

Board of Directors

Upper Thames River Conservation Authority



London Children's Water Festival

Upper Thames River Conservation Authority Board of Directors'
Meeting Agenda
May 23, 2023 9:30 A.M, 1424 Clarke Road, London Ontario

1. Territorial Acknowledgement

2. Modifications to the Agenda

3. Declarations of Pecuniary Interest

4. Presentations/Delegations

- 4.1. Lands, Facilities and Conservation Areas Overview
B.Verscheure

5. Administrative Business

- 5.1. Approval of Minutes of Previous Meeting: April 25, 2023
- 5.2. Business Arising from Minutes
- 5.3. Correspondence

6. Reports – For Consideration

- 6.1. Report from the Finance and Audit Committee - Approval of 2022 Audited
Financial Statements
S.Levin and C.Saracino – FIN #1342
- 6.2. Category 3 Cost Apportioning Agreements
T.Annett – Admin #4710

7. Reports – In Camera

7.1. Personal Matters about an Identifiable Individual

8. Reports – For Information

8.1. Administration and Enforcement – Section 28 Status Report
J.Allain – ENVP #13639

8.2. [May For Your Information Report](#)

9. Notices of Motion for June 20, 2023

10. Chair’s Comments

11. Member’s Comments

12. General Manager’s Comments

13. Adjournment

Note: Following the meeting, at approximately 10:30am, the Board members will go on a bus tour of a nearby demonstration site and Fanshawe Conservation Area.



Tracy Annett, General Manager

To: UTRCA Board of Directors
From: Finance & Audit Committee
Date: 26 April 2023
Filename: Finance #1342
Agenda #: 6.1
Subject: Report from the Finance and Audit Committee – Approval of 2022 Audited Financial Statements

Recommendations

- 1. The Board of Directors accepts the audited financial statements for 2022 as attached on the recommendation of the Finance and Audit Committee.**
- 2. The Board of Directors accepts the recommendation from the Finance and Audit Committee to appoint Seebach & Co. as the Authority’s audit firm for the current fiscal year.**

Background

The committee recently met with Paul Seebach of Seebach & Co. to review the draft audited statements and management report. There was an open discussion of several items on the statement and on the complexity of the accounts we maintain. Mr. Seebach explained with highlights the various statements, schedules and notes. There was information that the format of the statements will change in 2024 to better correspond to new provincial categories of activities. The statements will be made publicly available by posting to our website.

It is a requirement of the CA Act 38 (1) that annual audits are required from a person licensed under the Public Accounting Act, 2004 and that the work be conducted in accordance with generally accepted accounting principles as recommended by the Public Sector Accounting Board of CPA Canada. Seebach & Co. has duly licensed accountants and has confirmed their audits will be conducted in accordance with the Act. Section 38 (2) also requires independence from our membership and any indirect or direct interested in the authority. This Seebach also confirms. In addition Mr. Seebach confirmed they are happy to continue with their 5 year commitment for audit services.

This appointment is re-confirmed by the board each year.

Recommended by:

Sandy Levin, Finance & Audit Committee Chair

Prepared by:

Christine Saracino, Supervisor, Finance & Accounting

Attachment: 2022 Audited Financial Statements

**UPPER THAMES RIVER
CONSERVATION AUTHORITY
FINANCIAL STATEMENTS
DECEMBER 31, 2022**

DRAFT

SEEBACH & COMPANY
Chartered Professional Accountants

INDEPENDENT AUDITOR'S REPORT

To the Members of Upper Thames River Conservation Authority

Opinion

We have audited the accompanying financial statements of Upper Thames River Conservation Authority ("the Authority"), which are comprised of the statement of financial position as at December 31, 2022 and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2022, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAB).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAB, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

INDEPENDENT AUDITOR'S REPORT (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Seebach & Company

Chartered Professional Accountants
Licensed Public Accountants

Clinton, Ontario
May 23, 2023

**UPPER THAMES RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS**

For the year ended December 31	2022 Budget	2022 Actual	2021 Actual
Revenue			
Municipal general levy	5,043,807	4,031,400	3,914,382
Dam and flood control levy	2,379,752	2,040,584	3,530,072
Conservation areas	3,876,027	4,317,395	3,424,084
Land and asset management	2,742,765	2,786,906	2,370,960
Fees for service	1,321,694	1,423,270	1,300,283
Provincial transfer payments			
Ministry of Natural Resources Section 39 grants	181,213	181,213	181,213
Other provincial grants	1,140,520	956,823	1,219,727
Donations	84,820	85,299	33,083
Federal program funding	809,384	1,025,790	1,539,287
Other	1,309,509	481,275	534,188
	<u>18,889,491</u>	<u>17,329,955</u>	<u>18,047,279</u>
Expenditures			
Campground operations	4,627,135	4,209,405	3,941,698
Water & information management	4,162,212	3,033,610	5,324,998
Lands, facilities and conservation areas	2,408,376	2,059,326	1,746,174
Integrated watershed management	2,880,169	2,531,345	2,633,213
Community partnerships	1,674,857	1,438,191	1,258,250
Source water protection	541,148	509,958	551,169
Environmental planning & regulations	2,018,151	2,000,040	1,592,385
Service cost centres	820,920	489,945	457,817
	<u>19,132,968</u>	<u>16,271,820</u>	<u>17,505,704</u>
Annual surplus (deficit)	(243,477)	1,058,135	541,575
Accumulated surplus, beginning of year	<u>45,612,282</u>	<u>45,612,282</u>	<u>45,070,707</u>
Accumulated surplus, end of year (note 6)	<u>\$ 45,368,805</u>	<u>\$ 46,670,417</u>	<u>\$ 45,612,282</u>

The accompanying notes are an integral part of this financial statement

**UPPER THAMES RIVER CONSERVATION AUTHORITY
STATEMENT OF FINANCIAL POSITION**

As at December 31	2022	2021
FINANCIAL ASSETS		
Cash	1,412,944	2,371,028
Accounts receivable	1,251,267	1,591,108
Investments (note 3)	<u>14,946,010</u>	<u>12,653,082</u>
	<u>17,610,221</u>	<u>16,615,218</u>
LIABILITIES		
Accounts payable and accrued liabilities	896,245	1,774,331
Deferred revenue	<u>9,244,827</u>	<u>8,623,249</u>
	<u>10,141,072</u>	<u>10,397,580</u>
NET FINANCIAL ASSETS	7,469,149	6,217,638
NON-FINANCIAL ASSETS		
Tangible capital assets, net (note 5, schedule C)	38,974,611	39,233,003
Prepaid expenses and deposits	209,629	136,824
Inventories	<u>17,028</u>	<u>24,817</u>
ACCUMULATED SURPLUS (note 6)	<u>\$ 46,670,417</u>	<u>\$ 45,612,282</u>

On behalf of the Board:

_____, Chair

_____, General Manager

_____, Supervisor of Finance

The accompanying notes are an integral part of this financial statement

**UPPER THAMES RIVER CONSERVATION AUTHORITY
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**

For the year ended December 31	2022	2021
Annual surplus (deficit)	1,058,135	541,575
Amortization of tangible capital assets	1,342,946	1,174,780
Net acquisition of tangible capital assets	(1,087,034)	(1,747,380)
Loss (gain) on sale of tangible capital assets	(37,022)	(4,751)
Proceeds on sale of tangible capital assets	39,502	5,051
Decrease (increase) in prepaid expenses and deposits	(72,805)	(40,867)
Decrease (increase) in inventories	7,789	3,120
Increase (decrease) in net financial assets	1,251,511	(68,472)
Opening balance	6,217,638	6,286,110
Closing balance	\$ 7,469,149	\$ 6,217,638

The accompanying notes are an integral part of this financial statement

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**UPPER THAMES RIVER CONSERVATION AUTHORITY
STATEMENT OF CASH FLOWS**

For the year ended December 31	2022	2021
Operating activities		
Annual surplus (deficit)	1,058,135	541,575
Amortization expense not requiring cash outlay	1,342,946	1,174,780
Decrease (increase) in accounts receivable	339,841	1,359,430
Increase (decrease) in accounts payable and accrued liabilities	(878,086)	289,919
Increase (decrease) in deferred revenue	621,578	2,062,511
Increase (decrease) in government payable	-	(632,224)
Decrease (increase) in prepaid expenses and deposits	(72,805)	(40,867)
Decrease (increase) in inventories	7,789	3,120
Cash provided by (used for) operating activities	<u>2,419,398</u>	<u>4,758,244</u>
Capital activities		
Gain on sale of tangible capital assets	(37,022)	(4,751)
Proceeds on sale of tangible capital assets	39,502	5,051
Net disposals (purchases) of tangible capital assets	<u>(1,087,034)</u>	<u>(1,747,380)</u>
Cash provided by (used for) capital activities	<u>(1,084,554)</u>	<u>(1,747,080)</u>
Investing activities		
Disposal (purchase) of investments, net	<u>(2,292,928)</u>	<u>(3,332,642)</u>
Cash provided by (used for) investing activities	<u>(2,292,928)</u>	<u>(3,332,642)</u>
Increase (decrease) in cash position	(958,084)	(321,478)
Cash (overdraft) beginning of year	<u>2,371,028</u>	<u>2,692,506</u>
Cash (overdraft) end of year	<u><u>\$ 1,412,944</u></u>	<u><u>\$ 2,371,028</u></u>

The accompanying notes are an integral part of this financial statement

**UPPER THAMES RIVER CONSERVATION AUTHORITY
NOTES TO FINANCIAL STATEMENTS**

For the year ended December 31, 2022

1. Description of the business

The Upper Thames River Conservation Authority (the "Authority") is established under the Conservation Authority Act of Ontario to further the conservation, restoration, development and management of natural resources, other than gas, oil, coal and minerals for the watersheds within its area of jurisdiction.

2. Significant accounting policies

The financial statements have been prepared by the management of the Authority in accordance with generally accepted accounting principles for organizations operating in the local government sector as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

Significant aspects of accounting policies adopted by the Authority are as follows:

a) Accrual basis of accounting

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable, and recognizes expenditures as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

b) Investments

Investments are recorded at cost unless there is a reduction in market value that is determined to be other than temporary, at which time they would be written down to market.

c) Tangible capital assets

Tangible capital assets are recorded at historical cost. Historical cost includes the costs directly related to the acquisition, design, construction, development, improvement or betterment of tangible capital assets. Cost includes overheads directly attributable to construction and development.

The cost, less estimated residual value, of the tangible capital assets, except land, are amortized on a straight-line basis over the estimated useful lives as follows:

Category	Useful Life
Land	not applicable
Land improvements	10 - 30 years
Buildings	15 - 50 years
Infrastructure	15 - 50 years
Furniture and fixtures	5 - 10 years
Vehicles	5 - 15 years
Flood control structures	20 - 80 years
Information technology	3 - 20 years

Amortization is charged in the year of acquisition and in the year of disposal. Construction in progress is not amortized until the asset is available for productive use.

(i) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(ii) Natural resources

Natural resources that have not been purchased are not recognized as assets in the financial statements.

2. Significant accounting policies (continued)

- d) **Contributed capital assets**
Contributed capital assets are recognized as assets and revenue, or deferred revenue, at fair value at the time they are received.
- e) **Contaminated sites**
Under PS 3260, contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. This standard relates to sites that are not in productive use and sites in productive use where an unexpected event resulted in contamination.
- f) **Deferred revenue**
Revenue restricted by legislation, regulation or agreement and not available for Authority purposes is reported as deferred revenue on the statement of financial position. The revenue is reported on the statement of financial activities in the year in which it is used for the specified purpose.
- g) **Revenue recognition**
Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized in revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.
- h) **Government transfers**
Government transfer payments are recognized as revenue in the financial statements in the year in which the payment is authorized and the events giving rise to the transfer occur, performance criteria are met, and a reasonable estimate of the amount can be made. Funding that is stipulated to be used for specific purposes is only recognized as revenue in the fiscal year that the related expenses are incurred or services performed. If funding is received for which the related expenses have not yet been incurred or services performed, these amounts are recorded as a liability at year end. To the extent that stipulations by the transferor give rise to an obligation that meet the definition of a liability, government transfers are recognized as revenue as the liability is extinguished.
- i) **Accumulated surplus and reserves**
Appropriations are made from operations and accumulated surplus to reserves for future expenditures and contingencies for such amounts as required by various cost sharing arrangements, provincial restrictions and are deemed appropriate, and upon approval of the Board of Directors.
- j) **Use of estimates**
The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, the reported amounts of revenues and expenditures during the period, and the accompanying notes. Key components of the financial statements requiring management to make estimates include the amortization rates for tangible capital assets and the establishment of certain accruals. Due to the inherent uncertainty in making estimates, actual results could differ from those estimates.

3. Investments

Investments are comprised of the following:

	2022	2022	2021	2021
	Cost	Market Value	Cost	Market Value
Fixed income	\$ 8,611,123	\$ 8,594,629	\$ 6,458,164	\$ 6,488,960
Equity investments	<u>6,334,887</u>	<u>6,389,666</u>	<u>6,194,918</u>	<u>7,171,385</u>
	<u>\$ 14,946,010</u>	<u>\$ 14,984,295</u>	<u>\$ 12,653,082</u>	<u>\$ 13,660,345</u>

Fixed income investments consist of term deposits and guaranteed investment certificates with maturities ranging from January 25, 2023 to September 29, 2027. Interest rates on the investments range from 0.64% to 4.75%. Fixed income and equity investments are recorded on the statement of financial position at cost.

4. Other liabilities

The Authority is the lead agency in the source water protection fund, whereby funds are received by the Authority for the other parties to the arrangement. Each party is entitled to its pro-rata share of funding which is for the purpose of source water protection.

5. Tangible capital assets

For additional information, see the Schedule of Tangible Capital Assets information on the tangible capital assets of the Authority by major class, as well as for accumulated amortization of the assets controlled.

6. Accumulated surplus

The accumulated surplus consists of individual fund surplus/(deficit) amounts and reserve and reserve funds as follows:

	2022	2021
Surplus		
Invested in tangible assets	\$ 38,974,611	\$ 39,233,003
Unrestricted net assets surplus (deficit)	<u>(902,202)</u>	<u>(1,160,594)</u>
	38,072,409	38,072,409
Reserves set aside for specific purposes of the Authority		
Operating and/or capital reserves (Schedule B)	3,702,773	3,739,188
Reserve funds set aside for specific purposes by the Authority		
Restricted reserves (Schedule B)	<u>4,895,235</u>	<u>3,800,685</u>
	<u>\$ 46,670,417</u>	<u>\$ 45,612,282</u>

For additional information, see the Schedule of Continuity of Reserves and Reserve Funds.

7. Pension plan agreements

The Authority makes contributions to a multi-employer pension plan on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The amount contributed for 2022 was \$713,978 (2021 : \$642,637) for current services and is included as an expenditure on the statement of operations.

The contributions to the Ontario Municipal Employers Retirement System ("OMERS"), a multi-employer defined benefit pension plan, are expensed when contributions are due. Any pension surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Authority does not recognize any share of the OMERS pension surplus or deficit.

8. Financial instrument risk management

Credit risk

The Authority is exposed to credit risk through its cash, trade and other receivables, and short-term investments. There is the possibility of non-collection of its trade and other receivables. The majority of the Authority's receivables are from users and government entities. For trade and other receivables, the Authority measures impairment based on how long the amounts have been outstanding. For amounts outstanding considered doubtful or uncollectible, an impairment allowance is setup.

Liquidity risk

Liquidity risk is the risk that the Authority will not be able to meet its financial obligations as they fall due. The Authority has a planning and a budgeting process in place to help determine the funds required to support the Authority's normal operating requirements on an ongoing basis. The Authority ensures that there are sufficient funds to meet its short-term requirements, taking into account its anticipated cash flows from operations and its holdings of cash and cash equivalents.

Market risk

Market risk is the risk that changes in market prices, such as foreign exchange rates or interest rates will affect the Authority's income or the value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing return on investments.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Authority is exposed to interest rate risk arising from the possibility that changes in interest rates will affect the variable rate of temporary borrowings and long-term liabilities and the value of fixed rate long-term liabilities.

There has been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure risks.

9. Budget amounts

Under Canadian public sector accounting standards, budget amounts are to be reported on the statement of operations for comparative purposes. The 2022 budget amounts for the Upper Thames River Conservation Authority approved by the Membership are unaudited and have been restated to conform to the basis of presentation of the revenues and expenditures on the consolidated statement of activities.

UPPER THAMES RIVER CONSERVATION AUTHORITY
Schedule A - Service Cost Centres

For the year ended December 31	2022 Budget	2022 Actual	2021 Actual
Recoveries from mission cost centres	<u>4,229,180</u>	<u>3,981,735</u>	<u>3,484,794</u>
Expenditures			
Occupancy	568,241	531,169	511,299
Information systems	956,224	766,970	697,034
Administration	829,139	811,204	778,654
Finance & human resources	1,063,045	1,047,136	839,940
Long-term investment	43,000	42,737	-
Marketing and communications	644,735	596,840	473,791
Vehicles and equipment	945,716	675,624	641,893
	<u>5,050,100</u>	<u>4,471,680</u>	<u>3,942,611</u>
	<u>(\$ 820,920)</u>	<u>(\$ 489,945)</u>	<u>(\$ 457,817)</u>

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UPPER THAMES RIVER CONSERVATION AUTHORITY
Schedule B - Continuity of Reserves and Reserve Funds
For the Year Ended December 31, 2022

	Balance, beginning of year	Appropriations To (From) Reserves	Balance, end of year
Restricted reserves			
Flood control	3,598,148	(68,469)	3,529,679
Donor designated memorial forests	37,794	7,082	44,876
Harrington Grist Mill	37,269	-	37,269
Land disposition/acquisition reserve	65,977	24,972	90,949
	<u>3,739,188</u>	<u>(36,415)</u>	<u>3,702,773</u>
Operating and/or capital reserves			
Capital building, fleet and equipment replacement	851,493	-	851,493
General operating reserves	289,971	141,241	431,212
Defined purpose reserves	2,659,221	953,309	3,612,530
	<u>3,800,685</u>	<u>1,094,550</u>	<u>4,895,235</u>
	<u>\$ 7,539,873</u>	<u>1,058,135</u>	<u>\$ 8,598,008</u>

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UPPER THAMES RIVER CONSERVATION AUTHORITY
Schedule C - Tangible Capital Assets
For the Year Ended December 31, 2022

	Land	Land Improvements	Buildings	Infrastructure	Furniture and Fixtures	Vehicles	Flood Control Structures	Information Technology Equipment	Construction in Progress	TOTAL Net Book Value 2022	TOTAL Net Book Value 2021
Cost											
Balance, beginning of year	15,088,602	2,691,567	14,909,375	7,744,876	760,102	2,105,577	22,661,241	652,209	106,496	66,720,045	65,626,460
Add: Additions during the year	18,000	443,007		149,155		97,446	317,660	24,568	(60,622)	989,214	1,747,080
Less: Disposals during the year			(26,000)			(77,597)	(39,533)			(143,130)	(653,495)
Reclassifications and adjustments						152,687				152,687	-
Balance, end of year	<u>15,106,602</u>	<u>3,134,574</u>	<u>14,883,375</u>	<u>7,894,031</u>	<u>760,102</u>	<u>2,278,113</u>	<u>22,939,368</u>	<u>676,777</u>	<u>45,874</u>	<u>67,718,816</u>	<u>66,720,045</u>
Accumulated Amortization											
Balance, beginning of year		1,216,769	4,735,052	6,929,638	645,293	1,392,287	12,014,333	553,670		27,487,042	26,965,757
Add: Amortization during the year		81,376	280,875	42,358	41,185	147,019	711,751	38,382		1,342,946	1,174,780
Less: Accumulated amortization on disposals			(25,253)			(84,674)	(128,543)			(238,470)	(653,495)
Reclassifications and adjustments						152,687				152,687	-
Balance, end of year	<u>-</u>	<u>1,298,145</u>	<u>4,990,674</u>	<u>6,971,996</u>	<u>686,478</u>	<u>1,607,319</u>	<u>12,597,541</u>	<u>592,052</u>	<u>-</u>	<u>28,744,205</u>	<u>27,487,042</u>
Net Book Value of Tangible Capital Assets	<u>15,106,602</u>	<u>1,836,429</u>	<u>9,892,701</u>	<u>922,035</u>	<u>73,624</u>	<u>670,794</u>	<u>10,341,827</u>	<u>84,725</u>	<u>45,874</u>	<u>\$ 38,974,611</u>	<u>\$ 39,233,003</u>

To: UTRCA Board of Directors
From: Tracy Annett, General Manager
Date: May 14, 2023
Filename: Admin # 4710
Agenda #: 6.2
Subject: Category 3 Cost Apportioning Agreements

Recommendation

THAT the Board of Directors of the Upper Thames River Conservation Authority (UTRCA) directs staff to prepare a Category 3 programs and services cost-apportioning agreement to seek municipal support to continue to fund these programs and services.

Purpose

To seek direction from the Board regarding Category 3 cost apportioning agreements.

Summary

- In accordance with the Conservation Authorities Act, UTRCA is required to categorize its programs and services into three categories. An initial Inventory of Programs and Services was circulated in February 2022 to member municipalities and the Ministry and subsequently updated each quarter.
- UTRCA is required to negotiate apportionment agreements with member municipalities for all Category 3 programs and services that will continue to require municipal levy.
- UTRCA is seeking apportionment agreements for Category 3 programs and services; Stewardship and restoration; Subwatershed planning and monitoring; and Community outreach and education. These services are currently offered by UTRCA with a portion of municipal levy being leveraged with other sources of funding.
- Staff have been meeting with senior municipal staff to seek guidance and input on the development of a draft apportionment agreement and a timeline to have draft agreements negotiated by January 1, 2024.

Background

In accordance with the Conservation Authorities Act, UTRCA is required to categorize its programs and services into three categories. Category 1: Mandatory programs and services where municipal levy can be used without an agreement. Category 2: Non-mandatory programs and services the CA delivers at the request of a municipality through an MOU or agreement. Category 3: Other non-mandatory programs and services a CA determines are advisable to implement in the CA's jurisdiction. These programs and services may use municipal levy when a MOU/agreement is in place.

Programs and services in Category 3 may also be funded through other means. In the latter situation, an MOU/agreement with the municipality is not required.

The table below shows the program categories, associated revenues, and budgeted/estimated costs for 2023. The municipal levy is the most important funding received as this investment allows the UTRCA to obtain and retain staff expertise. The UTRCA leverages the municipal share by applying for grants from foundations, generating funds from user fees, entering into contracts, and obtaining sponsorships from the private sector. In 2023, the UTRCA is leveraging the municipal funding for Category 3 programs at a ratio of 1:8 - every municipal dollar leverages an additional eight dollars.

Table 1. 2023 Program Categories, Revenues, and Costs

Program Category	Provincial Transfer Payment (\$39)	Provincial Contracts	Municipal Agreements	Self-Generated	Municipal Levy	2023 Program Revenues	2023 Program Costs
Category 1	2%	9%	4%	19%	67%	\$10,642,523	\$11,103,710
Category 2	0%	0%	81%	1%	18%	\$1,232,487	\$1,427,906
Category 3	0%	2%	3%	85%	10%	\$8,099,431	\$7,937,310
All Categories (including supporting services)	1%	5%	8%	44%	41%	\$19,974,441	\$20,468,926

Note: Percentages represent the current distribution of revenues for those programs deemed to fall in each category. For instance, Category 1 (mandatory programs and services where a municipal levy can be used without any agreements) is under-funded by \$461,187. To the extent that Category 1 costs are currently funded, 67% arises from municipal levies.

Category 3 Programs and Services requiring Municipal Support through Cost Apportioning

Through subsection 21.1.2 of the Conservation Authorities Act, Conservation Authorities (CAs) are empowered to provide to municipalities the programs and services it determines are advisable to further the purposes of the Act, through an agreement. The Act defines these programs and services as Category 3.

The UTRCA is prepared to enter into Cost Apportioning Agreements for Category 3 programs in three service areas:

- **Stewardship and Restoration:** Delivering landowner stewardship services to improve soil health, water quality and quantity, and biodiversity, and offering Clean Water Program grants in partnership with municipalities. A healthy and vital Thames River will also benefit Lake St Clair and Lake Erie.
- **Subwatershed Planning and Monitoring:** Making science-based decisions through natural heritage subwatershed planning, ecological monitoring and reporting, species at risk programs, and water quality database management. First Nations engagement furthers 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.
- **Community Outreach and Education:** Community partnerships facilitate watershed “friends of” groups, community science programs, and community

events. Curriculum-based environmental education programs reach 20,000 students/year at Fanshawe and Wildwood Conservation Areas, local natural areas, school yards/in class, and virtually.

These services areas are core components of integrated watershed management that the UTRCA has provided for decades. They are funded by a variety of sources including provincial contracts and transfer payments, municipal levy, self-generated funds (user fees, donations, sponsorships, contracts), and municipal agreements.

Agreements are not required where programs and services are supported using self-generated funding. For example, campground operations and/or property lease administration will not require agreements.

Proposed Approach to Cost Apportioning Agreements

Cost Apportioning Agreements take effect in the 2024 budget year. UTRCA's Transition Plan identifies October 2023 as the deadline to enter into the agreements to start the 2024 budget process. As required by the province, the agreement will outline cost apportionment between municipalities. As such, conservation authorities with shared municipalities are continuing to work closely to develop consistent approaches to cost-apportioning agreements.

- UTRCA is not proposing any changes to its Category 3 programs and services. Staff are seeking to enter into agreements to enable UTRCA to continue delivering its current programs and services within.
- Levy supporting category 3 programs and services would continue to be apportioned to municipalities using the modified current value assessment method as these are watershed-wide programs that benefit all municipalities and residents. This would also be consistent with how the remainder of the levy is apportioned for category 1 programs and corporate services.
- The UTRCA proposes an initial term of five (5) years for the agreement, in order for the next term of council to have the opportunity to renew the agreement. A renewal term of four (4) years is proposed so that each term of council is involved in the renewal process.
- The proposed agreement term will allow uninterrupted delivery of programs and services and would provide flexibility for annual adjustments within the approved budget and/or during the agreement review periods.
- If a municipality does not want Category 3 Programs and Services, the UTRCA Board will need to determine if the service can;
 - be provided with higher user fees in that municipality,
 - be provided with a reduced level of service in that municipality, or
 - not be provided at all in that municipality. A fourth option is for other municipalities to subsidize the services provided in that municipality and absorb the increased cost. This option may be to their advantage if there is a benefit to the work being done in another municipality.

If multiple municipalities opt out of the Category 3 agreement, the UTRCA may need to examine the viability of delivering the program and services.

Next Steps

If the Board is supportive of the approach outlined above, staff will:

- Finalize municipal engagement packages that provide background information on UTRCA and its category 3 programs and services. The “Guide to the Cost Apportioning Agreements” will be helpful for new municipal staff and council members.
- Staff will also circulate a draft cost-apportioning agreement for municipal consideration.

Conservation authority General Managers have been meeting to discuss implementation approaches and share templates and best practices. The southwestern Ontario conservation authorities worked together to develop a common implementation approach and are sharing agreement templates. UTRCA is working particularly closely with Ausable Bayfield Conservation Authority, Grand River Conservation Authority, and Kettle Creek Conservation Authority to approach shared municipalities in a consistent manner.

Prepared and Recommended by:

Tracy Annett,
General Manager

Attachment: Example – Oxford County Guide to the Cost Apportioning Agreement



Oxford County Guide to the Cost Apportioning Agreement



Introduction

The Upper Thames River Conservation Authority (UTRCA) is pleased to provide you with a draft Cost Apportioning Agreement for the Category 3 programs that require the financial support of member municipalities. This document provides background on the UTRCA and the agreement components.

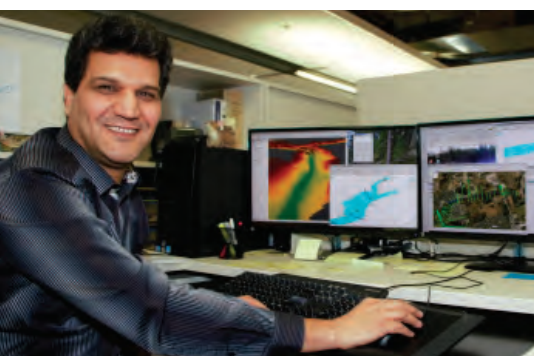
Upper Thames River Conservation Authority

Conservation Authorities (CAs) are local watershed management agencies that deliver programs and services to protect and manage impacts on water and other natural resources, in partnership with all levels of government, landowners, and many other organizations. CAs promote an integrated watershed management approach that balances human, environmental, and economic needs.

The Conservation Authorities Act was enacted in 1946 as the means by which the province and local municipalities could work together to form a CA, based on watershed boundaries, to undertake programs for natural resources management. The Act was founded on the principles of watershed jurisdiction, local initiative, and cost-sharing.

The Upper Thames River Conservation Authority (UTRCA) works in partnership with the 17 member municipalities, which appoint 15 members to the Board of Directors (14 municipal council members and 1 citizen appointment). The Board of Directors sets the UTRCA's overall policy direction and is responsive to local issues and concerns.

The UTRCA undertakes watershed-based programs to protect people and property from flooding and other natural hazards, and to conserve natural resources for economic, social, and environmental benefits. Positive actions in one part of the watershed have positive impacts downstream. All municipalities benefit when these programs are undertaken on a watershed basis.



Upper Thames River Watershed



3,400 square km,
594,000 residents



17 member municipalities
in **3** counties

Land uses **76%** agricultural, **14%** natural vegetation, **8%** urban, **2%** other



4,400 km of watercourse,
26% natural, **64%** channelized
or buried

58%

of the land
(urban or agricultural)
has artificial drainage



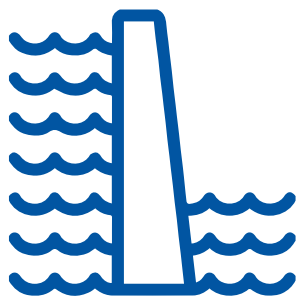
22
wastewater
treatment
plants



390
pollution
spills
reported
(2011-2015)



80
species
of fish



316 dams/barriers
to fish movement



236 km of cold water
streams



4.9%
of the watershed
is in wetland
cover

Our Vision: Inspiring a Healthy Environment

Our Ends

- Protecting people and property and supporting safe development,
- Making science-based decisions,
- Delivering landowner stewardship,
- Providing natural spaces and recreational opportunities, and
- Empowering communities and youth.

Environmental Targets

(UTRCA Environmental Targets Strategic Plan, June 2016)



Improve each subwatershed's water quality score by one grade, as measured by the UTRCA Watershed Report Cards, by 2037.



Establish and restore 1,500 hectares of natural vegetation cover, windbreaks, and buffers by 2037.



Reduce flood and erosion risk by updating flood models and hazard mapping for all UTRCA subwatershed by 2020, then integrating climate change scenarios into the updated models and developing climate change adaptation strategies by 2030.

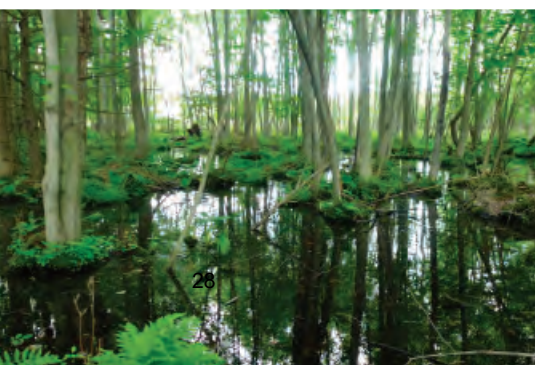


Instill conservation values by supporting outreach to one million people annually by 2037, through visits to CA owned and managed lands, as well as hands-on environmental experiences.

Conservation Authorities Act: Program Categories

The UTRCA offers a comprehensive list of programs and services that benefit the health of the watershed, protect and educate residents from and about natural hazards, and mitigate the effects of a changing climate. Ontario Regulation (O.Reg.) 686/21: Mandatory Programs and Services Regulation requires CA activities to be positioned in three categories. The tables below outline these categories and the UTRCA program areas within them.

Category	Description	Legislation	Programs and Services
1	Mandatory programs and services where municipal levy can be used without an agreement.	Programs and services described in O.Reg. 686/22	<ul style="list-style-type: none"> • Risk of natural hazards (flood forecasting and warning, flood and erosion control infrastructure, flood plain mapping, natural hazards technical studies, climate change adaptation/mitigation, low water response, S28.1 permit administration and compliance, municipal plan input and review) • Conservation and management of CA lands (S29 regulation for conservation areas, conservation lands management) • Provincial water quality monitoring program • Drinking water source protection planning (UTRCA is lead Source Protection Authority) • Watershed-based resource management strategy • General operating expenses





Category	Description	Legislation	Programs and Services
<p style="text-align: center; font-size: 2em; font-weight: bold;">2</p>	<p>Non-mandatory programs and services the CA delivers at the request of a municipality through an MOU or agreement (e.g., resource management) to support the municipality in satisfying its responsibilities or achieving a specific objective within its jurisdiction.</p>	<p>Programs and services described in Section 21.1.1 of the Conservation Authorities Act</p>	<ul style="list-style-type: none"> • City of London Environmentally Significant Areas Management • Invasive Species Management on municipal lands (St. Marys, West Perth) • Drinking water source protection risk management official/ inspector (Perth East, St. Marys, Stratford, West Perth, and municipalities within the Source Protection Region) • Additional water quality and benthic monitoring (Dingman and Greenway in London)



Category	Description	Legislation	Programs and Services
<p style="text-align: center; font-size: 2em; font-weight: bold;">3</p>	<p>Other non-mandatory programs and services a CA determines are advisable to implement in the CA's jurisdiction. These programs and services may use municipal levy when an MOU/agreement is in place. Category 3 programs and services may also be funded through other means, in which case an MOU/ agreement with the municipality is not required.</p>	<p>Programs and services as described in Section 21.1.2 of the Conservation Authorities Act</p>	<p>Agreement Proposed*</p> <ul style="list-style-type: none"> • Stewardship and restoration • Subwatershed planning and monitoring • Community outreach and education

*Note: Agreements are not required where programs and services are supported using self-generated funding. For example, campground operations and / or property lease administration will not require agreements.



The table below shows the program categories, associated revenues, and budgeted/estimated costs for 2023. The municipal levy is the most important funding received by the CA as this investment allows the UTRCA to obtain and retain staff expertise. The Authority leverages the municipal share by applying for grants from foundations, generating funds from user fees, entering into contracts, and obtaining sponsorships from the private sector. In 2023, the UTRCA is leveraging the municipal funding for Category 3 programs at a ratio of 1:8 - every municipal dollar leverages an additional eight dollars.

2023 Program Categories, Revenues, and Costs

Program Category	Provincial Transfer Payment (S39)	Provincial Contracts	Municipal	Self-Generated	Municipal Levy	2023 Program Revenues	2023 Program Costs
Category 1	2%	9%	4%	19%	67%	\$10,642,523	\$11,103,710
Category 2	0%	0%	81%	1%	18%	\$1,232,487	\$1,427,906
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All Categories (including supporting services)	1%	5%	8%	44%	41%	\$19,974,441	\$20,468,926

Note: Percentages represent the current distribution of revenues for those programs deemed to fall in each category. For instance, Category 1 (mandatory programs and services where a municipal levy can be used without any agreements) is under-funded by \$461,187. To the extent that Category 1 costs are currently funded, 67% arises from municipal levies.

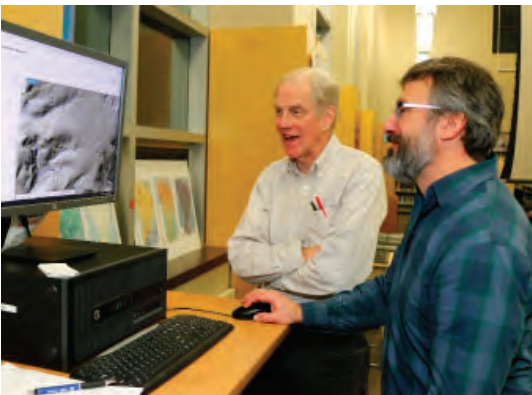
Category 3 Programs and Services requiring Municipal Financial Support through Cost Apportioning

Through subsection 21.1.2 of the Conservation Authorities Act, Conservation Authorities (CAs) are empowered to provide to municipalities the programs and services it determines are advisable to further the purposes of the Act, through an agreement. The Act defines these programs and services as Category 3.

The UTRCA provides the following Category 3 service areas to its member municipalities:

- **Stewardship and restoration,**
- **Subwatershed planning and monitoring, and**
- **Community outreach and education.**

These programs are core components of integrated watershed management that the UTRCA has provided for decades. They are funded by a variety of sources: provincial contracts and transfer payments, municipal levy, self-generated funds (user fees, donations, sponsorships, contracts), and municipal agreements.



Service Area: Stewardship and Restoration

Program Description:

- Delivering landowner stewardship services to improve soil health, water quality and quantity, and biodiversity, and offering Clean Water Program grants in partnership with municipalities. A healthy and vital Thames River will also benefit Lake St Clair and Lake Erie.



Oxford County Examples (2022):

Blandford-Blenheim:

- Planted 1,530 seedlings and 35 potted trees on private lands.
- 2 Clean Water Program projects to retire fragile land.

East-Zorra Tavistock:

- Communities for Nature projects included planting 79 trees and 350 wildflowers.
- Planted 60 hardwoods, 138 potted plants, and 900 seedlings on private lands.
- Continued work with the Forest Gene Conservation Association to grow endangered native Butternut trees on UTRCA land near Innerkip.
- Completed 4 Clean Water Program projects to retire fragile land.

Norwich:

- Planted 73 potted trees, 52 hardwoods and 60 seedlings on private lands.

South-West Oxford:

- Planted 209 potted trees, 24 hardwoods and 1,830 seedlings on private lands, and worked on 6 fragile land retirement projects.

Woodstock:

- Communities for Nature projects included 50 students and 80 community members who planted 390 trees, 30 wildflowers and 330 shrubs.
- Planted 500 seedlings and 3 potted trees on private lands.

Zorra:

- Communities for Nature projects planted 79 trees and 350 wildflowers.
- Planted 1,690 seedlings, 347 hardwood trees and 361 potted trees in 2022 on private lands.
- Implemented 12 Clean Water Program projects including 3 for fragile land retirement and 2 wetland enhancement projects.

Service Area: Subwatershed Planning and Monitoring

Program Description:

- Making science-based decisions through natural heritage subwatershed planning, ecological monitoring and reporting, species at risk programs, and water quality database management. First Nations engagement through various initiatives and projects, to further 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.



Oxford County Examples (2022):

- Updating Oxford Natural Heritage Systems Study with recent digital aerial photography.
- Monitored aquatic health by sampling benthic invertebrates at 23 sites and fish communities at 12 sites.

Service Area: Community Outreach and Education

Program Description:

- Empowering communities and youth through outreach and education programs. Community partnerships facilitate watershed "friends of" groups, community science programs, and community events. Curriculum-based environmental education programs reach 20,000 students/year at Fanshawe and Wildwood Conservation Areas, local natural areas, school yards/in class, and virtually.



Service Area: Community Outreach and Education (cont.)

Oxford County Examples (2022):

- Park Pass program in partnership with Oxford County Library provides free access to UTRCA Conservation Areas for patrons who “check out” a pass through the library.
- During the camping season, Community Education staff offered free public events at Pittock Conservation Area.
- Oxford Children’s Water Festival family event in Woodstock attracted more than 500 local residents.
- Celebrating Natural Connections (CNC) events held with a variety of partners at Hodge’s Pond and Burgess Park attracted local residents for free activities and programs. CNC was funded in part by the Government of Canada.
- River Safety (Grade 2) program delivered to 7 classes from Zorra Highlands, AJ Baker, and Thamesford Public Schools (PS).
- Green Leaders program (Grade 7/8) involved 12 classes from Winchester, Algonquin, Laurie Hawkins, Algonquin, and Oliver Stevens PS, who worked with UTRCA staff to identify local environmental issues and implement sustainable solutions.
- Stream of Dreams stormwater education program provided to all students at Roch Carrier French Immersion PS and Central PS.
- STEM program provided to 9 Grade 5 classes, and 8 Grade 3 classes, from Central, Springbank, Eastdale, and Southside PS.
- “POP” Primary Outreach Program (Kindergarten) program delivered to 7 classes at Westfield, Winchester Street, Eastdale, Springfield, Central, Plattsville District, and Annadale PS, who are enjoying multiple visits with education staff over the course of the school year.
- Pollinator gardens were planted at Winchester Street PS and Northdale PS, and 13 classes received the pollinator presentation.
- MS Teams Live Events (virtual) were offered, including Winter for the Animals (K-3), Species at Risk (Grades 7/8), and Habitat Tour (Grades 4-6).
- Hundreds of volunteer participants and dozens of partners participated in naturalization projects at a variety of sites, including:
 - Burgess Park,
 - Hodges Pond (building 2 km trail with bridge, planting native trees and shrubs, creating wetlands),
 - Cedar Creek at the 401 (wetland creation and tree and shrub planting),
 - Beachville Thames trail corridor (planting native trees, shrubs, and pollinator plants).

Cost Apportioning Agreements

The UTRCA is prepared to enter into Cost Apportioning Agreements for Category 3 programs in three service areas:

- **Stewardship and restoration,**
- **Subwatershed planning and monitoring, and**
- **Community outreach and education.**

Cost Apportioning Agreements take effect in the 2024 budget year. O.Reg. 402/22 Budget and Apportionment specifies the process to approve the annual CA budget and municipal apportionment amounts. Cost apportionment is based on the Modified Current Value Assessment (MCVA) (see Schedule B of the Draft Cost Apportioning Agreement).

The legislation requires the agreement to include financial information. The financial information in Schedule B of the Draft Cost Apportioning Agreement is from the 2023 budget (approved February 28, 2023), for the period January 1 - December 31, 2023.

The Agreement meets the requirements of Subsection 21.1.2 of the Conservation Authorities Act. While the requirements set out in the Act are the same for all agreements across the province, local conservation authorities and municipalities have leeway on the programs included in the agreement.

The province retains the right to prescribe standards and requirements for the provision of other programs and services. Should the province enact regulations regarding the provision of services, the regulation would prevail in the event of conflict with the terms and conditions set out in the municipal agreement.

The UTRCA proposes an initial term of five years for the agreement, in order for the next term of council to have the opportunity to renew the agreement. A renewal term of four years is proposed so that each term of council is involved in the renewal process.

If a municipality does not want a service area included in the agreement, the UTRCA Board will need to determine if the service can (1) be provided with higher user fees in that municipality, (2) be provided with a reduced level of service in that municipality, or (3) not be provided at all in that municipality. A fourth option is for other municipalities to subsidize the services provided in that municipality and absorb the increased cost. This option may be to their advantage if there is a benefit to the work being done in another municipality. If multiple municipalities opt out of a service area, the UTRCA may need to examine the viability of the program.

Next Steps

The UTRCA Transition Plan identifies October 2023 as the deadline to enter into the agreements in order to start the 2024 budget process. (<https://thamesriver.on.ca/wp-content/uploads/UTRCA-2022-Transition-Plan.pdf>)

Senior staff are available to attend council meetings to present the draft Cost Apportioning Agreement and answer questions. Please contact Michelle Viglianti, Administrative Assistant, at vigliantim@thamesriver.on.ca or 519-451-2800 x 222.





To: UTRCA Board of Directors
From: Jenna Allain, Manager, Environmental Planning and Regulations
Date: May 15, 2023
Filename: ENVP # 13639
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)*

Section 28 Report

The attached tables are provided to the Board as a summary of staff activity related to the Conservation Authority's *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* (Ontario Regulation 157/06 made pursuant to Section 28 of the Conservation Authorities Act). The summary covers permits issued between April 1, 2023 and April 30, 2023, but also includes a permit issued in February that was missed in our previous Section 28 status reports.

To date, 93 permit numbers have been assigned this year with 59 of those permits issued before April 30th. A further twelve 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 72. Nine permit extensions have been issued in 2023, and 9 notices of violations have been sent, where works have been undertaken within UTRCA regulated areas, without Section 28 approvals.

Recommended by:

Jenna Allain, Manager, 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: April 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
20-23	Woodstock	355 Tecumseh St	Major	Development	Warehouse and associated Parking	10-Feb-2023	10-Feb-2023	10-Mar-2023	21-Feb-2023	YES	Dafoe
50-23	London	103 Paul St	Major	Development	Second Story Addition and Interior Renovations	28-Feb-2023	3-Apr-2023	1-May-2023	3-Apr-2023	YES	Funk
45-23	London	92 Tallwood Circle	Major	Development	Proposed Construction of Single Family Dwelling	4-May-2022	22-Mar-2023	19-Apr-2023	4-Apr-2023	YES	Schnaithmann
46-23	London	96 Tallwood Circle	Major	Development	Proposed Construction of Single Family Dwelling	4-May-2022	22-Mar-2023	19-Apr-2023	4-Apr-2023	YES	Schnaithmann
52-23	St Marys	478 Water St S	Routine	Utility Corridor	Enbridge Gas Servicing	6-Mar-2023	5-Apr-2023	19-Apr-2023	5-Apr-2023	YES	Dryburgh
53-23	Middlesex Centre	Lot 2, Con 9	Routine	Utility Corridor	Enbridge Depth of Cover	23-Mar-2023	3-Apr-2023	17-Apr-2023	5-Apr-2023	YES	Dryburgh
55-23	EZ Tavistock	13th Line (multiple locations)	Major	Utility Corridor	Execulink HDDs for fibre optic	20-Mar-2023	6-Apr-2023	4-May-2023	6-Apr-2023	YES	Dryburgh
58-23	Thames Centre	Dorchester CA	Minor	Development	Bridge Replacement	14-Mar-2023	4-Apr-2023	25-Apr-2023	6-Apr-2023	YES	Ramsey

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Timelines	Staff
51-23	Thames Centre	King Street (Part Lot 15, Concession 3) Thorndale	Major	Development	Proposed Site Grading, Proposed Site (Cut-Fill) Augmentation, Construction of Stormwater Management Pond and Outfall, Construction of Temporary Settling Basins, Installation of Servicing and Roads Associated with Phase II, Stage I (Part 1) of the Sifton Rosewood (LeGrou) Subdivision	22-Feb-2023	27-Mar-2023	24-Apr-2023	12-Apr-2023	YES	Winfield
223-22	London	756 Riverside Dr, Unit 4	Major	Development	Proposed House on Vacant Lot	4-Nov-2023	3-Apr-2023	1-May-2023	13-Apr-2023	YES	Funk
56-23	London	153 Mt Pleasant Ave	Routine	Development	Above-ground pool	6-Mar-2023	5-Apr-2023	19-Apr-2023	18-Apr-2023	YES	Funk
40-23	West Perth	Morello Drain	Minor	Municipal Drain	Realignment	20-Aug-2022	20-Apr-2023	11-May-2023	20-Apr-2023	YES	Dryburgh
71-23	London	1424 Clarke Rd - FCA	Routine	Development	Tents for Water Festival	18-Apr-2023	18-Apr-2023	2-May-2023	20-Apr-2023	YES	Funk
70-23	London	Robins Hill Rd	Minor	Utility Corridor	SCPL Integrity dig	23-Jan-2023	21-Apr-2023	12-May-2023	21-Apr-2023	YES	Dryburgh
11-23	Ingersoll	43 Mckeand St	Minor	Development	Replacement Garage	3-Apr-2023	17-Apr-2023	8-May-2023	24-Apr-2023	YES	Dafoe
72-23	London	Oxford St W (Mud Creek)	Minor	Utility Corridor	Enbridge Directional Drill	27-Mar-2023	20-Apr-2023	11-May-2023	24-Apr-2023	YES	Dryburgh
75-23	London	Enterprise Drive	Routine	Municipal Project	Road Rehabilitation and Sidewalk Construction	12-Apr-2023	14-Apr-2023	28-Apr-2023	24-Apr-2023	YES	Funk
63-23	London	Dingman Drive from Highway 401 to Wellington Road	Minor	Municipal Project	Proposed Widening and Upgrading of Dingman Drive	14-Jun-2022	14-Mar-2023	4-Apr-2023	26-Apr-2023	YES	Schnaithmann

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Timelines	Staff
78-23	London	1980 Gore Road	Major	Development	Proposed Installation of Watermain, Storm and Sanitary Line	26-Apr-2023	26-Apr-2023	24-May-2023	26-Apr-2023	YES	Schnaithmann
47-23	London	1 Adelaide St S	Routine	Municipal Project	Pathway improvements	9-Mar-2023	11-Apr-2023	25-Apr-2023	26-Apr-2023	NO	Funk
28-23	Woodstock	Oxford Rd 12 (Mill St) over Cedar Creek	Routine	Municipal Project	Bridge Repairs/Rehabilitation for Oxford County	25-Jan-2023	26-Apr-2023	10-May-2023	27-Apr-2023	YES	Dryburgh
59-23	London	29 Duke St	Minor	Development	New Detached Accessory Structure	29-Mar-2023	24-Apr-2023	15-May-2023	27-Apr-2023	YES	Funk
74-23	London	6886 James St	Routine	Development	Attached Front Deck	21-Apr-2023	24-Apr-2023	8-May-2023	27-Apr-2023	YES	Funk
76-23	London	7098 Angela Court	Routine	Development	Addition to existing accessory structure	17-Nov-2022	27-Apr-2023	11-May-2023	27-Apr-2023	YES	Funk
184-21	Perth East	4831 Line 46	Major	Development	Proposed Construction of Detached Two-Bay Garage	23-Nov-2021	17-Apr-2023	15-May-2023	27-Apr-2023	YES	Schnaithmann
183-22	Thames Centre	FCA Lot #42	Minor	Development	Proposed Replacement of Existing Septic System and Associated Grading	12-Sep-2022	19-Apr-2023	10-May-2023	28-Apr-2023	YES	Winfield
69-23	London	107 Paul St	Major	Development	Addition and Interior Renovations	18-Apr-2023	26-Apr-2023	24-May-2023	28-Apr-2023	YES	Funk