

Board of Directors

Upper Thames River Conservation Authority



Wildwood Open House

UPPER THAMES RIVER
CONSERVATION AUTHORITY

Upper Thames River Conservation Authority Board of Directors'
Meeting Agenda
October 31, 2023 at 9:30 A.M, 1424 Clarke Rd., 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: September 26, 2023
- 5.2. Business Arising from Minutes
- 5.3. Correspondence

6. Reports – For Consideration

- 6.1. 2024 Draft Budget for Circulation BoD-10-23-53
- 6.2. Upper Thames Barrier Position Paper – Revised BoD-10-23-54
- 6.3. Provincial Offences Act Officer Designation – Dave Griffin
BoD-10-23-55

7. Reports – In Camera

- 7.1. Position, Plan and Instruction to be applied to Negotiations – Land
Lease Program BoD-10-23-56

8. Reports – For Information

- 8.1. Administration and Enforcement – Section 28 Status Report BoD-10-23-57
- 8.2. Project Status Update BoD-10-23-58
- 8.3. Watershed-based Management Strategy BoD-10-23-59
- 8.4. 2024 UTRCA Rental House Rates BoD-10-23-60
- 8.5. [October For Your Information Report](#)

9. Reports – Committee Updates

- 9.1. Finance and Audit Committee – September 26, 2023 Meeting Motions BoD10-23-61
- 9.2. Hearing Committee

10. Notices of Motion

11. Chair’s Comments

12. Member’s Comments

13. General Manager’s Comments

14. Adjournment



Tracy Annett, General Manager

To: UTRCA Board of Directors
From: Tracy Annett
Date: October 19, 2023
File Number: BoD-10-23-53
Agenda #: 6.1
Subject: 2024 Draft Budget for Circulation

Recommendation

That the Board of Directors approves the attached UTRCA 2024 Draft Budget for discussion with member municipalities. Final Budget approval will be considered at the Board's Annual General Meeting in February 2024.

Background

This year the Authority transitions to a new budget framework consistent with new legislative requirements. This Draft Budget focuses on immediate financial challenges to continue to provide important programs and services in a growing watershed, meet the needs of increasing number of visitors to our conservation areas, reflect enhancements to service delivery objectives for planning and development approvals, and meet the requirements of the Conservation Authorities Act regulations.

Discussion

The attached draft operating budget focuses on three mandatory programs and services requiring additional effort in the following areas:

1. **Conservation Authorities Act Regulations:** Significant administrative and technical effort is needed to undertake the following regulatory requirements:
 - a. Watershed-Based Resource Management Strategy
 - b. Conservation Authority Land Management Strategy and Inventories
 - c. Natural Hazards Infrastructure Operational Management and Ice Management Plans
 - d. Natural Hazards Infrastructure Asset Management Plan.

The draft budget includes additional capacity to fulfill the requirements. While some staffing will be redeployed to complete this work by the end of 2024, once these projects are complete, the effort will continue to focus on Authority wide Asset Management. The Authority currently does not have an asset management plan or staffing to undertake these efforts.

2. **Development Growth:** Reduced timelines for planning and development approvals require additional staffing and technical support to improve service delivery standards. With additional growth pressure, effort to update and maintain hazard

mapping is needed to ensure development decisions are informed by up-to-date hazard mapping.

3. **Land Management:** Increased use of our Conservation Lands, particularly for passive recreational activities has continued. Efforts to ensure safety of users, limit liability to the organization, manage encroachment and encampments/unhoused on UTRCA owned/controlled lands require additional staffing.

Other financial impacts to the 2024 operating and capital budgets include:

4. **Inflation:** An overall increase to wages of 3% has been included in the draft budget in consideration of inflation, or cost of living. Where higher increases are known, they have been included.
5. **Insurance:** insurance estimates with some lines of insurance are expected to continue to increase. The overall increase included in these budgets is 22% to accommodate significant increases in D&O, Errors & Omissions and Cyber insurance. This includes a more modest 9% increase for property and liability insurance coverage.
6. **Current Value Assessment:** The provincial funding formula that apportions levy across member municipalities changes again for 2024. The formula uses MPAC's Current Value Assessment of municipal properties within each CAs jurisdiction to calculate proportional costs. Changes to CVA apportionment in 2024 are less dramatic than in previous years with some rural member municipalities benefitting from slightly lowered CVA rates.
7. **Capital and Operation and Maintenance:** 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 felt particularly among those municipalities with benefiting percentages on water control structures due to capital repairs and safety studies.

Draft Operating Budget

Draft Operating 2024 Budget: Costs and Revenues per Category

	Category 1	Category 2	Category 3	Category 3 sSelf-funded Campgrounds	TOTAL
Operating Costs	\$12,677,496	\$1,290,812	\$4,834,216	\$4,440,241	\$23,242,765
Municipal Levy	\$7,391,639	--	--	--	\$7,391,639
Municipal Apportioning Agreement	--	--	\$607,950	--	\$607,950
Prov Transfer Payments - CA Act	\$181,213	--	--	--	\$181,213
Prov Transfer Payments - Clean Water Act	\$600,584	--	--	--	\$600,584
Federal Govt Grants/ 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
Surplus or (Deficit)	(\$1,076,094)	\$797	(\$290,838)	\$453,309	(\$912,827)

Budget Forecast

A preliminary budget forecast for 2025 is also provided. Revenues related to provincial contracts are uncertain. As we work towards completing our Lands Inventory, efforts will be made to identify lands suitable for development. Gains from land sales may support operating costs in future but this would not be realized until beyond 2025. A reserve/budgetary policy will be developed in 2024, as we also work to develop comprehensive asset management plans. Both efforts will assist in guiding decisions that impact reserves.

2024 Budget Development Schedule

August 2023: Board Direction regarding Budget Concepts

October 2023: Draft Budget Board Presentation

October 2023 - February 2024: Municipal Input sessions with Senior Staff & Draft Budget circulation to member municipalities for comment

January 2024: Board review of municipal comments and budget reconsideration

February 2024: Budget review and approval

Summary

The UTRCA is presenting an operating budget with an overall projected deficit of \$912,825 for all programs and services.

Changes to fees have been included in the budget; these amounts will be refined as a comprehensive fee review for planning and regulatory services is currently being initiated by engaging consultants in an RFP process. At this time, we remain uncertain if the Direction from the Minister to freeze fees for planning and development applications will be lifted in 2024. Unfortunately, there are limited funding opportunities through other sources for mandatory programs and services.

Budgeted amounts for Category 2 programs will be fully recovered.

Amounts proposed through Cost Apportioning Agreements for Category 3 programs and services, once finalized, reflect a reduction in funding to previously anticipated amounts. Category 3 budget projections include conservative estimates of “soft revenue,” typically contract revenue that is expected during the year from programs that have not yet been announced.

The current capital expenditure registry outlines the proposed capital projects for 2024. It should be noted that the business plans, asset management plans and risk management analysis shall be considered and will re-prioritize 5 year forecasted plans.

The municipal levy increase is \$2,218,867 general operating purposes of which 68% is for legislative changes and new deliverables. \$863,459 is the increase to levy under special benefitting rates for capital projects at the structures. Capital projects proposed for Conservation Areas will be funded with existing reserves.

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

Recommended by:

Tracy Annett, General Manager / Secretary-Treasurer

Prepared by:

Jenna Allain, Manager Environmental Planning and Regulations

Brad Glasman, Manager Integrated Watershed Management

Teresa Hollingsworth, Manager of Community and Corporate Services

Christine Saracino, Supervisor of Finance

Chris Tasker, Manager of Water and Information Management

Brent Verscheure, Manager of Lands, Facilities and Conservation Areas



Draft 2024 Budget

October 2023
www.thamesriver.on.ca

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
- No provincial funding to offset additional work

UPPER THAMES RIVER CONSERVATION AUTHORITY

Historical

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

Operating Environment

- Accessing qualified staff
- Compensation updates
- Growth development pressure
- Increased land management pressure
- Increased capital costs
- 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.

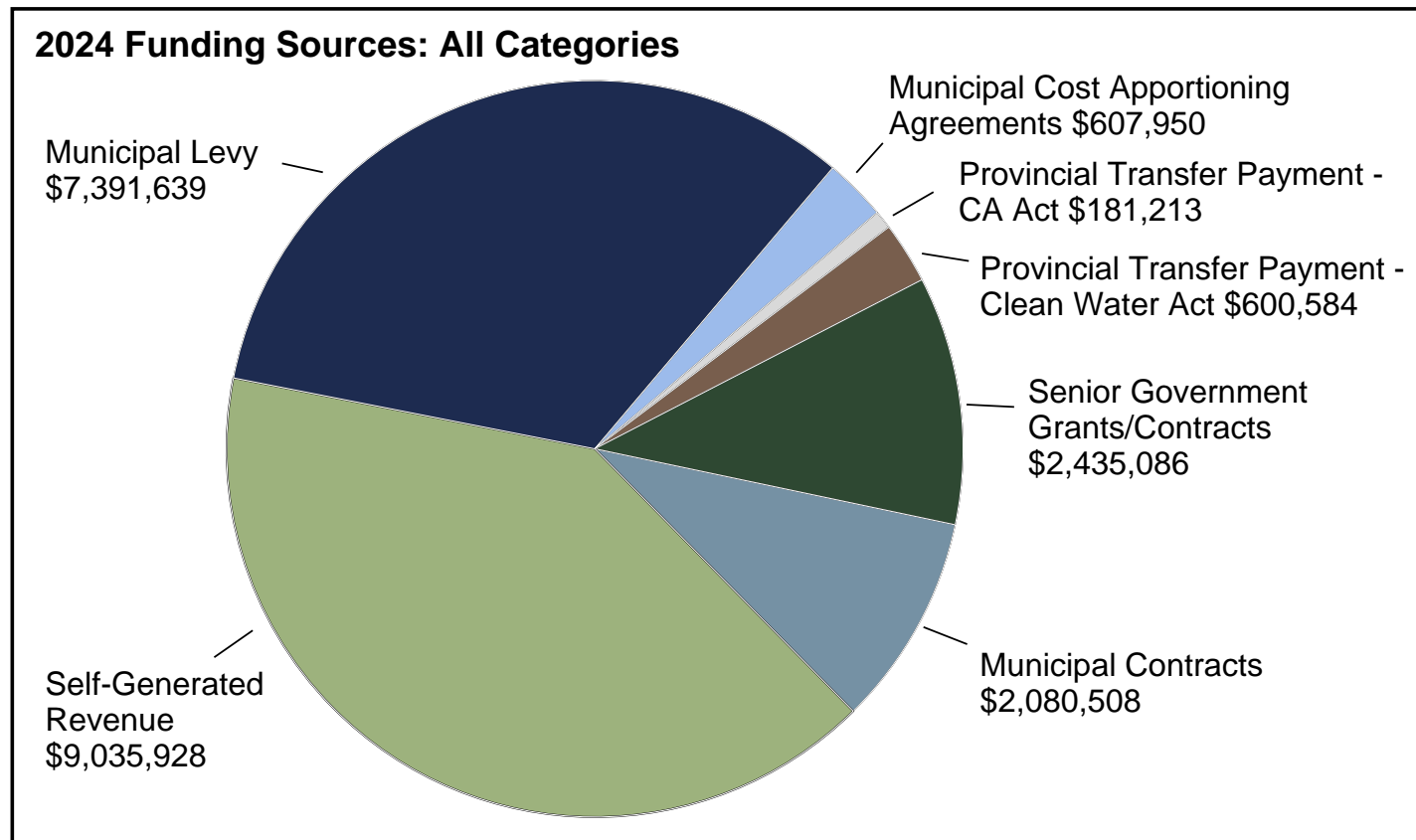
It should be noted that the campground operations in the conservation areas are sustained through park program revenues, which often generate an operating surplus. The UTRCA funds much needed capital expenditures in the parks through these surpluses.

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 Revenues 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
Senior Govt Grants/ 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	2024 Category 1	2024 Category 2	2024 Category 3	2024 Campgrounds	2024 Total	2025 Forecast
Revenues							
Municipal Levy + Cost Apportionments (Cat. 3)	6,258,609	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	581,812	600,584				600,584	600,000
Municipal Contracts	879,606	471,916	1,291,608	316,984		2,080,508	1,863,990
Provincial Contracts	530,852	184,777		109,000		293,777	173,574
Federal Funding	152,630	255,641		1,885,668		2,141,309	1,958,111
Land Management Agreements	1,438,197	483,364		631,591		1,114,955	1,313,369
User Fees	6,316,343	1,349,697		878,685	4,893,550	7,121,932	7,212,824
Donations and Other	9,484			113,500		113,500	26,500
Investment Revenue	281,815	451,750				451,750	451,250
Total Operating Revenues	18,191,836	11,601,402	1,291,608	4,543,378	4,893,550	22,329,938	22,904,526
Expenses							
Staff Wages and Benefits	9,091,714	10,003,917	734,709	2,185,143	2,219,855	15,143,624	15,789,938
Property Related	1,391,520	735,852	29,500	393,850	844,735	2,003,937	2,035,275
Technical and Consulting Services	603,801	539,442	31,920	260,550	216,960	1,048,872	926,821
Computers and Communications	390,979	464,322	15,500	13,500	14,470	507,792	503,282
Insurance and Risk Management	330,976	413,265	1,741	15,514	147,038	577,558	656,713
Supplies	749,897	243,971	89,851	432,030	410,065	1,175,917	986,903
Per Diems, Travel, Other Personnel Expenses	122,091	174,197	21,050	10,285	38,475	244,007	244,288
Fleet Related	125,483	161,200			4,500	165,700	170,300
Banking Fees	16,059	20,000				20,000	20,000
Other Expenses	134,756	100	120,051	917,600		1,037,751	978,800
Depreciation Expense	971,136	1,156,860		21,026	139,715	1,317,601	1,298,998
Allocated Costs	(29,347)	(1,235,630)	246,490	584,718	404,428	6	26,178
Total Operating Expenses	13,899,065	12,677,496	1,290,812	4,834,216	4,440,241	23,242,765	23,637,496
Surplus or (Deficit)	4,292,771	(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 CAA 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 CAA 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 CAA 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 WEIC project
Operation plan	10,000		10,000	-	As required by CAA 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	-	
	567,500	27,500	565,000	30,000	
St Marys Floodwall					
St Marys inspection and repair	5,000			5,000	Levy in 2024 for 2023/24 WEIC project
Operation plan	5,000	-	5,000	-	As required by CAA 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 WEIC project
Dam monitoring equipment	17,642			17,642	Levy in 2024 for 2023/24 WEIC 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 WEIC project
Bubbler	14,000		14,000	-	
Dam safety review	10,000	30,000		40,000	Levy in 2024 for 2023/24 WEIC project
	41,642	30,000	14,000	57,642	
Total Water and Erosion Control Structure Capital Projects	1,335,059	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 (WEIC) program grants are approved

*** Estimated costs subject to change

Acronyms

CAA = Conservation Authorities Act

EPP = Emergency Preparedness Plan

OMS = Operation, maintenance and surveillance

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	1,685,059	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: General Distribution Detail on page 11)					
	2023 MCVA %	Clean Water Act	Conservation Authorities Act	Conservation Authorities Act	Clean Water Act	Total Category 1 Levy - General Distribution
		2024 MCVA %	2024 MCVA %	2024	2024	2024
Oxford County	16.843	16.930	16.981	\$1,083,785		\$1,083,785
London	64.242	63.894	64.088	4,090,313		4,090,313
Lucan Biddulph	0.347	0.350	0.351	22,383		22,383
Thames Centre	3.186	3.188	3.197	204,069		204,069
Strathroy Caradoc	0.000	0.303	0.000	-		-
Middlesex Centre	2.379	2.436	2.444	155,972		155,972
Stratford	7.242	7.185	7.207	459,962		459,962
Perth East	1.423	1.414	1.418	90,514		90,514
West Perth	1.487	1.485	1.490	95,090		95,090
St Marys	1.448	1.456	1.460	93,208		93,208
Perth South	1.201	1.159	1.163	74,220		74,220
South Huron	0.203	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

Structure	Special Benefitting Rates - Operating and Capital (See Municipal Levies: Special Benefitting Detail on page 12)						Total Category 1 Mandatory Program Levy 2024
	100% Structures	Wildwood Dam		Pittock Dam		Total Category 1 Levy - Special Benefitting	
	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 Flood Wall	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
Total	\$1,589,584	100.00	\$537,361	100.00	\$ 367,414	\$2,494,359	\$8,876,698

Municipal Levies: General Distribution Detail

Mandatory Category 1 Programs	Program Cost	Municipal Support
Regulations under S28.1 Natural Hazards	\$1,412,808	\$571,232
Planning Activities	1,444,681	589,493
Flood Forecasting and Warning	672,478	503,482
Infrastructure Operations and Maintenance*	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
Lands Management, Risk, Enforcement	757,540	679,850
Lands Strategies	273,887	152,000
Public Access for Passive Recreation*	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	-
Core Watershed-based Resource Management Strategy	276,800	38,000
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

* See Municipal Levies: Special Benefitting Detail



Municipal Levies: Special Benefitting Detail

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



Reserve Status Forecast

	Category 1 General Reserves	Category 1 Water and Erosion Control Structure Reserves	Category 2 Reserves	Category 3 Reserves	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	0	0	(400,000)	600,000	400,000
Forecast Reserves Year End 2023	2,184,135	2,812,019	0	74,473	3,060,651	8,131,278
Budgeted for 2024 Operating	(1,076,094)		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	128,041	3,420,575	797	(216,364)	1,019,960	4,353,009

The UTRCA's reserves have traditionally been highly segregated but the new Conservation Authorities Act (CAA) regulations necessitate restructuring our reserves along the lines of the three program categories.

The first line in the table above identifies the values of our reserves at the start of 2023 as if they had been similarly restructured. Against those reserves, our operating activities during 2023 are expected to result in a net addition to reserves of approximately \$400,000, which is a surplus (our approved budget suggested a deficit result for 2023). This very preliminary estimate is shown on line 2.

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 elsewhere in this draft budget document.

This table suggests that the significant investment in campground facilities planned for 2024 would cause the Campground Reserves to fall by the end of 2024. This is not entirely true. It is important to

note that budgeted capital deficits only impact reserves once the expenditures have been made, and only over many future years by way of amortization expense for earlier spending.

In the case of Category 1 Water and Erosion Control Structure Reserves, we attempt to ensure that full funding is available in the year the project occurs. In this way the funding is deferred and matched to the future cost, thus rendering a zero net impact in future years. This approach helps ensure that capital spending on critical infrastructure is not burdened by past spending. As often happens, capital spending 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 but not levied in that year.

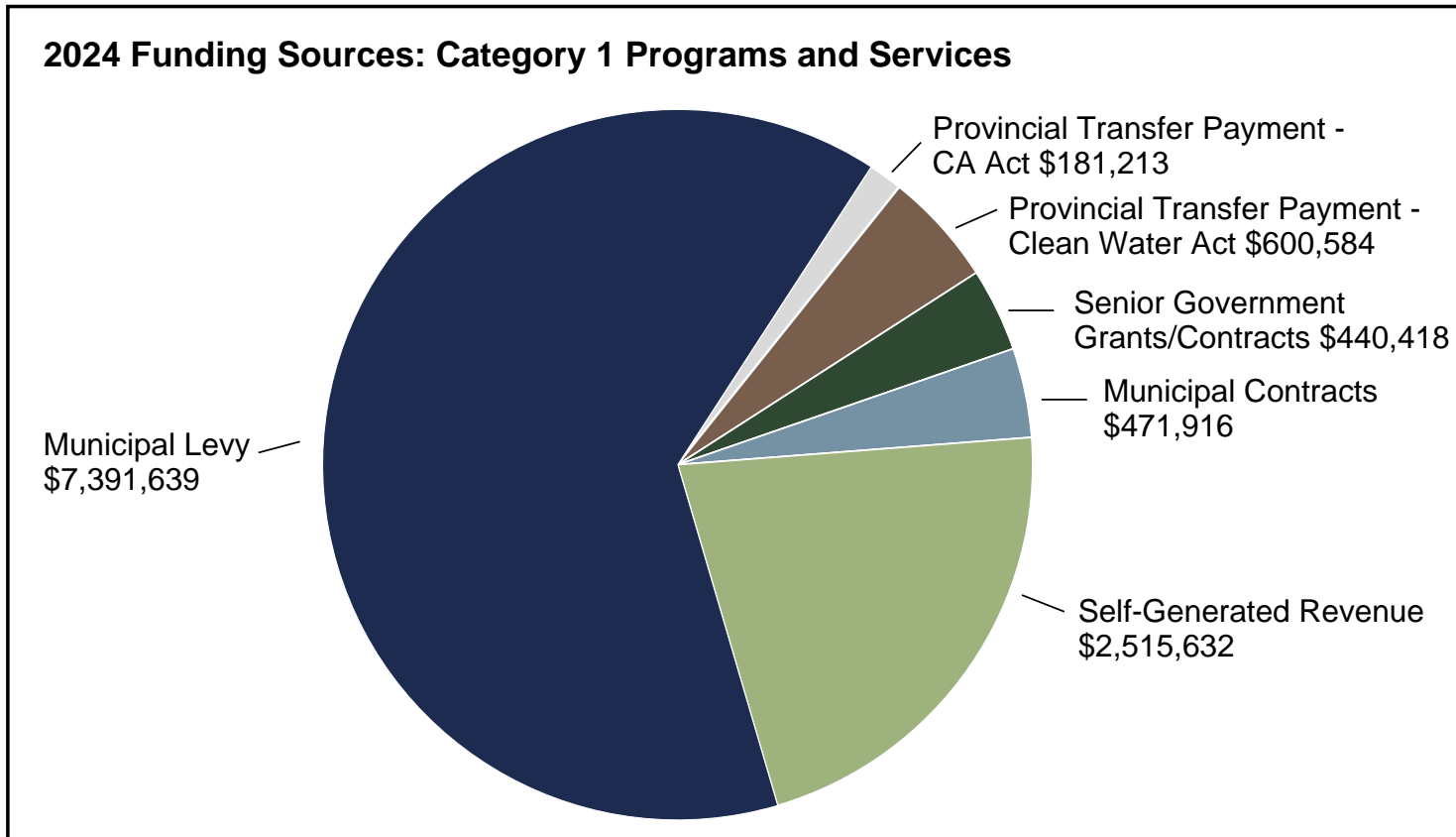
The general depletion of reserves seems to be unavoidable in the short term but must be considered with respect to future funding requirements of the organization. It should be noted that the UTRCA Board of Directors has approved the development of a reserve/budgetary policy in 2024, as we also work 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 to offset levy. 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	Env Planning and Regs	Water Mgmt	Land Mgmt	Drinking Water Source Protection	Watershed Mgmt Strategy	Provincial Water Quality Monitoring	Essential Corporate Costs	Total
Wages and Benefits	\$2,065,898	\$2,660,668	\$1,866,863	\$302,988	\$245,730	\$102,901	\$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	37,069		5,000	296,728	464,322
Insurance and Risk Management		51,316	17,964				343,985	413,265
Materials and Supplies	203	40,638	50,582	1,751		2,000	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	49,625	31,070	62,343	(3,306,583)	(1,235,630)
Total	\$2,857,490	\$4,379,944	\$2,997,246	\$577,543	\$276,800	\$172,244	\$1,416,228	\$12,677,495

Category 1 Programs and Services: Overview

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.



New mandatory deliverables:

- **Operational and asset management plans for water and erosion control infrastructure,**
- **Ice management plan to reduce the risks associated with natural hazards.**

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 Sec 28 permit requirements.



Legislative changes:

- **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.**



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.

New mandatory deliverables:

- **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.**

Provincial Water Monitoring Networks

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

New mandatory deliverable:

- **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.**



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 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 programs.

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 work, shared fleet management, shared equipment, and corporate insurance and liability.

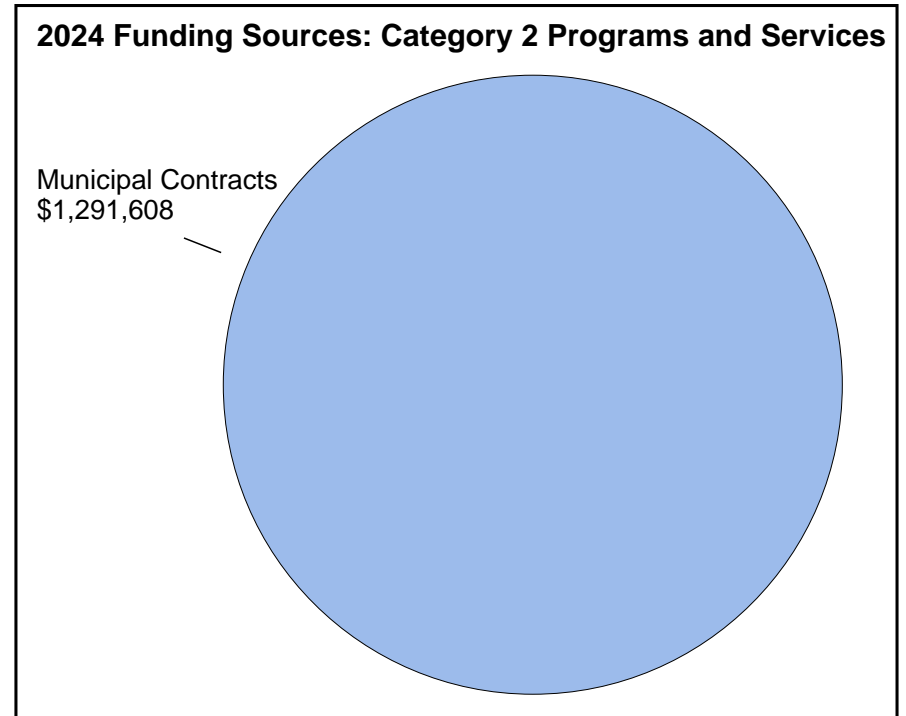


Category 2 Programs and Services: Budget

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

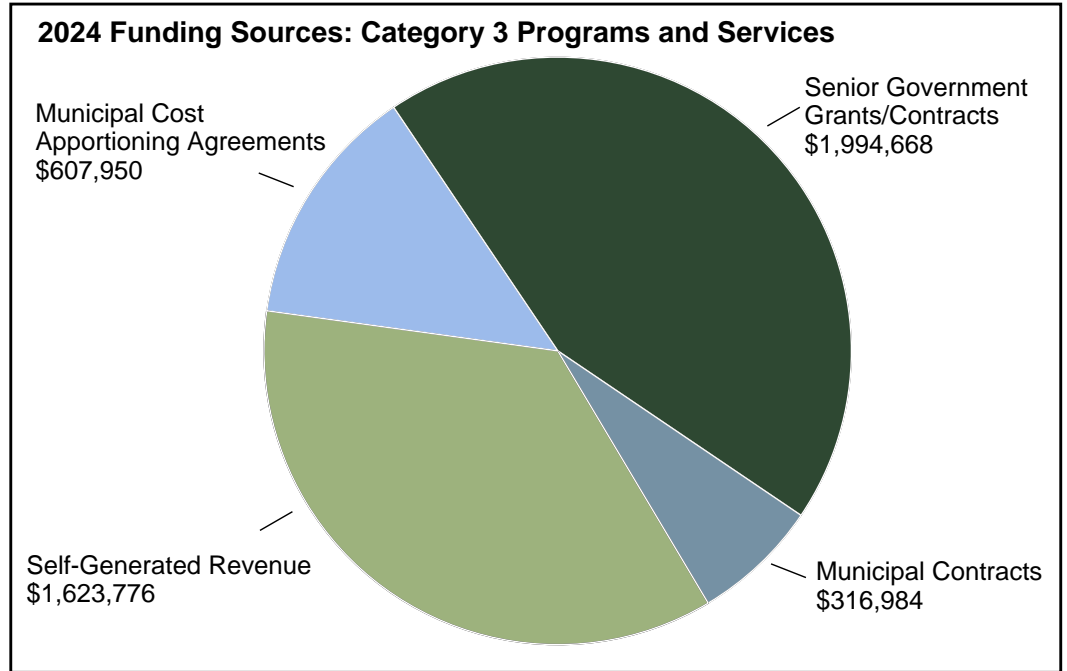
The UTRCA provides Drinking Water Source Protection Risk Management Inspector/ Official services for partner municipalities.

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 <small>31</small>	\$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	16.843	16.981	\$103,236
London	64.242	64.088	389,623
Lucan Biddulph	0.347	0.351	2,132
Thames Centre	3.186	3.197	19,439
Strathroy Caradoc	0	0	-
Middlesex Centre	2.379	2.444	14,857
Stratford	7.242	7.207	43,814
Perth East	1.423	1.418	8,622
West Perth	1.487	1.490	9,058
St Marys	1.448	1.460	8,879
Perth South	1.201	1.163	7,070
South Huron	0.203	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. 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. 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: Conservation Area Campgrounds

Campground operations at Fanshawe, Pittock, and Wildwood Conservation Areas are also Category 3 programs and services but are not included in municipal cost apportioning agreements as their funding is self-generated.



To: UTRCA Board of Directors
From: Chris Tasker, Manager, Water and Information Management
Brad Glasman, Manager, Integrated Watershed Management
Date: October 18, 2023
File Number: BoD-10-23-54
Agenda #: 6.2
Subject: Upper Thames Barrier Position Paper - Revised

Recommendation

That the Board of Directors adopts the following position for the Upper Thames River Conservation Authority;

"It is the position of the Upper Thames River Conservation Authority (UTRCA) that a free-flowing river offers the healthiest environmental condition. Therefore, on watercourses within the UTRCA watershed, constructed barriers such as weirs and dams should be considered for decommissioning whenever possible, to improve watercourse health and reduce flood risks."

Background

Following direction from the Board at the September Board of Directors meeting, staff engaged in discussions with the Authority's solicitor to refine the position. Dams and weirs in the UTRCA watershed serve various purposes, including flood control, water augmentation, power generation, stormwater management, and recreation. However, many of these structures are aging and require rehabilitation or major maintenance to continue to safely operate. In some cases, they may no longer be needed or no longer fulfill their intended functions. In such cases, decommissioning barriers can restore natural river conditions and enhance environmental flow as well as eliminating the need for ongoing operation and maintenance efforts. Unless there is a strong justification for retaining a dam, decommissioning can significantly improve the health of the watercourse.

Reasons to Decommission a Barrier

Decommissioning of a barrier may include removal of all or part of the structure, bypassing the structure, and restoring the watercourse. Decommissioning barriers in river systems offers several compelling benefits:

- **Restoring the range of native species:** Many barriers disrupt natural river flow and hinder the movement of native fish and aquatic organisms. Decommissioning such barriers can restore the natural range of native species, promoting ecosystem health and preserving biodiversity.

- **Improving aquatic habitat:** Dams and weirs can alter the natural flow patterns of rivers and create impoundments that can lead to problems such as temperature fluctuations and nutrient and sediment accumulation.
- **Reducing water pollution:** Barriers can create stagnant water conditions, promoting algae growth and pollutant accumulation. Decommissioning barriers can help reduce water pollution by allowing for better water circulation and improving the overall water quality within the watershed.
- **Sediment transportation interruption:** Barriers can cause sediment to accumulate upstream. This deprives downstream areas of sediment, leading to bank erosion and reduced channel stability and negatively impacting fish spawning grounds.
- **Impoundments:** Artificially impounded rivers have altered characteristics that can lead to temperature fluctuations, nutrient accumulation, and algae blooms, and create favourable conditions for invasive species. Structure failure could lead to downstream damages, water quality impairment, massive sediment release, habitat loss and other impacts.
- **Seasonal flow disruption:** Riverine plants and animals rely on seasonal flow fluctuations for various life stages, such as reproduction and growth. Barriers can disrupt this natural variation, affecting floodplain ecosystems and aquatic habitats.
- **Impacts to river-adapted species:** The Thames River watershed supports diverse aquatic, semi-aquatic, and riparian-dependent species. Native species are vulnerable to changes caused by damming, potentially leading to their disappearance from impacted areas.
- **Species at Risk impacts:** Barriers are identified as one of the primary threats to many At-Risk reptiles, mussels and fish in Species at Risk recovery strategies and management plans, including the Recovery Strategy for the Thames River Aquatic Ecosystem (draft 2004).
- **Safety-related considerations:** Barriers may become unsafe due to age and lack of maintenance which can heighten the risk of failure. They may also become too costly to maintain properly. These barriers may present safety concerns, elevated flood risk, and potential liabilities.

Reasons to Retain a Barrier

Some barriers serve beneficial purposes, such as preventing the spread of invasive species, protecting sensitive upstream species, creating recreational opportunities not possible without the impoundment created by the dam, or providing flood control, flow augmentation, or hydropower generation. Where purposes such as these are still valid, these should be weighed against the environmental improvements that could be realized if the dam were decommissioned.

Linkages to other UTRCA policies, management plans, and strategies

The Thames River (Deshkan Ziibi) Shared Waters Approach to Water Quality and Quantity (2019)(SWA) is a 20-year plan aimed at improving the ecological condition of the Thames River and its connected lakes. The plan is a collaboration of First Nations,

Federal, Provincial, and Municipal Governments, and Conservation Authorities. The SWA recognizes barriers as threats to aquatic communities and emphasizes barrier removal projects for water quality improvement and stream health.

Permitting

There are permitting and legislative requirements when decommissioning a constructed barrier. Property owners must obtain permits for dam decommissioning. Environmental impacts of decommissioning must be mitigated.

Legal Review

Following the September Board of Directors Meeting, staff engaged Grant Inglis and Scott Robson of Scott Petrie LLP to review the language originally presented to the Board as well as a proposed revision, as presented in this report. The revision ensures that the Authority does not have a financial obligation.

Conclusion

The UTRCA previously adopted a position that a free-flowing river offers the healthiest environmental condition. On this basis, technical staff recommend that the Board of Directors adopts the following position for the Upper Thames River Conservation Authority; "constructed barriers such as weirs and dams should be considered for decommissioning whenever possible to improve watercourse health and reduce flood risks." This position incorporates legal advice, allowing staff the flexibility to identify the various considerations for each dam. For example, flood control, low flow augmentation, thermal impacts, sedimentation, barrier to invasive species, fisheries migration and other pertinent factors can be weighed for each structure.

How UTRCA can encourage and support barrier decommissioning:

- Continue to assess and prioritize decommissioning barriers owned and/or managed by the UTRCA.
- Continue to pursue opportunities to encourage and support owners in decommissioning constructed barriers.
- Continue to provide barrier owners with technical advice on proper operation and maintenance of constructed barriers.
- In collaboration with partners, develop educational materials on barriers and their impacts.
- Investigate methods to mitigate environmental impacts of barriers that are not decommissioned.

Recommended by:

Chris Tasker, Manager, Water and Information Management

Brad Glasman, Manager, Integrated Watershed Management

Prepared by:

Erin Carroll, Aquatic Biologist

Case Study: Hodges Pond Dam, Oxford County



Photo: Cedar Creek Restoration at the former Hodges Pond site.

In 2016-2018, the UTRCA worked with Stewardship Oxford, Ducks Unlimited, and Oxford County to decommission the Hodges Pond Dam, located on Cedar Creek near Woodstock. Built in the 1800's, the concrete dam was originally part of a mill. The 3.3 meter high dam created a barrier within the 95 km² watershed. Its decommissioning re-established the aquatic connection between approximately 90 km of Cedar Creek upstream of the site, and the Thames River downstream.

Originally built as a mill pond, the reservoir had become a sediment-filled shallow lake with low oxygen levels and a high bacteria count.

Cedar Creek now bypasses the dam structure, which remains as a cultural reminder, partly buried with earth. A stable cascade was created along the new channel using stones. The stone cascade also acts as a deterrent for invasive species such as Eurasian Carp, preventing them from moving upstream. Woody and herbaceous vegetation has been planted to protect the streambanks and shade the creek.

The restoration efforts undertaken over the past few years have resulted in a remarkable transformation of the area. Cedar Creek has been restored to its original watercourse, and strategically placed rocks and logs now provide shade for fish and basking spots for turtles. Through the gradual removal of accumulated silt, the pond has been converted into a series of connected pools adorned with native plants. Decommissioning the dam has allowed Cedar Creek to flow freely, leading to cooler water temperatures, enhanced pollution absorption, and improved aquatic habitat.

Overall, the restoration efforts have been a success, significantly improving water quality and revitalizing the natural ecosystem. As a result, a diverse range of aquatic species in the area has benefited from these positive changes.

Video links are provided showing the [dam bypass construction](#), [student involvement](#), [trees and in-stream improvements](#), and the [on-going transformation](#) of Hodges Pond to improve water quality.

Case Study: Springbank Dam Failure and the Benefits to Eastern Softshell Turtles

Located on the main branch of the Thames River in London, Springbank Dam was constructed at this site in 1929 to replace a dam that had washed out several years before. While the original dam had been built to provide water power, the 1929 dam had a recreational function, creating a reservoir for boating and fishing for six months of the year.

In 2008, a hinge on Springbank Dam failed during commissioning following a lengthy rehabilitation project, rendering the dam inoperable. With the structure no longer creating a seasonal barrier, the Thames River resumed its natural flows within the footprint of the former reservoir. A free-flowing system formed, allowing sediment to mobilize and a low-flow channel to become better defined. Lateral sand bars developed along the margins of the river. Mid-channel bars in wider, multi-threaded sections of the river formed island features that divert flows and accumulate sediment under low-flow or normal flow conditions.

Council voted to permanently decommission Springbank Dam.

To: UTRCA Board of Directors
From: Jenna Alain
Date: October 18, 2023
File Number: BoD-10-23-55
Agenda #: 6.3
Subject: Provincial Offences Act Designation – Dave Griffin

Recommendation

That the Board of Directors designate Dave Griffin as a Provincial Offences Act Officer pursuant to Section 28 of the *Conservation Authorities Act* for the purpose of administering and enforcing the Ontario Regulation 157/06, Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation.

Background

The Board of Directors appoints as Provincial Offences Act (POA) Officers those full time staff whose responsibilities include performing regulatory enforcement duties associated with Ontario Regulation 136: Conservation Areas – Upper Thames River (to be amended to O.Reg. 688/21 once proclaimed), and Ontario Regulation 157/06 made under the *Conservation Authorities Act*. Prior to the appointment, the individual being considered must provide proof of a clear criminal record (immediately prior to the appointment) as well as proof of training in the POA process.

Dave Griffin, Land Use Regulations Assistant at UTRCA, started his position within the Environmental Planning and Regulations Unit on September 25th, after working as an Assistant Superintendent at Wildwood Conservation Area since 2015, as well as fulfilling the role of Acting Superintendent at Fanshawe Conservation Area from May to November of 2022. In Dave's new position, he will be assisting the Regulations staff working within the City of London, with the administration and enforcement of the Authority's *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation*, including permitting, compliance inspections and inquiries.

Dave was previously appointed as a Provincial Offences Act Officer responsible for regulatory enforcement duties associated with Section 29 of the *Conservation Authorities Act* in March 2015. In order to perform his duties and responsibilities as a Regulations Assistant, Dave requires appointment as a Provincial Offences Act Officer under Section 28 of the *Conservation Authorities Act*.

Recommended by:

Jenna Allain, Manager, Environmental Planning and Regulations

To: UTRCA Board of Directors
From: Jenna Allain, Manager, Environmental Planning and Regulations
Date: October 18, 2023
File Number: BoD-10-23-57
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 September 1, 2023 and September 30, 2023.

To date, 192 permit numbers have been assigned this year with 156 of those permits issued before September 30th. A further thirteen 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 166. Twenty-three 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 September, UTRCA Regulations staff issued 32 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, 192 permit numbers have been assigned in 2023, with 156 of those permits having been issued by August 31st. To date, a further 8 permits have been issued in October, the details of which will be included in the next Section 28 Board report. We have had three permits cancelled this year, which leaves 25 remaining 2023 permit applications that are currently in progress. We also have an additional 3 permit applications from 2022 that are still in progress. For all three of these applications, we are awaiting additional information from the applicant. In total, we have 28 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
City of London	4	4	1	9
Municipality of Middlesex Centre	1	1	1	3
Municipality of Thames Centre	1	1	0	2
Township of Lucan-Biddulph	0	0	0	0
Township of Blandford-Blenheim	0	0	0	0
Township of East-Zorra Tavistock	0	0	1	1
Town of Ingersoll	0	0	0	0
Township of Norwich	0	0	0	0
Township of South-West Oxford	1	0	0	1
City of Woodstock	2	1	1	4
Township of Zorra	0	1	0	1
Township of Perth East	2	0	1	3
Township of Perth South	0	0	0	0
Town of St. Marys	0	0	1	1
Municipality of South Huron	0	0	0	0
City of Stratford	0	1	2	3
Municipality of West Perth	0	0	0	0
TOTAL	9	9	6	28

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

Brad Dryburgh, 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: September 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
156-23	Stratford	520 & 525 Orr St.	Major	Development	SWM and Site Grading	23-Aug-23	25-Aug-23	22-Sep-23	01-Sep-23	YES	Dafoe
162-23	London	2497 Dingman Drive	Minor	Development	Removal of unauthorized dwelling unit	05-Jun-23	30-Aug-23	20-Sep-23	01-Sep-23	YES	Funk
163-23	Middlesex Cent	14142 Medway Rd	Routine	Utility Corridor	Enbridge residential gas servicing	02-Aug-23	31-Aug-23	14-Sep-23	01-Sep-23	YES	Dryburgh
153-23	West Perth	4118A Perth Rd 164	Minor	Development	Ashpalt pathway replacement	07-Aug-23	05-Sep-23	26-Sep-23	06-Sep-23	YES	Dryburgh
164-23	Stratford	Line 36 (Court Drain)	Minor	Utility Corridor	Bell Canada, water crossings	16-Aug-23	05-Sep-23	26-Sep-23	06-Sep-23	YES	Dryburgh
165-23	SW Oxford	Reynolds Creek, North Branch	Routine	Municipal Drain	Drain maintenance	28-Aug-23	28-Aug-23	11-Sep-23	06-Sep-23	YES	Dryburgh
167-23	Thames Centre	Thames Centre	Major	Municipal Drain	Murray Drain Improvements	16-Jun-23	05-Sep-23	03-Oct-23	07-Sep-23	YES	Dryburgh
157-23	Perth South	Part Lot 23 Con 20	Minor	Development	Enclosure and Drainage Improvements	23-Aug-23	28-Aug-23	18-Sep-23	08-Sep-23	YES	Dafoe
170-23	Thames Centre	Norsworthy Drain	Routine	Municipal Drain	Municipal Drain review	05-Sep-23	05-Sep-23	19-Sep-23	14-Sep-23	YES	Dryburgh
171-23	Thames Centre	Caddy Bolt Drain	Routine	Municipal Drain	Municipal Drain review	05-Sep-23	05-Sep-23	19-Sep-23	14-Sep-23	YES	Dryburgh
166-23	Woodstock	230 Universal Rd.	Major	Development	Addition to Existing Manufacturing Facility	07-Sep-23	07-Sep-23	05-Oct-23	15-Sep-23	YES	Dafoe

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Timelines	Staff
169-23	London	191 Lorraine Ave	Major	Development	Proposed Construction of Two Storey Addition to Rear of Existing Residence	06-Sep-23	20-Sep-23	18-Oct-23	20-Sep-23	YES	Schnaithmann
173-23	London	1440 Corley Drive, Lo	Minor	Development	Proposed Installation of In-Ground Pool. Pool Fence and Patio	13-Sep-23	21-Sep-23	12-Oct-23	21-Sep-23	YES	Schnaithmann
146-23	Perth South	Hislop Drain	Minor	Municipal Drain	Drain enclosure	30-Jun-23	25-Sep-23	16-Oct-23	25-Sep-23	YES	Dryburgh
168-23	Middlesex Cent	Lot 73 (198 Edgewater Blvd)	Minor	Development	Proposed Two-Storey (Main Floor/Basement Walkout) Deck Addition	07-Sep-23	08-Sep-23	29-Sep-23	25-Sep-23	YES	Winfield
177-23	West Perth	1 Clayton St	Routine	Development	Deck Addition	26-Sep-23	28-Sep-23	12-Oct-23	28-Sep-23	YES	Dryburgh
178-23	Perth East	Kuhryville Drain	Minor	Municipal Drain	Municipal Drain Review	15-Aug-23	28-Sep-23	19-Oct-23	28-Sep-23	YES	Dryburgh
172-23	Zorra	783434 Road 78 (Zor	Minor	Development	Tile Outlet Repair/Installation	08-Sep-23	15-Sep-23	06-Oct-23	29-Sep-23	YES	Dafoe

To: UTRCA Board of Directors
From: Tracy Annett
Date: October 11, 2023
File Number: BoD-10-23-58
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

Report Back Items	Planned report or update	Project lead(s)	Status
			be completed 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	Brent and Mike	In progress - Initial discussions with many cottagers have occurred, and a new agreement is being drafted. Staff will prepare a report outlining next steps for the cottage program in-camera
2024 Draft Budget and discussion items	October	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	Chris Brad and Erin	In-Progress – Position provided at September meeting. Revised position drafted and provided based on legal review.
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)
Reserves Policy	April	Tracy Christine	Not started – After the 2023 Audit the policy will be shared with the Finance and Audit committee. Report to the Board to follow
Cyber Security	April	Tracy Christine Chris	Not Started – Staff to prepare a report on the current state of cyber security for the organization and any

Report Back Items	Planned report or update	Project lead(s)	Status
			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	Tara & Brad	In progress - Compiling background information. To be completed December 31, 2024
Operations and Ice Management Plan	November	Chris	In progress - Compiling background information. To be completed December 31, 2024
UTRCA Asset Management Plan	November	Brent & Christine	In progress - May breakdown into Groups of Assets e.g. Natural Hazard Infrastructure, Fleet, Facilities etc.
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.
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: Tara Tchir, Watershed Science Coordinator
Date: October 23, 2023
File Number: BoD-10-23-59
Agenda #: 8.3
Subject: Watershed-based Management Strategy Progress Report

Recommendation

That the Board of Directors receive the following report for information.

Background

The Mandatory Programs and Services Regulation, Ontario Regulation 686/21, requires all Conservation Authorities (CAs) to prepare a “watershed-based resource management strategy” (the Strategy) on or before December 31, 2024. The regulation sets out the required components to be included in the Strategy. While these components must be included in each CA’s Strategy, the framework/formatting of the Strategy may be determined by each individual CA.

In collaboration with the CA Working Group, Conservation Ontario prepared a guidance document for the development of the Strategy to be adopted and used by each Conservation Authority to meet the regulatory requirements for this project. The purpose of the Strategy, as presented in the guidance document, is to assist CAs with evolving or enhancing the delivery of programs and services, improving efficiencies, and increasing their effectiveness in supporting Category 1 mandatory programs. It is strongly suggested that each CA’s Strategy is developed in accordance with the programs and services inventory to ensure consistent language/program descriptions.

Procedure

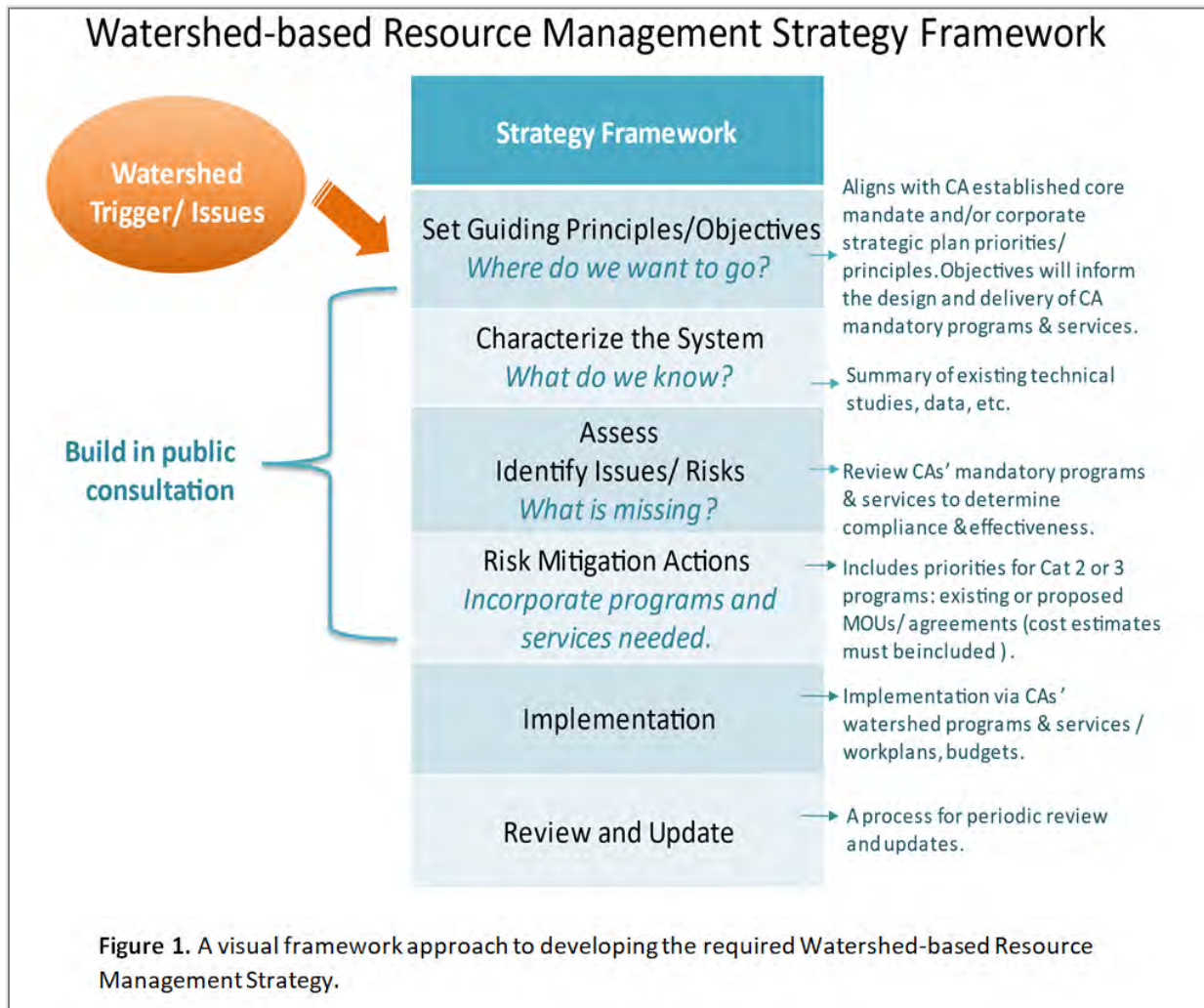
The first step in the Strategy framework is to set guiding principles or objectives in alignment with corporate strategic plans or other established mandates that reflect the issues and triggers of the watershed. The next step is to characterize the watershed system by summarizing the existing technical knowledge (studies, water budgets, etc.).

Once that information is established, any issues and risks that impact the effective delivery of Category 1 mandatory programs and services are assessed, while also identifying any gaps in addressing the issues/risks (i.e., whether additional programs and services are needed). The identification of issues, risks, and gaps will be used to develop and implement mitigation actions such as prioritizing co-benefitting / related Category 2 and 3 programs and services.

Open discussion with partner municipalities to potential MOUs or apportionment agreements will be explored, including budgets, workplans, and cost estimates for

partnering municipalities. Finally, a process must be developed for periodic review and updates to the Strategy by the CA.

As outlined in the regulation, all CAs are required to ensure stakeholders and the public are consulted in “a manner that the authority considers advisable” during the preparation of the Strategy when characterizing the system, assessing and identifying issues and risks, and developing risk mitigation actions, as well as during the periodic review and update process for the Strategy. A summary of the Strategy is provided in Figure 1 below.



Source: Conservation Ontario Guidance on the Mandatory Watershed-Based Resource Management Strategy

Project Update

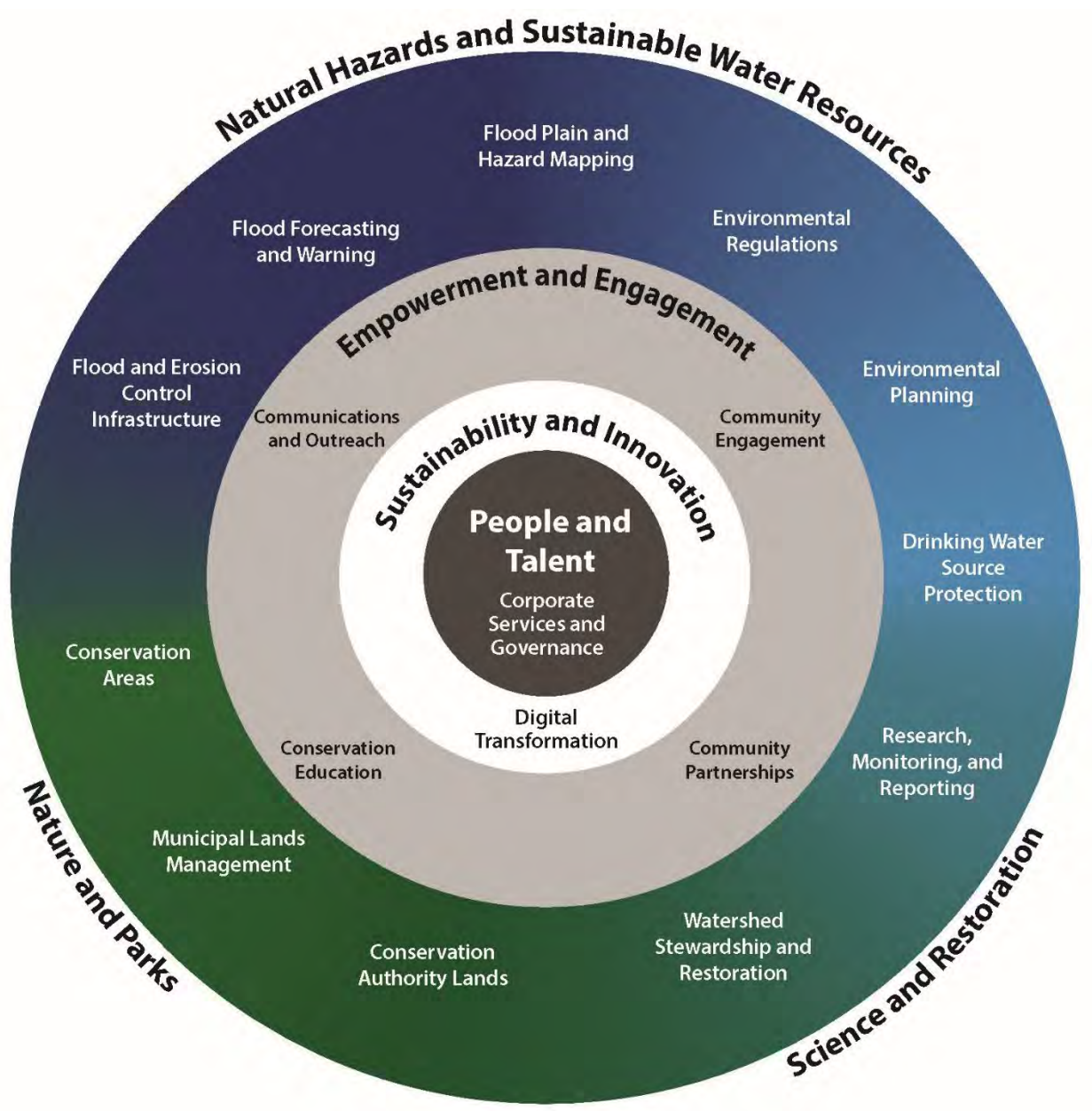
UTRCA staff have developed a draft framework for the watershed characterization (see graphic below). Effort has focused on the watershed characterization by populating the framework with existing studies, plans, and programs. The information is organized according to the UTRCA’s guiding principles and objectives and is consistent with the inventory of programs and services. Knowledge gaps in the inventory are being identified through this process as well through other complementary watershed level

studies (e.g., Shared Waters Approach). The framework will be a web-based system that stores the UTRCA’s programs, services, and technical studies and will be easy for staff and partners to access and navigate.

The following priority areas have been identified to frame the WMS:

- Natural hazards and water,
- Science, conservation, and restoration,
- Empowerment and engagement,
- Nature and parks,
- Organizational sustainability and innovation,
- People and talent.

It is recognized that these priority areas are connected to each other and are dependent on the people and talent needed to deliver programs and services of the WMS within a stable and innovative organization.



Historical information, reports and policies are being compiled for each component of the Watershed Management Strategy. An example of the information collected for Administration and Governance reports is provided below.

PEOPLE and TALENT – Corporate Operations

Administration and Governance	Description	Relationship to Mandatory Programs and Services	Related Studies / Plans or Legislative requirement
Administrative By-laws	Administrative By-laws are intended to be used as a governance and administrative policy implementing Section 19.1 of the Conservation Authorities Act.	Mandatory - Corporate Services	Section 19.1 of the CAA and Information Requirements O.Reg 400/22
Strategic Plan	Environmental Targets, plan that guides actions to achieve UTRCA goals	Mandatory – Corporate Services	Information Requirements O.Reg 400/22
UTRCA Governance Website	<ul style="list-style-type: none"> ▪ Includes Governance documents as noted above, Membership of Board - OIC ▪ Contact information for members ▪ Meeting Schedules ▪ Meeting Minutes and Agendas ▪ Agreements for Category 2 & 3 Programs ▪ Auditor Reports 	Mandatory – Corporate Services	Information Requirements O.Reg 400/22 Requires new or amended information to be posted on Websites within 30 days and notification to the Minister
Hearing Guidelines	These guidelines outline the processes which form the basis by which the Upper Thames River Conservation Authority (UTRCA) conducts a hearing pursuant to Section 28 of the Conservation Authorities Act.	Mandatory – Corporate Services and Mandatory for Hazard Management	Implementation of Ontario Regulation 157/06 under Section 28 of CAA

Summary

The collection of information will be completed by December 2023, and will include the identification of knowledge gaps, issues, and risks. It is anticipated that this information will undergo public consultation in January / February 2024. By the end of spring in 2024, knowledge gaps, issues, and risks will be prioritized by UTRCA staff and shared again through public consultation. An implementation plan with budgets, workplans, and cost estimates for partnering municipalities will be finalized in the fall and the strategy will be edited and published by December 2024.

Recommended by:

Tracy Annett, General Manager

Tara Tchir, Watershed Science Coordinator

Brad Glasman, Manager, Integrated Watershed Management Unit

To: UTRCA Board of Directors
From: Brent Verscheure, Manager, Lands, Facilities and Conservation Areas
Date: October 23, 2023
File Number: BoD-10-23-60
Agenda #: 8.4
Subject: 2024 UTRCA Rental House Rates

Recommendation

THAT the Board of Directors receives the report for information.

Background

The attached report outlines the 2024 rental rates for the four Authority owned rental houses. Each year the Ontario Government announces the Provincial Rent Increase Guideline. The annual Rent Increase Guideline is the maximum percentage by which a landlord can increase the monthly rent for existing residential tenants.

The rent increase guideline for 2024 is 2.5% as shown on the attached table. Residential increase guidelines are released under the auspices of the Ontario Landlord and Tenant Board, pursuant to the Residential Tenancies Act (RTA).

In June 2023 the Authority reduced the number of rental homes from five to four. An N11 “Agreement to End Tenancy” was signed by both the landlord and tenant for the property of #5225, Line 16, West Perth (Motherwell). The buildings on the property (dwelling and accessory garage) and associated infrastructure (well and septic) are scheduled for demolition prior to year-end and site restoration will be completed.

Prepared by:

Michael Knox, Properties Superintendent

Recommended by:

Brent Verscheure, Manager, Lands, Facilities and Conservation Areas

House Location (& Name)	Municipal Area	2022 Monthly Rental Fee	2023 Monthly Rental Fee	2024 Monthly Rental Fee (2023 + 2.5%)
#1 Wildwood Conservation Area (Lang House)	Township of Perth South, Downie Ward	\$716.00	\$734.00	\$752.00 (\$734.00 + \$18.00)
#2 Glengowan Area (Wood House)	Township of Perth South Blanshard Ward	\$727.00	\$745.00	\$763.00 (\$745.00 + \$18.00)
#3 Glengowan Area (Simpson House)	Township of Perth South, Blanshard Ward	\$119.00	\$121.00	\$124.00 (\$121.00 + \$3.00)
#4 Glengowan Area (Crinklawa House)	Municipality of West Perth, Fullarton Ward	\$750.00	\$769.00	\$788.00 (\$769.00 + 19.00)

To: UTRCA Board of Directors
From: Sandy Levin, Finance and Audit Committee Chair
Date: September 27, 2023
File Number: BoD-10-23-61
Agenda #: 9.1
Subject: Finance and Audit Committee September 26, 2023 Meeting Decisions

Recommendation

THAT the Board of Directors receive the report for information.

Background

The following motions were made at the September 26, 2023 Finance and Audit Committee meeting.

Mover: B.Petrie

Seconder: T.Heeman

THAT the Finance and Audit Committee receives the report and accepts the recommendations presented by staff with the addition of ranges to the target return rates from three to five percent for current overnight, four to six percent for the one to seven year mid-term, and long-term five to seven percent, for presentation to the full board.

Carried.

Mover: T.Heeman

Seconder: P.Mitchell

THAT the Finance and Audit Committee directs staff to prepare a reserve policy to present to the Finance and Audit Committee at its April meeting.

Carried.

Mover: B.Petrie

Seconder: H.Nijjar

THAT the Finance and Audit Committee ask 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.

Carried.

Mover: T.Heeman

Seconder: B.Petrie

THAT the Investment Policy comes back at the April Finance and Audit Committee meeting. Staff are to review the policy and if there are changes made, it will go to the Board.

Carried.

Mover: B.Petrie

Seconder: P.Mitchell

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.

Carried.

Prepared by:

Michelle Viglianti, Administrative Assistant

Recommended by:

Sandy Levin, Finance and Audit Committee Chair