
To: UTRCA Board of Directors
From: Tracy Annett, General Manager
Date: September 13, 2022
Filename: Admin # 4595
Agenda #: 6.3
Subject: Quarterly Progress Report #2 - Inventory of Programs and Services

Recommendation

THAT the Second Quarterly Progress Report be posted on the UTRCA website, and submitted to the Ministry of Natural Resources and Forestry in accordance with Ontario Regulation 687/21.

Background

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

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

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

Discussion:

Progress made since the first Report details are summarized below:

1) Municipal Comments and Feedback

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

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

- a. We continue to update our accounting systems to align with regulatory changes for future budgets. Previously, the “UTRCA” code column was used to assist as we transition to a new approach to categorizing programs. The column has been removed as new codes have now been developed in our costing reports.
- b. The Inventory of Programs and Services will be updated to include revised 2022 costing to reflect our updated budget. We are currently finalizing these updates and will highlight any changes in advance of the October 1st submission.
- c. Some refinement to Non-mandatory programs and services to align with organizational modernization efforts have also been made.

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

- a. UTRCA staff are working collaboratively with the Southwest Conservation Authorities on finalizing draft templates for the Memorandum of Understanding for Cost Apportionment Agreements for Category 3 Programs and Services.
- b. Staff will continue to work with neighbouring Conservation Authorities (where possible) to help streamline the process of negotiations with shared participating municipalities on Category 2 Planning MOUs.
- c. Meeting with the City of London regarding Category 2 Planning / Development MOU scheduled for September 22, 2022.

4) Difficulties Reaching Transition Plan Date:

- a. We are entering into a period of change. Municipal staff have advised against bringing forward any agreements during the lame duck period of Council. After the election, new councils will have a period of training and transition. In addition, new appointments to our board of directors are expected. There may be some challenges in progressing agreements during this time.

Summary

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

Prepared by:

Tracy Annett, General Manager



Upper Thames River Conservation Authority: Inventory of Programs and Services

Quarterly Progress Report #2, September 30, 2022

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Natural Hazard Management

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
Environmental Planning and Regulations	Regulations Section 28.1 Permit Administration and Compliance activities Review under Other Legislation	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants. Property inquiries Legal expenses for regulations and compliance. Input to the review and approval processes under other applicable law, (e.g., Environmental Assessment Act, Drainage Act, Aggregate Resources Act, with comments principally related to natural hazards, wetlands, watercourses and Sec 28 permit requirements. Input to the review and approval processes under other applicable law, (e.g., Environmental Assessment Act, Drainage Act, Aggregate Resources Act, with comments principally related to natural hazards, wetlands, watercourses and Sec 28 permit requirements.	1	Ontario Regulation 686/21s.8 Ontario Regulation 686/21s.6 s.28.0.1 and s.30.1 (once proclaimed)	\$572,653	\$1,005,600 Municipal Levy 59% Self Generated 41%
	Planning Municipal Plan Input and Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances) with respect to natural hazards. Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of MNRF (delegated to CAs in 1983).	1	Ontario Regulation 686/21s.7	\$650,890	\$957,680 Provincial 1% Municipal Levy 57%, Self Generated 42%
	Municipal Plan Input and Review NOT related to Natural Hazards	Technical information and advice to municipalities on circulated municipal land use planning applications related to Natural Heritage features and functions and Stormwater Management (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances). Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural heritage features and functions and Stormwater Management. Comments incorporate natural heritage information particularly around wetlands and aquatic species at risk to develop planning and regulatory strategies to mitigate downstream natural hazards.	2	CA Act s.21(1)(n) Updating MOUs required Memorandum of Agreement (MOA) for Planning Services Upper Tier Municipalities: City of London, 1997 County of Middlesex 1998 County of Perth 1999 Lower Tier: Municipality of Strathroy-Caradoc 2000	\$103,130	\$105,147 Municipal Levy 79%, Self Generated 21%

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
	Natural Heritage NOT related to Natural Hazards	Natural heritage monitoring, plans/strategies, and system design not on Conservation Authority owned land, to inform Official Plan and/or County level studies	2	CA Act s.21(1)(n)	Example: Natural Heritage System Studies	None at this time
Water Management	Flood Forecasting and Warning	Daily data collection and monitoring of local weather forecasts, provincial models, streamflow, and reservoir conditions, etc. Routine collection of near real-time data from stream gauge network (water level, flow, and precipitation). Seasonal collection and reporting on snow surveys. Maintenance of hydrometric gauges (both UTRCA gauges and assisting with maintenance of Water Survey of Canada gauges). Continuous monitoring of stream flow, reservoirs, and watershed conditions. Maintaining historical records. Development, maintenance, and implementation of Flood Contingency Plan. Regular liaison with municipal flood coordinators. Issuing flood bulletins and media releases.	1	Ontario Regulation 686/21s.2	\$831,045	\$753,975 Provincial Transfer Payment 11%, Municipal Levy 62%, Self Generated 27%
	Flood and Erosion Control Infrastructure Operation and Management	<p>The UTRCA operates, and maintains flood control dams, dyke and flood wall systems, flood control channels, and erosion control structures. Includes 3 large dams and 9 smaller dams. The UTRCA also maintains 3 flood control channels, 8 dykes/floodwalls and 11 erosion control structures. Undertake dam safety studies and improve public safety around dams. In addition to the regular operation and maintenance of these structures, the UTRCA undertakes major maintenance projects on water and erosion control structures.</p> <p>In addition to the above structures which were constructed by the UTRCA, the UTRCA also operates and maintains structures that are municipally owned/built but operated and maintained by the UTRCA through agreement with the municipality.</p> <p>A 20 Year Flood Control Capital Repair Plan for the Water and Erosion Control Structures managed by the UTRCA is updated on an annual basis to reflect current and planned projects. The estimates are updated on an ongoing basis for budgeting purposes and to assist with the preparation of the various funding applications including the Water and Erosion Control Infrastructure (WECI) Program. Through the WECI program, the Province provides conservation authorities \$5 million in</p>	1	Ontario Regulation 686/21s.5	\$1,110,049 (not including major capital repairs)	\$1,433,937 Provincial 7%, Municipal Levy 73%, Self Generated 20%

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
		matching grants to address issues around flood infrastructure (dams, dykes, etc.).				
	Ice Management Plan	New Project: Development of an Ice Management Plan, if the authority determines that ice management is necessary to reduce the risks associated with natural hazards	1	Ontario Regulation 686/21s.4	New Program	NOTE: Strategy to be completed on or before December 31, 2024
	Operation Plans and Asset Management related to this Infrastructure	New Project: Development of Operational Plans and Asset Management Plans related to this infrastructure	1	Ontario Regulation 686/21s.5 NOTE: Operational and Asset management plans to be completed on or before December 31, 2024 per requirements in Section 5 of the Mandatory Programs and Services Regulation	New Program	NOTE: Strategy to be completed on or before December 31, 2024
	Flood Plain Mapping and Natural Hazards Technical Studies and Information Management	Analysis and identification of areas susceptible to riverine flooding to create mapping products to delineate flood-prone and erosion-prone areas. Data collection, analysis, reporting and mapping of data sets related to the understanding and mitigation of natural hazards. Development and use of systems to collect, store and provide spatial geographical representations of data and other mapping products. Studies and projects to inform natural hazards management programs including: floodplain management, watershed hydrology, regulated areas mapping update, flood forecasting system assessment, floodplain policy	1	Ontario Regulation 686/21 s. 5(1)1 686/21 s.9(1)2	\$559,660	\$695,409 Municipal Levy 89%, Self Generated 11%
	Climate Change	Understanding the risks related to natural hazards, including how these risks may be affected by climate change through collection and management of climate science data in order to identify potential effects of climate change on natural hazards. Identification of vulnerability or risk, and the development of mitigation	1	Ontario Regulation 686/21 s. 1(3)1. iv.	\$156,040	\$229,105 Municipal Levy 77%, Self Generated 13%

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
		and adaptation policies and plans. Managing, preventing, and mitigating risks related to natural hazards. Public awareness, education and outreach components related to the risk of natural hazards within the authority's jurisdiction.				
	Low water response	Surface and groundwater conditions monitoring and analysis, including: water level, flow, and precipitation, within the watershed using the Ontario Low Water Response protocol and hydrometric stream gauge network. Coordination of monitoring with Water Response Team.	1	Ontario Regulation 686/21s.3	\$3,978	\$7,923 Municipal Levy 100%
	Communications, Outreach and Education related to Natural Hazards and Low water response	Promoting public awareness of natural hazards including flooding, drought, and erosion. Public events, materials. Social media services. Media relations. Educate elementary school students and the public about the danger of floodwaters. Technical and administrative support to the Water Response Team (WRT) representing major water users and decision makers, who recommend drought response actions.	1	Ontario Regulation 686/21s.1(2)	\$474,104	\$448,856 Municipal Levy 79%, Self Generated 21%

Conservation Authority Lands and Conservation Areas

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

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
Lands, Facilities and Conservation Areas	Section 29 Minister’s regulation for Conservation Areas	Conservation areas encroachment monitoring and risk management. Legal expenses for regulation and compliance part of Conservation Lands management below.	1	Ontario Regulation 686/21 s.9(1)4 Rules for Conduct in Conservation Areas (O. Reg. 688/21)	\$89,880 plus some part of Lands Management	\$98,838 Self Generated 100%
	Strategy for CA owned or controlled lands and management plans.	New Project: A strategy to guide the management and use of CA-owned or controlled properties including: guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands, public consultation, publish on website and includes periodic review and update.	1	Ontario Regulation 686/21 s.9(1)1 per requirements in Section 10 of the Mandatory Programs and Services Regulation	New Program	NOTE: Strategy to be completed on or before December 31, 2024
	Land Inventory	New Project: Development of an inventory containing information for every parcel of land owned or controlled by the Authority. The land inventory will include the following information: location as well as date, method, and purpose of acquisition; land use. One time project with updates as properties are acquired or disposed of.	1	Ontario Regulation 686/21 s.9(1)3 per requirements in Section 10 of the Mandatory Programs and Services Regulation	New Program	NOTE: Strategy to be completed on or before December 31, 2024
	Land Acquisition and Disposition Strategy	New Project: A policy to guide the acquisition and disposition of land in order to fulfil the objects of the authority.	1	Ontario Regulation 686/21 s.9(1)1 per requirements in Section 10 of the Mandatory Programs and Services Regulation	New Program	NOTE: Strategy to be completed on or before December 31, 2024

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
	Conservation Lands: Management, operation and maintenance	Public Access for Passive Recreation: Management and maintenance of conservation lands for public access and recreational trails. Includes risk management program, hazard tree management, gates, fencing, signage, brochures, communications, pedestrian bridges, trails, parking lots, pavilions, roadways, drainage, stormwater management, stewardship, restoration, ecological monitoring, recreational dams (with no flood control or low flow augmentation function). Carrying costs such as taxes and insurance.	1	Ontario Regulation 686/21 s.9(1)1	\$694,726	\$921,164 Municipal Levy 98%, Self Generated 2%
		Conserve Natural Heritage: Management and maintenance to conserve natural heritage on CA owned lands. Includes forest management, signage, gates, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance. Periodic inventories of terrestrial Species at Risk on UTRCA lands , GIS mapping and submission of data to NHIC. Information guides, land use activities and restoration projects.		Ontario Regulation Reg. 686/21 s.9(1)2	\$643,294	\$746,836 Municipal Levy 95%, Self Generated 5%
	City of London ESAs Management	Management of the City's 14 Environmentally Significant Areas (ESAs), initiated in 2009 and updated annually to reflect operational and capital needs.	2	Annual Agreements with the City of London since 2009	\$556,520	\$691,245 Self Generated 100%
	City of London Beaver Management	Management of Beavers in accordance with the City of London's Beaver protocol	2	Letter of Understanding 2021	5 year average not available	\$55,000 annually (adjusted for inflation)
	Conservation Area Campgrounds	Management, operation and maintenance of Fanshawe, Wildwood and Pittock campgrounds.	3	Campgrounds are operated independent of Municipal Levy	\$3,874,177	\$4,612,691 Self Generated 100%
	Land Lease and Agreement Management, Hydro generation	Management of current and future land leases and property agreements. Maintenance of rental properties to supplement land management activities.	3	CA Act s.21(1)(c)&(d)	Previously grouped with campground operations Approximately \$644,457	\$635,259 Self Generated 100%

Drinking Water Source Protection

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

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
Source Protection Planning	Source protection authority role as set out in the Clean Water Act.	Source Protection Authority Lead for the Thames-Sydenham and Region. Technical support, SPC support, SPA reports and meetings, activities required by the Clean Water Act and regulations that applies to the authority's source protection area. Assisting in the co-ordination and implementation of the source protection plan that applies to the authority's source protection area. Where the authority considers it advisable, reviewing and commenting on any proposal made under another Act that is circulated to the authority for the purpose of determining, <ul style="list-style-type: none">i. whether the proposal relates to a significant drinking water threat that is governed by the plan, orii. the proposal's potential impact on any drinking water sources protected by the plan.	1	Ontario Regulation 686/21 s.13 Agreements with LTVCA and SCRCA to undertake implementation efforts.	\$538,139	\$541,148 100% Provincial as a Lead Source Protection Authority. Transfer funding to LTVCA and SCRCA to support this program
	DWSP Risk Management Inspection / Official	Support municipalities to implement Part IV duties of the Clean Water through service agreements.	2	Clean Water Act s.47(1) & s.48(1) CA Act s.21(1)(a) &(n) Three year MOU's until Dec 31, 2023 Municipalities: <ul style="list-style-type: none">▪ Municipality of Chatham-Kent▪ Municipality of Lambton Shores▪ Township of Perth East▪ Town of St. Marys▪ City of Stratford▪ Municipality of West Perth▪ Township of St. Clair▪ Town of Plympton-Wyoming▪ Village of Point Edward▪ City of Sarnia	\$205,598	\$202,561 Municipal Agreements – 100%

Water Quality and Quantity Monitoring

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

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
Provincial Water Quality and Quantity Monitoring	Provincial Water Quality Monitoring Network (PWQMN)	A long-standing (50+ year) CA/MECP partnership for stream water quality monitoring at 24 sites. CA takes water samples; MECP does lab analysis and data management. CA uses information for watershed report cards, and stewardship project prioritization.	1	Ontario Regulations 686/21 s.12(1)2 686/21 s.12(3)	\$174,053	\$216,762 Municipal Levy 96%, Self Generated 4%
	Provincial Groundwater Monitoring Network (PGMN)	A long-standing (20+ year) CA/MECP partnership for groundwater level and quality monitoring at 24 sites throughout the watershed. CA maintains equipment, data transfer to MECP, water sampling; MECP provides equipment, standards, data management.		Ontario Regulations 686/21 s.12(1)1 686/21 s.12(2)		

Core Watershed-based Resource Management Strategy

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

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
Core Watershed-based Resource Management Strategy	Strategy Development	Develop guiding principles and objectives that inform the design and delivery of programs and services the CA is required to provide. Collate/compile existing resource management plans, watershed plans, strategic plans, studies, and data. Strategy development, implementation, and annual reporting. Develop a process for periodic review including procedures to engage/consult with stakeholders and the public. Strategy development must include a stakeholder and public consultation component.	1	Ontario Regulations 686/21 s.8 686/21 s.12(1)3 686/21 s.12(4) per requirements in 12(4)-(9) of the Mandatory Programs and Services Regulation	New Program (Include 5-year review)	NOTE: Strategy to be completed on or before December 31, 2024
Integrated Watershed Planning	Watershed Management Strategy / Shared Waters Approach	Watershed strategies provide a management framework to provide recommendations which consist of goals, objectives, indicators, and recommendations. This addresses existing issues in the watershed and mitigates impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed. The Thames River (Deshkan Zibi) Shared Waters Approach to Water Quality & Quantity will be a key component of a broader watershed strategy, known as the Thames River Clearwater Revival (TRCWR), which considers all the interactions of land, water, plants, animals, and people, with the overall objective of improving the ecological condition of the Thames River, Lake St. Clair, and Lake Erie. These strategies will inform the “Core Watershed-based Resource Management Strategy”	1	CA Act s.21(1)(a)	\$451,483	\$297,575 Municipal Levy 80%, Self Generated 20%
	Canadian Heritage Rivers	Canadian Heritage Rivers are recognized for their outstanding contributions to the country’s cultural heritage, natural heritage, and recreational opportunities. The Thames River was formally designated a Canadian Heritage River on August 14, 2000. Since then, the UTRCA collects and analyses the events, studies and any improvements or threats to the river and watershed every 10 years after designation.	2		\$49,107	\$53,879 Self Generated 100%

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
	First Nations Engagement	To further the development of a more holistic approach in watershed planning, incorporating aspects of Indigenous Traditional Knowledge (ITK) and an awareness of the river's spirit, in addition to western science and management objectives.	3	Expanded Program	\$134,099	\$90,480 Municipal Levy 39%, Self Generated 61%
Science: Research & Monitoring	Ecological Monitoring: Including Watershed Report Cards	UTRCA in partnership with Conservation Ontario, reports on local watershed conditions every five years. The report cards provide information on surface water, groundwater, forest, and wetland conditions in the watershed, to understand current local (subwatershed) health and emerging trends as a basis for setting environmental management priorities and inspiring local environmental action within the 28 subwatersheds in the UTRCA.	3	CA Act s.21(1)(a)	\$125,101	\$133,440 Municipal Levy 74%, Self Generated 26%
	Stream Classification	Collection of fish community data as supported by DFO to determine watershed species ranges and identify invasive species and aquatic species at risk. This includes the municipal drain classification program, which classifies "not rated" drains to help streamline Fisheries Act approvals to the benefit of both Drainage Superintendents and landowners. This component of CA Act approvals for municipal drainage works, while specific to drain review and associated hazards, also protects headwater function, habitat, and ecosystem health.				
	Species At Risk	Inventories of Aquatic Species at Risk, GIS mapping and submission of data to NHIC. Information guides land use activities and restoration projects.	3	CA Act s.21(1)(a)	\$125,101	\$139,822 Municipal Levy 12% Self Generated 88%
	Water Quality Data Programs	Compile and maintain a comprehensive monitoring database (WISKI) that is integrated, available to watershed partners, and commonly accessed by development proponents in watershed municipalities when undertaking technical studies or assessments associated with land development activities.	2	CA Act s.21(1)(a) LSWIM for Risk Management Services is recoverable through partner agreements	\$189,775 for LSWIMS and WISKI partners	\$101,908 Self Generated 100%
	City of London Dingman Creek Monitoring Program	Agreement with City of London for enhanced benthic monitoring within the Dingman Creek Subwatershed.	2	CA Act s.21(1)(a) Under Agreement with City of London, 2019	\$40,200	\$25,000 Self Generated 100%

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
Stewardship (Urban, rural and agricultural)	Land Stewardship and Restoration	Work with property owners to implement Best Management Practices to mitigate flood and erosion hazards, improve and protect water quality, restore floodplains and river valleys, reduce nutrient contamination, restore and enhance wetlands to reduce flooding peaks and augment low flow, management of terrestrial non-native invasive species, protect groundwater, and improve aquatic species at risk habitat. Apply for and manage external funding, promote private land stewardship, outreach, provide advice and design assistance to property owners. Implementation of watershed plan stewardship recommendations.	3	CA Act s.21(1)(g)&(o)	\$695,600	\$509,839 Self Generated 100%
	Tree Planting and Forest Management (not related to natural hazards)	Forestry services including planting plan development, site preparation, tree and shrub planting, and survival assessments. Private woodlot stewardship, technical assistance, link to funding programs to maintain form and function of watershed forest cover.				
	Clean Water Program	Deliver the Clean Water Program (CWP), which provides a one-window service for rural landowners to access technical assistance and financial incentives for implementing best management practices (BMPs) that improve surface water and groundwater quality and soil health and contribute to sustainable agricultural operations.	2	CA Act s.21(1)(g)&(o) NOTE: funded by the Counties of Oxford and Middlesex, City of Stratford for 2022, with additional funding leveraged from industry, government, foundations, and donations when available.	\$132,033	\$138,777 Self Generated 100%

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
	Great Lakes Connections: Phosphorus / Nutrient Reduction Programs (Medway / ECCC / OMAFRA)	Deliver watershed phosphorus reduction research and demonstration projects partnering with Environment and Climate Change Canada (ECCC) and the Ontario Ministry of Agriculture, Food & Rural Affairs (OMAFRA) Research and demonstration projects focused on agricultural stewardship efforts to reduce nutrients in the Thames River and improve the health of Lakes St. Clair and Erie. Lead information sharing and coordinate innovation through research, demonstration projects, workshops, and field tours, in partnership with landowners, agencies, academia, and private sector.	3	CA Act s.21(1)(g)&(o)	\$458,337	\$734,524 Municipal Levy 3% Self Generated 97%

Conservation/ Outdoor Education and Community Outreach

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

Program Area	Program / Service Provision	Program / Service Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
Community Partnerships and Education	Community Involvement and Events	Education and outreach programs and community events to assist in achieving the objectives of the conservation authority. These programs are open to people of all ages. Examples include Community Science, Watershed and “Friends of” projects..	3	CA Act Reg. 686/21 s.1(2) & s.1(3)3,4	\$331,441	\$460,868 Municipal Levy 26%, Self Generated 74%
	Environmental Education	Curriculum-based education programs for elementary and secondary students. These programs focus on local watersheds, ecosystems, and environmental issues. Programs take place at schools (indoors and outdoors), field trips to conservation areas and community parks and through online learning		CA Act s.21(1)(n)	\$404,386	\$558,420 Municipal Levy 59%, Self Generated 41%

Notes

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

Inventory Principles

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

- 1) Each program and service has been categorized based on the criteria identified under the Conservation Authorities Act and supporting regulations. As required by regulation 687/21, the inventory explains why a program falls into category 1 by referencing applicable sections of regulation 686/21 “Mandatory Programs and Services”. Category 2 and 3 programs provided through other legislation are also noted.
- 2) The list has been developed to align our programs and services with our past budget reporting framework. In some cases the delineation between categories of programs has **continued to be refined; previous reports may have grouped program areas.**
- 3) The UTRCA’s inventory includes only operating costs. Capital costs are extremely variable from year to year and would skew estimates.
- 4) The Regulation requires that the annual cost of each program and service be provided based on the average of the last five years; however, any other value that better reflects the cost of a program are permitted, provided it is justified. The UTRCA has indicated both a 5 year average and the 2022 estimate costs for programs and services. Utilizing a five year average fails to recognize significant changes in the past 5-year period including impacts to operations due to COVID, and inflation, particularly through 2021. In addition, with the high level of growth in the watershed, and corresponding demand for UTRCA programs and Services the 2022 budget provides a more accurate estimate of cost than a five year average.
- 5) It is the UTRCA’s intent to seek to enter into cost apportioning agreements with participating municipalities by January 1, 2024, to continue to finance, in whole or in part, these programs and services.
- 6) Category 2 and 3 agreements will contain provisions that those programs and services be included in the watershed-based resource management strategy.
- 7) Although previous agreements and MOUs have been negotiated for some of programs and services, we expect that all will need to be renegotiated to incorporate the requirements identified in regulation. Quarterly reports will identify the progress made on all negotiations, as available.

Additions

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

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

Corporate Administrative Costs / General Operating Expenses

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

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

Program/Service	Program / Service Description	Cost
Corporate Services	Administrative, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority, Oversight of programs and policies. Includes costs related to agreements/contracts and supporting CA Board, governance, administrative by-laws, General Manager and Management Team	\$764,380
Financial and Human Resources Services	Employee management systems, training, health and safety programs, budgeting, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing and submitting reports to CRA, benefits program administration.	\$870,226
Communications and Marketing	Supporting delivery of products and programs through communication platforms (media, open houses, public meetings), website administration and maintenance responding to inquiries from the public.	\$505,744
Information Technology Management/ GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data. Systems to support the collection, maintenance, analysis, reporting and communications on various corporate data sets including but not limited to: surface and groundwater quality and quantity, aquatic and terrestrial biology, geospatial data and imaging, financial and other corporate services, internal and external communications and collaboration,	\$773,301
Administration Buildings	Administration buildings and workshops used to support UTRCA staff, programs and services. Includes utilities, routine and major maintenance, property taxes. Note: The Average Annual Cost does not include accessibility upgrades needed by January 1, 2025.	\$568,241
Vehicle and Equipment	A fleet of vehicles and equipment to support the work of the UTRCA, including capital purchases, fuel, licenses, repairs and maintenance. Programs and projects are charged for the use of vehicles and equipment.	\$671,268
TOTAL	The UTRCA's approved Total Combined Budget Revenue, updated August, 2022 is \$17,155,493	\$4,196,160