

Board of Directors

Upper Thames River Conservation Authority



Wildwood Nature School-Fall

UPPER THAMES RIVER
CONSERVATION AUTHORITY

Upper Thames River Conservation Authority Board of Directors'
Meeting Agenda
November 28, 2023 at 9:30 A.M, 1424 Clarke Road, London

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: October 31, 2023

5.2. Business Arising from Minutes

5.3. Correspondence

6. Reports – For Consideration

6.1. 2024 Fees Policy and Fee Schedules – BoD-11-23-62

6.2. 2024 Board and Committee Meeting Schedules – BoD-11-23-63

7. Reports – In Camera

7.1. Position, Plan and Instruction to be Applied to Negotiations – Land Lease Agreement – BoD-11-23-64

8. Reports – For Information

8.1. Administration and Enforcement – Section 28 Status Report – BoD-11-23-65

- 8.2. Project Status Update – BoD-11-23-66
- 8.3. Conservation Authorities Act Natural Hazard Deliverables – BoD-11-23-67
- 8.4. January 2024 Election Information – BoD-11-23-68
- 8.5. 2024 Circulated Draft Budget Package – BoD-11-23-69
- 8.6. [November For Your Information Report](#)

9. Reports – Committee Updates

- 9.1. Finance and Audit Committee
- 9.2. Hearing Committee – October 31, 2023 Meeting Decisions – BoD-11-23-70

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: Tracy Annett
Date: November 8, 2023
File Number: BoD-11-23-62
Agenda #: 6.1
Subject: 2024 Fees Policy & Fee Schedules

Recommendation

THAT the proposed 2024 Fee Schedules be approved by the UTRCA Board of Directors for implementation beginning January 1, 2024.

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. A direction from the Minister, received December 28, 2023, stated the following:

*The purpose of this Direction, which is effective from January 1, 2023 to December 31, 2023, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service that may be provided by the conservation authority. **This relates to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities.***

Since it is anticipated that this direction will be extended through 2024, no increases to UTRCA planning, permitting or technical review fees are proposed at this time.

Fee Schedules

Consistent with policy, an annual review of fee schedules for each program area has been undertaken. Details regarding fee schedule revisions have been outlined below.

Planning and Regulations Fees

UTRCA's Environmental Planning and Regulations Unit typically updates the fee schedules every year to keep pace with cost-of-living and other initiatives, and to ensure a sustainable revenue source and high level of service. However, as noted above, due to the anticipated continuation of the Provincial direction to freeze conservation authority fees related to planning and development, no changes are currently proposed for 2024.

Despite the freeze in fees for 2023, the fees revenue collected by our planning and regulations department has seen significant increases over the last several years. Our projected fees revenue for 2023 is 38% higher than the actual fees revenue collected in 2022, and 305% higher than the actual fees revenue collected since 2017. These increases are due in part to the increases we have seen in development pressures across the watershed resulting in a higher demand for our services. Additionally, in 2022 the board approved a fees review completed by staff that proposed substantial updates to our planning and permitting fees schedules.

A comprehensive review of the UTRCA's planning and regulatory processes is planned to be undertaken by an external consultant soon. The expected outcomes of this review are recommendations for how UTRCA processes may be improved to allow for faster approvals. It is anticipated that this review will also consider the costs of undertaking the program and make recommendations about how our fees may be changed in order to maintain a high level of service. Any recommended changes to planning and development-related fees as a result of this review will be put into effect once the Provincial direction to freeze fees has been lifted.

Other Fees identified for Inquiries, data requests, and field surveys have been updated. A new fee category for specialized information requests has been added. In addition, Administrative fees and staff hourly rates that are more reflective of the technical resources and equipment costs to undertake the work are included. These rates have not been updated in several years.

Conservation Areas

Fanshawe, Pittock and Wildwood Conservation Area fee increases are undertaken with consideration for market comparables and reflect anticipated increases in operating costs such as wages, insurance, property taxes, hydro and other applicable materials and services. Outdoor recreational trends at our Conservation Areas continue to climb in both day use and campground operations and staff anticipate similar activity in 2024. In 2023 each of our CA's continued to experience increased demand to near capacity for seasonal and overnight campsites and staff anticipate similar demand in 2024.

Recognizing the increased overnight camping demand, Conservation Area staff have proposed a modified fee schedule in 2024 to reflect "peak" and "non-peak" periods. Peak season fees would begin on June 20 (first day of summer) until the end of Labour

Day weekend and will also include the statutory holiday weekends of Victoria Day in May and Thanksgiving in October. Staff continue to further refine a Conservation Area fee schedule throughout 2024 reviewing all programs and services offered with proposed changes being brought forward for consideration, approval and implementation in 2025.

With 2023 seeing increased demand and use by patrons accessing our Conservation Areas year-round, staffing is now required seven days a week at our Conservation Areas. Staffing complements on weekends is at reduced levels and staff are busy completing property checks and enforcement, maintenance duties, drinking water testing, snow removal and general conservation area operations. This practice of scheduling staff seven days a week will continue through the 2024 season and to date has resulted in a significant reduction in levels of vandalism and theft within our Conservation Areas.

With the success of the new “Shoulder Season Day-Use Fee” currently underway at Wildwood and Fanshawe Conservation Areas, staff will continue to build on the very positive response and plan to implement a spring and fall “shoulder season” in 2024. Based on feedback and user-demand, the dates for the shoulder season are proposed to be April 1 to 30 in the spring and October 21 to November 30 for the fall. The shoulder season fee will be applied during this period outside of the campground operating season of May 1 to October 20, as a means of recognizing an extended operating season with reduced amenities and services.

Forestry

A detailed review and assessment was conducted of the UTRCA Forestry Services, specifically Tree Planting Program fees. In September, the board approved an updated Fee Schedule to take effect for the 2023/2024 Tree Planting Season. The fees previously approved for 2024 will assist with recovering the costs of administering and delivering the program. No further updates are proposed at this time.

Environmental Education Programs

Fees for environmental education programs were updated substantially in 2023 and the majority will remain unchanged for 2024. The range of fees for In-Classroom and Off-Site Programs have been updated to reflect demand for virtual programming (low end) and more involved, yearlong program implementation (high end). Environmental education program fees are determined by balancing the intention to recover costs while at the same time keeping pricing competitive.

Lands & Facilities

UTRCA staff continue to review and refine the hunting program and associated fees and fee structure. Largely due to administration costs associated with issuing hunting permits to members of the Friends of Ellice and Gads Hill Swamps (FOEGS), the program revenue in 2023 is not expected to fully recover the costs associated with the overall program delivery. Fees are currently waived for the FOEGS members as agreed upon in the co-management agreement established with the FOEGS in 2009. Upon renewal of this agreement in 2024, UTRCA will no longer be waiving hunting fees for the FOEGS members. It is anticipated that these administrative changes will result in a revenue increase in 2024 that will aim for complete cost recovery, at minimum, of the

UTRCA hunting program delivery. The term for the FOEGS hunting permits will also be amended to January 1st to December 31st, whereas previously the term was July 1st to June 30th of the following calendar year.

The fee for all other UTRCA hunting permits will be increased from \$75 to \$85 for 2024. These permits are limited in number and completed through an internal draw process for selection. This subtle increase from the 2023 rate will further support associated program costs and bring all hunting opportunities closer to parity.

Staff will continue to evaluate the hunting program again throughout 2024. Exploring additional UTRCA properties for hunting opportunities will further support program delivery, but equally as important, will help discourage illegal hunting and trespassing on our lands. As the UTRCA hunting program has evolved, staff have recognized that properties with permitted hunting have far less illegal hunting/trespassing than properties without this recreational opportunity, and permitted hunters are invested in the program and become stewards of these UTRCA lands. As staff continue to evaluate the UTRCA hunting program, we recognize the importance of long term sustainability of these recreational opportunities to our land management program.

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.

Recommended by:

Tracy Annett, General Manager

Prepared by:

Jenna Allain, Manager, Environmental Planning and Regulations
Brent Verscheure, Manager, Lands, Facilities and Conservation Areas
Brad Glasman, Manager, Integrated Watershed Management
Teresa Hollingsworth, Manager, Community and Corporate Services

Attachments:

Upper Thames River Conservation Authority Fees Policy & UTRCA Fee Schedules



UPPER THAMES RIVER

CONSERVATION AUTHORITY

Upper Thames River Conservation Authority

Fees Policy

Approved by the Upper Thames River Conservation Authority Board of Directors,
November 26, 2019 and amended on October 26, 2022

- Fee Schedules revised November 24, 2020; effective January 1, 2021; amended May 25, 2021
- Fee Schedules revised November 23, 2021; effective January 1, 2022; revised June 28, 2022; effective July 1, 2022
- Fee Schedules revised November 22, 2022; effective December 31, 2022
- Schedule 3: Forestry Services Fees revised September 26, 2023; effective September 26, 2023

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Upper Thames River Conservation Authority Fees Policy

This Fees Policy was approved by the Upper Thames River Conservation Authority (UTRCA) Board of Directors, November 26, 2019, and amended on October 26, 2022.

Basis

Amendments to the Conservation Authorities Act were undertaken in 2020 to clarify the programs and services that conservation authorities (CAs) deliver. In 2021, O. Reg. 686/21 Mandatory Programs and Services provided additional clarity regarding the programs and services that CAs are required to provide. In April 2022, the Minister released Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee ("Minister's List"). CAs may only charge a fee for a program or services that it provides if it is set out in the Minister's List. The Minister's List identifies that CAs may charge a fee for mandatory, municipal, and other programs and services where the user-pay principle is appropriate.

The Minister's List replaces the 1997 Policies and Procedures for the Charging of Conservation Authority Fees which was approved by the Minister of Natural Resources and Forestry. The new Minister's List comes into effect on January 1, 2023.

This policy document is intended to fulfill the requirements for each CA to adopt a written policy with respect to the fees it charges for the programs and services it provides.

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

On January 1, 2023, the Conservation Authorities Act will be amended by enacting section 21.2 (1)-(12) "Fees for Programs and Services." Subsection (1) enables the Minister to determine the classes of programs and services in respect of which a CA may charge a fee. Subsection (2) requires the Minister to publish a List in a policy document. CAs may only charge a fee for a program or service that it provides which falls within this list.

Under the Conservation Authorities Act, programs and services delivered by CAs include:

- **Mandatory programs and services.** Mandatory programs and services that the conservation authority is required to provide [see 21.1 for further details]. These services are further defined in O.Reg. 686/21: Mandatory Programs and Services and may be funded by provincial grants, other sources, municipal apportionment and/or conservation authority self-generated revenue (e.g., user fees) where the user-pay principle is appropriate.
- **Municipal programs and services.** Programs and services that an authority agrees to provide on behalf of a municipality under a MOU or agreement [see 21.1.1 for further details]. The program or service may be funded by the municipality or by other funding

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mechanisms (e.g., user fees where the user-pay principle is appropriate) as per the MOU or agreement.

- **Other programs and services.** Programs and services that an authority determines are advisable to further the purposes of the Act [see 21.1.2 for further details]. The program or service may be funded by the municipality or by other funding mechanisms (e.g., user fees where the user-pay principle is appropriate) as per the cost apportioning agreement and the Minister's List.

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 and 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) Fee schedules are approved on an annual basis to inform the following year's budget.

Exemptions and 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, Nature Conservancy of Canada, Ontario Federation of Anglers and Hunters, and various "Friends of" watershed groups.

In addition, in-kind technical services are routinely provided by the Authority to assist non-profit conservation groups. Technical services may be required for non-profit groups that do not have qualified professionals or funding to acquire the expertise to undertake projects that further achieve the environmental targets of the Authority.

Process and Public Notification

When developing and establishing fees, the Authority also considers the fees of Conservation Authorities offering the same level of service and technical advice, 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 UTRCA Board of Directors and is administered and applied by UTRCA staff. The Management Team in consultation with the General Manager may waive or reduce fees under extenuating circumstances.

The public will be notified of any proposed increases or revisions to a 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 and Regulations (Section 28 Permit Fees, Planning Act, and Technical Reviews)

The UTRCA administers its fee program for Planning and Regulations to achieve a partial cost recovery to-date for the plan review function. The program 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 and 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 relevant, to revise the fee schedules:

- 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 for 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 Ontario Land Tribunal and other legal services.

The UTRCA's objective is to provide an effective and efficient delivery of services consistent with the Client Service Standards for Conservation Authority Plan and Permit Review, endorsed by Conservation Ontario Council, June 24, 2019.

Exemptions to the application of these fees include:

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- Non-profit conservation groups contributing to the protection and restoration of the natural environment. Examples include but are not limited to: Ducks Unlimited, Nature Conservancy of Canada, Ontario Federation of Anglers and Hunters;
- UTRCA for permit applications, Planning Act applications, inquiries, and site assessments.

2. Conservation Areas Fees

Conservation Areas fees are reviewed annually by Conservation Areas 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;
- Anticipated 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 (O.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:

- Tree costs are based on wholesale tree costs dependent on individual stock items. A mark-up is applied to cover costs associated with tree delivery and storage requirements;
- Planting fees for both machine planting and hand planting are based on staffing and equipment costs;
- Where the UTRCA is asked to replant areas to comply with court orders (e.g., 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 UTRCA offers programs on site (within Fanshawe and Wildwood Conservation Areas), off site (at wetlands or watercourses), in-class, and on school grounds. The fees charged for an on-site program is a cost per student per half day program. There is a minimum fee per program and most programs can accommodate two or three 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.

A number of factors are considered to determine the fees charged directly to the school classes, including:

- 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 funding. 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. Hunting Fees

The Lands, Facilities, and Conservation Areas Unit's fee for hunting will be reviewed annually. Criteria for increasing the hunting program fees are:

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

The fee setting process will include a review of operational policies. The Hunting Team will incorporate MNRF hunting regulation changes, UTRCA policy changes, admission agreements, terms and conditions (written permission) updates, GIS map updates, and applicable fee updates, which are shared on UTRCA websites and available in print.

Refunds

The UTRCA does not issue refunds for services or products once the application or order is submitted and the payment has been processed.

The Lands, Facilities, and 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 and copies are distributed to seasonal campers. Links to

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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 is based on the principles of fairness, opportunity, and notification. Application for an administrative review may be received for an appeal, 1) if a fee is contrary to the fees set out in the fee schedule, or 2) if 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 UTRCA 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 Fee Policy also applies to proposals not previously invoiced, such as draft approved plans of subdivision which predated any fee schedule.

Review

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

Fee Schedules

Schedule 1: Planning and Regulations Fees (includes UTRCA Section 28 Permit Fees, Plan Review Fees, Technical Review Fees, and other fees)

Schedule 2: Conservation Areas Fees

Schedule 3: Forestry Services Fees

Schedule 4: Community Education Program Fees

Schedule 5: Hunting Fees

Schedule 1: Planning and Regulations Fees

Includes Upper Thames River Conservation Authority Section 28 Permit Fees, Plan Review Fees, Technical Review Fees, and other fees

1a. UTRCA Section 28 Permit Fees

Category	Type	2023 Fee	2024 Fee
Pre-consultation	Pre-consultation with the applicant regarding requirement	No Charge	No Charge
Alterations to Wetlands and Watercourses	Routine - No engineering drawings required	\$555.00	\$555.00
	Minor - Engineering drawings required	\$1,160.00	\$1,160.00
	Major - Involves comprehensive review by various technical staff	\$1,590.00	\$1,590.00
Development Applications	Routine - Limited review, minor in nature relative to cost, location, or impact (decks, patios, etc.)	\$265.00	\$265.00
	Minor - Small scale (less than 500 square feet), and/or consistent with policy	\$1,160.00	\$1,160.00
	Major - Medium scale, primary structures (greater than 500 square feet) and/or consistent with policy	\$1,590.00	\$1,590.00
Linear Utility Corridor	Routine - May include linear utility crossings adjacent to watercourses and wetlands	\$1,160.00	\$1,160.00
	Minor - May include linear utility corridors where a watercourse or wetland crossing is proposed	\$1,590.00	\$1,590.00
	Major - May include linear utility corridors where multiple watercourse or wetland crossings are proposed	\$6,360.00	\$6,360.00
Municipal Drain Review	Routine - Project is drain maintenance consistent with Standard Compliance Requirements in DART Protocol	\$290.00	\$290.00
	Minor - Review of engineers report and/or within regulated wetland limits	\$900.00	\$900.00
	Major - Requires multiple site visits, and/or detailed review of engineering reports, and/or within regulated wetland limits	\$1,590.00	\$1,590.00
Municipal Project Review	Routine - Does not require any technical reports or analysis (may include bridge or	\$1,160.00	\$1,160.00

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Category	Type	2023 Fee	2024 Fee
	culvert repairs)		
	Minor - Requires technical reports or analysis to support the application (may include minor bridge or culvert replacements)	\$1,590.00	\$1,590.00
	Major - Works that cover large geographic areas such as multiple road culvert or bridge replacements	\$5,300.00	\$5,300.00
Complex Applications	Large scale development proposal and/or inconsistent with policy (e.g., multi-lot development, large scale municipal project, golf course, renewable energy project, etc.)	\$6,360.00	\$6,360.00
	Large Fill - Volumes > 1000 m ³	\$6,360.00 Plus \$0.50/m ³ of fill	\$6,360.00 Plus \$0.50/m ³ of fill
	Aggregate Resources Act - Above water table	\$6,360.00	\$6,360.00
	Aggregate Resources Act - Below water table	\$11,130.00	\$11,130.00
Environmental Assessments	Standard	\$1,160.00	\$1,160.00
	Intermediate	\$5,300.00	\$5,300.00
	Full/Comprehensive	\$10,600.00	\$10,600.00
Hearing Request	Streamlined Hearing	\$850.00	\$850.00
	Full Hearing – Intermediate	\$1,270.00	\$1,270.00
	Full Hearing – Major	\$5,300.00	\$5,300.00
Clearance	Verification Letter (Hazards or Areas of Interference)	\$265.00	\$265.00
Extensions	Minor application revisions and minor permit revisions and/or extensions	\$140.00	\$140.00
Violation (work commenced prior to approval)	- First occurrence - Second and subsequent occurrences Note: Applications will only be accepted retroactively where works undertaken meet UTRCA board approved policies or where works are proposed that are intended to bring a project into compliance with said policies.	100% surcharge (cost recovery) 200% surcharge	100% surcharge (cost recovery) 200% surcharge
Minister's Zoning Order	Permit associated with Minister's Zoning Order (MZO)	100% surcharge of	100% surcharge of

Category	Type	2023 Fee	2024 Fee
(MZO)		permit fee (cost recovery)	permit fee (cost recovery)

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 m² in size.

Minor - Permit applications for development projects could be considered minor in nature due to project size, level of risk, location, and/or other factors. These projects have minor impacts on the control of flooding, erosion, pollution, or conservation of land. Based on the proximity of the project to the hazard, minor permit applications are reviewed by UTRCA 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 Section 28 permits require significant UTRCA staff involvement. They could be highly 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 the process of being undertaken, without prior approval from the UTRCA, and those where works have been undertaken that do not comply with UTRCA Section 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 1000 m³. Smaller fill projects will be covered under other categories of the fee schedule.
3. Applications that fall under more than one category will be charged at the highest rate.
4. Large renewable energy projects are defined as:
 - a. Class 3 solar facilities with a nameplate capacity greater than 10 kW.
 - b. Class 3, 4 or 5 wind facilities equal to or greater than 50 kW.
 - c. Any waterpower project involving construction of a new dam or retrofit of an existing dam.
 - d. 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 (EA), 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

Upper Thames River Conservation Authority Fees Policy

generally exceed \$1 million. The UTRCA reserves the right to charge additional fees for significant technical report review.

6. Costs associated with legal review for agreements required for permits issued under a Minister's Zoning Order (MZO) shall be paid by the applicant.
7. For EAs undertaken by private proponents (i.e., non-municipal EAs), standard, intermediate, and full/comprehensive categories are distinguished by the anticipated amount of staff time required for reviews. For the purposes of the fee schedule, intermediate will be defined as projects with estimated cumulative staff review time requirements of greater than 15 hours and major will be defined as projects with estimated cumulative staff review time requirements of greater than 30 hours. The UTRCA reserves the right to charge additional fees if peer review requirements warrant additional cost-recovery.
8. For Municipal Drain applications where only a scoped review of the engineers report is undertaken, the lesser fee may be charged.
9. 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 UTRCA Regulations staff at 519-451-2800 to arrange a pre-consultation discussion prior to submission, or email Emailregulationsinquiry@thamesriver.on.ca

1b. UTRCA Plan Review Fees

Application Review Type		2023 Fee	2024 Fee
Formal Pre-consultation	Fee will apply when a formal pre-consultation comment letter has been requested by a municipality. This fee will be deducted from subsequent review fees once a formal application is submitted.	\$320.00	\$320.00
Comprehensive Official Plan Amendment	Includes housekeeping amendments initiated by Municipality	No charge	No charge
Official Plan Amendment	Minor/Routine - i.e., Single family residence	\$580.00	\$580.00
	Major - Large scale, complex features, requiring technical studies	\$1,590.00	\$1,590.00
Zoning By-law Amendment (ZBA)	Comprehensive ZBA initiated by Municipality	No charge	No charge
	Minor/Routine	\$580.00	\$580.00
	Major - Large scale, complex features, requiring technical studies	\$1,380.00	\$1,380.00
Consent (severance)	Minor/Routine	\$425.00	\$425.00
	Major - Large scale, complex features, requiring technical studies	\$850.00	\$850.00
Minor Variance	Minor/Routine	\$265.00	\$265.00
	Major - Large scale, complex features, requiring technical studies	\$1,325.00	\$1,325.00
Site Plan	Minor/Routine	\$580.00	\$580.00
	Intermediate - Intermediate scale requiring scoped technical studies	\$1,325.00	\$1,325.00
	Major - Large scale, complex features, requiring technical studies	\$3,200.00	\$3,200.00
Draft Plan of Subdivision or Condo		\$170.00 per lot to a maximum of \$14,300.00	\$170 per lot to a mx of \$14,300.00
Processing Fee		\$265.00	\$265.00

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.

Upper Thames River Conservation Authority Fees Policy

3. Major applications 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 a 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).
6. Where an exception to a permit may be granted through the *Planning Act*, the review fee will be doubled.

1c. UTRCA Technical Review Fees (to support Section 28 and Plan Review Services)

Technical Review	2023 Fee	2024 Fee
Environmental Impact Studies (EIS) (Minor) – Limited assessment, adjacent to feature	\$795.00	\$795.00
EIS (Scoped) – Scoped assessment, adjacent to or within feature	\$1,270.00	\$1,270.00
EIS (Comprehensive)	\$2,330.00	\$2,330.00
Stormwater Management (SWM) Studies – Preliminary	\$1,270.00	\$1,270.00
SWM Studies – Detailed Design	\$2,330.00	\$2,330.00
Sediment and Erosion Control (SEC) Plan – Minor/Routine	No charge	No charge
SEC Plan/Report – Intermediate	\$265.00	\$265.00
SEC Plan/Report – Major	\$530.00	\$530.00
Geotechnical or Slope Stability Assessment – Scoped Report	\$795.00	\$795.00
Geotechnical or Slope Stability Assessment – Full Report (1 lot)	\$1,270.00	\$1,270.00
Geotechnical or Slope Stability Assessment – Full Report (multiple lots)	\$1,700.00	\$1,700.00
Hydrogeology Assessments	\$1,700.00	\$1,700.00
Other Technical Report	\$1,270.00	\$1,270.00
Technical Expert Peer Review - External (Instance where there is a need for an outside Technical Expert)	\$555.00 + TBD Technical Review	\$555.00 + TBD Technical Review

General Notes for Technical Review Fees

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.

1d. Other UTRCA Fees

Category	Type	2023 Fee	2024 Fee
Inquiry or Release of Agreements	Written response provided	\$370.00	\$390.00
	Written response provided (rush request)	\$740.00	\$775.00
	Verbal response provided	No charge	No charge
	Regulation Maps provided as digital pdf via email	No charge	No charge
Maps	Printed standard legal sized hardcopy	\$25.00	\$25.00
	Custom Map Fees - Contact GIS staff for exact prices	\$60.00 (per hour rate)	Administrative Fee \$50.00 plus hourly rate Hourly rates \$90.00 GIS \$135.00 Engineering
Data Requests	Specialized Data request – Contact staff for exact prices	-	Administrative fee \$50.00 plus hourly rate Hourly rates \$90.00 GIS \$135.00 Engineering
	Open data portal – self serve		No Charge
Other	GPS Surveying (generally involves a crew of two staff)	\$95.00/hour + expenses, minimum charge 2 hours	Administrative fee \$50.00 plus hourly rate \$135.00/hr + expenses, minimum 2 hr charge
	Aquatic Ecosystem – Preliminary Assessment (generally involves a crew of two staff)	\$95.00/hour + expenses, minimum charge 2 hours	Administrative fee \$50.00 plus hourly rate \$135.00/hr + expenses,

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Category	Type	2023 Fee	2024 Fee
			minimum 2 hr charge
	Terrestrial Ecosystem – Preliminary Assessment (generally involves a crew of two staff)	\$95.00/hour + expenses, minimum charge 2 hours	Administrative fee \$50.00 plus hourly rate \$135.00/hr + expenses, minimum 2 hr charge
	Photocopies	\$0.10 per standard copy	\$0.10 per standard copy

Schedule 2: Conservation Areas Fees (Fanshawe, Pittock and Wildwood)

All fees effective January 1, 2024

Day Use Revenue Centres		2023 Fee	2024 Fee
Day Use Fee	Vehicle day pass	\$15.00	\$16.00
	Non vehicle day pass	\$8.00	\$8.00
	Seasons pass	\$140.00	\$150.00
	Bus day pass	\$150.00	\$175.00
	Shoulder Season vehicle day pass (April 1 to April 30, October 21 to November 30, 2024)	\$8.00	\$10.00
Watercraft Fee	Motor/sail boat daily	\$15.00	\$16.00
	Motor/sail boat seasons pass	\$140.00	\$150.00
	Wet dock seasonal	\$450.00	\$525.00
	Wet dock monthly	\$225.00	\$250.00
	Wet dock weekly	\$145.00	\$160.00
	Dry dock seasonal	\$225.00	\$250.00
	Dry dock monthly	\$125.00	\$150.00
Equipment Rental Fee	Canoe/Kayak – 2 hr	\$30.00	\$35.00
	Canoe/Kayak – 4 hr	\$55.00	\$60.00
	Paddle Board (WCA) – 1 hr	new	\$20.00
	Paddle Board (WCA) – 2 hr	\$30.00	\$35.00
	Backcountry Canoe/Kayak - daily (with Backcountry campsite reservation)	\$25.00	\$35.00

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Day Use Revenue Centres		2023 Fee	2024 Fee
Pavilion Rental Fee	Watson Porter Pavilion – wedding	\$2,500.00	\$2,700.00
	Watson Porter Pavilion – inclusive	\$1,200.00	\$1,400.00
	Watson Porter Pavilion	\$450.00	\$500.00
	Lakeview Pavilion – inclusive	\$700.00	\$750.00
	Lakeview Pavilion	\$300.00	\$350.00
	Day Use Shelter	\$125.00	\$150.00

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Campground Revenue Centres		2023 Fee	2024 Fee
Nightly Camping Fee	Electrical - 50 amp**	\$63.00	\$69.00
	Electrical – 50 amp*	new	\$66.00
	Electrical - 30 amp**	\$53.00	\$59.00
	Electrical – 30 amp*	new	\$56.00
	Electrical - 15 amp**	\$53.00	\$57.00
	Electrical – 15 amp*	new	\$55.00
	Non electrical - Premium (FCA)**	new	\$57.00
	Non electrical – Premium (FCA)*	new	\$55.00
	Non electrical**	\$43.00	\$48.00
	Non electrical*	new	\$45.00
	Non electrical – Backcountry (WCA/PCA)**	\$43.00	\$50.00
	Non electrical - Backcountry (WCA/PCA)*	new	\$47.00
	Additional Vehicle Pass (daily/overnight)	\$15.00	\$16.00
	Reservation fee (Call Centre, Internet, Campground)	\$15.00	\$16.00
Change fee	\$15.00	\$16.00	
Cancellation fee	\$25.00	\$30.00	
Overnight Camping Notes:	**Peak Season – June 20 to September 2, 2024, Victoria Day Long Weekend (May17-20, 2024), Thanksgiving Long Weekend (October 11-14, 2024)		
	*Non Peak Season – May 1 to June 19, September 3 to October 20, 2024		

Upper Thames River Conservation Authority Fees Policy

Campground Revenue Centres		2023 Fee	2024 Fee
	Fees for nightly camping and operating dates for individual Conservation Areas are subject to change. The fees listed above are per campsite per night.		
Group Camping Fee	Electrical - 30 amp (WCA/FCA) (to a maximum/equivalent of 6 campsites)	new	\$354.00
Seasonal Camping Fee	Seasonal 50 amp (FCA)	\$3,750.00	\$3,950.00
	Seasonal 30 amp – Premium	\$4,200.00	\$4,500.00
	Seasonal 30 amp – Waterfront (PCA)	\$3,600.00	\$3,975.00
	Seasonal 30 amp	\$3,350.00	\$3,700.00
	Seasonal 15 amp	\$3,050.00	\$3,350.00
	Seasonal non electric –Waterfront (FCA)	\$2,550.00	\$2,850.00
	Seasonal non electric	\$2,250.00	\$2,500.00
	Seasons Vehicle Pass – Swipe Card	\$140.00	\$150.00
	Seasonal Site Administration Fee	\$250.00	\$300.00
Storage Fee	Trailer	\$375.00	\$475.00
	Shed / deck only	\$200.00	\$250.00
	Boat	\$225.00	\$250.00
Sewage Fee	Sewage disposal - weekly	\$730.00	\$800.00
	Sewage disposal - bi-weekly	\$365.00	\$400.00
	Sewage disposal - single	\$57.00	\$65.00
	Sewage disposal - unscheduled request	\$120.00	\$125.00
	Sewage disposal - non camper	\$57.00	\$50.00

Schedule 3: Forestry Services Fees

All fees effective September 26, 2023

Tree Costs (+ cost of tree from nursery)

Seedling Mark Up	\$ 0.40
Conifer Potted Mark Up	\$ 6.00
Hardwood Mark Up	\$ 9.00
Shipping and Handling Fee	\$ 40.00

Planting Fees

500-1000 Trees

1000-2500 Trees

> 2500 Trees

Seedling Machine	\$ 3.00	\$ 2.40	\$1.35
Seedling Hand	\$ 3.00	-	-
Largestock Potted	\$ 18.00	-	-
Largestock Bareroot	\$ 42.00	-	-

Stock

Fees (+HST)

Large Stock Trees	Coniferous Trees	\$17.00 - \$20.00*
	Deciduous Trees	\$34.50 - \$46.50*
	Shrubs	\$14.00 - \$24.50*
	UTRCA Planting Fee - Coniferous Trees	\$18.00
	- Minimum order 50 trees	+ Cost of tree
	UTRCA Planting Fee - Deciduous Trees	\$42.00
	Minimum order 25 trees	+ Cost of tree
	Landowner Planting- Minimum order 25 trees	
Seedlings	Coniferous Seedlings (18-40 cm)	\$1.45 - \$1.75*

Upper Thames River Conservation Authority Fees Policy

Stock	Fees (+HST)
Deciduous Seedlings (26-90 cm)	\$1.80 - \$2.20*
Wildlife Shrubs (20-35 cm)	\$1.75 - \$2.50*
- Minimum order 50 seedlings	
UTRCA Planting Fee - Seedlings	
250- 1000 Trees or Handplanting	\$3.00
- Includes 2 applications of herbicide	+ Cost of seedlings
1000- 2500 Trees	\$2.40
- Includes 2 applications of herbicide	+ Cost of seedlings
> 2500 Trees	\$1.35
- Includes 2 applications of herbicide	+ Cost of seedlings
Landowner Planting Administration Fee	\$40.00
- Minimum order 50 seedlings	
- Seedlings must be ordered in lots of 10	

*Price is dependent on species

Schedule 4: Community Education Program Fees

Fee schedule effective in September to align with the school year

Program			2023 Fee	2024 Fee
Conservation Education	On Site Programs	Per student	\$8.00	\$8.00
		Per group minimum	\$136.00	\$136.00
	In Classroom and Off-site Programs	Per group (sponsored)	\$150 - \$5,000	\$150 - \$5,000
Nature School		Per session	\$100.00 - \$360.00	\$100.00 - \$360.00
Specialist High Skills Major	GPS	Per student	\$30.00	\$30.00
		Minimum (full day)	\$600.00	\$600.00
	Safe Hiker Certification (Note: \$45/student is charged, with \$30 to UTRCA and \$15 to Hike Ontario)	Per student	\$30.00	\$30.00
	Project WILD and Below Zero Certificates	Per student	\$100.00	\$100.00
	Below Zero only	Per student	\$65.00	\$65.00
	Project WILD only	Per student	\$65.00	\$65.00
	Intro to Watershed Management	Per student Minimum	\$15.00 \$300.00	\$15.00 \$300.00
	Intro to Stream Assessment Protocol	Per student Minimum	\$15.00 \$300.00	\$15.00 \$300.00
	Intro to Habitat Restoration	Per student Minimum	\$15.00 \$300.00	\$15.00 \$300.00
	Intro to Species Identification	Per student Minimum	\$15.00 \$300.00	\$15.00 \$300.00
ICE Training	Fully Facilitated	Per day	\$500.00	\$500.00
	Co-facilitated	Per day	\$250.00	\$250.00

Note: In some instances, educational program fees are supported by a sponsor or grant.

Schedule 5: Hunting Fees

Hunting Fee (Lands, Facilities and Conservation Areas Revenue Centre)		2023 Fee	2024 Fee
Hunting Permission (Permit)	Hunting Area Draws	\$75	\$85All
	Ellice and Gads Hill Swamps	Non-member \$75	\$75

Note: Fees were waived for members of the Friends of Ellice and Gads Hill Swamps for Ellice and Gads Hill hunting permits. Fees will no longer be waived in 2024.

To: UTRCA Board of Directors
From: Tracy Annett
Date: November 15, 2023
File Number: BoD-11-23-63
Agenda #: 6.2
Subject: 2024 Board and Committee Meeting Schedules

Recommendation

That the Board approves the attached 2024 Board of Directors and Committee Meeting Schedules.

Background

Meeting Procedures are outlined in Section C.2.1 of the UTRCA's Administrative By-Law, updated June 27, 2023. It states that the General Membership shall approve a schedule for regular meetings in November for the upcoming year, and further, that the schedule will be posted to the Authority website December 1st. The attached schedule provides notice of regular meetings. The Rural Ontario Municipal Association (ROMA) General Meeting and Conference and the Good Roads Conference have been considered in the proposed schedule.

As in previous years, Board of Directors meetings will be held on the fourth Tuesday of every month, at 9:30am. The exception for 2024 is the April meeting, proposed to be held on the 3rd Tuesday. There are no meetings scheduled during July and December. Apart from the Annual General Meeting, all meetings will be held using a hybrid model, giving the members the option of attending in person, or virtually over Zoom.

The approved UTRCA Board of Directors and Committee Meeting Schedule will be forwarded to all member municipalities.

Committee Meetings

Finance and Audit Committee

On September 26, 2023 the Finance and Audit Committee passed the following motion in regards to their 2024 meeting schedule:

THAT the Finance and Audit Committee schedule two meetings in 2024, to be held after the April and September Board of Directors meetings, AND, if further meetings are required, they be scheduled at the call of the Finance and Audit Committee Chair following the policy set out in the Finance and Audit Committee Terms of Reference and the UTRCA Administrative By-Laws.

Hearing Committee

On October 31, 2023 the Hearing Committee approved the following recommendation in regards to their 2024 meeting schedule:

THAT the Hearing Committee schedule four meetings in 2024, to be held after the January, May, August and October Board of Directors meetings, AND, if further meetings are required, they be scheduled at the call of the Hearing Committee Chair following the policy set out in the Hearing Guidelines and the UTRCA Administrative By-Laws.

Recommended by:

Tracy Annett, General Manager

Prepared by:

Michelle Viglianti, Administrative Assistant

Attachment:

- 2024 Board of Directors and Committee Meeting Schedule

2024 UTRCA Board of Directors and Committee Meeting Schedule

Tuesday, January 23, 2024, 9:30am

Tuesday, February 27, 2024 – Annual General Meeting, 9:30am

Tuesday, March 26, 2024, 9:30am

Tuesday, April 16, 2024, 9:30am

Tuesday, May 28, 2024, 9:30am

Tuesday, June 25, 2024, 9:30am

Tuesday, August 27, 2024, 9:30am

Tuesday, September 24, 2024, 9:30am

Tuesday, October 22, 2024, 9:30am

Tuesday, November 26, 2024, 9:30am

Finance and Audit Committee

April 16, 2024, following the Board Meeting

September 24, 2024, following the Board Meeting

Hearing Committee

January 23, 2024, following the Board Meeting

May 28, 2024, following the Board Meeting

August 27, 2024, following the Board Meeting

October 22, 2024, following the Board Meeting

The 2024 UTRCA Board of Directors meeting schedule was approved by the Upper Thames River Conservation Authority Board of Directors on XXXX.

All meetings will be held using a hybrid model, giving the members the option of attending in person, or virtually over Zoom. Municipal partners and members of the public are welcome to attend in person at 1424 Clarke Road, Fanshawe Conservation Area in the Watershed Conservation Centre or watch the livestream on [the UTRCA website](#).

Please note, if additional Committee meetings are required, they will be scheduled at the call of the Committee Chair, following the policies set out in the UTRCA Administrative By-Laws and the Hearing Guidelines.

If you have any questions or require additional information, please contact the undersigned.

Michelle Viglianti,
Administrative Assistant
vigliantim@thamesriver.on.ca
519-451-2800 x222

To: UTRCA Board of Directors
From: Jenna Allain, Manager, Environmental Planning and Regulations
Date: November 21, 2023
File Number: BoD-11-23-65
Agenda #: 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 summary covers permits issued between October 1, 2023 and October 31, 2023.

To date, 212 permit numbers have been assigned this year with 170 of those permits issued before October 31st. A further fourteen permits have been issued in 2023 where the permit number was assigned in 2022, and one permit has been issued in 2023 where the permit number was assigned in 2021. This brings the total number of permits issued in 2023 to 185. Twenty-four permit extensions have been issued in 2023, and 16 notices of violations have been sent, where works have been undertaken within UTRCA regulated areas, without Section 28 approvals. During the month of October, UTRCA Regulations staff issued 18 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, 212 permit numbers have been assigned in 2023, with 170 of those permits having been issued by October 31st. We have had three permits cancelled this year, which leaves 39 remaining 2023 permit applications that are currently in progress. We also have an additional 2 permit applications from 2022 that are still in progress. For both applications we are awaiting additional information from the applicant. In total, we have 41 permits in progress which have been split out by municipality and application type in the table below.

Table 1. Permits in Progress Tally

Municipality	Major	Minor	Routine	Total
Township of Blandford-Blenheim	0	0	0	0
Township of East-Zorra Tavistock	0	0	1	1
Town of Ingersoll	1	0	0	1
City of London	4	5	0	9
Township of Lucan-Biddulph	0	0	1	1
Municipality of Middlesex Centre	1	2	2	5
Municipality of North Perth	0	0	1	1
Township of Norwich	0	0	0	0
Township of Perth East	2	0	4	6
Township of Perth South	0	0	0	0
Town of St. Marys	1	1	1	3
City of Stratford	0	1	1	2
Municipality of South Huron	0	0	0	0
Township of South-West Oxford	2	1	0	3
Municipality of Thames Centre	3	1	0	4
Municipality of West Perth	0	0	0	0
City of Woodstock	2	1	1	4
Township of Zorra	0	1	0	1
TOTAL	16	13	12	41

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 2021

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

Report Date: October 2023

[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
23-179	Woodstock	223 Pittock Park Rd	Minor	Restoration/ Creation	Shoreline Restoration/Crib Installation	19-Sep-23	19-Sep-23	10-Oct-23	03-Oct-23	YES	Dafoe
23-182	London	1170 Hyde Park Rd (Kelly Stanton ESA)	Minor	Development	Replacement culvert for pedestrian trail access to future Kelly Stanton ESA lands	10-May-23	24-Aug-23	14-Sep-23	03-Oct-23	NO	Funk
23-184	London	901 Commissioners Rd E, London (Westminster Ponds ESA)	Minor	Development	Pedestrian bridge at existing trail crossing to Glen Cairn Open Space within Westminster Ponds ESA	24-Aug-23	24-Aug-23	14-Sep-23	04-Oct-23	NO	Funk
23-185	London	228 Rathnally Street	Major	Development	Single-storey addition in West London SPA	19-Sep-23	05-Oct-23	02-Nov-23	05-Oct-23	YES	Funk
23-186	Thames Centre	1186 Elgin Road	Major	Development	New Single Family Dwelling, Septic and Pool	05-Oct-23	05-Oct-23	02-Nov-23	05-Oct-23	YES	Ramsey
23-175	Ingersoll	109 Mutual St	Routine	Development	Building Connection to Mun. Servicing	26-Sep-23	05-Oct-23	19-Oct-23	06-Oct-23	YES	Dafoe
23-190	London	34 Empress Ave	Major	Development	Interior renovations and single-storey addition in West London SPA	29-Sep-23	11-Oct-23	08-Nov-23	11-Oct-23	YES	Funk
23-187	London	2150 River Road (River Road Park)	Routine	Municipal Project	Proposed Works to Reinstate Drainage and Flow Conveyance from Upstream Channel	03-Oct-23	05-Oct-23	19-Oct-23	12-Oct-23	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 Timelines	Staff
22-111	Zorra	963647 Road 96	Major	Development	Proposed construction of new detached garage, laneway extension and associated	17-Oct-23	20-Oct-23	17-Nov-23	20-Oct-23	YES	Winfield
23-191	London	1523 Bradley Avenue	Minor	Development	Wetland crossing improvement, including culvert installation	27-Sep-23	20-Oct-23	10-Nov-23	23-Oct-23	YES	Funk
23-192	London	3866 Deer Trail	Routine	Development	Proposed pergola and shed in rear yard adjacent to Dingman Creek erosion hazard lands	03-Oct-23	20-Oct-23	03-Nov-23	23-Oct-23	YES	Funk
23-176	Stratford	1041 Eerie St	Minor	Development	and Tech review	23-Aug-23	10-Oct-23	31-Oct-23	24-Oct-23	YES	Dafoe
23-189	Stratford	122 Long Dr	Routine	Development	Replacement Deck	29-Sep-23	23-Oct-23	06-Nov-23	27-Oct-23	YES	Dafoe
23-198	Middlesex Cent	178 Edgewater Boulevard	Minor	Development	Proposed Inground Pool, Pool House and Pool deck	19-Oct-23	30-Oct-23	20-Nov-23	30-Oct-23	YES	Winfield
23-197	London	930 Devon Crescent (Pond Mills SB-Park Block 137)	Major	Alterations to Wetlands & Watercourses	Proposed Slope Rehabilitation of Ravine	18-Oct-23	31-Oct-23	28-Nov-23	31-Oct-23	YES	Schnaithmann

To: UTRCA Board of Directors
From: Tracy Annett
Date: November 07, 2023
File Number: BoD-10-23-66
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.

Report Back Items	Planned report or update	Project lead(s)	Status
Administrative By-Law update	June	Tracy and Michelle	Complete - By-Law updates provided for approval at June meeting
Wetland Compensation Policy (March 2023 meeting)	August update provided	Jenna and Sarah	In progress - Draft Wetland Compensation Policies initiated. Report to be provided once finalized, date to be confirmed.
Hazard modelling and mapping update	August update provided	Jenna, Chris and Teresa	In Progress - Mapping and Modelling of the Thames River and communications plan are proposed in the first phase. A future report will include policies for spill areas, climate change as they are currently being developed.
Land Inventory;(Will include Glengowan Lands)	August update provided	Brandon, Phil, Cathy & Brent	In progress - To be included with Lands Strategy and a legislative requirement. Notes: The Planning Act was revised with Bill 23 – Section 53e) that changes CA requirements for land acquisitions. The Lands Inventory will inform the Lands management strategy and acquisition and disposition strategy. To be completed

Report Back Items	Planned report or update	Project lead(s)	Status
			December 31, 2024
Children's Safety Village (June 2022 meeting)	September update provided	Brent and Teresa	In progress - Developing a Business Plan.
2024 Preliminary Budget Discussion Items	September update provided	Teresa Christine Tracy	In Progress – September Report included: Communications Plan Staffing Needs Reserves
Cottage Program Update (March 2022 meeting)	October Update Provided	Brent and Mike	In progress - Initial discussions with many cottagers have occurred. Staff will prepare a report outlining next steps for the cottage program in-camera in November
2024 Draft Budget and discussion items	October Draft provided January, provide update on Municipal Feedback February AGM – 2024 Budget Consideration	Teresa Brad Christine Tracy	In progress – Report back Report back on status of contract discussions with Environment and Climate Change Canada. Provide updated numbers in October for the proposed Category 1 deficit and the proposed category 3 levy / cost apportionment.
Barriers Position	October approved	Chris Brad and Erin	Complete – Position provided at September meeting. Revised position drafted and provided based on legal review. Finalized position approved
Hydro Plant	November	Chris and Brent	Overdue – Consultant to be engaged to determine potential issues and estimates to resolve the issues. Staff change has delayed the RFP process.
WCC Building Update	January	Brent	Board Request – Not started. To provide an overview of building now that we have used the space for 10 years, any changes/improvements (lessons learned)
Review of S28 Violations	January	Jenna	Review of the 2023 violations at the January Board of Directors meeting
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

Report Back Items	Planned report or update	Project lead(s)	Status
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.

Legislative Requirements	Planned report or update	Project lead(s)	Status
Watershed Management Strategy	October updated provided	Tara & Brad	In progress - Compiling background information. Progress update to be provided in January To be completed December 31, 2024
Operations and Ice Management Plan	November	Chris	In progress - Compiling background information. To be completed December 31, 2024
Asset Management Plans related to natural hazard infrastructure	November	Chris	In progress – One component of overall group of assets within the UTRCA’s Asset Management Plan. To be completed December 31, 2024.
UTRCA Asset Management Plan	January	Brent & Christine	In progress - May breakdown into Groups of Assets e.g. Natural Hazard Infrastructure, Fleet, Facilities etc.
Municipal Budget Feedback	January	Tracy	Not started – will be compiled as feedback is received to be provided at the January Meeting
Regulation Policy Updates	November 2023 - TBD	Jenna	Not started - Once Section 28 Regulation is released, we may have to develop transition polices until such time as fulsome policies can be developed
Land Management Strategy	January 2024	Brent	Not started - Will be initiated after the Lands Inventory is complete. To be completed December 31, 2024
Land Acquisition and Disposition Strategy	January 2024	Brent	Not started - Complements the Land Management Strategy and Land Inventory. To be completed December 31, 2024.
Ice Management Plan	February 2024	Chris	Not Started – To be completed December 31, 2024

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 assist in tracking items requesting report updates back to the Board as well as 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: Chris Tasker
Date: November 17, 2023
File Number: BoD-11-23-67
Agenda #: 8.3
Subject: Conservation Authorities Act Natural Hazard Deliverables

Recommendation

It is recommended that the UTRCA Board of Directors accept this report for information.

Background and Discussion

The updates to the Conservation Authorities Act added a number of deliverables to the work of the Conservation Authorities. These include 3 items related to natural hazards which will each be discussed in the following sections. These additional deliverables are all due by the end of 2024. No additional provincial funding was provided for these considerable additional efforts.

Operational Plans

O.Reg 686/21 requires that an authority provide programs and services that support the operation maintenance, repair and decommissioning of the following types of infrastructure the authority owns or manages:

- Any water control infrastructure, the purpose of which is to mitigate risks to life and damage to property resulting from flooding or to assist in flow augmentation.
- Any erosion control infrastructure.

Programs and services provided shall include the development and implementation of an operational plan on or before December 31, 2024.

For the UTRCA we will require operational plans for the following structures which we own or manage:

- Fanshawe Dam
- Wildwood Dam
- Pittock Dam
- RT Orr Dam and Stratford Flood Control Channel
- Mitchell Dam and Flood Control Channel
- Ingersoll Channel
- London Dykes
- St Marys Floodwall
- London Erosion Control Structures

Purely recreational dams like RT Orr and Mitchell Dam may not, by themselves, require an operational plan. However, the downstream flood control channels, constructed as part of the same projects, would require operational plans. While not expressly required for RT Orr and Mitchell Dam, these structures would benefit from such a plan. Therefore, we will develop plans for them, but will prioritize these later as they would not be needed by the December 2024 deadline. Similarly, the small dams at the rural conservation areas would not require operational plans. Where there may be a benefit to having Operational Plans for these structures, we may choose to develop these plans later.

While we do not own all of these structures, we are required to do Operational Plans for any structures that we manage through agreement with the owner. The London Dykes and Erosion Control Structures fall into this category. As a result, we will be required to develop operational plans for these structures. We are planning to prepare an Operational Plan for each group of structures rather than developing a unique operational plan for each individual dyke or erosion control structure. This same approach could be used for the flood control channels.

The regulation provides no detail on what would be included in an Operational Plan. We plan to include basic information and background on the structures including the purposes and beneficiaries of the structures. For structures which are not operated these plans will be largely limited to routine maintenance of the structures. For those that are operated, the principals around their operation, whether for flood control, flow augmentation or recreation, would be described. The seasonal level guidelines (rule curves) which we show our current water levels against on our website, would be included for the dams where this seasonal representation of the level management is helpful. For the smaller structures this can be described in text. For some of these structures, much of this information is already available on [the UTRCA web site](#). The Operational Plans would not include the technical details needed to make operation decisions (stage storage, rating tables, etc.) or a description of how to physically operate the gates or valves (operating procedures).

The lack of specific requirements for content gives CAs the flexibility to use what they may already have for this purpose. Many CAs may choose to use Operation, Maintenance and Surveillance (OMS) manuals or original operations manuals to satisfy this new requirement. Our OMS manuals include a lot of detailed information on the equipment and how to physically operate and maintain the equipment, contact information and other information which goes beyond what we wish to include in an operational plan for various reasons including security and privacy reasons. If we plan to make these documents publicly available, it would not be appropriate to include all of this information in the Operational Plans.

Manuals which describe the operating principles of the dam have not been updated since the dams were built. While the principles described in these manuals still provide the basis for the operation of the structures, with currently available information, we are often able to better optimize how these structures may be operated during a flood. It will however be important that the operations remain consistent with the principles developed when the dams were built. Deviation from these principles would need to be done through an Environmental Assessment process. It will be important that we remain consistent with things such as flow augmentation storage, flow release targets and seasonal operating levels identified in the original documentation as downstream systems and reservoir recreational use has been developed around these parameters.

In the case of Fanshawe we also have a Water Management Plan (due to hydro generator). The Operational Plan for Fanshawe Dam will need to remain consistent with Fanshawe Dam Water Management Plan.

These original operating procedures, OMS manuals and Water Management Plan will form the basis of the Operational Plans to be developed. The Operational Plans will be a high-level overview of the more detailed information in these other documents. The Operational Plans will only include information which can be made available to the public on our website.

There is no requirement for these Operational Plans to be publicly available. However, we expect there will be public interest in some of these plans. As such it will be important that they be written with that in mind and speak to how they will be operated from a high-level perspective, but not describe how controls or equipment are used to undertake the operations. There is no requirement for consultation on these plans, however we will engage our municipal partners through this process. In making the plans publicly available we should expect there will be questions and comments. We should be prepared to respond to input that we receive, to the extent we can without deviating from the original operating principles which would require greater study and an Environmental Assessment of the alternatives and impacts.

When completed, the operational plans will be brought to the board for approval. Once this has happened, they will be publicly available through the board meeting agendas. Following board approval of the plans they may be posted on our website with the other information on these structures. The regulation also allows for these plans to be updated from time to time as the CA considers advisable. It will be important that these plans are regularly reviewed and updated as appropriate.

Ice Management Plan

O.Reg 686/21 also requires an authority to provide programs and services for ice management within its area of jurisdiction, *if the authority determines that ice management is necessary to reduce the risks associated with natural hazards*. These programs shall include the development and implementation of an ice management plan on or before December 31, 2024 that identifies,

- (a) how ice within the authority's area of jurisdiction may increase the risk of natural hazards; and
- (b) the steps that are necessary to mitigate these risks, including identifying equipment and resources needed to carry out these steps.

An authority may update the ice management plan from time to time as the authority considers advisable.

Flooding related to ice is a significant problem in many Conservation Authority (CA) jurisdictions. This can take many forms including at the mouth of the river where river ice piles up against Great Lake ice during breakup, upstream of constrained sections where ice breakup accumulates, downstream of ice jams when the water held by an ice jam lets go suddenly and the accumulation of frazil ice on structures, riverbed or floating ice. Depending on the history of flooding caused by ice a CA may have programs which might include

monitoring of the ice (thickness and quality), having equipment available for mitigating the effects of an ice jam, in addition to a flood contingency plan for responding to the resulting flooding.

Historically UTRCA has not had much of a flooding problem from ice. One area that was very prone to flooding, including occasional ice jam flooding, was the Motherwell area in West Perth. Most of the structures impacted by flooding in this area have since been removed. Other areas where ice jamming historically happens are generally in undeveloped river valley areas such as Plover Mills and Innerkip. While these ice jams may impact stream gauge accuracy, the ice jams and breakup have not impacted structures.

Flooding from ice can be impacted by many criteria including physical features of the channel and the weather (freeze and breakup of the ice). In a constantly changing riverine environment, and a changing climate, we cannot assume that the UTRCA would not be impacted by ice flooding in the future. As such we will develop a very simple ice management plan which

- Documents the limited extent of the historical ice flooding,
- Relies on our flood contingency plan for communication and flood response in the same way as other flood events, and
- Will be reviewed and updated as appropriate

Asset Management Plan for Hazard Management Infrastructure

O.Reg 686/21 also requires the development and implementation of an asset management plan on or before December 31, 2024, for the same water and erosion control structures that require an Operational Plan. Asset Management is a practice that has been required of municipalities since 2019. It was anticipated it would soon be required of Conservation Authorities. Some CAs had proceeded with developing Asset Management Plans prior to this requirement, while others awaited senior government funding to allow for this considerable effort without placing the cost of this program entirely on the benefiting municipalities. The WECl program, which provides provincial funding for large maintenance projects, does not fund asset management plans although the program recognizes Asset Management Plans as an important tool for planning capital maintenance and improvements.

The UTRCA has been using a 20-year capital maintenance plan to assist with the planning of Water and Erosion Control Structure maintenance since 2007. This maintenance plan is updated annually and brought to the board for approval. While a long-term maintenance plan like this is an important part of managing an asset, much more work beyond lifecycle management will be necessary. As we explored Asset Management over the past few years it was evident that additional resources were necessary to coordinate Asset Management. Developing the framework policies and strategies; assessing level of service; and planning the funding of the long list of capital improvements identified in the 20-year capital maintenance plan are just a few examples of the considerable additional effort required. Maintaining and updating the Asset Management Plan also requires additional resources. It should also be expected that the implementation of Asset Management Planning will require additional investment in capital repair and improvement as the infrastructure gap is better evident in the Asset Management Plan.

While the regulation provides a deadline for Asset Management Plans for Water and Erosion Control Structures, work will continue on asset management planning for years to come. The regulation is not specific about the details necessary to satisfy the regulation, allowing us to meet the deadline with higher level plans, and continuing to work toward more detailed documents over time. This is consistent with the living nature of the plans and the importance of implementation and maintenance of the plans.

While O.Reg 686 requires Asset Management Plans for the same structures as Operational Plans, it will be important that these plans be developed under an overarching Asset Management Framework, Policies and Strategy of the Conservation Authority. An Asset Management Framework will be brought to the board for approval in January.

Recommended by:

Chris Tasker, Manager, Water and Information Management

To: UTRCA Board of Directors
From: Tracy Annett
Date: November 17, 2023
File Number: BoD-11-23-68
Agenda #: 8.4
Subject: 2024 Board Election Information

Recommendation

That the Board of Directors receives the report for information.

Background

As required by the *Conservation Authorities Act*, the Upper Thames River Conservation Authority Board of Directors conducts elections each year. Nominations for the following positions will be accepted verbally during the January 23, 2024 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 3rd “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).
- Source Protection Striking Committee Member/ Committee Liaison (to be nominated and elected)

All Board members are eligible for any of the available positions, except as specified below in the Conservation Authorities Act under Section 17. All appointments are for a one year term.

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

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

appointed to the authority by the same participating municipality. 2020, c. 36, Sched. 6, s. 4. 2

Exception

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

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

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

Election procedures and position descriptions are outlined in the Administrative By-Laws, Appendix 2 and 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 Michelle Viglianti at vigliantim@thamesriver.on.ca and Tracy Annett at annettt@thamesriver.on.ca if you are planning to put your name forward for any of the above listed positions.

Recommended by:

Tracy Annett, General Manager

To: UTRCA Board of Directors
From: Tracy Annett
Date: November 21, 2023
File Number: BoD-11-23-69
Agenda #: 8.5
Subject: 2024 Circulated Draft Budget Package

Recommendation

THAT the Board of Directors receive the report and attachments for information

Background

On Friday November 17th, 2023 the draft 2024 Budget Package was circulated via email to all member Municipalities. The package included a cover letter, the UTRCA's 2024 Draft Budget Overview document, and the UTRCA's 2024 Draft Budget. All three items can be found attached to this report.

Recommended by:

Tracy Annett, General Manager

Attachments:

- Cover Letter dated November 17th, 2023
- 2024 Draft Budget Overview
- 2024 UTRCA Draft Budget.

November 17, 2023

Attention: Municipal CAOs, Clerks and Treasurers,

Subject: Upper Thames River Conservation Authority (UTRCA) 2024 Draft Budget

The Upper Thames River Conservation Authority (UTRCA) Board of Directors and Staff are pleased to provide you its proposed 2024 Budget for your information. The 2024 Draft Budget currently forecasts operating expenditures of \$23,242,765 which requires a municipal contribution of \$7,999,589. In 2024, the UTRCA will leverage each municipal dollar to bring in almost three additional dollars towards conservation activities that benefit watershed residents and local communities.

Additional details are included in the enclosed:

- 2024 Draft Budget: Overview
- 2024 Draft Budget

The proposed increase in 2024 is \$2,218,867 for general operating purposes of which 68% is for legislative changes and new deliverables. A deficit of \$912,827 is forecast. The actual change for individual municipalities will vary based on the Modified Current Value Assessment formula used by the province. Capital expenditures of \$1,485,059 are proposed, of which \$1,135,059 is for Water and Erosion Control Structures capital projects where special benefitting rates are applied. Capital projects proposed for Conservation Areas will be funded with existing campground reserves.

Notice is provided pursuant to the Approval apportionment under subsections 25(1) and 27(1) of the Conservation Authorities Act (CAA) and Amounts owing under subsection 27.2(2) of the CAA. It is the Board of Directors intention to finalise and approve the budget and levy at the Annual General Meeting on February 27, 2024 at 9:30 a.m. at the Upper Thames River Conservation Authority Watershed Conservation Centre (1424 Clarke Road, London, Ontario, N0L 2L0).

Please share the attached 2024 Draft Budget with Council and appropriate staff. I would be pleased to attend and review the proposed budget at a council meeting. Please contact either Michelle Viglianti (vigliantim@thamesriver.on.ca) or Tracy Annett (annett@thamesriver.on.ca) to arrange. We welcome your comments.

Sincerely,



Tracy Annett,
General Manager/Secretary-Treasurer

Encl.

2024 Draft Budget: Overview

Recent changes in legislation and in the Upper Thames River Conservation Authority’s (UTRCA) operating environment are having significant impacts on the 2024 draft budget.

These impacts have resulted in the need to levy the member municipalities for a larger share of the costs. Of a total operating budget of \$23M, total support from our municipal members of \$8M (35%) is currently forecast to sustain the Authority’s programs and services.

Impacts on the UTRCA 2024 Budget		
<p>Legislative Changes</p> <ul style="list-style-type: none"> • Reorganization of programs and services into 3 Categories with specific funding restrictions • New mandatory deliverables due December 2024 • New service delivery standards due December 2024 • No provincial funding to offset additional work <p>APPROXIMATE COST: \$1.5M</p>	<p>UPPER THAMES RIVER CONSERVATION AUTHORITY</p> <p>Historical</p> <ul style="list-style-type: none"> • Chronically inadequate and reduced Provincial Transfer Payment • Insufficient reserves • Not eligible for Canada Emergency Response Benefit during COVID 	<p>Operating Environment</p> <ul style="list-style-type: none"> • Accessing qualified staff • Compensation updates • Aging infrastructure and increasing cost of capital projects • Growth development pressure • Increased land management pressures • Development review fees frozen • Reduced access to provincial grant programs • Inflation

What are the drivers of this increase?

1. New Provincial Legislative Requirements

Provincial Regulation	Deliverables	Budget Impact	2024 FTEs
Ontario Regulation 686/21	<ul style="list-style-type: none"> • Operational and asset management plans for water and erosion control infrastructure. • Ice management plan to reduce flood risks. 	\$195,000	Existing staff
	<ul style="list-style-type: none"> • Strategy to guide the management and use of CA owned/controlled properties (with consultation). • Land inventory. • Land acquisition and disposition strategy. 	\$274,000	2 starting in March
	<ul style="list-style-type: none"> • Watershed-based resource management strategy (with consultation). 	\$276,800	1 starting in February
Provincial Regulation	Legislative Changes	Budget impact	2024 FTEs
Bill 23 (More Homes Built Faster Act) and Bill 109 (More Homes for Everyone Act)	<ul style="list-style-type: none"> • Implement service delivery standards for the administration of planning and development reviews and permitting to expedite the approvals process. • Consultation on and updating of hazard maps to inform planning and development applications. 	\$240,000	1 1 starting in March
Section 28 Conservation Authorities Act	<ul style="list-style-type: none"> • Updating hazard mapping and modelling under legislation. Mapping updates will also expedite the approvals process as noted above. 	\$517,000	4
Total		\$1,502,800	9

- New deliverables must be completed by the end of 2024, followed by ongoing implementation and updates. No provincial funding has been provided to offset the cost of this additional work.
- Work commenced on most of these deliverables in 2023 using existing staff and backfilling as needed, and using \$1M in deferred revenue.
- Efforts are underway to meet the timelines set out in the legislative changes. Additional staffing will be needed to continue to meet the new timelines and expedite approvals.

2. Operating Environment

Operating Environment	Estimated Budget Impacts
Inflation – insurance, materials and labour	
Challenges accessing qualified staff resulted in Board-approved compensation review and implementation in 2022. In 2023, \$500,000 in deferred revenue was applied. 2024 is first year of full implementation of compensation.	Wage impacts
Provincially regulated freeze on development review fees.	Limits ability to recoup costs
Growth-related development pressure surrounding UTRCA owned/controlled lands results in increased need to provide comments as a landowner.	Staff time
Increased use of Conservation Lands, particularly for passive recreational activities. Additional staffing is required to ensure the safety of users, limit liability to the organization, and manage encroachment and encampments/unhoused on UTRCA owned and/or controlled lands.	Additional staff
Significant increases in capital cost realized for projects initiated in 2023. In some cases, project proposals for flood and erosion control capital projects doubled forecasted costs. With aging flood control infrastructure, continued maintenance costs are also significantly higher.	Major projects include: <ul style="list-style-type: none"> • West London Dykes • St Marys Floodwall • Mitchell Dam

3. Historical Impacts on Budget

The UTRCA's ability to self-fund the shortfall is very limited:

- The provincial transfer payment originally intended to support up to 50% of the UTRCA's flood control programs was frozen in the 1990s and then cut in half in 2019. In 2022-23, this payment has covered less than 13% of the eligible program costs.
- Historically, the UTRCA has kept levy contributions depressed, resulting in lower-than-desirable reserves in the areas of flood and erosion control structure operations and land management.
- The inability to access federal wage subsidies during the pandemic also depleted the reserves.



4. Capital Projects

Significant increases in cost have been realized for projects initiated in 2023. In some cases, project proposals for flood and erosion control capital projects have doubled forecasted costs. With aging flood control infrastructure, continued maintenance costs are also significantly higher. Increases in levies will be seen particularly among those municipalities with benefitting percentages on water control structures due to capital repairs and safety studies (see special benefitting rates below).

Operating and Capital for Water Control Structures: Special Benefitting Rates*

Municipality	Structure (Single Benefitting Municipality)	Wildwood Dam (London 80%, St Marys 14%, all municipalities 6% MCVA)		Pittock Dam (Oxford County 61.1%, London 32.9%, all municipalities 6% MCVA)		Total Category 1 Levy - Special Benefitting 2024	
		Structure (100%)	2024	%	2024		%
Oxford County	Ingersoll Channel	\$22,000	1.019	5,475	62.119	228,233	\$255,708
London	Fanshawe Dam	715,500	83.845	450,552	36.745	135,007	1,734,859
	London Dykes	427,500					
	Springbank Dam	6,300					
Lucan Biddulph	-	-	0.021	113	0.021	77	190
Thames Centre	Dorchester CA Dam	500	0.192	1,031	0.192	705	5,736
	Dorchester Mill Pond Dam	3,500					
Strathroy Caradoc	-	-	-	-	-	-	-
Middlesex Centre	-	-	0.147	788	0.147	539	1,327
Stratford	Stratford Channel	11,000	0.432	2,324	0.432	1,589	127,554
	RT Orr Dam	112,642					
Perth East	Shakespeare Dam	1,000	0.085	457	0.085	313	1,770
West Perth	Mitchell Dam	122,642	0.089	480	0.089	328	130,451
	Fullarton Dam	7,000					
St Marys	St Marys Floodwall	141,000	14.088	75,701	0.088	322	217,023
Perth South	-	-	0.070	375	0.070	256	631
South Huron	-	-	0.012	65	0.012	44	109
Zorra Township	Harrington Dam	2,000	-	-	-	-	15,000
	Embryo Dam	13,000					
South-West Oxford	Centreville Dam	4,000	-	-	-	-	4,000
Total		\$1,589,584	100.00	\$537,361	100.00	\$367,414	\$2,494,359

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

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

Categorizing Programs and Services

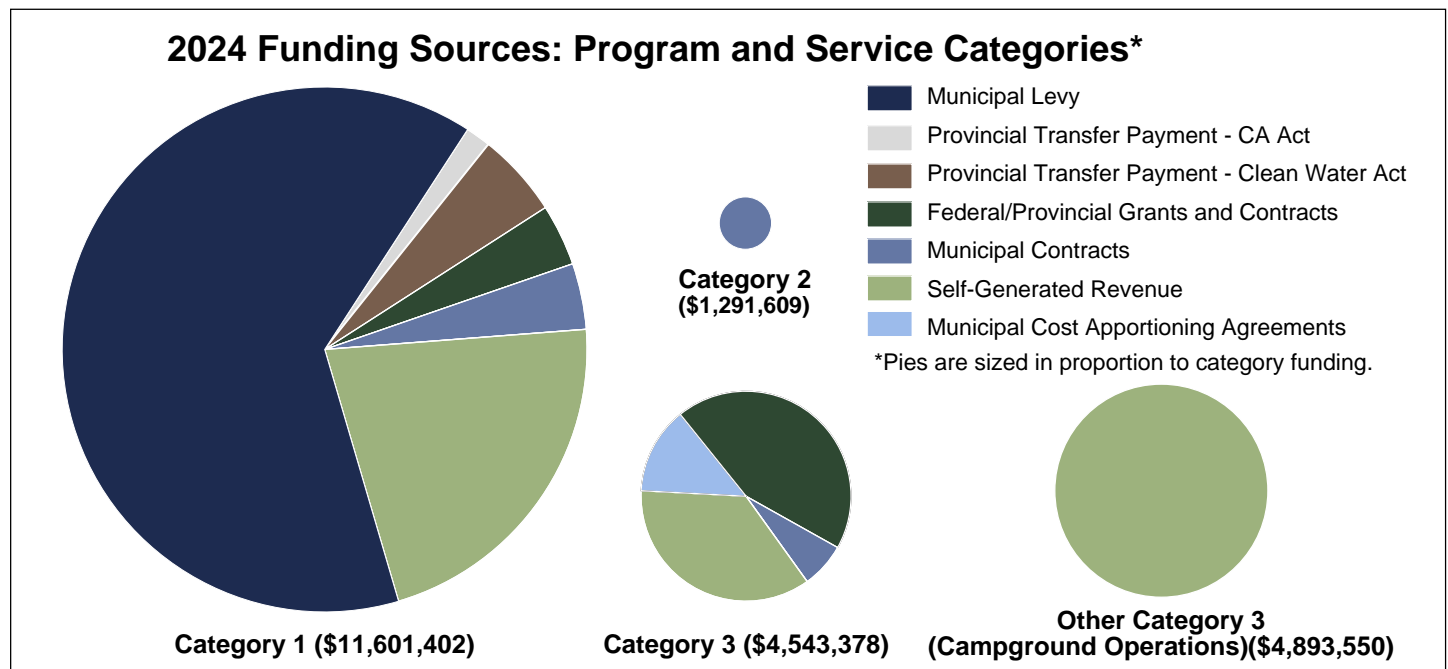
New provincial legislative requirements have necessitated a transition to a new budgetary framework and reorganization of all the Authority's programs and services. This reorganization makes it extremely difficult to compare the 2024 Draft Budget with previous budgets. Programs and services are now separated into the following three categories, with specific funding and budgeting restrictions:

- Category 1: Programs and services that the Province of Ontario has deemed mandatory for a Conservation Authority to deliver. Municipal levy can be used without an agreement.
- Category 2: Municipality requests a CA to deliver a program or service on their behalf.
- Category 3: Programs and services a CA deems advisable to implement in their watershed. Agreement required if municipal funds (cost apportioning agreements) are used.

Summary of Operating Costs and Revenues per Category of Programs and Services

	Category 1	Category 2	Category 3	Other Category 3 (Campgrounds)	TOTAL
Operating Costs	\$12,677,496	\$1,290,812	\$4,834,216	\$4,440,241	\$23,242,765
Provincial Transfer Payments - Conservation Authorities Act	\$181,213	--	--	--	\$181,213
Provincial Transfer Payments - Clean Water Act	\$600,584	--	--	--	\$600,584
Federal/Provincial Grants and Contracts	\$440,418	--	\$1,994,668	--	\$2,435,086
Municipal Contracts	\$471,916	\$1,291,608	\$316,984	--	\$2,080,508
Self-Generated Revenue	\$2,515,632	--	\$1,623,776	\$4,893,550	\$9,032,958
Municipal Levy	\$7,391,639	--	--	--	\$7,391,639
Municipal Cost Apportioning Agreements	--	--	\$607,950	--	\$607,950
Surplus or (Deficit)	(\$1,076,094)	\$797	(\$290,838)	\$453,309	(\$912,827)

UTRCA member municipalities are contributing approximately 60% of the funding for the provincially mandated Category 1 programs and services.





Draft
2024
Budget

October 2023
Updated November 15, 2023

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UPPER THAMES RIVER
CONSERVATION AUTHORITY



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Budget Development Schedule

- **August**
UTRCA Board direction regarding budget concepts
- **October**
Draft Budget presented to Board
- **October - February**
Municipal input sessions with Senior Staff and Draft Budget circulation to member municipalities for comment
- **January**
Board review of municipal comments and budget reconsideration
- **February**
Budget review and approval

2024 UTRCA Draft Operating Budget: Overview

The 2024 Draft Budget represents a transition to a new budgetary framework for the Upper Thames River Conservation Authority (UTRCA). New provincial legislative requirements have necessitated a reorganization of all the Authority's programs and services into three categories, with specific funding and budgeting restrictions:

- Category 1: Mandatory programs and services,
- Category 2: Programs and services that a Conservation Authority agrees to provide on behalf of a municipality,
- Category 3: Programs and services that a Conservation Authority determines are advisable to provide to further the purpose of the Conservation Authorities Act.

The legislation also added several major new Category 1 deliverables that must be completed by the end of 2024, and service delivery standards to reduce processing times for planning and development application approvals. No provincial funding has been provided to offset the cost of this additional work.

The impact of these legislative changes is significant. Growth pressures within the region and the legislative changes for planning and development applications require additional staffing capacity to meet the new service delivery standards. Updated modelling and mapping to identify hazard lands are needed to ensure new development is safe and recognizes a changing climate. Ongoing efforts are also required to maintain up-to-date hazard mapping and modelling to expedite the approvals process. Ongoing implementation, particularly with asset management, is required to maintain an Authority-wide asset management plan once it is developed.

Key Messages

- The largest impact on the UTRCA 2024 draft budget is tied to \$1.5M of provincially legislated activities. No new provincial funding was provided for these activities.
- Additional budget increases are tied to rising operational and capital costs.
- The UTRCA is mitigating the impact on municipal levy by applying program revenues.
- The UTRCA member municipalities are contributing less than 60% of the funding for provincially mandated programs.
- The municipal share of the \$23M Draft Operating Budget is \$8M or 35%.



Impacts on the UTRCA 2024 Budget

Legislative Changes

- Reorganization of programs and services into 3 Categories with specific funding restrictions
- New mandatory deliverables due December 2024
- New service delivery standards due December 2024
- No provincial funding to offset additional work

APPROXIMATE COST: \$1.5M

UPPER THAMES RIVER
CONSERVATION AUTHORITY

Historical

- Chronically inadequate and reduced Provincial Transfer Payment
- Insufficient reserves
- Not eligible for Canada Emergency Response Benefit during COVID

Operating Environment

- Accessing qualified staff
- Compensation updates
- Aging infrastructure and increasing cost of capital projects
- Growth development pressure
- Increased land management pressures
- Development review fees frozen
- Reduced access to provincial grant programs
- Inflation

These changes are occurring during a period of elevated inflation. The UTRCA is facing continued high insurance costs, proposals submitted at double original projections, and continued high materials and labour costs under service contracts. Further, overall compensation levels rose in 2022 in an effort to keep the organization competitive in retaining existing and attracting new staff; a situation many public sector organizations are facing. Active efforts to ensure our fees are appropriate and our costs contained have always been part of our culture, particularly during Covid when the Authority was not eligible to receive federal wage subsidies.

In the UTRCA 2024 Draft Budget, base funding from our partner municipalities provides less than 60% of total mandatory (Category 1) program costs. The UTRCA will continue to offset the municipal levy for these added pressures with outside funding, as available. While these programs are all eligible for full levy funding, the UTRCA will supplement the levy with revenues from agricultural leases, interest earned on investments, and internal program chargeback recoveries to all program areas.

Total support from our municipal members for operations of \$7,999,589 is currently forecast to sustain our programs

and services. Historical budgets have kept levy contributions depressed, resulting in lower-than-desirable reserves in the areas of water and erosion control operations and land management. The UTRCA needs to adequately fund these mandatory activities to ensure the protection of people and property.

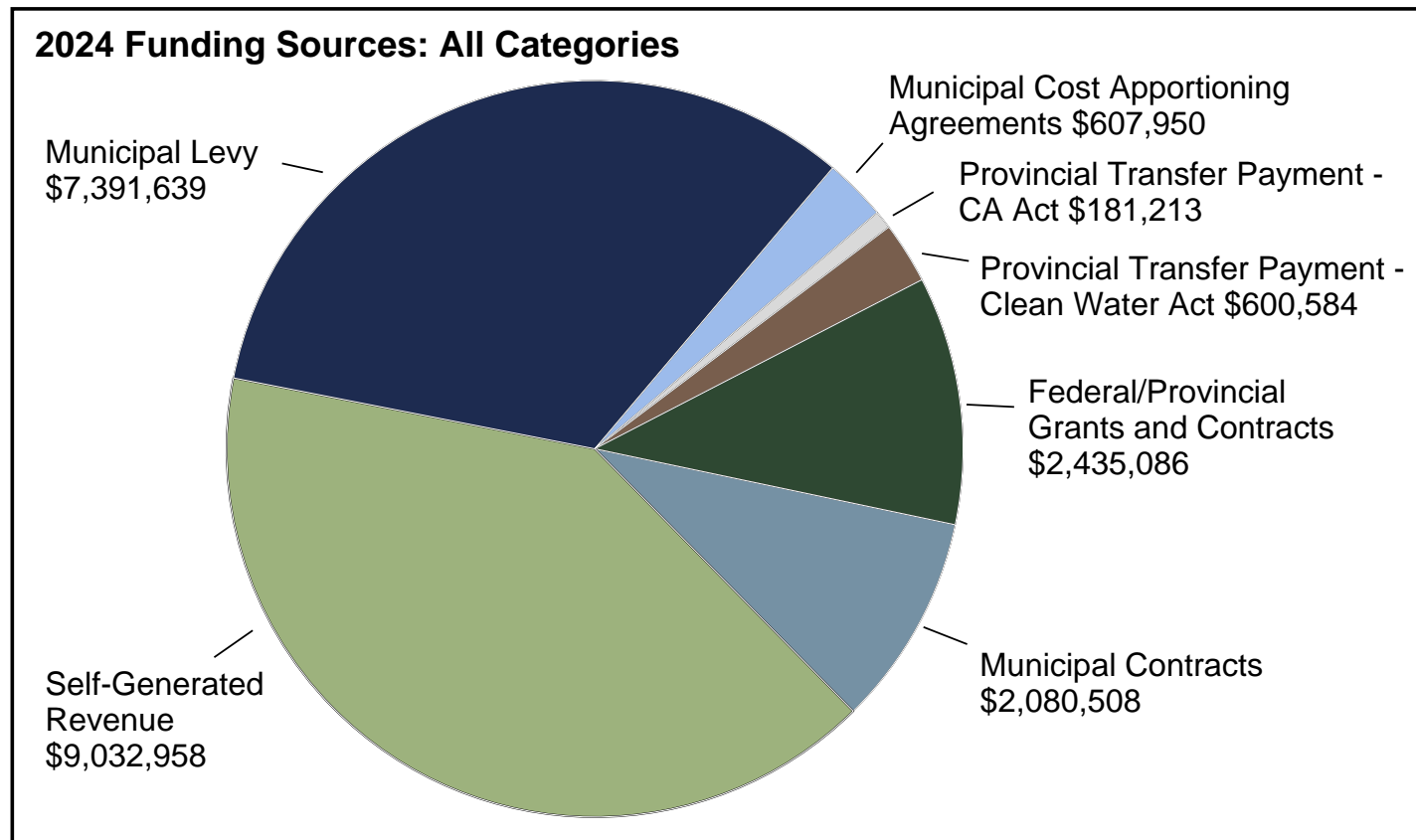
It should be noted that the campground operations in the conservation areas are sustained through park program revenues, which often generate an operating surplus. The UTRCA funds much needed capital expenditures in the parks through these surpluses.

We look forward to developing a new strategic plan in 2024 and making strides with asset management plans to ensure our continued resiliency and enable us to evolve our operations in a sustainable way.

The 2024 Draft Budget will enable the UTRCA to continue providing important programs and services in a growing watershed, support the increasing number of visitors to the conservation areas, reflect enhancements to program and service delivery objectives, and meet the requirements of the revised Conservation Authorities Act regulations.

Summary of Costs and Funding Sources per Category

	Category 1	Category 2	Category 3	Other Category 3 (Campgrounds)	TOTAL
Operating Costs	\$12,677,496	\$1,290,812	\$4,834,216	\$4,440,241	\$23,242,765
Provincial Transfer Payments - Conservation Authorities Act	\$181,213	--	--	--	\$181,213
Provincial Transfer Payments - Clean Water Act	\$600,584	--	--	--	\$600,584
Federal/Provincial Grants and Contracts	\$440,418	--	\$1,994,668	--	\$2,435,086
Municipal Contracts	\$471,916	\$1,291,608	\$316,984	--	\$2,080,508
Self-Generated Revenue	\$2,515,632	--	\$1,623,776	\$4,893,550	\$9,032,958
Municipal Levy	\$7,391,639	--	--	--	\$7,391,639
Municipal Cost Apportioning Agreements	--	--	\$607,950	--	\$607,950
Surplus or (Deficit)	(\$1,076,094)	\$797	(\$290,838)	\$453,309	(\$912,827)



Draft Operating Budget

	2023 Year to Date 11/15/23	2024 Category 1	2024 Category 2	2024 Category 3	2024 Other Category 3 (Campgrounds)	2024 Total	2025 Forecast
Revenues							
Municipal Levy + Cost Apportionments (Cat. 3)	6,302,699	7,391,639		607,950		7,999,589	8,959,540
Municipal Levy amortized from Deferrals	1,561,275	230,821				230,821	164,156
Provincial Transfer Payment - CA Act	181,213	181,213				181,213	181,212
Provincial Transfer Payment - Clean Water Act	469,256	600,584				600,584	600,000
Municipal Contracts	885,311	471,916	1,291,608	316,984		2,080,508	1,863,990
Provincial Contracts	533,213	184,777		109,000		293,777	173,574
Federal Grants	302,903	255,641		1,885,668		2,141,309	1,958,111
Land Management Agreements	1,582,989	483,364		631,591		1,114,955	1,313,369
User Fees	6,322,648	1,349,697		878,685	4,893,550	7,121,932	7,212,824
Donations and Other	130,000			113,500		113,500	26,500
Investment Revenue	282,978	451,750				451,750	451,250
Total Operating Revenues	18,554,484	11,601,402	1,291,608	4,543,378	4,893,550	22,329,938	22,904,526
Expenses							
Staff Wages and Benefits	10,720,449	10,003,917	734,709	2,185,143	2,219,855	15,143,624	15,789,938
Property Related	1,610,643	735,852	29,500	393,850	844,735	2,003,937	2,035,275
Technical and Consulting Services	711,992	539,442	31,920	260,550	216,960	1,048,872	926,821
Computers and Communications	458,636	464,322	15,500	13,500	14,470	507,792	503,282
Insurance and Risk Management	364,626	413,265	1,741	15,514	147,038	577,558	656,713
Supplies	863,274	243,971	89,851	432,030	410,065	1,175,917	986,903
Per Diems, Travel, Other Personnel Expenses	159,742	174,197	21,050	10,285	38,475	244,007	244,288
Fleet Related	134,196	161,200			4,500	165,700	170,300
Banking Fees	17,484	20,000				20,000	20,000
Other Expenses	149,586	100	120,051	917,600		1,037,751	978,800
Depreciation Expense	1,079,573	1,156,860		21,026	139,715	1,317,601	1,298,998
Allocated Costs	5	(1,235,630)	246,490	584,718	404,428	6	26,178
Total Operating Expenses	16,270,205	12,677,496	1,290,812	4,834,216	4,440,241	23,242,765	23,637,496
Surplus or (Deficit)	2,284,279	(1,076,094)	796	(290,838)	453,309	(912,827)	(732,970)

Capital Projects

Water and Erosion Control Structure Capital Projects	Levy 2024*	WECI 2023 and 2024**	Expenditure 2024***	Net Project Costs	Notes
Fanshawe Dam				-	
Monitoring upgrades	10,000			10,000	Levy in 2024 for 2023/24 WECI project
Safety boom	167,500	150,000	300,000	17,500	Cost proposal exceeds estimate
Access elevator	25,000	25,000	50,000	-	
Operation plan	15,000		15,000	-	As required by CA Act changes
Gate ropes	5,000		5,000	-	
Trash rack cleaning	10,000		10,000	-	
EPP and OMS manual updates		12,500		12,500	
Drainage gallery and pressure relief well		27,500		27,500	
	232,500	215,000	380,000	67,500	
Wildwood Dam					
Condition assessment of existing drainage	12,500	12,500	25,000	-	
EPP and OMS manual updates	15,361			15,361	Levy in 2024 for 2023/24 WECI project
Air shaft grating and hand rail replacement	27,500			27,500	Levy in 2024 for 2023/24 WECI project
Piezometers and stability work	55,000	55,000	110,000	-	
Safety boom design	40,000	40,000	80,000	-	
Machine guarding for hoists	7,500	7,500	15,000	-	
Operation plan	15,000		15,000	-	As required by CA Act changes
Valve operators	7,500	7,500	15,000	-	
Dam monitoring equipment	30,000		30,000	-	
	210,361	122,500	290,000	42,861	
Pittock Dam					
EPP and OMS manual updates	12,500			12,500	Levy in 2024 for 2023/24 WECI project
Monitoring upgrades	10,000			10,000	Levy in 2024 for 2023/24 WECI project
Dam monitoring equipment	18,642			18,642	Levy in 2024 for 2023/24 WECI project
Bubbler equipment	11,772			11,772	Levy in 2024 for 2023/24 WECI project
Rip rap erosion repairs	37,500	37,500	75,000	-	
Operation plan	15,000	-	15,000	-	As required by CA Act changes
Safety boom design	40,000	40,000	80,000	-	
	145,414	77,500	170,000	52,914	

Capital Projects - Water and Erosion Control Structure (continued)

Water and Erosion Control Structure Capital Projects	Levy 2024*	WECI 2023 and 2024**	Expenditure 2024***	Net Project Costs	Notes
London Dykes					
Supplementary hand rail	30,000			30,000	Levy in 2024 for 2023/24 WECI project
Operation plan	10,000		10,000	-	As required by CA Act changes
Geotechnical review	15,000	15,000	30,000	-	
W Ldn Dyke Rehabilitation - Phase 8 design	300,000		500,000		Federal funding \$200K is expected
Vegetation plans and rehabilitation	12,500	12,500	25,000	-	
	367,500	27,500	565,000	30,000	
St Marys Floodwall					
St Marys inspection and repair	5,000			5,000	Levy in 2024 for 2023/24 WECI project
Operation plan	5,000	-	5,000	-	As required by CA Act changes
Floodwall repairs	75,000	75,000	150,000	-	
	85,000	75,000	155,000	5,000	
Orr Dam					
Dam safety review	35,000			35,000	Levy in 2024 for 2023/24 WECI project
Dam monitoring equipment	17,642			17,642	Levy in 2024 for 2023/24 WECI project
	52,642	-	-	52,642	
Embro Dam					
Rehabilitation Env'l Assessment - Phase 3			4,281	(4,281)	
Mitchell Dam					
Dam monitoring equipment	17,642			17,642	Levy in 2024 for 2023/24 WECI project
Bubbler	14,000		14,000	-	
Dam safety review	10,000	30,000		40,000	Levy in 2024 for 2023/24 WECI project
	41,642	30,000	14,000	57,642	
Total Water and Erosion Control Structure Capital Projects	1,135,059	547,500	1,578,281	304,278	Net positive balance is amount to add to reserves

* To levy in 2024

** Assumes provincial Water and Erosion Control Infrastructure (WECI) program grants are approved

*** Estimated costs subject to change

Acronyms

CA Act = Conservation Authorities Act
EPP = Emergency Preparedness Plan

OMS = Operation, maintenance and surveillance
WECI = Water and Erosion Control Infrastructure program

Other Capital Projects	Levy	Other Funding	Expenditure	Net Costs	Notes
Vehicles (3) and fleet equipment	220,000	25,000	245,000	-	
EV charging stations (6@WCC, 2@WCC visitors parking, 1@UTRCA mechanics building)	80,000	100,000	200,000	(20,000)	
Children's Safety Village building renovations			70,000	(70,000)	Seeking grants to support this
FCA cottages road work			75,000	(75,000)	
FCA, PCA, WCA business plans (approved in 2022)			75,000	(75,000)	
IT server equipment	50,000		50,000	-	
WCC office furnishings			35,000	(35,000)	To meet staffing requirements
	350,000	125,000	750,000	(275,000)	
Campground Facilities					
FCA, PCA, WCA gatehouse design/build plans			75,000	(75,000)	
WCA day use area playground equipment			150,000	(150,000)	
PCA municipal water/sanitary servicing			200,000	(200,000)	
PCA entrance improvements and gatehouse relocation/construction project			400,000	(400,000)	
PCA washroom accessibility improvements			75,000	(75,000)	
FCA accessible canoe/kayak launch (day use area)			125,000	(125,000)	
FCA Watson Porter Pavilion renovations and accessibility improvements			100,000	(100,000)	
FCA Lakeview Pavilion renovations			200,000	(200,000)	
FCA waste management moloks (day use area)			42,000	(42,000)	
FCA land lease trail amendment			15,000	(15,000)	
FCA electrical upgrades to seasonal sites			80,000	(80,000)	
	-	-	1,462,000	(1,462,000)	Campgrounds reserve to bear this cost over time
Total Other Capital Projects	350,000	125,000	2,212,000	(1,737,000)	
Total Capital Projects for 2024	1,485,059	672,500	3,790,281	(1,432,722)	

Acronyms

FCA = Fanshawe Conservation Area

PCA = Pittock Conservation Area

WCA = Wildwood Conservation Area

WCC = Watershed Conservation Centre

Draft Municipal Levies

Municipality	General Distribution Rates - Operating and Capital (See Municipal Levies Detail: General Distribution Rates on page 10)					
	Clean Water Act	Clean Water Act	Conservation Authorities Act	Conservation Authorities Act	Total Category 1 Levy - General Distribution	
	2023 MCVA %	2024 MCVA %	2024	2024 MCVA %	2024	2024
Oxford County	16.9093	16.930		16.981	\$1,083,785	\$1,083,785
London	64.0751	63.894		64.088	4,090,313	4,090,313
Lucan Biddulph	0.3517	0.350		0.351	22,383	22,383
Thames Centre	3.1897	3.188		3.197	204,069	204,069
Strathroy Caradoc	0.000	0.303		0.000	-	-
Middlesex Centre	2.4127	2.436		2.444	155,972	155,972
Stratford	7.2647	7.185		7.207	459,962	459,962
Perth East	1.4275	1.414		1.418	90,514	90,514
West Perth	1.4827	1.485		1.490	95,090	95,090
St Marys	1.4644	1.456		1.460	93,208	93,208
Perth South	1.2215	1.159		1.163	74,220	74,220
South Huron	0.2006	0.200		0.201	12,822	12,822
Zorra Township						
South-West Oxford						
Total	100.00	100.00	-	100.00	\$6,382,339	\$6,382,339

Special Benefitting Rates* - Operating and Capital (See Municipal Levies Detail: Special Benefitting Rates on page 11)							
Structure (Single Benefitting Municipality)	2024	Wildwood Dam (London 80%, St Marys 14%, all municipalities 6% MCVA)		Pittock Dam (Oxford County 61.1%, London 32.9%, all municipalities 6% MCVA)		Total Category 1 Levy - Special Benefitting	Total Category 1 Mandatory Program Levy
		%	2024	%	2024		
Structure (100%)	2024	%	2024	%	2024	2024	2024
Ingersoll Channel	\$22,000	1.019	5,475	62.119	228,233	\$255,708	\$1,339,493
Fanshawe Dam	715,500	83.845	450,552	36.745	135,007	1,734,859	5,825,173
London Dykes	427,500						
Springbank Dam	6,300						
		0.021	113	0.021	77	190	22,573
Dorchester CA Dam	500	0.192	1,031	0.192	705	5,736	209,805
Dorchester Mill Pond Dam	3,500						
		-	-	-	-	-	-
		0.147	788	0.147	539	1,327	157,298
Stratford Channel	11,000	0.432	2,324	0.432	1,589	127,554	587,517
RT Orr Dam	112,642						
Shakespeare Dam	1,000	0.085	457	0.085	313	1,770	92,284
Mitchell Dam	122,642	0.089	480	0.089	328	130,451	225,541
Fullarton Dam	7,000						
St Marys Floodwall	141,000	14.088	75,701	0.088	322	217,023	310,231
		0.070	375	0.070	256	631	74,852
		0.012	65	0.012	44	109	12,931
Harrington Dam	2,000	-	-	-	-	15,000	15,000
Embro Dam	13,000						
Centreville Dam	4,000	-	-	-	-	4,000	4,000
	\$1,589,584	100.00	\$537,361	100.00	\$367,414	\$2,494,359	\$8,876,698

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

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

Municipal Levies Detail: General Distribution Rates - Operating and Capital

Category 1 Mandatory Programs	Program Cost	Municipal Support
Environmental Planning and Regulations		
- Regulations under S28.1 Natural Hazards	\$1,412,808	\$571,232
- Planning Activities	1,444,681	589,493
Water Management		
- Flood Forecasting and Warning	672,478	503,482
- Infrastructure Operation and Maintenance (see pg 11 Municipal Levies Detail: Special Benefitting Rates)	1,649,818	16,000
- Mapping, Studies and Information Management	1,407,467	1,227,000
- Climate Change Risk and Mitigation	200,788	192,500
- Low Water Response	12,810	9,300
- Natural Hazards Outreach Programs	436,584	311,050
Land Management		
- Lands Management, Risk, Enforcement	757,540	679,850
- Lands Strategies	273,887	152,000
- Public Access for Passive Recreation (see pg 11 Municipal Levies Detail: Special Benefitting Rates)	1,460,258	806,200
- Natural Heritage Conservation on UTRCA Lands	505,561	77,232
Provincial Water Monitoring	172,244	171,000
Drinking Water Source Protection	577,543	-
Watershed Management Strategy	276,800	38,000
Essential Corporate Costs	1,416,227	688,000
Total Operating Levy	12,677,494	6,032,339
Capital Maintenance Levies	750,000	350,000
Total Costs to Levy (general distribution)	\$13,427,494	\$6,382,339



Municipal Levies Detail: Special Benefitting Rates - Operating and Capital

Structure	Public Access	Infrastructure Operation and Maintenance		Special Benefitting Total for Structures
	Recreational Structures	Operating, Routine and Preventative Maintenance - Flood Control Structures	Capital Repairs and Environmental Assessments	
Ingersoll Channel		\$22,000		\$22,000
Fanshawe Dam		483,000	232,500	715,500
London Dykes		60,000	367,500	427,500
Springbank Dam	\$6,300			6,300
Dorchester CA Dam	500			500
Dorchester Mill Pond Dam	3,500			3,500
Stratford Channel		11,000		11,000
RT Orr Dam	60,000		52,642	112,642
Shakespeare Dam	1,000			1,000
Mitchell Dam	81,000		41,642	122,642
Fullarton Dam	7,000			7,000
St Marys Flood Wall		56,000	85,000	141,000
Harrington Dam	2,000			2,000
Embro Dam	13,000			13,000
Centreville Dam	4,000			4,000
Wildwood Dam		327,000	210,361	537,361
Pittock Dam		222,000	145,414	367,414
Total Levies for Structures under Special Benefitting	\$178,300	\$1,181,000	\$1,135,059	\$2,494,359



Year over Year Comparison of Total Municipal Contributions

Municipality	2023				2024						Year over Year \$	Notes
	MCVA 2023	Blended MCVA and Special Benefitting Rates		Total	MCVA 2024	General MCVA Distribution (Operating and Capital)	Special Benefitting Rates (Operating and Capital)	Total Levy	General MCVA Distribution Category 3 Apportionment	Total Support		
		Operating Costs	Capital Costs									
Oxford County	16.909	1,076,291	30,000	1,106,291	16.981	1,083,785	255,708	1,339,493	103,236	1,442,729	336,438	
London	64.075	4,237,123	54,600	4,291,723	64.088	4,090,313	1,734,859	5,825,172	389,623	6,214,795	1,923,073	West London Dyke
Lucan Biddulph	0.352	19,400		19,400	0.351	22,383	190	22,573	2,132	24,705	5,305	
Thames Centre	3.190	181,255		181,255	3.197	204,069	5,736	209,805	19,439	229,244	47,989	
Strathroy Caradoc	0			-	-			-		-	-	
Middlesex Centre	2.413	133,093		133,093	2.444	155,972	1,327	157,299	14,857	172,156	39,062	
Stratford	7.265	441,747		441,747	7.207	459,962	127,554	587,516	43,814	631,330	189,584	
Perth East	1.428	81,346		81,346	1.418	90,514	1,770	92,284	8,622	100,906	19,560	
West Perth	1.483	124,509	68,000	192,509	1.490	95,090	130,451	225,541	9,058	234,599	42,091	Mitchell Dam
St Marys	1.464	104,511	45,000	149,511	1.460	93,208	217,023	310,231	8,879	319,110	169,598	St Marys Floodwall
Perth South	1.222	67,383		67,383	1.163	74,220	631	74,851	7,070	81,921	14,538	
South Huron	0.201	11,066		11,066	0.201	12,822	109	12,931	1,221	14,152	3,086	
Zorra		8,500	6,500	15,000	-		15,000	15,000		15,000	-	
South-West Oxford		5,610		5,610	-		4,000	4,000		4,000	(1,610)	
Total	100	6,491,835	204,100	6,695,935	100	6,382,339	2,494,358	8,876,697	607,951	9,484,648	2,788,713	

Note:

- 2023 - All programs are combined.
- 2024 - Category 1 and Category 3 programs are shown separately.

Reserve Status Forecast

	Category 1 General Reserves	Category 1 Water and Erosion Control Structure Reserves	Category 2 Reserves	Category 3 Reserves	Other Category 3 (Campground) Reserves	Total
Opening 2023 (Restructured Balances)	1,484,135	3,192,019	0	359,473	2,460,651	7,496,278
Anticipated for 2023	200,000	(380,000)	0	(285,000)	600,000	135,000
Forecast Reserves Year End 2023	1,684,135	2,812,019	0	74,473	3,060,651	7,631,278
Budgeted for 2024 Operating	(1,076,094)	0	797	(290,837)	453,309	(912,825)
Budgeted for 2024 Capital	(490,000)	304,278	0	0	(1,247,000)	(1,432,722)
Draft Budget Balance Estimate Year End 2024	118,041	3,116,297	797	(216,364)	2,266,960	5,285,731

UTRCA reserves have traditionally been highly segregated but the new Conservation Authorities Act regulations will necessitate restructuring the reserves along the lines of the three program areas.

The first line in the table above identifies the values of the reserves at the start of 2023 as if they had been restructured. Against those reserves, operating activities during 2023 are expected to result in a net addition to reserves of approximately \$135,000, which is a surplus (the 2023 Approved Budget suggested a deficit result for 2023). This very preliminary estimate is shown on the second line.

The results derived from the draft 2024 operating and capital budgets are then listed, by category. An operating deficit of \$912,825 is the proposed result shown in the budget package along with capital spending, net of revenues, of \$1,432,722 across various categories. The capital projects are summarized on pages 7-9.

This table suggests that the significant investment in campground facilities planned for 2024 would cause the campground reserve to fall by the end of 2024, which is not entirely true. It is important to note that budgeted capital deficits only impact reserves once

the expenditures have been made. The impact to reserves occurs over many future years by way of amortization expense for earlier spending.

In the case of Category 1 water and erosion control structure reserves, the UTRCA attempts to ensure that full funding is available in the year the project occurs. The funding is deferred and matched to the future cost over the life of the capital improvement. This then creates zero net impact in future years, helping to ensure that future capital spending on critical infrastructure is not burdened by the continuing amortization expense from spending in earlier years. As often happens, capital projects take time to complete and sometimes there are unexpected costs. For this reason, 2024 identifies a surplus in that group of projects requiring additional special benefitting levy in 2024 for work underway in 2023 and not levied in that year.

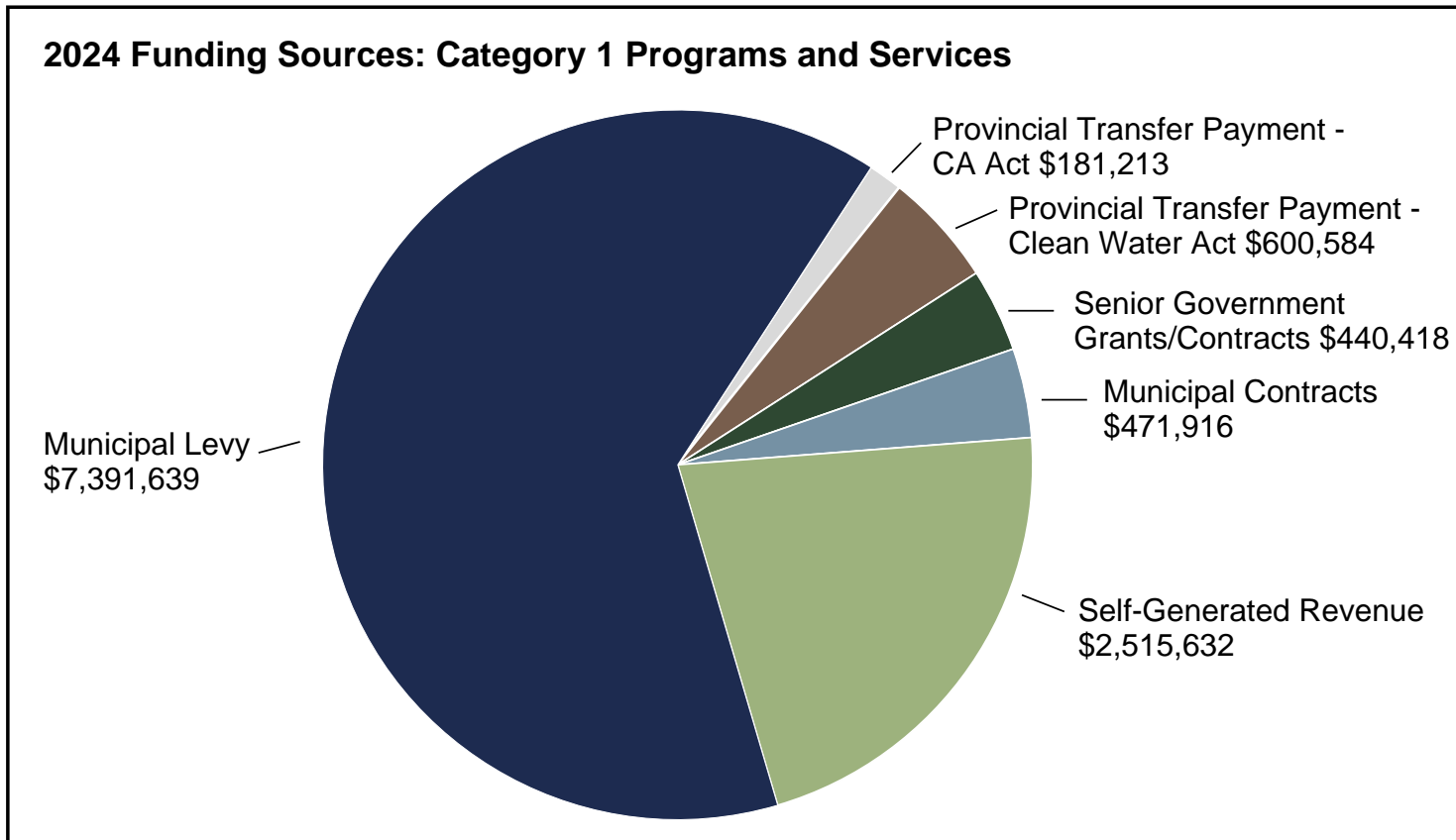
The general depletion of reserves seems to be unavoidable in the short term but must be considered with respect to the organization's future funding requirements. It should be noted that the Board of Directors has approved the development of a reserve/budgetary policy in 2024 as the Authority also works to develop comprehensive asset management plans. Both efforts will assist in guiding decisions that impact reserves.

Category 1 Programs and Services: Budget

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

Funding

- The CA is permitted to levy their member municipalities for the full cost of delivering these mandated programs and services. The UTRCA plans to use revenues from agricultural leases, interest earned on investments, and internal program chargeback recoveries by allocating costs, to reduce the levy impact on member municipalities.
- All corporate costs may be included as Category 1 (i.e., eligible for full levy funding) but UTRCA is allocating program-specific costs to programs and services in all three categories. Essential corporate costs that are not program-specific are included as a grouping within Category 1 below (see page 21 for detail).
- Category 1 operating costs include \$1.5M for new mandatory deliverables and service delivery standards required by the end of 2024.



Category 1 Draft Operating Budget

Expenses by Type	Environmental Planning and Regulations	Water Management	Land Management	Provincial Water Monitoring	Drinking Water Source Protection	Watershed Management Strategy	Essential Corporate Costs	Total
Wages and Benefits	\$2,065,898	\$2,660,668	\$1,866,863	\$102,901	\$302,988	\$245,730	\$2,758,870	\$10,003,918
Depreciation Expenses		568,781	132,896				455,178	1,156,855
Property Related Expenses	1,000	133,040	282,762				319,050	735,852
Technical and Consulting Services	50,500	95,140	90,014		160,808		114,600	511,062
Computers and Communications	26,000	76,037	23,488	5,000	37,069		296,728	464,322
Insurance and Risk Management		51,316	17,964				343,985	413,265
Materials and Supplies	203	40,638	50,582	2,000	1,751		148,800	243,974
Fleet Related Expenses			2,000				159,200	161,200
Staff Travel, PD, PPE, Uniforms	15,800	13,769	29,746		3,878		77,700	140,893
Board per Diems					17,304		16,000	33,304
Signage and Promotion		2,010	9,550		4,120		12,700	28,380
Banking							20,000	20,000
Other		100						100
Corporate Allocations	698,089	738,446	491,381	62,343	49,625	31,070	(3,306,583)	(1,235,630)
Total	\$2,857,490	\$4,379,944	\$2,997,246	\$172,244	\$577,543	\$276,800	\$1,416,228	\$12,677,495

Category 1 Programs and Services: Overview

Environmental Planning and Regulations

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

Natural hazard planning activities include:

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

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

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



Legislation	Legislative Changes	Budget Impact
Bill 23 (More Homes Built Faster Act) and Bill 109 (More Homes for Everyone Act)	<ul style="list-style-type: none"> • Implement service delivery standards for the administration of planning and development reviews and permitting to expedite the approvals process, 	\$240,000
S28 Conservation Authorities Act	<ul style="list-style-type: none"> • Consultation on and updating of hazard maps to inform planning and development applications. 	\$517,000

Water Management

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

- Providing flood forecasting and warning services for municipalities,
- Continually monitoring stream flow, reservoirs, and watershed conditions to assess flood, low flow, and climate change impacts and mitigation,
- Operating and maintaining water control structures (3 large dams, 3 flood control channels, 8 dykes/floodwalls), constructed in partnership with municipalities, to control flood flows and augment stream flow during dry periods.
- Mapping and modelling flood plains and other natural hazards,
- Developing, maintaining, and implementing Flood Contingency Plan for municipal and First Nation flood coordinators and other partners,
- Providing outreach and education programs and information on natural hazards,
- Operating and maintaining 12 erosion control structures,
- Operating and maintaining recreational water control structures on behalf of municipalities.



Legislation	New Mandatory Deliverables	Budget Impact
Ontario Regulation 686/21	<ul style="list-style-type: none"> • Operational and asset management plans for water and erosion control infrastructure • Ice management plan to reduce the risks associated with natural hazards 	\$195,000



Land Management

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

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

Legislation	New Mandatory Deliverables	Budget Impact
Ontario Regulation 686/21	<ul style="list-style-type: none"> • Strategy to guide the management and use of CA owned/controlled properties, developed with public consultation and including periodic review and update • Land inventory containing information for every parcel of land owned or controlled by the CA • Land acquisition and disposition strategy 	\$274,000

Provincial Water Monitoring

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

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

No provincial funding is received for either of these water monitoring programs.



Drinking Water Source Protection

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

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

This program is currently completely funded by the province.

Watershed Management Strategy

Legislation	New Mandatory Deliverable	Budget Impact
Ontario Regulation 686/21	Develop (with consultation), implement, and report on a Watershed-based Resource Management Strategy to inform the design and delivery of programs and services that the CA is required to provide, as well as a process for periodic review including procedures to engage with interest groups and the public. The strategy development includes compiling existing resource management plans, watershed plans, strategic plans, studies, and data.	\$276,800



Essential Corporate Costs

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

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

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

The new budget format illustrates that \$1,235,636 in corporate costs is allocated to the following programs, which are not funded by municipal levy:

- \$246,490 to Category 2 programs,
- \$584,718 to Category 3 programs, and
- \$404,428 to the campground operations (other Category 3).

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

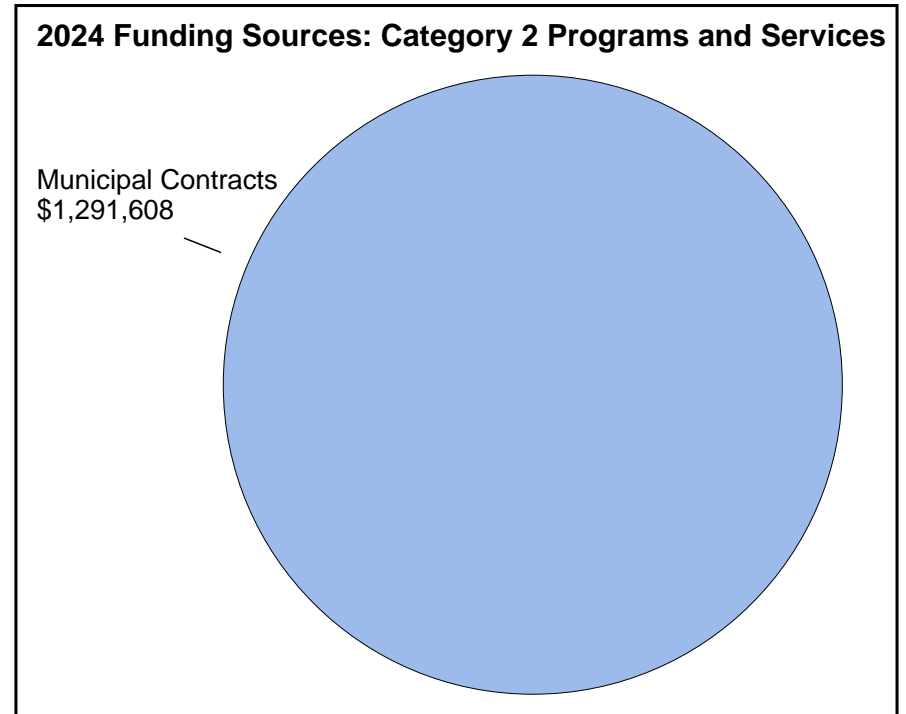


Category 2 Programs and Services: Budget

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

Funding

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



Category 2 Draft Operating Budget

Expenses by Type	City of London ESA/ Lands Management	City of London Water Quality Monitoring	Drinking Water Source Protection Risk Management	Total
Wages and Benefits	\$548,035	\$61,625	\$125,049	\$734,708
Property Related Expenses	28,700			28,700
Technical and Consulting Services	1,500		28,920	30,420
Computers and Communications	2,700		12,800	15,500
Insurance and Risk Management			1,741	1,741
Materials and Supplies	195,301		14,601	209,902
Staff Travel, PD, PPE, Uniforms	14,250		7,600	21,850
Signage and Promotion	1,500			1,500
Corporate Allocations	196,128	20,492	29,870	246,490
Total	\$988,113	\$82,117	\$220,580	\$1,290,811

Category 2 Programs and Services: Overview

City of London Contract Work

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



Drinking Water Source Protection Risk Management Services

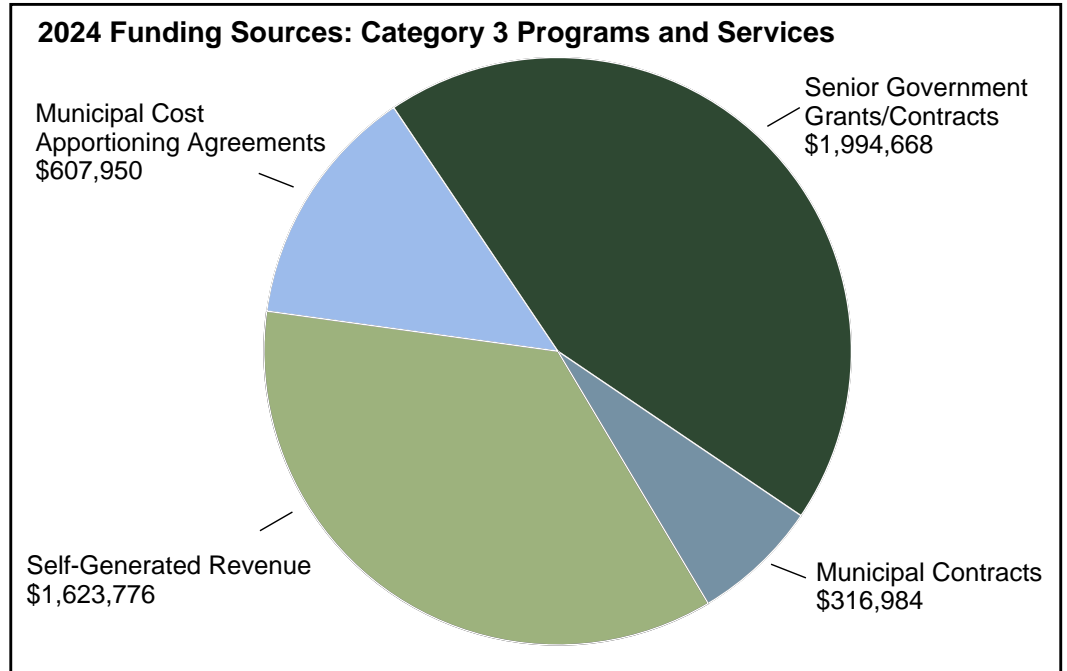
The UTRCA provides Drinking Water Source Protection Risk Management Inspector/ Official services for partner municipalities.

Category 3 Programs and Services: Budget

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

Funding

- Multiple funding sources including municipal support through cost apportioning agreements (cannot be funded through levy).
- Category 3 programs and services will be funded largely through contracts and grants, most of which require some financial support from municipalities. Municipalities have been approached to agree to funding a proportion of these costs (MCVA) through agreement.
- The draft budget reflects anticipated funding from Environment and Climate Change Canada for phosphorus reduction programs.



Category 3 Draft Operating Budget

Expenses by Type	Land Lease Management	Information Database Management	Ecological Monitoring	Landowner Stewardship Programs	Community Outreach and Education	Total
Wages and Benefits	\$226,894	\$33,675	\$239,164	\$907,938	\$777,472	\$2,185,143
Depreciation Expenses	14,528	4,914	1,584	-	-	21,026
Property Related Expenses	268,710	-	78	113,644	11,418	393,850
Technical and Consulting Services	74,000	60,000	-	119,500	7,050	260,550
Computers and Communications	825	4,200	-	3,750	4,725	13,500
Insurance and Risk Management	14,791	-	-	-	723	15,514
Materials and Supplies	81,250	-	-	298,800	51,980	432,030
Fleet Related Expenses	-	-	-	-	-	-
Staff Travel, PD, PPE, Uniforms	2,200	800	-	2,450	4,835	10,285
Signage and Promotion	-	-	-	-	-	-
Grants Issued	-	-	-	905,000	12,600	917,600
Corporate Allocations	30,272	12,099	45,609	291,216	205,523	584,718
Total	\$713,470	\$115,688	\$286,434	\$2,642,299	\$1,076,326	\$4,834,216



Category 3 Program Costs

Program	Cost	Municipal Support
Stewardship and Restoration		
- Land Stewardship and Restoration	\$496,123	-
- Clean Water Program	183,530	-
- Great Lakes Connections/Phosphorus Reduction	1,882,680	-
Subwatershed Planning and Monitoring		
- Water Quality Databases	115,688	-
- Natural Heritage Subwatershed Planning	-	-
- Species at Risk	153,102	\$27,000
- First Nations Engagement Programs	50,174	-
- Ecological Monitoring and Reporting	316,225	166,000
Community Outreach and Education		
- Community Involvement and Events	365,521	214,950
- Environmental Education	554,202	200,000
Property Lease Management	716,970	-
Total	\$4,834,215	\$607,950

Category 3 Municipal Cost Apportioning Agreements

Municipality	2023 MCVA %	2024 MCVA %	Category 3 Cost Apportionment
County of Oxford	16.9093	16.981	\$103,236
London	64.0751	64.088	389,623
Lucan Biddulph	0.3517	0.351	2,132
Thames Centre	3.1897	3.197	19,439
Strathroy Caradoc	0.0000	0.000	-
Middlesex Centre	2.4127	2.444	14,857
Stratford	7.2647	7.207	43,814
Perth East	1.4275	1.418	8,622
West Perth	1.4827	1.490	9,058
St Marys	1.4644	1.460	8,879
Perth South	1.2215	1.163	7,070
South Huron	0.2006	0.201	1,221
Total	100	100	\$607,950

Category 3 Programs and Services: Overview

Community Partnerships and Education

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

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

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

Curriculum-based environmental education programs work closely with watershed Boards of Education to reach over 20,000 students per year with place-based information and to support the community partnerships program. The education programs help communities and youth understand how to protect their watershed resources and avoid risks from flooding and related hazards. Education programs are hosted at Fanshawe and Wildwood Conservation Areas, local natural areas, school yards/in class, and virtually.





Ecological Monitoring

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

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

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

trends as a basis for setting environmental management priorities and inspiring local environmental action.

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

Stewardship and Restoration

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

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

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

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

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



Property Lease Management

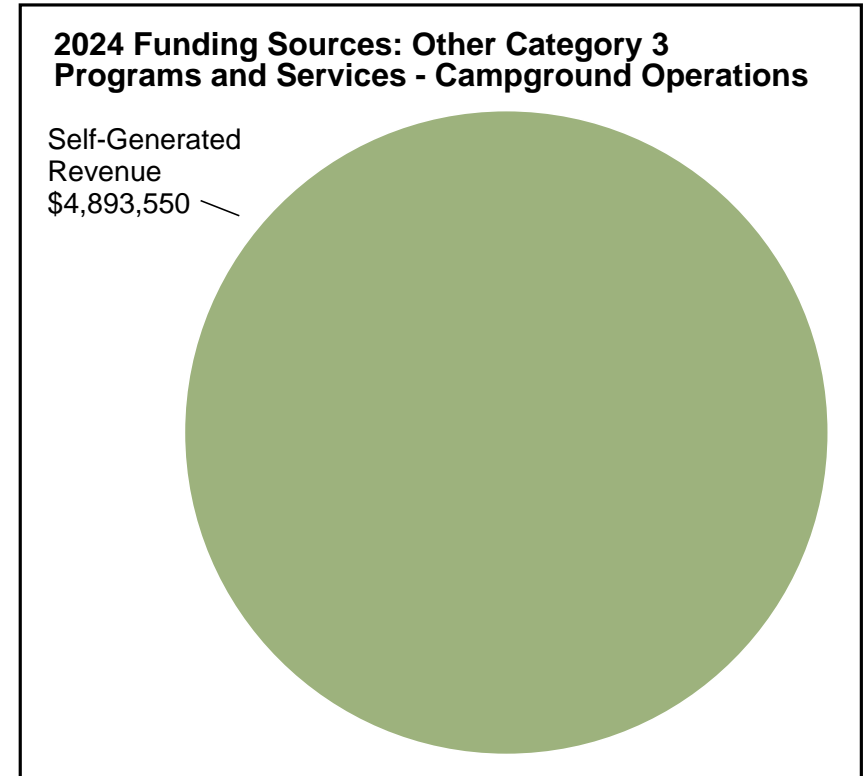
Management of the UTRCA cottage program, rental properties, and three golf course leases are additional Category 3 activities. The revenue from these programs has often been a means to support Category 3 programs and supplement general land management needs, as well as to provide some capital funding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

Other Category 3 - Campground Operations: Budget

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

Other Category 3 (Campground Operations) Draft Operating Budget

Expenses by Type	Cost
Wages and Benefits	2,219,855
Depreciation Expenses	139,715
Property Related Expenses	844,735
Technical and Consulting Services	216,960
Computers and Communications	14,470
Insurance and Risk Management	147,038
Materials and Supplies	410,065
Fleet Related Expenses	4,500
Staff Travel, PD, PPE, Uniforms	38,475
Corporate Allocations	404,428
Total Expenses	\$4,440,241



Other Category 3 Programs and Services - Campground Operations: Overview

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

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

Throughout the pandemic, increased operational and management pressures were realized due to the increase in use and visitation. The interest in the campground and day-use operations has since remained high.

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



To: UTRCA Board of Directors
From: Michelle Viglianti
Date: September 27, 2023
File Number: BoD-11-23-70
Agenda #: 9.2
Subject: Hearing Committee October 31, 2023 Meeting Decisions

Recommendation

THAT the Board of Directors receive the report for information.

Background

The following recommendation was passed at the October 31, 2023 Hearing Committee meeting:

THAT the Hearing Committee schedule four meetings in 2024, to be held after the January, May, August and October Board of Directors meetings,
AND, if further meetings are required, they be scheduled at the call of the Hearing Committee Chair following the policy set out in the Hearing Guidelines and the UTRCA Administrative By-Laws.

Prepared by:

Michelle Viglianti, Administrative Assistant