

# Board of Directors

Upper Thames River Conservation Authority



UPPER THAMES RIVER  
CONSERVATION AUTHORITY

Upper Thames River Conservation Authority Board of Directors'  
Meeting Agenda  
March 26, 2024 at 9:30 A.M

---

**1. Territorial Acknowledgement**

**2. Modifications to the Agenda**

**3. Declarations of Pecuniary Interest**

**4. Presentations/Delegations**

**5. Administrative Business**

- 5.1. Approval of Minutes of Previous Meeting: February 27, 2024
- 5.2. Business Arising from Minutes
- 5.3. Correspondence

**6. Reports – For Consideration**

- 6.1. Finance and Audit Committee Terms of Reference Amendments – BoD-03-24-20
- 6.2. Re-Appointment of Officers – BoD-03-24-21
- 6.3. New Conservation Authorities Act Requirements, Regulations and Implementing UTRCA Policy and Procedures for Environmental Planning and Regulations – BoD-03-24-22
- 6.4. Conservation Authorities Act Update – BoD-03-24-27

**7. Reports – In Camera**

- 7.1. Position, Plan and Instruction to be Applied to Negotiations – Land Lease Agreement – BoD-03-24-23
- 7.2. Pending Acquisition of Land – BoD-03-24-24

## **8. Reports – For Information**

- 8.1. Administration and Enforcement – Section 28 Status Report BoD-03-24-25
- 8.2. Project Status Update – BoD-03-24-26
- 8.3. Annual Health and Safety Summary 2023 – BoD-03-24-28
- 8.4. [Thames River Current – March Edition](#)

## **9. Reports – Committee Updates**

- 9.1. Finance and Audit Committee
- 9.2. Hearing Committee

## **10. Notices of Motion**

## **11. Chair’s Comments**

## **12. Member’s Comments**

## **13. General Manager’s Comments**

## **14. Adjournment**



Tracy Annett, General Manager

---

**To: UTRCA Board of Directors**  
**From: Christine Saracino, Supervisor, Finance and Accounting**  
**Date: March 18, 2024**  
**File Number: BoD-03-24-20**  
**Agenda #: 6.1**  
**Subject: Finance and Audit Committee Terms of Reference Update 2024**

---

## **Motion from Hugh McDermid**

“That the position of vice chair be included in the Finance and Audit Committee as a right by being vice chair. I feel this will give the organization continuity in case the chair can not continue on the committee.”

## **Recommendation**

Staff support the motion to add the position of Vice-Chair to the Finance and Audit Committee and would recommend an amendment to include the additional proposed changes as outlined in the report.

## **Background**

Staff have used this opportunity to conduct the required annual review of the Finance and Audit Committee Terms of Reference.

In addition to the amendment to include Vice-Chair, the TOR reflects administrative updates/corrections and the proposed addition of a new responsibility for the Finance and Audit Committee. Staff are proposing the following addition because staff would like to take a draft budgetary/reserve policy to the Committee for feedback. Additionally, there will be other instances where the Committee’s assistance generally will be expected, staff feel this addition should be included as a duty of the Committee.

### **IV. Review and Feedback of Significant Financial Transactions or Policy**

The committee acts to review proposed policy changes or approaches of a financial nature.

With reporting significant or unusual transactions, the committee has a forum to ask questions for clarification to determine if or when they are presented to the Board.

## **Recommended by:**

Christine Saracino, Supervisor, Finance and Accounting  
Tracy Annett, General Manager, Secretary Treasurer

# Upper Thames River Conservation Authority

## Finance and Audit Committee Terms of Reference

### Composition of the Finance and Audit Committee:

The Committee shall be reaffirmed annually, at the January the first Board meeting held each year, through a voting process. The Audit Committee will be composed of the Chair and Vice-Chair of the Authority, and two-one to four-three other members elected from among the members of the Board. A Committee Chair will be elected during the first Committee meeting of each year. The terms of reference for the Committee shall be reviewed annually by the Board and attached to the Minutes of the meeting at which they are approved or confirmed.

The Committee shall meet at least twice per year, with the first meeting to take place after the Auditors have prepared the Auditors' Report, at such time and place as the Chair of the Committee shall decide.

The Finance and Audit Committee reports to the Board as a whole. It is understood that the Chair of the Finance and Audit Committee and the external auditor will have direct access to one another at all times, to discuss matters relevant to the audit.

### Members of the Audit Committee must:

1. Be impartial, independent and without conflict of interest, which includes not having a business relationship with UTRCA.
2. Have sufficient knowledge and/or experience to understand and interpret financial statements. This knowledge may be gained through training provided by UTRCA after being accepted ~~to~~ on the Committee.

### Responsibilities of the Finance and Audit Committee comprise three key activities:

#### I. Audit Oversight

1. To review the audit plan and discuss it with the auditor in advance of each year's audit.
2. To review the audited financial statements of the UTRCA and recommend approval of those statements (or otherwise) to the Board of Directors.
3. To review the results of the external audit and discuss with staff any action required in response to auditor's recommendations.
4. To review the effects of any changes in accounting practices or policies on the financial statements and/or recommend appropriate changes in accounting practices or policies to the Board of Directors. This may include a review of significant accruals, provisions and estimates included in the financial

statements.

5. To review the system of Internal Control and the effectiveness of those controls in protecting the assets of the UTRCA and ensuring effective and accurate financial reporting.
6. To review, in consultation with Management and Auditors, any material contingency facing the UTRCA and evaluate the appropriateness of the UTRCA's disclosure of such items.
7. To review any other matter that in its judgement should be taken into account in reaching its recommendation to the remaining Board members concerning the approval of the audited financial statements.
8. To recommend the appointment of Auditors and approval of the audit fee for the upcoming year.
9. To review services provided by the auditor outside of the audit, to ensure that such services are appropriately provided by the firm also acting as auditor.

## II. Investment ~~Adviser~~ Program Oversight

1. Select and recommend to the board an investment advisor or firm to assist in managing the long-term portion of the Authority's investment portfolio.
2. Determine the level of risk acceptable and the selection of investments held.
3. Establish a long-term investment strategy for UTRCA which will help meet budgetary needs.
4. Review the performance of such portfolio annually and confirm with the advisor any desired changes or amendments to objectives and constraints.
5. Report to the Board the results of investment management decisions.

## III. Compliance Oversight

Following review, the Committee shall provide a factual certificate of compliance with statutory obligations, remittances and filings to the board at least once each year.

## IV. Review and Feedback of Significant Financial Transactions or Policy

The committee acts to review proposed policy changes or approaches of a financial nature.

With reporting of significant or unusual transactions, the committee has a forum to ask questions for clarification to determine if or when they are presented to the Board.

---

**To: UTRCA Board of Directors**  
**From: Brent Verscheure, Manager, Lands, Facilities and Conservation Areas**  
**Jenna Allain, Manager, Environmental Planning and Regulations**  
**Date: March 19, 2024**  
**File Number: BoD-03-24-21**  
**Agenda #: 6.2**  
**Subject: Re-Appointment of Officers**

---

## Recommendation

THAT the UTRCA Board of Directors approve the re-appointment of UTRCA Provincial Offences Officers listed in Table 1 below, as per Part VII of the Conservation Authorities Act;

AND FURTHER THAT Tracy Annett, General Manager, be given delegated authority to make any administrative changes to officer designations to comply with legislative requirements under the Conservation Authorities Act.

## Background

Under Section 1(3) of the Provincial Offences Act it establishes all classes of employees of UTRCA as potential Provincial Offences Officers for the purpose of enforcing the Conservation Authorities Act, R.S.O. 1990, c. C.27, as amended, the Trespass to Property Act, R.S.O. 1990, c. T.21, as amended (other acts may apply). The Boards of individual authorities, at their discretion, may designate staff to enforce these acts.

The practice at UTRCA is to bring forward qualified and competent candidates for Board review and approval to serve as UTRCA Provincial Offences Officers for the enforcement of Section 28 and/or Section 29 of the Conservation Authorities Act, consistent with Conservation Ontario’s “Protocol for Conservation Authority Designation of a Provincial Offences Officer” endorsed in March of 2010.

Table 1 below outlines UTRCA staff who meet the requirements and hold a designation as Provincial Offences Officers who will require re-appointment under the updated legislation.

Staff Name	Position Title	Section	Designation
Brent Verscheure	Manager, Lands, Facilities and Conservation Areas	29	Re-appointment
Damian Schofield	Conservation Areas Coordinator	29	Re-appointment
Alison Miller	Superintendent (Fanshawe)	29	Re-appointment
Aaron Brooker	Assistant Superintendent (Fanshawe)	29	Re-appointment

<b>Staff Name</b>	<b>Position Title</b>	<b>Section</b>	<b>Designation</b>
Paul Switzer	Superintendent (Wildwood)	29	Re-appointment
Ryan Mullin	Assistant Superintendent (Wildwood)	29	Re-appointment
Nathan Robinson	Assistant Superintendent (Wildwood)	29	Re-appointment
Steven Musclow	Superintendent (Pittock)	29	Re-appointment
Elijah Wilson	Assistant Superintendent (Pittock)	29	Re-appointment
Brandon Williamson	Land Management Coordinator	29	Re-appointment
Jason Belfry	Land Management Supervisor	29	Re-appointment
Jay Ebel	Land Management Technician	29	Re-appointment
Mike Knox	Properties Superintendent	29	Re-appointment
Cole Volkaert	Land Management Supervisor	29	Re-appointment
Hailey Fitzgibbon	Land Management Technician	29	Re-appointment
Karen Winfield	Planning and Regulations Resource Specialist	28	Re-appointment
Cari Ramsey	Land Use Regulations Officer	28	Re-appointment
Jessica Schnaithmann	Land Use Regulations Officer	28	Re-appointment
Ben Dafoe	Land Use Regulations Officer	28	Re-appointment
Mike Funk	Land Use Regulations Officer	28	Re-appointment
Richard Brewer	Land Use Regulations Assistant	28	Re-appointment
Dave Griffin	Land Use Regulations Assistant	28	Re-appointment

**Table 1: UTRCA Provincial Offences Officers Designation List (s.28/s.29)**

## **Discussion**

Under the *Conservation Authorities Act*, Ontario Regulation 686/21: Mandatory Programs and Services requires that Conservation Authorities provide programs and services to ensure that the Authority satisfies its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Act and any regulations made under those Parts.

On April 1, 2024, Part VII of the *Conservation Authorities Act* (Enforcement and Offences) will be proclaimed resulting in a need to re-appoint all existing Conservation Authority Provincial Offences Officers and any new officers consistent with the updated legislation.

## **Re-appointment of Existing Provincial Offences Officers**

Conservation Ontario provided Conservation Authorities with a guidance document outlining the elements within the Officer re-appointment protocol. The following criteria shall be satisfied when re-appointing an employee as an “officer” for enforcing s.28 and /or s.29 of the *Conservation Authorities Act*:



1. The officer shall provide proof of a clean criminal background check, Vulnerable Sector check (immediately prior to their appointment)
2. The officer shall be adequately trained in the legislation they are to enforce (i.e., Conservation Authorities Act, Provincial Offences Act, Trespass to Property Act)

When the qualifying criteria are satisfied, the officer shall be re-appointed as a Provincial Offences Officer by the Board to enforce s. 28 and/or s. 29 of the *Conservation Authorities Act* for the jurisdiction in which the officer has received the appointment.

The Conservation Authority and Provincial Offences Officer shall each maintain a file of appointments including proof that the qualifying criteria (referenced above) have been satisfied, to confirm that staff are properly empowered to enforce the legislation respective to their appointment. The file should be updated regularly to include all relevant training.

**Recommended by:**

Brent Verscheure, Manager, Lands, Facilities and Conservation Areas  
Jenna Allain, Manager, Environmental Planning and Regulations

**Prepared by:**

Brent Verscheure, Manager, Lands, Facilities and Conservation Areas  
Brandon Williamson, Land Management Coordinator  
Cole Volkaert, Land Management Supervisor

---

**To: UTRCA Board of Directors**  
**From: Jenna Allain, Manager, Environmental Planning and Regulations**  
**Date: March 13, 2024**  
**File Number: BoD-03-24-22**  
**Agenda #: 6.3**  
**Subject: New Conservation Authorities Act Requirements, Regulations and Implementing UTRCA Policy and Procedures for Environmental Planning and Regulations**

---

## Recommendation

THAT the Interim Policy for the Administration and Implementation of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits, be approved and adopted for implementation on the provincially set date of April 1, 2024;

AND

THAT the Board of Directors approves the Transitional Procedures and Guidelines for Review of UTRCA Permit Applications, Extension of Existing UTRCA Permits, Enforcement of UTRCA Regulation and UTRCA Plan Review Services, effective March 26<sup>th</sup>, 2024.

AND FURTHER,

THAT the Board of Directors approves the administrative amendments to the UTRCA Administrative Bylaw and Hearing Guidelines to change the regulatory and legislative references from 157/06 to 41/24.

## Background

On February 16<sup>th</sup>, 2024, the Ministry of Natural Resources and Forestry notified conservation authorities that legislative and regulatory changes had been passed and would be coming into effect on April 1<sup>st</sup>, 2024. On that date, portions of the *Conservation Authorities Act* will be repealed and replaced. At the same time, each of the province's 36 conservation authority specific regulations will be revoked and replaced with a new single regulation – *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits*. Information about these changes was presented at the February 27<sup>th</sup> Board of Director's meeting (see staff report BoD-02-24-18).

The *Conservation Authorities Act* provisions coming into force on April 1, 2024 are sections 28, 28.1 to 28.5 within *Part VI, Regulation of Areas Over Which Authorities Have Jurisdiction* and sections 30.1 to 30.7 within *Part VII, Enforcement and Offences*. A second regulation amending the mandatory programs and services regulation, *Ontario Regulation 42/24*,

*Mandatory Programs and Services*, has also been filed, which requires UTRCA to publish an annual report outlining statistics on permits.

This raft of new legislation and regulation related to the *Conservation Authorities Act* is unprecedented since the original passage of the Act in 1946 and follows a series of 4 Bills introduced in the Legislative Assembly of Ontario over the past 7 years. These bills have amended the *Conservation Authorities Act* and changed the regulation-making powers of the provincial government, amongst other things, in relation to conservation authorities. They include:

- Bill 139, Building Better Communities and Conserving Watersheds Act, 2017, received Royal Assent on December 12, 2017;
- Bill 108, More Homes, More Choice Act, 2019, received Royal Assent on June 6, 2019;
- Bill 229, Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020, received Royal Assent on December 8, 2020; and finally,
- Bill 23, More Homes Built Faster Act, 2022, received Royal Assent on November 28, 2022.

This most recent proclamation of the Act’s various provisions and regulatory changes seems to represent a stabilization of the provincial government’s approach to conservation authorities planning and regulatory services. For now, this should allow for local implementation under the new statutory framework starting on April 1st of this year.

## Moving Forward

The impacts of these legislative and regulatory changes are significant. Adapting to the changes will require revisions to policies, permit review processes, administrative documents, mapping, web content, reporting, public notification, etc. Most conservation authorities, including the UTRCA are indicating that they have insufficient time to implement the required changes by April 1, 2024. A phased approach to implementation has been proposed and supported by Conservation Ontario.

The table below outlines required implementation actions, the proposed UTRCA approach, and the status/timeline for each action.

Implementation Actions	Proposed UTRCA Approach	Status/Implementation Timeline
<b>Communications Strategy and Implementation</b>	Prepare communications for municipal partners, stakeholders, and the public.	<ul style="list-style-type: none"> <li>• Notification to municipalities – completed.</li> <li>• Media Release – To be issued in the last week of March</li> <li>• UTRCA website updates with notices and information for the public – ongoing as changes and updates are implemented.</li> </ul>

Implementation Actions	Proposed UTRCA Approach	Status/Implementation Timeline
<p><b>Interim Policies and Guidelines for the Administration and Implementation of O. Reg. 41/24</b></p>	<p>Interim policy is required until a policy and procedures document regarding permits (as now required under O. Reg. 41/24) can be completed and consulted on.</p>	<p><b>A proposed Interim Policy is attached for consideration and approval by the Board of Directors.</b></p> <p>A detailed policy and procedures document regarding permits will be drafted and consulted on, by the end of 2024.</p>
<p><b>Transitional Procedures and Guidelines</b></p>	<p>Policy required for transitioning from existing O. Reg. 157/06 to O. Reg. 41/24 to ensure permits and new applications are subjected to the appropriate procedures and guidelines, depending on their date of submission.</p>	<p><b>Proposed Transition Policy attached for consideration and approval by UTRCA Board of Directors.</b></p>
<p><b>Re-appointment of officers</b></p>	<p>Appointment of officers under a new class designation will be required.</p>	<p><b>Refer to BOD report 6.2</b></p>
<p><b>Consider delegating Conservation Authority powers</b></p>	<p>To accommodate efficient timelines, designation may be granted to certain CA staff for permit review/issuance, administrative reviews, permit cancellations, holding of hearings, etc.</p>	<p>Consideration of delegations - in progress (legal counsel may be required).</p>
<p><b>Regulatory mapping updates</b></p>	<p>UTRCA mapping requires updating to reflect new regulation limits.</p> <p>The distance CAs now regulate around all wetlands is 30 metres, resulting in a reduction to the 120-metre regulated area around Provincially Significant Wetlands (PSW).</p> <p>The definition of a watercourse was updated</p>	<p><b>In process – updates to reduce the regulated area around PSW’s to be completed by April 1, 2024 and notification provided to municipalities.</b></p> <p>UTRCA will apply the new definition of watercourse through the normal screening process and site investigation, where applicable, at the time of a permit application.</p>

Implementation Actions	Proposed UTRCA Approach	Status/Implementation Timeline
	to “a defined channel, having a bed and banks or sides, in which a flow of water regularly or continuously occurs”.	
<b>Administrative updates</b>	Update regulatory and legislative references on permit application form, administrative by-law, and other documents (e.g. hearing guidelines), maps, website, etc.	<p><b>In progress – updated permit application form, administrative by-law and hearing guidelines to be completed by April 1, 2024.</b></p> <p>Updates to other documents, maps, and the website will be ongoing throughout 2024.</p>

**Recommended by:**

Jenna Allain, Manager, Environmental Planning and Regulations

# Upper Thames River Conservation Authority Interim Policy Guidelines for the Administration and Implementation of Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits

**Effective Date:**  
**April 1, 2024**

## Summary

On April 1, 2024, Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) and Part VI of the *Conservation Authorities Act* came into effect. This regulation replaces the Upper Thames River Conservation Authority's (UTRCA's) previous regulation – *Ontario Regulation 157/06: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses*.

The proclamation of the new legislative and regulatory framework necessitates updates to existing Conservation Authority policies and procedures, including UTRCA's Environmental Planning and Policy Manual.

## Interim Policy Guidance

As of April 1, 2024, the UTRCA will review and make decisions on applications for permits in accordance with Part VI of the *Conservation Authorities Act* and Ontario Regulation 41/24. Amendments to the UTRCA Environmental Planning and Policy Manual will be forthcoming to reflect this new framework. Per section 12 of O. Reg. 41/24, the UTRCA will consult with stakeholders and the public during the review and update process as the authority considers advisable. Where discrepancies exist between the text of the legislation or regulation and the information provided within the UTRCA Environmental Planning and Policy Manual and these Interim Policy Guidelines, the text of the legislation and regulation will prevail.

Key variances from the processes in the existing UTRCA Environmental Planning and Policy Manual include, but are not limited to:

1. Assessing permit applications made under Section 28.1 of the *Conservation Authorities Act* to determine if the proposed works will affect the control of flooding, erosion, dynamic beaches, and **unstable soil or bedrock**.
2. Assessing applications to determine whether the proposed activity would create conditions or circumstances that, in the event of a natural hazard, might jeopardize the **health or safety of persons** or result in the **damage or destruction of property**.
3. Attaching conditions to a permit only if the conditions (1) assist in preventing or mitigating any effects on the control of flooding, erosion, dynamic beaches or unstable soil or bedrock or (2) assist in preventing or mitigating any effects on human health or safety or any damage or destruction of property in the event of a natural hazard.
4. Reducing the regulated area surrounding provincially significant wetlands or wetlands greater than 2 hectares in size from 120 m to 30 m. The other areas in which development activities are prohibited are within 30 m of all wetlands in the UTRCA's area of jurisdiction.
5. Exceptions from CA permits for specific activities outlined in section 5 of O. Reg. 41/24, when carried out in accordance with the regulation.

6. Updated complete application requirements (as outlined in section 7 of O. Reg. 41/24), including requirements for landowner authorization and payment of applicable fee.
7. A new process for applicants to request an administrative review of an application (circumstances outlined in section 8 of O. Reg. 41/24).
8. Updated definition of *watercourse* to a “defined channel, having a bed and banks or sides, in which a flow of water regularly or continuously occurs”.
9. New requirement (as outlined in subsection 7(2) O. Reg. 41/24) to notify the applicant of whether an application is complete within 21 days and provide the applicant notice of a decision within 90 days following confirmation of a complete application (as outlined in 28.1(22) of the *Conservation Authorities Act*).
10. A new process for pre-submission consultation (circumstances outlined in section 6 of O. Reg. 41/24).
11. Enforcement procedures, appeals and hearing processes described in Parts VI and VII of the *Conservation Authorities Act*.

# **UTRCA Transitional Procedures and Guidelines (Transitioning from *Ontario Regulation 157/06: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses* to the *NEW Ontario Regulation 41/24*)**

**Effective Date:  
March 26<sup>th</sup>, 2024**

## **Background**

The existing Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation provided each CA with the power to regulate development and activities in or adjacent to river or stream valleys, shorelines of the Great Lakes-St. Lawrence River system and inland lakes, watercourses, hazardous lands (e.g., unstable soil, bedrock, and slopes), wetlands and other areas around wetlands. Development taking place on these lands may require permission from the CA to confirm that the control of flooding, erosion, dynamic beaches, pollution or the conservation of land are not affected.

On February 16, 2024 the Prohibited Activities, Exemptions and Permits under Conservation Authorities Act Regulation (Ontario Regulation 41/24) was approved by the Province under subsection 28(1) of the *Conservation Authorities Act*. The administration of O. Reg. 41/24 is a Mandatory Program and Service of the Conservation Authorities as per Section 21.1.1 of the *Conservation Authorities Act* and as stipulated in O. Reg. 686/21: Mandatory Programs and Services. Under section 8 of O. Reg. 686/21, Conservation Authorities shall provide programs and services to ensure that the Authority carries out its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Act and any regulations made under those Parts.

The transitional policies and procedures are important in implementing the new regulations, which will become effective as of April 1, 2024.

## **Purpose**

The purpose of this document is to guide UTRCA staff through the transition from the current individual Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (O. Reg. 157/06) to the implementation of the new O. Reg. 41/24: Prohibited Activities, Exemptions and Permits Regulation.

## **PERMIT APPLICATIONS**

### **Applications Submitted Before April 1, 2024**

Applications for permission to develop in a regulated area or interfere with a wetland or watercourse received prior to April 1, 2024, will be subject to the provisions of the applicable Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation in effect at the time the application was received.



If the subject application for the proposed works is not within an area or an activity regulated under the new regulation (O. Reg. 41/24), the applicant will be advised in writing that a permit is not required for the proposed works.

### **Applications Submitted After April 1, 2024**

All applications received on or after April 1, 2024, will be subject to the provisions of O. Reg. 41/24.

### **Extension of Permissions Issued under the Current Regulation**

Permits issued prior to April 1, 2024 which have expiry dates beyond April 1, 2024, will remain valid for the duration identified on the permission. Inspections and conditions enforced under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation will continue until the permission expires.

A request for extension of a permit issued before April 1, 2024, that is received prior to April 1, 2024, will be considered in accordance with the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation.

A request for an extension of a permit issued before April 1, 2024, that is received after April 1, 2024, will be considered in accordance with O. Reg. 41/24. An applicant requesting an extension will be notified in writing that an extension is not required if the permit is for a development activity or interference/alteration not within a regulated area established under O. Reg. 41/24 or is otherwise subject to an exception under the same.

Requests for an extension of the existing permit must be received by the Authority before the expiry date shown on the permission.

## **REVIEW OF PLANNING APPLICATIONS**

### **Planning Applications Submitted Before April 1, 2024**

All plan review will be conducted in accordance with the O. Reg. 686/21: Mandatory Programs and Services, O. Reg. 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act, as well as based on the provisions of the current Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. Plan input activities will note that O. Reg. 41/24 will be in effect April 1, 2024.

### **Planning Applications Submitted After April 1, 2024**

All plan input and review will be conducted in accordance with the O. Reg. 686/21: Mandatory Programs and Services, O. Reg. 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act, as well as based on the provisions of O. Reg. 21/24: Prohibited Activities, Exemptions and Permits Regulation.

## **VIOLATION NOTICES AND LEGAL ACTIONS COMMENCED BEFORE APRIL 1, 2024**

Violation Notices issued prior to April 1, 2024, will be addressed and remedied by CA Provincial Offences Officers in accordance with the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation.

Violation Notices issued prior to April 1, 2024, for works in an area or activity no longer regulated under the new O. Reg. 41/24, upon satisfactory resolution of the matter, the proponent will be issued a letter advising that the works occurring in violation of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation have remedied/ rectified and the violation notice is revoked.

Violation notices issued and prosecutions commenced on or after April 1, 2024, will confirm with Parts VI and VII of the Act and O. Reg. 41/24.

Legal actions that commenced before April 1, 2024, may proceed where appropriate under consultation with legal counsel.

### **Other Agency Approvals**

Issuance of a permit does not relieve the applicant from the responsibility of acquiring approval from other agencies or relieve the applicant from compliance with any conditions that other agencies may impose on the work.

---

**To: UTRCA Board of Directors**  
**From: Tracy Annett**  
**Date: March 18, 2024**  
**File Number: BoD-03-24-27**  
**Agenda #: 6.4**  
**Subject: Conservation Authorities Act Update**

---

## **Recommendation**

That the staff report on the Conservation Authorities Act Update be received; and further, that the Inventory of Programs and Services and the Cost Apportioning Agreements be circulated and posted as required.

## **Background**

The following report provides an update to Members on the progress to meet the requirements to meet our Transition Period. An extension to the transition period was granted by Minister of Natural Resources and Forestry until March 31, 2024 to meet the transition requirements. Previous quarterly progress reports to the Board were provided since June 2022.

## **Cost Apportioning Agreements**

UTRCA has Council resolutions from 16 of the 17 member municipalities to support the execution of the Cost Apportioning Agreements for the Category 3 Programs and Services of; Stewardship and Restoration, Subwatershed Planning and Monitoring, and Community Outreach and Education. To date, staff have signed copies for the Agreements with all member municipalities entering the agreements.

Category 2 agreements for; management of the City of London's Environmentally Significant Areas (ESA's), and municipal Risk Management Services have been signed. In addition to previous agreements, Thames Centre has also entered into the Joint Risk Management Services Agreement. Staff will provide notice to the Ministry and member municipalities that the authority has entered into all necessary cost apportioning agreements by the March 31, 2024, deadline and posted within 30 days of the transition period.

## **Programs and Services Inventory**

Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the *Conservation Authorities Act* requires each conservation authority to complete an Inventory of Programs and Services. The Board was provided with the Inventory document on February 17, 2022. The inventory has been updated in April 2023 based on municipal feedback and legislative changes. The inventory was used to develop the Municipal Cost Apportioning Agreements by listing all the programs and services the Authority was providing and intended to provide after February 2022.

No programs and services have been added to the Inventory. The Authority will continue to provide 'other' programs and services such as campgrounds through self-funded means.

Further amendments were made to the April 2023 Inventory to reflect minor housekeeping edits were undertaken on the Inventory to reflect the completion of the Category 3 Cost Apportioning Agreement process and the 2024 approved budget.

Staff Developed the original Inventory's financial information based on the average of financial data from 2016-2023. The inventory has been updated to reflect the 2024 approved budget. The final Inventory of Programs and Services is attached to this report and will be posted on-line and circulated as required.

**Recommended by:**

Tracy Annett, General Manager

**Attachment:**

Upper Thames River Conservation Authority: Inventory of Programs and Services, Final Report  
March 31, 2024



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

Final, March 2024

---

**Content**

Natural Hazard Management.....	2
Conservation Authority Lands and Conservation Areas.....	6
Drinking Water Source Protection.....	8
Water Quality and Quantity Monitoring.....	9
Core Watershed-based Resource Management Strategy.....	10
Conservation/ Outdoor Education and Community Outreach.....	14
Notes.....	15
Inventory Principles.....	15
Corporate Administrative Costs / General Operating Expenses.....	16

## Natural Hazard Management

Environmental Planning and Regulations Services	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2024 Approved Costs and Funding Sources
<b>Regulations</b> Section 28.1 Permit Administration and Compliance activities Review under Other Legislation	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants. Property inquiries Legal expenses for regulations and compliance. Input to the review and approval processes under other applicable law, (e.g., Environmental Assessment Act, Drainage Act, Aggregate Resources Act, with comments principally related to natural hazards, wetlands, watercourses and Sec 28 permit requirements. Input to the review and approval processes under other applicable law, (e.g., Environmental Assessment Act, Drainage Act, Aggregate Resources Act, with comments principally related to natural hazards, wetlands, watercourses and Sec 28 permit requirements.	1	Ontario Regulation 686/21s.8  Ontario Regulation 686/21s.6 s.28.0.1 and s.30.1 (once proclaimed)	\$987,684	\$1,310,045
<b>Planning</b> Municipal Plan Input and Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances) with respect to natural hazards. Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of MNRF (delegated to CAs in 1983).	1	Ontario Regulation 686/21s.7	\$845,670	\$1,271,411
Natural Heritage NOT related to Natural Hazards	Natural heritage monitoring, plans/strategies, and system design not on Conservation Authority owned land, to inform Official Plan and/or County level studies	2	CA Act s.21(1)(n)	Example: Natural Heritage System Studies	Contract with County's as required

Water Management Services	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2024 Approved Costs and Funding Sources
Flood Forecasting and Warning	<p>Daily data collection and monitoring of local weather forecasts, provincial models, streamflow, and reservoir conditions, etc. Routine collection of near real-time data from stream gauge network (water level, flow, and precipitation). Seasonal collection and reporting on snow surveys. Maintenance of hydrometric gauges (both UTRCA gauges and assisting with maintenance of Water Survey of Canada gauges). Continuous monitoring of stream flow, reservoirs, and watershed conditions. Maintaining historical records.</p> <p>Development, maintenance, and implementation of Flood Contingency Plan. Regular liaison with municipal flood coordinators. Issuing flood bulletins and media releases.</p>	1	Ontario Regulation 686/21s.2	\$726,251	\$703,836
Flood and Erosion Control Infrastructure Operation and Management	<p>The UTRCA operates, and maintains flood control dams, dyke and flood wall systems, flood control channels, and erosion control structures. Includes 3 large dams and 9 smaller dams. The UTRCA also maintains 3 flood control channels, 8 dykes/floodwalls and 11 erosion control structures. Undertake dam safety studies and improve public safety around dams. In addition to the regular operation and maintenance of these structures, the UTRCA undertakes major maintenance projects on water and erosion control structures.</p> <p>In addition to the above structures which were constructed by the UTRCA, the UTRCA also operates and maintains structures that are municipally owned/built but operated and maintained by the UTRCA through agreement with the municipality.</p> <p>A 20 Year Flood Control Capital Repair Plan for the Water and Erosion Control Structures managed by the UTRCA is updated on an annual basis to reflect current and planned projects. The estimates are updated on an ongoing basis for budgeting purposes and to assist with the preparation of the various funding applications including the Water and Erosion Control Infrastructure (WECI) Program. Through the WECI program, the Province provides conservation authorities \$5 million in matching grants to address issues around flood infrastructure (dams, dykes, etc.).</p>	1	Ontario Regulation 686/21s.5	\$1,367,070 (not including major capital repairs)	\$1,601,711
Ice Management Plan	<b>New Project:</b> Development of an Ice Management Plan, if the authority determines that ice management is necessary to reduce the risks associated with natural hazards	1	Ontario Regulation 686/21s.4	New Program	Project initiated in 2023 using existing staff resources captured in Flood and Erosion Control

Water Management Services	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2024 Approved Costs and Funding Sources
					<b>Infrastructure Operation and Management</b>  NOTE: Strategy to be completed on or before December 31, 2024
Operation Plans and Asset Management related to flood and erosion control Infrastructure	<b>New Project:</b> Development of Operational Plans and Asset Management Plans related to flood and erosion control infrastructure	1	Ontario Regulation 686/21s.5  NOTE: Operational and Asset management plans to be completed on or before December 31, 2024 per requirements in Section 5 of the <a href="#">Mandatory Programs and Services Regulation</a>	New Program	<b>Project initiated in 2023 using existing staff resources captured in Flood and Erosion Control Infrastructure Operation and Management</b> NOTE: Strategy to be completed on or before <b>December 31, 2024</b>
Flood Plain Mapping and Natural Hazards Technical Studies and Information Management	Analysis and identification of areas susceptible to riverine flooding to create mapping products to delineate flood-prone and erosion-prone areas. Data collection, analysis, reporting and mapping of data sets related to the understanding and mitigation of natural hazards. Development and use of systems to collect, store and provide spatial geographical representations of data and other mapping products. Studies and projects to inform natural hazards management programs including: floodplain management, watershed hydrology, regulated areas mapping update, flood forecasting system assessment, floodplain policy	1	Ontario Regulation 686/21 s. 5(1)1 686/21 s.9(1)2	\$810,333	\$1,393,389
Climate Change	Understanding the risks related to natural hazards, including how these risks may be affected by climate change through collection and management of climate science data in order to identify potential effects of climate change on natural hazards. Identification of vulnerability or risk, and the development of mitigation and adaptation policies and plans.	1	Ontario Regulation 686/21 s. 1(3)1. iv.	\$191,460	\$200,431



Water Management Services	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2024 Approved Costs and Funding Sources
	Managing, preventing, and mitigating risks related to natural hazards. Public awareness, education and outreach components related to the risk of natural hazards within the authority's jurisdiction.				
Low water response	Surface and groundwater conditions monitoring and analysis, including: water level, flow, and precipitation, within the watershed using the Ontario Low Water Response protocol and hydrometric stream gauge network. Coordination of monitoring with Water Response Team.	1	Ontario Regulation 686/21s.3	\$4,821	\$12,786
Communications, Outreach and Education related to Natural Hazards and Low water response	Promoting public awareness of natural hazards including flooding, drought, and erosion. Public events, materials. Social media services. Media relations. Educate elementary school students and the public about the danger of floodwaters. Technical and administrative support to the Water Response Team (WRT) representing major water users and decision makers, who recommend drought response actions.	1	Ontario Regulation 686/21s.1(2)	\$451,840	\$450,245

## Conservation Authority Lands and Conservation Areas

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

Lands, Facilities and Conservation Areas Services	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2024 Approved Costs and Funding Sources
Section 29 Minister's regulation for Conservation Areas	Conservation areas encroachment monitoring and risk management. Legal expenses for regulation and compliance part of Conservation Lands management below.	1	Ontario Regulation 686/21 s.9(1)4 <a href="#">Rules for Conduct in Conservation Areas</a> (O. Reg. 688/21)	Previously included as part of Lands Management	<b>\$1,029,292</b>
Strategy for CA owned or controlled lands and management plans.  Land Inventory  Land Acquisition and Disposition Strategy	<b>New Project:</b> A strategy to guide the management and use of CA-owned or controlled properties including: guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands, public consultation, publish on website and includes periodic review and update. <b>New Project:</b> Development of an inventory containing information for every parcel of land owned or controlled by the Authority. The land inventory will include the following information: location as well as date, method, and purpose of acquisition; land use. One time project with updates as properties are acquired or disposed of. <b>New Project:</b> A policy to guide the acquisition and disposition of land in order to fulfil the objects of the authority.	1	Ontario Regulation 686/21 s.9(1)1 per requirements in Section 10 of the <a href="#">Mandatory Programs and Services Regulation</a>	New Program	<b>\$273,380</b> NOTE: Strategy to be completed on or before <b>December 31, 2024</b>
Conservation Lands: Management, operation and maintenance for <b>Public Access for Passive Recreation</b>	Management and maintenance of conservation lands for public access and recreational trails. Includes risk management program, hazard tree management, gates, fencing, signage, brochures, communications, pedestrian bridges, trails, parking lots, pavilions, roadways, drainage, stormwater management, stewardship, restoration, ecological monitoring, recreational dams (with no flood control or low flow augmentation function). Carrying costs such as taxes and insurance.	1	Ontario Regulation 686/21 s.9(1)1	<b>\$1,277,474</b>	<b>\$1,239,199</b>
Conservation Lands: Management, operation and maintenance to <b>Conserve Natural Heritage</b>	Management and maintenance to conserve natural heritage on CA owned lands. Includes forest management, signage, gates, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance. Periodic inventories of terrestrial Species at Risk <b>on UTRCA lands</b> , GIS mapping and submission of data to NHIC. Information guides, land use activities and restoration projects.	1	Ontario Regulation Reg. 686/21 s.9(1)2	<b>\$501,276</b>	<b>\$526,218</b>

Lands, Facilities and Conservation Areas Services	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2024 Approved Costs and Funding Sources
Municipal Lands Management & Monitoring Contracts	Contracts Include: <ul style="list-style-type: none"> <li>- Management of the City's 14 Environmentally Significant Areas (ESAs), initiated in 2009 and updated annually to reflect operational and capital needs.</li> <li>- Management of Beavers in accordance with the City of London's Beaver protocol</li> <li>- Invasive species management activities on municipal owned lands (e.g. Town of St. Marys, West Perth)</li> <li>- Includes additional water quality and benthic monitoring required by certain municipalities (e.g. Dingman)</li> </ul>	2	Annual ESA Agreement with the City of London since 2009  Letter of Understanding 2021 Project Specific  Under Agreement with City of London, 2019	<b>\$942,814</b>	<b>\$993,579</b>
Conservation Area Campgrounds	Management, operation and maintenance of Fanshawe, Wildwood and Pittock campgrounds.	3	Campgrounds are operated independent of Municipal Levy	<b>\$4,017,154</b>	<b>\$4,274,755</b>
Land Lease and Agreement Management, Hydro generation	Management of current and future land leases and property agreements. Maintenance of rental properties to supplement land management activities.	3	CA Act s.21(1)(c)&(d)	<b>\$798,606</b>	<b>\$710,005</b>

# Drinking Water Source Protection

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

Source Protection Planning Program Services	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2024 Approved Costs and Funding Sources
Source protection authority role as set out in the Clean Water Act.	<p><b>Source Protection Authority Lead for the Thames-Sydenham and Region.</b></p> <p>Technical support, SPC support, SPA reports and meetings, activities required by the Clean Water Act and regulations that applies to the authority's source protection area.</p> <p>Assisting in the co-ordination and implementation of the source protection plan that applies to the authority's source protection area. Where the authority considers it advisable, reviewing and commenting on any proposal made under another Act that is circulated to the authority for the purpose of determining,</p> <ul style="list-style-type: none"> <li>i. whether the proposal relates to a significant drinking water threat that is governed by the plan, or</li> <li>ii. the proposal's potential impact on any drinking water sources protected by the plan.</li> </ul>	1	Ontario Regulation 686/21 s.13 Agreements with LTVCA and SCRCA to undertake implementation efforts.	<b>\$554,437</b>	<b>\$585,068</b> 100% Provincial as a Lead Source Protection Authority. Transfer funding to LTVCA and SCRCA to support this program
DWSP Risk Management Inspection / Official	Support municipalities to implement Part IV duties of the Clean Water through service agreements.	2	Clean Water Act s.47(1) & s.48(1) CA Act s.21(1)(a) &(n) Three year MOU's until Dec 31, 2026 Municipalities: <ul style="list-style-type: none"> <li>▪ Municipality of Chatham-Kent</li> <li>▪ Municipality of Lambton Shores</li> <li>▪ Township of Perth East</li> <li>▪ Town of St. Marys</li> <li>▪ City of Stratford</li> <li>▪ Municipality of West Perth</li> <li>▪ Township of St. Clair</li> <li>▪ Town of Plympton-Wyoming</li> <li>▪ Village of Point Edward</li> <li>▪ City of Sarnia</li> <li>▪ <b>Municipality of Thames Centre</b></li> </ul>	<b>\$213,765</b>	<b>\$217,276</b> Municipal Agreements 100%

## Water Quality and Quantity Monitoring

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

Provincial Water Quality and Quantity Monitoring Program Services	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2024 Projected Costs and Funding Sources
Provincial Water Quality Monitoring Network (PWQMN)	A long-standing (50+ year) CA/MECP partnership for stream water quality monitoring at 24 sites. CA takes water samples; MECP does lab analysis and data management. CA uses information for watershed report cards, and stewardship project prioritization.	1	Ontario Regulations 686/21 s.12(1)2 686/21 s.12(3)	<b>\$174,053</b>	<b>\$169,981</b>
Provincial Groundwater Monitoring Network (PGMN)	A long-standing (20+ year) CA/MECP partnership for groundwater level and quality monitoring at 24 sites throughout the watershed. CA maintains equipment, data transfer to MECP, water sampling; MECP provides equipment, standards, data management.	1	Ontario Regulations 686/21 s.12(1)1 686/21 s.12(2)	<b>Combined above</b>	<b>Combined above</b>

## Watershed-based Resource Management Strategy

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

Watershed-based Resource Management Strategy Program Services	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2024 Approved Costs and Funding Sources
Strategy Development	<p>Develop guiding principles and objectives that inform the design and delivery of programs and services the CA is required to provide.</p> <p>Collate/compile existing resource management plans, watershed plans, strategic plans, studies, and data. Strategy development, implementation, and annual reporting.</p> <p>Develop a process for periodic review including procedures to engage/ consult with stakeholders and the public.</p> <p>Strategy development must include a stakeholder and public consultation component.</p>	1	<p>Ontario Regulations 686/21 s.8 686/21 s.12(1)3 686/21 s.12(4) per requirements in 12(4)-(9) of the <a href="#">Mandatory Programs and Services Regulation</a></p>	New Program (Include 5-year review)	Project included in as part of Integrated Watershed Planning NOTE: Strategy to be completed on or before December 31, 2024

Integrated Watershed Planning Program Services	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2024 Approved Costs and Funding Sources
Watershed Management Plan Implementation	<p>Watershed strategies provide a management framework to provide recommendations which consist of goals, objectives, and indicators. This addresses existing issues in the watershed and mitigates impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed.</p> <p>The Thames River (Deshkan Ziibi) Shared Waters Approach to Water Quality &amp; Quantity will be a key component of a broader watershed strategy, known as the Thames River Clearwater Revival (TRCWR), which considers all the interactions of land, water, plants, animals, and people, with the overall objective of improving the ecological condition of the Thames River, Lake St. Clair, and Lake Erie. These strategies will inform the “Core Watershed-based Resource Management Strategy”</p> <p>Canadian Heritage Rivers are recognized for their outstanding contributions to the country’s cultural heritage, natural heritage, and recreational opportunities. The Thames River was formally designated a Canadian Heritage River on August 14, 2000. Since then, the UTRCA collects and analyses the events, studies and any improvements or threats to the river and watershed every 10 years after designation.</p>	3	CA Act s.21(1)(a)	\$346,065	\$282,097
Natural Heritage Subwatershed Planning	<p>Input to municipal land-use planning documents and subwatershed studies related to natural heritage features and certain functions of Stormwater Management.</p> <p>Comments incorporate natural heritage information particularly around wetlands and aquatic species at risk to develop planning policies and regulatory strategies to mitigate downstream natural hazards.</p>	3	Previously a component of Municipal Plan Input NOT related to Natural Hazards	(Previous years combined with costs above)	\$123,041
First Nations Engagement	<p>To further the development of a more holistic approach in watershed planning, incorporating aspects of Indigenous Traditional Knowledge (ITK) and an awareness of the river’s spirit, in addition to western science and management objectives.</p>	3	Proposed Expanded Program	\$38,142	\$53,785

Science: Research & Monitoring Program Services	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2024 Approved Costs and Funding Sources
Ecological Monitoring: Including Watershed Report Cards & Stream Classification	<p>UTRCA in partnership with Conservation Ontario, reports on local watershed conditions every five years. The report cards provide information on surface water, groundwater, forest, and wetland conditions in the watershed, to understand current local (subwatershed) health and emerging trends as a basis for setting environmental management priorities and inspiring local environmental action within the 28 subwatersheds in the UTRCA.</p> <p>Collection of fish community data as supported by DFO to determine watershed species ranges and identify invasive species and aquatic species at risk. This includes the municipal drain classification program, which classifies “not rated” drains to help streamline Fisheries Act approvals to the benefit of both Drainage Superintendents and landowners. This component of CA Act approvals for municipal drainage works, while specific to drain review and associated hazards, also protects headwater function, habitat, and ecosystem health.</p>	3	CA Act s.21(1)(a)	<b>\$145,356</b>	<b>\$337,500</b>
Species At Risk	Inventories of Aquatic Species at Risk, GIS mapping and submission of data to NHIC. Information guides land use activities and restoration projects.	3	CA Act s.21(1)(a)	<b>\$198,718</b>	<b>\$175,339</b>
Water Quality Data Programs	Compile and maintain a comprehensive monitoring database (WISKI) that is integrated, available to watershed partners, and commonly accessed by development proponents in watershed municipalities when undertaking technical studies or assessments associated with land development activities.	2	CA Act s.21(1)(a) LSWIM for Risk Management Services is recoverable through partner agreements	<b>\$125,228 for LSWIMS and WISKI partners</b>	<b>\$122,297</b>



Stewardship (Urban, rural and agricultural) Program Services	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2024 Approved Costs and Funding Sources
Land Stewardship and Restoration & Tree Planting and Forest Management (not related to natural hazards)	<p>Work with property owners to implement Best Management Practices to mitigate flood and erosion hazards, improve and protect water quality, restore floodplains and river valleys, reduce nutrient contamination, restore and enhance wetlands to reduce flooding peaks and augment low flow, management of terrestrial non-native invasive species, protect groundwater, and improve aquatic species at risk habitat. Apply for and manage external funding, promote private land stewardship, outreach, provide advice and design assistance to property owners.</p> <p>Implementation of watershed plan stewardship recommendations.</p> <p>Forestry services including planting plan development, site preparation, tree and shrub planting, and survival assessments. Private woodlot stewardship, technical assistance, link to funding programs to maintain form and function of watershed forest cover.</p>	3	CA Act s.21(1)(g)&(o)	<b>\$508,963</b>	<b>\$512,940</b>
Clean Water Program	<p>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.</p> <p>NOTE: funded by the Counties of Oxford and Middlesex, City of Stratford for 2022, with additional funding leveraged from industry, government, foundations, and donations when available.</p>	3	CA Act s.21(1)(g)&(o)	<b>\$160,068</b>	<b>\$191,235</b>
Great Lakes Connections: Phosphorus / Nutrient Reduction Programs (Medway / ECCC / OMAFRA)	<p>Deliver watershed phosphorus reduction research and demonstration projects partnering with Environment and Climate Change Canada (ECCC) and the Ontario Ministry of Agriculture, Food &amp; Rural Affairs (OMAFRA)</p> <p>Research and demonstration projects focused on agricultural stewardship efforts to reduce nutrients in the Thames River and improve the health of Lakes St. Clair and Erie.</p> <p>Lead information sharing and coordinate innovation through research, demonstration projects, workshops, and field tours, in partnership with landowners, agencies, academia, and private sector.</p>	3	CA Act s.21(1)(g)&(o)	<b>\$789,200 (Prior to ECCC phosphorus reduction programs)</b>	<b>\$1,940,722</b>

## Conservation/ Outdoor Education and Community Outreach

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

Community Partnerships and Education Program Services	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2024 Approved Costs and Funding Sources
Community Involvement and Events	Education and outreach programs and community events to assist in achieving the objectives of the conservation authority. These programs are open to people of all ages. Examples include Community Science, Watershed and “Friends of” projects.	3	CA Act Reg. 686/21 s.1(2) & s.1(3)3,4	\$353,204	\$393,812
Environmental Education	Curriculum-based education programs for elementary and secondary students. These programs focus on local watersheds, ecosystems, and environmental issues. Programs take place at schools (indoors and outdoors), field trips to conservation areas and community parks and through online learning.		CA Act s.21(1)(n)	\$475,298	\$555,077

# Notes

Revenue sources by category of program are summarized in the table below:

Program Category and Revenues	Provincial Transfer Payments	Provincial Source Funding	Federal Source Funding	Municipal Agreements	Self-Generated	Municipal Levy	2024 Estimated Program Costs
Category 1	6.3%	1.5%	1.6%	4.5%	16.3%	59.3%	\$12,454,797
Category 2	0%	0%	0%	100%	0%	0%	\$1,210,854
Category 3	0%	2.2%	38.6%	6.4%	32.5%	12.2%	\$4,992,712
Other Category 3	0%	0%	0%	1.6%	114.3	0%	\$4,274,755
All categories	3.5%	0.8%	9.3%	9.5%	37.2%	34.5%	\$22,003,293

- Percentages do not equal 100% because category costs may be under or overfunded at present.
- Percentages represent current distribution of revenues for those programs deemed to fall in each category. For instance, Category 1 is under-funded by \$1,298,211. To the extent that category 1 costs are currently funded, 59.3% arises from municipal levies.
- Provincial transfer payments refers to only the transfer payment UTRCA receives from the provincial government for the delivery of mandatory programs and services.
- Provincial Source Funding and Federal Source Funding include the amounts received from grants that the UTRCA applies for specific program funding annually.
- For the purposes of this document, “self generated” revenues include permit fees, fees for service, user fees, grants including provincial and federal funding that UTRCA has to apply and compete for, and municipal fee for services agreements beyond municipal levy.

## Inventory Principles

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

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

## Corporate Administrative Costs / General Operating Expenses

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

Program/Service	Program / Service Description	2024 Cost
Corporate Services	Administrative, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority, Oversight of programs and policies. Includes costs related to agreements/contracts and supporting CA Board, governance, administrative by-laws, General Manager and Management Team	\$970,938
Financial and Human Resources Services	Employee management systems, training, health and safety programs, budgeting, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing and submitting reports to CRA, benefits program administration.	\$1,000,766
Communications and Marketing	Supporting delivery of products and programs through communication platforms (media, open houses, public meetings), website administration and maintenance responding to inquiries from the public.	\$396,983
Information Technology Management/ GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data. Systems to support the collection, maintenance, analysis, reporting and communications on various corporate data sets including but not limited to: surface and groundwater quality and quantity, aquatic and terrestrial biology, geospatial data and imaging, financial and other corporate services, internal and external communications and collaboration.	\$1,019,763
Administration Buildings	Administration buildings and workshops used to support UTRCA staff, programs and services. Includes utilities, routine and major maintenance, property taxes. Note: The Average Annual Cost does not include accessibility upgrades needed by January 1, 2025.	\$959,851
Vehicle and Equipment	A fleet of vehicles and equipment to support the work of the UTRCA, including capital purchases, fuel, licenses, repairs and maintenance. Programs and projects are charged for the use of vehicles and equipment.	\$699,095
<b>TOTAL</b>	<b>The UTRCA's Total 2024 Approved Operating Budget \$22,933,121</b>	<b>\$5,019,396</b>

---

**To: UTRCA Board of Directors**  
**From: Jenna Allain, Manager, Environmental Planning and Regulations**  
**Date: March 11, 2024**  
**File Number: BoD-03-24-25**  
**Agenda Number: 8.1**  
**Subject: Administration and Enforcement – Section 28 Status Report –  
*Development, Interference with Wetlands and Alterations to Shorelines and  
Watercourses Regulation (O.Reg.157/06)***

---

## Recommendation

THAT the Board of Directors receive the report for information.

## Background

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 table covers permits issued between January 1, 2024 and February 29, 2024.

To date, 35 permit numbers have been assigned in 2024 with 12 of those permits issued before February 29<sup>th</sup>. An additional ten permits have been issued in 2024 where the permit number was assigned in 2023, and one permit has been issued in 2024 where the permit number was assigned in 2022. This brings the total number of permits issued in January and February of 2024 to twenty-three. Three permit extensions or amendments have been issued in 2024, and staff have issued 41 clearances for regulated properties where proposed development was reviewed and determined not to require a Section 28 permit.

Information about permits in progress has been provided in the table below in a tally format. As noted above, 35 permit numbers have been assigned in 2024, with 12 issued by February 29<sup>th</sup>. Three permits have been issued in March 2024 where the permit number was assigned in 2024 (these permits will be reported on during the next monthly Section 28 report). This leaves 20 permit applications that are currently in progress. We also have 20 additional permit applications from 2023 that are still in progress. In total, we have 40 permits in progress which have been split out by municipality and application type in the table below.

**Table 1. Permits in Progress Tally**

<b>Municipality</b>	<b>Major</b>	<b>Minor</b>	<b>Routine</b>	<b>Total</b>
Township of Blandford-Blenheim	0	0	0	0
Township of East-Zorra Tavistock	0	0	1	1
Town of Ingersoll	1	1	0	2
City of London	2	10	1	13
Township of Lucan-Biddulph	0	0	0	0
Municipality of Middlesex Centre	3	1	1	5
Municipality of North Perth	0	0	0	0
Township of Norwich	0	1	1	2
Township of Perth East	1	1	1	3
Township of Perth South	0	1	1	2
Town of St. Marys	0	0	1	1
City of Stratford	0	0	1	1
Municipality of South Huron	0	0	0	0
Township of South-West Oxford	1	1	0	2
Municipality of Thames Centre	1	0	0	1
Municipality of West Perth	0	0	0	0
City of Woodstock	3	1	2	6
Township of Zorra	0	1	0	1
<b>TOTAL</b>	<b>12</b>	<b>18</b>	<b>10</b>	<b>40</b>

**Recommended by:**

Jenna Allain, Manager, Environmental Planning and Regulations

**Prepared by:**

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

## Section 28 Status Report – Summary of Applications for 2024

Development, Interference with Wetlands and Alterations to Shoreline and Watercourses Regulation Ontario Regulation 157/06

Report Date: January and February 2024

[Client Service Standards for Conservation Authority Plan and Permit Review \(CO, Dec 2019\)](#)

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Timelines	Staff
2-24	Perth East	East Black Creek Drain - Br 2	Routine	Municipal Drain	Drain Maintenance	3-Jan-2024	3-Jan-2024	17-Jan-2024	4-Jan-2024	YES	Brewer
225-23	London	2295 River Road	Minor	Development	Garage Extension	12-Dec-2023	19-Dec-2023	9-Jan-2024	8-Jan-2024	YES	Griffin
232-23	London	Watson Park, 21 Watson Street	Minor	Municipal Project	Proposed Reconstruction of the Watson Park Street Storm Sewer Outlet	7-Dec-2023	5-Jan-2024	26-Jan-2024	9-Jan-2024	YES	Schnaithmann
228-23	London	65 Victoria Street	Major	Development	New/Replacement single family dwelling	28-Nov-2023	15-Jan-2024	12-Feb-2024	18-Jan-2024	YES	Funk
180-23	Middlesex Centre	147 Harris Road	Major	Development	Proposed Installation of New In-Ground Pool, Retaining Wall, Landscaping and Associated Grading	9-Jan-2024	9-Jan-2024	6-Feb-2024	19-Jan-2024	YES	Winfield
70-22	London	14 Cadeau Terrace	Major	Development	Proposed Removal of Existing Retaining Wall and Replacement with Sloped Soils	25-Feb-2022	18-Jan-2024	15-Feb-2024	22-Jan-2024	YES	Schnaithmann
235-23	Zorra	18 Davey Street	Major	Development	major dev + technical review (other) Crossing for	15-Dec-2023	10-Jan-2024	7-Feb-2024	23-Jan-2024	YES	Dafoe

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Timelines	Staff
					SDD						
229-23	London	Cavendish Crescent East - GTSS (Mitchell A Baran Park to Cavendish Park)	Minor	Municipal Project	Proposed Reconstruction of Cavendish Crescent East - Greenway Low Level Trunk Sanitary Sewer	18-Dec-2023	15-Jan-2024	5-Feb-2024	24-Jan-2024	YES	Schnaithmann
230-23	London	W3 Subdivision, 3700 Colonel Talbot (Phase 2)	Major	Complex	Proposed Low Density Development with 118 Single Family Lots and Future School Block	2-Nov-2023	15-Jan-2024	12-Feb-2024	24-Jan-2024	YES	Schnaithmann
233-23	London	3035 Westminster Drive	Minor	Development	On-Ground Pool	19-Dec-2023	26-Jan-2024	16-Feb-2024	31-Jan-2024	YES	Griffin
9-24	London	519 Riverside Drive, Units 22-26	Routine	Development	Replacement of Five Decks	24-Jan-2024	31-Jan-2024	14-Feb-2024	31-Jan-2024	YES	Griffin
227-23	London	7112 Beattie Street, Lambeth Centennial Park	Minor	Municipal Project	Pedestrian Bridge Replacement and City Multi-Use Pathway Improvements	13-Nov-2023	15-Jan-2024	5-Feb-2024	1-Feb-2024	YES	Funk
80-23	Woodstock	Bridge 59755 or Vansittart Ave	Minor	Municipal Project	Rehabilitation of OR 59 (Vansittart Avenue) Bridge over the South Thames River and immediately downstream of the Pittock Flood Control Dam	12-Apr-2023	1-Feb-2024	22-Feb-2024	6-Feb-2024	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 Timelines	Staff
3-24	London	510 Gainsborough Rd (Gainsborough Valley Park) and 58 Pitcarnie Crescent (Miggsie Lawson Park)	Minor	Municipal Project	Outfall repairs and erosion protection	5-Jan-2024	14-Feb-2024	6-Mar-2024	14-Feb-2024	YES	Funk
17-24	London	221 Rathnally St	Major	Development	Interior Renovations, Rear Addition	17-Jan-2024	14-Feb-2024	13-Mar-2024	14-Feb-2024	YES	Griffin
18-24	London	31 St Andrew St	Minor	Development	Interior Renovations, Rear Addition	19-Jan-2024	13-Feb-2024	5-Mar-2024	14-Feb-2024	YES	Griffin
16-24	Middlesex Centre	Middlesex Centre	Minor	Municipal Project	Culvert Replacement	24-Jan-2024	9-Feb-2024	1-Mar-2024	16-Feb-2024	YES	Ramsey
27-24	Middlesex Centre	Northwest corner of Komoka Rd and Melrose Dr	Minor	Alterations to Wetlands & Watercourses	Wetland Creation	24-Jan-2024	9-Feb-2024	1-Mar-2024	16-Feb-2024	YES	Ramsey
22-24	Perth East	South Branch of Centre Black Creek Drain	Routine	Municipal Drain	Dain Maintenance	9-Feb-2024	9-Feb-2024	23-Feb-2024	20-Feb-2024	YES	Brewer
24-24	Perth East	Herborth Drain	Routine	Municipal Drain	Drain Maintenance	15-Feb-2024	15-Feb-2024	29-Feb-2024	21-Feb-2024	YES	Brewer
25-24	Perth East	Rostock Drain	Routine	Municipal Drain	Drain Maintenance	15-Feb-2024	15-Feb-2024	29-Feb-2024	21-Feb-2024	YES	Brewer

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Timelines	Staff
15-24	Thames Centre	4051 Dundas Street	Minor	Development	New workshop and shed	29-Sep-2023	21-Feb-2024	13-Mar-2024	27-Feb-2024	YES	Ramsey
29-24	Thames Centre	Centre Branch Dingman Creek Municipal Drain	Routine	Municipal Drain	Drain Maintenance	25-Jan-2024	25-Jan-2024	8-Feb-2024	28-Feb-2024	Yes	Brewer

**To: UTRCA Board of Directors**  
**From: Tracy Annett**  
**Date: March 18, 2024**  
**File Number: BoD-03-24-26**  
**Agenda #: 8.2**  
**Subject: Project Status Updates**

## Recommendation

THAT the Board of Directors receive the report for information.

## Background

To assist the Board with previously discussed items the following status updates are provided. This report is updated and included at each meeting in order to identify project timelines and expected future reports.

## Discussion

The table below provides progress and timelines associated with UTRCA projects and the strategies required to fulfil the requirements of O.Reg 686/21, Mandatory Programs and Services Regulation. Planned reports and updates at board meetings may change.

Many of the items provided below are directed by legislative changes, either directly through O.Reg 686/21 or through updated regulations that impact our projects / policy direction (e.g. Section 28 regulations under the CAA). These projects will continue throughout 2024, regular updates will be provided.

Report Back Items	Planned report or update	Project lead(s)	Status
2024 Draft Budget and discussion items  (October 2023 meeting Draft Budget provided)	January, provide update on Municipal Feedback  February AGM – 2024 Budget Consideration	Teresa Brad Christine Tracy	In progress – Municipal Communications  Ongoing - Status of contract discussions with Environment and Climate Change Canada Provided updated numbers in October for the proposed Category 1 deficit and the proposed category 3 levy / cost apportionment.  Complete – Communications plan
WCC Building Update	January Will be marked complete in next report	Brent & Mike	In Progress - Board Request. To provide an overview of the building now that we have used the space for 10 years, building performance.

<b>Report Back Items</b>	<b>Planned report or update</b>	<b>Project lead(s)</b>	<b>Status</b>
Review of S28 Violations	February Will be marked complete in next report	Jenna	In Progress - Review of the 2023 violations at the February 2024 Board of Directors meeting
Section 28 Regulation Policies	March	Jenna	In Progress - Release of new Regulations on Friday February 16th, effective April 1, 2024 require updated mapping, transition policies, officer designations etc.
Children's Safety Village (June 2023)	February – postponed to April/May	Teresa & Brent	In Progress – Internal Discussions on-going, business plan for use as education / visitors centre and campground registration. Structures have been removed.
Land Tenant Program Update (March 2022 meeting and November 2023)	March	Brent and Mike	In progress – Status of land tenant program, in-camera.
Strategic Plan	April	Tracy Teresa	In progress – RFP being developed. Timeline to be confirmed once consultant engaged.
Hydro Plant	April/May	Dan Hyland Chris and Brent	Overdue – Consultant to be engaged to determine potential issues and estimates to resolve the issues. Staff change had delayed the RFP process. RFP has now been awarded.
Reserves Policy	April	Tracy Christine	Not started – After the 2023 Audit the policy will be shared with the Finance and Audit committee. Report to the Board to follow
Cyber Security	April	Tracy Christine Chris	Not Started – Staff to prepare a report on the current state of cyber security for the organization and any recommendations to improve to be presented to the Finance and Audit Committee at the April meeting, in-camera. Report to the Board to follow.
Retention Policy	May	Tracy & Michelle	Not started – updated retention policy to be prepared based on a collaborative CA draft. The CA draft has been legally reviewed.
Wetland Compensation Policy (March 2023 meeting)	May	Jenna and Sarah	In progress - Draft Wetland Compensation Policies initiated. Changes to the CAA and CA roles in commenting on natural heritage features have

<b>Report Back Items</b>	<b>Planned report or update</b>	<b>Project lead(s)</b>	<b>Status</b>
and August 2023)			required further examination. Report to be provided once finalized, date to be confirmed.

<b>Legislative Requirements</b>	<b>Planned report or update</b>	<b>Project lead(s)</b>	<b>Status</b>
Land Management Strategy (February 2024)	May	Brent Brandon Cathy	In Progress – To be completed by December 31, 2024 Inventory and acquisition and disposition policy are closely linked to this initiative.
Land Inventory (August 2023 meeting and February 2024)	May	Brandon, Phil, Cathy & Brent	In progress – Inventory update was provided in August. To be included with Lands Strategy and a legislative requirement. The Lands Inventory will inform the Lands management strategy and acquisition and disposition strategy. To be completed December 31, 2024
Land Acquisition and Disposition Strategy (February 2024)	May	Brent & Brandon	In progress - Complements the Land Management Strategy and Land Inventory. To be completed December 31, 2024.
Watershed-Based Resource Management Strategy (September 2023 and February 2024)	May	Tara	In Progress – Complements the Strategic Plan. To be completed December 31, 2024.
Operations and Ice Management Plan (November 2023 meeting)	June	Chris	In progress - Compiling background information. To be completed December 31, 2024
UTRCA Asset Management Plan(January 2024 Policy approved)	June	Brent & Christine	In progress - May breakdown into Groups of Assets e.g. Natural Hazard Infrastructure, Fleet, Facilities etc. Regular progress reports to support the above Group of Assets as our first priority.
Asset Management Plans related to natural hazard	June	Chris	In progress – One component of overall group of assets within the UTRCA’s Asset Management Plan. To be completed December 31, 2024.

Legislative Requirements	Planned report or update	Project lead(s)	Status
infrastructure (November meeting)			

#### Definitions

Progress	Timeline
Not started	indicate project initiation date
In progress	anticipate completion date
Complete	date completed
Overdue	expected completion date and reasons for the delay
On Hold	other circumstances

### Summary

The summary provided is intended to help track items requesting report updates to the Board and project updates to meet our legislative requirements. The number of projects underway is significant.

#### Recommended by:

Tracy Annett, General Manager

**To: UTRCA Board of Directors**  
**From: Jennifer Howley and Justin Henry**  
**Date: March 2024**  
**File Number: BoD-03-24-28**  
**Agenda #: 8.3**  
**Subject: Annual Health and Safety Update - 2023**

## Recommendation

THAT the Board receive the following report for information.

## Background

The primary purpose of the *Occupational Health and Safety Act (OHSA)* is to facilitate a strong internal responsibility system (IRS). Simply put, everyone in the workplace has a role to play in keeping the workplace safe and healthy and everyone must understand what their roles and responsibilities are. UTRCA Management are responsible for the health and safety of all workers. Through their leadership and commitment, the prevention of accidents, injuries and occupational illnesses are an integral part of every job activity associated with the UTRCA.

Under the OHSA, a worker must report any accidents or major incidents to their supervisor. In the event a worker experiences an injury while completing a task, they are required to complete a first aid report as part of the reporting process. First aid reports are discussed in confidence at the Joint Health and Safety Committee (JHSC) meeting to further understand root causes, if procedures are up to date and being followed, and if further training or risk mitigation strategies are necessary. Analysis allows staff to identify areas of concerns, trends, or gaps in our health and safety program.

Annually, the Board of Directors is updated about the UTRCA Health and Safety Program including accident reporting, lost time accidents, near misses, and general training across the UTRCA.

Based on the following statistics, it appears that our incidents being reported are on the rise. 2023 was a particularly challenging year for staff based on the severity of incidents being reported. Discussions at the Joint Health and Safety Committee as well as with program supervisors have taken place to identify gaps in the program specific to the incidents resulting in changes and improvements.

## First Aid Summary Report – First Aid Reports by Body Area of Injury

Body Area of Injury	2023	2022	2021	2020	2019
Back/Torso	5	5	5	3	3
Arms/Shoulders	7	8	4	-	-
Fingers/Hands/Wrists	8	9	8	-	-
<sup>1</sup> Arms/Shoulders/Fingers/Hands/Wrists	-	-	-	10	20
Legs/Knees	5	4	3	-	-

Body Area of Injury	2023	2022	2021	2020	2019
Toes/Feet/Ankles	0	1	1	-	-
<sup>1</sup> Legs/Knees/Toes/Feet/Ankles	-	-	-	4	7
Head/Face	5	1	3	0	3
Eyes	3	2	4	0	0
Ears	0	0	0	0	1
Multiple areas	-	-	1	0	2
Other	4				
<b>Total Reports Submitted</b>	<b>37</b>	<b>30</b>	<b>29</b>	<b>15*</b>	<b>36</b>

<sup>1</sup>In 2021 the categories of Arms/Shoulders/Fingers/Hands/Wrists and Legs/Knees/Toes/Feet/Ankles were split into four categories: Arms/Shoulders, Fingers/Hands/Wrists, Legs/Knees, and Toes/Feet/Ankles.

## First Aid Summary Report – First Aid Reports by Injury Type

Injury Type	2023	2022	2021
Struck/Caught/Pinch/Cut/Puncture	14	13	7
Fracture	0	0	0
Sprain/Strain (e.g. back injury, twisted ankle)	5	6	6
Slip/Trip/Fall	3	4	2
Biological Hazard (e.g. stings, bites)	9	6	12
Chemical Hazard	3	1	2
Psychological	2	0	0
Other	2	0	0
<b>Total</b>	<b>37</b>	<b>30</b>	<b>29</b>

## Lost Time Summary

The Workplace Safety and Insurance Board (WSIB) needs to be notified if an employee requires medical attention beyond the first aid administered for the injury sustained while working and/or if the employee missed work, beyond the date of injury, due to the injury sustained at work.

	2023	2022	2021	2020	2019	2018	2017
<b>Number of First Aid Reports Resulting in Lost Time</b>	4	1	3	1	2	2	1

## Near Miss/Accident Investigation Summary

A near miss is an unwanted, unplanned event that did not cause injury or property damage but may have done so if the conditions had been slightly different. By reporting near misses, employers and workers can improve the health and safety program to prevent a near miss from becoming the next accident. In 2023, there was 1 near miss report submitted.

Accident investigations are completed to determine the root cause of an event and to prevent similar incidents from happening in the future. In 2023, there was 1 accident investigation completed.



## **WSIB Health and Safety Excellence Program**

The Health and Safety Excellence Program (HSEP) is a voluntary incentive program that rewards businesses for investing in health and safety. By completing program topics, the UTRCA health and safety program will continue to ensure the safety of our workers while creating a stronger health and safety culture.

The UTRCA, working in partnership with Public Service Health and Safety Association, joined HSEP in November 2023. Through the program, the UTRCA will receive financial rebates on WSIB premiums in recognition of efforts to complete 5 health and safety topics by November 2024. This translates to approximately \$23,500 in rebates.

### **Milestones achieved in 2023**

- Implemented 3 Joint Health and Safety Committees;
- WCC Fire Safety Plan approved, and training completed;
- Implemented “Focus of the Month” to spotlight health and safety topics;
- Transferred all Standard Operating Procedures to HR Downloads which is readily accessible to staff as well as improving training records

### **Goals for the UTRCA Health and Safety Program in 2024**

- Complete 5 topics associated with HSEP
- Fully implement musculoskeletal (MSD) program

### **Prepared by:**

Jennifer Howley, Health and Safety Specialist  
Justin Henry, Coordinator, Human Resources