



**Grand River Conservation Authority
Agenda - Annual General Meeting**

Friday, February 25, 2022

9:30 a.m.

GRCA Zoom Virtual Meeting

Link to be distributed via email prior to meeting

Pages

1. Call to Order

2. Certification of Quorum

3. Chair's Remarks

4. Review of Agenda

THAT the agenda for the Annual General Meeting be approved as circulated.

5. Declarations of Pecuniary Interest

6. Minutes of the Previous Meeting

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THAT the minutes of the General Membership Meeting of January 28, 2022 be approved as circulated.

7. Business Arising from Previous Minutes

8. Hearing of Delegations

9. Presentations

a. Conservation Areas - 2021 Year in Review

10. Correspondence

11. 1st and 2nd Reading of By-Laws

To be read at item 16.

12. Reports:

- a. Minutes of the Ad hoc Conservation Authorities Act Committee - February 16, 2022 13
- THAT the Minutes of the Ad-hoc Conservation Authorities Act Committee held on February 16, 2022 be received as information.
- b. GM-02-22-16 - Inventory of Programs and Services - Requirement under Ontario Regulation 687/21 16
- THAT the Inventory of Programs and Services be approved, circulated to all participating Grand River watershed municipalities, posted on the GRCA website, and submitted to the Ministry of Environment, Conservation and Parks in accordance with Ontario Regulation 687/21.
- c. GM-02-22-15 - Conservation Authorities Act Amendments - Phase 2 Regulations 32
- THAT Report Number GM-02-25-15 – Conservation Authorities Act Amendments – Phase 2 Regulations be received as information;
- AND THAT Report Number GM-02-25-15 – Conservation Authorities Act Amendments – Phase 2 Regulations be submitted to the Province through the Environmental Registry.
- d. GM-02-22-17 - Proposed By-law 1-2022 37
- THAT Report Number GM-02-22-17 - Proposed By-law 1-2022 be received as information.
- e. GM-02-22-18 - Draft Subwatershed Planning Guide - Response to Environmental Registry Posting 75
- THAT Report Number GM-02-22-18 Draft Subwatershed Planning Guide – Response to Environmental Registry Posting be received as information.
- AND THAT this report be included in the GRCA comments package and submitted to Ministry of Environment Conservation and Parks through the Environmental Registry.
- f. GM-02-22-20 - Belwood Lake - Snowmobile and ATV use 80
- THAT Report Number GM- 02-22-20 Belwood Lake - Snowmobile parking lot access for OFSC trail and snowmobile and ATV use for ice fishing be received as information.
- g. GM-02-22-11 - Afforestation Services for 2022 83
- THAT the Grand River Conservation Authority award contracts for spring 2022 afforestation services to Tamarack Reforestation Inc. in the amount of \$144,450.00 (excluding HST) for the hand planting of seedlings and hand

planting of tall stock.

AND THAT a total budget of \$166,117.50 (excluding HST) be approved.

- h. GM-02-22-13 - Replacement Brush Chipper Purchase 86
- THAT the Grand River Conservation Authority purchase one 2022 Vermeer model BC1500 – 15” Capacity, Trailer Mounted, Drum Type Brush Chipper from Vermeer Canada in the amount of \$112,100.00 (excluding HST).
- i. GM-02-22-14 - Replacement Trucks Purchase 88
- THAT the Grand River Conservation Authority purchase three 2022 Ford F150 XL SuperCrew 4x4 Hybrid ½ ton pickup trucks for a total amount of \$182,715.00 (excluding HST) and three 2022 Ford F350 XL Supercab 4WD pickup trucks from Parkway Ford Ltd. for a total amount of \$187,656.00 (excluding HST).
- j. GM-02-22-22 - Septic Disposal Service Request for Proposal 2022-OPS-001 90
- THAT the Grand River Conservation Authority retain Egger Enviro Ltd. and Weber Environmental Services for the purpose of pumping and disposal of sewage from septic tanks for a term of three years from April 1, 2022 to March 31, 2025.
- k. GM-02-22-25 - Current Watershed Conditions 92
- THAT Report Number GM-02-22-25 – Current Watershed Conditions as of February 16, 2022 be received as information.
- l. GM-02-22-19 - Water Control Structures Major Maintenance Forecast 2022-2026 100
- THAT Report Number GM-02-22-19 – Water Control Structures Major Maintenance Forecast – 2022-2026 be received as information.
- m. GM-22-02-09 - Cash and Investment Status 114
- THAT Report Number GM-02-22-09 Cash and Investment Status – January 2022 be received as information.
- n. GM-02-22-23 - Financial Summary 116
- THAT the Financial Summary for the period ending January 31, 2022 be approved.
- o. GM-02-22-12 - Weighted Voting - 2022 Budget and General Levy 135
- THAT Report Number GM-02-22-12 - Weighted Voting – 2022 Budget and General Levy be received as information.

Motion at agenda item 14d.

13. Committee of the Whole

14. General Business

a. Report of the Audit Committee

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THAT the Report of the Audit Committee of the Grand River Conservation Authority be received and approved.

1. Motions recommended by Audit Committee

THAT the Terms of Reference for the Audit Committee dated February 26, 2021 be approved and implemented with the approval date of February 25, 2022.

THAT the Master Plans Reserve be increased by \$100,000;

AND THAT the Nature Centre Reserve be increased by \$55,000 to be distributed equally between the App's, Guelph, Laurel, Shade's Mills and Taquanyah reserves.

b. Approval of Financial Statements and Report of the Auditor

192

THAT the Financial Statements of Grand River Conservation Authority as at December 31, 2021 and the Report of the Auditors thereon be received, approved and placed on file;

AND THAT copies be made available to all member municipalities, Grand River Conservation Authority Members and the Ontario Ministers of Natural Resources and Forestry, and the Environments, Conservation and Parks.

c. Appointment of Auditors

THAT KPMG Chartered Professional Accountants be appointed as Auditors for the year ending December 31, 2022 at a fee not to exceed \$39,480.

d. Presentation of Budget Estimates for the Current Year

THAT the 2022 Budget of the Grand River Conservation Authority of \$34,874,365 be approved;

AND THAT the member municipalities be assessed for payment of:

Matching Levy \$449,688

Non-Matching Levy \$11,130,312

Capital Levy \$950,000

TOTAL GENERAL LEVY \$12,530,000;

AND THAT each member municipality's share of the 2022 General Levy be calculated using "Modified Current Value Assessment" as per Ontario Regulation 670/00 Conservation Authority Levies.

e. Provision for Borrowing (Pending Receipt of Municipal Levies)

WHEREAS it may be necessary for Grand River Conservation Authority (hereinafter called the "Authority") to borrow money, on an interim basis, to meet the Authority's financial obligations while awaiting payment of levies by participating municipalities designated as such under The Conservation Authorities Act, RSO 1990 (hereinafter called "Participating Municipalities");

THEREFORE BE IT RESOLVED:

THAT the Authority be authorized to borrow, on an interim basis, a sum or sums not exceeding in the aggregate One Million Dollars (\$1,000,000) from the Authority's bank at the said bank's minimum lending rate established from time to time, until the Authority has received payment of levies from Participating Municipalities;

AND THAT the Chair or Vice-Chair together with the Chief Administrative Officer or Secretary-Treasurer of the Authority be and they are hereby authorized to execute for and on behalf of the Authority, a promissory note or notes for the sum to be borrowed pursuant to this Resolution and to affix thereto the corporate seal of the Authority;

AND THAT the amount borrowed pursuant to this Resolution, together with interest thereon, be a charge upon the whole of the money received or to be received by the Authority by way of levies collected from Participating Municipalities when such moneys are received;

AND THAT the Chair or Vice-Chair or the Chief Administrative Officer or Secretary-Treasurer of the Authority be and is hereby authorized and directed to apply, in payment of the moneys borrowed pursuant to this Resolution together with interest thereon, all of the moneys received by the Authority by way of levies collected from Participating Municipalities.

15. Appointments to Committees

a. Appointment of Audit Committee

The Chair will call upon volunteers to sit on the Audit Committee from February 25, 2022 until the next Annual General Meeting. Motion is required to appoint members.

THAT the following Members be appointed to the Audit Committee until the

next Annual General Meeting:

b. Appointment of Special Recognition Committee

The Chair will call upon volunteers to sit on the Special Recognition Committee from February 25, 2022 until the next Annual General Meeting. Motion is required to appoint members.

THAT the following Members be appointed to the Audit Committee until the next Annual General Meeting:

c. Appointment of Conservation Ontario Council Representatives

THAT the Chair and the Chief Administrative Officer be appointed as Members of Conservation Ontario Council;

AND THAT the Deputy Chief Administrative Officer and Secretary Treasurer be appointed as an Alternate Member of Conservation Ontario Council.

16. 3rd Reading of By-Laws

THAT By-law 1-2022 be read a first, second and third time and adopted by the General Membership, to take effect on February 25, 2022;

AND THAT By-law 1-2021 be repealed on February 25, 2022;

AND THAT a copy of By-law 1-2022 be forwarded to the Ministry of the Environment, Conservation and Parks and posted publicly on the Grand River Conservation Authority's website.

17. Other Business

18. Closed Meeting

THAT the General Membership enter a closed meeting in accordance with the *Municipal Act section 239(2)* for the following purpose(s): security of property and advice that is subject to solicitor-client privilege.

- a. Minutes of the previous closed session

19. Next Meetings

- General Membership - Friday, March 25, 2022 at 9:30 a.m.

20. Adjourn



Grand River Conservation Authority Minutes - General Membership Meeting

Date: January 28, 2022
Time: 9:30 am
Location: GRCA Zoom Virtual Meeting
Link to be distributed via email prior to meeting

Members Present Marcus Adili, Les Armstrong, Bruce Banbury, Robert Bell, Richard Carpenter, John Challinor II, Brian Coleman, Bernie Corbett, Cathy Downer, Jim Erb, Susan Foxton, Guy Gardhouse, Joan Gatward, Helen Jowett, Daniel Lawrence, Ian MacRae, Kathryn McGarry, Jane Mitchell, Joe Nowak, Jerry Smith, Warren Stauch, Bruce Whale, Chris White

Regrets Kevin Davis, Michael Harris, Geoff Lorentz
Staff Samantha Lawson, Karen Armstrong, Dwight Boyd, Beth Brown, Krista Bunn, Nancy Davy, Brandon Heyer, Sonja Radoja, Lisa Stocco, Pam Walther-Mabee, Eowyn Spencer, Vahid Taleban, Scott Robertson

Others Mario Coniglio, Jim Baker, Tony Jackson, Wendy Wright-Cascaden, Jenalle Vanhie, Sarah Clayton

1. Call to Order

The Meeting was called to order by the Chair at 9:30 a.m.

2. Certification of Quorum

The Secretary-Treasurer certified more than half of the Members present. A total of 23 Members attended the meeting.

3. Chair's Remarks

The Chair welcomed the Members and made the following remarks:

- In mid-November, the province of British Columbia experienced extreme flood events, as most are likely aware. The Chair thanked the GRCA for offering assistance, and in particular to staff who offered to travel to the province during the holiday season to help monitor the situation and help manage flooding and emergency response.

- Following Board direction, S.Lawson has now met with most of our participating municipalities to initiate discussions on the updated regulations under the CA Act. Initial conversations with senior municipal staff have gone well, and Samantha will continue meetings as required throughout the implementation process.
- Notification of the 2022 Budget process has been sent to participating municipalities and included the draft 2022 budget package included later in this agenda. S.Lawson and S.Radoja presented the draft budget to the City of Hamilton on January 18, and these presentations will continue as requested by municipalities.
- On January 26, the Province released a consultation guide for the Phase 2 regulatory and policy proposal, which focuses on regulations related to municipal levies, budget processes, transparency, and charging of service fees. The guidelines document has been distributed to the Board, and the Environmental Registry Posting will remain open for comment for 30 days. Staff will be thoroughly reviewing the guidelines and preparing a full report for the Board for the February meeting, prior to submitting comments to the Province.

J.Mitchell and K.McGarry joined the meeting at 9:32 a.m.

4. Review of Agenda

B. Whale joined the meeting at 9:33 a.m.

22-01

Moved By Marcus Adili

Seconded By Brian Coleman

THAT the agenda for the General Membership Meeting be approved as circulated.

Carried

5. Declarations of Pecuniary Interest

There were no declarations of pecuniary interests made in relation to the matters to be dealt with.

6. Minutes of the Previous Meeting

22-02

Moved By Cathy Downer

Seconded By Bernie Corbett

THAT the minutes of the General Membership Meeting of December 17, 2021 be approved as circulated.

Carried

7. Business Arising from Previous Minutes

There was no business arising from the minutes of the previous meeting.

8. Hearing of Delegations

8.1 Pheasant Hunt Program at Conestogo Lake Conservation Area

- The Board was joined by a delegation to hear information regarding the pheasant hunt program at Conestogo Lake Conservation Area.
- Mario Coniglio began the presentation with a historical overview of the program, providing background on bird hunting in Ontario, their estimated cost of delivering the program and estimated revenues. Mr. Coniglio introduced Jim Baker and Tony Jackson, representing the Ontario Grand River Chapter of the North American Versatile Hunting Dog Association, and the Ontario Federation of Anglers and Hunters, respectively.
- Jim Baker highlighted that the decline of the pheasant and small game population over time and an increased demand for small game hunting led to the establishment of the program at Conestogo Lake. Mr. Baker noted that a requirement of the program was that hunters at Conestogo Lake obtain membership with the Ontario Federation of Anglers and Hunters, and obtain adequate insurance coverage.
- Mr. Coniglio continued the presentation, sharing the delegation's concerns related to the cancellation of the program. Concerns included a perceived lack of transparent decision-making process, lack of public consultation, and critical examination of the program. It was noted that the Conservation Authorities Act has caused a shift in program delivery, and that the delegation sees the hunting program as a strategic priority of the GRCA.
- Tony Baker completed the presentation providing background information on the Hunting Liaison Committee that existed several years ago and was comprised of hunters, anglers, GRCA staff, a Ministry appointee and three outside stakeholders. The purpose of the Committee was to address stakeholder concerns, and to act as liaisons of the hunting community to the Conservation Authority.
- The delegation requested that the Board direct staff to engage with stakeholders and consider reinstating the Hunting Liaison Committee, and provide a report on the details of the program and the reasoning for its cancellation.
- Board Members thanked the delegation and inquired about insurance coverage, reasons for cancellation, and location of members. B. Corbett expressed support for the program, and suggested that the group consider outside organizations that may be interested in partnering on a pheasant release program.
- Chair White noted that staff have been working on a hunting program review, and this will be included in that review, which will be shared with the Board in March or April. Board Members agreed that they will wait for the staff report before further considering the delegation's request.

9. Presentations

There were no Presentations.

10. Correspondence

10.1 The Honourable Greg Rickford, Minister of Northern Development, Mines, Natural Resources and Forestry Re: Flooding in British Columbia

10.2 O:se Kenhionhata:tie Land Back Camp Re: GRCA Relations

- B.Corbett inquired why the GRCA Board does not have a representative from Six Nations or the Mississaugas of the Credit First Nation.
- S.Lawson and K.Armstrong noted that these First Nations territories are not identified as participating municipalities, but that the GRCA does work with these First Nations communities on programs and projects of shared interest.
- S.Lawson thanked the Land Back Camp for their communication as they have identified opportunities for improved communications with Indigenous groups, and a key priority in the updated strategic plan will be strengthening relationships with Indigenous communities.

22-03

Moved By John Challinor II

Seconded By Warren Stauch

THAT Correspondence from the Honourable Greg Rickford regarding conservation authority assistance in relation to flooding in British Columbia, and from O:se Kenhionhata:tie Land Back Camp regarding the relationship between the Grand River Conservation Authority and the Land Back Camp, be received as information.

Carried

11. 1st and 2nd Reading of By-Laws

None.

12. Reports:

12.1 Minutes of the Ad-Hoc Conservation Authorities Act Committee - January 14, 2022

- There were no questions or concerns related to this agenda item.

22-04

Moved By Jerry Smith

Seconded By Joan Gatward

THAT the Minutes of the Ad-hoc Conservation Authorities Act Committee held on January 14, 2022 be received as information.

Carried

12.2 GM-01-22-04 - Draft Inventory of Programs and Services - Requirement under Ontario Regulation 687/21

- S.Lawson provided a detailed presentation on the first draft of the inventory of programs and services document, and the process by which it was developed.
- The draft outlines a breakdown of GRCA programs and services, a categorization for each as defined by the Province, as well as justification for

each of the program categorizations. The Ad Hoc Committee of the Board has also reviewed the inventory, and their feedback has been incorporated into this draft.

- It was noted that it is likely that the funding breakdown and percentages will evolve and program areas may shift as a result of phase two regulatory updates, and as MOUs are generated with municipalities. Changes to the inventory will be reported to the Province as part of a required periodic reporting structure outlined in the legislation.
- The next steps of this phase of implementing the regulatory changes will be distributing the draft Inventory to participating municipalities, incorporating feedback received from the Board, and preparing the final Inventory for approval at the Annual General Meeting in February, prior to submitting it to the Province and posting on the website.
- Board members thanked S.Lawson for the presentation, and discussed the overview. Discussion points included the justification for the categorization of programs, regulatory requirements and timelines, actual costing and averages for program expenditures, the overall impact to the municipal levy, and details of municipal engagement with respect to program cost sharing agreements.
- The Board and Chair thanked staff for their work in pulling the Inventory together with great detail and supporting information.

J.Nowak left the meeting at 10:29 a.m.

22-05

Moved By Richard Carpenter

Seconded By Bruce Banbury

THAT the Grand River Conservation Authority Draft Inventory of Programs and Services be approved;

AND THAT the Draft Inventory of Program and Services be circulated to all participating municipalities;

AND THAT the Inventory of Programs and Services be presented to the General Membership for approval at the February meeting.

Carried

12.3 GM-01-22-05 - 2019-2021 Strategic Plan Update

- S.Lawson provided the Board with an update on key actions taken since the current strategic plan was developed. Despite challenges that arose from the pandemic, and with the regulatory changes under the CA Act, staff have implemented and completed a number of key actions on priorities identified through the last strategic plan update which have been highlighted in the accompanying report.
- S.Lawson advised that as staff focus on implementing regulatory changes and complying with legislative requirements and in light of pandemic related

implications, as well as an upcoming municipal election, staff are recommending a minor update to the current strategic plan with a more fulsome review to be planned at a later date.

- Two significant strategic objectives have been identified and will be incorporated into this update: governance and implementation of the new regulations, and developing stronger relationships with Indigenous communities in a meaningful way.
- The proposed plan is to bring an additional report to the Board for discussion and feedback in March, and proceed with finalizing a two-year strategic plan at that time.
- Board members inquired about ongoing programs such as wastewater optimization, climate adaptation, and invasive species monitoring, and how these items may be considered or addressed in a long-term plan.
- S.Lawson responded to questions, noting that a number of our programs could support municipal initiatives for climate adaptation and that GRCA staff participate on several climate change committees in the watershed, as requested.

22-06

Moved By Kathryn McGarry

Seconded By John Challinor II

THAT Report Number GM-01-22-05 – 2019-2021 Strategic Plan Update be received as information.

Carried

12.4 GM-01-22-06 - Budget 2022 Draft #2

- There were no questions or concerns related to this agenda item.

22-07

Moved By Bernie Corbett

Seconded By Ian MacRae

THAT Report Number 01-22-06 - Budget 2022 - Draft #2 be received as information;

AND THAT an amount equal to any undesignated surplus realized from the 2021 year-end operating results be transferred to the Transition reserve at the end of 2021.

Carried

12.5 GM-01-22-01 - Cash and Investment Status

- There were no questions or concerns related to this agenda item.

22-08

Moved By John Challinor II

Seconded By Cathy Downer

THAT Report Number GM-01-22-01 Cash and Investment Status – December 2021 be received as information.

Carried

12.6 GM-01-22-03 - Refuse Collection and Recycling RFP

- There were no questions or concerns related to this agenda item.

22-09

Moved By Ian MacRae

Seconded By Marcus Adili

THAT the Grand River Conservation Authority retain Wasteco to provide waste collection and recycling bin services for Conservation Areas, Head Office and Nature Centres for a term of three years and an option to extend the contract for up to two additional one-year terms.

Carried

12.7 GM-01-22-02 - Development, Interference with Wetlands and Alterations to Shorelines Regulation

- There were no questions or concerns related to this agenda item.

22-10

Moved By Kathryn McGarry

Seconded By Jerry Smith

THAT Report Number GM-01-22-02 – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation be received as information.

Carried

12.8 GM-01-22-08 - Speed River Hydraulic Model Development Contract Award - Stantec Consulting

- There were no questions or concerns related to this agenda item.

22-11

Moved By Susan Foxton

Seconded By Bob Bell

THAT the Grand River Conservation Authority accept the bid from Stantec Consulting Ltd. to carry out the Speed River Hydraulic Model Development at a cost of \$123,439 (excluding HST);

AND THAT a contingency of 10% be included in the overall project budget for a total project budget of \$135,769 (excluding HST).

Carried

12.9 GM-01-22-07 - Current Watershed Conditions

- D.Boyd noted that ice is beginning to form in the Grand River in some areas, and staff will be closely monitoring the Brantford reach. Messaging will be distributed if and as needed, and the floodplain in the area is in good condition to take on some overflow.
- Over the next week there may be short bursts of warmer temperatures. Significant flooding is not expected, but conditions are monitored closely at this time of year.
- B.Corbett inquired about the ice-breaker at Port Maitland, and D.Boyd responded that staff work with Haldimand County if a need for ice break-up is foreseen, and a request is sent by the municipality through appropriate government channels to the Coast Guard. The process is well-established and there is a strong working-relationship between all relevant parties.

22-12

Moved By Richard Carpenter

Seconded By Kathryn McGarry

THAT Report Number GM-01-22-07 – Current Watershed Conditions as of January 19, 2022 be received as information.

Carried

13. Committee of the Whole

Not required.

14. General Business

There was no General Business.

15. 3rd Reading of By-Laws

None.

16. Other Business

17. Closed Meeting

22-13

Moved By Marcus Adili

Seconded By Warren Stauch

THAT the General Membership enter a closed meeting in accordance with the *Municipal Act section 239(2)* for the following purpose(s): a proposed or pending acquisition or disposition, security of property and advice that is subject to solicitor-client privilege.

Carried

The General Membership convened in closed session and the live meeting stream was paused.

22-14

Moved By Richard Carpenter

Seconded By Dan Lawrence

THAT the General Membership return to open session.

Carried

The General Membership reconvened in open session and the live meeting stream was paused.

17.1 Minutes of the previous closed session

22-15

Moved By Marcus Adili

Seconded By John Challinor II

THAT the minutes of the previous closed session be received approved as circulated.

Carried

17.2 GM-01-22-C01 – Property Disposition - County of Brant

22-16

Moved By Richard Carpenter

Seconded By Susan Foxtan

IN ORDER TO FURTHER THE OBJECTS of the Grand River Conservation Authority by assisting a member municipality in providing municipal services;

THAT the property described as 32050-0322 Part of Lot 28, Concession 1 South Dumfries, lying Northeast of Part 1, 2R5226, Save and Except Part 5 Plan 1265; Paris, County of Brant, comprised of 1.776 acres (0.718 Hectares), be transferred to Brant County at the nominal consideration of \$2.00;

AND THAT the property described as 32050-0267 Part of Lot 29, Concession 1, South Dumfries, Part of Part 3, 2R4954, Lying Southwest of Part 1, 2R5226; Paris, comprised of 1.221 acres (0.494 Hectares), be transferred to Brant County at the nominal consideration of \$2.00; and

THAT the property described as 32221-0394 Part of the Curtis Grant in the Augustus Jones Tract, Part 4, 2R5237; County of Brant amended 2001/10/19 Land Register 1, comprised of 1.534 acres (0.621 Hectares), be transferred to Brant County at the nominal consideration of \$2.00;

AND THAT the property described as 32221-0407 Consolidation of Various Properties Part of Curtis Grant in the Augustus Jones Tract Paris Designated as Part 3 on 2R5237; County of Brant amended 2001/11/05 Land Register 1, comprised of 1.051 acres (0.425 Hectares), be transferred to Brant County at the nominal consideration of \$2.00.

Carried

18. Election of Officers

- C.White welcomed Wendy Wright-Cascaden; Chair of the Lake Erie Region Source Protection Committee, and Sarah Clayton and Jenalle Vanhie from KPMG to the meeting, and vacated the position of Chair.
- W.Wright-Cascaden declared the positions of Chair and Vice-Chair vacant and stated the election procedures as outlined in GRCA By-law 1-2021.

- W.Wright-Cascaden assumed the role of Acting-Chair for the purpose of overseeing the Election of Officers.

18.1 Appointment of Scrutineers - Motion Required

22-17

Moved By Ian MacRae

Seconded By Bruce Banbury

THAT the Grand River Conservation Authority appoint Jenalle Vanhie and Sarah Clayton as scrutineers for the purpose of electing officers of the General Membership.

Carried

18.2 Election of Chair

18.2.1 Call for Nominations

- S.Foxton nominated C.White for the position of Chair on the first call for nominations. C.White accepted the nomination
- No further nominations were presented during the second and third calls

18.2.2 Motion to close nominations for Chair

22-18

Moved By Bernie Corbett

Seconded By John Challinor II

THAT nominations for the position of Chair of the Grand River Conservation Authority General Membership be closed.

Carried

18.2.3 Virtual Voting Submissions & Collection by Scrutineers

Not required.

18.2.4 Announce Election Results

- C.White was acclaimed as Chair of the Grand River Conservation Authority for a one year term to commence January 28, 2022 until the next Election of Officers.
- C.White thanked Members of the Board for their confidence, noting that it is an honour to be acclaimed to the position of Chair for a second term.

18.2.5 Motion to Destroy Virtual Voting Submissions

Not required.

18.3 Election of Vice-Chair

18.3.1 Call for Nominations

- R.Carpenter nominated S.Foxton for the position of Vice-Chair on the first call for nominations.
- No further calls for nominations were presented.

18.3.2 Motion to close nominations for Vice-Chair

No motion.

18.3.3 Virtual Voting Submissions & Collection by Scrutineers

Not required.

18.3.4 Announce Election Results

- S.Foxton was acclaimed as Vice-Chair of the Grand River Conservation Authority for a one-year term to commence January 28, 2022 until the next Election of Officers.
- S.Foxton thanked the Board and looks forward to continuing to support the Chair, Board and staff in the upcoming year.

18.3.5 Motion to Destroy Virtual Voting Submissions

Not required.

C.White resumed the Chair and congratulated S.Foxton on continuing in the role as Vice-Chair. The Chair thanked Ms. Wright-Cascaden and the Scrutineers for attending to oversee the election before they exited the meeting.

19. Next Meetings

- Ad-hoc Conservation Authorities Act Committee - Wednesday, February 16, 2022 at 9:00 a.m.
- Audit Committee - Wednesday, February 16, 2022 at 9:30 a.m.
- Annual General Meeting of the General Membership - Friday, February 25, at 9:30 a.m.

W.Stauch shared information related to the anniversary of the Heritage River designation coming up in 2024, and noted that it may be an event worth recognizing. W. Stauch also discussed Heritage Day, which was an annual daylong event held in a variety of municipalities over the years. For various reasons, an event has not been held since 2018. He suggested a 2022 event could be held in Cambridge with a theme of Hockey, noting the Galt Arena Gardens and the number of famous hockey players and teams from across the watershed.

B.Whale shared that an informative article was recently published in an agricultural publication, which discussed a watershed group wishing to increase the amount of protected land within the watershed. The article can be provided to staff following the meeting.

20. Adjourn

22-20

Moved By Marcus Adili

Seconded By Susan Foxton

THAT the meeting of the General Membership be adjourned.

Carried

The meeting was adjourned at 11:25 a.m.

Chair

Secretary-Treasurer



Grand River Conservation Authority Agenda – CA Act Regulations Committee

Date: February 16, 2022
Time: 9:00 a.m.
Location: GRCA Zoom Virtual Meeting
Link to be distributed via email prior to meeting
Members Present John Challinor II, Susan Foxtan, Michael Harris, Helen Jowett, Chris White
Staff Samantha Lawson, Karen Armstrong, Joe Farwell, Sonja Radoja, Eowyn Spencer

1. Call to Order

The meeting was called to order by the Chair at 9:01 a.m.

2. Certification of Quorum

Quorum was confirmed with all Members present.

3. Chair's Remarks

None.

4. Review of Agenda

Samantha noted an addition to the agenda regarding the Ministry appointment of an agriculture sector representative on Conservation Authority Boards.

Moved by: Susan Foxtan

Seconded by: John Challinor

THAT the agenda for the Conservation Authorities Act Regulations Committee Meeting be approved as amended.

Carried.

5. Declarations of Pecuniary Interest

6. Minutes of the Previous Meeting

Moved by: Susan Foxtan

Seconded by: John Challinor

THAT the minutes of the previous Conservation Authorities Act Regulations Committee Meeting held on January 14, 2022 be approved as circulated.

Carried.

9. Discussion Items:

9.1. Inventory of Programs and Services

- S.Lawson advised that the Inventory of Programs and Services as provided for review on this agenda will be presented to the Board for approval at the Annual General Meeting on February 25, 2022.
- The accompanying staff report provides additional information related to justifications for determining where programs and services would be categorized, and highlights changes made from the previous draft.
- The updated Chart B now reflects the requirement to include a five year historical costing average column. Samantha noted that through review and consideration, it has been determined that using the figures provided in the first draft of the 2022 budget is preferable to using a five-year average. This is acceptable under the legislation, and is justified due to anomalies in recent years, which include fluctuation in program costs, growth in the watershed, pandemic-related budget impacts to specific program areas, and changes in provincial funding allocations. It was determined that these anomalies provide justification that the estimated 2022 first draft budget figures are a more accurate estimate of actual program costs.

Moved by: John Challinor

Seconded by: Susan Foxtan

THAT the Ad-Hoc Conservation Authorities Act Regulations Committee recommends to the General Membership:

THAT the Inventory of Programs and Services be approved, circulated to all participating Grand River watershed municipalities, posted on the GRCA website, and submitted to the Ministry of Environment, Conservation and Parks in accordance with Ontario Regulation 687/21.

Carried.

H.Jowett joined the meeting at 9:10 a.m. but was disconnected shortly thereafter.

9.2. Update on Chair and Vice-Chair term limits and rotation requirements

- K.Armstrong advised the Committee that a request for clarification has been submitted to MECP with respect to the term limits and rotation requirements and the Ministry's recent denial of the GRCA's exemption request. The Board will be kept apprised of details as they are received.

M.Harris joined the meeting at 9:15 a.m.

9.3. Ministry Appointment of Agricultural Representative

- Samantha shared with the Committee that the Ministry (MECP) has recently chosen to implement their legislated ability to appoint to Conservation Authority Boards a representative of the Agricultural sector.
- The position is currently posted on the Ministry's website and is open to members of the agricultural community, but excludes any person who is already municipally appointed to a Conservation Authority Board.

- K.Armstrong will attend a webinar hosted by MECP and will seek clarification on a number of administrative items related to the Appointment. The provincial posting does provide details regarding remuneration and voting rights, however further information related to Board status, indemnification, subcommittee appointments, eligibility to be appointed as Chair and/or Vice-Chair, and attendance reporting will be requested from the Ministry.
- This change will be reflected in a by-law update that will be presented at this month's meeting.
- J.Challinor raised a concern related to governance and the number of representatives on Boards for the purpose of voting, which may present challenges for some CAs.
- The Committee discussed the Appointment, noting clarification will be beneficial, and suggested that previous Board members who meet the criteria be made aware of the posting.
- Following discussion, staff were directed to draft a letter to the Ministry to show support for the Appointment and address noted concerns that they may consider in future iterations of legislation or provincial appointments.

10. Other Business

None.

11. Next Meeting

At the Call of the Chair.

12. Adjourn

Moved by: Michael Harris

Seconded by: John Challinor

THAT the Ad-Hoc Conservation Authorities Act Regulations Committee be adjourned.

Carried.

The meeting was adjourned at 9:28 a.m.

Grand River Conservation Authority

Report number: GM-02-22-16

Date: February 25, 2022

To: General Membership of the Grand River Conservation Authority

Subject: Inventory of Programs and Services – Requirement under Ontario Regulation 687/21

Recommendation:

THAT the Inventory of Programs and Services be approved, circulated to all participating Grand River watershed municipalities, posted on the GRCA website, and submitted to the Ministry of Environment, Conservation and Parks in accordance with Ontario Regulation 687/21.

Summary:

Not applicable.

Report:

As a requirement under *Ontario Regulation 687/21*, the Grand River Conservation Authority (GRCA) has developed an Inventory of Programs and Services based on the three categories identified in the Regulation. These categories include: (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

On January 28, 2022, the draft Inventory of Programs and Services was presented to the Board and circulated to all participating municipalities. No comments or concerns were received on the draft Inventory.

An update to Chart B: Inventory of Programs and Services - Costs and Funding Sources has been incorporated into the attached charts. The updated Chart B added a column to include the average annual cost for each of the programs and services based on the average actual cost for the past five years (2017 to 2021) which is a requirement of the Regulation. However, the Regulation also allows for another value to be used for the estimates of annual costs if those values better reflect the current and/or anticipated cost of the program or service provided it is explained.

The draft 2022 budget is considered to provide a more accurate estimate of the cost to administer the programs and services compared to the five year annual average. Accordingly, the percentage revenue distribution figures provided on Chart B represent the estimated revenue distribution for the draft 2022 budget and are subject to change as costs for the inventory change.

During the last five years, there have been several factors that have caused significant fluctuations in GRCA's revenues and expenses. Examples include: the impacts of the COVID 19 pandemic, fluctuations in special projects that the GRCA has undertaken supported by external funding, timing of capital projects, reduction of provincial funding, increased costs for supplies/equipment due to shortages, staff restructuring and rising inflation rates. Coupled with this, there has been a high level of growth and development within the watershed and corresponding increased demand for GRCA programs and services. The costs presented in the Inventory include costs based on the draft #1 2022 budget.

Once the Inventory of Programs and Services is approved, it will be circulated to all participating municipalities and the Ministry of Environment, Conservation and Parks prior to the legislative deadline of February 28, 2022. The Inventory will also be posted on the Grand River Conservation Authority's website for public access.

Financial Implications:

Not applicable.

Other Department Considerations:

Not applicable.

Submitted by:

Samantha Lawson
Chief Administrative Officer

CHART A

Programs & Services Inventory Listing - Category, Description, Rationale for Category

GRAND RIVER CONSERVATION AUTHORITY

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
1	Flood Forecasting & Warning (FFW)	1	<p><u>21.1 (1) para 1. (i)</u> P&S related to risk of natural hazards</p> <p><u>21.1 (1) para 1. (iv)</u> Services provided related to duties and functions under the Act.</p> <p><u>21.1 (1) para 2.</u> Other P&S not included in para 1.</p>	<ul style="list-style-type: none"> • Maintain computerized (Flood Forecasting and Warning) FFW system. • Operate 24 hour on call/duty officer system to respond to flooding events. • Maintain Communications and Emergency Response systems. • Collect and maintain data from dams, streamflow gauges, rainfall gauges, and snow courses. • Issue flood warnings • Operate reservoirs to reduce flooding. 	<p>Section 2 Flood forecasting and warning</p> <p>Section 12 (1)2, 12(1)3, 12(1)4</p>
2	Water Control Structures-Flood Control, Small Dams & Ice Management	1	<p><u>21.1 (1) para 1. (i)</u> P&S related to risk of natural hazards - <i>Flood Control Structures & Ice Management</i></p> <p><u>21.1 (1) para 1. (ii)</u> P&S related to management of lands owned by Authority- <i>Small Dams</i></p>	<p><u>Flood Control Structures</u> Operate and maintain 7 major flood control structures, 5 major dike systems.</p> <ul style="list-style-type: none"> • Perform dam safety reviews, inspections, monitoring, and capital maintenance and upgrade projects. • Develop and implement public safety plans for structures. <p><u>Small Dams</u></p> <ul style="list-style-type: none"> • Operate and maintain 22 small dams and surrounding lands. <p><u>Ice Management</u></p>	<p>Section 1 (1) (3) Risk of flooding hazard</p> <p>Section 5 (1) (1) Water control infrastructure</p> <p>Section 5 (1) (2) Erosion control infrastructure</p> <p>Section 9 (2) (i), (ii), (iv) Conservation lands-required component</p>

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
				<ul style="list-style-type: none"> Perform Ice Management Activities and respond to flooding from ice jams by issuing flood warnings and providing support to municipal emergency management personal NEW-Develop and Implement Operational Plan Natural Hazard Infrastructure by Dec 31, 2024 NEW-Develop Asset Management Plan Natural Hazard Infrastructure by Dec 31, 2024 NEW - Develop Ice Management Plan by December 31, 2024 	Section 4 - Ice management
3	Floodplain Mapping	1	21.1 (1) para 1. (i) P&S related to risk of natural hazards	<ul style="list-style-type: none"> Update and maintain flood line mapping. Develop natural hazards mapping. 	Section 1 (3) (1) (i) Collect information and map areas of natural hazards.
4	Resource Planning- Plan Input and Review, Permitting and Solicitor Enquiries	1	21.1 (1) para 1. (i) P&S related to risk of natural hazards	<ul style="list-style-type: none"> Process permits related to development, alteration or other activities in regulated areas. Review official plans, secondary and community plans, zoning bylaws, development applications and other proposals (i.e. environmental assessments) Enforce applicable regulations. Develop and maintain policies and guidelines to manage natural hazards. Provide advisory services to the province and municipalities. 	Section 6 - comment on applications, proposals Section 7 - plan review, comments Section 8 - administering and enforcing the act
5	Resource Planning- Natural Heritage Management	2	21.1.1 P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> Provide services related to natural heritage for planning and other applications or projects. 	Not applicable. See CHART C for information required to be provided under

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
				<ul style="list-style-type: none"> • Provide services/assistance to identify, enhance, restore, rehabilitate, and protect natural heritage ecosystems in the watershed. • Develop and maintain policies and guidelines to assist in management of natural heritage resources. 	Regulation Section 6 Subsection (5).
6	Watershed Resources-Planning	1	<p><u>21.1 (1) para 1. (i)</u> P&S related to risk of natural hazards</p> <p><u>21.1 (1) para 1. (iii)</u> P&S related to duties as a source protection authority under the Clean Water Act.</p> <p><u>21.1 (1) para 1. (2)</u> Other P&S prescribed by regulations.</p>	<ul style="list-style-type: none"> • Operate monitoring stations. • Complete field sampling in support of the Provincial Water Quality Network. • Maintain provincial ground monitoring network (PGWN). • Maintain water budget to support sustainable water use in the watershed. • Operate a drought response program. • Analyze and report on water quality conditions in the Grand River. Provide technical advice to municipal wastewater master plans, assimilative capacity studies and municipal wastewater optimization. • Provide advice on water use permits to province. • Report on emerging climate change impacts. • <i>NEW - Prepare Watershed-based Resource Management Strategy by Dec 31, 2024</i> 	<p>Section 3 - Drought or low water response.</p> <p>Section 5 (2) (1) - Develop Operational Plan</p> <p>Section 5 (2) (2) - Develop Asset Management Plan</p> <p>Section 5 (4)</p> <p>Update operational or asset management plans</p> <p>Section 12 (1) 1. - Groundwater Monitoring</p> <p>Section 12 (1) 2. - Stream Monitoring</p> <p>Section 12 (1) 3. - Watershed-based Management Strategy</p> <p>Section 13 - Source Protection Authority under Clean Water Act</p>
7	Watershed Resources-Subwatershed Planning	2	<u>21.1.1</u> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> • Partner with municipalities to provide natural heritage input and review for subwatershed and other plans for streams and tributaries, which provide background on surface water, ground water, natural heritage ecosystems and 	Not applicable. See CHART C for information required to be provided under Regulation Section 6 Subsection (5).

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
				recommend sustainable solutions to urban growth.	
8	Source Protection Planning	1	<u>21.1 (1) para 1. (iii)</u> P&S related to duties as a source protection authority under the Clean Water Act.	<ul style="list-style-type: none"> Deliver the provincial source protection planning program under the Clean Water Act 2006 for the Lake Erie Source Protection Region made up of four watersheds. 	Section 13 - Source Protection Authority under Clean Water Act
9	Conservation Services- Rural Water Quality Program (RWQP)	2	<u>21.1.1</u> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> Coordinate the grant program delivered to private landowners to encourage adoption of agricultural and rural landowner best management practices and projects to improve and protect water quality, soil health and related initiatives (i.e. restore natural areas and private land tree planting). Deliver special program initiatives that study and/or provide awareness and education related to improving and protecting water quality and related initiatives. 	Not applicable. See CHART C for information required to be provided under Regulation Section 6 Subsection (5).
10	Conservation Services - Community Events (<i>Outreach</i>)	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> Co-ordinate community events e.g. children's water festivals Agricultural and landowner workshops to promote landowner environmental stewardship action. Co-ordinate GRCA volunteer activities to enable public participation in GRCA environmental activities. 	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
11	Conservation Lands Management- Operating and Capital Maintenance	1	<u>21.1 (1) para 1. (ii)</u> P&S related to conservation and	<ul style="list-style-type: none"> Maintain passive conservation areas. Maintain property integrity (i.e. encroachments) and security (unauthorized use) Develop and maintain trail network. 	Section 9 (1) (1) prepare a conservation area strategy by Dec 31, 2024.

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
	costs related to authority owned lands including Trail Management, Land acquisitions and disposal, property taxes		management of lands owned by Authority.	<ul style="list-style-type: none"> • Manage wetlands and floodplain lands. • Capital and operational support services provided to maintain the built infrastructure on GRCA lands. • Create and maintain Asset Management Plan for built infrastructure on GRCA lands. • Dispose of lands declared surplus and plan for disposition of other surplus lands. • Acquire environmentally significant conservation lands (<i>greenspace management</i>). • NEW- Prepare a conservation area strategy • NEW - Prepare a land inventory by Dec 31, 2024 	<p>Section 9 (1) (2) Conservation lands-required component-objectives</p> <p>Section 9 (1) (3) prepare land inventory by Dec 31, 2024</p>
12	Conservation Lands Management- Hazard Tree Management, Forestry Management- Operations	1	<p><u>21.1 (1) para 1. (i)</u> P&S related to risk of natural hazards</p> <p><u>21.1 (1) para 1. (ii)</u> P&S related to conservation and management of lands owned by Authority.</p>	<ul style="list-style-type: none"> • Operate hazard tree management program on GRCA lands • Deliver forest management, tree planting, woodlot thinning, selective harvesting, and naturalization projects on GRCA lands • Maintain the Managed Forest Tax Incentive Program. • Invasive Species Management. 	<p>Section 1 (1) (4) Risk of hazardous lands</p> <p>Section 9 (1) (2) Conservation lands-required components</p>
13	Conservation Lands- Natural Heritage Management	1	<u>21.1 (1) para 1. (ii)</u> P&S related to conservation and management of lands owned by Authority.	<ul style="list-style-type: none"> • Provide planning services/assistance to enhance, restore, rehabilitate, and protect aquatic and terrestrial ecosystems on GRCA owned lands. 	Section 9 (2) (iv) Conservation lands-required components

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
14	Private Land Tree Planting & Nursery Operations	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Provide services to private and public landowners and community groups to engage in tree planting activities. • Operate the Burford Nursery. 	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
15	Environmental Education	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	Deliver outdoor education sessions: <ul style="list-style-type: none"> • school classes • day-camp program • community groups • private groups Operate six outdoor education centres-Apps, Laurel Creek, Shades Mills, Guelph, Taquanyah, Rockwood.	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
16	Property Rentals	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Rent 733 cottage lots at Belwood Lake and Conestogo Lake. • Lease agricultural lands. • Lease 8 residential units. • Over 50 miscellaneous commercial agreements for use of GRCA lands. 	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
17	Hydro Production	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Generate hydro revenue from turbines at four dams (Shand, Conestogo, Guelph and Drimmie). 	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
18	Conservation Areas	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of	<ul style="list-style-type: none"> • Operate 11 active Conservation Areas (8 camping and 3 day-use only). • Operate Luther Conservation Area • Offer hunting on some GRCA Lands 	Not applicable. See CHART D for information required to be provided under

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
			jurisdiction to further the purpose of this Act.		Regulation Section 6 Subsection (6).
19	Communications-Mandatory	1	21.1 (1) para 1. (iv) Services provided related to duties and functions under the Act.	<ul style="list-style-type: none"> • Media Relations • Public Relations and awareness building • Website management • Social media management • Community engagement and public consultation • Corporate brand management 	Regulations pending.
20	Communications-Non-mandatory programs	3	21.1.2 P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Media Relations • Public Relations and awareness building • Website management • Social media management 	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
21	Corporate Services-Mandatory	1	21.1 (1) para 1. (iv) Services provided related to duties and functions under the Act.	<p>Provide the following administrative services that support mandatory program delivery:</p> <ul style="list-style-type: none"> • Office of the CAO • Finance • Human Resources/ Health & Safety • Payroll • Office Services • Building Services <p>Administrative expenses incurred:</p> <ul style="list-style-type: none"> • General membership • Head office building • Office supplies, postage, bank fees • Head office communication system • Insurance • Audit Fees • Consulting, legal, labour relations 	Regulations pending.

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
				<ul style="list-style-type: none"> • H&S Equipment, inspections, training • Conservation Ontario Fees • Corporate Professional Development • Unallocated Motor Pool and Information • Systems and Technology expenses • Uninsured losses, damage to GRCA assets 	
22	Corporate Services- Non-Mandatory programs	3	21.1.2 P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	Allocate administrative services and expenses that are incremental to delivering non-mandatory programs: <ul style="list-style-type: none"> • Finance • Office supplies, postage, bank fees • Head office communication system • Insurance • Audit Fees • Consulting, legal, labour relations • H&S Equipment, inspections, training • Conservation Ontario Fees • Corporate Professional Development • General 	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).

CHART B

P&S Inventory Listing - Costs & Funding Sources (note 1)

GRAND RIVER CONSERVATION AUTHORITY

Ref #	P&S Inventory Name	Category	TOTAL EXPENSES (Source: draft 2022 Budget)	Annual EXPENSES- Five Year Average 2017-2022	Municipal Levy	Municipal MOUs/ Agreements	Provincial / Federal / Other Municipal	Self-Generated-Program Revenue	Self-Generated-Other Revenue (note 2)	Reserves	Comment
1	Flood Forecasting & Warning (FFW)	1	\$1,033,000	\$1,063,000	82%		16%			2%	Provincial Section 39 Funding
2	Water Control Structures- Flood Control, Small Dams, Ice Management	1	\$3,457,700	\$3,413,000	70%		29%			1%	Provincial Section 39 Funding and WECL Funding
3	Floodplain Mapping	1	\$100,000	\$375,000	100%		TBD			TBD	Federal Funding available for special projects combined with use of reserves.
4	Resource Planning- Plan Input and Review, Permitting and Solicitor Enquiries	1	\$2,051,200	\$1,685,000	50%			50%			Permit, Plan Review & Solicitor Enquiry Fee Revenue
5	Resource Planning- Natural Heritage Management	2	\$240,000	\$240,000		85%	15%				Federal-Species at Risk
6	Watershed Resources- Planning	1	\$1,651,400	\$1,684,000	93%		TBD	2%		5%	Provincial-Waste Water Optimization Program (WWOP)
7	Watershed Resources- Subwatershed Planning	2	\$233,000	\$262,000		80%	20%				Other Municipal- Current Municipal agreements
8	Source Protection Planning	1	\$640,000	\$1,058,000			100%				Provincial Funding
9	Conservation Services- Rural Water Quality Program (RWQP)	2	\$1,386,200	\$1,551,000		40%	60%				Other Municipal- Current Municipal agreements
10	Conservation Services - Community Events (Outreach)	2	NIL	\$97,000		50%		50%			Funding distribution contingent on specific event. Self-Generated: may include donations.

Ref #	P&S Inventory Name	Category	TOTAL EXPENSES (Source: draft 2022 Budget)	Annual EXPENSES- Five Year Average 2017-2022	Municipal Levy	Municipal MOUs/ Agreements	Provincial / Federal / Other Municipal	Self-Generated-Program Revenue	Self-Generated-Other Revenue (note 2)	Reserves	Comment
11	Conservation Lands Management- Operating and Capital Maintenance costs related to authority owned lands including Trail Management, Land acquisitions and disposals, property taxes	1	\$2,043,800	\$2,625,000	95%					5%	Reserves for Demolition expense. Land acquisition and disposal costs are funded with reserves.
12	Conservation Lands Management- Hazard Tree Management, Forestry Management- Operations	1	\$509,900	\$478,000	90%			10%			Timber Sales Revenue, Donations
13	Conservation Lands- Natural Heritage Management	1	\$238,000	\$349,000	100%			TBD			TBD-Ecological Restoration special projects with external funding
14	Private Land Tree Planting & Nursery Operations	3	\$862,400	\$777,000				65%	35%		Fee revenue and allocation of Category 3 Fee Revenue
15	Environmental Education	3	\$653,600	\$1,072,000				80%	20%		Fee Revenue
16	Property Rentals	3	\$1,022,500	\$1,144,000				100%			Fee Revenue
17	Hydro Production	3	\$210,000	\$384,000				100%			Fee Revenue
18	Conservation Areas	3	\$9,428,000	\$9,750,000				91%	3%	6%	Fee Revenue
19	Communications-Mandatory	1	\$477,500	\$486,000	100%						
20	Communications- Non-mandatory programs	3	\$100,000	\$92,000					100%		Allocation of Category 3 Fee Revenue
21	Corporate Services- Mandatory	1	\$3,498,288	\$3,125,000	87%		2%	1%		10%	Provincial SPP funding, Interest Income
22	Corporate Services- Non-Mandatory programs	3	\$1,086,000	\$874,000					100%		Allocation of Category 3 Fee Revenue

Note 1-Revenue percentages represent estimated revenue distribution of draft 2022 budget expenses under the new regulations.

Note 2-Self generated-Other Revenue represents surplus revenue from category 3 programs (Property Rentals, Hydro Production) and interest income.

CHART C

Programs & Services Inventory Listing - Category 2 - Details of Municipal Agreements

GRAND RIVER CONSERVATION AUTHORITY

Extract:

*Ontario Regulations 687/21 - Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act
Section 6 Subsection 5 requirements*

(5) For each Category 2 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:

1. The name of the municipality on behalf of which the program or service is provided.
2. The date on which the authority and the municipality entered into a memorandum of understanding or another agreement with respect to the provision of the program or service.

Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Memorandum of Understanding (MOU)/Agreement Status
Resource Planning- Natural Heritage Management	2	<u>21.1.1</u> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> • Provide services related to natural heritage for planning and other applications or projects • Provide services/assistance to identify, enhance, restore, rehabilitate, and protect natural heritage ecosystems in the watershed. • Develop and maintain policies and guidelines to assist in management of natural heritage resources. 	As at Feb 28, 2022 MOUs have yet to be negotiated with municipalities. Future updates to the P&S Inventory listing will reflect status of MOU's.
Watershed Resources- Subwatershed Planning	2	<u>21.1.1</u> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> • Partner with municipalities to provide natural heritage input and review for subwatershed and other plans for streams and tributaries, which provide background on surface water, ground water, terrestrial and aquatic ecosystems and recommend sustainable solutions to urban growth. 	Modified and/or additional MOUs will need to be negotiated with municipalities. Future updates to the P&S Inventory listing will reflect the status of MOUs.
Conservation Services- Rural Water Quality Program (RWQP)	2	<u>21.1.1</u> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> • Coordinate the grant program delivered to private landowners to encourage adoption of agricultural management practices and projects to improve and protect water quality soil health and related initiatives (i.e. restore natural areas and private land tree planting). • Deliver special program initiatives that study and/or provide awareness and education related to improving and protecting water quality and related initiatives. 	Modified and/or additional MOUs will need to be negotiated with municipalities. Future updates to the P&S Inventory listing will reflect the status of MOUs.

CHART D

Programs & Services Inventory Listing - Category 3 - Information Requirements

GRAND RIVER CONSERVATION AUTHORITY

Extract:

*Ontario Regulations 687/21 - Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act
Section 6 Subsection 6 requirements*

For each Category 3 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:

1. Whether or not the program or service was financed, in whole or in part, through municipal levies collected from participating municipalities.
2. Whether or not the authority intends to seek to enter into a cost apportioning agreement with one or more participating municipalities to ensure all or part of the financing of the program or service after the transition date.

Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Section 6 (6) Info Requirements
Conservation Services - Community Events (<i>Outreach</i>)	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Co-ordinate community events e.g. children’s water festivals • Agricultural and landowner workshops to promote landowner environmental stewardship action. • Co-ordinate GRCA volunteer activities to enable public participation in GRCA environmental activities. 	<p>Program and Service has been financed in part through municipal levies.</p> <p>GRCA will seek to obtain other funding sources to deliver these types of programs and services.</p>
Private Land Tree Planting & Nursery Operations	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Provide services to private and public landowners and community groups to engage in tree planting activities. • Operate the Burford Nursery. 	<p>Program and Service has been financed in part through municipal levies.</p> <p>GRCA would seek to obtain other funding sources to deliver this program and service.</p> <p><i>Note: Indirect overhead costs related to this program are included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i></p>

Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Section 6 (6) Info Requirements
Environmental Education	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	Deliver outdoor education sessions: <ul style="list-style-type: none"> • school classes • day-camp program • community groups • private groups Operate six outdoor education centres-Apps, Laurel Creek, Shades Mills, Guelph, Taquanyah, and Rockwood.	Program and Service has been financed in part through municipal levies. GRCA will seek to obtain other funding sources to deliver this program and service. <i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i>
Property Rentals	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Rent 733 cottage lots at Belwood Lake and Conestogo Lake. • Lease agricultural lands • Lease 8 residential units • Over 50 miscellaneous commercial agreements for use of GRCA lands. 	Program and Service was not financed through municipal levies. <i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i>
Hydro Production	3	<u>21.1.2</u> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Hydro generating revenue earned at four dam locations (Shand, Conestogo, Guelph and Drimmie). 	Program and Service was not financed through municipal levies. <i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i>

Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Section 6 (6) Info Requirements
Conservation Areas	3	21.1.2 P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Operate 11 active Conservation Areas (8 camping and 3 day-use only). • Operate Luther Conservation Area • Offer hunting on some GRCA Lands 	<p>Program and Service was not financed through municipal levies.</p> <p><i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i></p>
Communications-Non-mandatory programs	3	21.1.2 P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> • Media Relations • Public Relations and awareness building • Website management • Social media management 	<p>Program and Service has been financed in whole through municipal levies.</p> <p>GRCA will allocate revenue from other programs and services.</p>
Corporate Services-Non-Mandatory programs	3	21.1.2 P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<p>Allocate administrative services and expenses that are incremental to delivering non-mandatory programs:</p> <ul style="list-style-type: none"> • Finance • Office supplies, postage, bank fees • Head office communication system • Insurance • Audit Fees • Consulting, legal, labour relations • H&S Equipment, inspections, training • Conservation Ontario Fees • Corporate Professional Development • General 	<p>Program and Service has been financed in whole through municipal levies.</p> <p>GRCA will allocate revenue from other programs and services.</p>

Grand River Conservation Authority

Report number: GM-02-22-15

Date: February 25, 2022

To: General Membership of the Grand River Conservation Authority

Subject: Conservation Authorities Act Amendments - Phase 2 Regulations

Recommendation:

THAT Report Number GM-02-25-15 – Conservation Authorities Act Amendments – Phase 2 Regulations be received as information;

AND THAT Report Number GM-02-25-15 – Conservation Authorities Act Amendments – Phase 2 Regulations be submitted to the Province through the Environmental Registry.

Summary:

The Ministry of Environment, Conservation and Parks (MECP) is in the process of releasing regulations to implement in conjunction with amendments to the *Conservation Authorities Act* made in 2019/2020. The regulations are being released in two phases. Phase 1 regulations were released on October 4, 2021. In advance of releasing Phase 2 regulations, MECP has released a consultation guide (guide) to provide a description of the proposed Phase 2 regulations.

Phase 2 regulations will address the following items:

- municipal levy,
- the budget process,
- fees charged by Conservation Authorities, and
- increasing transparency

The guide is divided into the following four parts:

1. Municipal Levies Regulation.
2. Minister's regulation for determining amounts owed by specified municipalities.
3. Minister's published list of classes of programs and services in respect of which a conservation authority may charge a user fee.
4. Complementary regulations to increase transparency of authority operations.

This report provides an overview of the proposed phase 2 regulations and the potential impact on the GRCA.

Report:

This report provides details on Phase 2 regulations under the *Conservation Authorities Act*. Details in the report are pulled directly from the MECP consultation paper posted on the Environmental registry. A copy of the Regulatory and Policy Proposal Consultation Guide is attached to this report.

On January 26, 2022 the MECP released proposed Phase 2 regulations to implement amendments to the *Conservation Authorities Act* made in 2019/2020. These regulations follow Phase 1 regulations, released on October 4, 2021, which included:

- *Ontario Regulation 686/21*: Mandatory Programs and Services
- *Ontario Regulation 687/21*: Transition Plans and Agreements for Programs and Services
- *Ontario Regulation 688/21*: Rules of Conduct in Conservation Areas.

The Phase 2 regulations are intended to improve governance and oversight in conservation authority operations and to ensure that *conservation authorities* focus and deliver on their core mandate of:

- helping protect people and property from the risk of natural hazards,
- the conservation and management of conservation authority-owned lands,
- their roles in drinking water source protection

The MECP proposal for Phase 2 regulations is divided into four parts:

1. Municipal Levies Regulation.
2. Minister's regulation for determining amounts owed by specified municipalities.
3. Minister's published list of classes of programs and services in respect of which a conservation authority may charge a user fee.
4. Complementary regulations to increase transparency of authority operations.

Details of the four parts of the regulations and the impact on GRCA follow.

PART 1 – MUNICIPAL LEVIES REGULATION

This is a Lieutenant Governor in Council (LGIC) regulation governing the apportionment by conservation authorities of their capital costs and operating expenses to be paid by their participating municipalities through municipal levies, as well as related conservation authority budgetary matters.

The province established conservation authorities through the *Conservation Authorities Act* based on resolutions by municipalities within a common watershed to address provincial and cross-municipal boundary interests in resource management, principally for water and natural hazard management. Municipalities were agreeing to fund the conservation authority which, under the *Conservation Authorities Act*, must be done through the levy provisions. A 'levy' is a compulsory financial charge on participating municipalities.

New legislative amendments and corresponding regulations now require that conservation authority programs and services be categorized into one of three categories:

1. programs and services every conservation authority is required to provide,
2. programs and services a municipality requests the conservation authority to undertake pursuant to a memorandum of understanding or agreement
3. programs and services the authority decides to adopt to further the purposes of the Act

Category 1 mandatory programs and services that conservation authorities must deliver may be funded by municipal levy or other revenue sources. Where such other revenue sources cannot fund the entire cost of these programs and services, a conservation authority will have the authority to levy their participating municipalities to fund these mandatory programs and services. Most of the mandatory programs and services reflect long-standing programs and services that the GRCA has provided.

Category 2 programs and services are those that a conservation authority delivers at the request of and on behalf of one or more municipalities. A memorandum of understanding (MOU) or service agreement between the parties will be required and would describe the programs or services to be delivered and will include provisions for how they are funded. MOUs or service agreements must be in place by January 1, 2024 for authorities to be able to levy for these category 2 programs and services.

Category 3 programs and services are those a conservation authority determines are advisable to deliver in their area of jurisdiction. In order to levy for these programs and services, the authority must have cost apportioning agreements in place with the participating municipalities who have individually agreed to fund the programs and services. Cost apportioning agreements need to be in place as of January 1, 2024, for authorities to be able to levy for these category 3 programs and services.

MUNICIPAL LEVY

The Province is proposing to proclaim un-proclaimed provisions of the *Conservation Authorities Act* that provide expanded regulatory authority for the LGIC to develop regulations which will govern the apportionment of the authority operating expenses and capital costs and conservation authority budgetary matters in general.

In order to safeguard the effective and timely transition of conservation authority operations to the new funding framework, the new Municipal Levies Regulation would apply the long practiced municipal levy processes to the changed municipal levy context by:

- Maintaining consistency with current budget and municipal levy processes
- Using and adapting existing voting and apportionment methods and practices set out in current regulations or provincial policy.

The overall proposed approach is to provide direction as well as clarification where required while ensuring conservation authorities and municipalities have the necessary flexibility to respond to local circumstances.

The province is proposing that the Municipal Levies Regulation would:

- Incorporate the two current levies regulations (O. Reg. 670/00 “Conservation Authority Levies”; O. Reg. 139/96 “Municipal Levies”) and update as appropriate, including terminology such as ‘general levy’, ‘special project levy’, and removing ‘matching’, and ‘non-matching’ levy (definitions are found in the Consultation Guide)
- Incorporate the standards and policy for the authority budget process as currently set out in regulation and provincial policy.

Additionally, the Municipal Levies Regulation would include:

- The two existing voting methods (i.e., the ‘one member, one vote’ and ‘weighted vote’, as set out in current legislation and regulation).
- The three current methods of apportioning expenses/costs (i.e., modified current property value assessment, agreement of the authority and participating municipalities, and as decided by the authority).

CONSERVATION AUTHORITY BUDGETING

The province intends to leave the working relationship for authorities and municipalities to develop, and they can coordinate and communicate their fiscal and budgetary timelines and expectations.

To enable full transparency in the conservation authority budget process, it is proposed that the LGIC regulation would require each conservation authority to:

1. Publicly post its full draft budget, including the details related to operating and capital costs, on its website, a minimum of 30 days prior to the meeting to decide any municipal levy component of the budget.
2. Distribute a copy of the final approved conservation authority budget to the Minister and its participating municipalities; and, make the final budget available to the public by posting on its website and any other means the authority deems appropriate.

In addition, it is proposed that as part of the consultation process on the budget with the participating municipalities, conservation authorities would be required to provide a summary of how the authority considered opportunities for self-generated revenue.

CORPORATE ADMINISTRATIVE COSTS

The regulations indicate that corporate administrative costs can be levied without an agreement however, these costs should be accounted for in a transparent and stand-alone manner in the

authority's budget. Corporate administrative costs represent costs that are not directly attributable to a specific program or service and are costs required to maintain the organization.

Implications for GRCA – Part 1 of the regulatory proposal provides a framework for municipal levies. A number of requirements are best practices and currently used by GRCA. As a result of creating the three categories into which programs and services must be categorized, and given the need to show corporate administrative costs separately, financial reporting will need to be adjusted. This impacts internal management reports, monthly financial reporting to the board, and the budget format. To facilitate changes in financial reporting, recording of certain financial transactions in GRCA's accounting system will also be impacted.

PART 2: PROPOSED MINISTER'S REGULATION FOR DETERMINING AMOUNTS OWED BY SPECIFIED MUNICIPALITIES

This part of the proposed regulation would allow conservation authorities to levy participating municipalities and 'specified municipalities' for the mandatory programs and services related to authority responsibilities under the *Clean Water Act*, 2006 and for the Lake Simcoe Region Conservation Authority mandatory policy implementation under the *Lake Simcoe Protection Act*, 2008. The regulation will allow the Authority to levy 'specified municipalities' that are not members of the Authority, and identifies a process for determining cost apportioning. The province has indicated that no change is anticipated to the provincial funding for the drinking water source protection program under the *Clean Water Act*, 2006 at this time.

Implications for GRCA: The GRCA is the lead conservation authority for source water protection planning for the Lake Erie Source Protection Region. Long Point Region CA, Catfish CA and Kettle Creek CA are all part of that region. The proposed regulation will allow GRCA, as the lead CA in the Lake Erie Region, to levy municipalities who are members of adjacent CAs for costs associated with Source Protection planning, should the province ever reduce funding for this work.

The Province recently requested lead conservation authorities to begin budgeting for two year program cycles which provides greater funding sustainability for the program. At this time, the Province has indicated that it will continue to fund the Source Protection Program.

Should the Province reduce the amount of funding currently provided, it is request that ample notice be provided to conservation authorities so that there is sufficient time to determine the appropriate approach to determine municipal levy and the corresponding budgeting process.

PART 3: PROPOSAL FOR MINISTER'S PUBLISHED LIST OF CLASSES OF PROGRAMS AND SERVICES FOR WHICH A CONSERVATION AUTHORITY MAY CHARGE A FEE

The Province is proposing to proclaim s. 21.2 of the *Conservation Authorities Act*, which provides that the Minister may determine a list of 'classes of programs and services' that a conservation authority may charge a fee for. An authority would be permitted to charge a fee for a program or service only if it is set out in the Minister's list of classes of programs and services. Once a conservation authority is granted the power to charge a fee for a program and service, the authority may determine the fee amount to charge.

The proclamation of s. 21.2 would ensure that a conservation authority administers fees in a transparent and accountable manner. Under the regulation a conservation authority will be required to:

- adopt and publish a written fee policy and fee schedule that lists the programs and services for which it charges a fee and the amount to be charged.
- notify the public if it makes changes to the fee schedule
- set out the frequency with which the authority will conduct a review of its fee policy and fee schedule,
- clearly identify the process for carrying out a review of the policy, and the circumstances and procedures under which any person may request the authority to reconsider a fee

- reconsider a fee at the request of any person who finds that a fee the authority has charged is contrary to their fee schedule or excessive in relation to the program or service for which it was charged. After being requested to reconsider a fee, the authority may either vary the amount of the fee to be charged, order that no fee be charged or confirm the original amount of the fee.

Implications for GRCA - Table 2 of the guide (page 16) identifies categories where fees may be charged. There are a number of areas where GRCA currently charges fees; it is expected that those activities that are currently funded through the generation of fees will continue. Additional resources will be required to manage the new processes that will need to be implemented to meet the transparency considerations associated with establishing and modifying fees. In addition, to ensure fees are defensible, there will be a need to complete an analysis of some GRCA fees, for example planning and permits fees. Funding for these studies will be through the Transition Reserve.

PART 4: COMPLEMENTARY PROPOSALS TO INCREASE TRANSPARENCY OF AUTHORITY OPERATIONS

Through a Minister's regulation conservation authorities will be required to maintain a Governance section on their website in a conspicuous and easily accessible location for the public to access key information. This section must include:

- the conservation authority membership with email and phone contact information;
- authority bylaws;
- draft and final budgets;
- category 2 and 3 agreements between conservation authorities and municipalities;
- meeting schedule
- other relevant governance documents (e.g. strategic plans).

The *Conservation Authorities Act* already requires the following to be posted on the authority website: financial statements, meeting agendas and meeting minutes.

In addition, the authority would be required to include a notice on the website when it amends or enters into a new MOUs or other agreement with municipalities and ensure the most up to date version of the agreements are available on the authority's website. The regulation would provide an exception for agreements that relate to the authority participating in a procurement process or portions of agreements that contain commercially sensitive information.

Implications for GRCA: The requirements of Part 4 are not expected to cause a significant impact, as they represent best practices, many of which are already in place. The proposed regulations will require staff resources to manage the additional information requirements related to category 2 and 3 agreements.

Financial Implications:

Additional costs are anticipated to implement these regulations and would be addressed in future budget exercises. Any funding that will be required to implement supporting studies would be funded through the Transition Reserve.

Other Department Considerations:

Not applicable.

Submitted by:

Samantha Lawson
Chief Administrative Officer

Grand River Conservation Authority

Report number: GM-02-22-17

Date: February 25, 2022

To: Members of the Grand River Conservation Authority

Subject: Proposed By-law 1-2022

Recommendation:

THAT Report Number GM-02-22-17 – Proposed By-law 1-2022 be received as information.

Summary:

The Minister of the Environment, Conservation and Parks (MECP) has recently posted an opportunity for the appointment of an additional member to the GRCA's Board. This member will be a representative of the agricultural sector and there are limitations on the authority of this position with respect to voting, and the remuneration will be provided by the Province rather than the GRCA. The GRCA's By-law has been updated to reflect changes related to this additional member appointment that are known at this time.

Some additional changes have also been made to the By-law to reflect updated terminology.

Report:

A number of amendments to the Conservation Authorities Act (CA Act) were enacted through Bill 229 and previously reported to the General Membership in Report GM-12-20-94 in December 2020. Many of those changes were incorporated into the By-law update in January 2021, which was approved as By-law 1-2021.

One change that was not incorporated into the By-law at that time was s.14 (4) of the CA Act that states that the Minister may appoint an additional member to the Authority as a representative of the agricultural sector. The Act also specifies that a member appointed under s.14 (4) will not be permitted to vote on: resolutions to enlarge an authority's area of jurisdiction, resolutions to amalgamate an authority with another authority, resolutions to dissolve the authority, or resolutions relating to any budgetary matter. The member's appointment will be for a term of up to four years as determined by the Minister and is subject to replacement as determined by the Minister. This member is not counted when determining quorum as that is limited to members appointed by the participating municipalities.

The Minister has recently posted an opportunity for this additional member. The posting is included as Attachment A for reference.

GRCA staff attended a webinar hosted by MECP for Conservation Authorities to discuss these new appointments. Conservation Ontario has indicated that they will be working with MECP to provide clarity to Conservation Authorities on a number of questions identified by Conservation Authority staff, such as indemnification, impact on rotation of Chair/Vice-Chair, etc.

An additional change has been made to incorporate the requirement that at least 70% of a municipality's appointees must be selected from that municipality's elected councillors, or a municipality may apply to the Minister to an exception to this requirement. Although this is the responsibility of the participating municipalities rather than the Conservation Authority, the GRCA does communicate this to municipalities when corresponding about appointments to the Board.

The current By-law 1-2022 has been updated to reflect these changes, and is included as Attachment B. A summary of the changes is as follows:

Section	Explanation of Change
A. Definitions	The definition of Members has been expanded to include the member appointed by the Minister to represent the agricultural sector.
B.1.a. Members Appointments	Additional wording has been added to include the agricultural sector member and the requirement for municipally-appointed members to comprise at least 70% elected members of council or apply for an exception.
B.1.b. Terms of Appointments	The agricultural sector member may be replaced by the Minister.
B.14. Remuneration of Members	A distinction has been included that the GRCA's per diems, honorariums, and expense reimbursement for members applies to municipality-appointed members, and that the province is responsible for the agricultural sector member's per diems and expenses.
C.2. Declared State of Emergency	Quorum has been clarified to be limited to members appointed by participating municipalities.
C.11 Electronic Meetings and Participation	Quorum has been clarified to be limited to members appointed by participating municipalities.
C.17 Voting	The four types of resolutions specified in the legislation for which the agricultural sector member is not able to participate in voting have been listed.
Appendix 1 – Code of Conduct	The term Aboriginal has been replaced with Indigenous.

Section B.14 of the By-law is also referenced on the Per Diems and Honorariums summary sheet that is provided to the Members as information when adjustments are made, and this document has also been updated to reflect the modified wording as explained above. The Per Diems and Honorarium summary is included as Attachment C.

Financial Implications:

As stated in the posting, MECP will be responsible for payment of per diem costs and reimbursement of reasonable travel expenses in accordance with provincial government policies.

There are not expected to be additional costs incurred by the addition of this member appointment.

Other Department Considerations:

Once the updated By-law is approved by the Board, it will be forwarded to MECP and posted publicly on the GRCA's website. An orientation program will be coordinated and provided to the new Member by GRCA staff.

Prepared by:

Karen Armstrong
Deputy CAO/Secretary Treasurer

Approved by:

Samantha Lawson
Chief Administrative Officer

Advertisement

Position/Title	Member (Part-Time)
Agency	Grand River Conservation Authority
Advertisement Date	07-Feb-2022
Closing Date	21-Feb-2022
File Number	PAS-220040
Position Type	Part-Time
Remuneration	PER DIEM
Roles and Responsibilities	The Ministry of the Environment, Conservation and Parks is seeking an agricultural sector representative to be appointed as a member of the Grand River Conservation Authority.

Under subsection 14(4) of the *Conservation Authorities Act* (CAA), the Minister of the Environment, Conservation and Parks can appoint an agricultural sector representative to each conservation authority (CA), which is generally made up of municipally appointed members.

As enabled under the CAA, a member appointed by the Minister as a representative of the agricultural sector would have a role comparable to other municipally appointed CA members (with some limits to voting powers).

These representatives will be appointed to perform their specific roles and responsibilities as a member of the CA while remaining accountable to the Minister for their actions.

The Minister appointed agricultural sector representative of the CA will be expected to provide input on all CA matters, including discussions and applicable decisions related, but not limited, to:

- matters of CA strategic direction;
- the establishment and implementation of regulations, policies and programs;
- management of CA-owned lands, including proposals to acquire or dispose of land, subject to the requirements under the CAA;
- the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- consultation requirements and processes for the delivery of CA programs and services;
- opportunities to raise money for non-mandatory programs and services;
- proposal for new and implementation of existing capital projects;
- matters related to administration of the Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNR) section 28 natural hazard permit;
- holding hearings required for the purpose of reviewing section 28 permit applications in accordance with the *Statutory Powers and Procedures Act*;
- planning matters under the *Planning Act* as delegated by Ministry of Municipal Affairs and Housing (MMAH) as part of the provincial one window review process and by NDMNR for consistency with natural hazard policies of the Provincial Policy Statement; and
- other operational matters.

Under the CAA, the agricultural sector representative is prohibited from voting on CA decisions related to:

- enlarging a CA's area of jurisdiction;
- amalgamating a CA with another CA;
- dissolving the CA; or
- any budgetary matter.

Note: The agricultural sector representative could still provide input to CA discussions on these matters.

A Minister-appointed agricultural sector representative will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive (AAD) <https://www.ontario.ca/page/agencies-and-appointments-directive> and undertake any required training as directed by the Public Appointment Secretariat.

The representative would also be bound by the provisions of a CA's by-laws that govern the other members of the CA, including the code of conduct and conflict of interest policies.

Qualifications

A Minister appointed agricultural sector representative of the CA must:

- be a resident in a participating municipality in which the CA has jurisdiction (subsection 14(3) of the CAA), and
- have demonstrated knowledge of and experience in/with the local agricultural sector.

Term

4 years

Agricultural sector representative members are appointed by Minister's letter for a term of up to four (4) years, as may be determined by the Minister, in accordance with the CAA, and their terms are subject to renewal. The Minister's appointment/s of agricultural sector representatives to CA membership is made at the pleasure of the Minister and may be revoked at any time.

Time Commitment

Meet as required

Agricultural sector representative members are appointed on a part-time basis. They would attend CA membership meetings as scheduled and required by the CA to which the member is appointed.

Expenses

Yes

The Minister appointed agricultural sector representative for this CA is entitled to receive a \$150 per diem plus reimbursement for travel expenses for reasonable work-related expenses in accordance with the Travel, Meal and Hospitality Expenses Directive and any other Treasury Board and Management Board of Cabinet directives of the Provincial Government.

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Grand River Conservation Authority By-Law No. 1-2022

GRAND RIVER CONSERVATION AUTHORITY
By-Law No. 1-2022

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Administrative By-Law

Introduction

Grand River Conservation Authority is a non-share corporation, established under Section 3 of the *Conservation Authorities Act*, with the objects to provide, in the area over which it has jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, coal and minerals.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. The purpose of the Act is to provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario. The Authority is comprised of its Members, appointed as representatives by the Participating Municipalities.

The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person. The powers of a conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1).

Powers of authorities

21 (1) For the purposes of accomplishing its objects, an authority has power,

(a) to research, study and investigate the watershed and to support the development and implementation of programs and services intended to further the purposes of this Act;

(b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land, with consent of the occupant or owner, and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;

(c) to acquire by purchase, lease or otherwise any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;

(d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;

(e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;

(f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;

(g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;

(h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;

(i) to erect works and structures and create reservoirs by the construction of dams or otherwise;

(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;

(k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;

(l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;

(m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;

(m.1) to charge fees for services approved by the Minister;

Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, s. 19 (3))

(n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;

(o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;

(p) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.

A. Definitions

“**Authority**” means the Grand River Conservation Authority.

“**Act**” means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27

“**Chair**” means the Chairperson as referenced in the Act as elected by the Members of the Authority.

“**Chief Administrative Officer**” means the General Manager or Chief Administrative Officer of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary-Treasurer if so designated by resolution of the Authority.

“**Fiscal Year**” means the period from January 1 through December 31.

“**General Membership**” means all of the Members, collectively.

“**Levy**” means the amount of costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.

“**Majority**” means half of the votes plus one.

“**Members**” shall mean the members appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction, and the member appointed by the Minister as a representative of the agricultural sector.

“**Minister**” means the Minister responsible for the administration of the Act.

“**Non-matching Levy**” means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.

“**Officer**” means an officer of the Authority empowered to sign contracts, agreements and other documents on behalf of the Authority in accordance with section 19.1 of the Act, which shall include the Chair, Vice-Chair(s) the Chief Administrative Officer and the Secretary-Treasurer (or the CAO/Secretary-Treasurer, if applicable).

“**Participating Municipality**” means a municipality that is designated by or under the Act as a participating municipality in a conservation authority.

“**Pecuniary Interest**” includes the financial or material interests of a Member and the financial or material interests of a member of the Member’s immediate family.

“**Secretary-Treasurer**” means Secretary-Treasurer of the Authority with the roles specified in the Act.

“**Staff**” means employees of the Authority as provided for under Section 18(1) of the Act.

“**Vice-Chair**” means the Vice-Chairperson as elected by the Members of the Authority. If a first and second Vice-Chair are elected, they shall be called First Vice-Chair and Second Vice-Chair.

“**Weighted Majority**” means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 139/96 for Municipal Levies.

B. Governance

1. Members

a) Appointments

Participating Municipalities within the jurisdiction of the Grand River Conservation Authority may appoint Members in accordance with Section 14 of the Act. An additional member may be appointed to the Authority by the Minister as a representative of the agricultural sector.

Appointed Members must reside in a Participating Municipality within the Authority's area of jurisdiction and may include citizens as well as elected members of municipal councils. When appointing members, the council of a participating municipality must ensure that at least 70 percent of its appointees are selected from among the members of the municipal council, or they may apply to the Minister for permission to select less than the prescribed percentage.

Collectively, the appointed Members comprise the Authority, and for the purposes of this by-law are also referred to as the General Membership.

b) Term of Member Appointments

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council; such term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement. The Secretary-Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member's term, unless notified by the municipality of the Member's reappointment or the appointment of his or her replacement. A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at the municipality's discretion prior to the end of their term. A member appointed by the Minister as a representative of the agricultural sector may be replaced by the Minister.

c) Powers of the General Membership

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under the Act. In addition to the powers of an authority under s.21 of the Act for the purposes of accomplishing its objects the powers of the General Membership include but are not limited to:

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- ii. Appointing a Chief Administrative Officer and/or Secretary-Treasurer;
- iii. Terminating the services of the Chief Administrative Officer and/or Secretary-Treasurer.
- iv. Approving establishing and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy.
- vi. Appointing an Executive Committee and delegate to the Committee any of its powers except:
 - i. The termination of the services of the Chief Administrative Officer and/or Secretary-Treasurer,

- ii. The power to raise money, and
- iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;
- x. Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
- xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act except where approving permits has been delegated to the Chief Administrative Officer;
- xv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the applicable decision to the Minister through the Mining and Lands Tribunal or the Local Planning Appeal Tribunal.

d) Member Accountability

Participating Municipalities appoint Members to the Authority as their representatives. Members have the responsibilities of Directors of the corporation that is the Authority. While the administration is responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, and ensuring appropriate policies are in place and for financial soundness of the Authority.

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix 1) and Conflict of Interest Policy (Appendix 2), as adopted by the Authority.

Members are responsible for:

- i. Attending all meetings of the Authority;
- ii. Understanding the purpose, function and responsibilities of the authority;
- iii. Being familiar with the Authority's statutory and other legal obligations;
- iv. With the administration, setting strategic direction for the Authority.

e) Applicable Legislation

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act*

If any part of the by-law conflicts with any provision of the Municipal Conflict of Interest Act or the Municipal Freedom of Information and Protection of Privacy Act or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails.

f) Relationship Between Members and Staff

The General Membership relies on the Chief Administrative Officer to manage the operations of the organization, including all employees of the Authority. The Chief Administrative Officer is accountable to the Authority, working cooperatively to achieve the goals established by the Authority.

The General Membership will ensure that a process exists for regular performance evaluations of the Chief Administrative Officer.

2. Officers

The Officers of the Authority, and their respective responsibilities, shall be:

Chair

- Is a Member of the Authority;
- Presides and preserves order and decorum and decides on questions of order at all meetings of the General Membership (and Executive Committee if applicable);
- Calls special meetings if necessary;
- Attends all meetings of the Authority;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Is a member of the Conservation Ontario Council and the Grand River Conservation Foundation;
- Performs other duties when directed to do so by resolution of the Authority.

Vice-Chair(s)

- Is/are a Member(s) of the Authority;
- Attends all meetings of the Authority (and Executive Committee if applicable);
- Carries out assignments as requested by the Chair;
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- Serves as a signing officer for the Authority.

Chief Administrative Officer (CAO)

Responsibilities of the CAO as assigned by the Authority include, but are not limited to the following:

- Is an employee of the Authority;
- Attends all meetings of the General Membership (and Executive Committee if applicable) or designates an acting CAO if not available;
- Works in close collaboration with the Chair and Vice-Chair(s) and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;

- Ensures resolutions of the Authority are implemented in a timely fashion;
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations;
- Approves applications under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations made under Section 28 of the Conservation Authorities Act, RSO 1990 when such applications meet the Authority's policies, are recommended by staff for approval with or without conditions and have a maximum period of validity that does not exceed 24 months;
- Is a member of Conservation Ontario Council;
- Serves as a signing officer for the Authority.

Secretary-Treasurer

- Is an employee of the Authority;
- Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- Attends all meetings of the General Membership (and Executive Committee, if applicable);
- Is the custodian of the Corporate Seal;
- Ensures notices are given and minutes are provided as required by this By-Law;
- Ensures accurate records of meetings and accounts of the Authority are kept;
- Carries out or causes to be carried out required financial transactions on behalf of the Authority;
- Is an alternate member of Conservation Ontario Council;
- Serves as a signing officer for the Authority.

3. Absence of Chair and Vice-Chair(s)

In the event of the absence of the Chair and Vice-Chair(s) from any meeting, the members shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

4. Maximum Term for Chair and Vice-Chair(s)

The individuals elected shall hold office until their successors are elected and will be eligible for re-election to the same office for up to a maximum of two one-year terms. Appointments must rotate amongst participating municipalities and a member from a specific municipality cannot be elected to succeed an outgoing Chair or Vice-Chair appointed by the same municipality.

5. Election of Chair and Vice-Chairs

The election of the Chair and one or more Vice-Chairs shall be held annually at the first General Meeting in accordance with the Authority's Procedure for Election of Officers (Appendix 3).

All Members shall be polled by electronic or regular mail in advance of the General Meeting at which the election is to be held to determine willingness to stand for election to the position of Chair or Vice-Chair.

In the event of a vacancy occurring in the office of Chair or Vice-Chair, the Authority shall appoint one of its Members to fill the vacancy at the next special meeting or General Meeting of the

Authority, as chosen by election on accordance with the Authority's Procedure for Election of Officers (Appendix 3).

6. Appointment of Auditor

The General Membership shall appoint an auditor for the coming year at the Annual Meeting in accordance with Section 38 of the Act. The Authority shall ensure that the annual audit is prepared in accordance with generally accepted accounting principles recommended by the Public Sector Accounting Board.

7. Appointment of Financial Institution

The General Membership shall appoint a financial institution to act as the Authority's banker by Resolution as required.

8. Financial Statements and Report of the Auditor

The General Membership shall receive and approve the Audited Financial Statements and Report of the Auditor annually for the previous year at the Annual General Meeting.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister in accordance with Section 38 of the Act, and will make them available to the public on the Authority's website within 60 days of the Annual General Meeting.

9. Borrowing Resolution

If required, the Authority shall establish a borrowing resolution at the Annual General Meeting each year, and such resolution shall be in force until it is superseded by another borrowing resolution.

10. Corporate Policies

The Authority shall approve and amend from time to time corporate policies, including Human Resource Policies, for employees containing conditions of employment and benefits.

11. Levy Notice

The levy due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

12. Signing Officers

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority and all cheques, promissory notes, and securities for money, shall be signed by the Chair or the Vice-Chair and the Chief Administrative Officer or the Secretary-Treasurer, with the following exceptions:

- i. Agreements, contracts, property leases or other documents required to be signed by the Authority shall be signed by the Chief Administrative Officer or the Secretary-Treasurer when properly authorized by resolution of the Authority;
- ii. Property leases, licenses, access agreements or other documents related to ongoing approved programs shall be signed by the Chief Administrative Officer or the Secretary-Treasurer;
- iii. Commitments to purchase goods and services may be signed by authorized buyers in accordance with the approved Purchasing Policy of the Authority;

- iv. Electronic Fund Transfers (EFTs) may be initiated by staff in accordance with proper authorization in the Purchasing Policy of the Authority or resolution of the Authority;
- v. Electronic signatures are considered acceptable except where expressly prohibited under the Electronic Commerce Act, 2000;
- vi. Permits issued under Regulations made under the Conservation Authorities Act may be signed by the Chief Administrative Officer or Secretary-Treasurer if so authorized by resolution of the Authority to sign and execute such documents on behalf of the Authority.
- vii. Notwithstanding the above, other documents required to be signed by the Authority may be signed by the Chief Administrative Officer, Secretary-Treasurer, or designate when properly authorized by policies, procedures, or resolution of the Authority.

Signing authority that was authorized by any previous By-law is superseded by this by-law.

13. Advisory Boards and Other Committees

In accordance with Section 18(2) of the Act, the Authority shall establish such advisory boards as required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such advisory boards and committees, which shall include the purpose, the frequency of meetings and the number of members required. The names of Members to serve on all Committees shall be determined by the General Membership. The Chair is an ex-officio member of every committee.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the General Membership, presenting any recommendations made by the advisory board or committee.

The dates of all advisory board and committee meetings shall be made available to all Members of the Authority.

When an advisory board or committee has completed its work and submitted its final report, if applicable, it dissolves automatically, unless otherwise directed by the General Membership.

Audit Committee

The Audit Committee shall be appointed annually, at the Annual General Meeting, and shall meet at least twice per year, with the first meeting to take place after the Auditors have prepared the Auditors' Report, at such time and place as the Chair of the Committee shall decide.

The Audit Committee will be composed of the Chair of the Authority, the Vice-Chair and five other members appointed by and from the General Membership. At its first meeting, the Audit Committee shall elect a Chair from its Members, excluding the Chair and Vice-Chair of the Board. The terms of reference for the Audit Committee shall be reviewed annually by the General Membership and attached to the Minutes of the meeting at which they are approved or confirmed.

14. Remuneration of Members

The Authority shall establish a per-diem rate from time to time to be paid to Members appointed by participating municipalities for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time

requested by the Chair, through the Secretary-Treasurer. In addition, an honorarium will be approved by the Authority for the Chair and Vice-chair(s) as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day. The following activities shall be eligible for per diem allowance under this clause:

- Attendance at meetings of municipal councils to present the Authority's Annual budget and general levy requirement, if the member does not sit on that council and when such council presentations are scheduled through the Chair's office or at the request of the General Membership;
- Attendance at meetings of working groups or committees when appointed by the General Membership to such group or committee as an "official representative" of the Authority;
- Attendance at workshops, conferences or tours hosted by the Authority or Conservation Ontario, if participation is open to all Members and registration is made through the Chair's office;
- Any other business approved as eligible for a per diem allowance by the General Membership.

In the event of a scheduled meeting being adjourned for lack of a quorum, those attending a meeting so adjourned shall be entitled to receive the standard per diem rate and expense.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending approved meetings and/or functions on behalf of the Authority, including actual cost of meals, lodging, public transportation and conference fees, as applicable.

A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time and shall be consistent with Canada Revenue Agency guidelines. Requests for such reimbursements shall be submitted on a Per Diem & Expense Claim Sheet monthly with the distance travelled entered for each meeting and allowable expenses shown. Each Member must sign a certification printed on the sheet that the information is correct.

The Chair may submit monthly expense claims, which will be reviewed and signed by the Chief Administrative Officer, the Secretary-Treasurer and the Vice-Chair. The purpose of this review is to ensure that the Chair's expense claims conform to any policies that have been established by the Authority, are within the approved budget and are supported with appropriate documentation.

Remuneration for the member appointed by the Minister as a representative of the agricultural sector shall be in accordance with direction from the Ministry of Environment, Conservation and Parks.

15. Retention of Records

The Authority shall keep full and accurate records including, but not limited to:

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;

- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic Communications including emails
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction
- viii. Projects of the Authority;
- ix. Technical Studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the Authority;
- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Retention of Records Policy of the Authority as approved by the General Membership from time-to-time.

16. Records Available to Public

Records of the Authority shall be made available to the public in a manner that is consistent with existing legal obligations, restrictions and requirements, including Municipal Freedom of Information and Protection of Personal Privacy Act (MFIPPA) and other applicable legislation.

The Chair of the Authority shall act as head of the Authority for the purposes of MFIPPA and responsibility for administration related to MFIPPA shall be delegated to the CAO.

17. By-law Review

In accordance with the Act, these by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law. The General Membership shall review the by-laws on a biennial basis to ensure best management practices in governance are being followed

18. By-law Available to Public

In accordance with the Act, the Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

19. Enforcement of By-laws and Policies

The Members shall respect and adhere to all applicable by-laws and policies (for example, the Code of Conduct and Conflict of Interest). The Authority may take reasonable measures to enforce its by-laws and policies, including the enforcement mechanisms under the *Municipal Conflict of Interest Act*.

20. Indemnification of Members, Officers and Employees

The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a

party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if;

- such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities, and,
- in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.

C. Meeting Procedures

The Meeting Procedures below governing the procedure of the Authority shall be observed in Executive Committee and Advisory Board meetings, as far as they are applicable, and the words Executive Committee or Advisory Board may be substituted for the word Authority as applicable

1. Rules of Procedure

In all matters of procedure not specifically dealt with under the Act and this By-law, the current edition of Bourinot's Rules of Order shall be binding.

The Authority may choose to conduct its business as a committee of the whole. The Committee of the Whole will consist of all Members of the Authority and will be chaired by the Vice-Chair. All standing "Rules of Debate" will be observed in Committee of the Whole. The Committee of the Whole may make recommendations for consideration by the General Membership.

2. Declared State of Emergency – Electronic Meetings

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person,

- a) a Member may participate in meetings electronically and shall have the ability to:
 - i. register a vote;
 - ii. be counted towards determining quorum, with the exception of the member appointed by the Minister who is not counted when determining quorum; and
 - iii. participate in meetings closed to the public.
- b) any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the General Membership can reasonably address the issue.
- c) the Authority shall make electronic meetings of the Authority open to the public.
- d) any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.
- e) All electronic meetings of the Board of Directors, and other meetings as directed by the Chair, will be webcast except in times of technological failure (e.g. Internet outage, system crash). Meeting recordings shall be made publicly available for later viewing. Failure to webcast or produce a recording does not call the meeting into question.

Delegations

Registered delegations will be invited to defer their attendance to a future meeting or may choose to provide a written submission to the Membership instead.

If a delegation requests to address the Membership at an electronic meeting they may do so, provided they have registered as a delegation through the Office of the CAO at least eight calendar days in advance of the meeting. Presentation materials may be shared with the Authority members provided the delegation provides them at least eight calendar days in advance of the meeting. All matters pertaining to number of speakers, length of presentation and content presented by delegations shall be in accordance with the delegations section of this by-law.

3. Notice of Meeting

The General Membership shall meet at least once a month at the Authority's Head Office unless otherwise specified, and at such time as the Chair decides. The General Membership shall approve a schedule for regular meetings in advance. The Secretary-Treasurer shall send Notice of regular meetings to all Members at least five calendar days in advance of a meeting. Notice of all regular or special meetings of the General Membership, or its Executive Committee or Advisory Board, as far as they are applicable, shall be made available to the public as soon as possible after its delivery to General Membership.

Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting. Notices of meetings shall include a notation that members are to contact the office if unable to attend.

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the Secretary-Treasurer 7 days in advance of the meeting where it is to be dealt with if it is to be included in the published agenda, or 2 days in advance if it is to be introduced at the meeting. All communications on any subject may be referred to staff or a committee without any motion or debate unless otherwise ordered by the Authority.

The Chair or the Secretary-Treasurer may, by notice in writing or email delivered to the members so as to be received by them at least 24 hours before the hour appointed for the meeting, postpone or cancel any meeting of an Advisory Board or other committee until the next scheduled date for the specific Advisory Board or committee affected.

The Chair or the Secretary-Treasurer may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising as many members as can be reached or, if warranted, hold the meeting electronically provided quorum and public participation can be met. Postponement shall not be for any longer than the next regularly scheduled meeting date.

4. Special Meetings

The chair may, at his/her pleasure, call a special meeting of the Authority as necessary on three calendar days notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting. Any member, with 50% support of the other members, may also request the Chair to call a meeting of the Authority and the Chair will not refuse.

A special meeting may be held to amend the by-law.

Members of the Authority can participate electronically in any special meeting that occurs. A member of the Authority that is participating electronically in a special meeting will be counted in determining whether a quorum of members is present at any time during the meeting.

The agenda for special meetings of the Authority shall be prepared as directed by the Chair.

5. Meetings Open to Public

All meetings of the General Membership shall be open to the public.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the Agenda and/or the subject matter meets the criteria for a closed meeting as defined in this by-law.

6. Agenda for Meetings

Authority staff, under the supervision of the Secretary-Treasurer, shall prepare an agenda for all regular meetings of the Authority that shall include, insofar as they are applicable to the meeting but not necessarily limited to, the following headings:

1. Call to order by Chair
2. Certification by Secretary-Treasurer that there is a quorum of Members present
3. Review of Agenda
4. Declarations of pecuniary interest
5. Adoption of minutes of previous meeting
6. Hearing of delegations
7. Presentations
8. Correspondence
9. 1st & 2nd readings of By-laws
10. Presentation of Reports
11. Committee of the Whole
12. Election of officers
13. Presentation of annual budget
14. General business
15. Adoption of Projects (if applicable)
16. 3rd reading of by-laws
17. Other business
18. Closed Meeting
19. Adjournment

Agendas for meetings shall be forwarded to all Members at least five calendar days in advance of the meeting. Such agendas shall be made available to the public on the Authority's website at the same time, unless the meeting is closed to the public in accordance with this by-law. Such agendas shall also be available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

7. Quorum

At any meeting of the General Membership, a quorum consists of one-half of the Members appointed by the Participating Municipalities, except where there are fewer than six such Members, in which case three such Members constitute a quorum. At any advisory board or

committee meeting, a quorum consists of one-half of the Members of the advisory board or committee.

If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the recording secretary shall record the names of the Members present and absent.

If during an Authority or Advisory Board or Committee meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by- law.

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

8. Order of Business

The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by a majority of those Members present.

No Member shall present any matter to the Authority for its consideration unless the matter appears on the agenda for the meeting of the Authority or leave is granted to present the matter by the affirmative vote of a majority of the Members present.

9. Debate

The Authority shall observe the following procedures for discussion/debate on any matter coming before it:

- a) A Member shall be recognized by the Chair prior to speaking;
- b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c) All questions and points of discussion shall be directed through the Chair;
- d) Where a motion is presented, it shall be moved and seconded before debate;
- e) Any Member may require the question or motion under debate to be read at any time during the debate, except while a Member is speaking;
- f) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- g) A Member is allowed a time limit of ten minutes to speak on any given point, and extensions of five minute intervals may be granted at the discretion of the Chair;
- h) Any Member may ask a question of the previous speaker through the Chair;
- i) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- j) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- k) When a motion is under consideration, only one amendment is permitted at a time.

10. Matters of Precedence

The following matters shall have precedence over the usual order of business:

- a) a point of order;
- b) matter of privilege;
- c) a matter of clarification;
- d) a motion to suspend a rule of procedure or to request compliance with the rules of procedure;
- e) a motion that the question be put to a vote;
- f) a motion to adjourn.

When a member raises a point of order, he/she shall ask leave of the Chair to raise a point of order and after leave is granted shall state the point of order to the Chair and thereafter no Member shall address the Chair on the point of order except for the purpose of appealing the Chair's decision.

Where there is no appeal, the decision of the Chair shall be final, and where there is an appeal, the Authority shall decide the question without debate and the decision of the majority of the Members present shall be final.

11. Electronic Meetings and Participation

Electronic meetings are permitted and must follow/accommodate all Section C. Meeting Procedures identified in this by-law.

A Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time, with the exception of the member appointed by the Minister who is not counted when determining quorum. Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to participate in the meeting electronically.

12. Members' Attendance

The Authority shall provide a listing of Members' attendance at scheduled meetings of the Authority to the Participating Municipalities semi-annually.

Upon a Member's vacancy due to death, incapacity or resignation occurring in any office of the Authority, the Authority shall request the municipality that was represented by that Member appoint a Member replacement.

If a Member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the General Membership, the Member shall address in writing or email to the Chair or Secretary-Treasurer such correspondence prior to the start of the meeting. The correspondence shall be circulated in advance, if possible, or distributed at the meeting by the Secretary-Treasurer without comment or explanations.

When a member's appointment is due to expire, the appropriate municipality shall be notified at least 30 days before the date of such expiration.

13. Delegations

Any person or organization who wishes to address the Authority may make a request in writing or email to the Secretary-Treasurer. The request should include a brief statement of the issue or

matter involved and indicate the name of the proposed speaker(s). If such request is received 10 days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.

Any person or organization requesting an opportunity to address the Authority, but not having made a written request to do so in the timelines specified above, may register as a delegation through the Office of the CAO up to two business days immediately preceding a meeting of the General Membership or shall be listed on the published agenda for the following meeting. Unregistered delegations present at the meeting may request to speak and will be limited to a maximum of three (3) minutes to address the Board, if approved by a majority of members present at the meeting.

Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than 10 minutes. A delegation of more than three (3) speakers will be limited to a total maximum of twenty (20) minutes. When a large number of Delegations wish to speak on the same topic, the time limits may be reduced at the discretion of the Chair.

Speakers will be requested not to repeat what has been said by previous speakers at the meeting. A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair may choose to end a returning delegation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the General Membership.

Members of the public who constitute an audience during an Authority meeting may not:

- Address the Authority without permission;
- Interrupt any speech or action of the Members, or any other person addressing the Authority;
- Display or have in their possession any picket signs, placards, or other forms of written messages deemed inappropriate by the Chair.

14. Section 28 Hearings and Permit Issuance

Hearings

When a hearing is required under Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations, under Section 28 of the Conservation Authorities Act, the General Membership shall form a tribunal for the purpose of such a hearing. When hearings are to be held for Applications for Permit under Section 28 of the Conservation Authorities Act, RSO 1990, individual notice of hearing shall be sent by registered mail or email to the applicant, with a copy by ordinary mail or email to the applicable municipal clerk.

When a hearing is held, a letter of decision including the reasons for the decision and a copy of the resolution that includes the mover and seconder of the resolution shall be sent to the applicant by registered mail or email. A copy shall be sent by regular mail or email to those who received the hearing notice.

Permit Issuance

When a permit is approved the Authority will retain a record of the permit and a copy shall be sent by regular mail or email to the applicant, and to the appropriate municipal department.

15. Annual Meeting

The Authority shall designate one meeting of the General Membership each year as the annual meeting to be held prior to March 1 and shall include the following items on the agenda, in addition to the normal course of business:

- i. Appointment of the auditor for the upcoming year
- ii. Receipt of the most recent report of the Audit Committee
- iii. Receipt and Approval of the Auditor's Report and Audited Financial Statements for the prior year
- iv. Approval of the Budget and General Levy for the current year
- v. Approval of Provision for Borrowing for the current year
- vi. Confirmation of By-laws passed, repealed, amended or re-enacted during the past year.

16. Meetings with Closed "In Camera" Sessions

Every meeting of the General Membership, Executive Committee and Advisory Boards, if applicable, shall be open to the public as per Section 15(3) of the Act, subject to the exceptions set out below.

Meetings may be closed to the public if the subject matter being considered relates to:

- a) The security of the property of the Authority;
- b) Personal matters about an identifiable individual, including employees of the Authority;
- c) A proposed or pending acquisition or disposition of land by the Authority;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority;
- f) Advice that is subject to solicitor-client privilege;
- g) A matter in respect of which the General Membership, Executive Committee, Advisory Board or committee or other body may hold a closed meeting under another Act;
- h) Information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

The Authority shall close a meeting if the subject matter relates to the consideration of a request under MFIPPA.

Before holding a meeting or part of a meeting that is to be closed to the public, the Members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the General Membership shall reconvene in an open session.

The General Membership shall not vote during a meeting that is closed to the public, unless:

- a) the meeting meets the criteria outlined in this by-law to be closed to the public; and
- b) the vote is for a procedural matter or for giving directions or instructions to Officers, employees or agents of Authority.

Any materials presented to the General Membership during a closed meeting shall be returned to the Secretary-Treasurer prior to departing from the meeting and shall be treated in accordance with the Authority's procedures for handling confidential material.

A meeting of the Authority, advisory board or other committee may also be closed to the public if:

- a) the meeting is held for the purpose of educating or training the Members, and
- b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the authority, advisory board or other committee.

17. Voting

In accordance with Section 16 of the Act:

- a) each Member is entitled to one vote, including the Chair, and
- b) a majority vote of the Members present at any meeting is required upon all matters coming before the meeting.

Where a member has been appointed by Minister as a representative of the agricultural sector, the member shall not vote on:

- a) a resolution to enlarge the Authority's area of jurisdiction;
- b) a resolution to amalgamate the Authority with another Conservation Authority;
- c) a resolution to dissolve the Authority; or
- d) a resolution related to any budgetary matter.

If any Member who is qualified to vote abstains from voting, except during a recorded vote, they shall be deemed to have voted neither in favour nor opposed to the question, which will not alter the number of votes required for a majority.

On a tie vote, the motion is lost.

Interrelated motions shall be voted on in the order specified in Bourinot's Rules of Order.

Unless a Member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

If a member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly answering "yes" or "no" to the question, and the Secretary-Treasurer shall record each vote. Any Members who did not stand in a recorded vote will be recorded as voting in favour.

At the meeting of the Authority at which the Non-Matching Levy is to be approved, the Secretary-Treasurer shall conduct the vote to approve of Non-Matching Levy by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96.

Where a question under consideration contains more than one item, upon the request of any Member, a vote upon each item shall be taken separately.

While the Chair is putting a question to the vote, no Member shall leave his/her seat or make any noise or disturbance until the result of the vote is declared.

No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

Except as provided in Section B, Paragraph 5 of this By-law (Election of Chair and Vice-Chair), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

18. Notice of Motion

Written notice of motion to be made at an Authority advisory board or committee meeting may be given to the Secretary-Treasurer by any Member of the Authority not less than seven business days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.

Recommendations included in reports of advisory boards or committees that have been included in an agenda for a meeting of the General Membership, shall constitute notice of motion for that meeting.

Recommendations included in staff reports that have been included in an agenda for a meeting of the General Membership, shall constitute notice of motion for that meeting.

Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the Authority provided that it is made clear that to delay such motion or other business for the consideration of an appropriate advisory board or committee would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of a majority of the members of the Authority present.

19. Motion to Reconsider

If a motion is made to reconsider a previous motion, a two-thirds majority vote shall be required in order for reconsideration to take place. If a motion to reconsider is passed, the original motion shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede.

20. Duties of the Meeting Chair

It shall be the duty of the Chair, with respect to any meetings over which he/she presides, to:

- a) Take the chair and call the members to order when a quorum is first present after the hour fixed for a meeting of the Authority;

- b) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- c) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- d) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- e) Announce the results of the vote on any motions so presented;
- f) Adjourn the meeting when business is concluded.

The Chair who opens the meeting shall remain Chair of the meeting until its adjournment. If, however, the Chair for any reason wishes to vacate the chair, either temporarily or for the balance of the meeting, he/she may appoint a Member of the Authority to take the chair in his/her place.

The Chair will vacate the chair while the Members are sitting as a Committee of the Whole, and, while nominations are being held for the office of Chair, Vice-Chair or any and all other elected officers of the Authority. The Authority shall appoint a person other than a Member of the Authority to conduct such elections; who shall appoint such clerks and returning officers as is necessary to assist in holding the elections.

21. Conduct of Members

Members shall maintain a high standard for conduct and at all times comply with applicable laws and the Authority's Code of Conduct (Appendix 1).

No Member at any meeting of the Authority shall:

- a) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- b) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- c) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- d) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- e) Speak beyond the question(s) under debate;
- f) Resist the rules of order or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the By-laws.

22. Minutes of Meetings

The Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the Authority, the Executive Committee and each advisory board or committee. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.

If a recording secretary is not present in a closed session, the Secretary-Treasurer, or designate, shall take notes of any direction provided, for endorsement by the Chair and Vice-Chair.

Minutes of all meetings shall include the time and place of the meeting, a list of those present and shall state all motions presented together with the mover and seconder and voting results.

The Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each member of the Authority at the same time as agendas for the next meeting are distributed. Copies of all non-confidential minutes shall be posted as part of the agenda package on the Authority's website within 30 days following the previous meeting.

After the minutes have been approved by resolution, original copies shall be signed by the Secretary-Treasurer and the Chair. Such minutes shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

D. Approval of By-law and Revocation of Previous By-law(s)

By-law number 1-2021 is hereby repealed;

By-law number 1-2022 shall come into force on the 25th day of February, 2022

READ A FIRST AND SECOND TIME

February 25, 2022
Date

READ A THIRD TIME AND FINALLY PASSED

February 25, 2022
Date

Signed:

Chair

Secretary-Treasurer

E. Appendices to the Administrative By-law

Appendix 1 - Code of Conduct

1. Background

The Grand River Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures.

2. General

All Members, whether municipal councillors or appointed representatives of a municipality, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

It is expected that Members adhere to a code of conduct that:

- i. upholds the mandate, vision and mission of the Authority;
- ii. considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- iii. respects confidentiality;
- iv. approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- v. exercises the powers of a Member when acting in a meeting of the Authority;
- vi. respects the democratic process and respects decisions of the General Membership, Advisory Boards and other committees;
- vii. declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- viii. conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

3. Gifts and Benefits

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

4. Confidentiality

The members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- i. Human Resources matters;
- ii. Information about suppliers provided for evaluation that might be useful to other suppliers;
- iii. Matters relating to the legal affairs of the Authority;
- iv. Information provided in confidence from an Indigenous community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Indigenous community and the Authority;
- v. Sources of complaints where the identity of the complainant is given in confidence;
- vi. Items under negotiation;
- vii. Schedules of prices in tenders or requests for proposals;
- viii. Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- ix. Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

5. Use of Authority Property

No Member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

6. Work of a Political Nature

No Member shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise.

7. Conduct at Authority Meetings

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

8. Influence on Staff

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

9. Business Relations

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before the Authority or an advisory board or committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

10. Encouragement of Respect for the Authority and its Regulations

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

11. Harassment

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as amended from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

12. Breach of Code of Conduct

Should a Member breach the Code of Conduct, they shall advise the Chair and Vice-Chair, with a copy to the Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 2 - Conflict of Interest

1. *Municipal Conflict of Interest Act*

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority is bound by the *Municipal Conflict of Interest Act*. This appendix to the by-law is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

2. *Disclosure of Pecuniary Interest*

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Advisory Board or committee at which the matter is the subject of consideration, the Member:

- a) shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter;
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question, and,
- d) shall file a written statement of the interest and its general nature to the Secretary-Treasurer at the meeting or as soon as possible afterwards.

3. *Chair's Conflict of Interest or Pecuniary Interest*

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution.

4. *Closed Meetings*

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

5. *Member Absent*

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Advisory Board or Committee, as the case may be, attended by them after the particular meeting.

6. *Disclosure Recorded in Minutes*

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Advisory board or committee, as the case may be.

7. *Pecuniary Interest Registry*

A registry will be kept by the Secretary-Treasurer of each written statement of pecuniary interest filed along with a copy of each declaration recorded in the minutes. The registry shall be made available for public inspection upon request submitted to the Secretary-Treasurer.

8. Breach of Conflict of Interest Policy

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair and Vice-Chair, with a copy to the Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Conflict of Interest Policy, the said breach shall be communicated to the Chair, with a copy to the Secretary Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Conflict of Interest Policy, the said breach shall be communicated the Vice-Chair, with a copy to the Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Conflict of Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 3 - Procedure for Election of Officers

1. *Voting*

Voting shall be by secret ballot and no Members may vote by proxy.

2. *Acting Chair*

The General Membership shall appoint a person, who is not a voting Member, as Acting Chair or Returning Officer, for the purpose of Election of Officers.

3. *Scrutineer(s)*

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of one or more persons, who are not Members or employees of the Authority, to act as scrutineers. A Member, who will not stand for election, may be appointed as an additional scrutineer if requested.

4. *Election Procedures*

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act as follows:

- a) The elections shall be conducted in the following order:
 - i. Election of the Chair, who shall be a Member of the Authority
 - ii. Election of one or more Vice-chairs, who shall be Members of the Authority.
- b) The Acting Chair shall ask for nominations to each position;
- c) Only current Members of the Authority who are present may vote;
- d) Nominations shall be called three (3) times and will only require a mover;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each Member nominated shall be asked to accept the nomination. The Member must be present to accept the nomination unless the Member has advised the Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination.

If one Nominee:

- g) If only one nominee the individual shall be declared into the position by acclamation.

If More than One Nominee:

- h) In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames.
- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.
- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots shall be distributed and a second vote held. Should there still be a tie after the second ballot a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair or designate.

AGENDA - Attachment B

Grand River Conservation Authority Per Diems, Honorariums and Reimbursement for Members - February 25, 2022

		Chair	Vice-Chair	Other Members
(1)	General Membership/Committee of the Whole	\$156.71**	\$156.71**	\$156.71**
(2)	Other Committees - Audit, Special Recognition or Ad Hoc Committees <i>Note: A Per Diem is only paid when a Committee meets on a separate day from (1)</i>	\$94.32**	\$94.32**	\$94.32**
(3)	Other time spent on business of the Authority (pursuant to By-law Section B.14)*	\$28,399.07/year	\$ 2,840.33/year	\$94.32**/ meeting
(4)	Mileage for travel to or from any of the above***	\$0.50/km	\$0.50/km	\$0.50/km

*GRCA By-law No.1-2022, Section B.14 Remuneration of Members

The Authority shall establish a per-diem rate from time to time to be paid to Members appointed by participating municipalities for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the Secretary-Treasurer. In addition, an honorarium will be approved by the Authority for the Chair and Vice-chair(s) as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day. The following activities shall be eligible for per diem allowance under this clause:

- Attendance at meetings of municipal councils to present the Authority's Annual budget and general levy requirement, if the member does not sit on that council and when such council presentations are scheduled through the Chair's office or at the request of the General Membership;
- Attendance at meetings of working groups or committees when appointed by the General Membership to such group or committee as an "official representative" of the Authority;
- Attendance at workshops, conferences or tours hosted by the Authority or Conservation Ontario, if participation is open to all Members and registration is made through the Chair's office;
- Any other business approved as eligible for a per diem allowance by the General Membership.

In the event of a scheduled meeting being adjourned for lack of a quorum, those attending a meeting so adjourned shall be entitled to receive the standard per diem rate and expense.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending approved meetings and/or functions on behalf of the Authority, including actual cost of meals, lodging, public transportation and conference fees, as applicable.

A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time and shall be consistent with Canada Revenue Agency guidelines. Requests for such reimbursements shall be submitted on a Per Diem & Expense Claim Sheet monthly with the distance travelled entered for each meeting and allowable expenses shown. Each Member must sign a certification printed on the sheet that the information is correct.

The Chair may submit monthly expense claims, which will be reviewed and signed by the Chief Administrative Officer, the Secretary-Treasurer and the Vice-Chair. The purpose of this review is to ensure that the Chair's expense claims conform to any policies that have been established by the Authority, are within the approved budget and are supported with appropriate documentation.

Remuneration for the member appointed by the Minister as a representative of the agricultural sector shall be in accordance with direction from the Ministry of Environment, Conservation and Parks.

** *Per-diems* have been adjusted by 2.00% effective January 1, 2022 *** *Mileage rate* has remained unchanged from 2021

Grand River Conservation Authority

Report number: GM-02-22-18

Date: February 25, 2022

To: Members of the Grand River Conservation Authority

Subject: Draft Subwatershed Planning Guide – Response to Environmental Registry Posting

Recommendation:

THAT Report Number GM-02-22-18 Draft Subwatershed Planning Guide – Response to Environmental Registry Posting be received as information.

AND THAT this report be included in the GRCA comments package and submitted to Ministry of Environment Conservation and Parks through the Environmental Registry.

Summary:

The Government of Ontario is seeking input on a draft document *Subwatershed Planning Guide* (Guide). The guidance document is intended to provide advice for implementing land use planning policies related to watershed and subwatershed planning to streamline the process for the purpose of housing development. The best practices and approaches in the Guide are intended to guide municipalities, conservation authorities and other planning approval authorities in a consistent and coordinated approach to subwatershed planning. Currently, guidance on integrating subwatershed planning into land use planning is out of date with the most recent guidance document published in 1993. This draft Guide document involves describing policies and proposed modifications to best management practices for the consistent and efficient implementation, throughout the province, of subwatershed planning in a land use planning context. GRCA has a strong history of partnering with municipalities for the purpose of subwatershed planning since the 1980's. More than 60 subwatershed and master drainage studies have been completed within the Grand River watershed during that time.

GRCA staff in the Engineering and Resource Management Divisions have completed an initial review of the draft document. The GRCA and partner municipalities are currently practicing many of the best management practices that are outlined in the Guide document, and have been for some time. There are however, comments and recommendations from the GRCA that will be submitted to the Province through the Environmental Registry where there are deviations from the best practices in place, such as the proposed reduction in pre-plan data collection for defensible floodplain mapping. Data collection is necessary to complete engineering modelling and mapping hazard limits before considering development scenarios. This report summarizes the draft Guide and key review comments. If the GRCA comments are incorporated into the final Guide, the Guide document will not have a major impact on the GRCA subwatershed planning operations.

Report:

Background

In recent years, the Government of Ontario has included direction for watershed and subwatershed planning in several provincial policies and plans, including: The Provincial Policy Statement (PPS), Greenbelt Plan, A Place to Grow, Growth Plan for the Greater Golden

Horseshoe (Growth Plan), Niagara Escarpment Plan, Lake Simcoe Protection Plan and Oak Ridges Moraine Conservation Plan. The Growth Plan applies to most municipalities in the Grand River watershed (except for the Counties of Perth, Oxford, Norfolk and Grey). The most recent Provincial guidance document on Subwatershed Planning was completed in 1993, and as such, is deemed to be out of date and in need of an update.

On January 27, 2022, the Ontario Ministry of the Environment, Conservation and Parks (MECP) released a draft *Subwatershed Planning Guide* on the Environmental Registry of Ontario (ERO) for a 45 day public review period, closing on March 13, 2022 (Posting #019-4978, [ERO Direct Link](#)). The draft Guide was developed with some input from the Conservation Authorities Working Group and developers, with the intent to promote consistent application of subwatershed planning and land use policy in Ontario and address concerns related to housing development.

Subwatershed Planning in the Grand River

Watershed planning provides a framework for water management at a watershed-scale. Watershed planning has a long history in the Grand River watershed, dating back to the 1930's. The current watershed-wide guidance document, The Grand River Water Management Plan (2014), identifies the importance and connection between land use and subwatershed planning.

Subwatershed planning reflects the goals of the Watershed Plan, but tailors the needs and information requirements to support local issues. The GRCA has a long history and track record of supporting and delivering subwatershed studies and master drainage plans in collaboration with watershed municipalities and consultants. Since the 1980's, more than 60 subwatershed studies and master drainage plans have been completed in the Grand River watershed, including several that are currently ongoing.

Draft Subwatershed Planning Guide

The draft Guide is intended to promote consistent application of subwatershed planning in Ontario and offers administrative, planning and technical framework for implementation. The Guide is organized into the following topics:

- Background and context
- Purpose and principles of subwatershed planning
- Subwatershed planning process
- Public engagement
- Indigenous partnerships and engagement
- Key technical tools and considerations

GRCA staff in the Engineering and Resource Management Divisions have reviewed the draft Guide. Key, high-level comments are provided in this report. Due to the timelines of the ERO posting, specific comments from some staff may still be pending, which will be included in the GRCA submission of comment through Conservation Ontario. If such future comments are substantive in nature, these comments will be brought forward to the board at a later date.

General Comments

The GRCA currently supports and implements a number of Subwatershed Studies (SWS) through the Subwatershed Planning program through collaborations with watershed municipalities and the development industry. The strong working relationship with municipalities has allowed the GRCA to implement and follow many of the best practices and overall framework presented in the Guide document. The general process and types of information that may be required for a SWS presented in the draft Guide, in its current form, should not result in a substantive change to how the Subwatershed Planning program is implemented i.e., working with municipalities and other stakeholders and the general process of implementation. However,

the Guide does propose some amendments to current science based best practices that are a concern. It also includes assessment of important criteria like climate change, cumulative effects assessment, identification and evaluation of water resource systems that currently are not included in provincial technical guidelines.

The term Subwatershed Planning is not listed as a mandatory program in Regulations affecting conservation authorities, however, GRCA mandatory programs, including the regulation of natural hazards, are one of the key components of subwatershed planning. The outcomes of subwatershed plans include the identification of natural hazards and this mapping is incorporated into GRCA regulation mapping for use in the GRCA permit process. In some cases, the GRCA hazard mapping may be completed in advance of a subwatershed study and this mapping is incorporated into the study to streamline the process and timelines. The Guide should be amended to state that Conservation Authorities need to be involved in subwatershed planning due to the inclusion of GRCA mandatory programs which inform subwatershed planning and/or outcomes the study that inform GRCA programs (pg. 13-14).

Section 3.3.1 includes a reference to modelling for floodplain mapping. As noted in this report, provincial technical guidelines are an important tool for municipalities, conservation authorities and the development industry and it is important to ensure that they are referenced in the final guide. The inclusion of the word 'provincial' should be incorporated into this sentence "An appropriate model can be selected in keeping with the *provincial* technical requirements and standards for flood hazard mapping completed by municipalities for their Official Plans and by conservation authorities to comply with obligations to provide the mandatory programs and services related to the risk of natural hazards." page 26.

The Guide should include information on the topic of integrated analysis in Section 3.3.1 (page 24-25). For example, surface water-groundwater interactions to inform water balance calculations. It also has limited references to considering climate change and cumulative effects, which are currently only mentioned briefly in Appendix A. It is recommended that these concepts be discussed in more detail and incorporated into the main body of the Guide document with clarification on how these are to be addressed in practice. It is recommended that the province update existing provincial technical guidelines with this information to facilitate a streamlined and consistent approach to these criteria. Cumulative effects are mentioned in Section 1.0 Background and Context and in Section 2.0 Purpose and Principles of Subwatershed Planning, and along with climate change, this item needs to be included in the Initial Assessment portion of the proposed framework in Section 3 (page 25-26).

The Guide includes a reference to Provincial natural hazards technical guidelines (flooding and erosion). These guidelines were released in 2002. There are recent provincial initiatives to update some sections of the flood hazard guideline, however the province is encouraged to undertake further updates to incorporate current technical criteria, best practices, and policy guidance.

Subwatershed Planning Process

The Subwatershed Plan is proposed to consist of three phases: Phase 1 – Identification of Existing Conditions and Initial Impact Assessment; Phase 2 – Completion of Impact Assessment and Development of the Preferred Land Use Scenario; Phase 3 – Implementation and Management Strategies. The Guide states "The phases of work identified should not be regarded as consecutive steps. Rather, they represent different components. Work can be undertaken on a subsequent phase before work on all prior phases is complete" (Section 3.3, pg. 22). While this approach may appear to fast-track timelines, there are several drawbacks. For example, Phase 2 work will include floodplain/ flood hazard mapping which cannot be

completed without accurate baseline conditions. The proposed approach in the Guide, may result in:

- I. decisions that are made using limited or inaccurate data or
- II. additional and unnecessary re-work to update models based on newly updated baseline conditions.

Further, based on this approach, adjustments to the baseline conditions may be made too late in the planning process, at a point in which there are significant challenges with going back to reassess proposed limits of development and land uses. The Guide needs to be modified to reflect that these phases should be consecutive steps where recent existing data is not available (e.g. water resources). It is important to note that growth areas are generally identified years in advance and collection of data can be conducted in advance of a subwatershed study to meet municipal and development timelines.

GRCA supports the subwatershed planning approach for infill development and intensification. This is listed in the Guide in Section 3.1 (page 20).

Baseline Conditions

Additional clarity is required to determine when sufficient baseline data have been collected before moving onto Phase 1 – Identification of Existing Conditions. The Guide mentions the importance of utilizing existing monitoring data in the subwatershed to develop baseline conditions, where such data exists, and goes on to state in Section 3.3.4 that “baseline monitoring of watershed conditions may be necessary if data gaps exist. Three to five years of monitoring is typically appropriate to determine a baseline condition of the watershed components being assessed” (Section 3.3.4, pg. 30). By not clearly defining what constitutes a data gap, one could move forward into the next Phase without an accurate picture of baseline conditions.

The Guide states in Section 3.3.1 (page 24) that “a minimum of one year of monitoring data should be collected to satisfy the requirements for identifying existing conditions over four seasons”. One year of data collection for water resources is inadequate to draw science-based conclusions and to satisfy the requirements for baseline conditions. The 3-5 year timeframe mentioned in Section 3.3.4 is more appropriate for determining baseline conditions for water resources due to annual and climate variability. Shorter timeframes should only be considered when existing monitoring programs exist. In order to reflect current best management practices, this section of the Guide needs to be amended.

This modification will address any issues with defining the term “unusual conditions” in the context of determining when additional years of monitoring data are required to determine baseline conditions.

Appendix A

Provincial technical guidelines have been developed for some provincial planning objectives. Similar to Natural Heritage Systems (NHS) guidelines, there is a need for a Water Resource System technical guide to be developed by the province with input from municipalities, conservation authorities and practitioners. The appendix should also include text related to NHS which is a key component in watershed and subwatershed planning. A reference to the provincial NHS Technical Guideline should be included as well. It’s important to note that the NHS mapping completed by the province, for a portion of south central Ontario included in the Growth Plan, used provincial data and did not include information from existing watershed or subwatershed studies, regional, local or other available information for natural heritage features and linkages. In addition, the reference to Natural Hazards should also include unstable soils

and Great Lake and other shoreline hazards as well as a reference to the Great Lakes-St. Lawrence River shorelines: Flooding, Erosion and Dynamic Beaches (2001) document.

The overall framework presented in the Guide is similar to the process that is currently utilized in the Grand River watershed. However, the comments included in this report should be incorporated to add further detail and clarity to the Guide and maintain best practices used by the watershed municipalities and the GRCA over several decades of watershed planning. These comments will be submitted to the Province through the Environmental Registry.

Financial Implications:

None at this time.

Other Department Considerations:

Several GRCA program areas provided input on this report including Resource Planning and the Engineering Division.

Prepared By:

Cameron Irvine
Subwatershed Planning Coordinator

Nancy Davy
Director of Resource Management

Approved By:

Dwight Boyd
Director of Engineering

Grand River Conservation Authority

Report number: GM-02-22-20

Date: February 25, 2022

To: Members of the Grand River Conservation Authority

Subject: Belwood Lake - Snowmobile parking lot access for OFSC trail and snowmobile and ATV use for ice fishing

Recommendation:

THAT Report Number GM- 02-22-20 Belwood Lake - Snowmobile parking lot access for OFSC trail and snowmobile and ATV use for ice fishing be received as information.

Summary:

Belwood Lake Conservation Area has a long history of ice fishing and many patrons have accessed the lake from the Conservation Area using snowmobiles and ATVs to transport ice fishing equipment to the designated ice fishing area at Belwood Lake.

Starting in 2023, snowmobiles and ATVs (under 1200 lbs) will be permitted to access Belwood Lake CA for ice fishing from the boat launch parking area. In addition to the day use fee, a permit and fee for snowmobile or ATV use will be instituted, much like the fee that is required to launch a motorized boat.

The west parking lot at Belwood Lake CA has historically been made available for snowmobilers to park and unload to enter the Ontario Federation of Snowmobile Clubs (OFSC) trails that are located directly outside the front entrance of the CA. This practice will continue and an access trail to the road will be provided to facilitate connecting with the OFSC trails. The day use fee will be required to park at the CA.

Report:

Background:

Ice fishing has been a managed winter program at Belwood Lake since the 1990s. Throughout the history of the ice fishing program, snowmobiles have been used to move equipment on and off the ice.

Prior to 2012, the GRCA rented ice huts to patrons for ice fishing and staff used snowmobiles to move the ice huts onto and off the ice. In 2012, the GRCA stopped renting ice huts and GRCA staff use of snowmobiles on Belwood Lake ended. However, patrons continued to bring their own snowmobiles and ATVs to load and unload the equipment for ice fishing, including their own ice huts.

Due to the steepness of the access to the lake through the boat launch at Belwood Lake CA, many people prefer to use a snowmobile or ATV to assist with the transportation of the daily supplies. Ice fishing huts are permitted for day use; there are no huts left on the ice overnight.

Prior to 2019, the OFSC trail ran through Belwood Lake Conservation Area and many trail users parked in the parking lots to de-trailer and to access the trail.

Legislative Requirements

Citing the legislated requirements of permit for access, in January of 2022, GRCA staff advised patrons that snowmobiles and ATV use at Belwood Lake Conservation Area was not in compliance and would not be permitted.

Ontario Regulation 106/R.R.O. 1990: Conservation Areas – Grand River Conservation Authority, under the Conservation Authorities Act states that:

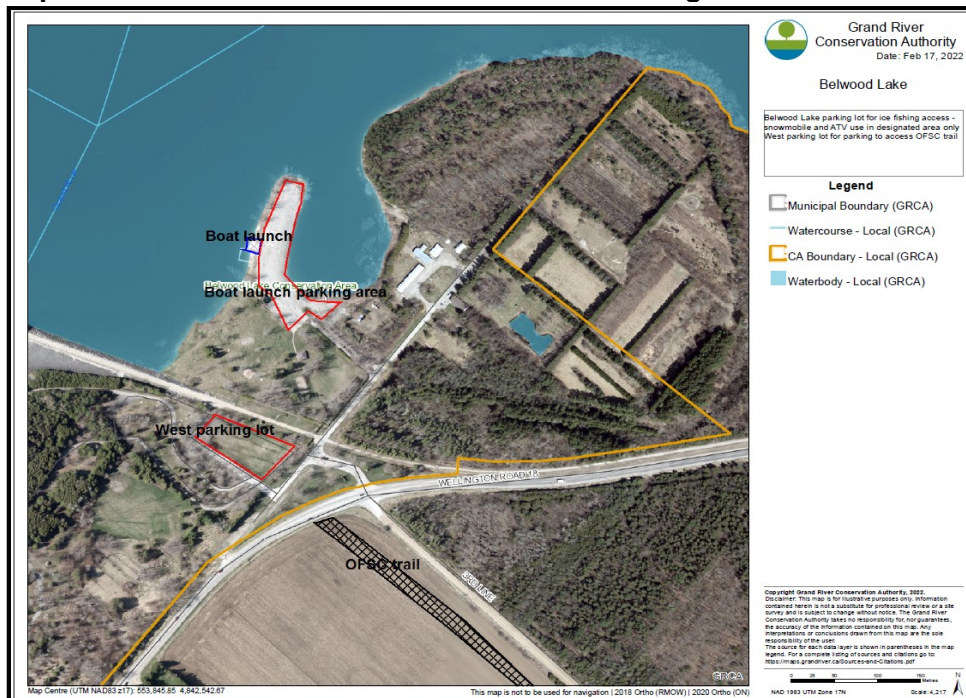
- “No person shall operate an all-terrain vehicle, an off-road vehicle or a motorized snow vehicle in the conservation area except,
- (a) under a permit issued by the Authority and in a place designated by the Authority for the operation, with permits, of all-terrain vehicles, off-road vehicles or motorized snow vehicles; or
 - (b) in a place designated by the Authority for the operation, without permits, of all-terrain vehicles, off-road vehicles or motorized snow vehicles.”

Current Operations

Upon further consideration, GRCA staff decided to permit snowmobiles to continue to access the lake through the boat launch for the short ice fishing season, but prohibited ATV use. Public use of ATVs is not allowed to operate on any GRCA property. This short-term measure allowed time to determine a solution for the continuation of access to the lake for ice fishing with snowmobile/ATVs and to also take into consideration of the provisions of the regulation.

GRCA staff have also continued to allow snowmobile users to park at the west parking lot and to enter the trailhead of the OFSC trail located across the road at the entrance to Belwood Lake CA. There are no trails or permitted areas inside of the conservation area for snowmobiles or ATVs.

Map One: Belwood Conservation Area- Ice Fishing Access and Parking Lot



Starting in 2023, snowmobiles and ATVs (under 1200 lbs) will be permitted to access Belwood Lake CA for the purpose of transporting equipment for ice fishing from the boat launch parking area. In addition to the day use fee, a permit for snowmobile or ATV use will be required for patrons who wish to use these machines to transport their ice fishing equipment. This snowmobile/ATV permit is valid only in the GRCA designated ice fishing

area. Ice fishing is limited to designated ice fishing zones and is subject to operational restrictions, as determined by the GRCA, such as time of day, reservoir and weather conditions. The west parking lot at Belwood Lake CA has historically been made available for snowmobilers to park and unload to enter the OFSC trails that are located directly outside the front entrance of the CA. This practice will continue to occur and an access trail to the road will be provided to facilitate connecting with the OFSC trails. Payment of the regular day use fee is required to park at the CA.

Financial implications:

Additional signage requirements will be needed to advise of the route to access the boat launch, and the OFSC trail head. In 2023 snowmobile and ATV launch permits would generate additional revenue amounts depending on the weather and ice conditions, and would be limited to accessing winter ice fishing and OFSC trail access only.

Other department considerations:

Ice fishing also occurs at Guelph Lake, Shade’s Mills and Pinehurst Lake Conservation Areas. These lakes are smaller and do not have multiple points of access or a history of snowmobiling on them. None of these three areas allow motorized vehicles on the lake, in summer or winter. These areas are limited to walk out ice activities only. All ice fishing at Conservation Areas are limited to designated ice fishing zones and are subject to operational restrictions as determined by the GRCA, such as time of day, reservoir and weather conditions.

The Property department was consulted with respect to potential impacts on Belwood Lake cottage lot owners and other GRCA properties.

Prepared by:

Pam Walther-Mabee
Manager of Conservation Areas

Karen Armstrong
Deputy CAO/ Secretary-Treasurer

Approved by:

Samantha Lawson
Chief Administrative Officer

Grand River Conservation Authority

Report number: GM-02-22-11

Date: February 25, 2022

To: Members of the Grand River Conservation Authority

Subject: Afforestation Services for Spring 2022

Recommendation:

THAT the Grand River Conservation Authority award contracts for spring 2022 afforestation services to Tamarack Reforestation Inc. in the amount of \$144,450.00 (excluding HST) for the hand planting of seedlings and hand planting of tall stock.

AND THAT a total budget of \$166,117.50 (excluding HST) be approved.

Summary:

The Grand River Conservation Authority (GRCA) carries out a variety of tree planting projects on both private land and GRCA properties each spring. Afforestation contractors are utilized to implement these projects.

The GRCA advertised for prequalification of companies interested in participating in the GRCA's 2022 afforestation program. Four companies submitted their prequalification documents and met the criteria for receiving the subsequent Request for Proposals.

The GRCA's private land tree planting program aims for cost recovery. The amount charged to landowners for planting trees is set to allow for the costs of paying contractors to plant these trees, as well as all of the internal shipping, handling, and storage costs. Based on the contract values of the recommended contractor, cost recovery will be achieved.

Report:

The GRCA has planted trees on private land and GRCA property for over 50 years with over 30 million trees planted throughout the Grand River watershed to date. The GRCA offers watershed residents access to a coordinated approach for afforestation services. Forestry specialists assist landowners with the design of their projects and accessing funding programs. The GRCA grows trees and shrubs at its nursery and also purchases nursery stock at bulk pricing from a variety of external nurseries. The services of qualified tree planting contractors are retained to complete the projects.

To ensure that planting projects are successful, the GRCA seeks contractors with expertise in afforestation and naturalization style tree planting. The bare root tree planting season is compressed into a three to four week period that starts as soon as the frost leaves the ground. To accommodate this compressed season, the GRCA's afforestation projects are contracted out according to the planting method and nursery stock size/type. Not all contractors are able to fulfill the variety of requirements and timelines, so it sometimes results in multiple contractors working simultaneously to ensure the completion of projects during this short time period.

The GRCA advertised for prequalification of companies interested in participating in the GRCA's 2022 afforestation program. Four companies submitted their prequalification documents and met the criteria for receiving the subsequent Request for Proposals. Three of these companies submitted their proposals. The proposals were opened at 2:00 p.m. on January 28, 2022. The

opening committee consisted of Brandon Heyer, Manager of Central Services; Sonja Radoja, Manager of Corporate Services; and Nathan Munn, Supervisor of Forestry Operations.

The following tables shows the bids submitted for the two tree planting contracts which are based on an estimated number of trees to plant in the spring of 2022.

Table 1: Proposal results for Contract 1 – hand planting of seedlings

Company	Bid Price per 1000	Total Estimated Number of Trees to Plant	Total Contract Value
Black River Tree Planting	No Bid	90,000	N/A
Brinkman & Associates	\$995.00	90,000	\$89,550.00
Tamarack Reforestation	\$935.00	90,000	\$84,150.00

Table 2: Proposal results for Contract 2 – hand planting of tall stock

Company	Bid Price per tree	Total Estimated Number of Trees to Plant	Total Contract Value
Black River Tree Planting	\$7.10	9,000	\$63,900.00
Brinkman & Associates	\$7.77	9,000	\$69,930.00
Tamarack Reforestation	\$6.70	9,000	\$60,300.00

Table 3: Recommendations for awarding each contract

Contract	Company	Contract Value
Contract 1: hand planting of seedlings	Tamarack Reforestation	\$84,150.00
Contract 2: Hand planting of tall stock	Tamarack Reforestation	\$60,300.00

The RFP did not include a contingency, however, it is proposed that a budget be approved with an internal contingency added. The contingency is due to the fact that tree planting plans are still being developed and confirmed with various landowners, so the actual number of trees to plant may vary from the total estimated at the time of proposal submissions. The total proposed budget is shown in Table 4.

Table 4: Budget

Total Value of Contracts	\$144,450.00
Contingency	\$21,667.50
Total Budget Excluding HST	\$166,117.50

Financial Implications:

The cost of afforestation projects on private lands are paid for by the individual property owners requiring the service. If eligible, these costs may be offset by programs such as the Rural Water Quality Program and Forests Ontario's 50 Million Tree Program. Tree planting on GRCA land is funded through programs, such as, Forests Ontario's 50 MTP and/or the Grand River Conservation Foundation.

The GRCA's private land tree planting program aims for cost recovery. The amount charged to landowners for planting trees is set to allow for the costs of paying contractors to plant these

trees, as well as all of the internal shipping, handling, and storage costs. Based on the contract values of the recommended contractor, cost recovery will be achieved.

Other Department Considerations:

Natural Heritage and Conservation Services staff are involved in the planning and coordination of afforestation projects on both private and GRCA lands.

Prepared by:

Nathan Munn
Supervisor of Forestry Operations

Approved by:

Karen Armstrong
Deputy CAO, Secretary-Treasurer

Brandon Heyer
Manager of Central Services

Grand River Conservation Authority

Report number: GM-02-22-13

Date: February 25, 2022

To: Members of the Grand River Conservation Authority

Subject: Replacement Brush Chipper Purchase

Recommendation:

THAT the Grand River Conservation Authority purchase one 2022 Vermeer model BC1500 – 15” Capacity, Trailer Mounted, Drum Type Brush Chipper from Vermeer Canada in the amount of \$112,100.00 (excluding HST).

Summary:

Not applicable.

Report:

The 2022 Motor Pool budget included the purchase of one brush chipper replacing one that is 8 years old.

Specifications were developed based upon the performance requirements of the chipper needed by Forestry.

The RFQ for a replacement brush chipper was publicly advertised on January 11, 2022 on the Biddingo electronic procurement website. Despite being publicly advertised, only one bid was received for the brush chipper by the closing date of January 28, 2022. As described in the RFQ, the bid package was evaluated based on the following criteria:

- 10% Location of Parts and Service Facility
- 10% Past Experience with the Manufacturer
- 40% Conformance to the Specification
- 40% Price Quotation

Bids were reviewed by Sonja Radoja, Manager of Corporate Services, Brandon Heyer, Manager of Central Services, Paul Lucier, Supervisor of Maintenance and Operations and Jim Himsl, Fleet Coordinator. Bid and evaluations have been summarized below:

ONE (1), 2022, 38.1 cm (15”) CAPACITY, TRAILER MOUNTED, DRUM TYPE BRUSH CHIPPER

Dealer	Make/Model	Bid Amount (HST excluded)
Vermeer Canada	BC1500	\$112,100.00

Despite there being only one bid, staff scored it against the required specification and are satisfied with the submission as it aligns with our requirements and predetermined budget.

Financial Implications:

The total combined amount of \$112,100.00 excluding HST is included in the 2022 Motor Pool budget and will be funded from the Motor Pool Reserve. The unit being replaced will be

disposed through public auction and any proceeds from that sale will be allocated to the Motor Pool Reserve.

Other Department Considerations:

Arboriculture staff aided in the development of the specification for brush chipper. This equipment is crucial to operations and maintenance of the GRCA properties

Prepared by:

Brandon Heyer
Manager of Central Services

Approved by:

Karen Armstrong
Deputy CAO/Secretary-Treasurer

Grand River Conservation Authority

Report number: GM-02-22-14

Date: February 25, 2022

To: Members of the Grand River Conservation Authority

Subject: Replacement Trucks Purchase

Recommendation:

THAT the Grand River Conservation Authority purchase three 2022 Ford F150 XL SuperCrew 4x4 Hybrid ½ ton pickup trucks for a total amount of \$182,715.00 (excluding HST) and three 2022 Ford F350 XL Supercab 4WD pickup trucks from Parkway Ford Ltd. for a total amount of \$187,656.00 (excluding HST).

Summary:

Not applicable.

Report:

The 2022 Motor Pool budget includes the purchase of six trucks to replace six pickup trucks.

Specifications were developed based upon the performance requirements of the area to which the equipment would be assigned. Six truck specifications were issued as part of the Request for Quotations (RFQ). As part of the RFQ, bidders were invited to submit a bid for the three ½ ton trucks as a conventional gasoline engine and/or as gasoline engine/electric hybrid. The 2022 RFQ for Replacement Vehicles was publicly advertised on January 11, 2022 on the Biddingo electronic procurement website. Two bid packages were received by the closing date of January 28, 2022. As described in the RFQ, bid packages were evaluated based on the following criteria:

- 10% Location of Parts and Service Facility
- 10% Past Experience with the Manufacturer
- 40% Conformance to the Specification
- 40% Price Quotation

Bids were reviewed by Sonja Radoja, Manager of Corporate Services, Brandon Heyer, Manager of Central Services, Paul Lucier, Supervisor of Maintenance and Operations and Jim Himsl, Fleet Coordinator. Bids and ranking based on evaluation scores have been summarized below:

**2022, ½ TON PICKUP TRUCK, CREW CAB, 4WD, (3987 mm) 157” Wheel Base – Three (3)
Required – Option “A” – CONVENTIONAL GASOLINE ENGINE**

Dealer	Make/Model	Bid Amount (HST excluded)	Ranking Based on score
Parkway Ford	Ford F150 XL SuperCrew 4WD Pickup Truck	\$173,199.00	1
Blue Mountain Chrysler	Ram 1500, Crew Cab, 4WD Pickup Truck.	\$196,635.00	2

**2022, ½ TON PICKUP TRUCK, CREW CAB, 4WD, (3987 mm) 157” Wheel Base – Three (3)
Required – Option “B” – GASOLINE ENGINE/ELECTRIC HYBRID**

Dealer	Make/Model	Bid Amount (HST excluded)	Ranking Based on score
Parkway Ford	Ford F150XL SuperCrew Hybrid, 4WD Pickup Truck	\$182,715.00	1
Blue Mountain Chrysler	Ram 1500, Crew Cab, 4WD Pickup Truck	\$190,650.00	2

2022, 1 TON PICKUP TRUCK, EXTENDED CAB, 3759 mm (148”) WHEEL BASE, 4WD – THREE (3) REQUIRED

Dealer	Make/Model	Bid Amount (HST excluded)	Ranking Based on score
Parkway Ford	F350 XL Supercab 4WD Pickup Truck	\$187,656.00	1
Blue Mountain Chrysler	Ram 3500 Crewcab 4WD Pickup Truck	\$198,495.00	2

There is a \$9,516 premium to purchase three ½ ton electric hybrid trucks rather than the conventional gasoline engine trucks, however, staff are recommending to pilot the hybrid model as there is anticipated fuel savings over the life of the vehicles.

Financial Implications:

The total combined amount of \$370,371 excluding HST is included in the 2022 Motor Pool budget and will be funded from the Motor Pool Reserve. The units being replaced will be disposed through public auction and any proceeds from that sale will be allocated to the Motor Pool Reserve.

Other Department Considerations:

Staff in a number of GRCA departments were consulted in the preparation of the specifications to ensure the replacement trucks accommodate the various specific uses.

Prepared by:

Brandon Heyer
Manager of Central Services

Approved by:

Karen Armstrong
Deputy CAO/Secretary-Treasurer

Grand River Conservation Authority

Report number: GM -02-22-22

Date: February 25, 2022

To: Members of the Grand River Conservation Authority

Subject: Septic Pumping & Disposal Service Request for Proposal 2022-OPS-001

Recommendation:

THAT the Grand River Conservation Authority retain Egger Enviro Ltd. and Weber Environmental Services for the purpose of pumping and disposal of sewage from septic tanks for a term of three years from April 1, 2022 to March 31, 2025.

Summary:

Not applicable

Report:

The Request For Proposal (RFP) for pumping and disposal of sewage from septic tanks at a number of GRCA locations was advertised on the Biddingo electronic procurement website with a closing date of January 28, 2022.

The GRCA has 146 septic or holding tanks located at the Administration Centre, Conservation Areas, Nature Centres, and the Burford Tree Nursery. All of these tanks require, at a minimum, an annual service and inspection. Most Conservation Area tanks require more than one pump annually depending on type and use.

GRCA locations with septic and holding tanks that have registered system numbers with Ministry of the Environment Conservation and Parks are required under their terms and conditions to ensure that "sewage generated at the site shall be safely collected and disposed of through a licensed waste hauler to an approved sewage disposal site". Through this RFP process and subsequent agreements, the GRCA will ensure compliance with MECF requirements.

There were 8 companies that took the RFP documents from Biddingo and 2 companies that bid on the RFP and were evaluated by GRCA staff.

Two separate contractors are necessary to fulfill the RFP for septic service services based on the submissions of the bidding contractors. Staff have confirmed that both contractors fulfilled prequalification requirements. Egger Enviro Ltd. is the recommended waste hauler for Byng Island Conservation Area and Taquanyah Nature Centre. They only submitted a bid to service these two locations. Weber Environmental Services is the recommended waste hauler for all other locations under this Request for Proposal. This contractor's bid included all locations other than Byng Island Conservation Area and Taquanyah Nature Centre.

Financial Implications:

The cost to pump a septic tank is based on volume and location. The estimated annual fee to have all 146 tanks serviced throughout the year based on historical annual haulage data is:

- Egger Enviro Ltd = \$220,925.00 tax excluded
- Weber Environmental Services = \$94,430.00 tax excluded

The total approximate cost is \$315,355 per annum.

Fluctuations of pump-out costs can be attributed to additional expenditures, which may be incurred for items like emergency pump-outs due to mechanical failures, higher than normal use, holding tanks requiring additional servicing, and other unforeseen service calls.

Prepared by:

David Townsend
Superintendent of Rockwood CA

Brian J. Hunt
Superintendent of Conestogo Lake CA

Pam Walther-Mabee
Manager of Conservation Areas

Approved by:

Karen Armstrong
Deputy CAO/Secretary Treasurer

Grand River Conservation Authority

Report number: GM-02-22-25

Date: February 25, 2021

To: Members of the Grand River Conservation Authority

Subject: Current Watershed Conditions as of February 16, 2022

Recommendation:

THAT Report Number GM-02-22-25 – Current Watershed Conditions as of February 16, 2022 be received as information.

Summary:

February to date has been a bit warmer than January, but still cold. The average air temperature was approximately 0.6 degrees below the long-term average, which was higher than January when the average air temperature was 3 degrees below the long-term average. Precipitation is near to above normal with more snow than rain recorded to date in February. A substantial snowpack formed by mid-month with most parts of the watershed with above normal water content in the snowpack.

Reservoir levels are within the normal range for this time of the year, but well below the upper rule curve. Inflows to the reservoirs were low in the first half of the month due to cold conditions and a lack of a mid-winter melt. The smaller reservoirs are all at their winter holding levels.

Lake Erie continues above the long-term average and below the level at this time last year. Levels are forecast start to increase in March. Lake Erie is ice covered. The long-term forecast is for a gradual warm up into spring with a continued risk of higher than normal precipitation.

Report:

Precipitation

Precipitation was below the long-term average across the watershed in January. The total monthly precipitation was about 65% of the long-term average across the watershed. Most of the recorded precipitation was snow with very little rain. Cold temperatures during the month meant that most of the snow that fell stayed and built up the snowpack.

Precipitation up to February 16 has been at or above the long-term average across the watershed. Snowfall at Luther Dam in the first two weeks was close to the monthly long-term average. Shand Dam also recorded above normal precipitation and so did the climate stations in the southern parts of the watershed. The northern parts of the watershed have only recorded snow, while the areas near Cambridge and south recorded more mixed precipitation.

Results from the last snow survey, on February 15 are shown on Figure 1. There is a substantial snowpack across the watershed. In the southern half of the watershed, there is about 45mm of water in the snowpack, while the northern parts of the watershed are variable with water contents of between 33 and 95mm. A melt event is forecast for February 16 and 17, and will likely result in some of the snowpack melting. Rain is also forecast with the warm period and could add water to the snowpack where the snow is less dense. The next snow survey is scheduled for March 1. The snow survey is conducted every two weeks from November 15th to May 15th at set locations throughout the watershed to measure the amount and condition of the snow on the ground. The results inform reservoir operations and flood forecasting.

Table 1: Current monthly precipitation for climate stations across the watershed up to February 16, 2022 including the long term average precipitation for half of February.

Climate Station	Current Month Precipitation (mm)	Long Term Average Precipitation (mm)	Percentage of Long Term Average (%)
Shand	39.9	28.4	141%
Conestogo	33.2	32.9	101%
Guelph	26.5	27.4	97%
Luther	58.9	33.2	177%
Woolwich	27.9	28.8	97%
Laurel	29.0	29.8	97%
Shades	35.3	27.5	128%
Brantford	27.9	21.7	129%

Precipitation trends over the last 18 months are variable due to the very dry winter and spring last year which was followed by a wet fall. Over the past six months, all of the climate stations recorded values well above the long-term average, while over the last 12 months some sites were below the long-term average, shown in Table 2. A visual representation of these trends for the Shand climate station is also given in Figure 2.

Table 2: Precipitation trends as a percentage of the long-term average over the last 18 months

Climate Station	Last Month	Last 3 Months	Last 6 Months	Last 12 Months	Last 18 Months
Shand	64%	83%	105%	94%	96%
Conestogo	52%	74%	104%	95%	92%
Guelph	66%	77%	110%	109%	107%
Luther	60%	90%	108%	100%	103%
Woolwich	85%	83%	100%	84%	86%
Laurel	79%	81%	130%	110%	102%
Shades	52%	72%	129%	116%	107%
Brantford	66%	82%	123%	108%	102%

Air Temperatures

The first two months of 2022 have been cold. After a warm start to winter with a very warm December, January was very cold. The average temperature across the watershed was approximately 3 degrees below the long-term average. There were multiple cold weather warnings and some days saw daytime high temperatures below minus 25 degrees.

The first half of February was slightly warmer than January, but still below the long term average. February is normally the coldest month of the year. At the Shand Dam climate station, the average monthly temperature was 0.6 degrees below the long-term average. Very cold periods similar to January have alternated with a few days with high temperatures above zero. By the mid-point of February there has not been a prolonged period of above freezing weather.

A visual representation of these trends for the Shand climate station is given in Figure 3.

Lake Erie Water Levels

During January, the average lake level was approximately 0.60m above the long-term average, which was approximately 0.1m below the same month in 2021. Lake levels have dropped over the last month. In the first half of February, the average lake level was approximately 174.41m, which is about 0.43m above the long-term average and 0.16m below last year.

The long-range forecast for Lake Erie, Figure 4, is for the lake level to start to increase again in March. Lake Erie is covered with ice. A High Lake Level Conditions Statements remains in effect.

Reservoir Conditions

The large reservoirs are within their normal levels for this time of the year. Levels are a bit low due to low inflows with the cold weather and lack of a mid-winter melt. There is lots of storage available to manage higher inflows with anticipated snowmelt. The smaller reservoirs are at their winter holding levels.

Reservoirs will be used to manage flows during melt or rain events over the next couple of months. Spring filling of the reservoirs normally starts in late February or early March and is dependent on the weather. Year to date reservoir levels and operating rule curves are shown in Figures 5 and 6 for the four largest reservoirs

Long Range Forecast

Environment and Climate Change Canada is forecasting near normal temperatures and above normal precipitation for the February to April period.

The forecast from the Surface Water Monitoring Centre is for a gradual start to spring with the persistent cold lifting and more variable warm/cold weather patterns. There continues to be risk of larger storm events that follow the northeast coast to spill into Southern Ontario.

Flood Preparedness

Conditions are being monitored closely. Staff continue to hold weekly meetings as part of overall succession planning initiatives, dam operations and flood emergency preparedness.

The next meeting with municipal flood coordinators and agencies involved with the Grand River Flood Warning System is scheduled for February 23rd.

Financial Implications:

Not applicable

Other Department Considerations:

Not applicable

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Approved by:

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Director of Engineering

Figures:

Figure 1: Map showing the February 15, 2022 snow survey results

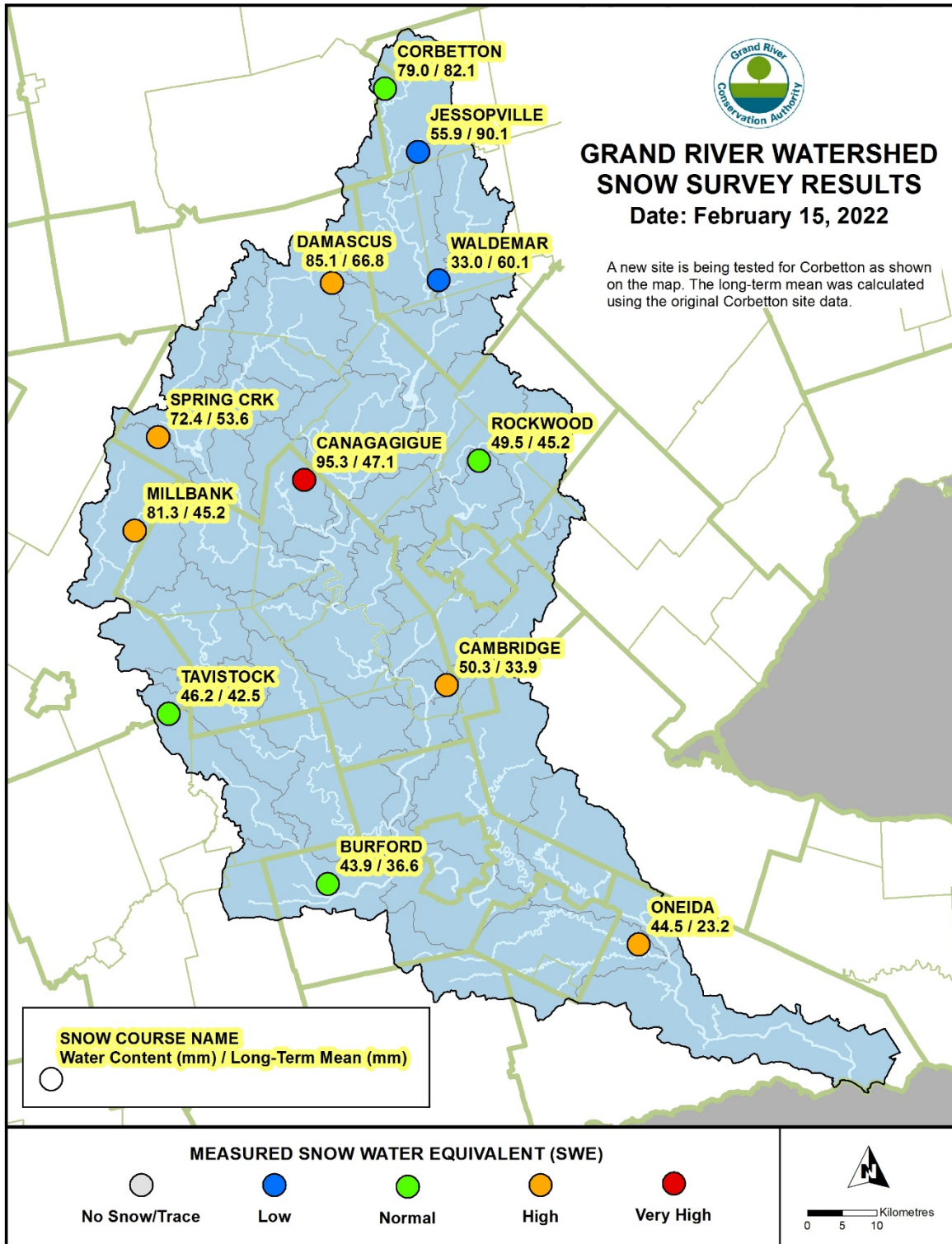


Figure 2: Shand Dam Monthly Precipitation 2018 to February 16, 2022

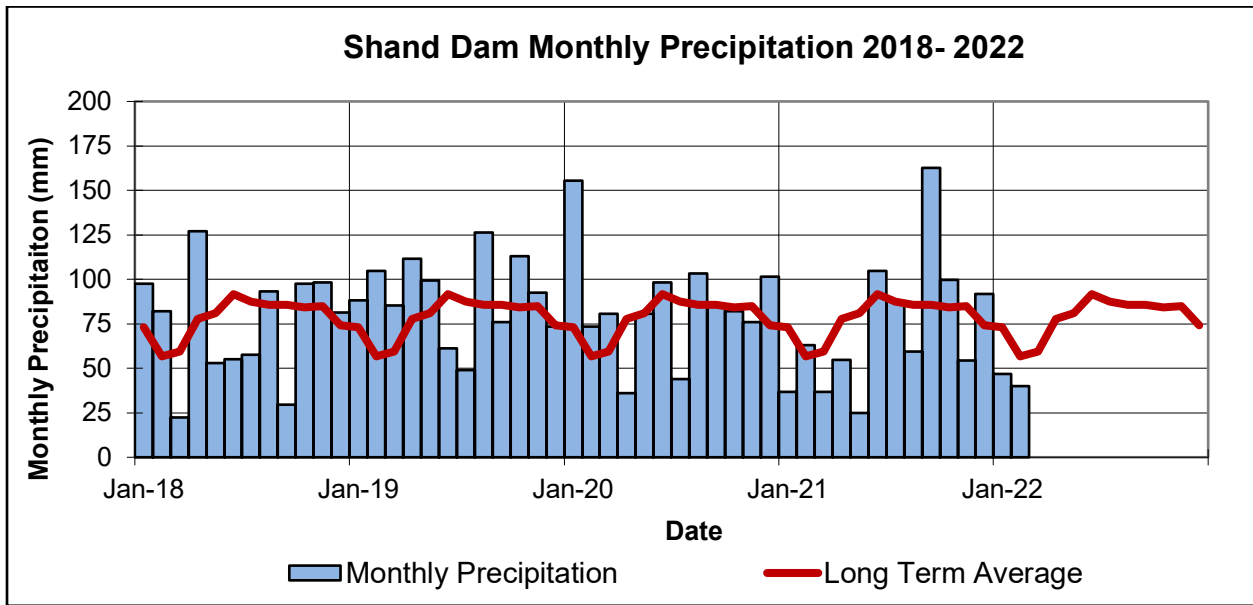


Figure 3: Monthly Average Air Temperatures at Shand Dam from 2018 to February 16, 2021

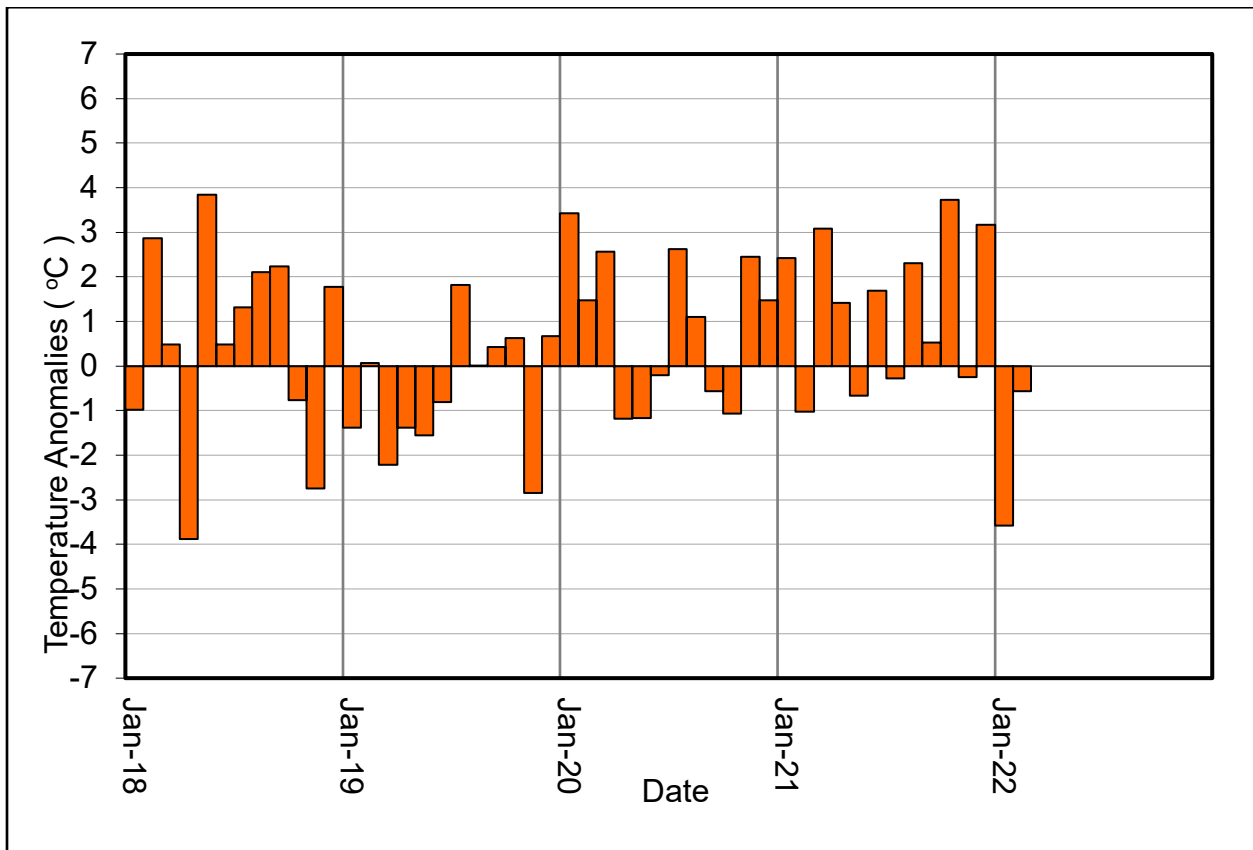


Figure 4: Water levels for Lake Erie at Port Colborne

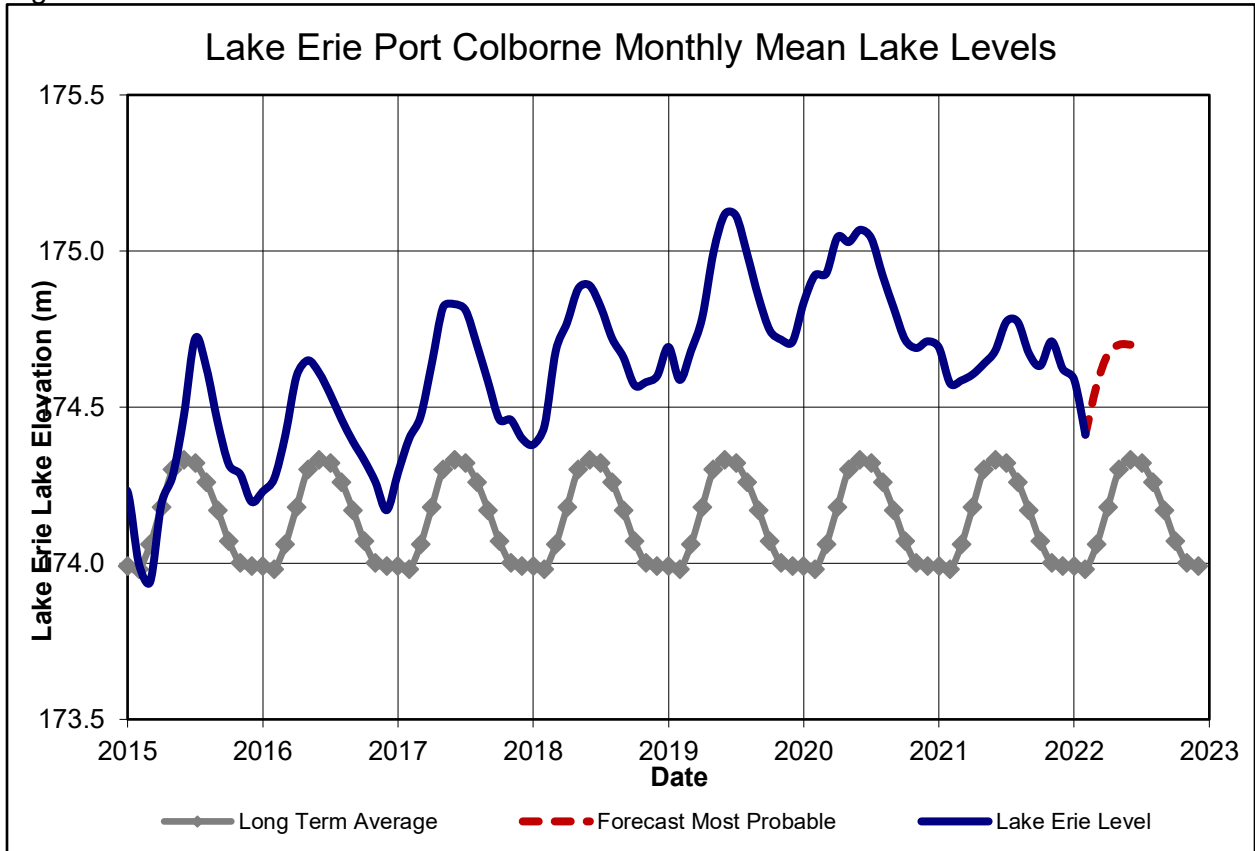


Figure 5: Shand and Conestogo Reservoir Elevation Plots for 2022

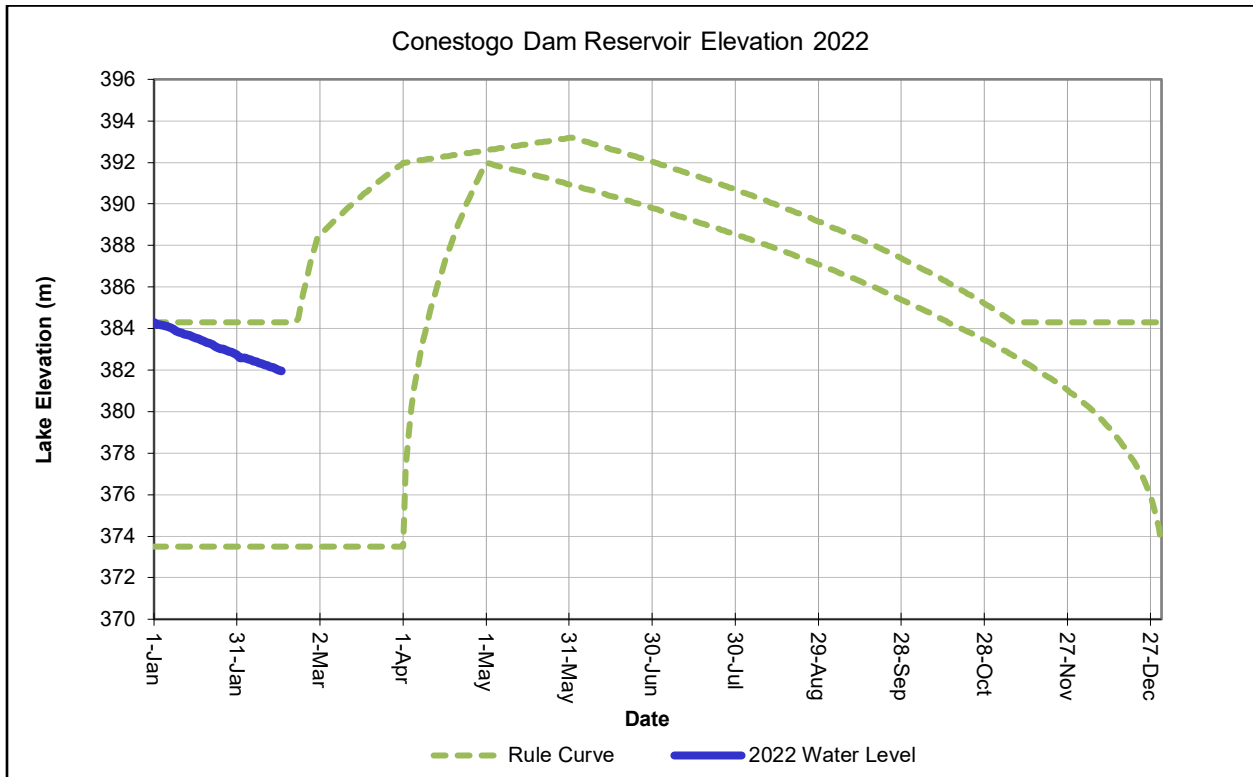
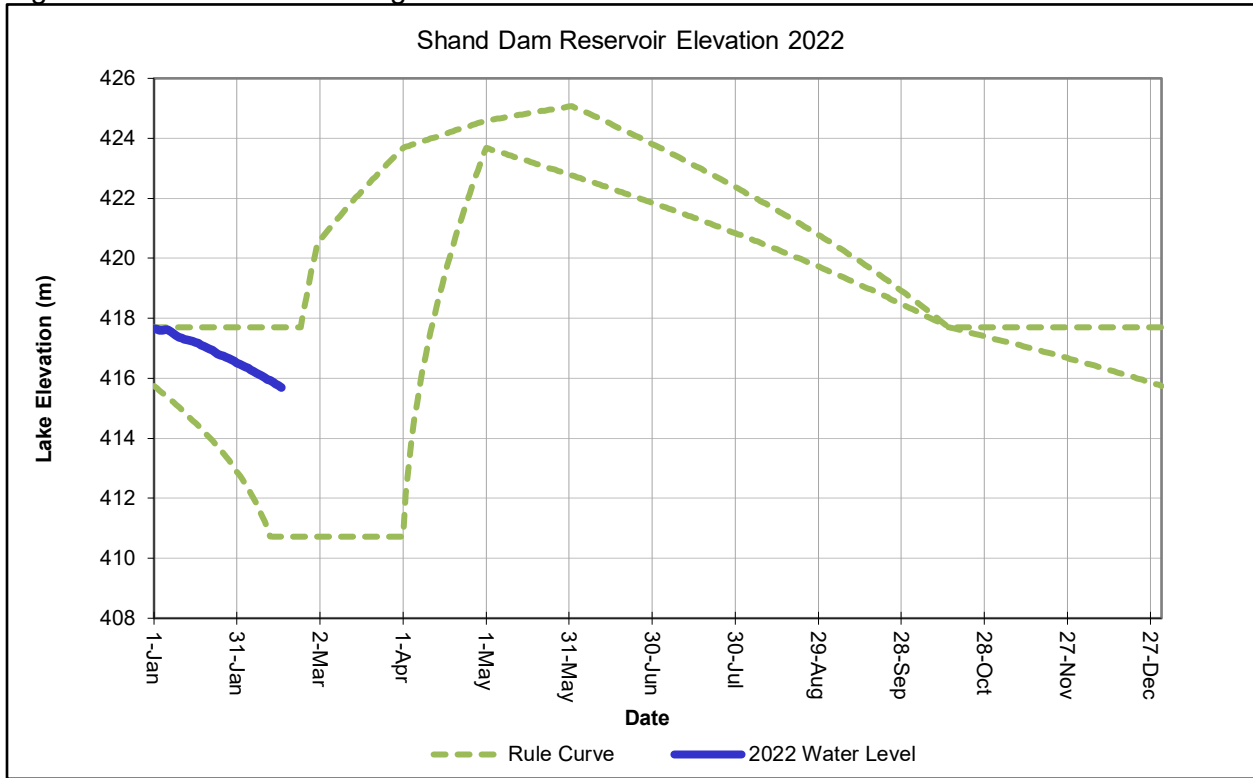
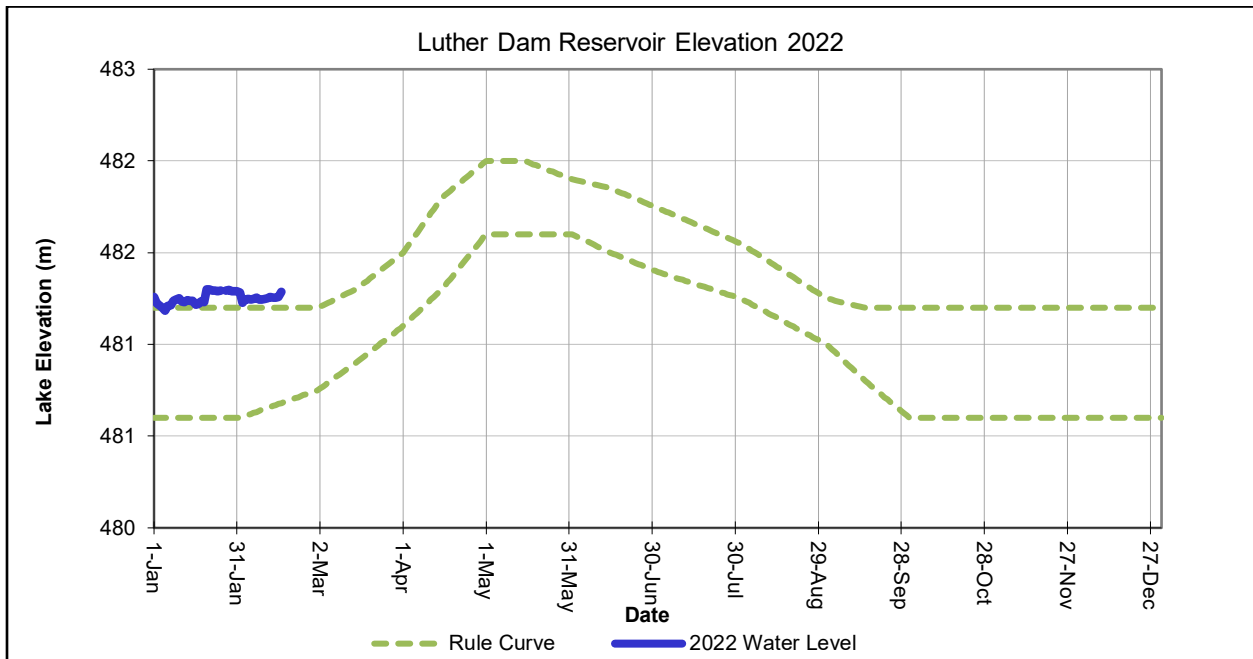
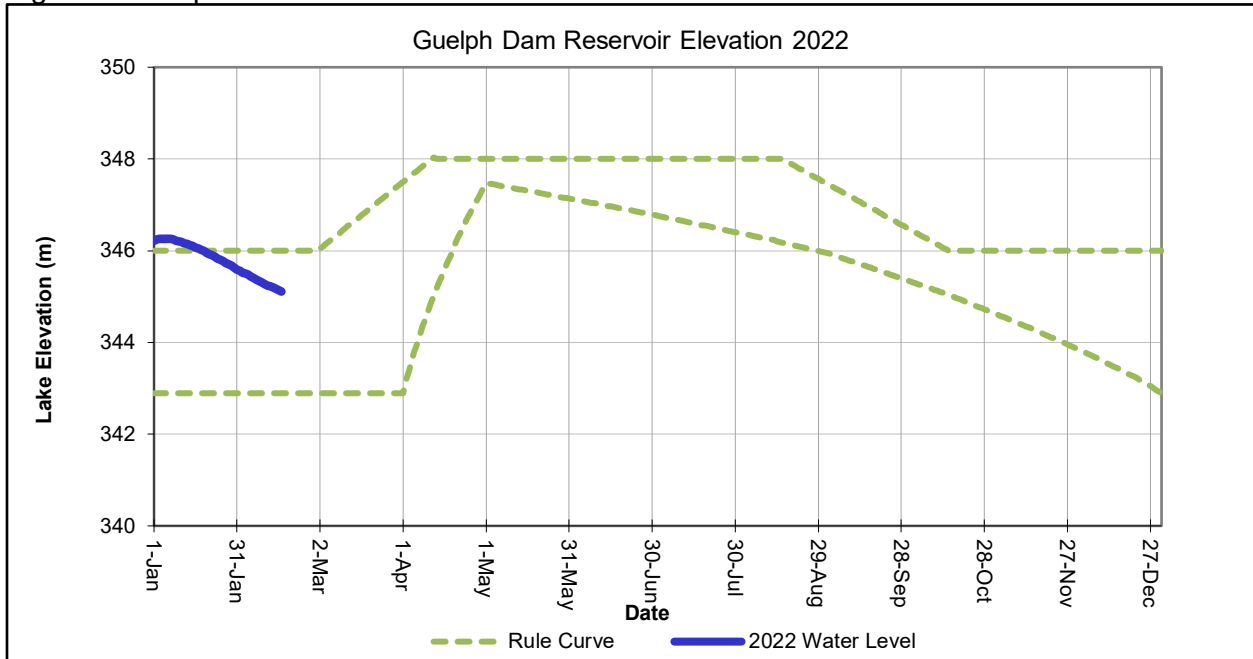


Figure 6: Guelph and Luther Reservoir Elevation Charts for 2021



Grand River Conservation Authority

Report number: GM-02-22-19

Date: February 25, 2022

To: Members of the Grand River Conservation Authority

Subject: Water Control Structures Major Maintenance Forecast 2022-2026

Recommendation:

THAT Report Number GM-02-22-19 – Water Control Structures Major Maintenance Forecast – 2022-2026 be received as information.

Summary:

Not applicable.

Report:

This report provides an overview of Grand River Conservation Authority's (GRCA) proposed major maintenance spending on dams and dikes for the period of 2022-2026.

The GRCA operates 27 dams. Seven of the GRCA dams are actively used to manage flows within the watershed and are classified as multi-purpose dams. The multi-purpose dams serve two key functions: managing floods and supplying water to the river during periods of low flow (flow augmentation). Auxiliary benefits such as hydro production and recreation result from the operation of the dams.

GRCA's other 20 dams are generally run-of-the river dams or earthen embankment dams with small head ponds. Although the smaller dams do not serve a water management function, they are important community features. These smaller dams may also serve a local fire suppression role providing a primary source of water needed to aid fire suppression. The New Dundee Dam provides a primary source for fire suppression for the community of New Dundee. The Wellesley Dam would provide a secondary or backup source for fire suppression in the community of Wellesley.

Four main techniques are used to identify deficiencies with dams:

1. Dam safety reviews are comprehensive reviews conducted by outside engineering firms. During the dam safety review, the dam is examined to ensure its design and construction meet current standards. Dam safety reviews can identify deficiencies with a dam and make recommendations for upgrades. Periodic dam safety reviews may be conducted at dams where comprehensive reviews have been completed. Periodic reviews can identify new issues that require attention. These reviews help form the basis for long-term major maintenance planning and asset management.
2. Detailed technical investigations are less comprehensive than a dam safety review and focus on a specific component of a dam. They are normally conducted by outside engineering firms. Technical investigations examine specific components of a dam, for example, the gates or electrical systems at a dam. These detailed technical investigations may recommend technical work be completed on the specific component and help provide information for the major maintenance forecast. These technical investigations may be completed to develop detailed designs to address a specific issue.

3. An annual inspection program identifies deficiencies with the dams and places repairs on a five-year forecast. At the large dams, engineer inspections are carried out in the spring after the reservoirs are filled, and again in the fall after the reservoirs are emptied. The other dams are inspected in the spring. After the inspections are completed, repairs are prioritized and the financial forecast is adjusted.
4. The large dams operated by GRCA are visited on a daily basis by dam operators. Dam operators complete daily visual inspections and report issues or incident to engineering staff. Emergency or ad-hoc inspections of issues or indicates are completed as needed and further detailed investigations or actions are completed as needed. Daily inspections are an important part of the dam safety program at GRCA. Financial forecasts are adjusted as needed.

The major dike systems in Brantford, Cambridge, and Kitchener (Bridgeport) are inspected each year. Procedures for completion of third party dike safety reviews and technical investigations continue to be refined. They follow a similar approach used for the dam safety reviews, but are focused on technical aspects of dike safety. Dike safety reviews have been completed for the Bridgeport, Brantford and Cambridge dikes. Detailed technical investigations and major maintenance works are being completed on specific components of these dike systems. Guidelines from other jurisdictions have been consulted to develop terms of reference for dike safety reviews. This approach is being taken in the absence of provincial technical guidelines.

The two big risks associated with the large water control infrastructure are the inability to operate gates at the large dams to safely discharge flood flows and the inability of the large dam or dikes to hold back flood water.

Three of the large dams operated by GRCA rely solely on gates to discharge flood flows; these include Shand, Conestogo and Woolwich Dams. Other large dams like Guelph, Luther, Laurel Creek and Shades Mills dams have the ability to passively discharge flood water either by an emergency spillway or overflow relief. Special emphasis has been focused on gate operational reliability at the large dams operated by GRCA. Several measures have been implemented to improve the operational reliability including some projects in the 2022 major maintenance budget.

With regard to the large dikes in the communities of Brantford, Cambridge and Kitchener (Bridgeport), work has been completed to identify the capacity of these dikes to convey floods. Technical studies have been completed or are underway to identify deficiencies that could result in the inability of these dikes to safely contain flood waters to the channel between the dikes.

2022 Major Maintenance Forecast - Dykes

A seepage, stability and flow capacity study is being completed for the Bridgeport dikes. This study will investigate seepage under or through the dike that results in ponding behind the dikes in the sports fields. This study will identify future repairs required to mitigate and manage seepage and address stability issues associated with the dyke. An Environmental Assessment of options to increase the capacity of the Bridgeport dikes is also being completed. Currently the Bridgeport dikes have capacity to convey approximately the 1% chance flood in any given year. The capacity study will investigate options to increase the capacity of the Bridgeport dikes to convey the Regulatory flood. The Environmental Assessment will select the preferred solution. The cost of implement repairs and improvements is estimates to be \$4,500,000 in the 2023 to 2025 forecast. These are estimates will be refined once preferred solutions are identified and detailed designs are completed. This work is being funded through a combination of Federal (DMAF) and Provincial (WECI) funding.

In the City of Cambridge, work on the dykes will focus on repair floodwall construction joints in association with the west bank floodwall upstream of Parkhill Dam.

Following the February 2018 ice jam event that resulted in overtopping of sections of the Brantford dikes, forensic technical investigations were initiated in 2018 to identify the cause of ice jams in the Brantford dike reach and potential mitigation measures that can be taken to reduce the risk of future ice jams overtopping these dikes. That work was completed in the spring of 2019. In 2020 and 2021, work focused on further investigating and refining mitigation options to reduce the potential for future ice jams. That study is now complete. The next step is to present findings to the GRCA board and City of Brantford council later this spring. Work in 2022 will focus on completing an Environmental Assessment of specific mitigation options, and detailed design preferred options. Capital works to implement options is included in the capital forecast for 2023 to 2026. Forecast costs of mitigation options will be refined as detailed designs are completed. An application will be made to the DMAF. The intake for the DMAF application is mid-July of this year.

Erosion repairs have been identified for the Caledonia dyke reach. Repair designs and tender documents will be finalized in 2022. Erosion repairs to the Caledonia dyke reach are included in the 2023 forecast.

In the community of Drayton, background work is being completed to estimate the benefits and budgetary costs to extend the existing dyke upstream of the community of Drayton to allow passage of the 1% chance flood. This background work will support an application by the Township of Mapleton to the DMAF in mid-July. The flood damage estimates, used to assess the benefits mitigation protection, is being completed with funding from the National Disaster Mitigation Program (NDMP) over the spring of 2022. This work will include updating floodplain mapping through the community of Drayton. Public meetings will be scheduled over the spring to present results along with any changes to the regulatory floodplain through the community of Drayton.

The budget forecast includes continued vegetation maintenance along the New Hamburg dyke following a recommendation from the flood mitigation study completed for the community of New Hamburg. Staff have met with the Township of Wilmot staff to review flood mitigation options for the community of New Hamburg, advise the Township regarding the federal DMAF program, and the next intake to that program in July. Proposed mitigation options for the community of New Hamburg are being assessed against DAMF project requirements to determine if an application to the DMAF program is worth pursuing.

2022 Major maintenance Forecast - Dams

The Shand Dam project focuses on implementation of gate monitoring equipment, a temporary stop log handling system, and temporary stop log design. The temporary stop log system is needed to allow isolation of the gate for maintenance and inspection while reservoir levels are above the gate crest.

A gate failure modes analysis was conducted at Conestogo Dam in 2018 and completed in early 2019. The study reviewed previous work completed at Conestogo Dam and recommended additional measures that could further improve the reliability to operate gates at the dam. Some modifications of the gate hoists were recommended as a result of this study. These modifications were completed in 2019 and gates were inspected and gate seals changed on all four gates (two gates in 2020 and two in 2021). During gate inspections in 2021, issues were identified with the gate rollers on one of the gates: some rollers had seized. A project has been included in the 2022 forecast to address this issue.

The third year of a multi-year concrete repair project was completed at Conestogo Dam in 2021. Downstream concrete repairs to the stilling basin are completed. Concrete repairs for 2022 will be focused on repairs to the road deck. Repairs to the road deck will result in a two-month closure of the road over Conestogo Dam during the summer of 2022. Work is being initiated in 2022 to design upstream concrete repairs in the forebay on the upstream side of the control structure. The repairs are included in the 2023 to 2026 forecast.

Work at Guelph Dam will focus on inspection and maintenance of four gates. The gates will be individually pulled and inspected. Minor maintenance will be completed and the need for any major maintenance identified.

An automated gate operating system will be designed and implemented at Woolwich Dam. Woolwich Dam does not have an emergency spillway. Gate 1 of the dam is designed to automatically operate in the event of an unanticipated rise in reservoir levels. Automatic gate operation of Gate 1 is a safe guard. The existing control and operating system is at the end of its design life and in need of replacement.

New Rotork gate operators will be sourced and implemented at Laurel Creek Dam. Issues have been encountered with the existing Rotork gate operators in past years. New Rotork gate operators are required.

Repairs at Luther Dam will focus on repairs to the gate stem, which has been damaged by debris. The gate at Luther Dam is primarily used to manage lower flows. Higher flows are managed by pulling stop logs.

Work at Caledonia Dam will focus on public safety measures following a public safety incident in the summer of 2021.

Work at New Dundee and Parkhill Dams will focus on worker safety measures.

Major studies and work are proposed at Wellesley Dam to address embankment seepage and flow capacity issues. Work in 2022 will focus on design and approvals and on implementation of automated gate controls.

The following are attached:

Table 1 - High-level summary of the five-year forecast by program area, dikes, multi-purpose dam or small dam, and by specific structure in each program area.

Table 2 - Details of the expenditures proposed for the next five-years, for the dike, multi-purpose dams, and small dam programs.

If a DS or a DR number is assigned to a project in the table, it means that provincial funding has been approved for 50% of the project cost. For future projects, DR-Future and DS-Future indicate future repairs and studies that are eligible but may or may not receive provincial funding. The 2022 application to the provincial WECl program was submitted on February 10. A decision on funding requests to the WECl program is expected in March. For the purpose of the 2022 budget, it is assumed the province will fund both studies and repairs requested.

Funding considerations:

The City of Kitchener was successful in obtaining DMAF funding in 2019. The City of Kitchener allowed GRCA to include as part of its application, funding for improvements and repairs to the Bridgeport dikes. The DMAF program provides 40% funding. Therefore, for eligible Bridgeport dike repairs and studies, the funding formula would be 40% federal DMAF, 30% provincial WECl and 30% GRCA. In Table 2, DR-DMAF has been noted beside eligible projects to identify multiple funding sources.

Applying to federal programs like the NDMP and DMAF, are examples of how GRCA attempts to leverage municipal levy and provincial WECl funding.

Financial Implications:

2022

The water control structures major maintenance 2022 budget is set at \$2,200,000. Forecast spending for 2022 is \$2,235,400 (See Table 1). An application has been made to the provincial Water Erosion Control Infrastructure (WECl) program for projects planned for the provincial

fiscal year April 1, 2022 to March 31, 2023. Provincial WECl applicants are typically informed of funding decisions by mid to late March. If provincial funding requests are not successful for specific projects, the need to complete these projects will be assessed.

Once confirmation of WECl funding is received, any adjustments to forecast spending for 2022 will be communicated via monthly financial reporting to the board.

The 2022 budgeted spending of \$2,200,000 is being funded with \$750,000 Municipal Levy, \$1,050,000 provincial WECl grants, \$60,000 federal DMAF funding, and \$340,000 from reserves.

2023 to 2026

Forecast spending to range between approximately \$2.8 and \$ 6.8 million (See Table 1 attached). The five-year forecast typically includes \$1.5M in spending. Savings from underspending are placed into the water control structures reserve and overspending is funded via a combination of WECl funding, other government grants or programs (i.e. NDMP or DMAF) or reserves as applicable.

If federal DMAF becomes available for projects, the cost sharing arrangement would be: 30% general municipal levy, 30% WECl grant, and 40% DMAF grant.

As of December 31, 2021, the water control structures reserve balance is \$3.5 million dollars. Certain projects may also be eligible for funding from the land sale proceeds reserve which as of December 31, 2021, is \$7 million.

Future project costs will be updated as designs are completed and estimated costs are refined.

Future Changes to Funding Under the Conservation Authorities Act

For the time being, it is our understanding the provincial WECl program will continue to fund major maintenance of water control structures dams and dykes as has been the case in the past, including dams that may only provide a local amenity feature. Matching funding would be required from the local conservation authority or municipality. The budget forecast provided assumes continued WECl funding for the full range of dams operated by the GRCA.

The changes to the Conservation Authorities Act require the GRCA to develop asset management and operating strategies for water control structures and an ice management strategy. These strategies must be completed by December 31, 2024. Budgetary estimates to complete these strategies has been included in the five-year forecast. These estimates will be refined and updated once the scope of strategies is defined. Terms of reference with associated resourcing estimates will be brought to the board for their approval as separate reports.

Other Department Considerations:

Not applicable

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Approved by:

Samantha Lawson
Chief Administrative Officer

Table 1 Water Control Structures Major Maintenance Forecast 2022 - 2026

	2022	2023	2024	2025	2026
TOTAL By YEAR	\$2,235,400	\$4,551,900	\$6,565,900	\$5,121,900	\$2,757,900

<i>Dikes</i>	2022	2023	2024	2025	2026
Brantford Dike	\$175,000	\$775,000	\$1,425,000	\$575,000	\$375,000
Bridgeport Dike	\$152,000	\$1,102,000	\$2,022,000	\$1,502,000	\$2,000
Caledonia Dike	\$2,000	\$152,000	\$2,000	\$2,000	\$2,000
Cambridge Dike	\$122,000	\$32,000	\$322,000	\$1,052,000	\$452,000
Drayton Dike	\$22,000	\$37,000	\$2,000	\$2,000	\$2,000
New Hamburg Dike	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000
TOTAL - Dikes	\$500,000	\$2,125,000	\$3,800,000	\$3,160,000	\$860,000

<i>Multi-Purpose Dams</i>	2022	2023	2024	2025	2026
Conestogo Dam	\$841,000	\$876,000	\$816,000	\$816,000	\$36,000
Guelph Lake Dam	\$86,300	\$11,300	\$11,300	\$61,300	\$36,300
Laurel Creek Dam	\$77,400	\$27,400	\$12,400	\$12,400	\$12,400
Luther Dam	\$40,800	\$50,800	\$800	\$800	\$800
Shade's Mills Dam	\$2,000	\$52,000	\$87,000	\$177,000	\$202,000
Shand Dam	\$109,000	\$319,000	\$59,000	\$69,000	\$19,000
Woolwich Dam	\$80,900	\$55,900	\$75,900	\$25,900	\$805,900
TOTAL - Multi-purpose dams	\$1,283,400	\$1,539,400	\$1,185,400	\$1,211,400	\$1,162,400

Small Dams	2022	2023	2024	2025	2026
Baden	\$800	\$60,800	\$15,800	\$800	\$800
Bissell Dam	\$800	\$70,800	\$10,800	\$10,800	\$10,800
Breslau Dam	\$800	\$800	\$800	\$800	\$800
Caledonia Dam	\$75,000	\$3,500	\$3,500	\$78,500	\$3,500
Chicopee Dam	\$600	\$20,600	\$600	\$600	\$600
Damascus Dam	\$700	\$700	\$700	\$700	\$700
Drimmie Dam	\$600	\$600	\$600	\$600	\$600
Dunnville	\$27,200	\$32,200	\$502,200	\$2,200	\$2,200
Everton Dam	\$600	\$15,600	\$600	\$600	\$600
Floradale Dam	\$600	\$10,600	\$40,600	\$600	\$600
New Dundee Dam	\$41,500	\$151,500	\$1,500	\$1,500	\$1,500
New Hamburg Dam	\$1,200	\$13,200	\$1,200	\$1,200	\$1,200
Parkhill Dam	\$16,500	\$1,500	\$1,500	\$1,500	\$1,500
Rockwood Dam # 2	\$800	\$20,800	\$800	\$800	\$800
St. Jacobs	\$27,000	\$22,000	\$152,000	\$42,000	\$402,000
Upper Ayr	\$600	\$600	\$40,600	\$600	\$600

Small Dams	2022	2023	2024	2025	2026
Victoria Mills Dam	\$600	\$30,600	\$200,600	\$600	\$600
Wellesley Dam	\$200,600	\$325,600	\$300,600	\$300,600	\$600
Wellington Street Dam	\$27,900	\$52,900	\$262,900	\$202,900	\$202,900
Wilkes Dam	\$27,600	\$52,600	\$42,600	\$102,600	\$102,600
TOTAL - Small dams	\$452,000	\$887,500	\$1,580,500	\$750,500	\$735,500

Small Dams Decommissioned, Retired or Transferred to Municipality	2022	2023	2024	2025	2026
Chilligo Dam (Dam de-commissioned)	\$0	\$0	\$0	\$0	\$0
Columbia Street Dam (Transferred to municipality)	\$0	\$0	\$0	\$0	\$0
Grand Valley Dam (confirmed this dam is owned by local municipality)	\$0	\$0	\$0	\$0	\$0
Rockwood Dam # 1 (Dam Retired)	\$0	\$0	\$0	\$0	\$0
Taquanyah (Dam de-commissioned)	\$0	\$0	\$0	\$0	\$0

Table 2 Water Control Structures Major Maintenance Forecast 2022 - 2026

	WECI Proj.	2022	2023	2024	2025	2026
TOTAL OF ALL DAMS AND Dikes FOR YEAR		\$2,235,400	\$4,551,900	\$6,565,900	\$5,121,900	\$2,757,900
Dikes	WECI Proj.	2022	2023	2024	2025	2026
Brantford Dike						
minor maintenance works		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Dike safety study - Future Engineering Studies of specific issues	DR -Future		\$50,000	\$50,000	\$50,000	\$50,000
Dike safety study - River Road Floodwall and Dike EA and Final Design	DS.22.017 - WECI	\$100,000	\$150,000			
Dike safety study - Gilkison Floodplain ice management plan	DS.22.018 - WECI	\$50,000				
Dike safety implementation - Replace stop log closures and portion of Dike crib wall Scrafe Street	DR -Future			\$50,000	\$50,000	\$50,000
Dike safety study - Emergency preparedness inundation mapping		\$20,000				
Dike safety implementation - River Road Floodwall and Gilkison Reach mitigation	DR -Future WECI-DMAF		\$500,000	\$1,000,000	\$250,000	\$250,000
GRCA Birkett Triangle Landfill - stabilization riprap, cleanup - design,	Property Program		\$50,000	\$300,000	\$200,000	
Dike safety Implementation - ongoing vegetation removal and management			\$20,000	\$20,000	\$20,000	\$20,000
Subtotal for structure		\$175,000	\$775,000	\$1,425,000	\$575,000	\$375,000
Bridgeport Dike						
minor maintenance works		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Dike safety Implementation - Installation of Gate Valve on storm outlet				\$20,000		
Dike safety study - Seepage, Stability and Capacity Improvements Design EA	DS.22.019 WECI- DMAF	\$150,000	\$100,000			
Dike safety study - Implementation of Seepage Control and Capacity Improvements	DS -Future-WECI-DMAF		\$1,000,000	\$2,000,000	\$1,500,000	
Subtotal for structure		\$152,000	\$1,102,000	\$2,022,000	\$1,502,000	\$2,000
Caledonia Dike						
minor maintenance works		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Dike bank erosion repairs east and west sides of the river	DR-Future WECI		\$150,000			
Subtotal for structure		\$2,000	\$152,000	\$2,000	\$2,000	\$2,000
Cambridge Dike						
minor maintenance works		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Dike safety - Decommission stormwater pump room east bank , redesign stoplog closures for bridges			\$30,000			
Dike safety Implementation - Repair and reseal floodwall construction joints West Bank u/s Parkhill Road	DR.22.023 - WECI	\$120,000				

Dikes	WECI Proj.	2022	2023	2024	2025	2026
Dike Implementation - Decommission pump room and refurbish bridge closures	DR -Future-WECI-DMAF			\$250,000	\$250,000	\$250,000
Dike safety - Design and tender repair to east bank limestone block floodwall	DR -Future-WECI-DMAF			\$70,000		
Dike safety implementation - Repair east bank limestone block floodwall integrate with city walkway	DR -Future-WECI-DMAF				\$800,000	\$200,000
Subtotal for structure		\$122,000	\$32,000	\$322,000	\$1,052,000	\$452,000
Drayton Dike						
minor maintenance works -		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Dike safety - Drayton Dike EA background update budgetary costs for extension of existing Dike		\$20,000				
Dike safety - Install rubber backflow check valves	DS -Future		\$35,000			
Environmental Assessment - Extension of Existing Dike	Municipal DMAF					
Extension of the Existing Dike	Municipal DMAF					
Subtotal for structure		\$22,000	\$37,000	\$2,000	\$2,000	\$2,000
New Hamburg Dike						
Dike Minor Maintenance		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Environmental Assessment - Preferred flood mitigation options	Municipal DMAF	-	-	-	-	-
Extension of the Existing Dike - Implementation of Flood Mitigation Options	Municipal DMAF	-	-	-	-	-
Dike Safety- tree removal	DR.22.024 - WECI	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Subtotal for structure		\$27,000	\$27,000	\$27,000	\$27,000	\$27,000
TOTAL - Dikes		\$500,000	\$2,125,000	\$3,800,000	\$3,160,000	\$860,000

Multi-Purpose Dams Overall Dam Safety Program	WECI Proj.	2022	2023	2024	2025	2026
Dam Safety Maturity Matrix- CEATI Membership		\$26,000	\$27,000	\$28,000	\$29,000	\$30,000
Dam Safety Maturity Index Implementation - external consulting - actively operated dams as priority - facilitators. Meeting with OPG		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
CA Act Inventory and Strategies - Terms of Reference Approved by GRCA board						
Ice Management Strategy - CA Act Requirement	Transition Reserve		\$50,000	\$50,000		
Asset Management Strategy - CA Act Requirement	Transition Reserve		\$50,000	\$25,000		
Subtotal		\$46,000	\$147,000	\$123,000	\$49,000	\$50,000
Conestogo Dam						
Minor maintenance works		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Unidentified preventative maintenance		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Vegetation Control/Management		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Purchase spare gate motor	DR -21.0.40 - WECI	\$50,000				
Replace Gate Brakes and purchase spare brake	DR.22.025 - WECI	\$25,000				
Gate 1 roller refurb and cable replacement	DR.22.026 - WECI	\$100,000				

Multi-Purpose Dams Overall Dam Safety Program	WECI Proj.	2022	2023	2024	2025	2026
Road Deck rehab 22 design 23-25	DR.22.027 - WECI	\$600,000				
Design of next concrete phase	DS.22.0.26 - WECI	\$50,000				
Design MCC Electrical Upgrades	DS Future-WECI		\$60,000			
Future MCC Upgrades	DR Future-WECI					
Concrete rehabilitation 23 - u/s 1	DR -Future-WECI-DMAF		\$800,000			
Concrete rehabilitation 24 - u/s 2	DR -Future-WECI-DMAF			\$800,000		
Concrete rehabilitation 25 u/s 3	DR -Future-WECI-DMAF				\$800,000	
Replace gate hoist cables	DR-Future-WECI					\$20,000
Subtotal for structure		\$841,000	\$876,000	\$816,000	\$816,000	\$36,000
Guelph Lake Dam						
Minor maintenance works		\$6,300	\$6,300	\$6,300	\$6,300	\$6,300
Unidentified preventative maintenance		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Inspection and maintenance 4 gates	DR.22.028 - WECI	\$75,000				
Dam Safety Periodic Review	DS -Future-WECI				\$50,000	
Replace gate cables 6 gates	DR-Future-WECI					\$25,000
Subtotal for structure		\$86,300	\$11,300	\$11,300	\$61,300	\$36,300
Laurel Creek Dam						
Minor maintenance works		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Turf Maintenance		\$400	\$400	\$400	\$400	\$400
Laurel Creek OMS Manuals	DR -Future					
Large rip-rap replacement around control structure	DR-Future-WECI					
Rotork gate operator maintenance/upgrade	DR.22.029 - WECI	\$75,000				
Vegetation management downstream relief wells	DR-Future-WECI			\$10,000		
Laurel Creek - Flash Board Release System and Gate Operations	DR-Future-WECI		\$25,000			
Rehabilitation of toe drain, cleaning of fines from rip-rap	DR-Future-WECI				\$10,000	\$10,000
Subtotal for structure		\$77,400	\$27,400	\$12,400	\$12,400	\$12,400
Luther Dam						
Minor maintenance works		\$800	\$800	\$800	\$800	\$800
Purchase and install new stop logs - (have 4 new in stock)	DR -2021-WECI					
Gate repair and tailwater channel maintenance	DR.22.030 - WECI	\$40,000				
Consolidate Luther Dam information into a dam safety review	DS -Future-WECI		\$50,000			
Subtotal for structure		\$40,800	\$50,800	\$800	\$800	\$800
Shade's Mills Dam						
Minor maintenance works		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Decommission Mercury Manometers, replace instrumentation, provide new electrical supply	DS-Future-WECI			\$10,000		

Multi-Purpose Dams Overall Dam Safety Program	WECI Proj.	2022	2023	2024	2025	2026
Prepare downstream inundation mapping prior to dam safety study	DS-2022-WECI		\$50,000			
Dam Safety Review	DS -Future			\$75,000	\$75,000	
Implement recommendations from dam safety reviews	DR -Future-WECI-DMAF				\$100,000	\$100,000
Re-pave road over dam	DR -Future-WECI-DMAF					\$100,000
Subtotal for structure		\$2,000	\$52,000	\$87,000	\$177,000	\$202,000
Shand Dam						
Minor maintenance works (railings etc.)		\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
unidentified maintenance		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Vegetation control		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Gate superstructure load monitoring 3 remaining gates		\$40,000				
Service Stop Log and Handling System Design	DS.22.020 - WECI	\$50,000				
Service Stop Log and Handling System fabrication and delivery	DR-Future-WECI		\$250,000			
Piezometer rehabilitation and monitoring	DS-Future-WECI		\$50,000			
Wingwall concrete and seepage, piezometers	DS-Future-WECI			\$40,000		
Complete dam safety periodic review	DS-Future-WECI				\$50,000	
Subtotal for structure		\$109,000	\$319,000	\$59,000	\$69,000	\$19,000
Woolwich Dam						
Unidentified maintenance		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Turf Maintenance		\$900	\$900	\$900	\$900	\$900
Upgrade/maintenance of the automatic gate controls Gate 1 Woolwich Dam	DR.22.038 - WECI	\$75,000				
Hydro feed from road - underground burial	DS-Future-WECI		\$50,000			
Dam Safety Update Periodic Review	DS-Future-WECI			\$50,000		
Rehabilitate Crest of Dam, rip rap and replace guard rails - design	DS-Future-WECI			\$20,000	\$20,000	
Rehabilitate Crest of Dam, rip rap and replace guard rails - implementation	DR-Future-WECI-DMAF					\$800,000
Subtotal for structure		\$80,900	\$55,900	\$75,900	\$25,900	\$805,900
TOTAL - Multi-purpose dams		\$1,283,400	\$1,539,400	\$1,185,400	\$1,211,400	\$1,162,400

Small Dams	WECI Proj.	2022	2023	2024	2025	2026
Baden						
Minor maintenance works		\$800	\$800	\$800	\$800	\$800
Vegetation management						
Design and implement solution to isolate wooden gates				\$15,000		
Isolate gates Replace wooden gates			\$20,000			
Embankment Repair Toe Drain Installation			\$40,000			
Bissell Dam						

Small Dams	WECI Proj.	2022	2023	2024	2025	2026
Minor maintenance works		\$800	\$800	\$800	\$800	\$800
Design solution and specification to isolate and rehabilitate wooden gates			\$50,000			
Concrete patching on main gate structure			\$20,000			
Rehabilitate wooden gates				\$10,000	\$10,000	\$10,000
Breslau Dam						
Minor maintenance works		\$800	\$800	\$800	\$800	\$800
Caledonia Dam						
Minor maintenance works			\$3,500	\$3,500	\$3,500	\$3,500
Public safety repairs - railings, grates and gate.	DR.22.032 - WECI	\$75,000				
Implement new stoplog gains and stoplogs					\$75,000	
Chicopee Dam						
Minor maintenance works		\$600	\$600	\$600	\$600	\$600
Underwater conduit inspection			\$20,000			
Damascus Dam						
Minor maintenance works		\$700	\$700	\$700	\$700	\$700
Inspect valve and complete maintenance on low flow valve	DR-Future-WECI					
Drimmie Dam						
Minor maintenance works		\$600	\$600	\$600	\$600	\$600
Powered Rotork gate operator and Gate Positioning Monitoring	Hydro Program Funded					
Dunville Account 5508						
Main Dam						
North Wingwall concrete inspection		\$5,000				
Future concrete repair north wingwall	Future-WECI			\$500,000		
Weir # 2						
replace stop logs						
Weir # 3						
Preliminary design of fish way repair						
Repair and retrofit of fish way - design			\$30,000			
minor maintenance works		\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Weir # 4						
minor maintenance works		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Design solution to isolate and replace stop logs						
Replace stop logs						
Augment rip-rap		\$20,000				
Design and install stairs by wing wall						
Everton Dam						
Minor maintenance works		\$600	\$600	\$600	\$600	\$600
Dam embankment rip-rap			\$15,000			

Small Dams	WECI Proj.	2022	2023	2024	2025	2026
Floradale Dam						
Design Downstream Plate to seal low flow plug		\$600	\$600	\$600	\$600	\$600
Dam concrete rehab - spillway face strategy	DS -Future-WECI		\$10,000			
Dam concrete rehab - repair	DR -Future-WECI			\$40,000		
New Dundee Dam						
Minor maintenance works		\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Worker Safety Deck operations improvement study	DS.22.022 - WECI	\$40,000				
Embankment RipRap protection replacement	DR -Future-WECI		\$150,000			
New Hamburg Dam						
Minor maintenance works		\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Replace gate seals, fishway debris cleanout			\$12,000			
Parkhill Dam						
minor maintenance works		\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Railing improvement on catwalk to bring railing into compliance with safety code	DR.22.034 - WECI	\$15,000				
Rockwood 1&2						
minor maintenance works		\$800	\$800	\$800	\$800	\$800
Augment rip rap embankment near Mill Race			\$20,000			
St. Jacobs						
minor maintenance works		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Mill Race Outlet Repairs - design and Construction - shared with Twp			\$20,000	\$150,000		
Improved Public Safety -Railings in stilling basin area slope and wingwalls	DR.22.035 - WECI	\$25,000				
Dam Design and Approval - LIRA - minor crest repair 2020	Future-WECI				\$40,000	
Dam Weir Repair - Construction	Future-WECI					\$400,000
Upper Ayr						
minor maintenance works		\$600	\$600	\$600	\$600	\$600
Engineering Inspection to investigate gain separation from concrete, recommend repair				\$40,000		
Victoria Mills Dam						
minor maintenance works		\$600	\$600	\$600	\$600	\$600
Design of repair to low flow outlet structure	Future-WECI		\$30,000			
Repair to low flow outlet structure	Future-WECI			\$200,000		
Wellesley Dam						
minor maintenance works		\$600	\$600	\$600	\$600	\$600
Automate gate operation design and implementation	DR.22.036 - WECI	\$75,000				
Wellesley Dam Deficiencies and IDF - Study and Prelim Design	DS.22.021 - WECI	\$50,000				
Dam Rehab Design and Approvals - Embankment, Concrete	DS.22.021 - WECI	\$75,000	\$50,000			
Final Design and Approvals	Future-WECI		\$75,000			

Small Dams	WECI Proj.	2022	2023	2024	2025	2026
Embankment repair, sheetpiling	Future-WECI		\$150,000	\$100,000		
Gate Replacement/refurbishment	Future-WECI		\$50,000			
Spillways, Concrete Design and Repair	Future-WECI			\$200,000	\$300,000	
Wellington Street Dam and weirs and channel						
minor maintenance works		\$2,900	\$2,900	\$2,900	\$2,900	\$2,900
Remove weirs 1 and 3 -study and work	Future-WECI	\$25,000	\$50,000	\$200,000		
Decommission/Rebuild Study - Rehabilitate super structure and gates (Follow Discussions with City in 2022)	Future-WECI			\$60,000	\$200,000	\$200,000
Wilkes Dam						
minor maintenance works		\$2,600	\$2,600	\$2,600	\$2,600	\$2,600
Design a repair concrete wing wall - park side		\$25,000				
inwater inspection report	Future-WECI		\$50,000			
Repair concrete wing wall - Park side study and repair	Future-WECI			\$40,000	\$100,000	\$100,000
TOTAL - Small dams		\$452,000	\$887,500	\$1,580,500	\$750,500	\$735,500

Small Dams - Retired, Decommissioned or Transferred	WECI Proj.	2022	2023	2024	2025	2026
Chilligo Dam						
Dam de-commissioned		\$0	\$0	\$0	\$0	\$0
Columbia Street Dam						
Operation and maintenance transferred to City of Waterloo		\$0	\$0	\$0	\$0	\$0
Grand Valley Dam						
In discussions with municipal regarding transfer of dam to municipality		\$0	\$0	\$0	\$0	\$0
Rockwood Dam # 2						
Dam Retired		\$0	\$0	\$0	\$0	\$0
Taquanyah						
Dam de-commissioned		\$0	\$0	\$0	\$0	\$0
TOTAL - Retired, Decommissioned or Transferred		\$0	\$0	\$0	\$0	\$0
TOTAL OF ALL DAMS AND Dikes FOR YEAR		\$2,235,400	\$4,551,900	\$6,565,900	\$5,121,900	\$2,757,900

Grand River Conservation Authority

Report number: GM-02-22-09

Date: February 25, 2022

To: Members of the Grand River Conservation Authority

Subject: Cash and Investment Status – January 2022

Recommendation:

THAT Report Number GM-02-22-09 Cash and Investment Status – January 2022 be received as information.

Summary:

The cash position including Notes Receivable of the Grand River Conservation Authority as at January 31, 2022 was \$38,274,893 with outstanding cheques written in the amount of \$27,987.

Report:

See attached.

Financial Implications:

Interest rates, etc. are shown on the report.

Other Department Considerations:

Not applicable.

Prepared by:

Carol Anne Johnston
Senior Accountant

Approved by:

Karen Armstrong
Deputy CAO/Secretary Treasurer

Sonja Radoja
Manager of Corporate Services

**Grand River Conservation Authority
Cash and Investments Status Report
January 31, 2022**

BANK ACCOUNTS	Location	Type	Amount	Interest Rate
	CIBC	Current Account	14,646,932	0.65%
	RBC	Current Account	360,535	nil
	Wood Gundy	Current Account	65,912	nil
	CIBC - SPP Holding	Current Account	559,881	0.65%
	TOTAL CASH - CURRENT ACCOUNT		15,633,260	

INVESTMENTS	Date Invested	Location	Type	Amount	Face Value Interest Rate	Yield Rate	Date of Maturity	2022 Total Interest Earned/ Accrued
		CIBC Renaissance	High Interest Savings Account	119,533	0.55%	0.55%	not applicable	657
		One Investment Savings	High Interest Savings Account	4,330,040	0.715%	0.715%	not applicable	30,960
	October 23, 2019	Cdn Western Bank	Bond	2,010,000	2.800%	2.78%	September 6, 2024	55,625
	December 23, 2019	Laurentian Bank	Bond	3,821,000	3.450%	2.57%	June 27, 2023	99,259
	January 16, 2020	Cdn Western Bank	Bond	3,000,000	2.597%	2.45%	September 6, 2024	73,383
	September 15, 2021	Cdn Western Bank	Bond	1,500,000	2.597%	1.21%	September 6, 2024	18,537
	September 23, 2021	Province of Ontario	Bond	2,159,010	1.230%	1.23%	December 2, 2026	27,156
	September 23, 2021	ManuLife Financial	Bond	2,000,000	2.237%	1.34%	May 12, 2030	37,326
	November 3, 2021	Laurentian Bank	Bond	1,700,000	3.000%	0.96%	September 12, 2022	11,916
	December 8, 2021	Province of B.C.	Bond	2,002,050	1.180%	1.18%	December 18, 2023	23,827
	TOTAL INVESTMENTS			22,641,633				\$378,646
	TOTAL CASH AND INVESTMENTS			\$38,274,893				
	* Reserve Balance at December 31st, 2021			27,627,978				

Investment By Institution

	% of Total Portfolio
C.I.B.C.	1%
Cdn Western Bank	29%
Laurentian	24%
ManuLife Financial Bank	9%
One Investment Program	19%
Province of B.C.	9%
Province of Ontario	10%
	<u>100%</u>

* Reserve balances are reviewed annually by the Board in November.

Grand River Conservation Authority

Report number: GM-02-22-23

Date: February 25, 2022

To: Members of the Grand River Conservation Authority

Subject: Financial Summary for the Period Ending January 31, 2022

Recommendation:

THAT the Financial Summary for the period ending January 31, 2022 be approved.

Summary:

The Financial Summary includes the 2022 *actual* year-to-date income and expenditures. The budget approved at the February 25, 2022 General Meeting is included in the *Budget* column. The *Current Forecast* column indicates an estimate of income and expenditures for the whole year. At this time a net result of NIL at year-end is anticipated.

Report:

The Financial Summary is attached.

Financial Implications:

The management committee and appropriate supervisory staff receive monthly financial reports and advise the finance department of applicable forecast adjustments

Other Department Considerations:

The management committee and appropriate supervisory staff receive monthly financial reports and advise the finance department of applicable forecast adjustments.

Prepared by:

Kayleigh Keighan
Financial Controller

Approved by:

Karen Armstrong
Deputy CAO/Secretary Treasurer

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING January 31, 2022**

SCHEDULE		Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
REVENUE								
Municipal								
General Municipal Levy (Operating)	various	11,275,000	11,275,000	11,580,001	183,200	11,580,001	11,580,001	0
General Municipal Levy (Capital)	various	950,000	950,000	950,000	0	950,000	950,000	0
Special Municipal Levy	various	130,000	96,139	130,000	0	130,000	130,000	0
Other	various	800,000	645,375	800,000	693,417	800,000	800,000	0
		13,155,000	12,966,514	13,460,001	876,617	13,460,001	13,460,001	0
Government Grants								
MNRF Transfer Payments	various	449,688	449,688	449,688	0	449,688	449,688	0
Source Protection Program-Provincial	various	640,000	569,655	640,000	26,163	640,000	640,000	0
Other Provincial	various	1,267,500	961,274	1,587,500	466,787	1,587,500	1,587,500	0
Federal	various	215,000	409,607	320,000	209,616	320,000	320,000	0
		2,572,188	2,390,224	2,997,188	702,566	2,997,188	2,997,188	0
Self Generated								
User Fees and Sales								
<i>Enquiries and Permits</i>	4	494,000	720,304	599,000	107,267	599,000	599,000	0
<i>Plan Input and Review</i>	4	400,000	470,256	445,000	130,711	445,000	445,000	0
<i>Nursery and Woodlot Management</i>	5	365,000	505,659	415,000	5,475	415,000	415,000	0
<i>Conservation Lands Income</i>	10	71,000	80,640	71,000	1,314	71,000	71,000	0
<i>Conservation Areas User Fees</i>	13	7,200,000	9,504,504	9,000,000	26,004	9,000,000	9,000,000	0
<i>Nature Centres and Camps</i>	8	500,000	362,455	500,000	49,268	500,000	500,000	0
<i>Merchandising and Sales</i>	8	0	457	0	0	0	0	0
Property Rentals	11	2,898,000	2,892,673	2,921,000	960,753	2,921,000	2,921,000	0
Hydro Generation	12	530,000	601,942	530,000	0	530,000	530,000	0
Land Sales	10	0	10,000	0	0	0	0	0
Grand River Conservation Foundation	various	285,000	141,534	767,000	0	767,000	767,000	0
Donations	various	100,000	68,772	100,000	31,938	100,000	100,000	0
Landowner Contributions	5	200,000	175,304	180,000	2,790	180,000	180,000	0
Investment Income	14	565,000	457,806	475,000	0	475,000	475,000	0
Miscellaneous Income	various	8,000	1,544	8,000	3,009	8,000	8,000	0
Total Self-Generated Revenue		13,616,000	15,993,850	16,011,000	1,322,255	16,011,000	16,011,000	0
TOTAL REVENUE		29,343,188	31,350,588	32,468,189	2,901,438	32,468,189	32,468,189	0

GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING January 31, 2022

	SCHEDULE	Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
EXPENSES								
OPERATING								
Water Resources Planning & Environment	1	2,059,700	1,779,166	2,267,400	100,858	2,267,400	2,267,400	0
Flood Forecasting and Warning	2	828,800	734,467	843,000	26,770	843,000	843,000	0
Water Control Structures	3	1,785,700	1,636,799	1,822,700	63,128	1,822,700	1,822,700	0
Resource Planning	4	2,082,200	1,971,193	2,351,200	120,535	2,351,200	2,351,200	0
Forestry & Conservation Land Property Tax	5	1,365,000	1,215,065	1,380,500	51,151	1,380,500	1,380,500	0
Conservation Services	6	635,200	462,520	586,200	20,831	586,200	586,200	0
Communications & Foundation	7	524,500	404,186	577,500	21,051	577,500	577,500	0
Environmental Education	8	840,600	648,484	784,600	34,698	784,600	784,600	0
Corporate Services	9	3,627,629	3,148,543	3,801,565	178,462	3,801,565	3,801,565	0
Conservation Lands	10	2,048,900	1,895,763	2,377,100	68,407	2,377,100	2,377,100	0
Property Rentals	11	1,478,200	1,526,421	1,595,600	45,097	1,595,600	1,595,600	0
Hydro Production	12	92,000	223,843	93,500	27,461	93,500	93,500	0
Conservation Areas	13	7,200,000	7,369,406	7,800,000	115,378	7,800,000	7,800,000	0
Miscellaneous	14	70,000	10,755	30,000	445	30,000	30,000	0
Information Systems	16	1,382,000	1,111,866	1,267,000	71,723	1,267,000	1,267,000	0
Motor Pool	16	936,000	860,917	936,000	40,648	936,000	936,000	0
Less: Internal Charges (IS & MP)	16	(2,318,000)	(1,972,783)	(2,203,000)	(112,371)	(2,203,000)	(2,203,000)	0
Total OPERATING Expenses		24,638,429	23,026,611	26,310,865	874,272	26,310,865	26,310,865	0
CAPITAL								
Water Resources Planning & Environment	1	110,000	49,233	110,000	2,604	110,000	110,000	0
Flood Forecasting and Warning	2	190,000	476,563	190,000	9,209	190,000	190,000	0
Water Control Structures	3	1,500,000	1,267,010	2,200,000	4,849	2,200,000	2,200,000	0
Nature Centres	8	0	0	0	0	0	0	0
Conservation Areas	13	1,500,000	533,606	2,000,000	14,181	2,000,000	2,000,000	0
Corporate Services	9	0	0	0	0	0	0	0
Information Systems	16	170,000	180,170	170,000	10,146	170,000	170,000	0
Motor Pool	16	450,000	144,792	710,000	0	710,000	710,000	0
Less: Internal Charges (IS & MP)	16	(163,000)	(500,504)	(278,000)	112,371	(278,000)	(278,000)	0
Total Capital Expenses		3,757,000	2,150,870	5,102,000	153,360	5,102,000	5,102,000	0
SPECIAL								
Water Resources Planning & Environment	1	220,000	158,748	210,000	4,131	210,000	210,000	0
Flood Forecasting and Warning	2	360,000	155,567	575,000	0	575,000	575,000	0
Forestry	5	100,000	91,142	100,000	998	100,000	100,000	0
Conservation Services	6	1,060,000	814,623	1,010,000	63,279	1,010,000	1,010,000	0
Environmental Education	8	0	12,480	500,000	0	500,000	500,000	0
Conservation Land Purchases/Land Sale Exp	10	0	27,814	0	0	0	0	0
Conservation Lands	10	658,000	276,460	240,000	0	240,000	240,000	0
Miscellaneous	14	0	0	0	0	0	0	0
Source Protection Program	15	640,000	569,655	640,000	26,163	640,000	640,000	0
Total SPECIAL PROJECTS Expenses		3,038,000	2,106,489	3,275,000	94,571	3,275,000	3,275,000	0
Total Expenses		31,433,429	27,283,970	34,687,865	1,122,203	34,687,865	34,687,865	0
Gross Surplus		(2,090,241)	4,066,618	(2,219,677)	1,779,235	(2,219,677)	(2,219,677)	0
Prior Year Surplus Carryforward		316,241	316,241	567,177	316,241	567,177	567,177	0
Total Funding FROM Reserves (Funding)		5,150,000	2,968,199	4,625,000	0	4,625,000	4,625,000	0
Total Funding TO Reserves		(3,376,000)	(6,783,881)	(2,972,500)	0	(2,972,500)	(2,972,500)	0
Net Funding FROM/(TO) Reserves		1,774,000	(3,815,682)	1,652,500	0	1,652,500	1,652,500	0
NET SURPLUS		0	567,177	0	2,095,476	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 1 - Water Resources - Planning and Environment
FOR THE PERIOD ENDING January 31, 2022

	Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?							
<u>Expenditures and Funding to Reserves</u>							
Compensation and Benefits	1,519,000	1,380,849	1,684,000	98,929	1,684,000	1,684,000	-
Administration Expenses	268,300	175,035	268,300	149	268,300	268,300	-
Insurance Expenses	107,300	122,304	150,000	-	150,000	150,000	-
Other Operating Expenses	165,100	100,978	165,100	1,780	165,100	165,100	-
Total OPERATING Expenditures	2,059,700	1,779,166	2,267,400	100,858	2,267,400	2,267,400	-
Instrumentation	60,000	14,730	60,000	1,117	60,000	60,000	-
Water Quality Monitoring Equipment	50,000	34,503	50,000	1,487	50,000	50,000	-
Total CAPITAL Expenditures	110,000	49,233	110,000	2,604	110,000	110,000	-
Upper Blair Drainage	80,000	67,118	80,000	-	80,000	80,000	-
Dunnville Fishway	-	-	-	-	-	-	-
Waste Water Optimization Program	140,000	91,630	130,000	4,131	130,000	130,000	-
Total SPECIAL PROJECT Expenditures	220,000	158,748	210,000	4,131	210,000	210,000	-
GRWMP and Work in Progress Subwatershed Studies	-	-	-	-	-	-	-
Gauges and Work in Progress Subwatershed Studies	-	-	-	-	-	-	-
Transition Reserve	186,000	336,000	-	336,000	-	-	-
Total FUNDING to RESERVES	186,000	336,000	-	336,000	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,575,700	2,323,147	2,587,400	443,593	2,587,400	2,587,400	-
<u>Funding</u>							
Municipal							
General Municipal Levy (Operating)	2,158,200	2,158,200	2,179,900	-	2,179,900	2,179,900	-
General Municipal Levy (Capital)	35,000	35,000	35,000	-	35,000	35,000	-
Special Levies	130,000	96,139	130,000	-	130,000	130,000	-
Government Grants							
Other Provincial	177,500	91,750	167,500	74,818	167,500	167,500	-
Federal	-	13,905	-	-	-	-	-
Self Generated							
Foundation	-	-	-	-	-	-	-
Funding From Reserves							
Gauges	75,000	-	75,000	-	75,000	75,000	-
TOTAL FUNDING	2,575,700	2,394,994	2,587,400	74,818	2,587,400	2,587,400	-
Net Surplus/(Deficit)	-	71,847	-	(368,775)	-	-	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 2 - Flood Forecasting and Warning
FOR THE PERIOD ENDING January 31, 2022

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

	Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	484,800	386,529	499,000	20,123	499,000	499,000	-
Administration Expenses	236,000	236,160	236,000	5,738	236,000	236,000	-
Other Operating Expenses	108,000	111,778	108,000	909	108,000	108,000	-
Total OPERATING Expenditures	828,800	734,467	843,000	26,770	843,000	843,000	-
Hardware	88,000	254,187	88,000	-	88,000	88,000	-
Stream Gauges	102,000	222,376	102,000	9,209	102,000	102,000	-
Total CAPITAL Expenditures	190,000	476,563	190,000	9,209	190,000	190,000	-
Floodplain Mapping Projects	360,000	155,567	575,000	-	575,000	575,000	-
Total SPECIAL PROJECT Expenditures	360,000	155,567	575,000	-	575,000	575,000	-
Total FUNDING to RESERVES	-	-	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,378,800	1,366,597	1,608,000	35,979	1,608,000	1,608,000	-

Funding

Municipal

General Municipal Levy (Operating)	664,462	664,462	678,662	-	678,662	678,662	-
General Municipal Levy (Capital)	165,000	165,000	165,000	-	165,000	165,000	-
Municipal Other	-	7,328	0	-	0	0	-

Government Grants

MNRF Transfer Payments	164,338	164,338	164,338	-	164,338	164,338	-
Other Provincial	270,000	201,952	270,000	276,421	270,000	270,000	-
Federal	45,000	73,093	120,000	-	120,000	120,000	-

Funding From Reserves

Floodplain Mapping Projects & Gauges	70,000	90,000	210,000	-	210,000	210,000	-
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TOTAL REVENUE	1,378,800	1,366,173	1,608,000	276,421	1,608,000	1,608,000	-
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Net Surplus/(Deficit)	-	(424)	(0)	240,442	(0)	(0)	-
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GRAND RIVER CONSERVATION AUTHORITY
Schedule 3 - Water Control Structures
FOR THE PERIOD ENDING January 31, 2022

	Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?							
Expenditures and Funding to Reserves							
Compensation and Benefits	1,241,000	1,159,637	1,278,000	61,741	1,278,000	1,278,000	-
Administration Expenses	29,200	31,939	29,200	386	29,200	29,200	-
Property Taxes	170,700	156,533	170,700	-	170,700	170,700	-
Other Operating Expenses	344,800	288,690	344,800	1,001	344,800	344,800	-
Total OPERATING Expenditures	1,785,700	1,636,799	1,822,700	63,128	1,822,700	1,822,700	-
Total CAPITAL Expenditures	1,500,000	1,267,010	2,200,000	4,849	2,200,000	2,200,000	-
Total FUNDING to RESERVES	-	251,000	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	3,285,700	3,154,809	4,022,700	67,977	4,022,700	4,022,700	-
Funding							
Municipal							
General Municipal Levy (Operating)	1,500,350	1,500,350	1,537,350	-	1,537,350	1,537,350	-
General Municipal Levy (Capital)	750,000	750,000	750,000	-	750,000	750,000	-
Government Grants							
MNRF Transfer Payments	285,350	285,350	285,350	-	285,350	285,350	-
Provincial	700,000	601,418	1,050,000	70,936	1,050,000	1,050,000	-
Federal	-	17,913	60,000	-	60,000	60,000	-
Funding From Reserves							
Water Control Structures	50,000	-	340,000	-	340,000	340,000	-
TOTAL REVENUE AND FUNDING FROM RESERVES	3,285,700	3,155,031	4,022,700	70,936	4,022,700	4,022,700	-
Net Surplus/(Deficit)	-	222	(0)	2,959	(0)	(0)	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 4 - Resource Planning
FOR THE PERIOD ENDING January 31, 2022

	Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?							
Expenditures and Funding to Reserves							
Compensation and Benefits	1,805,000	1,736,286	2,074,000	119,135	2,074,000	2,074,000	-
Administration Expenses	222,500	183,298	222,500	1,244	222,500	222,500	-
Other Operating Expenses	54,700	51,609	54,700	156	54,700	54,700	-
Total OPERATING Expenditures	2,082,200	1,971,193	2,351,200	120,535	2,351,200	2,351,200	-
Personnel Reserve	-	100,000	-	-	-	-	-
Planning Enforcement/Transition	35,000	210,000	-	-	-	-	-
Total FUNDING to RESERVES	35,000	310,000	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,117,200	2,281,193	2,351,200	120,535	2,351,200	2,351,200	-
Funding							
Municipal							
General Municipal Levy (Operating)	1,223,200	1,223,200	1,307,200	-	1,307,200	1,307,200	-
Self Generated							
Solicitor Enquiry Fees	59,000	117,035	69,000	7,290	69,000	69,000	-
Permit Fees	435,000	603,269	530,000	99,977	530,000	530,000	-
Plan Review Fees	400,000	470,256	445,000	130,711	445,000	445,000	-
TOTAL REVENUE	2,117,200	2,413,760	2,351,200	244,838	2,351,200	2,351,200	-
Net Surplus/(Deficit)	-	132,567	-	124,303	-	-	-

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 5 - Forestry & Conservation Lands Property Tax
 FOR THE PERIOD ENDING January 31, 2022

	Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?							
Expenditures and Funding to Reserves							
Compensation and Benefits	515,500	467,005	531,000	21,288	531,000	531,000	-
Administration Expenses	54,300	46,925	54,300	765	54,300	54,300	-
Property Taxes	183,200	167,524	183,200	302	183,200	183,200	-
Other Operating Expenses	612,000	533,611	612,000	28,796	612,000	612,000	-
Total OPERATING Expenditures	1,365,000	1,215,065	1,380,500	51,151	1,380,500	1,380,500	-
Ecological Restoration	100,000	91,142	100,000	998	100,000	100,000	-
Total SPECIAL PROJECT Expenditures	100,000	91,142	100,000	998	100,000	100,000	-
Total FUNDING to RESERVES	-	100,000	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,465,000	1,406,207	1,480,500	52,149	1,480,500	1,480,500	-
Funding							
Municipal							
General Municipal Levy (Operating)	788,000	788,000	773,500	183,200	773,500	773,500	-
Municipal Other	-	544	0	-	0	0	-
Government Grants							
Provincial	-	7,091	0	-	0	0	-
Self Generated							
Nursery	350,000	424,711	400,000	5,475	400,000	400,000	-
Landowner Contributions (Tree Planting)	200,000	175,304	180,000	2,790	180,000	180,000	-
Donations - Foundation	27,000	39,688	27,000	-	27,000	27,000	-
Donations - Other	100,000	59,017	100,000	10,556	100,000	100,000	-
TOTAL REVENUE	1,465,000	1,494,355	1,480,500	202,021	1,480,500	1,480,500	-
Net Surplus/(Deficit)	-	88,148	-	149,872	-	-	-

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 6 - Conservation Services
 FOR THE PERIOD ENDING January 31, 2022

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

	Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	527,000	410,257	478,000	20,730	478,000	478,000	-
Administration Expenses	86,200	50,831	86,200	101	86,200	86,200	-
Other Operating Expenses	22,000	1,432	22,000	-	22,000	22,000	-
Total OPERATING Expenditures	635,200	462,520	586,200	20,831	586,200	586,200	-
RWQP Grants	800,000	637,503	800,000	36,046	800,000	800,000	-
Brant/Brantford Childrens Water Festival	-	228	0	-	0	0	-
Haldimand Childrens Water Festival	-	-	0	-	0	0	-
Species at Risk	40,000	79,121	40,000	-	40,000	40,000	-
AGGP-UofG Research-Buffers	30,000	15,268	0	-	0	0	-
Great Lakes SHSM Event	-	1,711	0	-	0	0	-
Precision Agriculture-OMFRA	90,000	41,572	70,000	1,133	70,000	70,000	-
Great Lakes Protection Initiative	100,000	39,220	100,000	26,100	100,000	100,000	-
Total SPECIAL PROJECT Expenditures	1,060,000	814,623	1,010,000	63,279	1,010,000	1,010,000	-
Watershed Restoration	-	58,000	-	-	-	-	-
Transition	67,000	67,000	-	-	-	-	-
Total FUNDING to RESERVES	67,000	125,000	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,762,200	1,402,143	1,596,200	84,110	1,596,200	1,596,200	-

Funding

Municipal

General Municipal Levy (Operating)	671,200	671,200	555,200	-	555,200	555,200	-
Municipal Other	800,000	637,503	800,000	693,417	800,000	800,000	-

Government Grants

Other Provincial	120,000	43,283	100,000	29,105	100,000	100,000	-
Federal	170,000	133,609	140,000	205,313	140,000	140,000	-

Self Generated

Donations - Foundation	-	228	-	-	-	-	-
Donations - Other	-	-	-	21,382	-	-	-
Miscellaneous	-	-	-	-	-	-	-

Funding From Reserves

Cambridge Desiltation Pond	1,000	552	1,000	-	1,000	1,000	-
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TOTAL REVENUE	1,762,200	1,486,375	1,596,200	949,217	1,596,200	1,596,200	-
Net Surplus/(Deficit)	-	84,232	-	865,107	-	-	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 7 - Communications
FOR THE PERIOD ENDING January 31, 2022

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

	Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	439,000	358,234	492,000	20,991	492,000	492,000	-
Administration Expenses	62,000	42,067	62,000	60	62,000	62,000	-
Other Operating Expenses	23,500	3,885	23,500	-	23,500	23,500	-
Total OPERATING Expenditures	524,500	404,186	577,500	21,051	577,500	577,500	-
Transition	55,000	55,000	-	-	-	-	-
Total FUNDING to RESERVES	55,000	55,000	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	579,500	459,186	577,500	21,051	577,500	577,500	-

Funding

Municipal							
General Municipal Levy (Operating)	579,500	579,500	577,500	-	577,500	577,500	-
TOTAL REVENUE	579,500	579,500	577,500	-	577,500	577,500	-
Net Surplus/(Deficit)	-	120,314	-	(21,051)	-	-	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 8 - Environmental Education
FOR THE PERIOD ENDING January 31, 2022

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

	Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation & Benefits	610,000	430,437	553,000	24,637	553,000	553,000	-
Administration Expenses	57,000	48,032	57,000	1,013	57,000	57,000	-
Insurance Expense	16,000	15,491	17,000	-	17,000	17,000	-
Property Taxes	14,000	10,048	14,000	-	14,000	14,000	-
Other Operating Expenses	143,600	144,476	143,600	9,048	143,600	143,600	-
Total OPERATING Expenditures	840,600	648,484	784,600	34,698	784,600	784,600	-
Guelph Lake Nature Centre	-	12,480	500,000	-	500,000	500,000	-
Total SPECIAL PROJECT Expenditures	-	12,480	500,000	-	500,000	500,000	-
Guelph Nature Centre	-	55,000	-	-	-	-	-
Total FUNDING to RESERVES	-	55,000	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	840,600	715,964	1,284,600	34,698	1,284,600	1,284,600	-

Funding

Municipal							
General Municipal Levy (Operating)	340,600	340,600	284,600	-	284,600	284,600	-
Government Grants							
Provincial	-	748	-	-	-	-	-
Federal	-	-	-	-	-	-	-
Self Generated							
Donations - Foundation	-	12,480	500,000	-	500,000	500,000	-
Nature Centre Revenue - Schools	500,000	362,455	500,000	49,268	500,000	500,000	-
Nature Centre Revenue - Community	-	-	-	-	-	-	-
Nature Centre Revenue - Day Camp	-	-	-	-	-	-	-
Merchandise Revenue	-	457	-	-	-	-	-
Funding from Reserves							
Laurel Creek & Taquanyah Nature Centre	-	-	-	-	-	-	-
TOTAL REVENUE	840,600	716,740	1,284,600	49,268	1,284,600	1,284,600	-
Net Surplus/(Deficit)	-	776	-	14,570	-	-	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 9 - Corporate Services
FOR THE PERIOD ENDING January 31, 2022

	Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?							
Expenditures and Funding to Reserves							
Compensation and Benefits	2,011,000	1,977,881	2,051,000	133,621	2,051,000	2,051,000	-
Administration Expenses	379,000	311,950	379,000	4,898	379,000	379,000	-
Insurance	70,000	83,833	103,000	-	103,000	103,000	-
Other Operating Expenses	1,237,629	835,919	1,338,565	39,943	1,338,565	1,338,565	-
LESS: Recovery of Corporate Services Expenses	(70,000)	(61,040)	(70,000)	-	(70,000)	(70,000)	-
Total OPERATING Expenditures	3,627,629	3,148,543	3,801,565	178,462	3,801,565	3,801,565	-
Building	-	90,000	-	-	-	-	-
Personnel/Transition	-	400,000	-	-	-	-	-
Total FUNDING to RESERVES	-	490,000	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	3,627,629	3,638,543	3,801,565	178,462	3,801,565	3,801,565	-
Funding							
Municipal							
General Municipal Levy (Operating)	3,349,488	3,349,488	3,686,089	-	3,686,089	3,686,089	-
Government Grants							
Provincial	-	500	-	-	-	-	-
Federal	-	-	-	-	-	-	-
Self Generated							
Miscellaneous	-	-	-	-	-	-	-
Funding From Reserves							
Personnel	15,000	-	15,000	-	15,000	15,000	-
TOTAL REVENUE	3,364,488	3,349,988	3,701,089	-	3,701,089	3,701,089	-
Net Surplus/(Deficit)	(263,141)	(288,555)	(100,476)	(178,462)	(100,476)	(100,476)	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 10 - Conservation Lands
FOR THE PERIOD ENDING January 31, 2022

	Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?							
Expenditures and Funding to Reserves							
Compensation and Benefits	1,163,000	1,121,516	1,384,500	60,677	1,384,500	1,384,500	-
Administration Expenses	152,600	108,111	152,600	635	152,600	152,600	-
Insurance	157,300	193,465	234,000	-	234,000	234,000	-
Other Operating Expenses	576,000	472,671	606,000	7,095	606,000	606,000	-
Total OPERATING Expenditures	2,048,900	1,895,763	2,377,100	68,407	2,377,100	2,377,100	-
Land Purchases/Land Sale Expenses	-	27,814	-	-	-	-	-
Emerald Ash Borer	400,000	238,306	-	-	-	-	-
Trails - Capital Maintenance	258,000	38,154	240,000	-	240,000	240,000	-
Total SPECIAL PROJECT Expenditures	658,000	304,274	240,000	-	240,000	240,000	-
Forestry/Master Plans/Transition	7,000	188,000	-	-	-	-	-
Land Sale Proceeds	-	10,000	-	-	-	-	-
Total FUNDING to RESERVES	7,000	198,000	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,713,900	2,398,037	2,617,100	68,407	2,617,100	2,617,100	-
Funding							
Government Grants							
Federal	-	-	-	4,303	-	-	-
Self Generated							
Luther Misc Income	46,000	54,446	46,000	1,221	46,000	46,000	-
Other Areas Income	25,000	26,194	25,000	93	25,000	25,000	-
Timber Sales	15,000	80,948	15,000	-	15,000	15,000	-
Land Sale Proceeds	-	10,000	-	-	-	-	-
Donations - Foundation	258,000	71,675	240,000	-	240,000	240,000	-
				-			
Funding From Reserves							
Land	-	27,814	-	-	-	-	-
Forestry (EAB)	400,000	238,306	-	-	-	-	-
Gravel	1,000	-	1,000	-	1,000	1,000	-
TOTAL REVENUE	745,000	509,383	327,000	5,617	327,000	327,000	-
Net Surplus/(Deficit)	(1,968,900)	(1,888,654)	(2,290,100)	(62,790)	(2,290,100)	(2,290,100)	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 11 - Property Rentals
FOR THE PERIOD ENDING January 31, 2022

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

	Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	590,000	577,516	703,400	30,857	703,400	703,400	-
Administration Expenses	74,500	67,600	74,500	376	74,500	74,500	-
Insurance Expense	24,000	25,045	28,000	-	28,000	28,000	-
Property Taxes	88,000	111,996	88,000	-	88,000	88,000	-
Other Operating Expenses	701,700	744,264	701,700	13,864	701,700	701,700	-
Total OPERATING Expenditures	1,478,200	1,526,421	1,595,600	45,097	1,595,600	1,595,600	-
Cottage Lot Program-Belwood	-	51,000	-	-	-	-	-
Cottage Lot Program-Conestogo	-	92,000	-	-	-	-	-
Demolitions/R&M Savings	-	23,500	-	-	-	-	-
Total FUNDING to RESERVES	-	166,500	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,478,200	1,692,921	1,595,600	45,097	1,595,600	1,595,600	-

Funding

Self Generated

Belwood	1,000,000	1,003,986	1,015,000	465,019	1,015,000	1,015,000	-
Conestogo	1,207,000	1,203,471	1,215,000	495,734	1,215,000	1,215,000	-
Agricultural	270,000	246,420	250,000	-	250,000	250,000	-
Residential	105,000	110,223	110,000	-	110,000	110,000	-
Miscellaneous	316,000	328,573	331,000	-	331,000	331,000	-

Funding FROM Reserves

Cottage Lot Program (Ice Storm)/Contaminated Site/EAB	-	64,065	-	-	-	-	-
Land Sale Proceeds	-	-	-	-	-	-	-
Wells/Septic/Demolitions	100,000	250,857	100,000	-	100,000	100,000	-

TOTAL REVENUE	2,998,000	3,207,595	3,021,000	960,753	3,021,000	3,021,000	-
Net Surplus/(Deficit)	1,519,800	1,514,674	1,425,400	915,656	1,425,400	1,425,400	-

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 12 - Hydro Production
 FOR THE PERIOD ENDING January 31, 2022

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

	Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	66,500	64,084	68,000	4,229	68,000	68,000	-
Other Operating Expenses	25,500	159,759	25,500	23,232	25,500	25,500	-
Total OPERATING Expenditures	92,000	223,843	93,500	27,461	93,500	93,500	-
General Capital Reserve	-	-	-	-	-	-	-
General Capital/Land Sale Proceeds	120,000	60,000	116,500	-	116,500	116,500	-
Total FUNDING to RESERVES	120,000	60,000	116,500	-	116,500	116,500	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	212,000	283,843	210,000	27,461	210,000	210,000	-

Revenue

Government Grants

Provincial	-	-	-	-	-	-	-
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Self Generated

Hydro Production-Belwood	240,000	356,937	240,000	-	240,000	240,000	-
Hydro Production-Conestogo	235,000	184,957	235,000	-	235,000	235,000	-
Hydro Production-Guelph	40,000	48,520	40,000	-	40,000	40,000	-
Hydro Production-Elora	15,000	11,528	15,000	-	15,000	15,000	-
TOTAL REVENUE	530,000	601,942	530,000	-	530,000	530,000	-
Net Surplus/(Deficit)	318,000	318,099	320,000	(27,461)	320,000	320,000	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 13 - Conservation Areas
FOR THE PERIOD ENDING January 31, 2022

How much does it cost, and who pays for it?

Expenditures and Funding to Reserves

	Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	4,200,000	4,094,760	4,300,000	86,960	4,300,000	4,300,000	-
Administration Expenses	195,000	206,141	195,000	2,943	195,000	195,000	-
Property Tax	65,000	52,898	65,000	-	65,000	65,000	-
Other Operating Expenses	2,740,000	3,015,607	3,240,000	25,475	3,240,000	3,240,000	-
Total OPERATING Expenditures	7,200,000	7,369,406	7,800,000	115,378	7,800,000	7,800,000	-
Total CAPITAL Expenditures	1,500,000	533,606	2,000,000	14,181	2,000,000	2,000,000	-
Conservation Area Reserve	-	1,814,000	-	-	-	-	-
Total FUNDING to RESERVES	-	1,814,000	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	8,700,000	9,717,012	9,800,000	129,559	9,800,000	9,800,000	-

Funding

Government Grants

Provincial	-	14,532	-	-	-	-	-
Federal	-	171,087	-	-	-	-	-

Self Generated

Brant	750,000	884,712	1,000,000	-	1,000,000	1,000,000	-
Byng Island	650,000	777,834	900,000	-	900,000	900,000	-
Belwood Lake	450,000	497,311	400,000	4,549	400,000	400,000	-
Conestogo Lake	450,000	569,739	500,000	75	500,000	500,000	-
Elora Gorge	1,250,000	2,043,681	1,900,000	-	1,900,000	1,900,000	-
Elora Quarry	100,000	473,388	400,000	-	400,000	400,000	-
Guelph Lake	1,050,000	1,229,303	1,100,000	2,024	1,100,000	1,100,000	-
Laurel Creek	400,000	586,831	500,000	718	500,000	500,000	-
Pinehurst Lake	750,000	802,667	800,000	2,762	800,000	800,000	-
Rockwood	950,000	1,172,345	1,100,000	9,784	1,100,000	1,100,000	-
Shade's Mills	400,000	466,693	400,000	6,092	400,000	400,000	-
Total Fee Revenue	7,200,000	9,504,504	9,000,000	26,004	9,000,000	9,000,000	-
Donations-Foundation	-	17,463	-	-	-	-	-
Donations - Other	-	9,755	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-	-

Funding From Reserves

Conservation Area Reserve	1,500,000	-	800,000	-	800,000	800,000	-
TOTAL REVENUE	8,700,000	9,717,341	9,800,000	26,004	9,800,000	9,800,000	-
Net Surplus/(Deficit)	-	329	-	(103,555)	-	-	-

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 14 - Miscellaneous
 FOR THE PERIOD ENDING January 31, 2022

How much does it cost, and who pays for it?

	Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Expenditures and Funding to Reserves							
Other Miscellaneous	70,000	10,755	30,000	445	30,000	30,000	-
Total OPERATING Expenditures	70,000	10,755	30,000	445	30,000	30,000	-
Interest Income	425,000	350,094	375,000	-	375,000	375,000	-
Total FUNDING to RESERVES	425,000	350,094	375,000	-	375,000	375,000	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	495,000	360,849	405,000	445	405,000	405,000	-
Funding							
Government Grants							
Provincial	-	-	-	12,373	-	-	-
Self Generated							
Interest Income-Operating	140,000	107,712	100,000	-	100,000	100,000	-
Interest Income-Reserves	425,000	350,094	375,000	-	375,000	375,000	-
Miscellaneous	8,000	404	8,000	-	8,000	8,000	-
TOTAL REVENUE	573,000	458,210	483,000	12,373	483,000	483,000	-
Net Surplus/(Deficit)	78,000	97,361	78,000	11,928	78,000	78,000	-

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 15 - Source Protection Program
 FOR THE PERIOD ENDING January 31, 2022

	Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?							
Expenditures							
Compensation and Benefits	490,000	462,068	490,000	25,951	490,000	490,000	-
Administration Expenses	50,000	29,730	50,000	42	50,000	50,000	-
Other Operating Expenses	90,000	74,603	90,000	170	90,000	90,000	-
Water Budget - Technical Studies	10,000	3,254	10,000	-	10,000	10,000	-
TOTAL EXPENDITURES	640,000	569,655	640,000	26,163	640,000	640,000	-
Funding							
Government Grants							
Provincial	640,000	569,655	640,000	26,163	640,000	640,000	-
TOTAL FUNDING	640,000	569,655	640,000	26,163	640,000	640,000	-
Net Surplus/(Deficit)	-	-	-	-	-	-	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 16 - Information Systems and Motor Pool
FOR THE PERIOD ENDING January 31, 2022

How much does it cost, and who pays for it?

Expenditures

	Budget 2021	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Information Systems							
Compensation and Benefits	1,115,000	950,302	1,000,000	54,669	1,000,000	1,000,000	-
Administrative Expenses	25,500	11,528	25,500	3,348	25,500	25,500	-
Software and Hardware Maintenance	187,500	124,470	187,500	11,128	187,500	187,500	-
Supplies and Services	54,000	25,566	54,000	2,578	54,000	54,000	-
Total OPERATING Expenditures	1,382,000	1,111,866	1,267,000	71,723	1,267,000	1,267,000	-
Capital Expenses	170,000	180,170	170,000	10,146	170,000	170,000	-
LESS Internal Charges	(1,307,000)	(1,189,125)	(1,307,000)	-	(1,307,000)	(1,307,000)	-
NET Unallocated Expenses	245,000	102,911	130,000	81,869	130,000	130,000	-
Motor Pool							
Compensation and Benefits	309,000	290,174	309,000	15,686	309,000	309,000	-
Administrative Expenses	26,000	18,929	26,000	479	26,000	26,000	-
Insurance	50,600	52,920	50,600	192	50,600	50,600	-
Motor Pool Building and Grounds Maintenance	10,400	8,502	10,400	122	10,400	10,400	-
Equipment, Repairs and Supplies	286,000	284,201	286,000	21,815	286,000	286,000	-
Fuel	254,000	206,191	254,000	2,354	254,000	254,000	-
Total OPERATING Expenditures	936,000	860,917	936,000	40,648	936,000	936,000	-
Capital Expenses	450,000	144,792	710,000	-	710,000	710,000	-
LESS Internal Charges	(1,174,000)	(1,284,162)	(1,174,000)	-	(1,174,000)	(1,174,000)	-
NET Unallocated Expenses	212,000	(278,453)	472,000	40,648	472,000	472,000	-
TOTAL EXPENDITURES	457,000	(175,542)	602,000	122,517	602,000	602,000	-
Funding							
Self Generated							
Miscellaneous	-	1,140	-	3,009	-	-	-
TOTAL REVENUE	-	1,140	-	3,009	-	-	-
Gross Surplus (Deficit)	(457,000)	176,682	(602,000)	(119,508)	(602,000)	(602,000)	-
Funding From Reserves	2,938,000	2,296,605	3,083,000	-	3,083,000	3,083,000	-
Funding to Reserves	(2,481,000)	(2,473,287)	(2,481,000)	-	(2,481,000)	(2,481,000)	-
Net Surplus/(Deficit)	-	-	-	(119,508)	-	-	-

Grand River Conservation Authority

Report number: GM-02-22-12

Date: February 25, 2022

To: Members of the Grand River Conservation Authority

Subject: Weighted Voting – 2022 Budget and General Levy

Recommendation:

THAT Report Number GM-02-22-12 - Weighted Voting – 2022 Budget and General Levy be received as information.

Summary:

The Non-Matching Levy of a Conservation Authority must be approved by the General Membership, with each member's vote weighted by Modified Current Value Assessment as outlined in Ontario Regulation 139/96.

Report:

Ontario Regulation 139/96 provides the basis for weighted voting to approve a Conservation Authority's Non-Matching Levy. The formula caps any one municipality at 50%, in order to ensure that support is required from more than one participating municipality. In the case of the Grand River Conservation Authority (GRCA), the Region of Waterloo's Modified Current Value Assessment (CVA) exceeds 50% of the watershed CVA, but under this formula, each of the Region's ten members are assigned a weighting of 5% to the maximum of 50% of the weighted vote. The remaining 50% is spread among the other members according to the proportion of CVA that their municipalities represent.

Attached is a copy of the Regulation as well as the calculations of the weighted voting that will be used for the 2022 Budget and General Levy.

Financial Implications:

The proposed total General Levy for 2022 is \$12,530,000, which includes:

Matching Levy: \$449,688

Non-matching Levy: \$12,080,312 (operating and capital)

The GRCA conducts a weighted vote on the total amount of the General Levy.

Other Department Considerations:

Not applicable

Prepared by:

Karen Armstrong
Deputy CAO/ Secretary-Treasurer

Approved by:

Samantha Lawson
Chief Administrative Officer



Conservation Authorities Act
Loi sur les offices de protection de la nature

ONTARIO REGULATION 139/96

MUNICIPAL LEVIES

Consolidation Period: From March 6, 1998 to the [e-Laws currency date](#).

Last amendment: 106/98.

Legislative History: [+]

This Regulation is made in English only.

1. (1) In this Regulation,

“non-matching levy” means a levy approved by a weighted majority of the members at a meeting for which 30 days notice was provided to the affected municipalities and at which a recorded vote was taken;

“weighted majority” means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applied under this definition in 1997 for each municipality. O. Reg. 139/96, s. 1 (1); O. Reg. 231/97, s. 1 (1); O. Reg. 106/98, s. 1.

(1.1) A notice provided under subsection (1) for a meeting must include the amount of the non-matching levy to be voted on and must be accompanied by the financial information relied on in support of that levy. O. Reg. 231/97, s. 1 (2).

(2) For the purpose of the definition of “weighted majority”, the weighting for a municipality may not exceed 50 per cent of the total weighting, except where the majority of the members of a conservation authority are appointed by one municipality. O. Reg. 139/96, s. 1 (2).

2. A non-matching levy may be levied by conservation authorities against participating municipalities. O. Reg. 139/96, s. 2.

3. The total of non-matching levies for any project or activity may not exceed the total cost of the project or activity. O. Reg. 139/96, s. 3.

2022 General Levy - Weight of Votes by Members

February 25, 2022

Member	Municipality/Group	Weight	Absent	Present	In Favour	Opposed
Les Armstrong	Region of Waterloo	5.0%				
James Erb	Region of Waterloo	5.0%				
Sue Foxton	Region of Waterloo	5.0%				
Michael Harris	Region of Waterloo	5.0%				
Helen Jowett	Region of Waterloo	5.0%				
Geoff Lorentz	Region of Waterloo	5.0%				
Kathryn McGarry	Region of Waterloo	5.0%				
Jane Mitchell	Region of Waterloo	5.0%				
Joe Nowak	Region of Waterloo	5.0%				
Warren Stauch	Region of Waterloo	5.0%				
Bernie Corbett	Haldimand & Norfolk Counties	0.8%				
Daniel Lawrence	Haldimand & Norfolk Counties	0.8%				
John Challinor II	Region of Halton	2.5%				
Marcus Adili	City of Hamilton	12.5%				
Bruce Banbury	County of Oxford	0.8%				
Richard Carpenter	City of Brantford	3.7%				
Kevin Davis	City of Brantford	3.7%				
Bob Bell	City of Guelph	6.9%				
Cathy Downer	City of Guelph	6.9%				
Guy Gardhouse	Group 1	1.1%				
Bruce Whale	Group 2	1.3%				
Jerry Smith	Group 3	0.4%				
Ian MacRae	Twp of Ctr Wellington	2.6%				
Chris White	Group 4	3.0%				
Brian Coleman	County of Brant	1.5%				
Joan Gatward	County of Brant	1.5%				
		100.0%	0.0%	0.0%	0.0%	0.0%

Grand River Conservation Authority

Report number: GM-02-22-21

Date: February 25, 2022

To: Members of the Grand River Conservation Authority

Subject: Budget 2022

Recommendation:

See Annual General Meeting agenda item 14d.

Summary:

The proposed 2022 Budget includes total spending of \$34,874,365. It also includes the following General Levy amount:

Matching Levy	\$ 449,688
Non-Matching Levy	\$11,130,312
Capital Levy	\$ 950,000
TOTAL GENERAL LEVY	\$12,530,000

Each member municipality's share of the 2022 General Levy has been calculated using "Modified Current Value Assessment" as per O.Reg. 670/00 Conservation Authority Levies.

The *Policies and Procedures for the Administration of the Municipal Regulation for Non-matching Levy* states that a Conservation Authority must give participating municipalities 30 days' notice of a meeting where the members will establish the General Levy. This notice, along with a copy of the Preliminary 2022 Budget was sent to participating municipalities on January 24, 2022 which is 30 days in advance of the the February 25th, 2022 General Membership meeting where the members will vote on the 2022 Budget and General Levy.

Report:

Drafts of the 2022 Budget were presented to the General Membership on September 24, 2021 and January 28, 2022. Outlined below are changes made to the draft #2 budget 2022 that was provided at the January 28, 2022 general meeting.

Summary – Proposed Budget 2022

Revenue		\$ 32,163,188
Funding from Reserves	\$ 2,144,000	
Year 2021 Surplus	\$ 567,177	
Expenditures & Transfers to Reserves	<u>(\$ 34,874,365)</u>	
Net Surplus/(Deficit)	<u>\$ NIL</u>	

Reserve Position

Actual Balance 12/31/21	\$30,121,808
Budget 2022 NET Decrease to Reserves	<u>(\$1,652,500)</u>
Budgeted Balance 12/31/22	\$28,469,308

Changes made since draft # 2 (January 28, 2022)

A. Operating expenses/funding increased \$230,000

(\$200,000)	Conservation Area Expenses increased
\$200,000	Conservation Area Revenue increased
(\$30,000)	Hazard Tree Management Expenses increased
\$30,000	Forestry Tree Planting Revenue increased

B. Capital expenses/funding increased \$1,200,000

(\$700,000)	Water Control Structures Expenses increased
\$350,000	Provincial (WECl) Funding increased
\$ 60,000	Federal (DMAF) Funding increased
\$290,000	Funding from Reserves increased
(\$500,000)	Conservation Area Expenses increased
\$300,000	Conservation Area Revenue increased
\$200,000	Funding from Conservation Area Reserve increased

C. Special Projects expenses/funding increased \$1,075,000

(\$575,000)	Floodplain Mapping expenses increased
\$270,000	Provincial Funding increased
\$ 120,000	Federal Funding increased
\$ 185,000	Funding from Land Sale Proceeds reserve increased

(\$500,000)	Guelph Nature Centre Construction expenses increased
\$500,000	Foundation Donation Funding increased

Guelph Lake Nature Centre Project

During 2022, the GRCA anticipates commencing construction of a new outdoor education building at Guelph Lake, which is to be funded with donations from the Grand River Conservation Foundation. The GRCA also has approximately \$45,000 remaining in the Guelph Lake Nature Centre Reserve out of \$100,000 that was approved by the General Membership and set aside for this project. The 2022 budget includes \$500,000 in spending. The estimated total cost of construction, at this time, is approximately \$1.5 million.

D. Surplus carried forward from 2021 is \$567,177 (details below)

Year 2021 Surplus

The 2021 surplus is \$567,177 of which \$100,000 was built in to previous budget drafts. The remaining \$467,177 surplus will be used to fund additional expenses as listed below.

Allocation of \$467,177 Surplus

- Expenses Increased \$467,177:

\$150,000	Consulting and Legal (fee policy, new regulations, AODA)
\$100,000	Head Office Major Maintenance (fire alarm system, boiler)
\$ 50,000	Insurance (rate increases)
\$ 60,000	Labour Relations (collective bargaining)
\$ 50,000	File Management Project (carry forward from prior year)
\$ 20,000	Staff Development
\$ 25,000	Health & Safety
\$ 12,177	General Expense

Transition Reserve

The transition reserve was established at year-end 2020. The purpose of the reserve is to fund expenditures related to the transitioning of GRCA to new provincial regulations requirements and/or fund costs related to managing expenses impacted by COVID-19 or revenue losses due to COVID-19. The January 28, 2022 budget report included a motion to transfer into the transition reserve any 2021 year-end operating surplus that is not included in the 2022 budget. The amount transferred into this reserve at year-end 2021 is \$700,000.

The following additional reports are attached:

- Summary Reserve Report– Budget 2022
- 2022 Budget Package

Financial Implications:

The GRCA is proposing a \$34,874,365 budget (2021: \$31,973,429). Reserves are budgeted to decrease by approximately \$1.7 million.

Other Department Considerations:

None

Prepared by:

Sonja Radoja
Manager of Corporate Services

Approved by:

Karen Armstrong
Deputy CAO/Secretary-Treasurer

Grand River Conservation Authority

SUMMARY RESERVE REPORT - BUDGET 2022

General Meeting - February 25, 2022

	ACTUAL 2021	"NET CHANGE" INCREASE/(DECREASE) 2021 VS 2022	DETAILS OF "NET CHANGE" BUDGET 2022			BUDGET 2022
			Transfer In (Interest Income)	Transfer In	Transfer Out Description of Transfer	
Type A: GRCA Controlled						
Operating Reserves (designated)						
Property & Liability Insurance	270,383	0	0			270,383
Building & Mechanical Equipment	1,231,833	0	0			1,231,833
Small Office Equipment	7,831	0	0			7,831
Personnel	1,349,112	(15,000)	0		(15,000) OUT- Vacation Accrual	1,334,112
Transition	1,562,180	20,000	20,000	0		1,582,180
Forestry	1,078,801	15,000	15,000			1,093,801
Information Systems and Technology	1,329,784	(110,000)	20,000	1,307,000	(1,437,000) IN-Chargebacks; OUT-Operating/Capital costs	1,219,784
Cottage Operations	983,652	15,000	15,000			998,652
Grand River Watershed Management Plan	111,336	2,000	2,000			113,336
Planning Enforcement	475,071	8,000	8,000			483,071
Property Rental Expenses	706,458	15,000	15,000			721,458
Watershed Restoration	177,135	2,000	2,000			179,135
Master Planning	327,307	3,000	3,000			330,307
Motor Pool Equipment	2,162,973	(447,000)	25,000	1,174,000	(1,646,000) IN-Chargebacks;OUT-Operating/Capital costs	1,715,973
Motor Pool Insurance	89,960	1,000	1,000			90,960
Capital Reserves (designated)						
Water Control Structures	3,466,428	(290,000)	50,000		(340,000) OUT-Water Control Structures major repairs	3,176,428
Cambridge Desiltation Pond	6,237	(1,000)	0		(1,000) OUT-Cambridge Desiltation Pond costs	5,237
Completion of Capital Projects	162,000	0	0			162,000
Conservation Areas-Capital	1,398,000	0	0	0		1,398,000
Conservation Areas-Stabilization/Capital Gauges	3,573,802	(740,000)	60,000		(800,000) OUT-Cons Area Capital costs	2,833,802
	905,113	(87,000)	13,000		(100,000) OUT-Gauge costs	818,113
Capital Reserves (undesignated)						
General Capital Reserve	1,116,991	131,500	15,000	116,500	IN-Hydro Generation Revenue	1,248,491
Total Type A: GRCA Controlled	22,492,387	(1,477,500)	264,000	2,597,500	(4,339,000)	21,014,887
Type B: Reserves with Outside Control						
With MNR Interest (Capital Reserves)						
Gravel	253,783	3,000	4,000		(1,000) OUT-Gravel Pit License	256,783
Land Sale Proceeds Reserve	6,986,113	(182,500)	102,500	0	(285,000) OUT-\$100K Demolition costs, \$185K Floodplain Mapping costs	6,803,613
With School Board Interest (Operating Reserves)						
App's Nature Centre	64,982	1,000	1,000			65,982
Laurel Creek Nature Centre	111,016	1,500	1,500			112,516
Guelph Lake Nature Centre	129,459	1,000	1,000			130,459
Taquanyah Nature Centre	14,849	0	0			14,849
Shade's Mills Nature Centre	69,219	1,000	1,000			70,219
Total Type B: Outside Control	7,629,421	(175,000)	111,000	0	(286,000)	7,454,421
TOTAL	\$30,121,808	(1,652,500)	\$375,000	\$2,597,500	(\$4,625,000)	\$28,469,308



2022 BUDGET

February 25, 2022

Grand River Conservation Authority

2022 Budget

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GRCA 2022 Budget Highlights

The Grand River Conservation Authority is a successful partnership of municipalities, working together to promote and undertake wise management of the water and natural resources of the Grand River watershed.

The Grand River stretches 300 kilometres from Dundalk in Dufferin County to Port Maitland on Lake Erie. It takes in one of the fastest growing regions in the province, with a population of approximately 1,000,000. The Grand River watershed is also home to some of the most intensively farmed land in the nation.

The prospect of high growth and the impact on water and natural resources and the quality of life present an enormous challenge to the GRCA, municipalities and all watershed residents. It creates an urgent need to work co-operatively to care wisely for the Grand River and its resources.

The work of the GRCA is divided into seven business areas:

- Reducing flood damages
- Improving water quality
- Maintaining reliable water supply
- Protecting natural areas and biodiversity
- Watershed planning
- Environmental education
- Outdoor recreation

In order to carry out these functions, the GRCA draws revenues from a variety of sources:

- User fees, such as park admissions, nature centre programs, planning fees and others which are set to offset most, if not all, the cost of these services
- Revenues from property rentals and hydro generation at our dams
- Municipal levies, which are applied primarily to watershed management programs
- Municipal grants dedicated to specific programs, such as the Rural Water Quality Program and Water Quality Monitoring
- Provincial transfer payments for water management operating expenses
- Provincial grants for specific purposes, such as the provincial Source Protection Program and Capital Projects related to water management
- Donations from the Grand River Conservation Foundation for programs such as outdoor education, tree nursery operations and various special projects
- Federal grants and other miscellaneous sources of revenue

The GRCA continues to work on the updates and implementation of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region, including the Grand River watershed, as part of the provincial Source Protection Program under the *Clean Water Act, 2006*. Besides supporting municipalities and other agencies in implementing the plans, the focus in 2022 continues on completing updates to the Grand River Source Protection Plan, including development of water quantity policies, updating water quality vulnerability assessments, and the development of the annual progress report for the Grand River Source Protection Plan.

In 2022 terms of reference for a watershed strategy, a requirement of the updated Conservation Authorities Act, will be developed. The existing water management plan will provide important information to the Watershed Strategy. Renewed engagement with municipal, provincial and federal water management staff will be an important focus in 2022.

In 2022 GRCA continues to manage the challenges resulting from the on-going COVID-19 pandemic.

1. Watershed Management and Monitoring

Watershed management and monitoring programs protect watershed residents from flooding and provide the information required to develop appropriate resource management strategies and to identify priority actions to maintain a healthy watershed. Activities include operation of flood and erosion control structures such as dikes and dams; flood forecasting and warning; water quality monitoring; natural heritage restoration and rehabilitation projects; water quantity assessment; watershed and subwatershed studies.

Operating Expenditures:

Water Resources Planning and Environment	\$2,267,400	(Table 1)
Flood Forecasting and Warning	\$ 843,000	(Table 2)
Water Control Structures	\$1,822,700	(Table 3)

Capital Expenditures: \$2,500,000 (Section B)

Total Expenditures: \$7,433,100

Revenue sources: Municipal levies, provincial grants and reserves

2. Planning

Program areas:

- a) Natural Hazard Regulations
The administration of conservation authority regulations related to development in the floodplain, and other natural hazards e.g. wetlands, slopes, shorelines and watercourses.
- b) Plan Input and Review
Planning and technical review of municipal planning documents and recommending environmental policies for floodplains, wetlands and other environmentally significant areas; providing advice and information to municipal councils on development proposals and severances; review of environmental assessments; and providing outside consulting services on a fee-for-service basis to other conservation authorities and agencies.

Operating Expenditures: \$2,351,200 (Table 4)

Capital Expenditures: NIL

Revenue sources: Permit fees, enquiry fees, plan review fees, and municipal levy

3. Watershed stewardship

The watershed stewardship program provides information and/or assistance to private and public landowners and community groups on sound water and environmental practices that will enhance, restore or protect their properties. Some activities are reforestation/tree planting through the Burford Tree Nursery, the Rural Water Quality Program, restoration and rehabilitation projects. The program also, provides conservation information through workshops, publications, the web site and media contacts.

Operating Expenditures:

Forestry & Conservation Land Taxes	\$ 1,380,500 (Table 5)
Conservation Services	\$ 586,200 (Table 6)

Capital Expenditures: NIL

Total Expenditures: \$ 1,966,700

Revenue sources:

Municipal levies and grants, provincial grants, tree sales, landowner contributions, donations from the Grand River Conservation Foundation and other donations.

4. Conservation Land Management

This includes expenses and revenues associated with the acquisition and management of land owned or managed by the GRCA including woodlots, provincially significant wetlands (e.g. Luther Marsh, Dunnville Marsh), passive conservation areas, rail-trails and a number of rental properties. Activities include forest management, woodlot thinning, and hydro production at our dams.

Operating Expenditures:

Conservation Lands, Rentals, Misc	\$4,002,700 (Table 10-Conservation Lands)
Hydro Production	\$ 210,000 (Table 10-Hydro Production)

Capital Expenditures: NIL

Total Expenditures: \$4,212,700

Revenue sources:

Property rentals, hydro production, timber sales, conservation land income, donations from the Grand River Conservation Foundation

5. Education

The GRCA operates six nature centres, which provide curriculum-based programs to about 50,000 students from six school boards and independent schools throughout the watershed. In addition, about 16,000 members of the public attend day camps and weekend family and community events.

Operating Expenditures: \$784,600 (Table 8)

Capital Expenditures: NIL

Revenue sources: School boards, nature centre user fees, community event fees, donations from the Grand River Conservation Foundation and municipal general levy.

6. Recreation

This includes the costs and revenues associated with operating the GRCA's 11 active conservation areas. The GRCA offers camping, hiking, fishing, swimming, skiing and other activities at its parks. It provides 2,200 campsites, making it the second-largest provider of camping accommodation in Ontario. About 1.7 million people visit GRCA parks each year.

Operating Expenditures: \$ **7,800,000** (Table 10)
Capital Expenditures: \$ **2,000,000** (Section B)
Total Expenditures: \$ **9,800,000**

Revenue sources:
Conservation Area user fees, government grants, reserves and donations.

7. Corporate services & Strategic Communications

This includes the cost of head office functions such as accounting and human resources, as well as the cost of facilities, insurance, consulting and legal fees and expenses relating to the General Membership.

Operating Expenditures:

Strategic Communications \$ 577,500 (Table 7)
Corporate Services \$3,871,565 (Table 9)

Capital Expenditures: \$ **602,000** (Section B)

Total Expenditures: \$ **5,051,065**

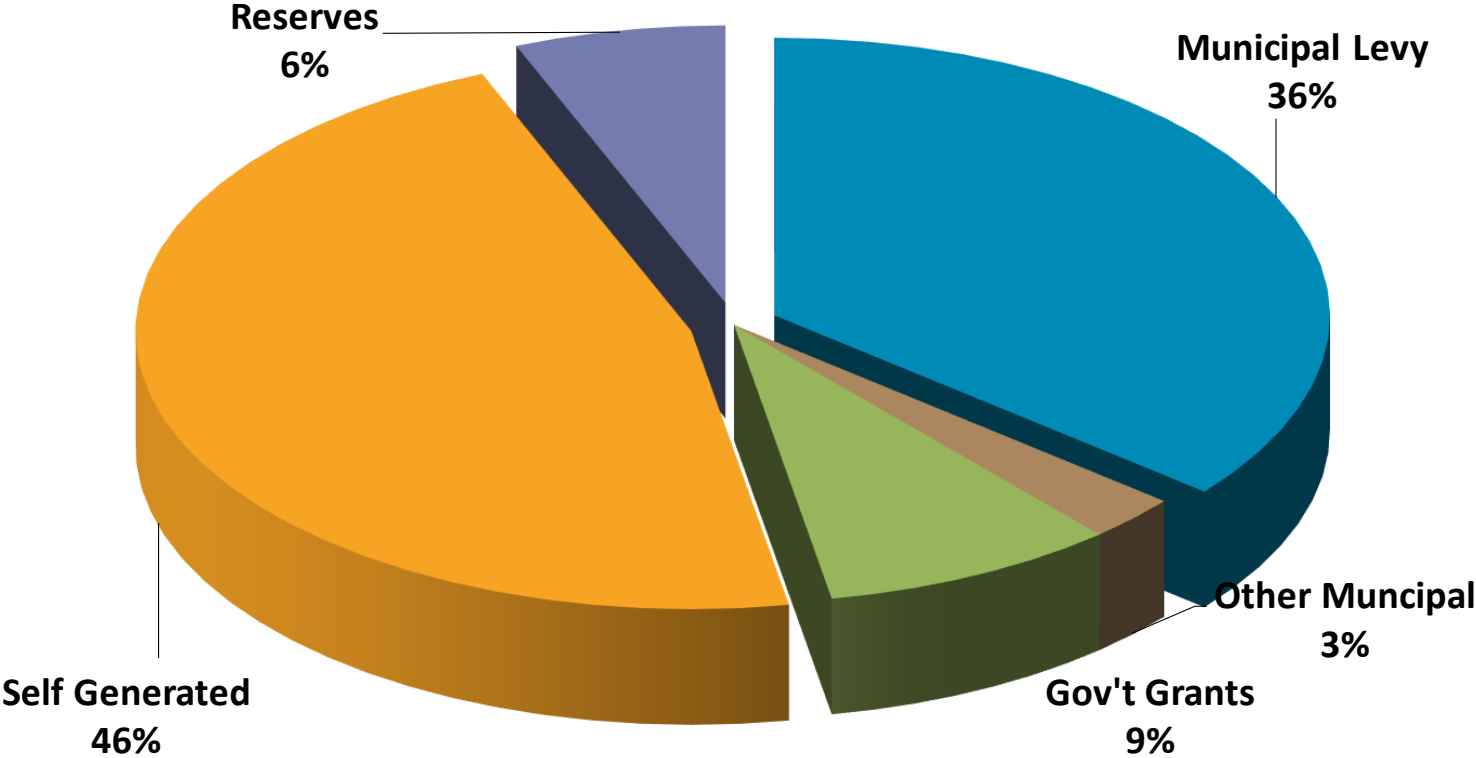
Revenue sources: Municipal levies and reserves.

BUDGET 2022 - Summary of Revenue and Expenditures

FUNDING		Actual 2021	Budget 2021	Budget 2022	Budget Incr/(decr)
Municipal General Levy Funding		12,225,000	12,225,000	12,530,000	305,000 2.49%
Other Government Grants		3,131,738	3,502,188	3,927,188	425,000 12.1%
Self-Generated Revenue		16,021,037	13,577,241	16,273,177	2,695,936 19.9%
Funding from Reserves		494,912	2,669,000	2,144,000	(525,000) -19.7%
TOTAL FUNDING		31,872,687	31,973,429	34,874,365	2,900,936 9.1%
EXPENDITURES		Actual 2021	Budget 2021	Budget 2022	Budget Incr/(decr)
Base Programs - Operating includes funding to reserves	SECTION A	27,048,151	25,178,429	26,497,365	1,318,936 5.24%
Base Programs - Capital	SECTION B	2,150,870	3,757,000	5,102,000	1,345,000 35.80%
Special Projects	SECTION C	2,106,489	3,038,000	3,275,000	237,000 7.8%
TOTAL EXPENDITURES		31,305,510	31,973,429	34,874,365	2,900,936 9.1%
NET RESULT		567,177	-	-	

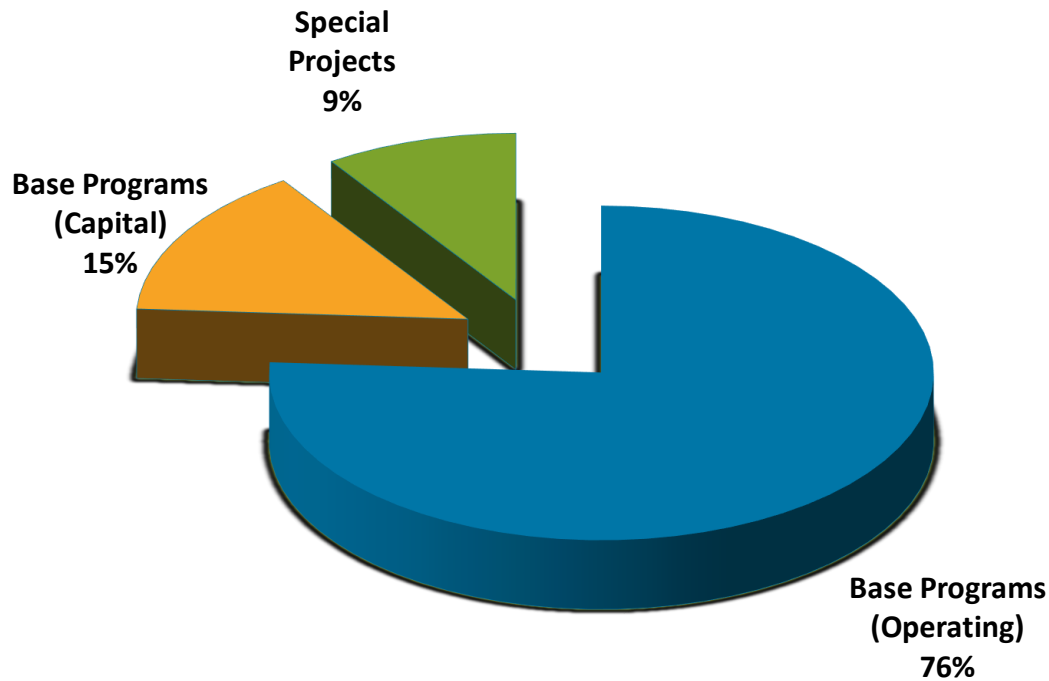
2021 Budget – Revenue by Source

Total 2022 Budget Revenue = \$34.9 Million (\$ 32.0 Million in 2021)

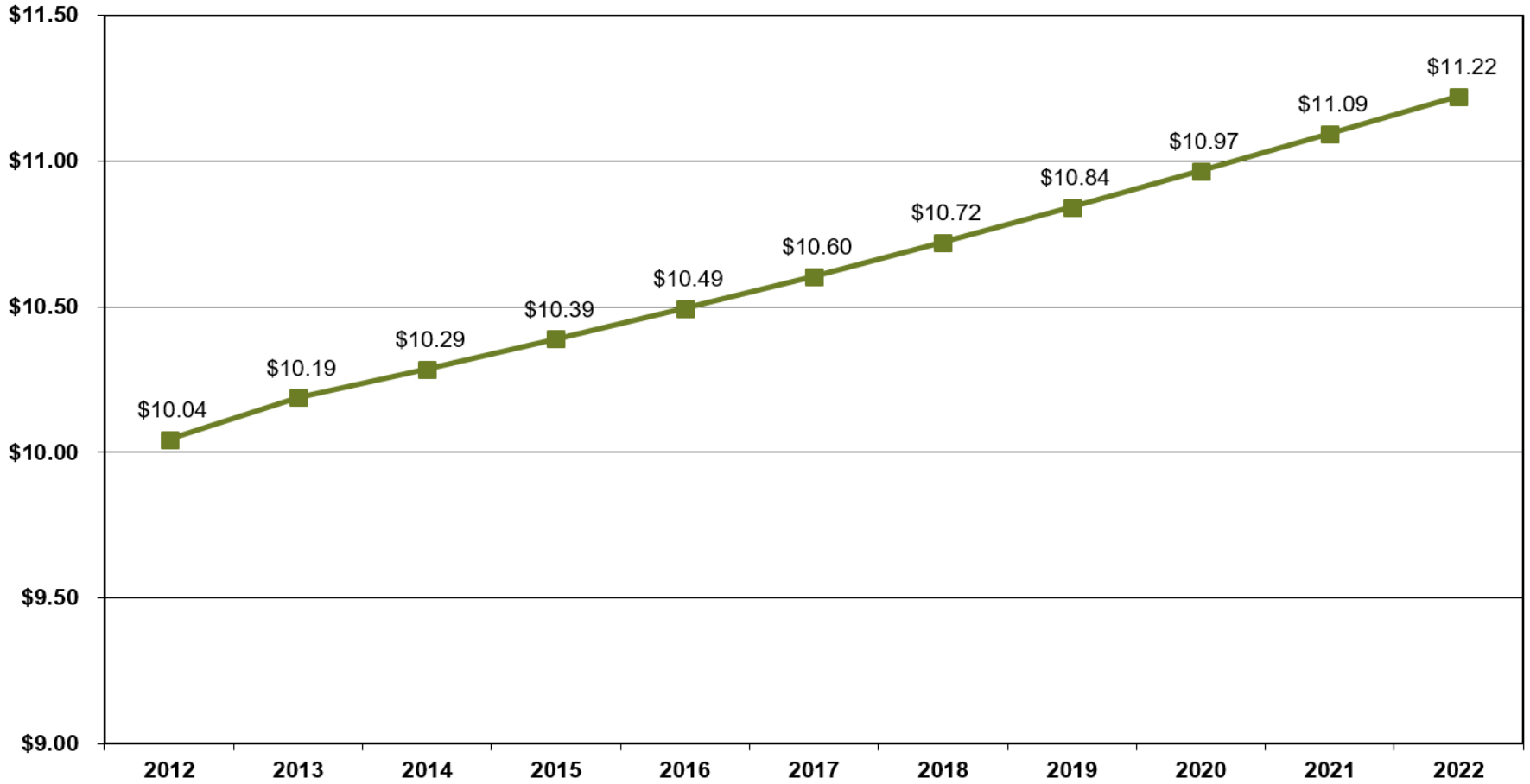


2022 Budget – Expenditures by Category

2022 Budget Expenditures = \$34.9 Million (\$ 32.0 Million in 2021)



Grand River Conservation Authority Per Capita General Levy (2012 to 2022)



GRAND RIVER CONSERVATION AUTHORITY

Budget 2022 - Summary of Expenditures, Funding and Change in Municipal Levy

		TABLE 1	TABLE 2	TABLE 3	TABLE 4	TABLE 5	TABLE 6	TABLE 7	TABLE 8	TABLE 9	TABLE 9	TABLE 10	TABLE 10	TABLE 10	
		Water Resources Planning & Environment	Flood Forecasting & Warning	Water Control Structures	Resource Planning	Forestry & Conservation Land Taxes	Conservation Services	Communications & Foundation	Environmental Education	Corporate Services	Loss/(Surplus) impact on Municipal Levy Increase	Conservation Land and Rental Management and Misc	Hydro Production	Conservation Areas	TOTAL
2022 OPERATING															
TOTAL EXPENSES	A	2,267,400	843,000	1,822,700	2,351,200	1,380,500	586,200	577,500	784,600	3,871,565		4,002,700	210,000	7,800,000	26,497,365
TOTAL OTHER FUNDING	B	87,500	164,338	285,350	1,044,000	607,000	31,000	0	500,000	85,000		3,216,000	530,000	7,800,000	14,350,188
"Other Programs" Surplus/(Loss)	B less A											(786,700)	320,000	-	(466,700)
Loss to be offset with Surplus	C										466,700				(466,700)
Surplus 2021 carried forward to 2022											(567,177)				567,177
2022 Levy	A less B less C	2,179,900	678,662	1,537,350	1,307,200	773,500	555,200	577,500	284,600	3,786,565	(100,477)	0	0	0	11,580,000
															0
<u>Levy Increase:</u>															
2022 Levy		2,179,900	678,662	1,537,350	1,307,200	773,500	555,200	577,500	284,600	3,786,565	(100,477)				11,580,000
2021 Levy		2,158,200	664,462	1,500,350	1,223,200	788,000	671,200	579,500	340,600	3,612,629	(263,141)				11,275,000
Levy Increase over prior year		21,700	14,200	37,000	84,000	(14,500)	(116,000)	(2,000)	(56,000)	173,936	162,664	n/a	n/a	n/a	305,000
2022 CAPITAL															
TOTAL EXPENSES	A	110,000	190,000	2,200,000						602,000				2,000,000	5,102,000
TOTAL OTHER FUNDING	B	75,000	25,000	1,450,000						602,000				2,000,000	4,152,000
2022 Levy	A less B	35,000	165,000	750,000						-				-	950,000
<u>Levy Increase:</u>															
2022 Levy		35,000	165,000	750,000						-				-	950,000
2021 Levy		35,000	165,000	750,000						-				-	950,000
Levy Increase/(decrease) over prior year		-	-	-						-				-	-
2022 SPECIAL															
TOTAL EXPENSES	A	210,000	575,000	640,000		100,000	1,010,000		500,000					240,000	3,275,000
TOTAL OTHER FUNDING	B	210,000	575,000	640,000		100,000	1,010,000		500,000					240,000	3,275,000
2022 Levy	A less B	-	-	-		-	-		-					-	-
														TOTAL EXPENSES	34,874,365
														TOTAL FUNDING	34,874,365
														NET RESULT	-

Grand River Conservation Authority Summary of Municipal Levy - 2022 Budget

FINAL - February 25, 2022

	% CVA in Watershed	2021 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2022 Budget Matching & Maintenance Levy	2022 Budget Admin & Maintenance Levy	2022 Budget Non-Matching Admin & Maintenance Levy	2022 Budget Capital Maintenance*	2022 Budget Total Levy	Actual 2021 Levy	% Change
Brant County	82.9%	7,152,903,252	5,929,756,796	2.89%	12,982	321,325	27,426	361,733	346,966	4.3%	
Brantford C	100.0%	15,171,006,775	15,171,006,775	7.39%	33,214	822,096	70,168	925,478	900,728	2.7%	
Amaranth Twp	82.0%	805,874,920	660,817,435	0.32%	1,447	35,809	3,056	40,312	39,382	2.4%	
East Garafraxa Twp	80.0%	636,291,613	509,033,291	0.25%	1,114	27,584	2,354	31,052	30,223	2.7%	
Town of Grand Valley	100.0%	572,436,944	572,436,944	0.28%	1,253	31,020	2,648	34,921	33,396	4.6%	
Melancthon Twp	56.0%	596,750,730	334,180,409	0.16%	732	18,109	1,546	20,387	19,819	2.9%	
Southgate Twp	6.0%	1,069,060,421	64,143,625	0.03%	140	3,476	297	3,913	3,742	4.6%	
Haldimand County	41.0%	7,199,269,194	2,951,700,369	1.44%	6,462	159,949	13,652	180,063	175,140	2.8%	
Norfolk County	5.0%	9,741,823,806	487,091,190	0.24%	1,066	26,395	2,253	29,714	28,914	2.8%	
Halton Region	10.5%	47,621,739,315	4,993,025,690	2.43%	10,931	270,565	23,093	304,589	291,881	4.4%	
Hamilton City	26.8%	95,456,549,475	25,534,626,985	12.43%	55,904	1,383,687	118,101	1,557,692	1,519,505	2.5%	
Oxford County	36.6%	4,499,227,699	1,647,153,567	0.80%	3,606	89,257	7,618	100,481	97,921	2.6%	
North Perth T	2.0%	2,277,397,479	45,547,950	0.02%	100	2,468	211	2,779	2,686	3.5%	
Perth East Twp	40.0%	2,032,561,232	813,024,493	0.40%	1,780	44,057	3,760	49,597	49,250	0.7%	
Waterloo Region	100.0%	103,684,590,749	103,684,590,749	50.48%	227,002	5,618,527	479,556	6,325,085	6,182,792	2.3%	
Centre Wellington Twp	100.0%	5,241,852,365	5,241,852,365	2.55%	11,476	284,049	24,244	319,769	308,584	3.6%	
Erin T	49.0%	2,579,400,498	1,263,906,244	0.62%	2,767	68,489	5,846	77,102	75,545	2.1%	
Guelph C	100.0%	27,911,493,324	27,911,493,324	13.59%	61,108	1,512,486	129,094	1,702,688	1,668,479	2.1%	
Guelph Eramosa Twp	100.0%	2,893,069,163	2,893,069,163	1.41%	6,334	156,771	13,381	176,486	171,662	2.8%	
Mapleton Twp	95.0%	1,838,975,064	1,747,026,311	0.85%	3,825	94,669	8,080	106,574	103,123	3.3%	
Wellington North Twp	51.0%	1,776,628,376	906,080,472	0.44%	1,984	49,099	4,191	55,274	53,744	2.8%	
Puslinch Twp	75.0%	2,717,055,073	2,037,791,305	0.99%	4,461	110,425	9,425	124,311	121,518	2.3%	
Total		343,475,957,466	205,399,355,452	100.00%	449,688	11,130,312	950,000	12,530,000	12,225,000	2.5%	

*Capital Maintenance Levy represents levy allocated to maintenance of capital infrastructure, studies, and/or equipment.

SECTION A

BASE PROGRAMS – OPERATING

SECTION A - Operating Budget

GRAND RIVER CONSERVATION AUTHORITY

Budget 2022 vs Budget 2021

	Actual 2021	Budget 2021	Budget 2022	Incr/(Decr)	%age change
EXPENDITURES					
OPERATING EXPENSES	27,048,151	25,178,429	26,497,365	1,318,936	5.13%
Total Expenses	27,048,151	25,178,429	26,497,365	1,318,936	5.13%
SOURCES OF FUNDING					
MUNICIPAL GENERAL LEVY (NOTE)	10,701,206	11,275,000	11,580,000	305,000	2.96%
MUNICIPAL SPECIAL LEVY	43,047	50,000	50,000	-	0.00%
OTHER GOVT FUNDING	636,502	517,188	517,188	-	0.00%
SELF-GENERATED	15,035,681	12,903,000	13,666,000	763,000	5.51%
RESERVES	315,474	117,000	117,000	-	0.00%
SURPLUS CARRYFORWARD	316,241	316,241	567,177	250,936	60.86%
Total BASE Funding	27,048,151	25,178,429	26,497,365	1,318,936	5.13%

NOTE: See "Summary of Revenue, Expenditures and Changes in Municipal Levy" for details of \$305,000 levy increase.

TABLE 1

(a) Watershed Studies

This category includes watershed and subwatershed studies. These studies provide the strategic framework for understanding water resources and ecosystem form, functions and linkages. These allow for assessment of the impacts of changes in watershed resources and land use. Watershed studies also identify activities and actions that are needed to minimize the adverse impacts of change. This program supports other plans and programs that promote healthy watersheds.

Specific Activities:

- Carry out or partner with municipalities and other stakeholders on integrated subwatershed plans for streams and tributaries. Subwatershed Plans are technical reports which provide comprehensive background on how surface water, groundwater, terrestrial and aquatic ecosystems function in a subwatershed. The plans recommend how planned changes such as urbanization can take place in a sustainable manner. Subwatershed studies are ongoing or planned in the City of Kitchener, Region of Waterloo, City of Guelph and City of Brantford.
- Development of terms of reference for a Watershed Strategy required under the new Conservation Authorities Act.

(b) Water Resources Planning and Environment and Support

This category includes the collection and analysis of environmental data and the development of management plans for protection and management of water resources and natural heritage systems. These programs assist with implementation of monitoring water and natural resources and assessment of changes in watershed health and priority management areas.

Specific Activities:

- operate 8 continuous river water quality monitoring stations, 73 stream flow monitoring stations, 27 groundwater monitoring stations, and 37 water quality monitoring stations in conjunction with MOE, apply state-of-the-art water quality assimilation model to determine optimum sewage treatment options in the central Grand, and provide technical input to municipal water quality issues
- analyze and report on water quality conditions in the Grand River watershed
- maintain a water budget to support sustainable water use in the watershed, and maintain a drought response program
- analyze water use data for the watershed and provide recommendations for water conservation approaches

- provide advice to Provincial Ministries regarding water use permits to ensure that significant environmental concerns are identified so that potential impacts can be addressed.

(c) Resource Management Division Support

Provides support services to the Engineering and Resource Management Divisions including support for Flood Forecasting and Warning and Water Control Structures.

Specific Spending:

- administrative services
- travel, communication, staff development and computer
- insurance

(d) Natural Heritage Management

The natural heritage management program includes those activities associated with providing service and/or assistance to municipalities, private and public landowners and community groups on sound environmental practices that will enhance, restore or protect the aquatic and terrestrial ecosystems. The program includes watershed scale natural heritage assessments and implements restoration activities on GRCA land.

Specific Activities:

- maintain and promote the ‘Grand River Fisheries Management Plan’.
- implement “best bets” for protection and enhancement of fisheries, work with outside agencies, non-government organizations and the public to improve fish habitat through stream rehabilitation projects including the implementation of the recommendations of the watershed studies.
- maintain and implement the Forest Management Plan for the Grand River watershed and develop and implement components of the watershed Emerald Ash Borer strategy
- carry out restoration and rehabilitation projects for aquatic and terrestrial ecosystems e.g. species at risk and ecological monitoring on GRCA lands, and prescribed burn activities and community events such as tree planting and stream restoration
- provide technical input and review services for applications that may affect the watershed ecosystems.

TABLE 1
GRAND RIVER CONSERVATION AUTHORITY
Water Resources Planning & Environment

OPERATING	Actual 2021	Budget 2021	Budget 2022	Budget Change
Expenses:				incr/(decr)
Salary and Benefits	1,380,849	1,519,000	1,684,000	165,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	175,035	268,300	268,300	0
Insurance	122,304	107,300	150,000	42,700
Other Operating Expenses	100,978	165,100	165,100	0
Amount set aside to Reserves	336,000	186,000	-	(186,000)
TOTAL EXPENSE	2,115,166	2,245,700	2,267,400	21,700
Funding				(incr)/decr
Municipal Special/Other	43,047	50,000	50,000	0
Prov & Federal Govt	-	37,500	37,500	0
Funds taken from Reserves	-	-	-	0
TOTAL FUNDING	43,047	87,500	87,500	-
Net Funded by General Municipal Levy	2,072,119	2,158,200	2,179,900	
Net incr/(decr) to Municipal Levy				21,700

TABLE 2

Flood Forecasting and Warning

The flood warning system includes the direct costs associated with monitoring the streams, and rivers in order to effectively provide warnings and guidance to municipalities and watershed residents during flood emergencies.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

Specific Activities:

- maintain a 'state of the art' computerized flood forecasting and warning system.
- operate a 24 hour, year-round, on-call duty officer system to respond to flooding matters.
- collect and manage data on rainfall, water quantity, reservoir conditions, water levels from 56 stream flow gauges, 24 rainfall gauges, and 12 snow courses.
- use Voice Alert system to continuously, monitor river conditions and detect warning levels, assist municipalities with emergency planning, and respond to thousands of inquiries each year.
- assist municipalities with municipal emergency planning and participate in municipal emergency planning exercises when requested.
- hold municipal flood coordinator meetings twice a year to confirm responsibilities of agencies involved in the flood warning system. Test the system. Update and publish a flood warning system guide containing up to date emergency contact information. Maintain update to date emergency contact information throughout the year.

TABLE 2
GRAND RIVER CONSERVATION AUTHORITY
Flood Forecasting & Warning

OPERATING	Actual 2021	Budget 2021	Budget 2022	Budget change
Expenses:				incr/(decr)
Salary and Benefits	386,529	484,800	499,000	14,200
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	236,160	236,000	236,000	-
Other Operating Expenses	111,778	108,000	108,000	-
Amount set aside to Reserves		-	-	-
TOTAL EXPENSE	734,467	828,800	843,000	14,200
Funding				(incr)/decr
MNR Grant	164,338	164,338	164,338	-
Prov & Federal Govt	(53)	-	-	-
TOTAL FUNDING	164,285	164,338	164,338	-
Net Funded by General Municipal Levy	570,182	664,462	678,662	
Net incr/(decr) to Municipal Levy				14,200

TABLE 3

Water Control Structures

This category includes costs associated with the capital and maintenance of structures, the primary purpose of which is to provide protection to life and property. These structures include dams, dykes, berms and channels etc. Also included in this category are non-flood control dams and weirs, which maintain upstream water levels.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

Specific Activities:

- operate and maintain 7 major multi-purpose reservoirs, which provide flood protection and flow augmentation, and 25 kilometres of dykes in 5 major dyke systems (Kitchener-Bridgeport, Cambridge-Galt, Brantford, Drayton and New Hamburg)
- ensure structural integrity of flood protection infrastructure through dam safety reviews, inspections and monitoring, reconstruction of deteriorating sections of floodwalls and refurbishing of major components of dams and dykes.
- carry out capital upgrades to the flood control structures in order to meet Provincial standards
- operate and maintain 22 non-flood control dams, which are primarily for aesthetic, recreational, municipal fire suppression water supply or municipal drinking water supply intake purposes
- develop and implement plans to decommission failing or obsolete dams
- ice management activities to prevent or respond to flooding resulting from ice jams
- develop and implement public safety plans for structures

TABLE 3
GRAND RIVER CONSERVATION AUTHORITY
Water Control Structures

OPERATING	Actual 2021	Budget 2021	Budget 2022	Budget change
Expenses:				incr/(decr)
Salary and Benefits	1,159,637	1,241,000	1,278,000	37,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	31,939	29,200	29,200	-
Property Taxes	156,533	170,700	170,700	-
Other Operating Expenses	288,690	344,800	344,800	-
Amount set aside to Reserves	251,000	-	-	-
TOTAL EXPENSE	1,887,799	1,785,700	1,822,700	37,000
Funding				(incr)/decr
MNR Grant	285,350	285,350	285,350	-
TOTAL FUNDING	285,350	285,350	285,350	-
Net Funded by General Municipal Levy	1,602,449	1,500,350	1,537,350	
Net incr/(decr) to Municipal Levy				37,000

TABLE 4

(a) PLANNING - Regulations

This category includes costs and revenues associated with administering the *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* made under the *Conservation Authorities Act*. This includes permit review, inspections, permit issuance, enforcement and follow-up, which may include defending appeals.

Specific Activities:

- Process over 1,000 permits each year related to development, alteration or activities that may interfere with the following types of lands:
 - ravines, valleys, steep slopes
 - wetlands including swamps, marshes, bogs, and fens
 - any watercourse, river, creek, floodplain or valley land
 - the Lake Erie shoreline
- The regulation applies to the development activities listed below in the areas listed above:
 - the construction, reconstruction, erection or placing of a building or structure of any kind,
 - any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure
 - site grading
 - the temporary or permanent placing, dumping or removal of any material originating on the site or elsewhere.
- maintain policies and guidelines to assist in the protection of sensitive environmental lands (i.e. Policies for the Administration of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation)
- enforcement of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation and maintain compliance policies and procedures
- update and maintain flood line mapping; develop natural hazards mapping in digital format to be integrated into municipal planning documents and Geographic Information Systems

(b) PLANNING - Municipal Plan Input and Review

This program includes costs and revenues associated with reviewing Official Plans, Secondary and Community Plans, Zoning Bylaws, Environmental Assessments, development applications and other proposals, in accordance with Conservation Authority and provincial or municipal agreements.

Specific Activities:

- review municipal planning and master plan documents and recommend environmental policies and designations for floodplains, wetlands, natural heritage areas, fisheries habitat, hazard lands and shorelines, which support GRCA regulations and complement provincial polices and federal regulations
- provide advice to municipalities regarding environmental assessments, and other proposals such as aggregate and municipal drain applications to ensure that all environmental concerns are adequately identified and that any adverse impacts are minimized or mitigated
- provide information and technical advice to Municipal Councils and Committees and Land Division Committees regarding development applications to assist in making wise land use decisions regarding protection of people and property from natural hazard areas such as flood plains and erosion areas and protection and enhancement of wetlands, fish and wildlife habitat and natural heritage systems

TABLE 4
GRAND RIVER CONSERVATION AUTHORITY
Resource Planning

OPERATING	Actual 2021	Budget 2021	Budget 2022	Budget change
Expenses:				incr/(decr)
Salary and Benefits	1,736,286	1,805,000	2,074,000	269,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	183,298	222,500	222,500	-
Other Operating Expenses	51,609	54,700	54,700	-
Amount set aside to Reserves	310,000	35,000	-	(35,000)
-	2,281,193	2,117,200	2,351,200	234,000
Funding				(incr)/decr
Self Generated	1,190,560	894,000	1,044,000	(150,000)
TOTAL FUNDING	1,190,560	894,000	1,044,000	(150,000)
Net Funded by General Municipal Levy	1,090,633	1,223,200	1,307,200	
Net incr/(decr) to Municipal Levy				84,000

TABLE 5

Forestry & Property Taxes

The forestry program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound environmental practices that will enhance, restore or protect their properties.

This category includes direct delivery of remediation programs including tree planting/reforestation.

General Municipal Levy funds the property tax for GRCA owned natural areas/passive lands.

Specific Activities:

- plant trees on private lands (cost recovery from landowner)
- operate Burford Tree Nursery to grow and supply native and threatened species
- carry out tree planting and other forest management programs on over 7,000 hectares of managed forests on GRCA owned lands
- hazard tree management to protect people and property

TABLE 5
GRAND RIVER CONSERVATION AUTHORITY
Forestry & Conservation Land Taxes

OPERATING	Actual 2021	Budget 2021	Budget 2022	Budget change
Expenses:				incr/(decr)
Salary and Benefits	467,005	515,500	531,000	15,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	46,925	54,300	54,300	0
Property Taxes	167,524	183,200	183,200	0
Other Operating Expenses	533,611	612,000	612,000	0
Amount set aside to Reserves	100,000			0
TOTAL EXPENSE	1,315,065	1,365,000	1,380,500	15,500
Funding				(incr)/decr
Donations	15,198	27,000	27,000	-
Self Generated	600,015	550,000	580,000	(30,000)
TOTAL FUNDING	615,213	577,000	607,000	(30,000)
Net Funded by General Municipal Levy	699,852	788,000	773,500	
Net incr/(decr) to Municipal Levy				(14,500)

TABLE 6

Conservation Services

The Conservation Services program includes those activities associated with providing service and/or assistance to private and public landowners and community groups implementing projects to conserve and enhance natural resources on their properties.

This category includes the Rural Water Quality program and Forestry extension services.

Specific Activities:

- Co-ordinate the Rural Water Quality Program. This involves landowner contact, community outreach and delivery of a grant program to encourage adoption of agricultural management practices and projects to improve and protect water quality. Funding for this important initiative comes from watershed municipalities and other government grants.
- Carry out tree planting, and naturalization projects with private landowners
- Co-ordinate community events e.g. children's water festivals and agricultural and rural landowner workshops to promote landowner environmental stewardship action
- Co-ordinate GRCA Volunteer Program to enable public participation in GRCA environmental activities

TABLE 6
GRAND RIVER CONSERVATION AUTHORITY
Conservation Services

OPERATING	Actual 2021	Budget 2021	Budget 2022	Budget change
Expenses:				incr/(decr)
Salary and Benefits	410,257	527,000	478,000	(49,000)
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	50,831	86,200	86,200	-
Other Operating Expenses	1,432	22,000	22,000	-
Amount set aside to Reserves	125,000	67,000	-	(67,000)
TOTAL EXPENSE	587,520	702,200	586,200	(116,000)
Funding				(incr)/decr
Prov & Federal Govt	-	30,000	30,000	-
Funds taken from Reserves	552	1,000	1,000	-
TOTAL FUNDING	552	31,000	31,000	-
Net Funded by General Municipal Levy	586,968	671,200	555,200	
Net incr/(decr) to Municipal Levy				(116,000)

TABLE 7

Strategic Communications

The communications department provides a wide range of services and support for the GRCA, the Grand River Conservation Foundation, and the Lake Erie Region Source Protection Program. This category includes watershed-wide communication and promotion of conservation issues to watershed residents, municipalities and other agencies.

Communications - Specific Activities:

- Media relations
- Public relations and awareness building
- Online communications
- Issues management and crisis communications
- Community engagement and public consultation
- Corporate brand management

TABLE 7
 GRAND RIVER CONSERVATION AUTHORITY
Strategic Communications

OPERATING	Actual 2021	Budget 2021	Budget 2022	Budget change
Expenses:				incr/(decr)
Salary and Benefits	358,234	439,000	492,000	53,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	42,067	62,000	62,000	-
Other Operating Expenses	3,885	23,500	23,500	-
Amount set aside to Reserves	55,000	55,000	-	(55,000)
TOTAL EXPENSE	459,186	579,500	577,500	(2,000)
Funding				
Net Funded by General Municipal Levy	459,186	579,500	577,500	
Net incr/(decr) to Municipal Levy				(2,000)

TABLE 8

Environmental Education

This category includes costs and revenues associated with outdoor education facilities, which provide education and information about conservation, the environment and the Conservation Authority's programs to 50,000 students in 6 school boards and 16,000 members of the general public annually. The majority of funding for this program comes from school boards, the Grand River Conservation Foundation and public program fees.

Specific Activities:

- operate 6 outdoor education centres under contract with watershed school boards, providing hands-on, curriculum-based, outdoor education (App's Mills near Brantford, Taquanyah near Cayuga, Guelph Lake, Laurel Creek in Waterloo, Shade's Mills in Cambridge and Rockwood)
- offer curriculum support materials and workshops to watershed school boards
- offer conservation day camps to watershed children and interpretive community programs to the public (user fees apply)

TABLE 8
 GRAND RIVER CONSERVATION AUTHORITY
Environmental Education

OPERATING	Actual 2021	Budget 2021	Budget 2022	Budget change
Expenses:				incr/(decr)
Salary and Benefits	430,437	610,000	553,000	(57,000)
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	48,032	57,000	57,000	0
Insurance	15,491	16,000	17,000	1,000
Property Taxes	10,048	14,000	14,000	0
Other Operating Expenses	144,476	143,600	143,600	0
Amount set aside to Reserves	55,000	0	0	0
TOTAL EXPENSE	703,484	840,600	784,600	(56,000)
Funding				(incr)/decr
Provincial & Federal Grants	748	0	0	0
Self Generated	362,912	500,000	500,000	0
TOTAL FUNDING	363,660	500,000	500,000	0
Net Funded by General Municipal Levy	339,824	340,600	284,600	
Net incr/(decr) to Municipal Levy				(56,000)

TABLE 9

CORPORATE SERVICES

This category includes the costs for goods and services, as listed below, that are provided corporately. A small portion of these costs is recovered from provincial grants, namely from source protection program funding and from the MNR operating grant.

Specific Activities:

This category includes the following departments:

- Office of the Chief Administrative Officer and the Assistant Chief Administrative Officer/Secretary-Treasurer
- Finance
- Human Resources
- Payroll
- Health & Safety
- Office Services

In addition, this category includes expenses relating to:

- The General Membership
- Head Office Building
- Office Supplies, Postage, Bank fees
- Head Office Communication systems
- Insurance
- Audit fees
- Consulting, Legal, Labour Relations fees
- Health and Safety Equipment, Inspections, Training
- Conservation Ontario fees
- Corporate Professional Development
- General expenses

TABLE 9
GRAND RIVER CONSERVATION AUTHORITY
Corporate Services

Budget 2022		Deficit to be funded with Muncipal Levy
Expenses:		
Salary and Benefits	2,051,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	379,000	
Insurance	103,000	
Other Operating Expenses	1,338,565	
Amount set aside to Reserves	-	
TOTAL EXPENSE	3,871,565	
Funding		
Recoverable Corporate Services Expenses	70,000	
Funds taken from Reserves	15,000	
TOTAL FUNDING	85,000	
Net Result before surplus adjustments	3,786,565	
Deficit from Other Programs offset by 2021 Surplus Carryforward		(466,700)
2021 Surplus Carried Forward to 2022 used to reduce Levy		567,177
Net Funded by General Municipal Levy	3,786,565	100,477
Budget 2021		Surplus available to offset Municipal Levy Increase
Expenses:		
Salary and Benefits	2,011,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	379,000	
Insurance	70,000	
Other Operating Expenses	1,237,629	
TOTAL EXPENSE	3,697,629	
Funding		
Recoverable Corporate Services Expenses	70,000	
Funds taken from Reserves	15,000	
TOTAL FUNDING	85,000	
Net Result before surplus adjustments	3,612,629	
Deficit from Other Programs offset by 2020 Surplus Carryforward		(53,100)
2020 Surplus Carried Forward to 2021 used to reduce Levy		316,241
Net Funded by General Municipal Levy	3,612,629	263,141
ACTUAL 2021		Surplus available to offset Municipal Levy
Expenses:		
Salary and Benefits	1,977,881	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	311,950	
Insurance	83,833	
Other Operating Expenses	835,919	
Amount set aside to Reserves	490,000	
TOTAL EXPENSE	3,699,583	
Funding		
Provincial Grant	500	
Donations/Other		
Recoverable Corporate Services Expenses	61,040	
TOTAL FUNDING	61,540	
Net Result before surplus/(deficit) adjustments	3,638,043	
2021 Surplus from Other Programs used to reduce Levy		41,809
2020 Surplus Carried Forward to 2021 used to reduce Levy		316,241
Net Funded by General Municipal Levy	3,638,043	358,050

TABLE 10 (a)

Conservation Lands, Rental Properties, Forestry & Misc

The Conservation Land Management Program includes all expenses and revenues associated with acquisition and management of land owned/managed by the Authority. This includes protection of provincially significant conservation lands, woodlot management, rental/lease agreements and other revenues generated from managing lands and facilities. These expenses do not include those associated with the “active” Conservation Areas and outdoor education programs on GRCA lands.

Specific Activities:

- acquire and manage significant wetlands and floodplain lands, e.g. the Luther Marsh Wildlife Management Area, the Keldon Source Area, the Bannister-Wrigley Complex, and the Dunnville Marsh
- operate “passive” conservation areas in order to conserve forests and wildlife habitat (Puslinch Tract in Puslinch, Snyder’s Flats in Bloomingdale, etc.). Some are managed by municipalities or private organizations (Chicopee Ski Club in Kitchener, Scott Park in New Hamburg, etc.)
- develop and maintain extensive trail network on former rail lines owned by GRCA and municipalities (much of this is part of the Trans-Canada Trail network). The Grand River Conservation Foundation is one source of funding for the trails.
- rent 733 cottage lots at Belwood Lake and Conestogo Lake; hold leases on over 1200 hectares of agricultural land and 8 residential units, and over 50 other agreements for use of GRCA lands. Income from these rentals aids in the financing of other GRCA programs
- permit hunting at various locations including Luther Marsh Wildlife Management Area and Conestogo Lake
- carry out forestry disease control, woodlot thinning and selective harvesting on GRCA lands in accordance with the Forest Management Plan while generating income from sale of timber. Income generated helps pay for future forest management activities
- where appropriate, dispose of lands that have been declared surplus and continue to identify and plan for disposition of other surplus lands. Proceeds from future dispositions will be used for acquisition of “Environmentally Significant Conservation Lands” and for other core programs
- payment of non-insured losses and deductibles for vandalism, loss or theft; miscellaneous amounts recovered from insurance settlements

- investment income arising from reserves and funds received in advance of program expenses

TABLE 10 (b)

HYDRO PRODUCTION

This program generates revenue from ‘hydro production’.

Specific Activities:

- generate hydro from turbines in 4 dams, Shand, Conestogo, Guelph and Drimmie; the income is used to fund GRCA programs and repay reserves accordingly for the cost of building/repairing turbines.

TABLE 10 (c)

CONSERVATION AREAS

These programs include costs and revenues associated with delivering recreational programs on GRCA lands and include the costs and revenues associated with day-use, camping, concessions and other activities at GRCA active Conservation Areas.

Specific Activities:

- operate 11 “active” Conservation Areas (8 camping and 3 exclusively day-use) that are enjoyed by over 1.7 million visitors annually. These visitors also help generate significant spin-off revenues for the local economies
- offer camping, hiking, fishing, swimming, boating, picnicking, skiing and related facilities
- provide 2,200 campsites – second only to the provincial park system as a provider of camping accommodation in Ontario
- employ seasonally over 230 students within the conservation areas

TABLE 10
 GRAND RIVER CONSERVATION AUTHORITY
OTHER PROGRAMS - OPERATING - SUMMARY of Results

	Conservation Lands	Property Rentals	MISC	(a) Cons Lands, Rental, Misc	(b) Hydro Production	(c) Conservation Areas	TOTAL Other Programs
Budget 2022 - OPERATING							
Expenses:							
Salary and Benefits	1,384,500	703,400	-	2,087,900	68,000	4,300,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	152,600	74,500	-	227,100	-	195,000	
Insurance	234,000	28,000	-	262,000	-	-	
Property Taxes	-	88,000	-	88,000	-	65,000	
Other Operating Expenses (consulting etc)	606,000	701,700	30,000	1,337,700	25,500	3,240,000	
Amount set aside to Reserves	-	-	-	-	116,500	-	
TOTAL EXPENSE	2,377,100	1,595,600	30,000	4,002,700	210,000	7,800,000	12,012,700
Funding							
Self Generated	86,000	2,921,000	108,000	3,115,000	530,000	7,800,000	
Funds taken from Reserves	1,000	100,000	-	101,000	-	-	
TOTAL FUNDING	87,000	3,021,000	108,000	3,216,000	530,000	7,800,000	11,546,000
NET Surplus/(Deficit) for programs not funded by general levy	(2,290,100)	1,425,400	78,000	(786,700)	320,000	-	(466,700)
Budget 2021 - OPERATING							
Expenses:							
Salary and Benefits	1,163,000	590,000	-	1,753,000	66,500	4,200,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	152,600	74,500	-	227,100	-	195,000	
Insurance	157,300	24,000	-	181,300	-	-	
Property Taxes	-	88,000	-	88,000	-	65,000	
Other Operating Expenses (consulting etc)	576,000	701,700	70,000	1,347,700	25,500	2,740,000	
Amount set aside to Reserves	7,000	-	-	7,000	120,000	-	
TOTAL EXPENSE	2,055,900	1,478,200	70,000	3,604,100	212,000	7,200,000	11,016,100
Funding							
Self Generated	86,000	2,898,000	148,000	3,132,000	530,000	7,200,000	
Funds taken from Reserves	1,000	100,000	-	101,000	-	-	
TOTAL FUNDING	87,000	2,998,000	148,000	3,233,000	530,000	7,200,000	10,963,000
NET Surplus/(Deficit) for programs not funded by general levy	(1,968,900)	1,519,800	78,000	(371,100)	318,000	-	(53,100)
Actual 2021 - OPERATING							
Expenses:							
Salary and Benefits	1,121,516	577,516	-	1,699,032	64,084	4,094,760	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	108,111	67,600	-	175,711	-	206,141	
Insurance	193,465	25,045	-	218,510	-	-	
Property Taxes	-	111,996	-	111,996	-	52,898	
Other Expenses	472,671	744,264	10,755	1,227,690	159,759	3,015,607	
Amount set aside to Reserves	198,000	166,500	-	364,500	60,000	1,814,000	
TOTAL EXPENSE	2,093,763	1,692,921	10,755	3,797,439	283,843	9,183,406	13,264,688
Funding							
Provincial/Federal Donations	-	-	-	-	-	185,619	
Donations	33,521	-	-	33,521	-	8,979	
Self Generated	171,588	2,892,673	108,116	3,172,377	601,942	8,989,137	
Funds taken from Reserves	-	314,922	-	314,922	-	-	
TOTAL FUNDING	205,109	3,207,595	108,116	3,520,820	601,942	9,183,735	13,306,497
NET Surplus/(Deficit) for programs not funded by general levy	(1,888,654)	1,514,674	97,361	(276,619)	318,099	329	41,809

OTHER INFORMATION

1. INFORMATION SYSTEMS & TECHNOLOGY - COMPUTER CHARGES

The work of the IS&T Group includes wages, capital purchases and ongoing maintenance and operations is funded through the Information Systems and Technology Reserve. The IS&T Reserve is sustained through a charge back framework. A “Computer Charge” is allocated to the individual programs based on the number of users and the nature of system usage or degree of reliance on IS&T activities and services.

The *Information Systems and Technology* (IS&T) group leads GRCA’s information management activities; develops and acquires business solutions; and oversees investment in information and communications technology as detailed below:

Specific Activities:

- Develop and implement GRCA's long-term information management, information technology and communications plans.
- Assess business needs and develop tools to address requirements, constraints and opportunities. Acquire and implement business and scientific applications for use at GRCA. Manage information technology and business solutions implementation projects on behalf of GRCA, GRCF and the Lake Erie Source Protection Region.
- Develop, and implement GRCA’s Geographic Information Systems (GIS) technology and spatial data infrastructure. Manage GRCA’s water-related data. Create and maintain standards for the development, use and sharing of corporate data. Develop policies and implement tools to secure GRCA’s data and IT and communications infrastructure.
- Acquire, manage and support GRCA’s server, storage, network and personal computer infrastructure to support geographic information systems (GIS); flood forecasting and warning, including real-time data collection; database and applications development; website hosting; electronic mail; internet access; personal computing applications; and administration systems, including finance, property and human resources.
- Develop and operate a wide area network connecting 14 sites and campus style wireless point-to-multipoint networks at Head Office, Conservation Areas, Nature Centres and Flood Control Structures. Develop and operate an integrated Voice over IP Telephone network covering nine sites and 220 handsets. Support and manage mobile phones, smart phones and pagers. Develop, implement and maintain GRCA’s IS&T disaster recovery plan.
- Operate on-line campsite reservation and day-use systems with computers in 10 Conservation Areas. Provide computers and phone systems for use at outdoor education centres.
- Build and maintain working relationships with all other departments within GRCA. Develop and maintain partnerships and business relationships with all levels of government, Conservation Ontario, private industry and watershed communities with respect to information technology, information management, business solutions and data sharing.

2. VEHICLE, EQUIPMENT – MOTOR POOL CHARGES

Motor Pool charges are allocated to the individual sections based on usage of motor pool equipment. Effectively, motor pool charges are included with administrative costs or other operating expenses, as applicable, on Tables 1 to 10.

Specific Activities:

- Maintain a fleet of vehicles and equipment to support all GRCA programs.
- Purchases of new vehicles and/or equipment.
- Disposal of used equipment.
- Lease certain equipment.

SECTION B

BASE PROGRAMS – CAPITAL

SECTION B – CAPITAL BUDGET

Capital maintenance spending in 2020 includes spending in the following program areas:

- Water Resources Planning
- Flood Forecasting and Warning
- Water Control Structures
- Conservation Areas
- Corporate Services

Water Resources Planning expenditures will be for water quality monitoring equipment. Flood forecasting and warning expenditures will be for software systems and gauge equipment.

Water Control Structures major maintenance expenditures on dams and dikes.

- Brantford dyke, ice mitigation alternative EA selection of preferred alternatives. Vegetation management and design of erosion control measures.
- Bridgeport dyke, capacity, seepage and stability improvements design. Environmental assessment to select preferred capacity improvement alternative.
- Cambridge dyke, repair and resealing of floodwall construction joints.
- Caledonia dyke, design and implementation of bank erosion protection.
- Drayton dyke, development of background information for a future EA and potential federal infrastructure funding application.
- Shand Dam, design of temporary stoplogs to facilitate isolation of gates for maintenance. Implementation of gate monitoring.
- Conestogo Dam, road deck rehabilitation design, concrete repair design and gate roller rehab and maintenance on two gates.
- Guelph Dam, removal and inspection of two gates.
- Laurel Creek Dam, rehab and maintenance of gate operators.
- Luther Dam, replacement of stop logs.
- Shades Mills Dam, emergency preparedness mapping.
- Caledonia Dam, implementation of enhanced public safety measures.
- Wellesley Dam, embankment, gate and spillway detailed design of maintenance work, submissions and Lakes and Rivers approvals.
- New Dundee Dam, deck inspection and design of rehab, embankment erosion protection implementation.
- Terms of reference for Ice Management and Asset Management strategies required under the new Conservation Authorities Act.

Conservation Area capital spending includes expenditures as part of the regular maintenance program as well as spending on major repairs and new construction. In 2022, major capital projects within the Conservation Areas will include:

- New workshop at the Brant CA
- Water service upgrades at Shade's Mill CA
- Harris Mill masonry repairs a Rockwood CA

Corporate Services capital spending represents the portion of overall Information Services and Motor Pool expenses that are funded by the Information Technology (IT) and Motor Pool (MP) reserve. See "Other Information" above for spending descriptions for IT and MP.

SECTION B - Capital Budget

GRAND RIVER CONSERVATION AUTHORITY

Budget 2022

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
Expenses:							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			2,200,000				2,200,000
Conservation Areas Capital Projects					2,000,000		2,000,000
Net IT/MP Capital Spending not allocated to Departments						602,000	602,000
TOTAL EXPENSE	110,000	190,000	2,200,000	-	2,000,000	602,000	5,102,000
Funding							
Prov & Federal Govt			1,110,000				1,110,000
Self Generated					1,200,000		1,200,000
Funding from Reserves	75,000	25,000	340,000		800,000	602,000	1,842,000
TOTAL FUNDING	75,000	25,000	1,450,000	-	2,000,000	602,000	4,152,000
Net Funded by General CAPITAL Levy	35,000	165,000	750,000	-	-	-	950,000

Budget 2021

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
Expenses:							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			1,500,000				1,500,000
Conservation Areas Capital Projects					1,500,000		1,500,000
Net IT/MP Capital Spending not allocated to Departments						457,000	457,000
TOTAL EXPENSE	110,000	190,000	1,500,000	-	1,500,000	457,000	3,757,000
Funding							
Prov & Federal Govt			700,000				700,000
Self Generated							-
Funding from Reserves	75,000	25,000	50,000		1,500,000	457,000	2,107,000
TOTAL FUNDING	75,000	25,000	750,000	-	1,500,000	457,000	2,807,000
Net Funded by General CAPITAL Levy	35,000	165,000	750,000	-	-	-	950,000

ACTUAL 2021 - CAPITAL

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	ACTUAL TOTAL
Expenses:							
WQ Monitoring Equipment & Instruments	49,233						49,233
Flood Forecasting Warning Hardware and Gauges		476,563					476,563
Flood Control Structures-Major Maintenance			1,267,010				1,267,010
Conservation Areas Capital Projects					533,606		533,606
Net IT/MP Expenses in excess of chargebacks						(175,542)	(175,542)
TOTAL EXPENSE	49,233	476,563	1,267,010	-	533,606	(175,542)	2,150,870
Funding							
Prov & Federal Govt		200,000	619,331				819,331
Self Generated					533,606	1,140	534,746
Funding from Reserves		16,858				(176,682)	(159,824)
TOTAL FUNDING	-	216,858	619,331	-	533,606	(175,542)	1,194,253
Net Funded by General CAPITAL Levy	49,233	259,705	647,679	-	-	-	956,617

SECTION C

SPECIAL PROJECTS

SECTION C – SPECIAL PROJECTS

This category of activity represents projects that the GRCA undertakes where special one time and/or multi-year funding is applicable. The duration of these projects is typically one year although in some instances projects may extend over a number years, such as the Source Protection Planning Program. External funding is received to undertake these projects.

The main project in this category is the provincial Source Protection Planning Program under the *Clean Water Act, 2006*. Plan development work commenced in 2004, with plan implementation starting in 2015. Work includes research and studies related to the development and updates of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region. The focus in 2022 continues on completing updates to the Grand River Source Protection Plan, including development of water quantity policies, updating water quality vulnerability assessments, and the development of the annual progress report for the Grand River Source Protection Plan.

Other special projects in the area of watershed stewardship include the “Rural Water Quality Program” grants, floodplain mapping projects, Upper Blair subwatershed study, waste water optimization project, trail development, and numerous ecological restoration projects on both GRCA lands and private lands in the watershed.

SECTION C - Special Projects Budget

GRAND RIVER CONSERVATION AUTHORITY

Budget 2022

EXPENDITURES	ACTUAL 2021	BUDGET 2021	BUDGET 2022
Subwatershed Plans - City of Kitchener	67,118	80,000	80,000
Dunnville Fishway Study		-	-
Waste Water Optimization Program	91,630	140,000	130,000
Floodplain Mapping	155,567	360,000	575,000
RWQP - Capital Grants	637,503	800,000	800,000
Brant/Brantford Children's Water Festival	228	-	-
Haldimand Children's Water Festival		-	-
Species at Risk	79,121	40,000	40,000
Ecological Restoration	91,142	100,000	100,000
AGGP-UofG Research Buffers	15,268	30,000	-
Great Lakes Agricultural Stewardship Initiative	1,711	-	-
Precision Agriculture-OMFRA	41,572	90,000	70,000
Great Lakes Protection Initiative	39,220	100,000	100,000
Trails Capital Maintenance	38,154	258,000	240,000
Emerald Ash Borer	238,306	400,000	-
Lands Mgmt - Land Purchases/Land Sale Expenses	27,814	-	-
Guelph Lake Nature Centre	12,480	-	500,000
Total SPECIAL Projects 'Other'	1,536,834	2,398,000	2,635,000
Source Protection Program	569,655	640,000	640,000
Total SPECIAL Projects Expenditures	2,106,489	3,038,000	3,275,000
SOURCES OF FUNDING			
Provincial Grants for Source Protection Program	569,655	640,000	640,000
OTHER GOVT FUNDING	1,056,112	1,595,000	1,610,000
SELF-GENERATED	128,980	358,000	840,000
FUNDING FROM/(TO) RESERVES	351,742	445,000	185,000
Total SPECIAL Funding	2,106,489	3,038,000	3,275,000

APPENDIX A

GRAND RIVER CONSERVATION AUTHORITY MEMBERS (2022)

Region of Waterloo (including Cities of Kitchener, Waterloo, Cambridge and Townships of North Dumfries, Wellesley, Wilmot and Woolwich

Les Armstrong (Wilmot), Jim Erb (Waterloo), Sue Foxton (North Dumfries), Michael Harris (Kitchener), Helen Jowett (Cambridge), Geoff Lorentz (Kitchener), Kathryn McGarry (Cambridge), Jane Mitchell (citizen appointment), Joe Nowak (Wellesley), and Warren Stauch (citizen appointment)

Regional Municipality of Halton

John Challinor II

Haldimand and Norfolk Counties

Bernie Corbett and Dan Lawrence

City of Hamilton

Marcus Adili

County of Oxford

Bruce Banbury

City of Brantford

Richard Carpenter and Kevin Davis

City of Guelph

Bob Bell and Cathy Downer

Townships of Amaranth, East Garafraxa, Southgate and Melancthon and Town of Grand Valley

Guy Gardhouse

Townships of Mapleton and Wellington North

Bruce Whale

Municipality of North Perth and Township of Perth East

Jerry Smith

Township of Centre Wellington

Ian MacRae

Town of Erin, Townships of Guelph-Eramosa and Puslinch

Chris White

County of Brant

Brian Coleman and Joan Gatward

Grand River Conservation Authority

Report number: GM-02-22-10

Date: February 25, 2022

To: Members of the Grand River Conservation Authority

Subject: Report of the Audit Committee

Recommendation:

THAT the Report of the Audit Committee of the Grand River Conservation Authority be received and approved.

Summary:

Not applicable.

Report:

The Audit Committee met on February 16, 2022 at 9:30 a.m. to review the 2021 Financial Statements prepared by Grand River Conservation Authority (GRCA) staff and reported on by KPMG LLP, Chartered Professional Accountants, the external auditors appointed by the GRCA. These Audited Financial Statements and Schedules are attached to agenda item 14b.

The Audit Committee reviewed the Terms of Reference, dated February 26, 2021 and suggested a minor change with response to mention of specific versions of the GRCA by-law. The Audit Committee Terms of Reference will be implemented with the approval date of February 25, 2022 following Board approval of this report.

Staff had the opportunity to discuss the performance of the auditors without them being present. The auditors were given the same opportunity with respect to management, and both parties confirmed a good working relationship.

The Audit Committee is satisfied that the Financial Statements, Notes and Schedules fairly present the financial position of the GRCA.

The Audit Committee made the following recommendations:

Motion: AUD-22-03

THAT the Audit Committee Recommends to the General Membership:
THAT the Terms of Reference for the Audit Committee dated February 26, 2021 be approved and implemented with the approval date of February 25, 2022.

Motion: AUD-22-04:

THAT the Audit Committee recommends to the General Membership:
THAT the Master Plans Reserve be increased by \$100,000;
AND THAT the Nature Centre Reserve be increased by \$55,000 to be distributed equally between the App's, Guelph, Laurel, Shade's Mills and Taquanyah reserves.

Motion: AUD-22-05

THAT the Audit Committee recommends to the General Membership:

THAT the Financial Statements of Grand River Conservation Authority as at December 31, 2021, and the Report of the Auditors thereon be received and approved.

Motion: AUD-22-06:

THAT the Audit Committee recommends to the General Membership:

THAT KPMG Chartered Professional Accountants be appointed as Auditors for the year ending December 31, 2022 at a fee not to exceed \$39,480.

Submitted by:

Guy Gardhouse
Chair, Audit Committee

Grand River Conservation Authority

Audit Committee Terms of Reference

Composition of the Audit Committee:

An Audit Committee shall be appointed annually, at the Annual General Meeting. The Audit Committee will be composed of the Chair of the Authority, the Vice-chair and five other members appointed by and from the General Membership. At its first meeting, the Audit Committee shall elect a Chair from its Members, excluding the Chair and Vice-Chair of the Board. The terms of reference for the Audit Committee shall be reviewed annually by the General Membership and attached to the Minutes of the meeting at which they are approved or confirmed in accordance with the GRCA by-law.

The Audit Committee shall meet at least twice per year, with the first meeting to take place after the Auditors have prepared the Auditors' Report, at such time and place as the Chair of the Committee shall decide in accordance with the GRCA by-law.

The Audit Committee reports to the General Membership. It is understood that the chair of the Audit Committee and the external auditor will have direct access to each other at all times, to discuss matters relevant to the audit. The Audit Committee may also invite members of the public to attend Audit Committee meetings in a non-voting capacity to act as a resource, to aid in understanding the financial statements and the processes and internal controls used in support of financial reporting.

Members of the Audit Committee must:

1. Be impartial, independent and without conflict of interest, which includes not having a business relationship with GRCA.
2. Have sufficient knowledge and/or experience to understand and interpret financial statements. This knowledge may be gained through training provided by GRCA after being appointed to the Audit Committee.

Responsibilities of the Audit Committee are:

1. To review the audited financial statements of the GRCA and recommend approval of those statements (or otherwise) to the General Membership at the Annual General Meeting.
2. To review the results of the external audit and direct staff regarding any action required in response to auditor's recommendations.
3. To review the effects of any changes in accounting practices or policies on the financial statements and/or recommend appropriate changes in accounting practices or policies to the General Membership. This will include a review of significant accruals, provisions and estimates included in the financial statements.
4. To review the system of Internal Control and the effectiveness of those controls in protecting the assets of GRCA and ensuring effective and accurate financial reporting.
5. To review, in consultation with Management and Auditors, any material contingency facing GRCA and evaluate the appropriateness of GRCA's disclosure of such items.
6. To review any other matter that in its judgement should be taken into account in reaching its recommendation to the General Membership concerning the approval of the audited financial statements.
7. To recommend the appointment of Auditors and approval of the audit fee for the upcoming year.
8. To review services provided by the auditor outside of the audit, to ensure that such services are appropriately provided by the firm also acting as auditor.

GRAND RIVER CONSERVATION AUTHORITY
AUDITED FINANCIAL STATEMENTS
AND INDEPENDENT AUDITORS' REPORT THEREON
DECEMBER 31, 2021

GRAND RIVER CONSERVATION AUTHORITY

INDEX TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2021

Independent Auditors' Report

Statements

1. Statement of Financial Position
2. Statement of Operations and Changes in Accumulated Surplus
3. Statement of Cash Flows
4. Statement of Changes in Net Financial Assets

Notes to the Financial Statements

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 Canadian public sector accounting standards, 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.

Auditors' 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 auditors' 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 the financial statements.

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 auditors' 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 auditors' 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 financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- 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.

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada

DATE



GRAND RIVER CONSERVATION AUTHORITY

(Established by the Conservation Authorities Act)

Statement of Financial Position

As at December 31, 2021

(with comparative figures for 2020)

	<u>2021</u>	<u>2020</u>
Financial Assets		
Cash	\$ 16,439,071	\$ 11,038,977
Investments (Note 2)	22,831,954	21,320,137
Accounts Receivable - Government Grants	545,121	344,276
Accounts Receivable - Municipal Levies and Other	172,116	254,037
Other Receivables	1,041,643	1,063,762
	<u>41,029,905</u>	<u>34,021,189</u>
Financial Liabilities		
Accounts Payable and Accrued Liabilities (Note 5)	2,741,353	3,201,743
Deferred Revenue (Note 3)	7,519,618	4,101,608
Deposits	367,063	341,774
	<u>10,628,034</u>	<u>7,645,125</u>
Net Financial Assets	<u>30,401,871</u>	<u>26,376,064</u>
Non-Financial Assets		
Tangible Capital Assets (Note 4)	91,173,334	92,143,963
Prepaid Expenses and Inventory	287,114	246,302
	<u>91,460,448</u>	<u>92,390,265</u>
<u>ACCUMULATED SURPLUS</u>	<u>\$ 121,862,319</u>	<u>\$ 118,766,329</u>

ACCUMULATED SURPLUS COMPRISED OF

Accumulated Surplus - Reserves - Operating	(Note 9)	\$ 10,000,408	\$ 8,195,497
Accumulated Surplus - Reserves - Capital	(Note 9)	17,868,467	16,167,916
Accumulated Surplus - Reserves - Motor Pool	(Note 9)	2,252,933	1,942,713
Accumulated Surplus - Other		567,177	316,240
Accumulated Surplus - Tangible Capital Assets		91,173,334	92,143,963
<u>ACCUMULATED SURPLUS</u>		<u>\$ 121,862,319</u>	<u>\$ 118,766,329</u>

Commitments and Contingencies (Notes 7 and 8)
Implications due to COVID-19 (Note 13)

(see accompanying notes to the financial statements)

GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS AND CHANGES IN ACCUMULATED SURPLUS
For the Year Ended December 31, 2021
(with comparative figures for 2020)

STATEMENT 2

	Budget 2021 Note 6	Actual 2021	Actual 2020
Revenue			
Municipal			
Grants:			
<i>General-Operating</i>	\$ 11,275,000	\$ 11,275,000	\$ 10,977,000
<i>General-Capital</i>	950,000	950,000	950,000
<i>Special</i>	130,000	96,139	71,943
Other	800,000	645,375	639,589
Total Municipal Revenue	13,155,000	12,966,514	12,638,532
Government Grants			
MNR Transfer Payments	449,688	449,688	449,688
Source Protection Program-Provincial	640,000	569,655	681,421
Other Provincial	1,267,500	961,274	863,182
Federal	215,000	409,607	352,880
Total Government Grants	2,572,188	2,390,224	2,347,171
Self-Generated			
User Fees and Sales:			
<i>Enquiries and Permits</i>	494,000	720,304	565,822
<i>Plan Input and Review</i>	400,000	470,256	410,804
<i>Nursery and Woodlot Management</i>	365,000	505,659	174,627
<i>Conservation Lands Income</i>	71,000	80,640	78,542
<i>Conservation Areas User Fees</i>	7,200,000	9,504,504	6,124,125
<i>Nature Centres and Camps</i>	500,000	362,455	234,044
Property Rentals	2,898,000	2,892,673	3,041,678
Hydro Generation	530,000	601,942	799,841
Grand River Conservation Foundation	285,000	141,534	161,820
Donations	100,000	68,772	-
Landowner Contributions	200,000	175,304	47,289
Investment Income	565,000	457,806	488,691
Miscellaneous Income	8,000	12,001	295,185
Gain on Sale of Tangible Capital Assets	-	-	3,385,680
Total Self-Generated Revenue	13,616,000	15,993,850	15,808,148
Total Revenue	\$ 29,343,188	\$ 31,350,588	\$ 30,793,851
Expenditures			
Watershed Management and Monitoring	7,008,773	6,581,825	6,401,293
Source Protection Program	640,000	569,655	681,946
Resource Planning	2,082,200	1,971,193	1,984,531
Watershed Stewardship	3,698,620	3,001,456	2,813,848
Conservation Land Management	4,502,088	4,089,860	3,721,414
Recreation and Education	8,686,622	8,845,719	6,930,485
Corporate Services / Information Systems and Motor Pool	4,040,568	3,194,890	3,415,933
Total Expenditures	\$ 30,658,871	28,254,598	\$ 25,949,450
Annual Surplus (Defecit)	(1,315,683)	3,095,990	4,844,401
Accumulated Surplus, Beginning of Year		118,766,329	113,921,928
Accumulated Surplus, End of Year		\$ 121,862,319	\$ 118,766,329

STATEMENT 3

GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2021
(with comparative figures for 2020)

	<u>Actual 2021</u>	<u>Actual 2020</u>
<u>Operating Activities</u>		
Annual surplus	\$ 3,095,990	\$ 4,844,401
Items not involving cash:		
Amortization	3,255,909	3,224,718
Loss (gain) on sale of tangible capital assets	215,879	(3,385,679)
Change in non-cash operating assets and liabilities:		
Accounts receivable	(96,805)	637,608
Prepaid expenses and inventory	(40,812)	3,238
Accounts payable and accrued liabilities	(460,390)	(459,993)
Deferred revenue and deposits	3,443,299	510,079
Net change in cash from operating activities	<u>9,413,070</u>	<u>5,374,372</u>
<u>Capital Activities</u>		
Cash used to acquire tangible capital assets	(2,322,226)	(2,758,862)
Proceeds on sale of tangible capital assets	(178,933)	3,428,572
Net change in cash from capital activities	<u>(2,501,159)</u>	<u>669,710</u>
<u>Investing Activities</u>		
Change in investments	(1,511,817)	2,598,572
Net change in cash from investing activities	<u>(1,511,817)</u>	<u>2,598,572</u>
Net change in cash	<u>5,400,094</u>	<u>8,642,654</u>
Cash, beginning of year	11,038,977	2,396,323
Cash, end of the year	\$ <u>16,439,071</u>	\$ <u>11,038,977</u>

(see accompanying notes to the financial statements)

STATEMENT 4

GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
For the Year Ended December 31, 2021
(with comparative figures for 2020)

	Actual 2021	Actual 2020
Annual surplus	\$ 3,095,990	\$ 4,844,401
Acquisition of tangible capital assets	(2,322,226)	(2,758,862)
Amortization of tangible capital assets	3,255,909	3,224,718
Loss (gain) on sale of tangible capital assets	215,879	(3,385,679)
Proceeds on sale of tangible capital assets	(178,933)	3,428,572
	<u>4,066,619</u>	<u>5,353,150</u>
Net changes in prepaid expenses and inventory	(40,812)	3,238
Net change in financial assets	<u>4,025,807</u>	<u>5,356,388</u>
Net financial assets, beginning of year	26,376,064	21,019,676
Net financial assets, end of year	\$ <u><u>30,401,871</u></u>	\$ <u><u>26,376,064</u></u>

(see accompanying notes to the financial statements)

GRAND RIVER CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2021

(1) Summary of Significant Accounting Policies

The financial statements of Grand River Conservation Authority (the "Authority") are prepared by management in accordance with Canadian generally accepted accounting principles for governments as recommended by the Public Sector Accounting Board ("PSAB") of the Canadian Chartered Professional Accountants. Significant aspects of the accounting policies adopted by the Authority are as follows:

(a) Basis of Accounting

The Authority follows the accrual method of accounting for revenues and expenditures. Revenues are normally recognized in the year in which they are earned and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(b) Deferred Revenue and Deposits

Balance includes funds that have been advanced to the Authority from government agencies and/or the general public and as at year end the funds have not been expended for the purpose for which they were received. In most instances, service and/or product delivery is anticipated to be performed in the following fiscal period. Typical balances include tree planting cash receipts, rural water quality program funding from municipalities, advance payments on conservation area camping reservations and special projects funding that has been paid in advance of project completion. These amounts will be recognized as revenues in the fiscal year the services are performed.

(c) **Classification of Expenditures**

Expenditures are reported in nine main categories, which follow the format adopted by Conservation Ontario. By following these guidelines, there will be consistency of reporting by all Conservation Authorities in Ontario. These are further explained as follows:

Watershed Management and Monitoring

Watershed Management and Monitoring includes expenditures and revenues for programs which provide the information required to develop appropriate resource management strategies and to identify priority actions to maintain a healthy watershed. Also included are the maintenance and operations of all Flood and Erosion Control Structures and the operations of the Flood Forecasting and Warning system.

Source Protection Program

The Source Protection Program includes expenditures and revenues for the development of a "Drinking Water Source Protection" plan for the Lake Erie Source Protection Region (includes Grand River, Long Point Region, Kettle Creek, and Catfish Creek Conservation Authorities).

Resource Planning

Resource Planning includes expenditures and revenues associated with reviewing official plans, zoning bylaws, development plans and other planning proposals, in accordance with Conservation Authority and Municipal Agreements. It also includes, administration of floodplain regulations and watershed management consulting outside of the Grand River watershed, which is performed on a fee-for-service basis and generates a profit.

Watershed Stewardship

Watershed Stewardship includes those activities associated with providing service and/or assistance to private and public landowners, and community groups on sound environmental practices that will enhance, restore or protect natural heritage features on their properties.

Conservation Land Management

Conservation Land Management includes all expenditures and revenues associated with the acquisition and management of land owned/managed by the Authority. This includes the protection of provincially significant conservation lands, woodlot management, rental/lease agreements and other revenues generated from managing lands and facilities. These expenditures do not include those associated with recreation and education programs on Authority lands.

Recreation and Education

Recreation and Education includes expenditures and revenues associated with delivering recreational and educational programs on Authority lands at a number of active conservation areas and nature centres.

Corporate Services

Corporate services include the costs associated with head office facilities and functions other than technical staff and associated programs.

Information Systems and Motor Pool

Net Information Systems and Motor Pool usage charges includes the support areas that are charged out to other cost centres on an "as used" basis. Information Systems consists of the head office, conservation area and nature centre computer systems. User cost centres incur a charge for their computer use. Motor Pool is the vehicles and equipment that are used for

operations and capital projects by other cost centres. When equipment or vehicles are used, the cost centre is charged for the use of the asset.

(d) **Investments**

Investments include term deposits and Federal and Provincial Government bonds in accordance with the investment policy that was approved by the general membership. Investments are carried at the redemption amount adjusted for unamortized purchase premiums or discounts. Premiums and discounts are amortized on an effective-yield basis over the term to maturity. Interest income is recorded as it accrues. When the value of any investment is identified as impaired, the carrying amount is adjusted to the estimated realizable value and any adjustments are included in investment income in the year the impairment is recognized.

(e) **Accounts Receivable**

Accounts Receivable is reported net of any allowance for doubtful accounts.

(f) **Inventory**

Inventory is valued at the lower of cost or replacement cost.

(g) **Interest Allocation**

The Authority follows the policy of consolidating funds on hand for investment purposes. Interest income is generally recognized into income unless the provisions of a relevant agreement or legislation require that the income be restricted, then restricted interest income is recognized in deferred revenue until used for the purpose or purposes specified.

(h) **Use of Estimates**

The preparation of financial statements 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 dates of the financial statements and the reported

amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include accrued liabilities, contaminated site liability, contingencies and tangible capital assets. Actual results could differ from estimates.

(i) **Tangible Capital Assets**

Tangible capital assets are recorded at cost which include amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized in a straight line basis over their estimated useful lives as follows:

Asset	Useful Life - Years
Site Improvements	10 - 50
Buildings	10 - 50
Furniture and Equipment	10 - 15
Motor Pool	5 - 10
Communications and Computer	5
Water Control Structures	20 - 80

Annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are 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.

(iii) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in the financial statements.

(j) **Non-Financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(k) **Contaminated Sites**

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.

A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- a) An environmental standard exists
- b) Contamination exceeds the environmental standard
- c) The Authority is directly responsible or accepts responsibility for the liability
- d) Future economic benefits will be given up, and
- e) A reasonable estimate of the liability can be made.

(k) **Employee Future Benefits**

The costs of multi-employer defined contribution pension plan benefits, such as the Ontario Municipal Employees Retirement System ("OMERS") pensions, are the employer's contributions due to the plan in the period.

(2) **Investments**

Investments include the following amounts:

	2021	2020
Term Deposit maturing within one to five years Market value at December 31, 2021 - \$4,118,788 (2020 – nil)	\$ 4,350,356	\$ -
Bonds maturing within one year (Interest rate is 3%) Market value at December 31, 2021 - \$1,722,520 (2020 - \$3,940,257)	1,700,000	3,892,000
Bonds maturing within one to five years (Interest rates vary between 2.597% and 3.45%) Market value at December 31, 2021 - \$10,559,017 (2020 - \$10,594,201)	10,331,000	10,131,000
Bonds maturing within six to ten years (Interest rate is 2.237%) Market Value at December 31, 2021 - \$2,012,098 (2020 - nil)	2,000,000	-
High interest savings account (Interest rates vary between 0.55% and 0.715%) Market value at December 31, 2021 - \$4,446,903 (2020 - \$7,211,042)	4,446,903	7,211,042
Sub-Total	\$ 22,828,259	\$ 21,234,042
Plus: Unamortized purchase net premiums and discounts	3,695	86,095
Total	\$ 22,831,954	\$ 21,320,137

(3) Deferred Revenue

	2021	2020
Balance, end of year:		
Source Protection Program	\$ 407,281	\$ 194,481
Rural Water Quality Program	955,949	970,780
Water and Erosion Control Infrastructure	22,070	92,297
Canada Emergency Wage Subsidy (note 13)	3,157,379	-
Other Watershed Programs	1,408,998	1,583,376
Cottage Rent	479,131	485,114
Other Miscellaneous	1,088,810	775,560
Total Deferred Revenue	\$ 7,519,618	\$ 4,101,608
Balance, beginning of year:		
Source Protection Program	\$ 194,481	\$ 173,946
Rural Water Quality Program	970,780	841,762
Water and Erosion Control Infrastructure	92,297	2,319
Canada Emergency Wage Subsidy (note 13)	-	-
Other Watershed Programs	1,583,376	1,553,208
Cottage Rent	485,114	419,229
Other Miscellaneous	775,560	672,176
	4,101,608	3,662,640
Grant Contributions	6,188,313	3,121,562
Interest	-	-
Other	2,734,841	1,631,349
Total Contributions Received	8,923,154	4,752,911
Contributions Used	5,505,144	4,313,943
Balance, end of year	\$ 7,519,618	\$ 4,101,608

(4) Tangible Capital Assets

Cost	Balance at 31-Dec-20	Additions	Disposals/ Transfers	Balance at 31-Dec-21
Land and Land Improvements	\$ 30,918,340	\$ -	\$ -	\$ 30,918,340
Site Improvements	16,841,302	240,522	(7,000)	17,074,824
Buildings	17,754,921	1,194,011	(121,454)	18,827,478
Furniture and Equipment	2,220,359	213,862	(60,792)	2,373,429
Motor Pool	5,224,296	232,138	(265,337)	5,191,097
Communications and Computers	1,782,667	140,925	-	1,923,592
Water Control Structures	100,238,228	44,469	-	100,282,697
Assets Under Construction	4,214,228	1,467,796	(1,211,497)	4,470,527
	\$ 179,194,341	\$ 3,533,723	\$ (1,666,080)	\$ 181,061,984

Accumulated Amortization	Balance at 31-Dec-20	Disposals	Amortization Expense	Balance at 31-Dec-21
Site Improvements	\$ 9,861,247	\$ (7,000)	\$ 409,276	\$ 10,263,523
Buildings	10,173,679	(96,833)	431,120	10,507,966
Furniture and Equipment	1,121,836	(59,578)	163,502	1,225,760
Motor Pool	3,583,612	(254,226)	356,647	3,686,033
Communications and Computers	1,561,177	-	88,305	1,649,482
Water Control Structures	60,748,827	-	1,807,059	62,555,886
	\$ 87,050,378	\$ (417,637)	\$ 3,255,909	\$ 89,888,650

	Net Book Value 31-Dec-20	Net Book Value 31-Dec-21
Land and Land Improvements	\$ 30,918,340	\$ 30,918,340
Site Improvements	6,980,055	6,811,301
Buildings	7,581,242	8,319,512
Furniture and Equipment	1,098,523	1,147,669
Motor Pool	1,640,684	1,505,064
Communications and Computers	221,490	274,110
Water Control Structures	39,489,401	37,726,811
Assets Under Construction	4,214,228	4,470,527
	\$ 92,143,963	\$ 91,173,334

Cost	Balance at 31-Dec-19	Additions	Disposals/ Transfers	Balance at 31-Dec-20
Land and Land Improvements	\$ 30,918,348	\$ -	\$ (8)	\$ 30,918,340
Site Improvements	15,630,909	1,230,604	(20,211)	16,841,302
Buildings	16,686,535	1,231,942	(163,556)	17,754,921
Furniture and Equipment	1,985,769	255,535	(20,945)	2,220,359
Motor Pool	4,814,692	503,859	(94,255)	5,224,296
Communications and Computers	1,768,102	14,565	-	1,782,667
Water Control Structures	99,392,068	846,160	-	100,238,228
Assets Under Construction	5,538,031	1,515,309	(2,839,112)	4,214,228
	<u>\$ 176,734,454</u>	<u>\$ 5,597,974</u>	<u>\$ (3,138,087)</u>	<u>\$ 179,194,341</u>

Accumulated Amortization	Balance at 31-Dec-19	Disposals	Amortization Expense	Balance at 31-Dec-20
Site Improvements	\$ 9,457,439	\$ (11,128)	\$ 414,936	\$ 9,861,247
Buildings	9,921,362	(130,263)	382,580	10,173,679
Furniture and Equipment	977,335	(20,439)	164,940	1,121,836
Motor Pool	3,352,291	(94,252)	325,573	3,583,612
Communications and Computers	1,443,650	-	117,527	1,561,177
Water Control Structures	58,929,665	-	1,819,162	60,748,827
	<u>\$ 84,081,742</u>	<u>\$ (256,082)</u>	<u>\$ 3,224,718</u>	<u>\$ 87,050,378</u>

	Net Book Value 31-Dec-19	Net Book Value 31-Dec-20
Land and Land Improvements	\$ 30,918,348	\$ 30,918,340
Site Improvements	6,173,470	6,980,055
Buildings	6,765,173	7,581,242
Furniture and Equipment	1,008,434	1,098,523
Motor Pool	1,462,401	1,640,684
Communications and Computers	324,452	221,490
Water Control Structures	40,462,403	39,489,401
Assets Under Construction	5,538,031	4,214,228
	<u>\$ 92,652,712</u>	<u>\$ 92,143,963</u>

Assets Under Construction

Assets under construction having a value of \$4,470,527 (2020 - \$4,214,228) have not been amortized. Amortization of these assets will commence when the asset is put into service.

Write-down of Tangible Capital Assets

The write-down of tangible capital assets during the year was \$16,518 (2020 - \$nil).

(5) Contaminated Site Liability

The Authority has an estimated liability of \$812,912 as at December 31, 2021 (2020 - \$812,912) for future remediation of two of its properties. During the year, there was no activity or events impacting the liability estimate from prior year. The properties include a former landfill site in the City of Brantford, and a former residential site in the City of Cambridge. The properties were purchased by the Authority in the 1970s under flood control projects. The Ministry of the Environment, Conservation and Parks has requested remediation on the Brantford and Cambridge properties. The estimated future cost of the work at Brantford is based on a detailed remediation plan prepared by a qualified external consultant. Staff have estimated the future cost of remediation for the Cambridge property based on preliminary investigations carried out by an environmental consulting firm.

(6) 2021 Budget

The budget figures are those adopted at the General Meeting of the Authority held February 26, 2021. The Authority only prepares a budget for the statement of operations, the budget figures in the statement of change in net financial assets has not been provided.

(7) **Commitments**

The Authority is committed under contracts for various infrastructure projects. The amount expected to be incurred in 2022 under contracts is approximately \$1,546,416.

(8) **Contingencies**

The Authority recognizes that liabilities may arise due to certain contract and labour relations matters that were outstanding at year end, in the normal course of business. Legal action may be taken against the Authority for personal injury claims, property damage and other contractual matters. The outcome of these actions is not presently determinable. It is management's opinion that the Authority's insurance coverage and/or accumulated surplus will adequately cover any potential liabilities arising from these matters.

(9) Accumulated Surplus

Accumulated surplus consists of tangible capital asset and other surplus and reserve funds. Details of the reserve funds are as follows:

	2021	2020
Operating		
Property and Liability Insurance	\$ 270,383	\$ 270,383
Building and Mechanical Equipment	1,231,833	1,141,833
Small Office Equipment	7,831	7,720
Personnel	1,349,112	1,249,112
Transition	1,562,180	500,000
Apps' Mill Nature Centre	64,982	53,219
Laurel Creek Nature Centre	111,016	98,603
Guelph Lake Nature Centre	129,459	116,786
Shade's Mills Nature Centre	69,219	57,397
Taquanyah Nature Centre	14,849	3,795
Computer Replacement	1,329,784	1,413,357
Forestry Management	1,078,801	884,703
Cottage Operations	983,652	828,776
Property Rental	706,458	674,789
Planning Enforcement	475,071	443,713
Master Plan	327,307	224,096
Grand River Management Plan	111,336	109,763
Watershed Restoration	177,135	117,452
Total Operating Reserves	\$ 10,000,408	\$ 8,195,497
Capital		
Completion of Capital Projects	\$ 162,000	\$ 162,000
Cambridge Desiltation Pond	6,237	6,694
Gravel	253,783	250,198
General Capital	1,116,991	1,042,059
Major Dam Maintenance	3,466,428	3,170,003
Gauges	905,113	892,326
Conservation Area	4,971,802	3,102,448
Land Reserves	6,986,113	7,542,188
Total Capital Reserves	\$ 17,868,467	\$ 16,167,916
Motor Pool		
Motor Pool Equipment Replacement	\$ 2,162,973	\$ 1,854,024
Vehicle Insurance	89,960	88,689
Total Motor Pool Reserves	\$ 2,252,933	\$ 1,942,713
Total Reserves	\$ 30,121,808	\$ 26,306,126

Land reserves represent the net proceeds of land sales and are available for approved projects including purchases of conservation lands within the Watershed in accordance with Authority policies and Provincial Regulations.

(10) Pension and Retirement Benefits

The Authority makes contributions to the Ontario Municipal Employees Retirement System (“OMERS”), which is a multi-employer plan, on behalf of all eligible 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.

Because OMERS is a multi-employer pension plan, any pension plan surpluses or deficits are the 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.

The latest available report for the OMERS plan was December 31, 2020. At that time the plan reported a \$3.2 billion actuarial deficit (2019 - \$3.4 billion), based on actuarial liabilities of \$111.8 billion (2019 - \$106.4 billion) and actuarial assets of \$108.6 billion (2019 - \$103.0 billion). Ongoing adequacy of the current contribution rates will need to be monitored and may lead to increased future funding requirements.

In 2021, the Authority’s contribution to OMERS was \$1,174,248 (2020 - \$1,168,083).

(11) Related Entity

The Grand River Conservation Foundation (“the Foundation”) is an independent organization and a Registered Charity that raises funds to finance selected operating and capital expenditures of the Authority. Although the Foundation disburses funds at the discretion of its own Board of Directors, it only funds approved projects of the Authority and the Chair of the Authority is a permanent

member of the Foundation Board. The accounts of The Grand River Conservation Foundation are not included in these financial statements.

During 2021, the Foundation contributed \$141,534 (2020 - \$161,820) to fund projects carried out by the Authority. At December 31, 2021, the amount due from the Foundation to the Authority is \$129,781 (2020 - \$141,654). This receivable is included in "Other Receivables" on the Statement of Financial Position.

(12) **Public Sector Salary Disclosure**

Grand River Conservation Authority is subject to The Public Sector Salary Disclosure Act, 1996.

Salaries and benefits that have been paid by the Authority and reported to the Province of Ontario in compliance with this legislation are listed on the Ontario Ministry of Finance website at

<https://www.ontario.ca/page/public-sector-salary-disclosure#section-0> or can be provided in an

alternate format upon request from the Authority.

(13) Implications Due to COVID-19

On March 11, 2020, the World Health Organization declared the Coronavirus (COVID-19) outbreak a pandemic. The pandemic has resulted in significant financial, market and societal impacts in Canada and around the world.

The Authority applied for funding through the Canada Emergency Wage Subsidy (CEWS) program. In 2021, the Authority received CEWS of \$3,157,379. The Authority continues to determine if it meets all of the eligibility requirements under the CEWS program, therefore this funding is classified as deferred revenue on the statement of financial position.

The ultimate duration and magnitude of the COVID-19 pandemic's impact on the Authority's operations and financial position is not known at this time. There remains uncertainty for the upcoming year regarding the aforementioned items. These impacts could include a decline in future cash flows, changes to the value of financial assets and liabilities, and the use of accumulated surplus to sustain operations. An estimate of the financial effect of the pandemic on the Authority is not practicable at this time.

(14) Segmented Information

2021								
	Watershed Management and Monitoring	Source Protection Program	Resource Planning	Watershed Stewardship	Conservation Land Management	Recreation and Education	Corporate Services/IS and Motor Pool	Total
Revenue:								
Levies	\$ 5,369,151	\$ -	\$ 1,223,200	\$ 2,038,700	\$ -	\$ 340,600	\$ 3,349,488	\$ 12,321,139
Grants	1,457,047	569,655	-	822,030	-	186,367	500	3,035,599
User fees and Other	-	-	1,190,560	600,015	3,666,203	9,867,416	459,350	15,783,544
Donations	-	-	-	98,933	71,675	39,698	-	210,306
Total Revenue	6,826,198	569,655	2,413,760	3,559,678	3,737,878	10,434,081	3,809,338	31,350,588
Expenses:								
Salaries, Wages and Benefits	3,231,453	462,068	1,736,286	1,298,525	1,788,904	4,564,710	3,218,357	16,300,303
Operating Expenses	1,636,656	107,587	234,907	1,689,011	2,075,809	3,637,458	1,790,246	11,171,674
Amortization	1,713,716	-	-	13,920	225,147	643,551	659,575	3,255,909
Less: Chargebacks	-	-	-	-	-	-	(2,473,288)	(2,473,288)
Total Expenses	6,581,825	569,655	1,971,193	3,001,456	4,089,860	8,845,719	3,194,890	28,254,598
Annual surplus/ (deficit)	\$ 244,373	\$ -	\$ 442,567	\$ 558,222	\$ (351,982)	\$ 1,588,362	\$ 614,448	\$ 3,095,990

2020								
	Watershed Management and Monitoring	Source Protection Program	Resource Planning	Watershed Stewardship	Conservation Land Management	Recreation and Education	Corporate Services/IS and Motor Pool	Total
Revenue:								
Levies	\$ 5,224,855	\$ -	\$ 1,169,800	\$ 2,200,200	\$ -	\$ 308,600	\$ 3,095,488	\$ 11,998,943
Grants	1,340,264	681,421	-	670,734	220,267	49,074	25,000	2,986,760
User fees and Other	-	-	976,626	185,795	7,341,361	6,653,725	488,821	15,646,328
Donations	1,368	-	-	35,649	56,779	68,024	-	161,820
Total Revenue	6,566,487	681,421	2,146,426	3,092,378	7,618,407	7,079,423	3,609,309	30,793,851
Expenses:								
Salaries, Wages and Benefits	3,041,541	465,268	1,666,157	1,492,253	1,717,467	3,308,899	3,614,236	15,305,821
Operating Expenses	1,643,445	216,153	318,374	1,305,546	1,771,238	3,003,578	1,724,064	9,982,398
Amortization	1,716,307	525	-	16,049	232,709	618,008	641,120	3,224,718
Less: Chargebacks	-	-	-	-	-	-	(2,563,487)	(2,563,487)
Total Expenses	6,401,293	681,946	1,984,531	2,813,848	3,721,414	6,930,485	3,415,933	25,949,450
Annual surplus/ (deficit)	\$ 165,194	\$ (525)	\$ 161,895	\$ 278,530	\$ 3,896,993	\$ 148,938	\$ 193,376	\$ 4,844,401

Grand River Conservation Authority

Audit Findings Report
for the year ended December 31, 2021

KPMG LLP

Licensed Public Accountants

Prepared February 9, 2022 for upcoming Audit
Committee meeting on February 16, 2022

kpmg.ca/audit



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KPMG contacts

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Our refreshed Values

What we believe



We do what is right.



We never stop learning and improving.



We think and act boldly.



We respect each other and draw strength from our differences.



We do what matters.



Audit Quality: How do we deliver audit quality?

Quality essentially means doing the right thing and remains our highest priority. Our **Global Quality Framework** outlines how we deliver quality and how every partner and staff member contributes to its delivery.

‘**Perform quality engagements**’ sits at the core along with our commitment to continually monitor and remediate to fulfil on our quality drivers.

Our **quality value drivers** are the cornerstones to our approach underpinned by the **supporting drivers** and give clear direction to encourage the right behaviours in delivering audit quality.

We define ‘**audit quality**’ as being the outcome when:

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality controls**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics, and integrity**.



Visit our [Audit Quality Resources](#) page for more information.

Doing the right thing. Always.

Audit Quality: Indicators (AQIs)

The objective of these measures is to provide the audit committee and management with more in-depth information about factors that influence audit quality within an audit process. Below you will find the current status of the AQIs that we have agreed with management are relevant for the audit.

AQI	Measurement criteria	Milestone measurement and status	G Y R
Team Composition	Experience of the team	Engagement Partner – 10+ years experience in the industry, 10+ years on this engagement as Engagement Senior Manager Resource Partner – Matthew Betik, 20+ years experience in the industry, 15+ years on this engagement Manager – 4 years experience in the industry, first year on this engagement Other team members have relevant industry experience to carry out the audit	●
Technology in the Audit	Implementation of Technology in the Audit	No significant changes relating to the implementation of Technology in the Audit	●
Timing of Prepared by Client (PBC) items	Timeliness of PBC items	No concerns regarding to the timeliness of PBC items	●

Legend: ● Nothing to report ● Some matters to report ● Specific matters to report

Audit highlights

Purpose of this report¹

The purpose of this report is to assist you, as a member of the Audit Committee, in your review of the results of our audit of the financial statements as at and for the year ended December 31, 2021. This report builds on the Audit Plan we presented to the Audit Committee.

Status of the audit

As of February 9, 2022, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include amongst others:

- Receipt of legal responses as at February 25, 2022;
- Completing our discussions with the Audit Committee;
- Obtaining evidence of the Board of Director's approval of the financial statements; and
- Receipt of management representation letter

We will update the audit committee, and not solely the Chair, on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures.

Our auditors' report, a draft of which is provided in Appendix: Draft Auditors' Report, will be dated upon the completion of any remaining procedures

Significant changes from the audit plan

There were no significant changes to our audit plan which was originally communicated to you in the audit planning report.

Going concern

No matters to report.

Significant risks and other significant matters

Refer to pages 8 to 10 for our response and significant findings for the following significant risks and other significant matters:

- Presumption of the risk of fraud resulting from management override of controls
- Grant revenue and deferred contributions
- Canada Emergency Wage Subsidy grants (CEWS)

Uncorrected audit misstatements

We identified one uncorrected disclosure misstatement during the course of the audit. This misstatement is consistent with prior years.

See page 11 and Appendix: Management representation letter.

¹ This report to the audit committee is intended solely for the information and use of Management, the Audit Committee, and the Board of Directors and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Audit highlights (cont'd)

Control deficiencies

We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting.

A significant deficiency in internal control is a deficiency, or combination of deficiencies, in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

Significant accounting policies and practices

There have been no initial selections of, or changes to, significant accounting policies and practices to bring to your attention.

Independence

We are independent and have extensive quality control and conflict checking processes in place.

KPMG is provided assistance with the calculation of the eligible wages for the Canada Emergency Wage Subsidy ("CEWS") in 2021 and continues to discuss the status of the denial of other conservation authorities by CRA.

Audit risks and results

We highlight our significant findings in respect to the professional requirements of presumed fraud risk identified in our discussion with you in the Audit Plan.

Significant risk	New or changed?	Estimate?	Key audit matter?
<p>Risk of material misstatement due to fraud resulting from management override of controls.</p> <p>This is a presumed risk of material misstatement due to fraud.</p> <p>It is a presumed fraud risk under Canadian auditing standards.</p>	No	No	No

Our response

- As this presumed risk of material misstatement due to fraud is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include testing of journal entries and other adjustments, performing a retrospective review of estimates and evaluating the business rationale of significant unusual transactions. Data and analytic tools will be used to perform work in this area including testing of journal entries.

Significant findings

- We tested the design and implementation of controls surrounding the review of journal entries, and the business rationale for significant entries.
- Using our Data & Analytics tool, IDEA Smart Analyzer, we analyzed 100% of the journal entries posted during the year.
- In responding to risks of fraud and management override of controls, we set specific criteria to isolate high risk journal entries and adjustments in order to analyze for further insights into our audit procedures and findings. We focused on journal entries recorded and posted as part of the year-end closing process.
- No issues were noted in the performance of the above procedures.



Audit risks and results

We highlight our significant findings in respect of **other areas of focus** as identified in our discussion with you in the Audit Plan.

Other area of focus	New or changed?	Estimate?	Key audit matter?
Grant revenue and deferred contributions - Risk of error over completeness, existence and accuracy of grant revenue including related deferrals.	No	No	No

Significant findings

- We have agreed cash receipts received by the Authority from the Ministry, local Municipalities and other relevant Government entities and reconcile to revenue reported for the fiscal year.
- We have reviewed correspondence for a selection of funding received and perform substantive procedures to ensure appropriate revenue recognition criteria are applied.

No issues noted.

Audit risks and results

Other area of focus	New or changed?	Estimate?	Key audit matter?
<p>Canada Emergency Wage Subsidy grants (CEWS) Management applied for CEWS funding in the prior year and received the funding in FY2021 – risk of error over completeness, existence and accuracy of revenue and related deferrals.</p>	No	No	No

Significant findings

- The revenue has not been recorded in FY2021 as the Authority continues to determine if it meets all of the eligibility requirements under the CEWS program. There is concern regarding the eligibility as some conservation authorities CEWS claims were denied and/or asked to repay funds by CRA. The Authority has not received a denial confirmation from CRA for the CEWS funding.
- A court case has been filed by those conservation authorities that were denied its CEWS claim, but no progress has yet been made in the Courts at this time. Therefore, the Authority has conservatively accounted for this amount as deferred revenue. KPMG believes this classification is appropriate based on the information currently available.
- We have agreed cash receipts of CEWS funding and reconciled the amounts to deferred revenue.

No issues noted.



Uncorrected and corrected audit misstatements

Audit misstatements include presentation and disclosure misstatements, including omissions.

Uncorrected audit misstatements

The management representation letter includes the Summary of Uncorrected Audit Misstatements, which discloses the impact of all uncorrected misstatements considered to be other than clearly trivial.

Based on both qualitative and quantitative considerations, management have decided not to correct certain misstatements and represented to us that the misstatements — individually and in the aggregate—are, in their judgment, not material to the financial statements. This management representation is included in the management representation letter.

We concur with management's representation that the uncorrected misstatements are not material to the financial statements. Accordingly, the uncorrected misstatements have no effect on our auditors' report.

Corrected audit misstatements

We did not identify any misstatements that were communicated to management and subsequently corrected in the financial statements.



Other observations



In our view, a key area for management's attention is asset management.

Year	TCA Additions (millions \$)	TCA Amortization (millions \$)	Summary observation
2013	4.0	3.2	<ul style="list-style-type: none"> — In the current year, tangible capital assets have been acquired at a multiple of 70% of amortization, or 0.70 to 1. — To ensure that tangible capital assets are being renewed at a sustainable rate, a multiple of 1.5 – 2.0 should be maintained over the long term. — Note that large infrastructure projects can skew this analysis and need to be considered qualitatively. — Excluding land, the ratio of net book value to cost of tangible capital assets is 0.40 (2020 – 0.41). — This means that your assets, on average, are more than 1/2 of the way through their useful lives. Water Control Structures are the biggest driver, at a ratio of 0.38. We note that Authority continues to build its capital reserves for non-land acquisitions.
2014	2.5	3.2	
2015	2.4	3.1	
2016	2.0	3.2	
2017	2.4	3.2	
2018	3.0	3.2	
2019	7.1	3.2	
2020	2.8	3.2	
2021	2.3	3.3	
Average	3.2	3.2	

Financial statement presentation and disclosure

Misstatements, including omissions, if any, related to presentation and disclosure items are in the management representation letter.

We also highlight the following:

Financial statement presentation - form, arrangement, and content	Nothing to report.
Concerns regarding application of new accounting pronouncements	Nothing to report.
Significant qualitative aspects of financial statement presentation and disclosure	<p>Discussion about other significant qualitative aspects of financial statement presentation and disclosures</p> <ul style="list-style-type: none">• Within note 13 of the financial statements, Grand River Conservation Authority discloses the uncertainty surrounding the eligibility for the funding received relating to the Canada Emergency Wage Subsidy (CEWS) program. Based on the information available at this time, KPMG believes this disclosure is sufficient as eligibility requirements have not been confirmed nor denied by the CRA.

Appendices

Content

Appendix: Draft auditors' report

Appendix: Management representation letter

Appendix: KPMG's Commitment to Climate Change



Appendix: Draft auditors' report

Independent Auditors' Report

To the Members of Grand River Conservation Authority

Opinion

We have audited the financial statements of Grand River Conservation Authority (the "Authority"), which comprise:

the statement of financial position as at December 31, 2021

the statement of operations and change in accumulated surplus for the year then ended

the statement of changes in net financial assets for the year then ended

the statement of cash flows for the year then ended

and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2021, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

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 *Auditors' Responsibilities for the Audit of the Financial Statements* section of our auditors' 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 Canadian public sector accounting standards, 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.

Auditors' 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 auditors' 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 the financial statements.

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 auditors' 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 auditors' 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 financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- 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.

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada

DATE



Appendix: Management representation letter





KPMG LLP
115 King Street South
2nd floor
Waterloo, ON N2J 5A3
Canada

February 25, 2022

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of Grand River Conservation Authority ("the Entity") as at and for the period ended the year ended December 31, 2021.

General:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in [Attachment I](#) to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Responsibilities:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated November 26, 2021 including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - (i) the names of all related parties and information regarding all relationships and transactions with related parties;
 - (ii) the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.



- e) providing you with additional information that you may request from us for the purpose of the engagement.
- f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

Internal control over financial reporting:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

Fraud & non-compliance with laws and regulations:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.



Subsequent events:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

Related parties:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

Estimates:

- 8) The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

Going concern:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- 10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern.

Misstatements:

- 11) The effects of the uncorrected misstatements described in [Attachment II](#) are immaterial, both individually and in the aggregate, to the financial statements as a whole.

Non-SEC registrants or non-reporting issuers:

- 12) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 13) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Approval of financial statements:

- 14) The individuals listed below has the recognized authority to take, and has taken, responsibility for the financial statements.



Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 www.grandriver.ca

Yours very truly,

By: Ms. Samantha Lawson, Chief Administration Officer

By: Ms. Sonja Radoja, Manager of Corporate Services

By: Ms. Karen Armstrong, Deputy CAO, Secretary Treasurer

cc: Audit Committee



Attachment I – Definitions

Materiality

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

Fraud & error

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.



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Attachment II – Summary of Audit Misstatements Schedule(s)

1	Budget numbers missing from statement of changes in net financial assets	Uncorrected	Factual
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Appendix: KPMG's Commitment to Climate Change and Nature

KPMG shares the District of West Vancouver's passion for climate, sustainability, and protecting our natural assets. KPMG is committed to translating passion into positive outcomes for the communities we operate in, our clients, and our people. KPMG recently launched our global ESG strategy, a multi-year program spending more than US\$1.5 billion to focus on the ESG change agenda. In addition to an ambitious learning program for all KPMG professionals on ESG matters and climate risk, this strategy embeds ESG and climate considerations in every single KPMG service. Whether our professionals are assessing risks of misstatement for a financial statement audit, or delivering tax and advisory services, ESG factors are incorporated into our methodologies and deliverables. KPMG has also created Our Impact Plan, to hold us as a firm accountable for our progress on sustainability commitments. We encourage you to review our plan here:

[Our Impact Plan - KPMG Global \(home.kpmg\)](#)

KPMG's commitments include:

Achieve net zero carbon emissions by 2030. We are proud to say that to date, nine KPMG firms are carbon neutral, accounting for 15 percent of our global workforce, while net CO2 emissions per FTE have come down by 13 percent between 2016 and 2019.

Give financial markets, clients and our leaders clear, comprehensive, high-quality information on the impacts of climate change. This includes regular reporting to our Global Board on our progress on sustainability indicators and playing an active role in the Taskforce for Climate-Related Financial Disclosure (TCFD).

Understanding and improving our impact on nature and biodiversity. KPMG is committed to the push to protect biodiversity and to work with, rather than against, planetary boundaries. We are proud to be a founding member of the Informal Working Group developing the Taskforce for Nature-related Financial Disclosures (TNFD), and to provide pro bono expertise to this taskforce from our sustainability experts.

We are excited for the opportunity to work side by side with the District of West Vancouver as it further develops its reporting on natural assets. The District has truly distinguished itself amongst its peers as one of the first Canadian municipalities to estimate the value of its natural assets in terms of the services provided.

KPMG is proud of our collaborations with the Intact Centre on Climate Adaptation at the University of Waterloo and the Municipal Natural Assets Initiative to advocate for the development of guidance on the reporting on natural assets in public sector financial statements. Our joint June 2021 submission to the Public Sector Accounting Board expressed "... the need for public-sector accounting to be able to reflect the monetary value of natural assets in Canada, including carbon sequestration and storage, flood protection and biodiversity benefits." This submission was signed by more than 50 leaders from private and public sector organizations across Canada. KPMG also supported the November 2021 submission to the Public Sector Accounting Discussion Group on natural assets. This submission noted that:

- Exclusion of natural assets from public sector financial reporting reduces accountability;
- Natural assets should be valued based on eco-system benefits, not extraction value;
- Methods for addressing measurement uncertainty; and



- Assessing options to allow for recognition or disclosure in advance of formal standards development.

KPMG continues to collaborate closely with stakeholders in the natural assets community, as well as the public sector accounting standard setters on this critical initiative. In the appendix to this proposal we have included an Opinion Piece co-authored by KPMG Partner Bailey Church, who leads our Public Sector Accounting Advisory service line for Canada which was published in the Globe and Mail in January 2021. Bailey is eager to work with the District to advance the inspiring work on natural assets reporting.



kpmg.ca/audit

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KPMG member firms around the world have 227,000 professionals, in 146 countries.

