

March 21, 2025

County of Oxford
21 Reeve Street
PO Box 1614
Woodstock, ON N4S 7Y3

Attention: Lindsey Mansbridge, Clerk

Dear Lindsey Mansbridge:

The Upper Thames River Conservation Authority (UTRCA) hosted its Annual General Meeting on February 25, 2025. As part of this meeting the Board of Directors approved the 2025 Budget and apportionment methods. The budget includes revenue originating from municipal levy as authorized by the *Budget and Apportionment Regulation (O.Reg. 402/22)* under the *Conservation Authorities Act*. This notice and invoice are being provided to the Clerk of each member municipality and stipulate the amounts owing for 2025 along with the basis for apportionment.

Municipal contributions for 2025 have been established in accordance with the apportionment methods for Programs and Services as follows:

General Distribution:

That each participating municipality's share of the 2025 Total General Levy Distribution be calculated using "Modified Current Value Assessment" for payment of Category 1 operating and capital expenses presented in the 2025 Approved Budget.

Benefit-Based Apportionment:

Each participating municipality's share of the 2025 "Benefit-Based Apportionment" method be applied for use with respect to operating and capital costs for Dams and Water Control Structures as identified in the 2025 Approved Budget.

Non-Mandatory / Cost Apportionment:

Category 3 programs and services also apply the "Modified Current Value Assessment" (MVCA) method for apportioning costs in agreements with municipalities. Please update UTRCA's Cost Apportionment Agreement Schedule B to reflect the 2025 amounts as attached.

The UTRCA's Board of Directors approved the budgets for 2025 in two parts:

- 1) A projected operating surplus of \$520,876 from \$27,553,066 in operating expenses, requiring \$8,197,570 of participating member levy, and requiring \$626,156 in cost apportioning agreements among members, and
- 2) A projected capital deficit of \$2,338,219 from \$15,483,600 in capital expenditures, requiring \$6,535,881 of participating member levy.

This letter and attachments have been provided for your reference. As well, a copy of the [2025 Approved Budget](#) is posted on the Governance page of the UTRCA's website, as required by the *Budget and Apportionment Regulation (O.Reg. 402/22)* under the *Conservation Authorities Act*.

Should you have any questions regarding the UTRCA's Approved Budget please contact the undersigned or Christine Saracino at saracinoc@thamesriver.ca.

Yours truly

UPPER THAMES RIVER CONSERVATION AUTHORITY



Tracy Annett
General Manager/ Secretary Treasurer

Attachments:

1. Invoice (levy and agreed cost apportioning)
2. Schedule B to update the UTRCA's Cost Apportioning Agreement
3. Approved 2025 UTRCA Budget

Cc: Benjamin Addley, CAO
Lynn Buchner, Director of Corporate Services
Amy Humphries, Clerk
Danielle Richard, Clerk
Sarah Matheson, Clerk
Meaghan Vader, Clerk/Manager of Corporate Services
Kim Armstrong, Director of Corporate Services/Clerk
Julie Middleton, Clerk
Karen Martin, Director of Corporate and Protective Services