	2.2%	112,949	114,704	Total Structures <sup>1</sup>	2,600,000	381,156	2,712,949	95,860	(2,217,089)	-81.7%	6,420,503	4,284,376	(2,136,127)	-33.3%	
Lucan Biddulph	0.3277	0.3434	13,135	13,902	110	117	2,401	2,587			15,646	16,606	960	6.1%	574	613				574	613	39	6.8%	16,220	17,219	999	6.2%	
Thames Centre	3.2126	3.2227	128,772	130,468	1,082	1,096	28,831	29,576			158,685	161,140	2,455	1.5%	5,626	5,757				5,626	5,757	131	2.3%	164,311	166,897	2,586	1.6%	
Middlesex Centre	2.3441	2.3789	93,959	96,308	789	809	17,173	17,919			111,921	115,036	3,115	2.8%	4,105	4,249				4,105	4,249	144	3.5%	116,026	119,285	3,259	2.8%	
Stratford	7.2473	7.2867	290,496	294,996	2,441	2,478	89,080	94,456			382,017	391,930	9,913	2.6%	12,692	13,016	RT Orr Dam		-	12,692	13,016	324	2.6%	394,709	404,946	10,237	2.6%	
Perth East	1.4206	1.4489	56,942	58,658	478	493	13,045	13,514			70,465	72,665	2,200	3.1%	2,488	2,588				2,488	2,588	100	4.0%	72,953	75,253	2,300	3.2%	
West Perth	1.4523	1.4898	58,213	60,313	489	507	52,033	52,583			110,735	113,403	2,668	2.4%	2,543	2,661	Mitchell Dam, Fullarton Dam	5,000	19,500	7,543	22,161	14,618	193.8%	118,278	135,564	17,286	14.6%	
St. Marys	1.4767	1.458	59,191	59,026	497	496	31,611	33,744			91,299	93,266	1,967	2.2%	2,586	2,604	Wildwood Dam	50,000	30,723	52,586	33,327	(19,259)	-36.6%	143,885	126,593	(17,292)	-12.0%	
Perth South	1.1961	1.2295	47,944	49,775	403	418	8,735	9,261			57,082	59,454	2,372	4.2%	2,095	2,196				2,095	2,196	101	4.8%	59,177	61,650	2,473	4.2%	
South Huron	0.2023	0.205	8,109	8,299	68	70	1,478	1,544			9,655	9,913	258	2.7%	354	366				354	366	12	3.4%	10,009	10,279	270	2.7%	
Zorra	0	0	-	-	-	-	8,500	8,500			8,500	8,500	-	0.0%		-	Harrington \$5K, Embro \$1.5K	6,500	6,500	6,500	6,500	-	-	15,000	15,000	-	0.0%	
Southwest 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>4,008,339</b>	<b>4,048,414</b>	<b>33,677</b>	<b>34,014</b>	<b>1,461,675</b>	<b>1,591,060</b>	<b>105,000</b>	<b>106,050</b>	<b>5,608,691</b>	<b>5,779,537</b>	<b>170,846</b>	<b>3.0%</b>	<b>175,126</b>	<b>178,626</b>		<b>2,786,500</b>	<b>537,879</b>	<b>2,961,626</b>	<b>716,505</b>	<b>(2,245,121)</b>	<b>-75.8%</b>	<b>8,570,317</b>	<b>6,496,042</b>	<b>(2,074,275)</b>	<b>-24.2%</b>	
Contribution to increase					0.7%	0.0%		2.3%		0.0%				3.0%														

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

Structure	\$ 2020	\$ 2021
Fanshawe Dam	50,000	25,000
Wildwood & Pittock Dams	100,000	100,000
Vegetation Management	40,000	-
London Dykes	2,410,000	256,156
<b>Total London Structures</b>	<b>2,600,000</b>	<b>381,156</b>

## 2021 UTRCA Draft Budget: Dam & Flood Control Levy - Details

Municipality	CVA Rates						Special Benefitting Rates										Total Dam and Flood Control Levy	
			Forecasting, Planning & Tech Studies		Small Holdings		Wildwood Dam		Pittock Dam		100% Structures & Projects				2020	2021		
	2020	2021	2020	2021	2020	2021	%	2020	2021	%	2020	2021	2020	2021	2020	2021		
Oxford County	16.625	16.723	118,252	121,574	1,160	1,146	1.00	1,232	1,416	62.10	69,896	113,649	Ingersoll Channel	17,005	23,000	207,545	260,785	
London	64.496	64.214	458,757	466,822	4,502	4,399	83.85	106,574	118,362	36.75	41,450	67,258	Total Structures <sup>2</sup>	384,350	404,140	995,633	1,060,981	
Lucan Biddulph	0.328	0.343	2,331	2,496	23	24	0.02	25	29	0.02	22	38				2,401	2,587	
Thames Centre	3.213	3.223	22,851	23,428	224	221	0.19	242	273	0.19	214	354	Dorchester Mill Pond and CA Dams (\$2,650 ea)	5,300	5,300	28,831	29,576	
Middlesex Centre	2.344	2.379	16,673	17,294	164	163	0.14	178	201	0.14	158	261				17,173	17,919	
Stratford	7.247	7.287	51,550	52,973	506	499	0.44	559	617	0.44	495	800	RT Orr Dam (\$36,067) & Channel (\$3,500)	35,970	39,567	89,080	94,456	
Perth East	1.421	1.449	10,104	10,533	99	99	0.09	102	123	0.09	90	159	Shakespeare Dam	2,650	2,600	13,045	13,514	
West Perth	1.452	1.490	10,330	10,831	101	102	0.09	102	126	0.09	90	164	Mitchell Dam (\$38,760) & Fullarton Dam (\$2600)	41,410	41,360	52,033	52,583	
St. Marys	1.477	1.458	10,504	10,599	103	100	14.09	17,908	19,885	0.09	112	160	St. Marys Floodwall	2,984	3,000	31,611	33,744	
Perth South	1.196	1.230	8,508	8,938	83	84	0.07	76	104	0.07	68	135				8,735	9,261	
South Huron	0.202	0.205	1,439	1,490	14	14	0.01	13	17	0.01	12	23				1,478	1,544	
Zorra					-	-							-	Harrington & Embro Dams	8,500	8,500	8,500	8,500
Southwest Oxford					-	-							-	Centreville Dam	5,610	5,610	5,610	5,610
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>711,299</b>	<b>726,978</b>	<b>6,979</b>	<b>6,851</b>	<b>100</b>	<b>127,011</b>	<b>141,153</b>	<b>100</b>	<b>112,607</b>	<b>183,001</b>		<b>503,779</b>	<b>533,077</b>	<b>1,461,675</b>	<b>1,591,060</b>	

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

Structure	\$ 2020	\$ 2021
Fanshawe Dam	309,919	356,140
Springbank Dam	38,000	10,000
London Dykes/ Erosion Control	36,431	38,000
<b>Total London</b>	<b>384,350</b>	<b>404,140</b>

**2021**  
**Draft Budget**  
**November 24, 2020**

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**To:** UTRCA Board of Directors  
**From:** Michelle Viglianti  
**Date:** November 1, 2020  
**Subject:** 2021 Board of Directors  
Proposed Meeting Dates

**Agenda #:** 6.4  
**Filename:** D:\Users\vigliantim\Documents\GroupWise\3888-1.doc

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**Recommendation:** That the Board approves the following meeting dates for 2021.

Tuesday, January 26, 2021  
AGM – Thursday, February 18, 2021\*  
Tuesday, March 23, 2021  
Tuesday, April 27, 2021  
Tuesday, May 25, 2021  
Tuesday, June 22, 2021  
Tuesday, August 24, 2021  
Tuesday, September 28, 2021  
Tuesday, October 26, 2021  
Tuesday, November 23, 2021

As in previous years all Board of Directors meetings will be held on the fourth Tuesday of every month, at 9:30am with the exception of the \*Annual General Meeting. There are no meetings scheduled during July and December. Due to the ongoing COVID-19 pandemic, UTRCA Board meetings will continue to be held via Zoom until it is deemed safe to meet in-person in the WCC Boardroom.

Recommended by:

Ian Wilcox,  
General Manager

Michelle Viglianti,  
Administrative Assistant



# MEMO

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**To:** UTRCA Board of Directors

**From:** Chris Harrington and Tara Tchir

**Date:** November 13, 2020 **Agenda #:** 6.5

**Subject:** UTRCA Endorsement of the Thames River (Deshkan Ziibi) Shared Waters Approach to Water Quality and Quantity **Filename:** WP #1995

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**Recommendation:**

**That the Upper Thames River Conservation Authority Board of Directors endorse the Thames River (Deshkan Ziibi) Shared Waters Approach to Water Quality and Quantity (SWA) created by the Thames River Clear Water Revival (TRCWR) project steering committee.**

At the May 2013 board meeting the UTRCA Board of Directors approved endorsed the Terms of Reference for the development of an updated Thames River Water Management Plan (report attached below for reference). Work to develop this plan was completed and released earlier this year <https://www.thamesrevival.ca/home/shared-waters-approach/>.

The completed document is the result of many years of collaborative work by the project partners including First Nations, Federal Departments, Provincial Ministries, Municipalities and Conservation Authorities. UTRCA staff participated extensively in overall project management and on technical committees responsible for the development of water quality and quantity recommendations. These recommendations were developed to align with UTRCA strategic priorities and guide work related to water quality and quantity issues for 20 years.

The SWA reflects a more holistic approach compared to traditional water management plans, incorporating aspects of Indigenous Traditional Knowledge (ITK) in addition to western science and management objectives. The success of the SWA relies on a consensus-based decision process to determine how to implement the recommendations and acknowledges that many partners will play a role in addressing the resources needed to undertake the recommendations.

The TRCWR steering committee has identified the importance of endorsement of the SWA by all partners to continue to collaborate and implement solutions to water based issues in the Thames River watershed. Partners are currently seeking endorsement for the SWA to ensure continued collaborative work and to maintain the momentum of the TRCWR initiative. Endorsements mark the final step in completing the SWA report and will be included in the final version highlighting collaborative commitment to act on the recommendations right in the document.

Staff is recommending that the UTRCA Board of Directors endorse the *Thames River (Deshkan Ziibi) Shared Waters Approach to Water Quality and Quantity* highlighting UTRCA's

commitment to the initiative and our long recognized approach of the need to working in partnership with other to improve watershed health and resiliency.

Prepared and Recommended by:

Chris Harrington  
Manager, Watershed Planning,  
Research and Monitoring.

Tara Tchir  
Ecologist (Project Manager)

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**To:** UTRCA Board of Directors  
**From:** Chris Harrington, Coordinator, Planning and Research  
**Date:** May 10, 2013 **Agenda #:**  
**Subject:** Approval of Terms of Reference for **Filename:** WatershedPlanning#120  
Development of a Thames River Water  
Management Plan.

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**Recommendation:**

**That the Upper Thames River Conservation Authority Board of Directors endorse the Terms of Reference created by the project steering committee for development of an updated Thames River Water Management Plan.**

In July 2008, City of London staff presented an initiative to the UTRCA called the Thames River Clear Water Revival that supported the concept of project planning and coordination on a watershed basis to improve the overall water quality of the Thames River. Although many groups, including the Conservation Authorities, have been involved in monitoring and reporting on the state of the Thames River watershed resources for many years, a comprehensive water management plan had not been developed for some time. In August 2008 the UTRCA Board of Directors endorsed the project concept in principle and directed staff to work with the City of London to further develop the project concept and engage other partners.

UTRCA staff viewed the initiative as an opportunity to update the 1975 Thames River Basin Water Management Study. In December 2011, UTRCA was awarded \$402,562.00 from the Ontario Ministry of the Environment Showcasing Water Innovation (SWI) fund to support development of an updated Water Management Plan for the Thames River Watershed. A steering committee of project partners from the Thames River Clear Water Revival was formed and included both the UTRCA and LTVCA, the City of London, Ontario Ministry of the Environment - Southwestern Region, Ontario Ministry of Natural Resources, Ontario Ministry of Agriculture and Food, Environment Canada – Great Lakes Area of Concern, and First Nations.

The Terms of Reference for a Thames River Water Management Plan is one of the first products to be developed. It identifies five big picture goals that will be further refined by the water quantity, water quality, communications and First Nations working / technical groups:

1. Identify and address water quantity management issues by incorporating climate change information, demands on and inputs into the river, and interaction between surface and ground water into hydraulic models and into structural / non-structural mitigation strategies.
2. Improve water quality of the Thames River watershed and downstream waterways by incorporating trends in sources, transport and accumulations of key parameters identified in the Great Lakes basin-wide initiatives and in important functions of the Thames River.

3. Strengthen community connections with the Thames River watershed and its relationship to the Great Lakes by developing a communication plan to increase awareness and value of the Thames River, and promote the Water Management Plan.
4. Understand Traditional Ecological Knowledge (TEK) and determine how it can inform water resource management decisions by seeking ways to assemble and implement TEK into studies and recommendations that ensure First Nation ownership, land use, and cultural heritage rights are respected.
5. Strengthen collaborations among watershed managers, First Nations, municipalities, Conservation Authorities, Provincial ministries and Federal departments by providing a forum for steering and technical working committees to consider new initiatives and address the goals of the terms of reference in a coordinated fashion.

Staff is recommending that the Board of Directors authorize the Terms of Reference for the Thames River Water Management Plan. Authorization signifies an understanding of the scope and deliverables; agreement with the measures of success; and a commitment that staff continue to work with the various watershed managers, First Nations, municipalities, Conservation Authorities, Provincial ministries and Federal departments to develop a Water Management Plan.

Prepared and Recommended by:

Tara Tchir  
Project Manager

Chris Harrington  
Coordinator, Planning and Research

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**To:** UTRCA Board of Directors  
**From:** Ian Wilcox  
**Date:** November 16, 2020  
**Subject:** Centreville Pond Petition to Dredge

**Agenda #:** 6.6  
**Filename:** FC #1752

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## Recommendations

It is recommended that the board

1. Encourage the municipality to consider dam decommissioning (with or without a similar amenity featuring off-line pond) as a way to improve water quality, fish habitat and movement and reduce long term maintenance costs of the dam and pond.
2. Encourage the municipality to follow an environmental assessment type process that will allow for greater public input and provide greater clarification on multiple agency permitting requirements, social preferences, net environmental benefits, short term vs long term cost-benefit analysis, etc. for all proposed alternatives.
3. Encourage the municipality to approach the County of Oxford to determine if there is an opportunity for Oxford or neighbouring local municipalities to contribute to the maintenance and improvements of this local recreational property given the extensive support from beyond the Township of South-West Oxford (SWOX) demonstrated in the petition.
4. Encourage the municipality to consider whether COVID funding might be available to improve this as a local outdoor recreation area either with the removal of or the ongoing maintenance of the dam.
5. Acknowledge that the municipality, as owners of the property with responsibility for the maintenance of the property other than the dam, may choose to dredge the pond.
6. Should the municipality decide to pursue dredging of the pond, direct staff to explore opportunities to facilitate improvements to the dam embankment (to eliminate stability and overtopping) and require appropriate sediment and erosion control measures through permitting of the dredging.

## Purpose

This report is intended to provide the board with background and context for the attached petition submitted by local residents requesting a change in water supply to Centreville pond back to its previous levels. It is also intended to provide options for the board to consider in responding to the petition.

## Background

UTRCA sold Centreville Conservation Area to South-West Oxford (SWOX) in 1995. The offer to purchase included that "the Vendor (UTRCA) agrees to use its best efforts to maintain the dam...and to complete any reasonable repairs that the Vendor in its sole discretion considers

necessary having regard to the costs of such repair, the availability of funding to complete such repairs and the continued usefulness and upkeep of said dam”. In the event that the repairs are in the sole opinion of the UTRCA too costly to complete or funds are not available to complete and pay for such repairs, UTRCA will consent to the removal of the dam structure by the Purchaser”.

A Dam Safety Assessment completed in 2007 identified the dam as a very low hazard classification. A further slope stability assessment was completed in 2008. These reports recommended work most of which is yet to be completed. The identified work is summarized below with an indication of the order of magnitude of the costs. Any cost estimates would need to be verified through preliminary design work, but is provided here to provide some basic understanding of the maintenance costs which should be expected in the next few years.

Item	Description	Preliminary order of magnitude cost estimate
Outstanding Maintenance Identified in DSR	<ul style="list-style-type: none"> <li>• Formalize emergency spillway</li> <li>• Add erosion protection</li> <li>• Concrete repairs</li> <li>• Cost estimate \$50,000 in 2004 dollars</li> <li>• Expect additional deterioration since</li> </ul>	\$100,000
Stabilize embankment and raise crest	<ul style="list-style-type: none"> <li>• Stabilize shell with Sand/gravel, toe drainage and riprap</li> <li>• Raise crest to stop IDF from overtopping and provide freeboard</li> <li>• Recommendations provided in slope stability review</li> <li>• no cost estimates available</li> </ul>	unknown
Dam Safety Review	<ul style="list-style-type: none"> <li>• initiation planned in 2023</li> </ul>	\$25,000
	<ul style="list-style-type: none"> <li>• Work to complete DSR</li> </ul>	Unknown
Dredging	<ul style="list-style-type: none"> <li>• To be undertaken in conjunction with embankment stabilization</li> <li>• Should consider opportunities to facilitate future dredging</li> <li>• Cost will depend on quality of sediment and where it may be disposed</li> </ul>	Unknown
<b>Total costs likely to exceed</b>		<b>200,000</b>

Dam Safety Reviews are to be completed every 10 years for high risk structures (which this is not). The 20 year dam maintenance plan currently includes \$25,000 in 2023 to allow for the Dam Safety Review to be initiated. With work being delayed on the larger dams it is likely that the reviews for the small dams will be further delayed. Also based on the costs of the ongoing dams safety assessment it is expected that the allowance identified for 2023 will not be adequate to complete the dams safety assessment, especially if additional work is needed to determine budget estimates for maintenance work and dredging.

As noted above, there are stability concerns with the embankment. Any excavation, dredging or regrading near the embankment could further affect stability if not done properly. Dredging however also offers an opportune time to address the stability concerns. To address the concerns with stability properly engineered fill would be placed on both upstream and downstream embankments. Some amount of dredging would be necessary to allow fill to be placed on the upstream embankments. The crest of the dam would also be raised to allow it to safely pass the inflow design flow without overtopping. This would have a significant impact on

the cost of the dredging, but would go a long way to ensuring the long term stability of the dam embankment if the municipality remains committed to the long term maintenance of the dam.

SWOX recently dredged the nearby Loweville Pond in Beachville just east of the Centreville. Last year, residents inquired about similar opportunities for Centreville Pond to restore the pond to a depth that could support past activities enjoyed at the Conservation Area. They commented that the pond is completely overgrown, a swamp and overrun with mosquitoes.

The Centreville pond is different than the pond recently dredged in Beachville in a few ways. Unlike Loweville, the Centreville pond is formed behind a dam which impounds water on a watercourse known as Foldens (Foster) Creek. This type of pond is often referred to as an online pond to differentiate it from an offline pond, which does not have a watercourse flowing through it and is generally located outside the floodplain. Watercourses naturally transport sediment which is often referred to as bed load. Putting a dam across the watercourse slows the flow of water resulting in most sediment that would normally move through the watercourse to instead settle out in the pond and slowly fill it in over time. This sedimentation has continued to the point where the surface area of the pond and its depth have been significantly reduced and much of what would have been open water surface a few years ago is now vegetated.

While the petition requests returning water supply to the pond, the UTRCA and municipality have no control on the supply of water to the pond. Instead the petition is likely more appropriately focused on ensuring the pond regain some of its lost depth and surface area, which could only be restored through dredging of the pond.

Centreville Pond, being on a watercourse, is located in a floodplain which is regulated under section 28 of the Conservation Authorities Act. As such there is limited opportunity to spread dredged material on site without having negative effect on flooding. Dredgate may have to be moved off-site. It will be important to determine the quality of the sediment to determine options for offsite disposal. If the sediment contains materials which require special requirements it will significantly impact the cost of any dredging.

Any dredging will also need to ensure proper sediment and erosion control. It will be critical that sediment stirred up during dredging/excavation is not released downstream in quantities which would impair downstream water quality. (This would also be an issue if the dam was to fail.) Our data indicates the potential presence of three federally and/or provincially protected aquatic species at risk downstream of the dam (one fish species – Silver Shiner which is threatened and two mussel species – Rainbow which is identified as special concern and Round Pigtoe which is endangered). Sedimentation is indicated as a significant threat to all three species.

The watercourse is currently identified as coldwater containing sensitive species such as Brown Trout which have been recorded both upstream and downstream of the dam. While the impoundment likely increases the water temperature of the water flowing downstream, this cannot be confirmed at this time of year.

In October 2019, following discussion with UTRCA staff, SWOX provided a report to council related to complaints about the pond and options to resolve some of the complaints. The options presented to council included:

- proceed with dredging – which would require a permit from UTRCA, stability assessment and impacts of dredging on Dam stability, assessment of the contents of the sediment, determining whether sediment could be retained on site, etc.
- decommission dam (with or without a similar amenity featuring offline pond)
- Leave as is

Council decided to await the completion of the next Dam Safety Review which is likely to provide more information about the long term maintenance costs of the dam and opportunities for pond dredging.

The document submitted to the UTRCA Board of Directors (attached) petitions the UTRCA to immediately change the water supply to the pond back to its previous levels that support both recreation and wildlife and was aesthetically pleasing. This Petition is signed by nearly 200 people from various parts of Oxford County and beyond. The majority of the petitioners are from neighbouring Ingersoll, Zorra and Woodstock as well as locally from SWOX.

## Discussion

The long term environmental benefits of decommissioning dams which no longer serve the purpose they were designed for is well documented. When provided an opportunity, UTRCA technical staff generally prefer removing barriers which do not provide flood control or flow augmentation. It is preferred to return watercourses to a more natural regime and we have had success with dam removal projects. It is important to consider whether the dam provides a needed barrier to invasive species or disease; however this does not seem to be a concern for Centreville and is unlikely to be a reason to retain the barrier offered by the dam. Removal of Centreville Dam may allow migration of aquatic life, improve flows and natural transport of bed load, and reduce the thermal impacts that impounding water has on a reservoir and downstream watercourse. Often dam removal is opposed by local residents who have come to expect the continued impoundment of water by the dam. Dam removal should be considered as a viable alternative to pond dredging to move to a more sustainable and natural watercourse through the area. In the report to council it was noted that the Municipal Strategic plan includes goals that are consistent with dam removal.

While decommissioning of a dam generally results in opportunities for improved fish passage in the watercourse, in this case, the grade change through the site still may result in barriers to fish passage. In considering dam removal, the creation of small offline pond could be considered to provide a similar amenity feature as what currently exists. The steep channel slope in combination with the incised nature of the valley and proximity to the road may limit the size of an offline pond. Adequate grade control and creek floodway would take up much of the creek valley cross-section. The space needed to reduce bed slope to allow fish passage upstream may further reduce size or eliminate opportunities for an offline pond. The relative merits of the offline pond would need to be weighed against the options for removing the barrier to fish migration. Providing an offline pond, or accommodating the grade change through the reach, may also impact the woodlot to the west of the pond where a bypass currently flows. All of this would need to be confirmed through conceptual design.

As noted above, the dam and surrounding area are in need of repair. Deterioration of the concrete (spalling/scaling) and settlement/erosion of the earthen dam since last reports is apparent. Deterioration since the estimates provided in previous studies would likely result in repair costs beyond those provided in the estimates at the time of the previous reports. Any consideration of dredging should also consider the costs of repairing the dam as well as ongoing maintenance requirements.

Ideally, the municipality should be encouraged to make an informed decision by following an environmental assessment type process that will allow for greater public input and provide greater clarification on multiple agency permitting requirements, social preferences, net environmental benefits, short term vs long term cost-benefit analysis, etc. for all proposed alternatives.



If the municipality remains committed to the ongoing maintenance costs of the dam, dredging of the pond could be done by the municipality. It should only be pursued in conjunction with addressing the stability of the dam embankment. A permit would be required from the UTRCA and (given the project extent and location) approvals may also be required by other agencies. A permit may be required from MNRF under the Lakes and Rivers Improvement Act due to the potential impacts on the dam.

Interest has been expressed in dredging other ponds at UTRCA small dams (including Harrington, Embro, and Dorchester Mill Pond and all of the ponds are quickly filling with sediment. While this is unique as the UTRCA does not own Centreville, the board should be cautious as support for dredging and revitalizing the pond could increase pressure to dredge the other ponds.

Prepared by:

Chris Tasker, Manager, Water & Information Management  
Karen Winfield, Land Use Regulations Officer  
Michelle Fletcher, Aquatic Biologist

Submitted by:

Ian Wilcox, General Manager

Petition to Upper Thames River Conservation Area's Board of Directors

The Centerville Pond and its surrounding park is beautiful, the highlight of our hamlet. Centrally located, it is enjoyed every day by picnickers, exercisers, hikers, bird watchers, fishers, children, families, individuals seeking a bit of solitude in nature, and skaters and cross-country skiers in winter. It was even the site of a weekend long re-enactment of a War of 1812-1814 campout and battle. BUT, now the pond's water level has been allowed to drop so low that the fish dying, turtles don't have a place to hide, ducks don't have a place to land, weeds are everywhere, and there is the nasty smell of rotting vegetation.

Therefore, we formally petition the Upper Thames River Conservation Area's Board of Directors to immediately change the water supply to Centerville Pond back to its previous levels that supported both recreation and wildlife and was aesthetically pleasing.

Printed Name


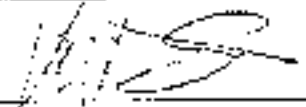
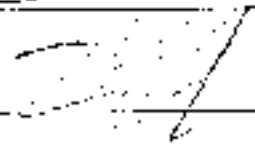
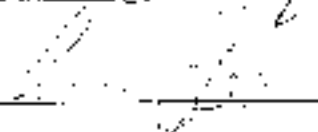
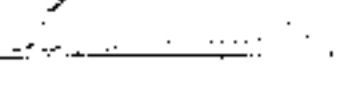
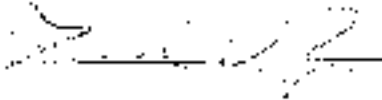
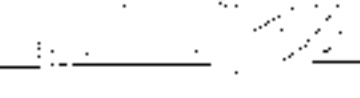
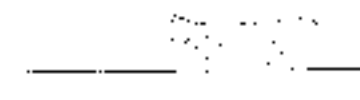
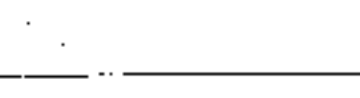
Address

Signature

Beverly Walker	RA #2 Ingersoll	<i>B Walker</i>
JOAN MATHESON	RR #4 Woodstock	<i>J Matheson</i>
<i>Harper Betty</i>	<del>RR</del> <i>oulaire st woodstock</i>	<i>Harper Betty</i>
DUFF LAITZ	INGERSOLL	<del><i>Duff Laitz</i></del>
LISA SPENCEK	1093 NELLIS	<i>L Spencek</i>
Anthony Shearer	Woodstock	<i>Anthony Shearer</i>
David Maniz	Woodstock	<i>David Maniz</i>
Stephanie Zukowsky	Hughson St. Woodstock	<i>Stephanie Zukowsky</i>
Noelle Wilson	Paris, Ontario	<i>Noelle Wilson</i>
Joseph Thomas	Ingersoll <i>OTD</i>	<i>Joseph Thomas</i>

The Centerville Pond and its surrounding park is beautiful, the highlight of our hamlet. Centrally located, it is enjoyed every day by picnickers, exercisers, hikers, bird watchers, fishers, children, families, individuals seeking a bit of solitude in nature, and skaters and cross-country skiers in winter. It was even the site of a weekend long re-enactment of a War of 1812-1814 campout and battle. BUT, now the pond's water level has been allowed to drop so low that the fish dying, turtles don't have a place to hide, ducks don't have a place to land, weeds are everywhere, and there is the nasty smell of rotting vegetation.





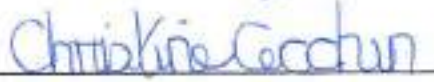



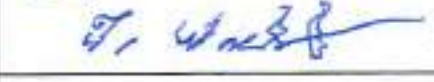

Therefore, we formally petition the Upper Thames River Conservation Area's Board of Directors to immediately change the water supply to Centerville Pond back to its previous levels that supported both recreation and wildlife and was aesthetically pleasing.

Printed Name	Address	Signature
Vanessa Beaver	1114 Pearson Dr. Wexk, ON	
Vicki Farris -	1285 Co. Rd 105 Wexford	
Jack King	111-1200 ...	
Linda ...	...	
...	...	
FRED ...	...	
...	...	
...	...	
...	...	

Petition to Upper Thames River Conservation Area's Board of Directors

The Centerville Pond and its surrounding park is beautiful, the highlight of our hamlet. Centrally located, it is enjoyed every day by picnickers, exercisers, hikers, bird watchers, fishers, children, families, individuals seeking a bit of solitude in nature, and skaters and cross-country skiers in winter. It was even the site of a weekend long re-enactment of a War of 1812-1814 campout and battle. BUT, now the pond's water level has been allowed to drop so low that the fish dying, turtles don't have a place to hide, ducks don't have a place to land, weeds are everywhere, and there is the nasty smell of rotting vegetation.

Therefore, we formally petition the Upper Thames River Conservation Area's Board of Directors to immediately change the water supply to Centerville Pond back to its previous levels that supported both recreation and wildlife and was aesthetically pleasing.

Printed Name	Address	Signature
SUE SZANDY	P.O. BOX 172 TILSONBURG N4G4H5	
WILK STEVENSON	227 John St. SOUTH AYLMER	
DEBRA STEVENSON	227 JOHN ST. S. AYLMER	
Abe Pyck	28 Wolf St. Tillsonburg	
Christine Cocchun	201 Thames St N. Ingersoll	
Sherry Comiskey	122 Innes St. Ingersoll	
EW. COMISKEY	122 Innes St. Ingersoll	
TED COMISKEY	122 INNES ST. INGERSOLL	
TED WEBBS	61 RATHRINE STREET INC.	
HELEN WEBBS	61 RATHRINE STREET INC.	

Petition to Upper Thames River Conservation Area's Board of Directors

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Printed Name	Address	Signature
RON HARRISON	273 WARRHAM ST S	R.H. Harrison
Diane Harrison	1-275 Jordan St. S.	M. Diane Harrison
DAVID WORTOWICH	RR2 THAMESFORD	David Wortowich
Pete van BOEKEL	210 THAMES Ingersoll	Pete van Boekel
JANET CLARK	706-900 CHIEFTAIN West	Janet Clark
Nancy Mueller	72 Fuller Dr Ingersoll	Nancy Mueller
Jim McE...	26 N. Townline East	Jim McE...
Don Mueller	Nesbitt COES	Don Mueller
Wendy Bradwell	Ingersoll	Wendy Bradwell



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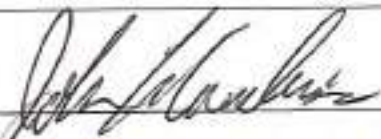





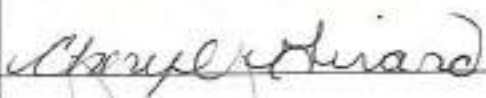
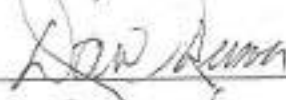


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Printed Name	Address	Signature
Janis Witcombe	285 THOMAS ST Ingersoll	J. Witcombe
RAY Witecombe	285 THOMAS ST Ingersoll	R. Witcombe
DENNIS RODGERS	Ingersoll RR1	<del>D. Rodgers</del>
Brian Heron	RR#2 Woodstock	BRIAN HERON
R. Anstee	RR#2 INGERSOLL	JIM ANSTEE
Bob DUPRAS	563222 THOMAS RD Ingersoll	B. Dupras
JANICE ANSTEE	RR#2 INGERSOLL	J. Anstee
TAMMY GIRARD	236 Cherry St Ingersoll	Tammy Girard
Daniel Destine	236 Cherry St Ingersoll	Daniel Destine
PAT METCALFE		Pat Metcalfe

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Printed Name	Address	Signature
John L Cornelissen	625-285 Thames St W Ingersoll ON	
Sarah Onbelet	203-221 Thames St N Ingersoll	
<del>Ruth Onbelet</del> Ruth Onbelet	Ingersoll RR #1	
Tammie McTEALFE	RR4 Ingersoll	
SHERYL HOUSTON	7-50 GARDNER, INGERSOLL	
GARY GRIMOLDY	7-50 GARDNER, INGERSOLL	
CHERYL GIMARD	236 Cherry St, Ingersoll	
DAVE DUNN	153 INDES ST. " "	
JOAN SMITH	179 DUNDAS Woodstock	
JEAN STEVENSON	189 Dundas St West	



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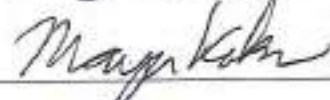
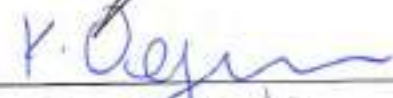


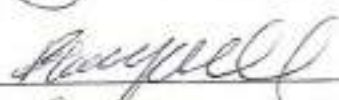
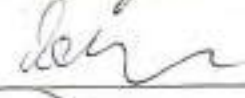

Printed Name	Address	Signature
VICKI GREATRIT	214-221 THAMES ST. N. ING	Vicki Greatrix
Kathleen White	389 Wellington St. Ing	<del>Kathleen</del> Kathleen White
Rita Wigle	273 HARRIS ST, Ingersoll	Rita Wigle
JANE E. MELITZER	240 Cherry St. INGERSOLL	J E Melitzer
Kathleen Hampson	50 Barcland Court #8 Ing	Kathleen Hampson
Brenda Eccles Jardine	3-19 49 36 RR2 Thamesford	Brenda Eccles Jardine
GWENDOLINE RODGERS	129 INNES STREET INGERSOLL	<del>B</del> Gwendoline R. Rodgers
Margaret Long	204-222 Earl St Ingersoll	Margaret Long
STEVE TURN	111 Merritt St Ingersoll	Steve Turn
Betty A Porter	222 EARL ST INGERSOLL	Betty A Porter



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Printed Name	Address	Signature
High Ponding	173 #14 Bond St. INGERSOLL ONT	
Camille Duwayns	71 Edwin Cres Ingersoll	
Carolyn Smith	353 Oxford Ave Ingersoll	
Maya Vukov	293135 Coluden Rd Ingersoll	
Kristi Oegema	2538 Victoria St. Ingersoll, ON	
Nicole Wright	130 Skye St Ingersoll, ON	
Bryan Smith	70 Glenn Ave, Swebury N4S7U6	
Bobbi Campbell	#11 380 Quarterton Rd Tillsonburg N4G 5Z5	
Dietel Remy	42 Rossitor Ingersoll ON	
Doris Weir	222 Allen St Thamesford	

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Printed Name

Address

Signature

Printed Name	Address	Signature
JON COLE	747 WORTHAM ST, Ingersoll ont	<i>[Signature]</i>
MIKE KELLY	12 KEAR CR INGERSOLL ONT	<i>[Signature]</i>
ROB MABEE	269 HARRIS ST. Ingersoll	<i>[Signature]</i>
Billy J Thomas	R.R #4 Ingersoll	<i>[Signature]</i>
<i>[Signature]</i>	#102-221 THAMES ST N	<i>[Signature]</i>
Bob Lee	Road 68 Ing	<i>[Signature]</i>
Ken Lee	Glencoe Ont.	<i>[Signature]</i>
Aron Murray	Stranberry	<i>[Signature]</i>
A Green	220 Ingersoll St. N.	<i>[Signature]</i>
KEN LEE	INGERSOLL ONT.	<i>[Signature]</i>

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Printed Name	Address	Signature
HARRY ZAHROVIC	231 CLARKE ST WOODSTOCK	<i>[Signature]</i>
Greg Mac Cormack	59 West view Crt.	<i>[Signature]</i>
KEN PYLE	63 KING ST W INGERSOLL	<i>[Signature]</i>
IVAN CALIC	231 CLARKE ST. W. WOODSTOCK	<i>[Signature]</i>
PETER K. DALE	BROWNSVILLE ON.	<i>[Signature]</i>
WANDA M. DALTON	WOODSTOCK	<i>[Signature]</i>
TERRY WARD	65 CLARK RD E INGERSOLL	<i>[Signature]</i>
Anne Ward	" " " "	<i>[Signature]</i>
OLIVE HERNANDEZ	7 North Townline Ingersoll	<i>[Signature]</i>
MOLLIE LONDON	VICTORIA ST. INGERSOLL	<i>[Signature]</i>



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Printed Name	Address	Signature
TIN IRLAND	285 Thames St. N Ingersoll	Tina Ireland
Tammy Wilson	221 Wellington St.	Tammy Wilson
FRANES SCOTT	544005 CLARK RD Iwq	Frances Scott
Bibi Harlow	97 Kirk St. W.	Harlow
Dave Presswell	312 Thames St. N Ingersoll	D. Presswell
SIM KRAMER	47 LARELL CRES	Et Kramer
DAVE McKENZIE	282 THAMES ST. S. INGERSOLL	D. McKenzie
Pop Anstee	35 Canterbury St	Pop Anstee
SCOT WALKER	7070 BEAVERBROOK AVE LONDON	Scott Walker
GREG MOON	92-5 FINKHE ST	Greg Moon

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Printed Name	Address	Signature
JOSCELYNE PIPER	168 THAMES ST N INGERSOLL	Joselyne Piper
Kevin Piper	168 Thames St N Ingersoll	Kevin Piper
Ruthanne Gilbert	Centerville	Ruthanne Gilbert
JED WALKER	RR2 INGERSOLL	Jed Walker
CINDY HADAWAY	126 KING HIRAM JWG	Cindy Hadaway
HUGH DINSMORE	1255 Southdale Rd, LONDON	Hugh Dinsmore
Gaion DENSKY	275 Short Ave LONDON	Gaion Densky
TOSHA DENSKY	275 Short Ave. LONDON	Tosha Densky
<del>KIM WALKER</del>	<del>275</del> Tweedsmuir London	<del>Kim Walker</del>
Stanislav Rajic	275 Short Ave London	Stanislav Rajic



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Printed Name	Address	Signature
Theresa Skillings	68 Blue Jay Blvd	Theresa Skillings
Michaela Harris	876 Sunset Blvd	Michaela Harris
Desmond Stevenson	4585 Proudfoot Lane	
Kathy Pereira	1025 Elora Rd.	Kathy R
HERMAN HAMERS	RR#6 WOODSTOCK	Herman Hamers
Dylan Simenelle	Woodstock, ON	
Angela Dunge	Woodstock, ON	Angela R
Scott Giles (OWNER)	123 Colborne Brantford On.	Scott Giles
	209 Tiara St Woodstock Ont	Chad Lucier
Ashlee Poyntz	814 Berkshire Dr, woodstock ON	Ashlee Poyntz

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Printed Name	Address	Signature
ED MARCOTTE	#102 221 THAMES, ST. N	Ed Marcotte
ELIZABETH UHRIG	310 THAMES ST N	Elizabeth Uhrig
Pat Kramer	47 Laurel Cres Ingersoll	Patricia Kramer
KEN LEE	271 THAMES ST. N 228 INGERSOLL	KEN LEE
Janice	3 ST ANDREW ST. INGERSOLL	Janice
Carmen Vallier	3 St Andrew St Ingersoll	Carmen Vallier
AL GREEN	220 INGERSOLL ST. N.	Al Green
Bea Green	220 Ingersoll St N Ingersoll	Bea Green
Scott Maudrey	55 Oakville Ave London	Scott Maudrey
Helin Clark	204 McKeand St Ingersoll	Helin Clark

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Printed Name	Address	Signature
Barbara Green	594685 Hwy 59E, Woodstock, ON	Barbara Green
BEV MEKHON	285 Thames St W Ingersoll	Bev Mekhon
Pat Metcalfe	77 Catherine Ing.	Pat Metcalfe
Brenda Metcalfe	77 Catherine Ing.	Brenda Metcalfe
Pat Costello	75 Catherine Ing.	Pat Costello
Teresa Costello	124 Mutual St Ing.	Teresa Costello
John <sup>Hall</sup> <del>Costello</del>	129 Mutual St Ing.	John Hall
Brendan Costello	285 Thames St Ing.	Brendan Costello
Gracie Metcalfe	RR #4 Ing.	BRACIE METCALFE
Clyde Houston	261 Hall St Ingersoll	CLYDE HOUSTON



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Printed Name	Address	Signature
HEMER TEALE	140 GEORGE ST ING	<i>Hemer Teale</i>
Clint Walker	354503 Mill line ING	<i>Clint Walker</i>
BARB WALKER	354509 Mill line Ing.	<i>Barb Walker</i>
Carol Vant	221 Thames St. North	<i>Carol Vant</i>
Georgina Mayer	<del>221</del> <sup>70</sup> Thames St. NORTH	<i>Georgina Mayer</i>
Jean Castella	75 Catherine St Ing.	<i>Jean W Castella</i>
Betty White	389 Wellington St. Ing	<i>Betty White</i>
Ron Neave	29 Cross St. Ing. Ont.	<i>Ron Neave</i>
G. Houston	261 Hall St Ingersoll, ON	<i>G. Houston</i>
Linda Miller	544005 Clark Rd Ingersoll	<i>L. Miller</i>

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Printed Name	Address	Signature
DON THOMAS	20 SAWYER CR Ingersoll	<i>Don Thomas</i>
MERYL HOUSTON	750 GORLAND, INGERSOLL 316489 31ST LINE	<i>Meryl Houston</i>
Deb Dahl	RR#3 Embro	<i>Deb Dahl</i>
Melinda Luchman	207 Thames St Eng.	
Shirley Smith	509 - 287 Thames St S	Ingersoll
Verna Lord	501 - 217 Thames St S	Ingersoll
Bob Connor	50 ROSSITER RD INGERSOLL	
John Cornelissen	609-285 Thames St N	<i>John Cornelissen</i>
BILL PATTERSON	1139 Bennett tr WDSK	<i>Bill Patterson</i>
Melba Landry	177 Victoria St Eng	Melba Landry

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Printed Name	Address	Signature
MARION VAN BOEKEL	3613 Bantyt St DORCHESTER	M. van Boekel
Max Albright	283357 Daniel Rd	Max Albright
Margaret Albright	283357 Daniel Rd	Margaret Albright
Jim Dell	48 ROSSITER RD	Jim Dell
Mario Furness	20 Passiter Rd	M. Furness
PETER VAN BOEKEL	210 THAMES ST.	Peter van Boekel
HARRY VINKENBERGER	29 PRINCESS PARK RD INDEPENDENCE	H. Vinkenberg
Berna Morris	71 Edwin Cres Tillsonburg	B. Morris
HAROLD MORRIS	71 EDWIN CRES TILLS-	Harold Morris



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Printed Name

Address

Signature

Printed Name	Address	Signature
VERONICA KELLY	6 NORTH TOWN LINE E. INGERSOLL	Veronica Kelly
STUART BAKER	6 NORTH TOWN LINE "	Stuart Baker
Nelson MARTIN	6 NORTH TOWN LINE " "	Nelson Martin

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Printed Name	Address	Signature
KARL LONGFIELD	61 ALMA ST INGERSOLL ON	Karl Longfield
ROGER ANSTEE	35 CANTERBURY ST INGERSOLL	Roger Anstee
Bea Green	132-200 Ingersoll St N. Ingersoll Ingersoll	Bea Green
Julia Middleton	260 Bell St. Lower Apt.	Julia Middleton
Ann Clifford	361 Oxford Ave Ingersoll	Ann Clifford
Barb Walker	354509 MILLINE INGERSOLL	BARB WALKER
SCOTT WALKER	282/600 HYDE PARK RD. LONDON ON	Scott Walker
STEVEN ROBERTSON	29 CROSS ST INGERSOLL	Steven Robertson
Dave Presswell	312 Thames St N Ingersoll	Dave Presswell
John Bean	301 Thames St. W. Ingersoll	John Bean

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Printed Name	Address	Signature
ALAN PETER	404 King St W Ingersoll	Alan Peter
JEREMY PETER	INGERSOLL	Jeremy Peter
COLEEN M. DODD	INGERSOLL	Coleen M. Dodd
GEORGINA SKEVINGTON	INGERSOLL	Georgina Skévington
LIZ ELLIOTT	Ingersoll	Liz Elliott
Josiah Jones	Ingersoll	Josiah M. Jones
JULIA CRICK	DORCHESTER	Julia Crick
LORNA SCHIELTE	Ingersoll	Lorna Schielte
Doreen Eades	Thamesford East	Brenda Eades
Gwendolene Rodgers	INGERSOLL	Gwendolene Rodgers



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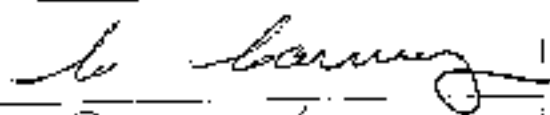

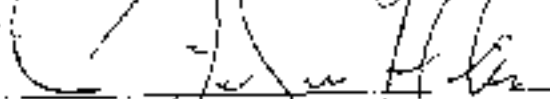

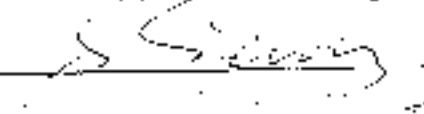
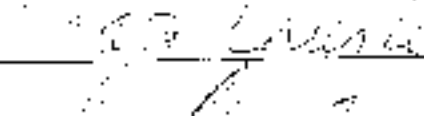
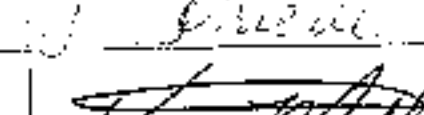
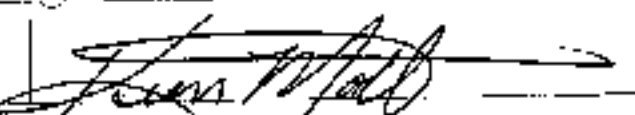

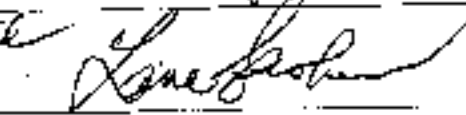
Printed Name	Address	Signature
1/4 M. BOEHRER'S LAWN	3-114836 hwy 19 RR2 Woodstock	Wm Eccles-Jordan
Elizabeth Whittingham	12-271 Thames St N. Ingersoll	Elizabeth Whittingham
Scott Whittingham	140 Bell St. Ingersoll	S. Whittingham
Rachel Ruby	Kitchener	Rachel Ruby
Wayne Sheffield	74 Pebble beach Woodstock	W. Sheffield
FRED C.H.R. ONBELET	41 CARNEGIE ST., INGERSOLL	Fred C.H.R. Onbelet
CRAIG MARTINETTI	Ingersoll, ONTARIO	Craig Martinetti
Rev. Mike Humphrey	109 <del>W</del> Frances St. Ingersoll	Rev. Mike Humphrey
Carl R. Langford	RR # 4 Ing	Carl R. Langford
Steve Spring	15 FELTZ Drive Ing	Steve Spring



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Printed Name	Address	Signature
Charlotte Carney	215 HALL ST. Ingersoll	
Janice Maltby	108 MELITA ST. Ingersoll	
Jennifer Hicis	222 Albert St. Ingersoll NSC 2 <sup>nd</sup>	
Steve Standy	243659 Province Rd.	
Steve Standy	" "	
Kathie Oriente	" "	
Steve Oriente	" "	
Kim Mott	109 Francis St, Ingersoll	
Cathy Mott	109 Francis St. Ingersoll	
Lana Graham	255 Melita St, Ingersoll	

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Printed Name	Address	Signature
Janet Brushett	70 Thames St N #202	Janet Brushett
Leslie Wyatt	158 Bell St Ingersoll	Leslie Wyatt
Liz Elliott	205 Victoria St	Liz Elliott
GEORGIE	Ingersoll	Georgie
Bill Miller	135 ... Ingersoll	Bill Miller
Diana Reay	62 Ross St Ingersoll	Diana Reay
Vicki Greer	214-221 ...	Vicki Greer
Dale Nelson	105 Merritt St	Dale Nelson
Carol Robson	414 Wellington St S. Ingersoll	Carol Robson
Joan Robson	414 Wellington St S.	Joan Robson

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Printed Name	Address	Signature
Dwan [unclear]	[unclear]	[unclear]
Victoria Parker	Foldens, Ingersoll	[unclear]
T. [unclear]	[unclear]	[unclear]
Carol [unclear]	[unclear]	[unclear]
[unclear]	[unclear]	[unclear]
Pauline [unclear]	Woods Texas Verona ON	[unclear]
Zoe Maitel	Woods ON	[unclear]
Taylor [unclear]	Woods ON	[unclear]
Barb Walker	354509 Mill Line Ing	Barb Walker
CLINT WALKER	354503 Mill Line Ing	Clint Walker

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Printed Name

Address

Signature

DOUGLAS HAZEN	584447 BEACHVILLE RD.	Douglas Hazen
SHelley HAZEN	584447 BEACHVILLE R.D	Shelley Hazen
RICK WALKER	KING ST INGERSOLL	Rick Walker
Taylor WALKER	KING ST. ING	Taylor Walker
CANDICE WALKER	King St. ING	Candice Walker
Tammy Wade	354508 Hill Line Centerville	Tammy Wade
Len PERRY	245 Niagara St Niagara Falls	Len Perry
Shelley Noble	St-Catherine Ontario Niagara St	Shelley Noble
John Hall	129 Mutual St Ing	John Hall
Jared Hall	129 Mutual St Ing	Jared Hall






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Printed Name

Address

Signature

Margaret Long M. Gwetz	204-222 Earl St, Ingersoll, NSC 2X3 104 Charles St Ingersoll	Margaret Long. 
MIKE SIMS CRAIG MARTINETT	104 CHARLES ST WEST Ingersoll, ONTARIO	 Craig Martinett
Betty A Porter	Ingersoll Ontario	
Georgina Moyer	261 Hall St. Ingersoll.	
Jean Costello	75 Catherine Ing.	Jean Costello
Patrick Metcalfe	77 Catherine Ing.	Pat Metcalfe
Teresa Costello	129 Mutual St Ing.	Teresa Costello
Brenda Metcalfe	77 Catherine Ing.	Brenda Metcalfe

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Printed Name	Address	Signature
ED MARCOTTE	# 102 221 THAMES N INGERSOLL <sup>15C353</sup>	Ed Marcotte
Kim Mott	109 Francis St, Ingersoll, ON	Kim Mott
Angelique Demuray	285-19 Thames St. N Ingersoll	Angelique Demuray
Corrie Stanhope	INGERSOLL	Corrie Stanhope
JACK McNIVEN	603795 CEMETARY LANE INGERSOLL	Jack McNiven
JOHN BOW	129 JOHN ST.	John Bow
Pat Costello	John. St. Ingersoll	Pat Costello
Bev. Mellon	285 Thames St. N.	Bev. Mellon
Jim Mellon	285 Thames St. N.	Jim Mellon
Chris Metcalfe	77 Catherine St.	Chris Metcalfe



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Printed Name	Address	Signature
KATHY BIRKBECK		K. Birkbeck
JOAN MATHESON	Oxford Centre	Joan Matheson
<i>Lynnie Jenkins</i>	<i>286 Kensington Ave. Ingersoll</i>	<i>Lynnie Jenkins</i>
Cecilia Jackson	Wdsk.	Cecilia Jackson
<i>Cooper Gibson</i>	Wdsk	<i>Cooper Gibson</i>
Brandon Read	Kitchener	Brandon Read
Brenda Wilson	Wdsk	BW
Larkin Pomeroy	Wdsk	Larkin Pomeroy
Anthony Shearer	Wdsk	Anthony Shearer
Tabitha Vautour	Wdsk	Tabitha Vautour

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Printed Name

Address

Signature

Judy Kish	Ingersoll Ont.	J Kish
Leanne Read.	Kitchener, Ont.	Leanne Read.
E Daine Foster	Woodstock, Ont	E Daine Foster
Cheyenne Vigar	Burgessville, ON	Cheyenne Vigar
Laurie Saddon	Woodstock, ON	Laurie Saddon
Angela Ceman	Woodstock, ON	Angela Ceman
Jesse Sharpe	Woodstock, ON	Jesse Sharpe
Jaycee Getty	Woodstock, ON	Jaycee Getty
Joan MATHESON	Q Ford Centre ON	Joan Matheson
Joan Scheklesky	306 Sherwood Ave Kitchener.	Joan Scheklesky



**To: UTRCA Board of Directors**

**From: Teresa Hollingsworth**

**Date: November 23, 2020**

**Agenda #: 6.7**

**Subject: National Disaster Mitigation Program  
Application – Intake 6**

**Filename: ::ODMA\GRPWISE\UT\_MAIN.UTRCA  
\_PO.Administration:3910.1**

## Recommendations

The UTRCA has been very successful in obtaining funding through the National Disaster Mitigation Program (NDMP) to further the strategic environmental targets specifically related to flood hazards. It is recommended that the board support NDMP proposals for Intake 6 to continue efforts such as:

- Increasing access to flood-related information to help watershed residents understand the risks posed by flooding and steps they can take to mitigate;
- Continuing efforts to modernize and update watershed flood modelling and mapping;
- Modernizing the hydrometric data collection network and improving access to data for the UTRCA watershed and other Conservation Authority partners in our WISKI hub; and
- Developing flood mitigation plans.

## Background

The National Disaster Mitigation Program (NDMP) is a federal program intended to reduce the impacts of natural disasters on Canadians with investments focused on:

- Reducing significant recurring flood risks and costs; and
- Advancing availability of private residential insurance for overland flooding.

The NDMP can provide federal funding for up to 50% of the costs of eligible flood mitigation projects, to a maximum of \$1.5 million in federal funding per project. “Flooding” is broadly defined in the NDMP guidelines.

- Includes riverine, coastal, and urban flooding, as well as accidental breakage of retaining structures.

Federal NDMP funding is available to provinces and territories, who may partner with other organizations to redistribute federal funds. Ontario will assess all project proposals received and submit candidate proposals as part of the provincial submission to the federal government as they have done with previous intake. The federal government approves project proposals. Federal funding is provided after the implementation of eligible project work. The process is expected to be similar to the previous intakes. Eligible projects are categorized in four streams:

- Flood risk assessments
- Flood mapping,
- Flood mitigation plans
- Non structural flood mitigation projects

Project proposals for structural projects are not eligible in Intake 6. Project proposals must be submitted to Ontario by December 1, 2020 and projects are to be implemented between April 1, 2021 and March 31, 2022.

## **Discussion**

The UTRCA has been quite successful with proposals for NPMP projects in previous intakes. These projects have significantly helped progress toward meeting our strategic environmental targets, especially those targets related to flood hazards. Much work still remains. This funding greatly assists efforts which otherwise would need municipal funding to complete, as there continues to be little provincial funding available for hazard mitigation efforts. The proposals currently being developed will continue UTRCA efforts related to flood hazard mitigation and expand the previous efforts to other parts of the watershed.

While previous proposals included structural flood protection measures related to West London Dyke and St Marys Floodwall, structural measures are no longer eligible. The efforts being proposed for submission for Intake 6 will be focused on expanding efforts in non-structural measures in the following areas.

- Increasing access to flood-related information to help watershed residents understand the risks posed by flooding and the steps they can take to mitigate them. These initiatives will build upon previous and ongoing education and outreach initiatives and development of data access tools. It will focus on such things as an improved website to relay flooding information. Making this information more broadly available to the public is in line with Ontario's Flood Strategy and will greatly assist local communication of flood risks.
- Continuing efforts to modernize and update watershed flood modelling and mapping. Past efforts through NDMP focused on the main branch of the Thames and major tributaries. Efforts as part of this initiative will continue those efforts to other parts of the watershed and may assist with such tasks as peer review, public consultation and engagement.
- Modernizing hydrometric data collection network and improving access to the data for the UTRCA watershed and other Conservation Authority partners in our WISKI hub. Proposals for Intake 6 may include continuation of rating curve development and monitoring equipment updates to better understand and forecast flood risks. These proposals will also allow further improvements to the environmental data hub which houses the hydrometric data of many conservation authorities in southwestern and northern Ontario. This hub utilizes the same WISKI time series data management system utilized by the MNRF, many conservation authorities and other water management agencies throughout the world.
- Developing flood mitigation plans. Proposals for intake 6 may build on efforts in the previous intake where measure were explored in specific areas on the Thames River and expand and explore those tools in other parts of the watershed.

Prepared by:

Teresa Hollingsworth, Manager, Community and Corporate Services

Chris Tasker, Manager, Water & Information Management

Tracy Annett, Manager, Environmental Planning & Regulations

Recommended by:

Teresa Hollingsworth, Manager, Community and Corporate Services

---

**To:** UTRCA Board of Directors

**From:** Tracy Annett, Manager – Environmental Planning and Regulations

**Date:** November 16, 2020 **Agenda #:** 7.1

**Subject:** Administration and Enforcement - Section 28 **Filename:** ::ODMA\GRPWISE\UT\_M  
Status Report – *Development, Interference with* AIN.UTRCA\_PO.ENVP:968  
*Wetlands and Alterations to Shorelines and* 2.1  
*Watercourses Regulation (O.Reg157/06)*

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### Section 28 Report:

The attached tables are provided to the Board as a summary of staff activity related to the Conservation Authority's *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* (Ontario Regulation 157/06 made pursuant to Section 28 of the Conservation Authorities Act). The summary covers reports for September 1, 2020 to September 30, 2020 and October 1<sup>st</sup>, 2020 to October 31<sup>st</sup>, 2020. In addition, the interim annual report, as requested by Conservation Ontario, is also provided.

### Interim Annual Report:

Service standards for Section 28 permit applications are outlined by the Ministry of Natural Resources and Forestry (MNRF) in the "Policies and Procedures for Conservation Authority Plan Review and Permitting Activities (2010)", also known as the CALC chapter. As part of the Conservation Ontario Client Service and Streamlining Initiative, Conservation Ontario (CO) developed the *Annual Reporting on Timelines Template for Permissions under Section 28 of the Conservation Authorities Act*. The template outlines best practice level of service timelines and reporting requirements for CA review of S.28 permit applications. Best practice timelines were developed for major, minor, and routine permit applications. Endorsed by CO Council, high-growth CAs were directed to submit interim reports to Conservation Ontario in 2020. Interim reports will assist staff to identify any issues with the reporting template and bring a consolidated report to CO Council for information purposes.

Previously, an interim report was provided to the Board in April, covering the period from January 1<sup>st</sup> to March 31<sup>st</sup>, 2020. Future reporting will be completed on an annual basis. CAs will be requested to provide annual reporting in February for consideration by Conservation Ontario Council at their AGM.

The Summary Report for the UTRCA covers the period from April 1, 2020 to September 30, 2020 is provided in the table below. Due to COVID, the Q2 and Q3 periods were combined. Timelines as outlined in the "Policies and Procedures for Conservation Authority Plan Review and Permitting" known as CALC and The Conservation Ontario Annual Reporting Template were provided (CO). When analyzing the CO timelines a few reasons for issuances outside of the timeline / variances are provided.

Of the 8 routine permits that did not meet the timelines, all were routine applications related to Drainage Act maintenance activities received this spring. Our Drainage Superintendents tend to apply

early during their 'slow times', knowing they can't undertake the in water work until the fisheries timing windows open. Given the circumstances, these applications were not prioritized as everyone was adjusting to new work from home arrangements.

The remaining major and minor applications (2+5=7) 3 of the applications were issued within 2 days of the timelines outlined in the guideline. While the remaining 4 permits issued outside of the guidelines were in the month of July, when staffing complement was not at full capacity as a result of vacation schedules. At the same time, the number of projects requiring substantial preconsultation and permit application review increased..

UTRCA Q2 and Q3 Section 28 Report Summary						TOTALS
Permits Issued by CALC Category			Permits Issued Outside CALC Timeline			
MAJOR	MINOR		MAJOR	MINOR		
27	70		0	7		Within CALC 90
Total	97		Total	Outside CALC 7		93%
Permits Issued by CO Category			Permits Issued Outside CO Timeline			
MAJOR	MINOR	ROUTINE	MAJOR	MINOR	ROUTINE	
27	49	21	2	5	8	Within CO 82
TOTAL	97		TOTAL	Outside CO 15		85%

An overall achievement of 85% is excellent, especially given the challenges during the past two quarters. While staff are focusing on achieving the timelines for permits, other important activities have been put on hold. Routine compliance inspections, following up on violations, data/file management, while routine consultations with building officials, drainage superintendents and municipal by-law officers have been limited. It is anticipated the amendments proposed to Section 28 Regulations will require policies and procedures to be updated while additional in the short term while additional appeal mechanisms will impact service delivery over the long term.

**Recommended by:**

Tracy Annett, MCIP, RPP, Manager  
Environmental Planning and Regulations

**Prepared by:**

Cari Ramsey  
Environmental Regulations Technician

Jessica Schnaithmann  
Land Use Regulations Officer

Brent Verscheure  
Land Use Regulations Officer

Karen Winfield  
Land Use Regulations Officer

## SECTION 28 STATUS REPORT SUMMARY OF APPLICATIONS FOR 2020

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINE AND WATERCOURSES REGULATION  
ONTARIO REGULATION 157/06

Report Date: September 2020

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Standards	Staff
132-20	EZ Tavistock	616041 13 <sup>th</sup> Line (Part Lot 17, Concession 12)	Major	Development	Proposed Replacement of Existing Dairy Barn, Milk House, Utility Room, Office Space, Vet Room and Manure Storage	24-Aug-2020	3-Sep-2020	1-Oct-2020	3-Sep-2020	YES	Winfield
140-20	Middlesex Centre	9581 Glendon Drive	Minor	Development	Proposed Demolition of (2) Existing (KYBOs) Camp Washroom/Shower Facilities and Construction of (2) New Accessible Washroom/Shower Facilities	3-Sep-2020	10-Sep-2020	1-Oct-2020	10-Sep-2020	YES	Winfield
129-20	St Marys	St. Andrew Street North	Major	Development	Proposed Construction of a New Single Family Dwelling	9-Aug-2020	14-Aug-2020	11-Sep-2020	11-Sep-2020	YES	Schnaithmann
135-20	London	195 Rathnally Street	Minor	Development	Proposed Construction of Two Storey Addition to rear of existing residence	26-Aug-2020	8-Sep-2020	29-Sep-2020	14-Sep-2020	YES	Schnaithmann

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Standards	Staff
132-20	EZ Tavistock	616041 13 <sup>th</sup> Line (Part Lot 17, Concession 12)	Major	Development	Proposed Replacement of Existing Dairy Barn, Milk House, Utility Room, Office Space, Vet Room and Manure Storage	24-Aug-2020	3-Sep-2020	1-Oct-2020	3-Sep-2020	YES	Winfield
140-20	Middlesex Centre	9581 Glendon Drive	Minor	Development	Proposed Demolition of (2) Existing (KYBOs) Camp Washroom/Shower Facilities and Construction of (2) New Accessible Washroom/Shower Facilities	3-Sep-2020	10-Sep-2020	1-Oct-2020	10-Sep-2020	YES	Winfield
139-20	Middlesex Centre	232 Edgewater E163Boulevard	Major	Development	Proposed Construction of New Single Family Residence and Attached Garage	9-Sep-2020	15-Sep-2020	13-Oct-2020	15-Sep-2020	YES	Winfield
141-20	Perth East	3717 Road 110	Routine	Development	Proposed Temporary Tent	10-Sep-2020	15-Sep-2020	29-Sep-2020	15-Sep-2020	YES	Schnaithmann
144-20	Middlesex Centre	2475 Gideon Drive	Minor	Development	Proposed Pole Barn/Coverall for Hay Storage	11-Sep-2020	15-Sep-2020	6-Oct-2020	15-Sep-2020	YES	Winfield



Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Standards	Staff
132-20	EZ Tavistock	616041 13 <sup>th</sup> Line (Part Lot 17, Concession 12)	Major	Development	Proposed Replacement of Existing Dairy Barn, Milk House, Utility Room, Office Space, Vet Room and Manure Storage	24-Aug-2020	3-Sep-2020	1-Oct-2020	3-Sep-2020	YES	Winfield
140-20	Middlesex Centre	9581 Glendon Drive	Minor	Development	Proposed Demolition of (2) Existing (KYBOs) Camp Washroom/Shower Facilities and Construction of (2) New Accessible Washroom/Shower Facilities	3-Sep-2020	10-Sep-2020	1-Oct-2020	10-Sep-2020	YES	Winfield
136-20	Stratford	O'Loane Avenue between Galt Road and Perth Line 36	Minor	Alterations to Wetlands & Watercourses	Proposed Asphalt Resurfacing of O'Loane Avenue, Construction of Ditches/Regrading of Existing Ditches, Extension of the Multi-use Trail to Oakdale Avenue and Replacement of the Culvert under the Road at McNamara Drain Branch "A"	24-Jun-2020	27-Aug-2020	17-Sep-2020	16-Sep-2020	YES	Schnaithmann
142-20	London	3075 Shaver Street	Minor	Development	Proposed Construction of a Shed	11-Sep-2020	11-Sep-2020	2-Oct-2020	18-Sep-2020	YES	Schnaithmann

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Standards	Staff
132-20	EZ Tavistock	616041 13 <sup>th</sup> Line (Part Lot 17, Concession 12)	Major	Development	Proposed Replacement of Existing Dairy Barn, Milk House, Utility Room, Office Space, Vet Room and Manure Storage	24-Aug-2020	3-Sep-2020	1-Oct-2020	3-Sep-2020	YES	Winfield
140-20	Middlesex Centre	9581 Glendon Drive	Minor	Development	Proposed Demolition of (2) Existing (KYBOs) Camp Washroom/Shower Facilities and Construction of (2) New Accessible Washroom/Shower Facilities	3-Sep-2020	10-Sep-2020	1-Oct-2020	10-Sep-2020	YES	Winfield
95-19	Thames Centre	Part Lot 15, Concession 3	Major	Complex	PHASE I - Proposed Site Grading, Site (Cut-Fill) Augmentation, Installation of Servicing and Installation of New Road and Watercourse Crossing Associated with the Sifton Rosewood (LeGrou) Subdivision		21-Aug-2020	18-Sep-2020	21-Sep-2020	NO	Winfield
153-20	London	600-650 Industrial Road	Minor	Restoration/ Creation	Wetland Buffer Restoration	17-Sep-2020	25-Sep-2020	16-Oct-2020	28-Sep-2020	YES	Verscheure
154-20	Perth East	South Branch of the Centre Black Creek Drain	Minor	Municipal Drain	culvert replacement	23-Sep-2020	24-Sep-2020	15-Oct-2020	30-Sep-2020	YES	Ramsey

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Standards	Staff
132-20	EZ Tavistock	616041 13 <sup>th</sup> Line (Part Lot 17, Concession 12)	Major	Development	Proposed Replacement of Existing Dairy Barn, Milk House, Utility Room, Office Space, Vet Room and Manure Storage	24-Aug-2020	3-Sep-2020	1-Oct-2020	3-Sep-2020	YES	Winfield
140-20	Middlesex Centre	9581 Glendon Drive	Minor	Development	Proposed Demolition of (2) Existing (KYBOs) Camp Washroom/Shower Facilities and Construction of (2) New Accessible Washroom/Shower Facilities	3-Sep-2020	10-Sep-2020	1-Oct-2020	10-Sep-2020	YES	Winfield
<b>EXTENSIONS or AMENDED</b>											
AD-68-20	Middlesex Centre	194 Edgewater Boulevard (Lot 72)	Minor	Development	Permit Amendment to Include Addition of Deck with Underground Enclosure	31-Aug-2020	3-Sep-2020	24-Sep-2020	3-Sep-2020	YES	Winfield
AD-109-20	Stratford	339 Romeo Street North	Major	Development	Proposed Construction of a New Single Family Residence, Attached Garage and Driveway	25-Aug-2020	4-Sep-2020	2-Oct-2020	4-Sep-2020	YES	Schnaithmann

## SECTION 28 STATUS REPORT SUMMARY OF APPLICATIONS FOR 2020

### DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINE AND WATERCOURSES REGULATION ONTARIO REGULATION 157/06

Report Date: October 2020

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Standards	Staff
147-20	London	1151 Green Valley Road	Minor	Development	Proposed Additional Storage Tank Containment Pit	25-Sep-2020	30-Sep-2020	21-Oct-2020	1-Oct-2020	YES	Verscheure
151-20	St Marys	108 Robinson Street	Major	Development	Proposed Construction of a Single Storey Addition to Existing Dwelling	22-Sep-2020	1-Oct-2020	29-Oct-2020	1-Oct-2020	YES	Schnaithmann
156-20	London	7 Beaufort Street	Minor	Development	Proposed Open Air Timberframe Pavilion to Support Outdoor Learning	18-Sep-2020	1-Oct-2020	22-Oct-2020	1-Oct-2020	YES	Verscheure
145-20	London	810 Chelton Road, London	Major	Development	Proposed Construction of Five (5) Apartment Buildings adjacent to Provincially Significant Wetland	17-Sep-2020	28-Sep-2020	26-Oct-2020	2-Oct-2020	YES	Verscheure

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Standards	Staff
159-20	Perth South	Douglas Drain	Routine	Municipal Drain	proposed bottom cleanout of 3200m of a Class C drain. Issued permit for spot clean outs.	21-Sep-2020	21-Sep-2020	5-Oct-2020	2-Oct-2020	YES	Ramsey
149-20	Middlesex Centre	147 Harris Road	Major	Development	Proposed Construction of New Single Family Residence with Attached Garage and Installation of New Septic System adjacent Dingman Creek and the Circle-R-Ranch Provincially Significant Wetland.	25-Sep-2020	5-Oct-2020	2-Nov-2020	5-Oct-2020	YES	winfield
150-20	London	189 Grey Street, London	Minor	Municipal Project	Proposed Development of Hill Street Park Pathway Extension	24-Sep-2020	7-Oct-2020	28-Oct-2020	8-Oct-2020	YES	Verscheure
160-20	London	4094 Eastgate Crescent, London	Minor	Development	Proposed Steel Storage Shed	15-Jul-2020	8-Oct-2020	29-Oct-2020	13-Oct-2020	YES	Verscheure
84-20	London	1830 Adelaide Street North	Minor	Restoration/Creation	Proposed Channel Remediation and Restoration Including Retaining Wall - REVISED	30-Apr-2020	9-Oct-2020	30-Oct-2020	13-Oct-2020	YES	Verscheure

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Standards	Staff
137-20	Stratford	North Side of Lake Victoria on Walking Trail	Minor	Municipal Project	Proposed Repairs to an Existing Wooden Rail Trail Bridge Spanning Lake Victoria	21-Aug-2020	16-Oct-2020	6-Nov-2020	16-Oct-2020	YES	Schnaithmann
162-20	Stratford	Part Lot 5, Concession 2 (North Side of McCarthy Street)	Minor	Development	Installation of sewers and watermain crossing McNamara Drain	6-Oct-2020	6-Oct-2020	27-Oct-2020	16-Oct-2020	YES	Schnaithmann
158-20	London	571 Eagletrace Drive	Routine	Development	Proposed In-ground Pool Installation	25-Sep-2020	7-Oct-2020	21-Oct-2020	20-Oct-2020	YES	Schnaithmann
164-20	Thames Centre	Peterson Drain	Routine	Municipal Drain	proposed brushing of 516 metres of a Class E drain	10-Oct-2020	10-Oct-2020	24-Oct-2020	21-Oct-2020	YES	Ramsey
168-20	Middlesex Centre	Irwin Drain	Routine	Municipal Drain	proposed spot clean out of 1500 metres of a Class c drain	19-Oct-2020	19-Oct-2020	2-Nov-2020	26-Oct-2020	YES	Ramsey



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**To:** UTRCA Board of Directors  
**From:** Ian Wilcox, General Manager  
**Date:** November 1, 2020  
**Subject:** UTRCA Elections Preparation

**Agenda #:** 7.2  
**Filename:** D:\Users\vigliantim\Documents\GroupWise\3885-1.doc

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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 January 26, 2021 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).

All Board members are eligible for any of the available positions. All appointments are for a one year term. Election procedures and position descriptions are outlined in the Administrative By-Laws, Appendix 3 and Section II.B.2 respectively.

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 January 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 Robert’s Rules of Order. Those interested in positions should be prepared to speak to their nomination and qualifications during the January 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 Ian Wilcox at [wilcoxi@thamesriver.on.ca](mailto:wilcoxi@thamesriver.on.ca) if you are planning to put your name forward for any of the above listed positions.

Prepared by:  
Ian Wilcox, General Manager

Michelle Viglianti, Administrative Assistant

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**To:** UTRCA Board of Directors  
**From:** Alex B. Shivas  
Manager, Lands & Facilities

**Date:** November 15, 2020

**Agenda #:** 7.3

**Subject:** Rental House Rates - 2021  
(For Information)

**Filename:** ::ODMA\GRPWISE\UT\_MAIN.UTRCA  
\_PO.Lands and Facilities:6334.1

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The Government of Ontario has passed legislation to freeze rental rates at 2020 levels. This means that rents will not increase in 2021 for rental units covered under the Residential Tenancies Act. Therefore Authority rental house rates will remain the same as they were in 2020 as per the attached chart.

Prepared by:

Alex B. Shivas  
Manager, Lands & Facilities

Bill Mackie  
Lands & Facilities Supervisor

<b>HOUSE LOCATION (&amp; NAME)</b>	<b>MUNICIPAL AREA</b>	<b>2019 MONTHLY RENTAL FEE 2018 + 1.8%</b>	<b>2020 PER MONTH RENTAL FEE 2019 + 2.2%</b>	<b>2021 PER MONTH RENTAL FEE 2020 + 0.0%</b>
GLENGOWAN AREA (S.J.WOOD HOUSE) #1	Township of Perth South, Blanshard Ward	VACANT	VACANT	VACANT
GLENGOWAN AREA (G.C.WOOD HOUSE) #2	Township of Perth South, Blanshard Ward	\$704.00	<b>\$719.00</b> <b>(704.00 + 15.00)</b>	<b>\$719.00</b>
GLENGOWAN AREA (SIMPSON HOUSE) #3	Township of Perth South Blanshard Ward	\$116.00	<b>\$118.00</b> <b>(116.00 + 2.00)</b>	<b>\$118.00</b>
GLENGOWAN AREA (CRINKLAW HOUSE) #4	Township of West Perth, Fullarton Ward	\$727.00	<b>\$742.00</b> <b>(727.00 + 15.00)</b>	<b>\$742.00</b>
GLENGOWAN AREA (WATSON HOUSE) #5	Township of West Perth, Fullarton Ward	\$661.00	<b>\$675.00</b> <b>(661.00 + 14.00)</b>	<b>\$675.00</b>
WILDWOOD C.A. AREA (LANG HOUSE) #6	Township of Perth South, Downie Ward	\$693.00	<b>\$708.00</b> <b>(693.00 + 15.00)</b>	<b>\$708.00</b>

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**To:** UTRCA Board of Directors  
**From:** Michelle Viglianti  
**Date:** November 11, 2020  
**Subject:** Board Member Check-In Sessions Summary

**Agenda #:** 7.4  
**Filename:** ::ODMA\GRPWISE\UT\_ MAIN.UTRCA\_PO.Admin istration:3897.1

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Through the latter half of October and into November 2020, Ian Wilcox and Michelle Viglianti met over Zoom with each of the fifteen UTRCA Board members to check in and get feedback on how they felt the first half of this term of the Board has gone. The following is a summary of the comments received during these check-in meetings.

### Board Meetings

Members provided the following comments regarding Board meeting process and frequency:

- Pleased with the structure and frequency of Board meetings and felt they had ample opportunity to voice their opinion during discussions.
- Very complimentary to staff regarding staff Board reports and found them to be very detailed and comprehensive.
- While the need for Zoom meetings was understood and accepted as the new normal, there was a suggestion to start looking into ways to safely accommodate in person meetings. Members missed the opportunity to talk informally before and after meetings.

### Orientation

Members provided the following comments and suggestions regarding the orientation given to all new members:

- Give new members a digital tour of the general UTRCA website and the Board of Directors site to show the available information and where it can be found.
- Have UTRCA staff help facilitate discussion between citizen representatives and their Municipalities to review the expectations and responsibilities in relation to their Municipality. {Not withstanding recent Conservation Authority Act changes}
- More detailed explanation of the weighted vote.
- Great value in unit orientation presentations for all Board members, not just new ones.

### Pending Issues

Board members identified the following as pending concerns and issues that will required Board attention:

- General concerns around Bill 108

- Succession planning
- Centreville Pond
- Budget
  - Staff and the Board need to be careful how the UTRCA moves forward with this budget, especially given existing feelings across municipalities they are the cash machines for Conservation Authorities.
  - Concerns around self-inflicted budget reductions and the long term impacts they will have on the UTRCA.
  - Concerns that lower than necessary levy increases in the present will lead to large increases in the future.

### **Staff Support**

Members were happy with the level of staff support available and identified the following as a suggestion:

- Yearly reminders/confirmation of process for acquiring access to staff other than the General Manager and Administrative Assistant.

### **General Comments and Suggestions**

Board members provided the following general comments and suggestions:

- Would like more opportunities to contribute outside of Board meetings (help the Chair with public duties, etc.).
- Emphasized the value of and need for more tours, or photos/videos of sites being discussed, if tours are not possible.
- Would like to see all staff reports include an explanation on which part of the Strategic Plan that particular activity related/contributed.
- Need for clarification around how the Hearing Committee and the Finance & Audit Committee relate to the Board.
- Suggestions for a public awareness campaign on the UTRCA mandate.
- More outreach to Municipal councils.

Recommended by:

Ian Wilcox,  
General Manager

Prepared by:

Michelle Viglianti,  
Administrative Assistant



## Medway Creek gets a helping hand!



*The planting site along Medway Creek near the Village of Birr.*

This fall has been a unique one, to say the least. Normally, UTRCA staff work with local schools on a variety of projects, such as tree planting, to improve the natural environment. However, due to COVID-19, this was not to be the case this fall. While schools were busy trying to figure out their new fall plans, UTRCA staff were doing the same.

We have been very fortunate to have funders, in this case ALUS and Environment Canada's EcoAction Community Program, who wanted to keep things moving forward despite the global pandemic. As a result, our plans to improve the water quality and forest cover in the Medway Creek watershed could continue.

With strict COVID-19 safety protocols in place, [15 UTRCA staff](#) along with members of the Friends of Medway Creek came together to ensure the environment didn't get sidelined during this pandemic. We planted nearly 700 native trees and shrubs along the banks of the Medway Creek. A big thank you to all the staff and Friends of Medway Creek who came out to lend a hand in these extraordinary circumstances, and help us keep working towards achieving our targets of improvements!



*Members of the Friends of Medway Creek enjoyed a morning of socially-distanced tree planting.*

Contact: [Julie Welker](#), Community Partnership Specialist



## Medway Creek & Cedar Creek get support from the Federal Government

The UTRCA is pleased to announce funding for the Medway and Cedar Creek Improvement Project through Environment and Climate Change Canada's EcoAction Community Program. The priorities of this program are to conserve, restore, and have a positive impact on the environment.



*These in-stream rock structures will improve flows and water quality in Cedar Creek.*

The EcoAction Program has awarded the project nearly \$100,000 over the next three years. The project will focus on reducing nutrients from entering the creeks through [tree planting along the banks](#), installing in-stream structures to improve stream flow, improving aquatic habitat, and restoring wetland and prairie habitats.



*Members of the Oxford Trails Council recently joined UTRCA staff to plant 800 native trees and shrubs along Cedar Creek.*

We will be collaborating with a variety of partners including the Cowan Foundation, Cedar Creek Collaborative, City of Woodstock, Oxford Trails Council, Ducks Unlimited Canada, local school boards, Friends of Medway Creek, NoKee Kwe, Thames River Anglers Association, and local landowners.

Contact: [Julie Welker](#), Community Partnership Specialist, or [Brad Hertner](#), Community Partnership Specialist

## Fall Programs at Fanshawe Environmental Education Centre

Autumn is in full swing at Fanshawe Conservation Area: the Tamaracks are gloriously golden and beautiful northern finches, such as Common Redpolls, have moved south this year and can be spotted throughout the park. Fanshawe Environmental Education Centre's fall programs are also in full swing and Community Education staff have connected with homeschool groups and local clubs to lead many engaging fall community programs.



*Members of the 5th London Guides had a beautiful fall day for their environmental education program.*

Participants and staff alike have enjoyed the unseasonably warm weather while taking part in activities such as orienteering, playing environmental games, learning about Monarch migration by taking a "choose your own adventure" journey, and discovering adaptations that help local wildlife survive the winter.

The [UTRCA Fall Family Nature Series](#) had a successful run and was a wonderful opportunity for Community Education staff to deliver free environmental programs to families at local parks and Environmentally Significant Areas.



The “Wild Westminster Ponds Walk” took place at Westminster Ponds/Pond Mills ESA.

While offering this exciting fall programming, UTRCA staff have continued to prioritize the health and well-being of all participants, ensuring that our Standard Operating Procedures and guidelines are adhered to so that staff can bring safe and fun environmental education to the community during these unprecedented times.

We look forward to continuing to offer fall and winter environmental education programs. We invite homeschool groups and local clubs to reach out if they interested in registering their group!  
Contact: [Julie Read](#), Acting Community Education Supervisor

### **New Cattail Patch in Fanshawe Reservoir**

A large patch of cattails has become established in an increasingly shallow area in the north (upstream) end of Fanshawe Reservoir. As the North Thames River flows into the reservoir, it slows down and sediment carried in the water settles to the bottom, gradually accumulating.

Over the last few years, the reservoir was kept at a lower level to allow repairs to the Fanshawe Dam. During this time, the shallow areas were likely exposed as mudflats, allowing Narrow-leaved Cattails (*Typha angustifolia*) to germinate

*At right: The cattail patch viewed from a canoe (photo by K. Maaskant), from shore (photo by C. Quinlan), and from space (Google Earth), as well as a map indicating the patch’s location at the north end of Fanshawe Reservoir.*





and establish. This species of cattail tolerates fluctuating water levels and is common in reservoirs, including the upstream end of Pittock Reservoir, as well as in roadside ditches. On the plus side, the cattails are providing habitat for waterfowl and fish such as bass, and take up phosphorus and other nutrients.

We expect that the 2020 aerial photographs will show this new cattail marsh. The current Google Earth maps (see photo) show the large shallow zone, estimated at 8 hectares in size.

All reservoirs accumulate sediment over time, and this process has been occurring in the Fanshawe Reservoir since it was created in 1952. The sediment is mainly soil eroded from agricultural fields, urban construction lands, and streambanks, in the watershed upstream. [Programs are available through the UTRCA](#) for landowners interested in controlling soil erosion on their property.

Contact: [Cathy Quinlan](#), Terrestrial Biologist

## On the Agenda

The next UTRCA Board of Directors meeting will be a virtual meeting on November 24, 2020.

- Finance & Audit Committee
- Fee Schedule
- 2021 UTRCA Draft Budget
- 2021 UTRCA Board Meeting Dates
- UTRCA Endorsement of *The Thames River (Deshkan Ziibi) Shared Waters Approach to Water Quality and Quantity*
- Section 28 Status Report
- Centreville Pond
- January 2021 Board Elections
- Rental House Rates
- Board of Directors Check-In Meetings

Draft agendas, audio recordings, and approved minutes are posted at [www.thamesriver.on.ca](http://www.thamesriver.on.ca) on the "Board Agendas & Minutes" page.

Contact: [Michelle Viglianti](#), Administrative Assistant