



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

PUBLIC

Friday, February 28, 2020

9:30 a.m.

Auditorium

Grand River Conservation Authority
400 Clyde Road, Box 729
Cambridge, ON N1R 5W6

Pages

1. Call to Order

2. Certification of Quorum

3. Chair's Remarks

4. Review of Agenda

THAT the agenda for the 2020 Annual General Meeting be approved as circulated.

5. Declarations of Pecuniary Interest

6. Minutes of the Previous Meeting

THAT the minutes of the General Membership Meeting of January 24, 2020 be approved as circulated.

7. Business Arising from Previous Minutes

8. Hearing of Delegations

- a. Drew McKillop - Hillsburgh Snow Roamers

9. Presentations

10. Correspondence

THAT Correspondence from Stephanie Dearing regarding Mohawk Canal and Lake Species, and from the Municipality of Chatham-Kent regarding their resolution to support the role of Conservation Authorities, and from the Town of Grand Valley

regarding their approval of GRCA's 2020 Budget, and from Northumberland County regarding their resolution to support the role of Conservation Authorities be received as information.

a.	Stephanie Dearing - Mohawk Canal and Lake Species	11
b.	Chatham-Kent - Resolution to Support Role of Conservation Authorities	18
c.	Town of Grand Valley - GRCA Budget 2020	19
d.	Northumberland County - Resolution to Support Role of Conservation Authorities	20
11.	1st and 2nd Reading of By-Laws	25
	THAT Grand River Conservation Authority By-Law 1-2020 be read a first and second time.	
12.	Reports:	
a.	GM-02-20-19 - Chief Administrative Officer's Report	58
	THAT Report Number GM-02-20-19 – Chief Administration Officer’s Report be received as information.	
b.	GM-02-20-17 - Current Watershed Conditions	60
	THAT Report Number GM-02-20-17 – Current Watershed Conditions as of February 18, 2020 be received as information.	
c.	GM-02-20-18 - Grand River Watershed Flood Warning System	67
	THAT Report Number GM-02-20-18 – Grand River Watershed Flood Warning System be received as information.	
d.	GM-02-20-13 - New Hamburg Flood Mitigation Studay	72
	THAT Report Number GM-02-20-13 New Hamburg Flood Mitigation Study Update be received as information.	
e.	GM-02-20-09 - Environmental Assessments	75
	THAT Report Number GM-02-20-09 – Environmental Assessments be received as information.	
f.	GM-02-20-14 - Afforestation Services 2020	78
	THAT the Grand River Conservation Authority award individual contracts for 2020 afforestation services to Bartram Woodlands Ltd. in the amount of \$14,664.00, Brinkman & Associates Reforestation Ltd in the amount of	

\$42,790.00, and Black River Tree Planting in the amount of \$52,875.00 (excluding taxes).

- g. GM-02-20-10 - Cash and Investment Status 80
THAT Report Number GM-02-20-10 Cash and Investment Status – January 2020 be received as information.
- h. GM-02-20-16 - Financial Summary 82
THAT the Financial Summary for the period ending January 31, 2020 be approved.
- i. GM-02-20-12 - Weighted Voting 2020 85
THAT Report number GM-02-20-12 - Weighted Voting – 2020 Budget and General Levy be received as information.
- j. GM-02-20-15 - Budget 2020 88
See Annual General Meeting agenda item 14d.

13. Committee of the Whole

14. General Business

- a. Report of the Audit Committee 139
THAT the Report of the Audit Committee of the Grand River Conservation Authority be received, approved and attached to the Minutes of this meeting.
AND THAT the General Membership of the Grand River Conservation Authority approve the following motions as recommended by the Audit Committee:
Motion: AUD-20-03
THAT the Audit Committee Recommends to the General Membership that the Terms of Reference for the Audit Committee dated February 22, 2019 be approved as amended.
Motion: AUD-20-04:
THAT the Audit Committee recommends to the General Membership
THAT the Gauge Reserve be increased by \$93,000;
AND THAT the Information Systems and Technology Reserve be increased by \$50,000;
AND THAT the Nature Centre Reserve be increased by \$111,000, distributed equally to Guelph Lake, App's Mill, Laurel Creek, and Shade's Mill Nature Centre reserves;

AND THAT the Master Plan Reserve be increased by \$50,000.

b. Approval of Financial Statements and Report of the Auditor

142

THAT the Financial Statements of Grand River Conservation Authority as at December 31, 2019 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 Environment, Conservation and Parks.

c. Appointment of Auditors

THAT KPMG Chartered Professional Accountants be appointed as the Grand River Conservation Authority Auditors for the year ending December 31, 2020 at a fee not to exceed \$36,900.

d. Presentation of Budget Estimates for the Current Year

THAT the 2020 Budget of the Grand River Conservation Authority of \$35,978,475 be approved;

AND THAT the member municipalities be assessed for payment of:

Matching Levy: \$449,688

Non-Matching Levy: \$10,527,312

Capital Levy: \$950,000

Total General Levy: \$11,927,000

AND THAT each member municipality's share of the 2020 General Levy be calculated using "Modified Current Value Assessment".

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 28, 2020 until the next Annual General Meeting. Motion is required to appoint members.

b. Appointment of Special Recognition Committee

The Chair will call upon volunteers to sit on the Special Recognition Committee from February 28, 2020 until the next Annual General Meeting. Motion is required to appoint members.

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 1-2020 be read a third time and adopted by the General Membership, to take effect on February 28, 2020;

AND THAT By-law 1-2019 be repealed on February 28, 2020;

AND THAT a copy of By-law 1-2020 be forwarded to the Ministry of Natural Resources and Forestry and the Ministry of Environment, Conservation and Parks and posted publicly on Grand River Conservation Authority's website.

17. Other Business

18. Closed Meeting

a. Minutes of the Previous Closed Session

19. Next Meeting

March 27, 2020 at 9:30 a.m.

20. Adjourn

From: noreply@grandriver.ca <noreply@grandriver.ca> On Behalf Of Stephanie Dearing
To: [Eowyn Spencer](mailto:Eowyn.Spencer)
Subject: FW: Mohawk Canal and Lake Species
Date: Monday, February 3, 2020 8:30:00 AM
Attachments: [Mohawk Canal & Lake 2019 Species Observation Reportf8e10a74-024c-402d-b58c-8d0aaf0ba727.pdf](#)

I have been undertaking a citizen science project for the past few years monitoring Mohawk Lake and Canal for wildlife and other species. Each year I summarize my findings into a report and send it off to Janet Ivey and as of last year, the City of Brantford's Lucy Hives. As far as I know, all my information regarding this astonishingly diverse area disappear into a black hole.

Following a fuel spill (possibly from a vehicle that was in the Mohawk Canal in late December 2019) and the subsequent contamination of some of the water, affecting at least 4 species (beaver, heron, kingfisher and mallard), I have created a group - Brantford Ecoist Society - to protect, conserve and enhance naturalized environment areas in Brantford. Since announcing the group, I have had 29 people join. We intend to be hands-on; cleaning up trash, engaging in public education; removing invasive species; replanting native species - in coordination with the City and other authorities, such as GRCA.

Our first big project is to clean up the Mohawk Canal and Lake. We will be receiving training on how to handle bio-hazards (used needles).

I strongly feel that we need advice on removal of objects (shopping carts, tires) that are partially in the silt under the water (due to the contaminated nature of the silt).

I also strongly feel that the City and GRCA should cost-share with the clean-up.


We hope to be undertaking a garbage tour in the near future, working on coordinating this. This is to assess the situation and plan for achievable objectives, as well as allow people a chance to get to know each other.

I would appreciate the feedback of the Board of GRCA on this initiative, as well as my report (attached). In particular, the Mohawk Canal and Lake is an important green corridor for many different species, and I would particularly appreciate GRCA's input as to how this area can be better protected to facilitate wildlife.

One proposal has been to close off the easternmost part of Greenwich to add to the greenspace, while reinstating the road near Kanata.

I look forward to hearing back from you.

Sincerely,

Stephanie Dearing


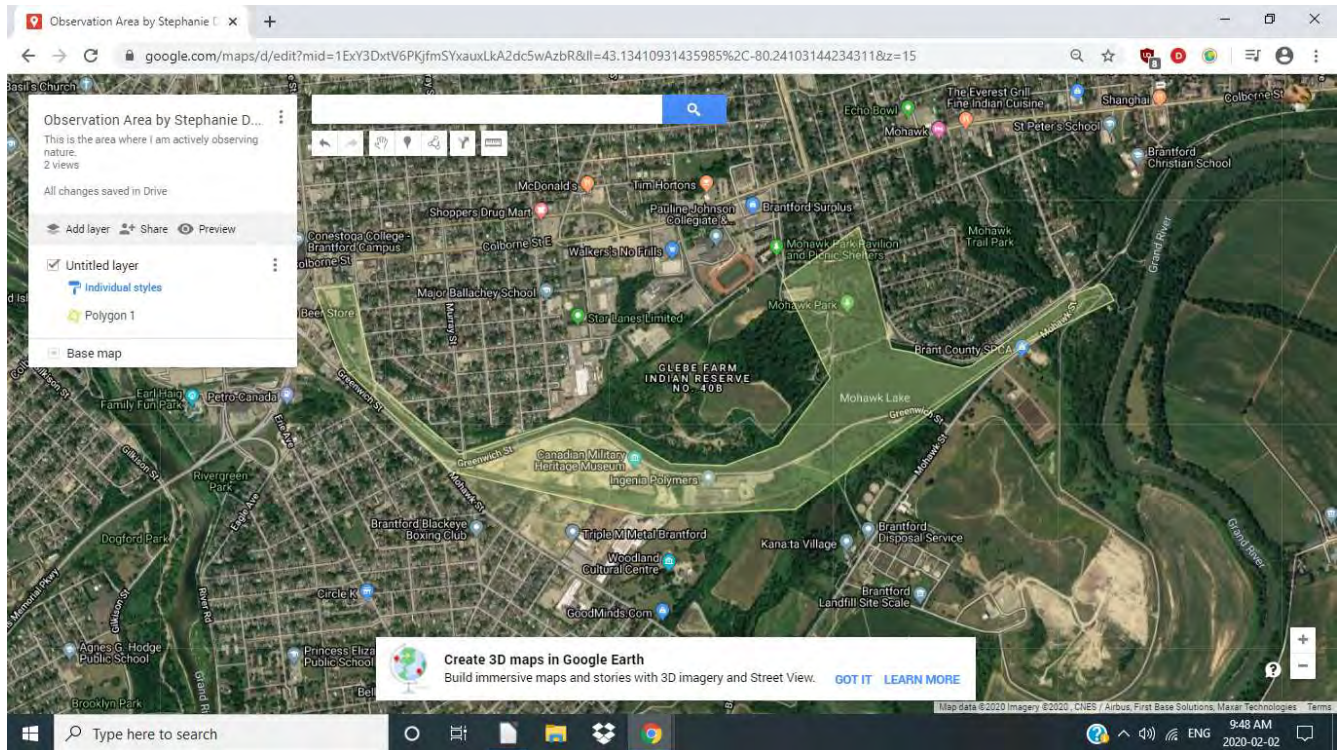
Origin: <https://www.grandriver.ca/en/who-we-are/GRCA-Board-of-Directors.aspx>

This email was sent to you by Stephanie Dearing  > through <https://www.grandriver.ca>.

Mohawk Canal and Lake 2019 Species Observation Report

by Stephanie Dearing
February 2, 2020

1. Observation Area:



Explanatory Notes: I spend the most of my time from Murray and Greenwich to Mohawk and Forest, on and off the trail and train tracks (occasionally on the tracks, at least once per quarter-year).

Since March 2019, however, I am making more frequent round-the-lake forays to follow up on the birds of prey in Mohawk Park. Sometimes I take the northernmost perimeter footpath through the Glebe lands home.

I go to the easternmost terminus of the canal with the Grand River at least once a year.

The area covered is approximately 8.88 square kilometers.

Highlights of 2019

- Weather was variable and unpredictable throughout 2019; from a cold winter that lacked a lot of snow, spring became long and cooler than normal, as a result, many plants produced fruits later in the season than normal, for example, the mulberries were in abundance from late July into September;
- At least 2 fawns born in the area; however one died (unknown cause);
- One mature doe died in early spring of 2019. While cause is unknown, starvation suspected. Three does stayed with the deceased doe for an unknown amount of time after her death, they appeared to be in poor condition (underweight). The deceased doe had pink molars. Predators (coyotes) cleaned up her remains fairly quickly;

- There was strong coyote activity in the area that culminated in spring with several daytime sightings of several coyotes running through the lower end of Mohawk Park. Since then, however, there was little to no coyote activity in the area until late December – and from all appearances, only 1, possibly 2 coyotes hunting the area infrequently since December 2019.
- There were two breeding pairs of Wood Ducks in 2019! Both pairs successfully raised several ducklings each. It was difficult to get a count of ducklings due to the shy nature of the ducks.
- Three bird of prey species successfully raised chicks in Mohawk Park in 2019: Red-tailed Hawks raised 2 chicks; Great Horned Owls raised 2 chicks; and the Cooper’s Hawks raised 3 chicks/
- The Osprey successfully raised 2 chicks in 2019;
- One Canada Goose died after being struck by a vehicle on Greenwich Street;
- There was a fair amount of human activity in the area this year, from people on the canal and lake in boats (fishing) as well as fishing from the banks . Additionally, there was work being done on the rail line (replacing ties). New this year was the appearance of people who were setting fires in tucked-away places for the purpose of burning the plastic coating off of collected wire and other metal materials. I called in 2 of the fires (one off of Greenwich, one in the Glebe). However, there is evidence that this activity was quite frequent during the warmer months. Some of these people were stealing from the scrap metal yard by cutting through the fence from the train tracks. In the Glebe, many people love to drive dirt bikes, motorbikes and their trucks around the land repeatedly, particularly when it is muddy. The riders also have been riding down one creek to the canal, and causing quite a bit of damage to the naturalized areas of the Glebe;
- In 2018, the geese did not successfully raise any goslings (nests abandoned/raided); but this was reversed in 2019 when at least 15 goslings were hatched; however not all of them survived;
- There were no Indigo Buntings this year at all.
- A van was found by this author in the Mohawk Canal on December 29, this was reported to the police. However, it was not reported to the city and it appears that the vehicle leaked into the canal, resulting in contamination that was observed (again by myself) in late January, reported on January 27, 2020.

I. Bird Sightings

A. Waders:

1. Great Blue Heron (at least two pairs, one male stays based from the Mohawk Canal year round)
2. Green Heron

B. Gull-like Birds:

3. Great Black Backed Gull
4. Slaty Back Gull
5. Ring-billed Gull
6. Herring Gull
7. Caspian Tern

C. Upright Perching Waterbirds:

8. Double-crested Cormorant

D. Duck-like Birds:

9. Bufflehead



Illustration 1: Copyright Urban Wildz Photography/Stephanie Dearing 2019, Great Horned Owls

10. Wood Duck
11. Mallard
12. Common Merganser
13. Hooded Merganser
14. Canada Goose
15. Red-necked Grebe
16. Pie-billed Grebe (this year there were 5 that visited the lake!)

F. Upland Ground Birds

17. Wild Turkey

F. Owls:

18. Great Horned Owl
19. Eastern Screech Owl

G. Hawk-like Birds:

20. Turkey Vulture
21. Osprey
22. Bald Eagle
23. Red-tailed Hawk
24. Cooper's Hawk
25. Merlin

H. Pigeon-like Birds:

26. Mourning Dove
27. Rock Dove

I. Swallow-like Birds:

28. Barn Swallow
29. Northern Rough-winged Swallow

J. Tree-clinging Birds:

30. Downey Woodpecker
31. Red-bellied Woodpecker
32. Hairy Woodpecker
33. Northern Flicker
34. White-breasted Nuthatch
35. Brown Creeper

K Perching Birds:

36. American Robin
37. Northern/Baltimore Oriole
38. Dark-eyed Junco
39. White-throated Sparrow
40. White-crowned Sparrow
41. House Sparrow
42. Field Sparrow
43. Song Sparrow
44. Fox Sparrow



Illustration 2: Copyright 2019 Urban Wildz Photography/Stephanie Dearing, Newly fledged Osprey at Mohawk Lake.

45. Chipping Sparrow
46. American Tree Sparrow

47. Red-winged Blackbird
48. Hermit Thrush
49. Veery
50. Cedar Waxwing
51. Rose-breasted Grosbeak
52. Yellow-rumped Warbler
53. House Finch
54. Carolina Wren
55. House Wren
56. Brown-headed Cowbird
57. Common Grackle
58. Northern Cardinal
59. American Goldfinch
60. Yellow Warbler
61. Magnolia Warbler
62. American Redstart
63. Palm Warbler
64. Eastern Kingbird
65. Eastern Phoebe
66. Golden-crowned Kinglet
67. Ruby-crowned Kinglet
68. Ruby-throated Hummingbird
69. Belted Kingfisher
70. Blue Jay
71. Eastern Bluebird
72. European Starling
73. Black-capped Chickadee
74. American Crow
75. Grey Catbird



Illustration 3: Copyright 2019 Urban Wildz Photography/Stephanie Dearing, A mink scours for food around the beaver lodge on Mohawk Canal.

II. Mammals

1. Beavers (2 active lodges, however, the beavers all left their lodges in March – April. Beavers returned to the canal in December 2019.)
2. Muskrat
3. Black Squirrel
4. Grey Squirrel
5. Red Squirrel
6. Mice (unknown species – have forgotten to report them in previous years)
7. Coyote
8. Chipmunk
9. Opossum
10. White Tailed Deer
11. Cotton-tailed Rabbit
12. Raccoon
13. Mink – observed for the first time in 2019, suspected prior (tracks)

14. Groundhog

III. Reptiles and Amphibians

1. Painted Turtle
2. Red-eared Slider
3. Snapping Turtle
4. American Toad
5. Bull Frog
6. Leopard Frog



Illustration 4: A Robber fly eating a wasp.

IV. Insects

1. Red Admiral
2. Moths – unknown, several species observed
3. Cabbage Whites
4. Giant Tiger
5. Monarch
6. Honey Bee
7. Several species of wild bees, unknown – both bumblebees and smaller bees
8. Eastern Fork-tailed Damselfly
9. Grasshopper
10. Cicada
11. Amberwing Dragonfly
12. Other dragonflies – species unknown
13. Cricket
14. Yellow-jacket wasp
15. Robber fly

V. Plants

1. Skunk Cabbage
2. Yarrow
3. Daisies
4. Catnip
5. Staghorn Sumac tree
6. Blackberries
7. Bullrush (of interest, there is now bullrush growing around a ground water pond on the Mohawk-Greenwich Brownfield)
8. Trefoil
9. Plantain
10. White Clover
11. Catalpa tree
12. Basswood tree
13. Mulberry tree (non-native)
14. Black-eyes Susan
15. Bergamot
16. Willow
17. Virginia Creeper

18. Roses
19. Arrowhead (dumped?)
20. Lilac
21. Wild Grape
22. Aster
23. Milkweed
24. Deadly Nightshade
25. Alder
26. Garlic Mustard
27. Phragmites
28. Common Tansey
29. Purple Loosestrife
30. Yellow Iris
31. Queen Anne's Lace
32. Teasels
33. Chicory
34. Hackberry tree
35. Goldenrod



Illustration 5: Copyright 2019 Urban Wildz Photography/Stephanie Dearing, 3 does keep vigil following the death of one of their herd.

February 11, 2020

The Honourable Jeff Yurek
Minister of Environment, Conservation and Parks
College Park 5th Floor, 777 Bay Street
Toronto, ON M7A 2J3

Re: Resolution to Support Role of Conservation Authorities

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on February 10, 2020 passed the following resolution:

Whereas the Lower Thames Valley Conservation Authority and the St. Clair Region Conservation Authority and other Conservation Authorities have been protecting people and conserving and restoring watersheds with local communities for over 50 years, and

Whereas municipalities must work together to ensure resilient and healthy watersheds for residents, and

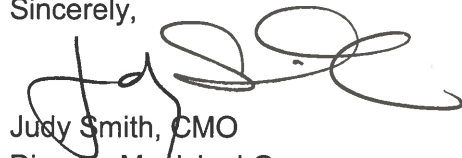
Whereas Conservation Authorities will be important partners in concrete and cost-effective initiatives to address the climate change,

Therefore be it Resolved: That the Municipality of Chatham-Kent supports the important role Conservation Authorities provide to local communities in delivering watershed management programs.

And that the Municipality of Chatham-Kent circulate that support to municipalities, conservation authorities and the Minister of Environment, Conservation and Parks in Ontario.

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-kent.ca

Sincerely,



Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

C Ontario Municipalities, LTVCA, SCRCA

From: [Meghan Townsend](#)
To: [Eowyn Spencer](#)
Cc: [Jane Wilson](#)
Subject: FW: Notification of Budget 2020 - Grand River Conservation Authority
Date: Wednesday, February 12, 2020 11:25:36 AM
Attachments: [Town of Grand Valley 2020 GRCA Budget Notification.pdf](#)
[GRCA Board Report - Budget 2020.pdf](#)
[Summary of Municipal Levy - GRCA Budget 2020.pdf](#)
[GRCA Budget 2020 Package.pdf](#)

Hi Eowyn,

At their February 11, 2020 regular meeting, Council for the Town of Grand Valley passed the following resolution:

2020-02-19

Moved by Miles, Seconded by E Taylor

BE IT RESOLVED THAT Council accepts the 2020 Grand River Conservation Authority Budget as presented, with the Town of Grand Valley's portion being \$31,711.00.

CARRIED

Should you have any questions, please let us know.

Regards,

Meghan Townsend, MPS, BSc
Deputy Clerk | Town of Grand Valley

From: Jane Wilson <jwilson@townofgrandvalley.ca>
Sent: February 5, 2020 3:06 PM
To: Meghan Townsend <mtownsend@townofgrandvalley.ca>
Subject: FW: Notification of Budget 2020 - Grand River Conservation Authority




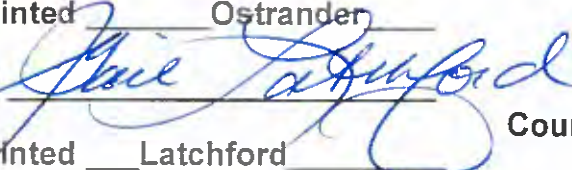
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From: Eowyn Spencer <espencer@grandriver.ca>
Sent: January 27, 2020 10:20 AM



Northumberland
County

Resolution

Moved By  Agenda Item 8b Resolution No. 2020-02-19-55
 Last Name Printed Ostrander
 Seconded By  Council Date: February 19, 2020
 Last Name Printed Latchford

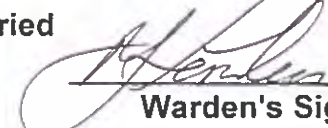
"Whereas Northumberland County supports the important role that conservation authorities provide, including watershed management programs; and

Whereas Northumberland County believes that the Province should undertake consultations with municipalities prior to making any program or funding changes;

Now Therefore Be It Resolved That County Council receive the supporting resolutions from Ontario municipalities (including the Town of Orangeville, the Town of Collingwood and the Municipality of Strathroy-Caradoc; and

Further Be It Resolved That this resolution be forwarded to: Premier Doug Ford, the Minister of the Environment, Conservation and Parks, MPP David Piccini, the Association of Municipalities of Ontario, the Ganaraska Conversation Authority, the Lower Trent Conversation Authority, the Crowe Valley Conservation Authority and the Otonabee Region Conservation Authority, and all Ontario municipalities."

Recorded Vote Requested by _____
Councillor's Name

Carried 
Warden's Signature

Deferred _____
Warden's Signature

Defeated _____
Warden's Signature

Ellis, Maddison

From: Tracy MacDonald <tmacdonald@orangeville.ca>
Sent: Monday, January 27, 2020 6:34 PM
Subject: Resolution - Environmental Awareness and Action

CAUTION: External E-Mail

Good afternoon,

The Town Orangeville passed the following resolution at its January 13, 2020 Council meeting:

13.1 Councillor Peters – Environmental Awareness and Action

Resolution 2020-14

Moved by Councillor Peters
Seconded by Councillor Post

That the Town of Orangeville supports continuation of the programs and services of the CVC, both mandatory and non-mandatory, and that no programs or services of the CVC or other CAs in Ontario be “wound down” at this time; and

That the Minister of the Environment, Conservation, and Parks give clear direction as to what programs and services are considered mandatory and non-mandatory and how those programs will be funded in the future; and

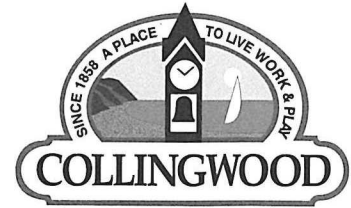
That the Minister of the Environment, Conservation, and Parks recognizes the strong and positive Provincial role Conservation Authorities (CAs) play in flood risk reduction programs and reinstates funding to the CAs of Ontario; and

That this resolution be forwarded to the Minister of the Environment, Conservation, and Parks, Premier Doug Ford, MPP Sylvia Jones, the Association of Municipalities of Ontario, the Credit Valley Conservation Authority, Conservation Ontario, and all Ontario municipalities.

Carried.

Regards,

Tracy Macdonald | Assistant Clerk | Corporate Services
Town of Orangeville | 87 Broadway | Orangeville ON L9W 1K1
519-941-0440 Ext. 2256 | Toll Free 1-866-941-0440 Ext. 2256
tmacdonald@orangeville.ca | www.orangeville.ca



TOWN OF COLLINGWOOD

Becky Dahl, Deputy Clerk
97 Hurontario St. P.O. Box 157
Collingwood, ON L9Y 3Z5
Tel: (705) 445-1030 Ex. 3230
Fax: (705) 445-2448
Email: bdahl@collingwood.ca

January 21, 2020

The Honourable Jeff Yurek
Minister of Environment, Conservation and Parks
College Park 5th Floor, 777 Bay Street
Toronto, ON M7A 2J3

Re: Conservation Authorities

On behalf of the Council for the Corporation of the Town of Collingwood, I write to advise you of the following recommendation approved at its meeting held on January 20, 2020 for your consideration:

- WHEREAS** the Town of Collingwood has recently declared a Climate Emergency;
- AND WHEREAS** the Town of Collingwood has committed to nine core principles of sustainability;
- AND WHEREAS** the Town of Collingwood is a beneficiary of the upstream environmental remediation work done by the Nottawasaga Valley Conservation Authority (NVCA);
- AND WHEREAS** the Town of Collingwood is a member of the NVCA, with representation on its Board of Directors;
- AND WHEREAS** under the direction of the Board of Directors, the NVCA provides programs and services addressing local priorities to the residents of Collingwood and its other member municipalities, including inclusive outdoor education and recreation, water quality monitoring, preservation of species at risk as well as protecting life and property through a variety of measures;
- AND WHEREAS** the NVCA provides the Town of Collingwood with expert advice on the environmental impact of land use planning proposals and that the Municipality does not have staff with comparable expertise or experience;
- AND WHEREAS** the Ministry of the Environment, Conservation and Parks provides approximately one percent of the budget for programs and services currently delivered by the NVCA;
- THEREFORE BE IT RESOLVED THAT** the Town of Collingwood supports Conservation Authority regulations under Bill 108 being completed in consultation with municipalities, the NVCA and Conservation Ontario;
- AND THAT** the Town of Collingwood supports continuation of the critical programs and services included in the mandate of Conservation Authorities;
- AND THAT** during the fulsome review and consultations the Minister of Environment, Conservation and Parks continue to allow local municipalities' designated representatives


to determine which programs will be delivered and mandatory, along with the use of a Board-directed fair municipal levy as per current Regulation;

AND THAT this resolution be forwarded to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Jim Wilson, the Association of Municipalities of Ontario, Nottawasaga Valley Conservation Authority, Conservation Ontario, all Ontario municipalities, and the County of Simcoe.

Should you require anything further, please do not hesitate to contact the undersigned at 705-445-1030 ext. 3230 or clerk@collingwood.ca.

Yours truly,

TOWN OF COLLINGWOOD



Becky Dahl
Deputy Clerk, Clerk Services

c.c. Premier Doug Ford
Jim Wilson, MPP
Association of Municipalities of Ontario
Nottawasaga Valley Conservation Authority
Conservation Ontario
County of Simcoe
Ontario municipalities

Ellis, Maddison

From: Ruth Alcaidinho <ralcaidinho@strathroy-caradoc.ca>
Sent: Friday, January 24, 2020 10:50 AM
To: minister.mecp@ontario.ca; admin@ltvca.ca
Subject: Strathroy-Caradoc Regular Council Meeting January 20, 2020 - Approval of Resolution LTVC - Watershed Management Programs

CAUTION: External E-Mail

Please be advised the following resolution sent to member municipalities of the Lower Thames Valley Conservation Authority, was presented for consideration by Council at their regular meeting of Monday, January 20, 2020 and approved as follows:

Moved by Councillors Brennan and Kennes:

WHEREAS Conservation Authorities have been protecting people and conserving and restoring watersheds with local communities for over 50 years; and

WHEREAS Municipalities must work together to ensure resilient and healthy watersheds for residents, and

WHEREAS Conservation Authorities will be important partners in concrete and cost-effective initiatives to address climate change,

THEREFORE BE IT RESOLVED THAT: the Municipality of Strathroy-Caradoc supports the important role Conservation Authorities provide to local communities in delivering watershed management programs; and that this resolution be circulated to Municipalities, Conservation Authorities and the Provincial Government (Minister of Environment, Conservation and Parks), in Ontario. **Carried.**

Kind Regards,

Ruth

Ruth Alcaidinho
Deputy Clerk/Insurance Co-Ordinator
Legal & Legislative Services
Tel: 519-245-1105 Ext 237
Fax: 519-245-6353
Email: ralcaidinho@strathroy-caradoc.ca



Legal & Legislative Services
Municipality of Strathroy-Caradoc
52 Frank Street | Strathroy, ON | N7G 2R4

Visit us online at www.strathroy-caradoc.ca



Grand River Conservation Authority
By-Law No. 1-~~2019~~2020~~2020~~

GRAND RIVER CONSERVATION AUTHORITY
By-Law No. 1-~~2019~~2020

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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 study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed and managed;

(b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land 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 and to expropriate 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) to cause research to be done;

(q) 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.

“**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.

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.

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.

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 decision to the Minister through the Mining and Lands 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), ~~the Audit Committee and any ad-hoc committee for which a chair has not been appointed by the General Membership;~~
- 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 five one-year terms.

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.

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 the Audited Financial Statements available to the public on the Authority's website.

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, ~~who will be the Chair of the Audit Committee~~, 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 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.

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. 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 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.

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. Postponement shall not be for any longer than the next regularly scheduled meeting date.

3. 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 the subject matter meets the criteria for a closed meeting as defined in this by-law.

4. 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
16. 3rd reading of by-laws
17. Other business
18. Closed Meeting
19. Adournment

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

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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. Section 28 Hearings

When a hearing is required under Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations, under Section 28 (12) 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 to the applicant, with a copy by ordinary mail to the applicable municipal clerk.

When a permit is approved, the original shall be retained on file by the Authority, and a copy shall be sent by regular mail to the applicant, the applicable municipal clerk, and to the appropriate municipal department with plans attached when required.

When a permit is refused, a letter of refusal shall be sent to the applicant by registered mail with a copy of the reasons for refusal which have been signed under seal by the mover and seconder of the refusal resolution. Copies shall be sent by regular mail to those who received the hearing notice.

12. 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.

13. 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~~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.

14. 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.

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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

After the minutes have been approved by resolution, original copies shall be signed by the Secretary-Treasurer and the Chair and copies of all non-confidential minutes shall be posted on the Authority's website. 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-~~2018~~2019 is hereby repealed;

By-law number 1-~~2019~~2020 shall come into force on the 28th day of Febrary, 2020

READ A FIRST AND SECOND TIME

Date

READ A THIRD TIME AND FINALLY PASSED

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 Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal 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.

Grand River Conservation Authority

Report number: GM-02-20-19
Date: February 28, 2020
To: Members of the Grand River Conservation Authority
Subject: Chief Administration Officer's Report

Recommendation:

THAT Report Number GM-02-20-19 – Chief Administration Officer's Report be received as information.

Report:

This report provides a brief overview of current activities. It covers programs and activities that are not included in monthly reports.

1. Legal Expenses for Levy Apportionment: The legal cost with respect to the change in levy apportionment were \$4400 in the past two years. Additional legal costs of \$2000 were incurred in 2019 to understand the board composition legislation and impacts, which is an indirectly related issue that has stemmed from the change in levy apportionment.
2. Pre-budget Consultation Meetings: On February 5, the GRCA was invited to the Provincial 2020 budget consultation. At the presentation, I stressed the importance of GRCA's flood management program and the need for all levels of government to participate in flood management. A request was made to reinstate our funding and if that was not possible, to not cut the remaining provincial funding.

On February 7, GRCA was invited to the Federal 2020 budget consultation. Deputy CAO, Secretary Treasurer, Karen Armstrong presented on behalf of the GRCA and spoke to the importance of the federal funding towards flood management projects within the Grand River watershed.

Written submissions were also made which provided greater detail on programs and services provided by the GRCA, the many benefiting projects that are being completed through funding by both provincial and federal governments and identifying the importance of GRCA's work to manage the watershed for our municipal partners and watershed residents.

3. MECP Multi-stakeholder Consultation : On February 14, the Vice- Chair (Chris White), Deputy CAO/Secretary Treasurer (Karen Armstrong) and I attend the multi-stakeholder consultation on Conservation Authorities regional session in London. The consultation was well attended and there were a variety of groups represented. Some of these groups included, Ontario Federation of Agriculture, Ducks Unlimited, Ontario Landowner Association, Federation of Ontario Cottagers' Association, Association of Municipalities Ontario, Ontario Home Builders

Association, various conservation authorities, various municipalities, etc. Several presentations were given regarding stakeholders' experience with Conservation Authorities.

During the round table discussions, it was very apparent that there is lack of understanding amongst the various stakeholder groups regarding the roles and responsibilities of CAs.

Many municipalities within the GRCA participated in one of the three multi-stakeholder consultation sessions. Their participation in the consultation is greatly appreciated.

The Province has posted a similar survey that was used during the consultation on-line at <https://www.ontario.ca/page/consultation-ontario-conservation-authorities> . The survey is open until March 13 and we would encourage all our municipal partners to participate if they haven't already. Minister Yurek indicated that any legislative changes/ regulations would be in place by late spring.

Submitted by:

Samantha Lawson
Chief Administrative Officer

Grand River Conservation Authority

Report number: GM-02-20-17
Date: February 28, 2020
To: Members of the Grand River Conservation Authority
Subject: Current Watershed Conditions as of February 18, 2020

Recommendation:

THAT Report Number GM-02-20-17 – Current Watershed Conditions as of February 18, 2020 be received as information.

Summary:

January was a warm and very wet month with record rainfall and a very light snowpack. The January 11th event resulted in flooding in many parts of the watershed and active use of flood storage in the reservoirs. The first half of February has had closer to seasonal temperatures and more snow than rain. A snowpack has built, but it contains less water in it than the long term average. Many watercourses remain ice free with the exception of the northern parts of the watershed. The large water management reservoirs are at their normal operating levels. Lake Erie continues to be higher than then long term average and remains ice free increasing the risk of lake surge flooding. The long range forecast is for near to above normal temperatures and precipitation over the next few months.

Report:

Precipitation

Precipitation in January averaged approximately 200% of normal across the watershed. More rain than snow fell during the month with the watershed receiving an entire month's worth of rain on January 11th. Snow was light during the month with little snow accumulation.

February precipitation is slightly above the long term average for the first half of the month. More snow than rain has been recorded and the snowpack is building. The February 14th snow survey reports that the northern half of the watershed has about 80% of the normal water content in the snowpack for this time of the year, while the southern watershed has closer to 30%.

Table 1 includes monthly and recent precipitation trends for select watershed climate stations. Monthly precipitation at the Shand Dam from 2016 to 2020 is shown in **Figure 1**.

Table 1: Precipitation Averages at Watershed Climate Stations

Station	Monthly Precipitation		Percentage of Long Term Average					
	18-Feb (mm)	Long Term Average (mm)	Current Half Month	Last Full Month	Last 3 Full Months	Last 6 Full Months	Last 12 Full Months	Last 15 Full Months
Shand	44.4	56.7	157%	213%	139%	131%	122%	108%
Conestogo	45.4	65.9	138%	186%	109%	110%	106%	99%
Guelph	30.0	54.8	109%	253%	143%	129%	129%	115%
Luther	62.0	66.4	187%	198%	128%	116%	110%	106%
Woolwich	38.4	57.6	133%	202%	117%	109%	104%	107%
Laurel	30.6	59.7	103%	200%	115%	108%	105%	108%
Shades	28.5	55.0	104%	187%	114%	116%	122%	116%
Brantford	29.0	43.3	134%	224%	129%	128%	130%	116%

Environment Canada precipitation gauge at Brantford Airport is offline, values in the table are from Brant Park

Air Temperatures

The month of January was warmer than the long term average. At the Shand Dam climate station the monthly average air temperature was 3.4 degrees above the long term average. Approximately half of the month had daytime high temperatures above freezing, which is unusual for January.

The first half of February has been closer to seasonal, but still above the long term average. The average temperature at the Shand Dam climate station was 1.3 degrees above the long term average. Although most days have daytime high temperatures near freezing, the temperature dropped below -25 degrees overnight for a few days in the middle of the month.

Figure 2 presents recent mean monthly air temperature departures from the long term average recorded at Shand Dam.

Lake Erie Water Levels

The average lake level was approximately 0.85m above the long term average in January. It has increased slightly in the first part of February, with an average level of 174.89m or 0.6m below the critical level at the Port Colborne gauge. Water levels are following the highest forecast from the Canadian Hydrographic Survey from January 1st. The high forecast is predicting that levels will continue to increase to new record levels by the late spring. Lake Erie remains virtually ice free.

Figure 3 presents current and forecast Lake Erie level from the Canadian Hydrographic Service.

Groundwater Levels

Groundwater levels in the monitoring well near Burford have increased rapidly since the start of the year. The rapid increase is likely due to the large rain event on January 11th and the warm winter conditions since December resulting in less frozen ground and higher groundwater recharge. Although, the water level is near the high end of the normal range, it is less than high levels recorded in 2009. Water levels in this overburden aquifer respond to high water use in this region as well as to changes in precipitation.

Figure 4 shows the average monthly water level data for the Burford monitoring well for the current year and recent years, against the long term average.

Reservoir Conditions

The large reservoirs were used to manage peak flows during the large rainfall event on January 11th and have since been returned to their normal operating levels.

The reservoirs will begin to be filled over the next few months as flows increase from snowmelt and spring rains. The reservoirs will be used to help reduce downstream peak flows during the spring melt by taking water into storage.

Reservoir levels are shown in **Figures 5** and **6** for the four large reservoirs.

Long Range Outlook

The three month forecast for February through April from Environment Canada is for above normal temperature and precipitation. The Ministry of Natural Resources and Forestry is predicting a seasonal spring with a drier March followed by a wetter April. There is an increased risk of Lake Effect snow over the next few months as the Great Lakes remain ice free. If the great lakes remain ice free, early spring lake effect snow can cause a significant snow pack to occur over a short period of time and increase the associated risk of flooding.

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 annual meeting with municipal flood coordinators was held on Wednesday, February 19th from 1:30 to 3:30 pm at the GRCA administration office. The annual flood coordinators meeting reviews the roles and responsibilities the GRCA, watershed police, municipal flood coordinators and provides an opportunity to contact information and prepared for the spring flood season.

A new weather forecasting service Hydromaster provided by Kisters AG is being investigated and will potentially be tested and assessed this spring. The Hydromaster service has been available in Europe for several years and only now has become available in North America.

Financial implications:

Not applicable

Other department considerations:

Not applicable

Prepared by:

Stephanie Shifflett, P.Eng.
Water Resources Engineer

Approved by:

Dwight Boyd, P.Eng.
Director of Engineering

Figure 1: Precipitation at Shand Dam, Shades Mill Dam and Brantford 2016 to February 18, 2020

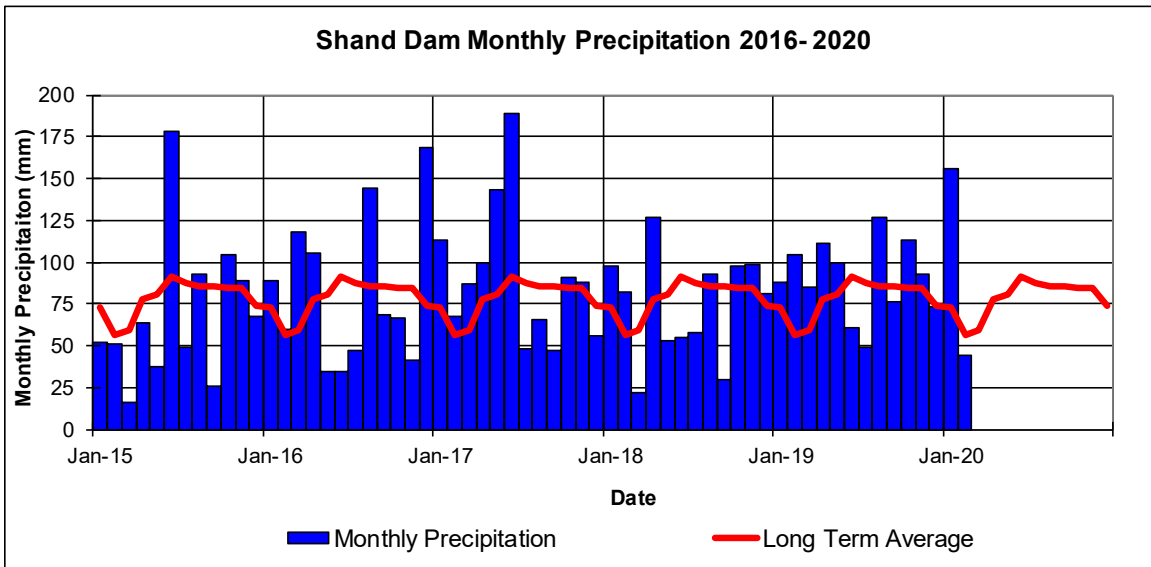


Figure 2: Departures from Average Air Temperatures at Shand Dam

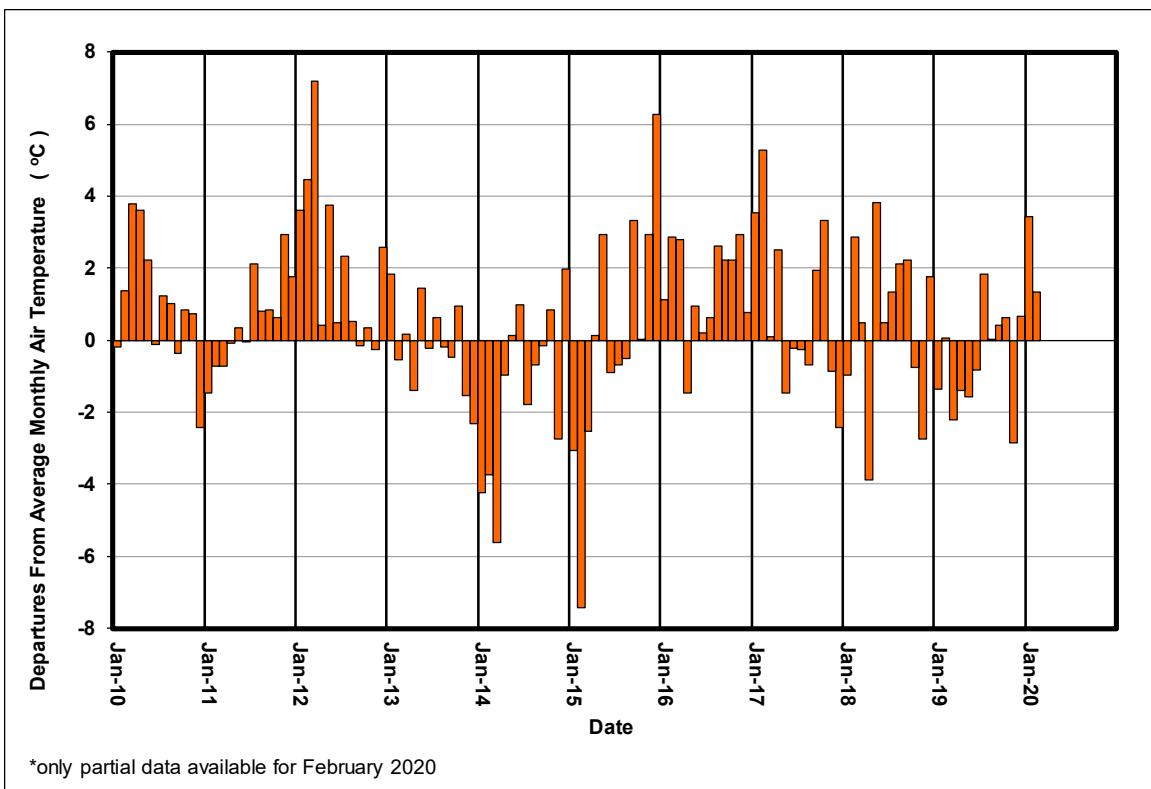


Figure 3: Forecasted Lake Erie Levels

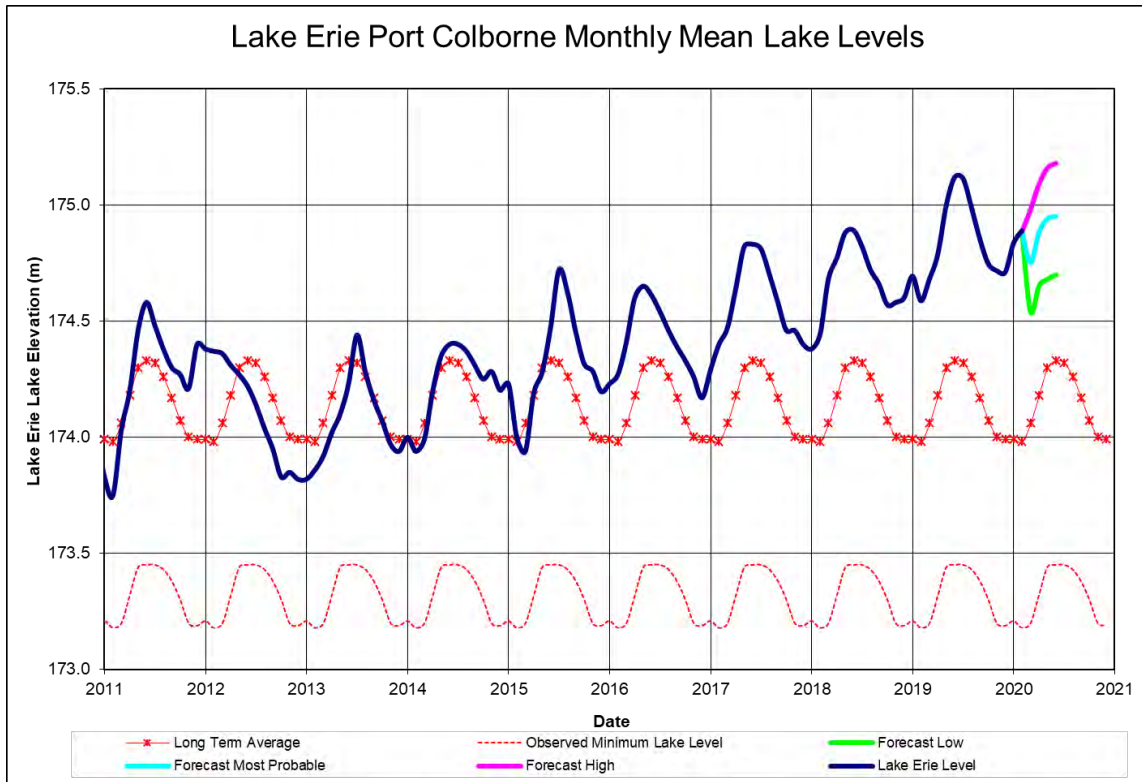


Figure 4: Groundwater Levels

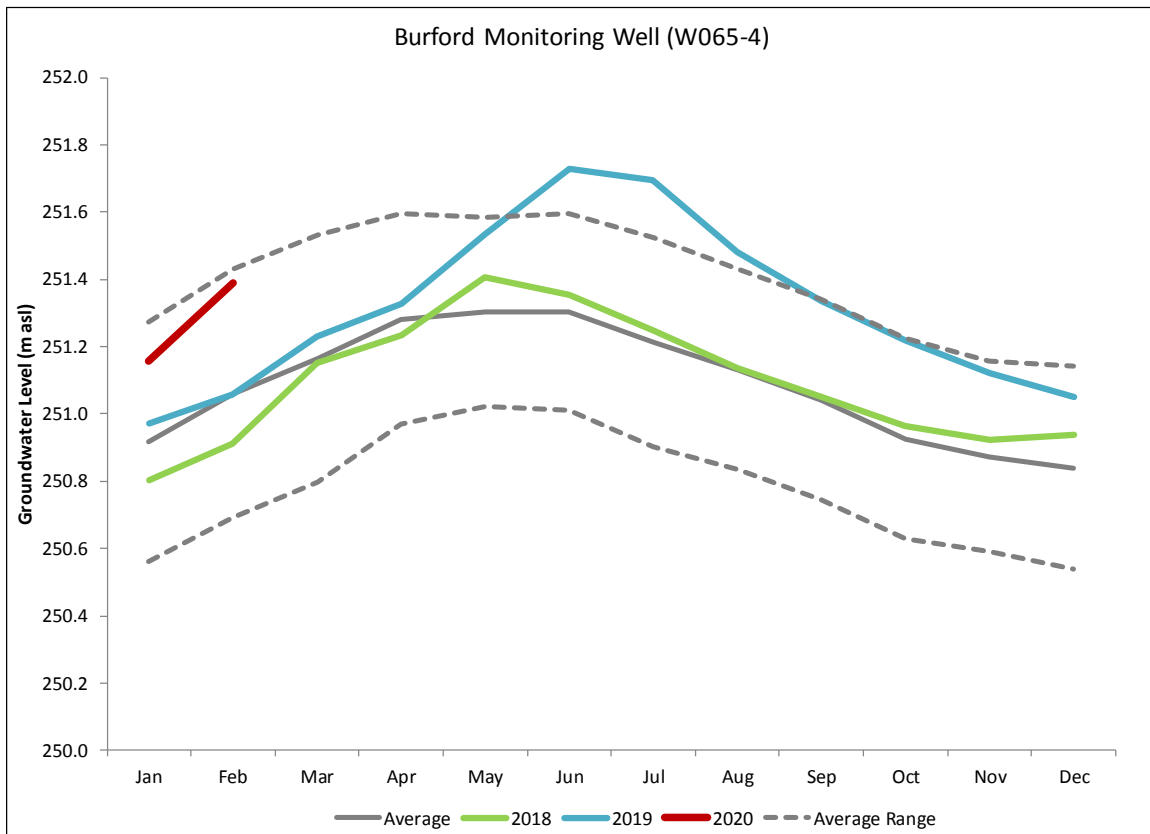


Figure 5: Shand and Conestogo Reservoir Elevation Plots

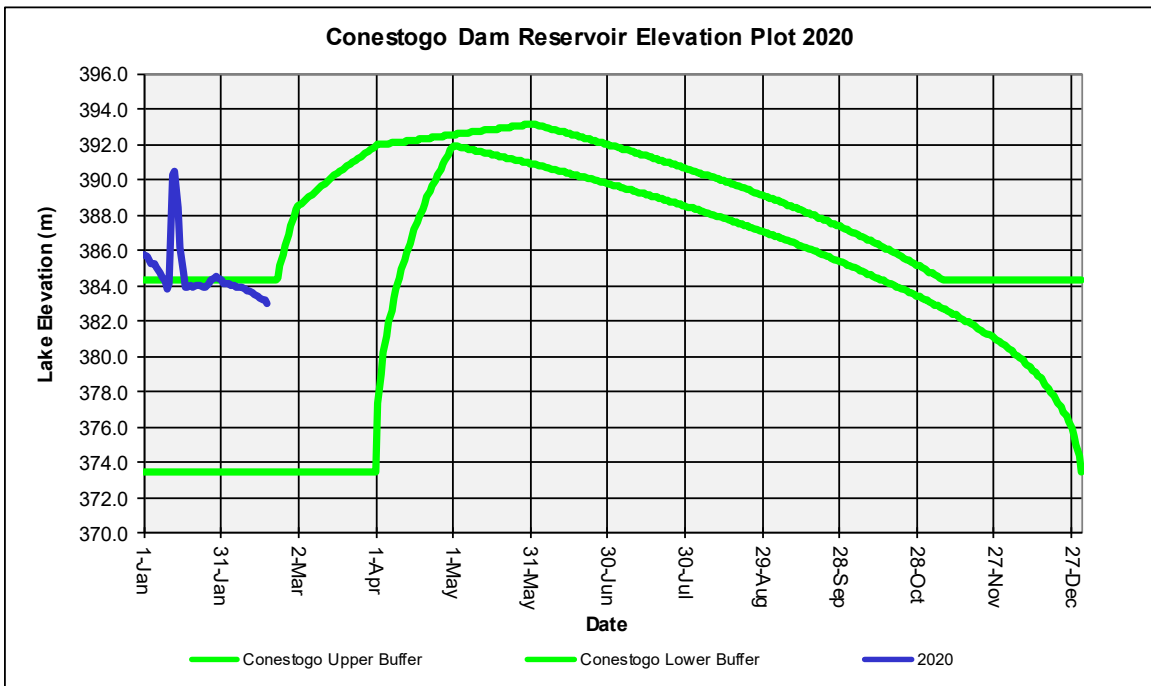
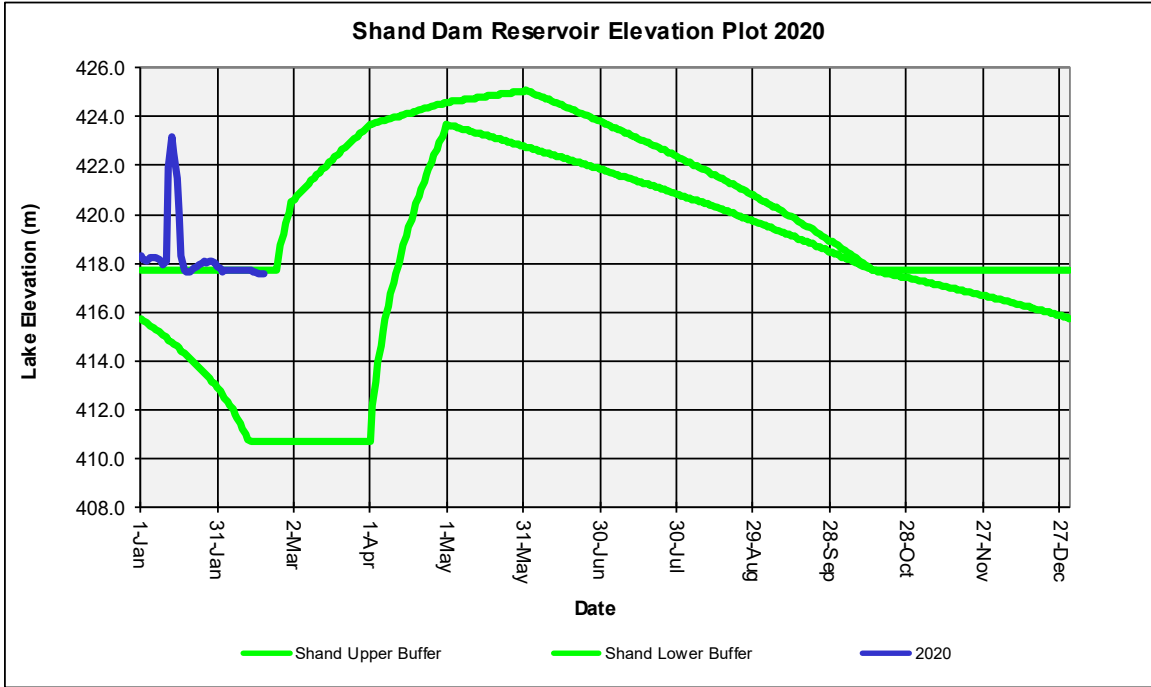
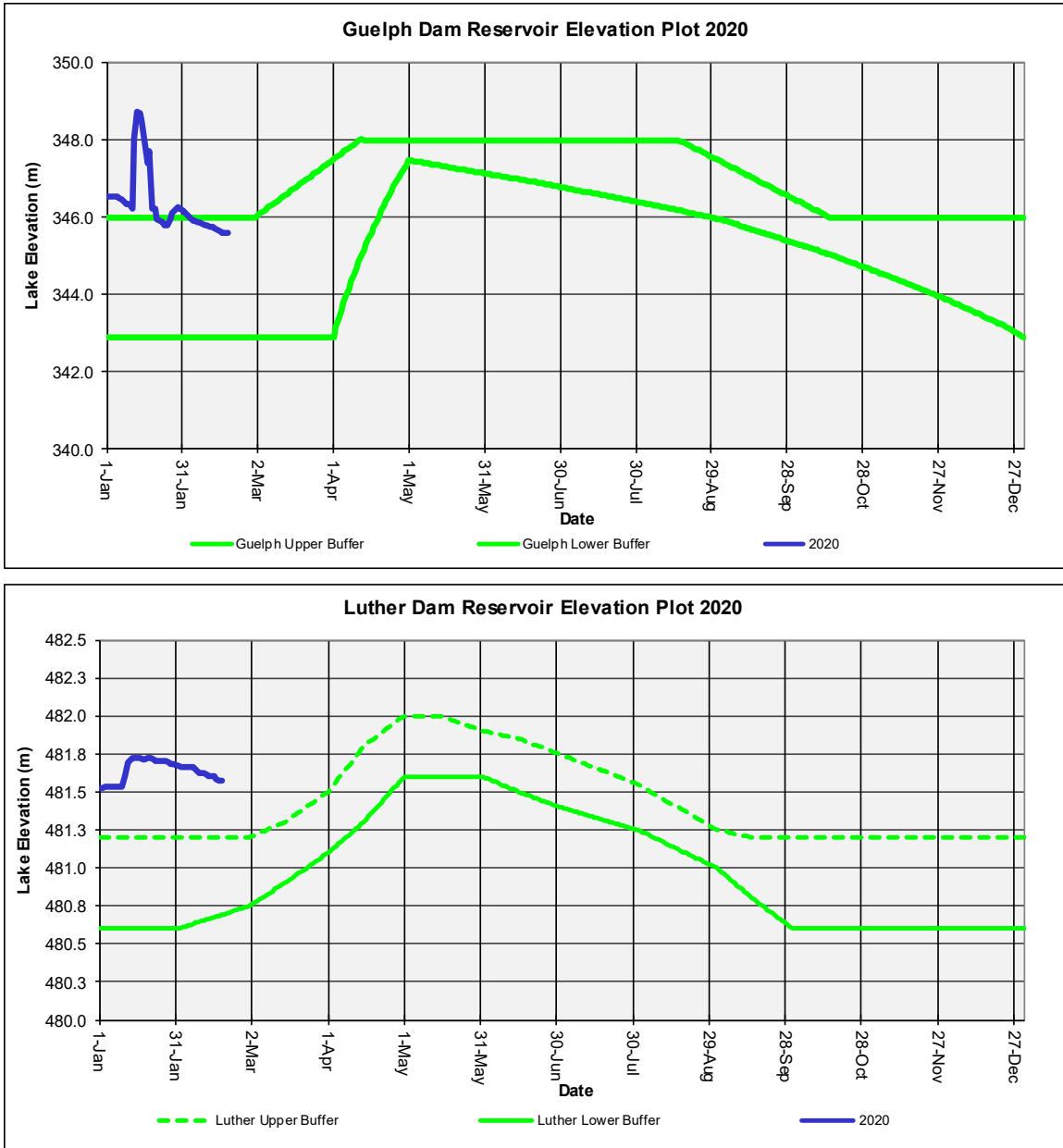


Figure 6: Guelph and Luther Reservoir Elevation Plots



Luther Dam Operating Curves

Luther Dam primarily provides a flow augmentation function to the upper Grand River and to Shand Dam. While it does provide some benefits from a flood control perspective, these benefits are limited due to the small drainage area regulated by Luther Dam.

The buffers between March 1st and September 30th define the operating range to meet downstream low flow targets. The lower buffer defines the lowest operating range for flow augmentation before reducing downstream flow augmentation targets. The earlier winter (January 1st to March 1st) and late fall (October 1st to December 31st) upper buffer curve is defined from ecologic considerations from the Luther Marsh Master Plan.

Grand River Conservation Authority

Report number: GM-02-20-18
Date: February 28, 2019
To: Members of the Grand River Conservation Authority
Subject: Grand River Watershed Flood Warning System

Recommendation:

THAT Report Number GM-02-20-18 – Grand River Watershed Flood Warning System be received as information.

Summary:

The annual Flood Coordinator’s meeting was held on February 19, 2019. The program included a review of the flood fan-out system test, a discussion on the role of the municipal Flood Coordinators, presentations relating to the current flood message fan-out procedures, future plans to implement reached based flood zone mapping, an update on the Conestogo Dam emergency preparedness plan and plans to further refine and improve communication of flood messages to the public. The Woolwich Township Community Emergency Management Coordinator delivered a presentation on the collaboration and integration of municipal emergency plans with respect to floods in Waterloo Region. The Haldimand County flood coordinator provided a presentation from a recent public meeting explaining responsibilities of residents living in the Lakeshore flood zone. The meeting wrapped up with the current watershed conditions and flood outlook for the spring of 2020. Municipal Flood Coordinators, Municipal Police, Ontario Provincial Police, Environment Canada, Province of Ontario and GRCA staff attended the meeting.

Report:

Flooding has long been a major concern to residents of the Grand River valley. While most major river flooding occurs in March and April, serious flooding can still occur any month of the year. It is anticipated that the frequency and severity of flood events will increase as a result of climate change. The Grand River Conservation Authority has undertaken a major program of flood control through the construction of reservoirs and dike systems. While these reservoirs and flood protection works play a significant role in controlling floods, they do not eliminate the possibility of flooding.

The primary responsibility for managing a flood emergency rests with the municipality, through its emergency plan. The Grand River Conservation Authority has the following roles during a flood emergency:

- a) Monitoring watershed and weather conditions to predict flooding;
- b) Operating dams and reservoirs to reduce the effects of flooding;
- c) Issuing flood warning messages.

In the event of a flood, it is important that watershed residents and emergency response personnel be warned in sufficient time to take appropriate action to reduce flood

damages and the threat of loss of life. The Grand River Conservation Authority has developed a “fan-out” flood warning system to provide timely flood warnings and information to municipal officials and watershed residents.

The 2020 Flood Coordinator’s meeting was held on February 19 at the Grand River Conservation Authority Administration Centre. The program included a review of the flood fan-out system and the results of a recent test of the system, a discussion on the role of the municipal Flood Coordinators, presentations relating to the current flood fan-out procedures, as well as information on the Grand River Conservation Authority (GRCA) web site to assist flood co-ordinators. Presentations were delivered by staff that updated flood co-ordinates about recent implementation of Lake Shore flood zone mapping and current work to develop river reach based flood zone maps along the major rivers. An update was provided about planning and preparation for a desktop exercise to test the emergency preparedness plan for Conestogo Dam and the integration of this plan with municipal emergency response plans with respect to flood in Waterloo Region. Integration of the Conestogo Dam emergency preparedness plan with municipal flood response plans in Waterloo Region has been a collaborative process, the community emergency management coordinator for Woolwich township explained the collaborative process and the standardized municipal flood response template developed by municipalities in Waterloo Region. Communications options and approaches are evolving. The GRCA communications coordinator explained approaches being taken to create clear messaging to the public to help avoid confusion during emergencies. One of the flood coordinators from Haldimand County delivered a presentation recently presented at a public meeting explain the responsibility of resident who live in the Lake Erie lake shore flood zone. Attendees were briefed about the recent January 11th flood event, current watershed conditions and the flood outlook for the remainder of the winter and spring of 2020.

This year 74 people attended the Flood Warning Emergency Planning meeting. Participants included members of the following organizations and agencies: Flood Coordinators and Police from watershed, municipalities, Ontario Provincial Police, Environment Canada, Province of Ontario and GRCA staff. The following table compares the attendance at the 2020 meeting with the three previous years.

<u>Agencies Represented</u>	2020 Attendance	2019 Attendance	2018 Attendance	2017 Attendance
Municipal Flood Coordinators	36	31	48	29
Municipal Police	4	3	4	5
Ontario Provincial Police	0	0	1	5
Provincial Ministries	0	1	2	3
Water Survey – Environment Canada	2	6	4	2
Other Conservation Authority staff	4	3	6	2
News Media	0	1	2	0
GRCA Staff	28	29	29	38
Other	0	0	0	0
Total Persons in Attendance	74	74	96	84

To ensure a strong communications link, the Flood Warning System is tested each year. This year's test was run on February 5, 2020. All municipalities received the message and all but 1 municipality confirmed receipt of the test message. All police services received and acknowledged receipt of the message. A gap was identified in the notification of the Mississaugas of the Credit First Nation. This has been followed up and revisions made to the fan out procedure.

The Flood Warning System "Booklet" is currently being updated to reflect changes brought forth as a result of the Flood Warning Test and the Flood Coordinator's meeting and will be issued in March to the following:

- a) Clerks of all municipalities in the Watershed including Regional and County Governments;
- b) Members of the Grand River Conservation Authority;
- c) Police Services listed as part of the flood message fan-out system;
- d) Radio and Television stations in the watershed;
- e) Daily newspapers in the watershed;
- f) Authority operating personnel;
- g) Provincial and Federal Agencies listed in the Flood Warning System Booklet.

The current flood risk outlook is high for Lake Erie shoreline flooding due to the high Lake Erie levels at this time. The risk associated with ice jam flooding is moderate to low at this time given there is limited river ice in the river at this time. The risk of flooding associated with snowmelt and rainfall is moderate to high at this time. There is currently a slightly below normal snow pack for this time of year however the ground is frozen and saturated which increases the potential for runoff when snowmelts and if it is accompanied by rain. Conditions will be closely monitored over the spring runoff period.

Financial implications:

Not Applicable.

Other department considerations:

Not Applicable.

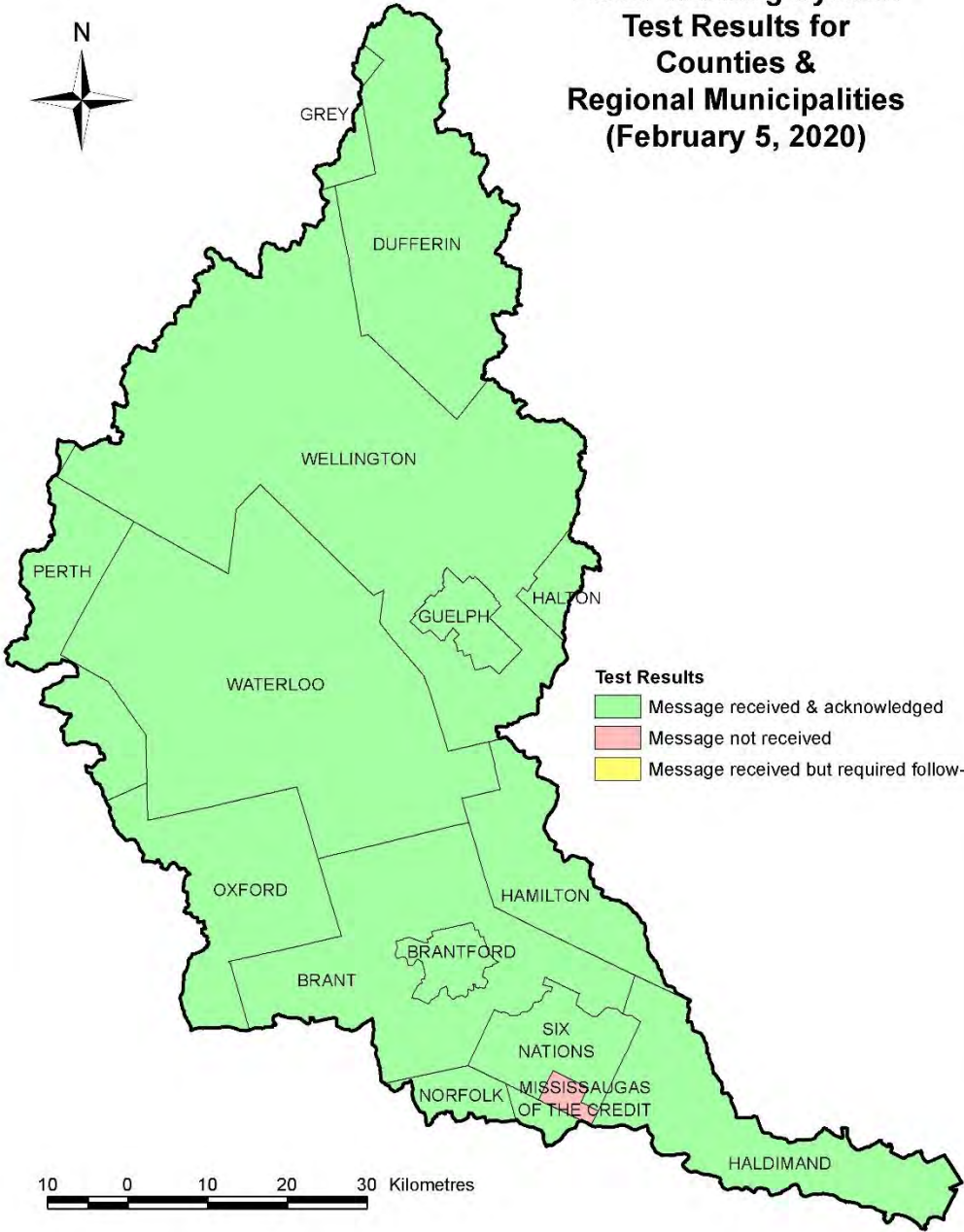
Prepared by:

Dwight Boyd, P. Eng.
Director of Engineering

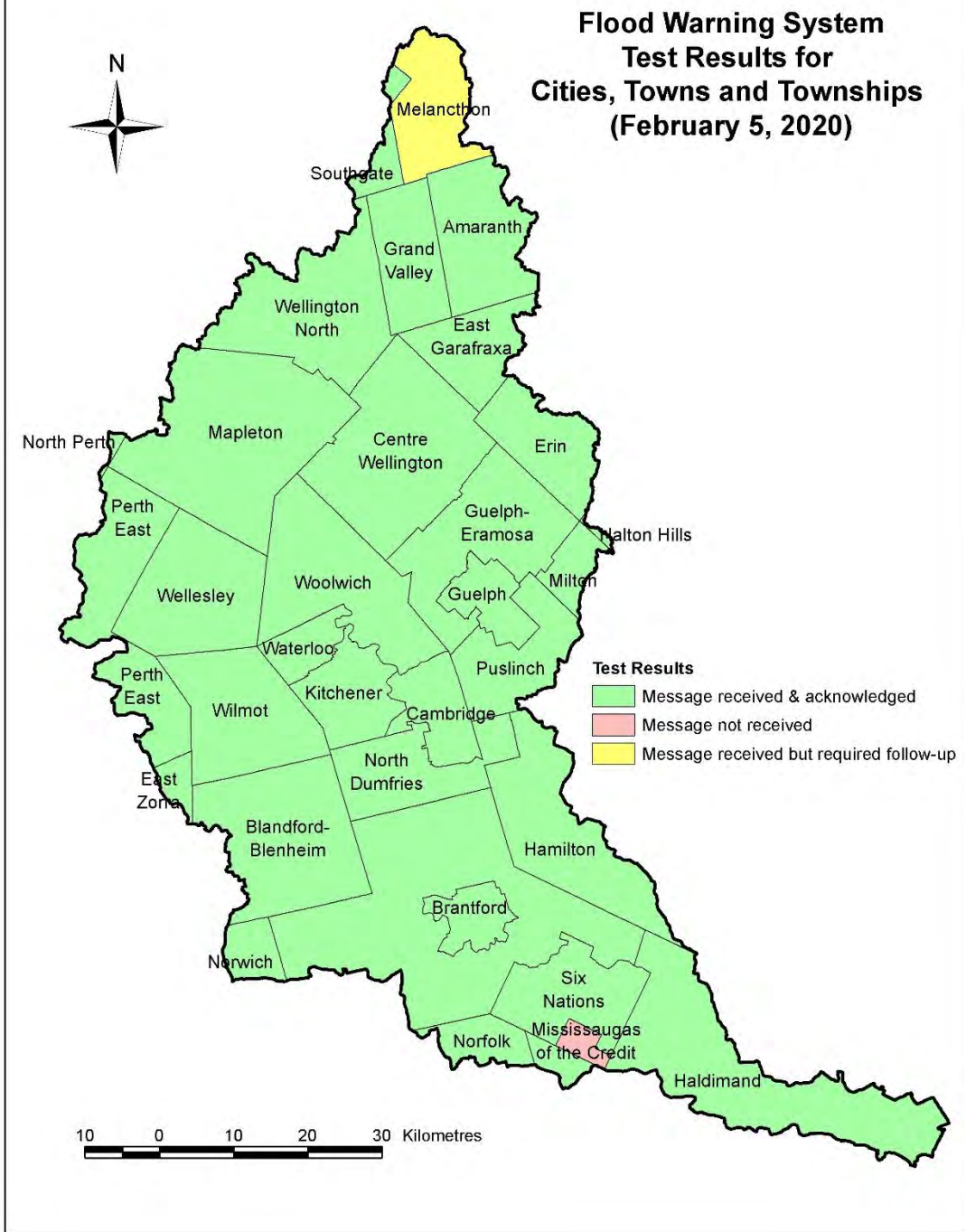
Approved by:

Samantha Lawson
Chief Administrative Officer

**Flood Warning System
Test Results for
Counties &
Regional Municipalities
(February 5, 2020)**



Flood Warning System Test Results for Cities, Towns and Townships (February 5, 2020)



Grand River Conservation Authority

Report number: GM-02-20-13
Date: February 28, 2020
To: Members of the Grand River Conservation Authority
Subject: New Hamburg Flood Mitigation Study Update

Recommendation:

THAT Report Number GM-02-20-13 New Hamburg Flood Mitigation Study Update be received as information.

Summary:

A final Public Information Centre for the New Hamburg Flood Mitigation Study will be held on March 11, 2020. Results of the high-level evaluation of potential mitigation options will be presented.

Report:

In August 2019, report GM-08-19-81 authorized the hire of Matrix Solutions Inc to undertake the New Hamburg Flood Mitigation Study. The study is a high-level evaluation of potential options to reduce flooding in New Hamburg. Public Information Centres were held in New Hamburg in June and November of 2019, to introduce the project, and share preliminary estimates of average annual flood damages, respectively.

The consultant's preliminary estimate of average annual flood damages of \$1.92 million followed current industry standard approaches and used current depth-damage curve information. The estimate was much higher than inflation-adjusted previous estimates from the 1980s.

GRCA undertook a survey of floodplain residents and businesses in December 2019 to confirm key methodological assumptions, refine the flood damage estimates, and help ensure they reflect actual flood damages experienced by the community. The survey gathered information about:

- Characteristics of buildings in at-risk areas (e.g., whether basements are finished),
- Types of flooding property owners have experienced (river-related or sewer back-up),
- Actions residents and businesses have taken to protect their property, and
- Damages and costs associated with past floods.

The survey was available on-line and hand delivered by Wilmot Township and GRCA staff to properties within the floodplain. The survey had a response rate of about 43% (88 of 203 properties).

Survey results are indicative of a flood resilient community. Almost half (43%) of residences had unfinished basements and a similar proportion (47% of total responses) had taken at least one measure to protect their properties from flooding. Common actions were removing or raising possessions and appliances from basement floors,

installing sump pumps and generators, and waterproofing foundations. Subscription to GRCA or Waterloo Region flood messages was widespread (69%).

Survey results and an update to the hydraulic model informed refinement of estimated annual average flood damages to about \$0.9 million. This estimate is being used to calculate reductions in flood damages resulting from potential mitigation scenarios (i.e., benefits) and return-on-investment.

A long list of mitigation options was screened using technical, economic, environmental, stakeholder, and policy-related criteria. Options that were screened out of further analysis included dam removal or modification, construction of an upstream reservoir, and diversion of flow along Bleams Road. The following mitigation scenarios are receiving further analysis:

1. Conveyance improvements – 2 kilometres of channel widening (10 m) between the Hartman and Highway 7/8 bridges
2. Dike and floodplain improvements to provide 100-year flood protection – realigned and raised dike (about 2.5 m)
3. Dike, floodplain and conveyance improvements to provide 25-year flood protection – realigned and raised dike (about 1.1 m) and channel widening at pedestrian bridge
4. Dike improvements for 10-year flood protection – raised (about 0.5 m) and extended dike from upstream of Hartman bridge to downstream of the pedestrian bridge
5. End-of-lifecycle replacement of the Highway 7/8 and pedestrian bridges to remove backwater impacts
6. Vegetation removal between the banks along the dike
7. Landowner flood proofing to mitigate basement damages

A final Public Information Centre is planned for March 11, 2020 at the New Hamburg Community Hall. The information session will include a presentation of the results of the mitigation evaluation and members of the project team will be present to answer questions.

Per the 1 year timeline imposed by the National Disaster Mitigation Program, the project will be concluded by March 31, 2020.

GRCA Regulated Areas

Modifications to the floodplain mapping and associated regulated area is expected due to the new hydraulic modelling that was completed and updated base mapping. It is intended that the March 11, 2020 Public Information Centre will also serve as the public consultation process for revisions to GRCA mapping under Ontario Regulation 150/06 of the Conservation Authorities Act. The updated floodplain mapping will be provided to the Township of Wilmot for incorporation into municipal planning documents such as the Official Plan and Comprehensive Zoning By-law.

Financial implications:

The New Hamburg Flood Mitigation Study will be cost shared 50% by Public Safety Canada (under the National Disaster Mitigation Program) (\$90,000) and 50% by GRCA (\$90,000), for a total budget of \$180,000. GRCA's contribution will be drawn from the Land Sale Proceeds Reserve, as approved in board report GM-05-19-53.

Other department considerations:

Staff from the Engineering Division have led project management and technical review. Staff from Resource Management, Information Systems, and Communications also are involved in this study.

Prepared by:

Janet Ivey
Subwatershed Planning Coordinator

Approved by:

Dwight Boyd, P. Eng.
Director of Engineering

Nancy Davy
Director of Resource Management

Grand River Conservation Authority

Report number: GM-02-20-09
Date: February 28, 2020
To: Members of the Grand River Conservation Authority
Subject: Environmental Assessments

Recommendation:

THAT Report Number GM-02-20-09 – Environmental Assessments be received as information.

Summary:

To provide the General Membership of the Grand River Conservation Authority with information on Environmental Assessments being reviewed, a summary report is presented below. The report has been prepared as directed through Motion No. P44-99 (May 18/99) adopted through General Membership Res. No. 55-99 (May 28, 1999).

Report:

Report on Environmental Assessments for February 28, 2020

A. New Environmental Assessments Received

New: Environmental Assessments received by the Grand River Conservation Authority and currently under review.

1. First Notice – Greenhouse Road Bridge, Township of Woolwich

The Township of Woolwich has initiated a Class Environmental Assessment for the Greenhouse Road Bridge in the Township of Woolwich. The study will investigate structural integrity of the bridge and determine whether to close, remove or replace the bridge. The study is being carried out in accordance with the planning and design process for Schedule 'B' projects under the Municipal Class Environmental Assessment.

The broader study area contains Hopewell Creek, its floodplain, and the Provincially Significant Breslau Wetland Complex. Staff have provided notice that GRCA has an interest in this study.

2. First Notice – Infrastructure Ontario, Proposed Ontario Provincial Police Detachment, North Side of Hespeler Road (Highway 24), Class EA, City of Cambridge

Infrastructure Ontario has initiated a Class Environmental Assessment (EA) to support the construction of a new Ontario Provincial Police (OPP) detachment facility on the north side of Hespeler Rd near the intersection of Guelph Avenue in the City of Cambridge. This project will replace the former OPP detachment building at 500 Beaverdale Road damaged in a fire in September 2018. This

project is to be carried out as a Category 'B' project in accordance with the Ministry of Infrastructure Public Work Class EA process.

The study area contains a tributary of Forbes Creek, associated floodplain and the Provincially Significant Forbes Creek Wetland Complex. The majority of the subject property is regulated by the GRCA under Ontario Regulation 150/06 (Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation).

GRCA staff have provided notice that we have an interest in this study.

3. First Notice – Region of Waterloo, Maple Grove Road Improvements and Corridor Study, Maple Grove Road between Fountain Street and Hespeler Road (Highway 24), Class EA, City of Cambridge

The Region of Waterloo has initiated a Class Environmental Assessment (EA) study and preliminary design for improvements to Maple Grove Road between Fountain Street and Hespeler Road in the City of Cambridge. The study will investigate the need for additional east-west capacity and traffic management improvements. This study will be conducted in accordance with Schedule 'C' requirements as outlined under the Municipal Engineers Class EA process.

The study area contains portions of the Provincially Significant Maple Grove Road, Ellis Creek, and Speed River Wetland Complexes and their regulated allowances. In addition, the study area includes Middle Creek, East Creek, and Ellis-Chilligo Creek and their associated floodplains. The study area also contains steep valley slopes and their regulated allowances. All these areas are regulated by the GRCA under Ontario Regulation 150/06 (Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation).

The proposed study area is also located within close proximity to portions of the Chilligo property owned by the GRCA.

This Class EA study is of interest to the GRCA due to the presence of the wetlands, watercourses, floodplain, and steep sloped areas, in addition to GRCA owned property. GRCA staff have provided notice that we have an interest in this study.

B. Classification of Reviewed Environmental Assessments

Minor: Minimal potential resource impacts that can be mitigated using conventional construction methods.

Major: Significant impacts on identified resource features. Alternatives and proposed mitigation will be outlined in detail.

Minor Impacts –

1. Final Notice – City of Waterloo Stormwater Management Master Plan, City of Waterloo

The City of Waterloo has completed a Master Plan Class Environmental Assessment to act as a decision support tool in prioritizing stormwater management projects and programs. The Class Environmental Assessment covers the entire City of Waterloo and pre-approves projects identified as Schedule A, A+ and B. Any project meeting criteria as a Schedule C would require

a further assessment process. This study was carried out in accordance with the Master Plan procedures of the Municipal Class Environmental Assessment.

The Master Plan has assessed and ranked each of the 23 subwatersheds across the city and ranked them in terms of health and function. It also proposes a number of physical works such as rehabilitating watercourse erosion sites, maintenance and/or upgrades to existing stormwater management ponds, new stormwater storage tanks, and new snow storage locations. A preliminary ranking of these works was completed, but an Implementation Plan will be developed to prioritize all works in the Master Plan, and provide funding and policy development recommendations.

Individual projects may require a GRCA permit. GRCA staff will participate in the development of the Implementation Plan to review any mitigation plans for works that could have some impacts regulated features.

2. Final Notice – Bridge 24-WG and Bridge 4-WG in the Township of Centre Wellington

The County of Wellington has completed a Class 'B' Municipal Class Environmental Assessment (EA) Study for both Bridge 24-WG and Bridge 4-WG to address their state of deterioration.

Bridge 24-WG is located on First Line between Sideroad 10 and Sideroad 15, and Bridge 4-WG is located on Fifth Line between Wellington Road 18 and Eramosa-West Garafraxa Townline.

The study areas contains features of interest to the GRCA including Irvine Creek, a tributary of the Speed River, wetlands, floodplain, and the regulated allowances adjacent to the features.

A complete replacement of both structures has been identified as the preferred solution.

Staff will review the detailed design of the bridge replacements through the GRCA permit process to ensure conformance with Ontario Regulation 150/06.

Major Impacts – None for this report

Financial implications: Not Applicable

Other department considerations: Not Applicable

Prepared by:

Fred Natolochny
Supervisor of Resource Planning

Approved by:

Nancy Davy
Director of Resource Management

Grand River Conservation Authority

Report number: GM-02-20-14
Date: February 28, 2020
To: Members of the Grand River Conservation Authority
Subject: Afforestation Services for Spring 2020

Recommendation:

THAT the Grand River Conservation Authority award individual contracts for 2020 afforestation services to Bartram Woodlands Ltd. in the amount of \$14,664.00, Brinkman & Associates Reforestation Ltd in the amount of \$42,790.00, and Black River Tree Planting in the amount of \$52,875.00 (excluding taxes).

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. Costs for afforestation projects on private lands are recovered from the landowners, who may receive funding from special programs. Afforestation on GRCA lands is funded through programs such as Forests Ontario's 50 Million Tree Program.

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 procures appropriate nursery stock at bulk pricing and retains qualified afforestation contractors 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, 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 often results in several different contractors working simultaneously to ensure the completion of projects during this short time period.

GRCA advertised for prequalification of companies interested in participating in GRCA's 2020 afforestation program. Four companies submitted their prequalification documents and met the criteria for receiving the subsequent Request for Proposals. The proposals were opened at 2:00 p.m. on Thursday, January 23, 2020 at the GRCA Administration Centre. The tender opening committee consisted of Brandon Heyer, Manager of Central Services; Karen Armstrong, Deputy CAO; and Nathan Munn, Supervisor of Forestry Operations.

The following table shows the bids submitted based on the planting of 78,100 trees.

Contracts			Contractor Bids			
SEEDLINGS (bid price per 1000)		Approx. # of trees	Black River	Bartram Woodlands	CSL Group	Brinkman & Associates
CONTRACT 1:	Machine planting	15,600	No bid	\$940.00	No bid	No bid
CONTRACT 2:	Hand planting	55,000	No bid	No bid	No bid	\$778.00
SAPLINGS AND/OR POTTED (bid price per tree)		Approx. # of trees	Black River	Bartram Woodlands	CSL Group	Brinkman & Associates
CONTRACT 3:	Hand planting	7,500	\$7.05	No bid	\$10.36	\$7.38

It is proposed that the contracts be awarded as follows:

Contract	Contractor	Contract Value
CONTRACT 1: Machine planting of seedlings	Bartram Woodlands Ltd.	\$14,664.00
CONTRACT 2: Hand planting of seedlings	Brinkman & Associates Ltd.	\$42,790.00
CONTRACT 3: Hand planting of saplings/potted	Black River Tree Planting	\$52,875.00
TOTAL:		\$110,329.00

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, Forests Ontario, and Habitat Stewardship Program. Tree planting on GRCA land is funded through capital budgets, external agencies such as Forests Ontario and/or the Grand River Conservation Foundation.

The GRCA's 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 contractors, 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

Brandon Heyer,
Manager of Central Services

Approved by:

Karen Armstrong
Deputy CAO/Secretary-Treasurer

Grand River Conservation Authority

Report number: GM-02-20-10
Date: February 28, 2020
To: Members of the Grand River Conservation Authority
Subject: Cash and Investment Status – January 2020

Recommendation:

THAT Report Number GM-02-20-10 Cash and Investment Status – January 2020 be received as information.

Summary:

The cash position included Notes Receivable of the Grand River Conservation Authority as at January 31, 2020 was \$24,857,978 with outstanding cheques written in the amount of \$92,338.

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

Sonja Radoja
Manager of Corporate Services

Approved by:

Karen Armstrong
Deputy CAO/Secretary Treasurer

**Grand River Conservation Authority
Cash and Investments Status Report
January 31, 2020**

BANK ACCOUNTS	Location	Type	Amount	Interest Rate
	CIBC	Current Account	2,679,084	2.05%
	RBC	Current Account	177,670	nil
	Wood Gundy	Current Account	264	0.20%
	CIBC - SPP Holding	Current Account	181,181	2.05%
TOTAL CASH - CURRENT ACCOUNT			3,038,199	

INVESTMENTS	Date Invested	Location	Type	Amount	Face Value Interest Rate	Yield Rate	Date of Maturity	2020 Total Interest Earned/ Accrued
		CIBC Renaissance	High Interest Savings Account	356,473	1.60%	1.60%	not applicable	5,704
		One Investment Savings	High Interest Savings Account	4,256,306	2.415%	2.41%	not applicable	102,790
	September 3, 2015	CIBC	Step up bond	2,000,000	2.15%	2.40%	September 3, 2025	48,652
	March 1, 2016	CIBC	Bond	1,300,000	1.70%	2.25%	March 1, 2023	28,716
	September 16, 2016	CIBC	Bond	1,184,000	1.30%	1.30%	March 13, 2020	3,130
	August 24, 2017	Bank of Montreal	Bond	1,550,000	1.61%	2.01%	October 28, 2021	30,781
	May 17, 2019	Bank of Nova Scotia	Bond	800,000	1.90%	2.15%	December 2, 2021	17,027
	June 17, 2019	Cdn Western Bank	Bond	1,542,000	2.788%	2.09%	September 13, 2021	32,307
	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	70,166
TOTAL INVESTMENTS				21,819,779				\$494,156
TOTAL CASH AND INVESTMENTS				\$24,857,978				
* Reserve Balance at December 31st, 2019				20,891,930				

Investment By Institution

	<u>% of Total Portfolio</u>
C.I.B.C.	22%
Bank of Nova Scotia	4%
Bank of Montreal	7%
Royal Bank	0%
Laurentian	18%
Cdn Western Bank	30%
One Investment Program	20%
	<u>100%</u>

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

Grand River Conservation Authority

Report number: GM-02-20-16

Date: February 28, 2020

To: Members of the Grand River Conservation Authority

Subject: Financial Summary for the Period Ending January 31, 2020

Recommendation:

THAT the Financial Summary for the period ending January 31, 2020 be approved.

Summary:

The Financial Summary includes the 2020 *actual* year-to-date income and expenditures. The budget approved at the February 28, 2020 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 surplus of NIL at year-end is anticipated.

Report:

The Financial Summary is attached.

Financial implications:

The activity summarized will result in a NIL surplus at December 31, 2020.

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:

Sonja Radoja
Manager Corporate Services

Approved by:

Karen Armstrong
Secretary-Treasurer/Deputy CAO

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING January 31, 2020**

SCHEDULE		Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
REVENUE							
Municipal							
General Municipal Levy (Operating)	various	10,586,000	10,977,000	0	10,977,000	10,977,000	0
General Municipal Levy (Capital)	various	1,050,000	950,000	0	950,000	950,000	0
Special Municipal Levy	various	118,292	150,000	0	150,000	150,000	0
Other	various	956,144	813,000	643,417	813,000	813,000	0
		12,710,436	12,890,000	643,417	12,890,000	12,890,000	0
Government Grants							
MNRF Transfer Payments	various	449,688	449,688	0	449,688	449,688	0
Source Protection Program-Provincial	various	1,083,095	720,000	70,414	720,000	720,000	0
Other Provincial	various	1,201,774	1,564,500	670,479	1,564,500	1,564,500	0
Federal	various	317,025	335,000	178,032	335,000	335,000	0
		3,051,582	3,069,188	918,925	3,069,188	3,069,188	0
Self Generated							
User Fees and Sales							
<i>Enquiries and Permits</i>	4	493,601	494,000	61,777	494,000	494,000	0
<i>Plan Input and Review</i>	4	398,599	400,000	99,298	400,000	400,000	0
<i>Nursery and Woodlot Management</i>	5	565,592	465,000	0	465,000	465,000	0
<i>Consulting</i>	4	0	0	0	0	0	0
<i>Conservation Lands Income</i>	10	64,309	71,000	345	71,000	71,000	0
<i>Conservation Areas User Fees</i>	13	9,382,429	9,000,000	397,990	9,000,000	9,000,000	0
<i>Nature Centres and Camps</i>	8	1,016,191	1,018,000	38,061	1,018,000	1,018,000	0
<i>Merchandising and Sales</i>	8	1,045	0	0	0	0	0
Property Rentals	11	2,898,664	2,873,000	1,017,487	2,873,000	2,873,000	0
Hydro Generation	12	556,791	515,000	0	515,000	515,000	0
Land Sales	10	0	0	0	0	0	0
Grand River Conservation Foundation	various	557,000	522,000	0	522,000	522,000	0
Donations	various	123,674	126,000	28,805	126,000	126,000	0
Landowner Contributions	5	192,807	200,000	0	200,000	200,000	0
Investment Income	14	662,026	490,000	5,963	490,000	490,000	0
Miscellaneous Income	various	68,405	8,000	0	8,000	8,000	0
Total Self-Generated Revenue		16,981,133	16,182,000	1,649,726	16,182,000	16,182,000	0
TOTAL REVENUE		32,743,151	32,141,188	3,212,068	32,141,188	32,141,188	0

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING January 31, 2020**

SCHEDULE	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change	
EXPENSES							
OPERATING							
Water Resources Planning & Environment	1	2,102,660	2,235,700	106,921	2,235,700	2,235,700	0
Flood Forecasting and Warning	2	707,577	764,700	39,377	764,700	764,700	0
Water Control Structures	3	1,682,136	1,749,700	83,603	1,749,700	1,749,700	0
Resource Planning	4	1,831,122	2,063,800	111,940	2,063,800	2,063,800	0
Forestry & Conservation Land Property Taxes	5	1,349,662	1,446,500	45,535	1,446,500	1,446,500	0
Conservation Services	6	823,054	867,200	49,595	867,200	867,200	0
Communications & Foundation	7	555,204	701,500	45,349	701,500	701,500	0
Environmental Education	8	1,348,262	1,376,600	58,972	1,376,600	1,376,600	0
Corporate Services	9	3,872,876	3,595,675	151,358	3,595,675	3,595,675	0
Conservation Lands	10	1,812,124	2,011,900	87,565	2,011,900	2,011,900	0
Property Rentals	11	1,591,534	1,563,200	45,931	1,563,200	1,563,200	0
Hydro Production	12	161,079	90,000	6,457	90,000	90,000	0
Conservation Areas	13	7,696,633	7,985,000	147,719	7,985,000	7,985,000	0
Miscellaneous	14	68,658	70,000	443	70,000	70,000	0
Information Systems	16	1,107,988	1,320,000	151,920	1,320,000	1,320,000	0
Motor Pool	16	829,916	929,000	47,079	929,000	929,000	0
Less: Internal Charges (IS & MP)	16	(1,937,904)	(2,249,000)	(198,999)	(2,309,000)	(2,309,000)	0
Total OPERATING Expenses		25,602,581	26,521,475	980,765	26,461,475	26,461,475	0
CAPITAL							
Water Resources Planning & Environment	1	91,334	110,000	0	110,000	110,000	0
Flood Forecasting and Warning	2	132,046	190,000	289	190,000	190,000	0
Water Control Structures	3	2,468,201	2,700,000	3,229	2,700,000	2,700,000	0
Nature Centres	8	0	0	0	0	0	0
Conservation Areas	13	3,095,027	2,150,000	116,479	2,150,000	2,150,000	0
Corporate Services	9	0	0	0	0	0	0
Information Systems	16	114,710	200,000	19,142	200,000	200,000	0
Motor Pool	16	440,620	550,000	3,809	550,000	550,000	0
Less: Internal Charges (IS & MP)	16	(580,501)	(245,000)	198,239	(185,000)	(185,000)	0
Total Capital Expenses		5,761,437	5,655,000	341,187	5,715,000	5,715,000	0
SPECIAL							
Water Resources Planning & Environment	1	226,907	240,000	5,845	240,000	240,000	0
Flood Forecasting and Warning	2	486,193	516,000	7,188	516,000	516,000	0
Forestry	5	149,638	100,000	4,728	100,000	100,000	0
Conservation Services	6	1,000,805	916,000	21,969	916,000	916,000	0
Environmental Education	8	0	50,000	0	50,000	50,000	0
Conservation Land Purchases/Land Sale Expenses	10	858,302	0	28,522	0	0	0
Conservation Lands	10	419,473	750,000	0	750,000	750,000	0
Miscellaneous	14	32,213	35,000	0	35,000	35,000	0
Source Protection Program	15	1,083,095	720,000	70,414	720,000	720,000	0
Total SPECIAL PROJECTS Expenses		4,256,626	3,327,000	138,666	3,327,000	3,327,000	0
Total Expenses		35,620,644	35,503,475	1,460,618	35,503,475	35,503,475	0
Gross Surplus		(2,877,493)	(3,362,287)	1,751,450	(3,362,287)	(3,362,287)	0
Prior Year Surplus Carryforward		469,695	377,287	377,287	377,287	377,287	0
Net Funding FROM/(TO) Reserves		2,785,085	2,985,000	0	2,985,000	2,985,000	0
NET SURPLUS		377,287	0	2,128,737	0	0	0

Grand River Conservation Authority

Report number: GM-02-20-12
Date: February 28, 2020
To: Members of the Grand River Conservation Authority
Subject: Weighted Voting – 2020 Budget and General Levy

Recommendation:

THAT Report number GM-02-20-12 - Weighted Voting – 2020 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 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%. 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 2019 Budget and General Levy.

Financial implications:

The proposed total General Levy for 2020 is \$11,927,000, which includes:

Matching Levy: \$449,688

Non-matching Levy: \$11,477,312 (operating and capital)

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

Other department considerations:

Not applicable

Prepared by:

Karen Armstrong
Deputy CAO and Secretary-Treasurer

Approved by:

Samantha Lawson
Chief Administrative Officer

Conservation Authorities Act
ONTARIO REGULATION 139/96
MUNICIPAL LEVIES

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. O. Reg. 139/96, s. 3.

Grand River Conservation Authority
2020 General Levy - Weight of Votes by Members
February 28, 2020

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	2.4%				
Marcus Adili	City of Hamilton	12.6%				
Bruce Banbury	County of Oxford	0.8%				
Richard Carpenter	City of Brantford	3.8%				
Kevin Davis	City of Brantford	3.8%				
Bob Bell	City of Guelph	6.9%				
Rodrigo Goller	City of Guelph	6.9%				
Guy Gardhouse	Group 1	1.0%				
Bruce Whale	Group 2	1.3%				
Don Brunk	Group 3	0.4%				
Ian MacRae	Twp of Ctr Wellington	2.6%				
Chris White	Group 4	3.1%				
Brian Coleman	County of Brant	1.4%				
Joan Gatward	County of Brant	1.4%				
		100.0%	0.0%	0.0%	0.0%	0.0%

Grand River Conservation Authority

Report number: GM-02-20-15
Date: February 28, 2020
To: Members of the Grand River Conservation Authority
Subject: Budget 2020

Recommendation:

See Annual General Meeting agenda item 14d.

Summary:

The proposed 2020 Budget includes total spending of \$35,978,475

It also includes the following General Levy amount:

Matching Levy	\$ 449,688
Non-Matching Levy	\$10,527,312
Capital Levy	\$ 950,000
TOTAL GENERAL LEVY	\$11,927,000

It is proposed that each member municipality's share of the 2020 General Levy be calculated using "Modified Current Value Assessment". The 2020 budget levy distribution is no longer making an adjustment for Hamilton. This action is in response to an order issued by the Mining and Lands Commissioner on December 21, 2017.

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 2020 Budget was sent to participating municipalities on January 27, 2020.

Report:

Drafts of the 2020 Budget were presented to the General Membership on September 27, 2019 and January 24, 2020. Since the last draft was tabled, a couple departmental budgets have been adjusted.

Summary – Proposed Budget 2020

Revenue	\$ 31,861,188
Funding from Reserves	\$ 3,740,000
Year 2019 Surplus	\$ 377,287
Expenditures & Transfers to Reserves	<u>(\$ 35,978,475)</u>
Net Surplus/(Deficit)	<u>\$ NIL</u>

Reserve Position

Actual Balance 12/31/19	\$20,891,930
Budget 2020 NET Decrease to Reserves	<u>(\$ 2,985,000)</u>
Budgeted Balance 12/31/20	\$17,906,930

Changes made since draft # 2 (January 24th, 2020)

A. Operating budget adjusted as follows:

\$50,000 Conservation Area revenue increased to \$9.0 million
(\$50,000) Other Conservation Area expenses increased

\$40,000 Guelph Hydro Generation revenue increased
(\$20,000) Guelph Hydro expenses increased
(\$20,000) Funding to general capital reserve increased

Guelph Turbine came back on line January 22, 2020.

B. Capital budget expenses/funding increased \$1,925,000

(\$1,200,000) Water Control Structures major maintenance increased
\$145,000 Federal funding increased (NDMP)
\$335,000 Provincial funding increased (WECl)
\$720,000 Use of Water Control Structures reserve increased
(\$75,000) Motor Pool Capital expenses increased
\$75,000 Use of Motor Pool reserve increased
(\$650,000) Conservation Areas expenses increased
(\$100,000) Foundation donation funding decreased
\$750,000 Use of Conservation Area reserve increased

C. Special Projects expenses/funding increased \$786,000

(\$516,000) Floodplain Mapping expenses increased
\$275,000 Provincial Funding increased
\$120,000 Federal Funding increased
\$13,000 Municipal funding increased

\$108,000	Funding from Land Sale Proceeds reserve increased
(\$40,000)	Species at Risk expenses increased
\$40,000	Federal Funding increased
(\$30,000)	AGGP UofG Research-Buffers expenses increased
\$30,000	Federal Funding increased
(\$150,000)	Trail Development Expenses increased (Guelph)
\$150,000	Foundation Funding increased
(\$50,000)	New Guelph Lake Nature Centre Expenses increased
\$50,000	Foundation Funding increased

D. Surplus from 2019 increased by \$237,287 (details below)

Year 2019 Surplus

The 2019 surplus is \$377,287. The 2020 budget draft #2 included a \$140,000 surplus, to be used to lessen the need to increase general municipal levy in 2020 and to help fund legal and consulting costs. This budget includes a 2.5% general municipal levy increase. The additional surplus of \$237,287 has been allocated as outlined below.

Allocation of additional \$237,287 Surplus

a) Expenses Increased \$162,287:

- \$50,000 File Management Project
- \$25,000 Staff Development
- \$20,000 Consulting
- \$35,000 Labour Relations
- \$30,000 Health & Safety
- \$ 2,287 General Expense

b) Use of Reserves Decreased \$75,000:

- \$75,000 Use of Building & Equipment reserve for completion of the head office roof reduced from \$200,000 to \$125,000.

Attached: Summary Reserve Report– Budget 2020, 2020 Budget Package

Financial implications:

The GRCA is proposing a \$35,978,475 budget (2019: \$35,270,468).

Reserves are budgeted to decrease approximately \$3.0 million.

Prepared by:

Sonja Radoja
Manager Corporate Services

Approved by:

Karen Armstrong
Secretary-Treasurer/Deputy CAO

Grand River Conservation Authority
SUMMARY RESERVE REPORT - BUDGET 2020

General Meeting - February 28th, 2020

	ACTUAL 2019	"NET CHANGE" INCREASE/(DECREASE) 2019 VS 2020	DETAILS OF "NET CHANGE" BUDGET 2020			BUDGET 2020
			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	976,833	(125,000)	0		(125,000) OUT- Roof Repairs	851,833
Small Office Equipment	7,562	500	500			8,062
Personnel	1,172,112	(15,000)	0		(15,000) OUT- Vacation Accrual	1,157,112
Forestry	831,696	12,000	12,000			843,696
Information Systems and Technology	1,368,619	(179,000)	21,000	1,320,000	(1,520,000) IN-Chargebacks; OUT-Operating/Capital costs	1,189,619
Cottage Operations	723,648	10,000	10,000			733,648
Grand River Watershed Management Plan	107,515	2,000	2,000			109,515
Planning Enforcement	434,627	8,000	8,000			442,627
Property Rental Expenses	479,760	9,000	9,000			488,760
Watershed Restoration	115,047	2,000	2,000			117,047
Master Planning	121,555	1,000	1,000			122,555
Motor Pool Equipment	1,743,032	(273,000)	32,000	1,174,000	(1,479,000) IN-Chargebacks;OUT-Operating/Capital costs	1,470,032
Motor Pool Insurance	84,708	1,000	1,000			85,708
Capital Reserves (designated)						
Water Control Structures	2,978,733	(710,000)	60,000		(770,000) OUT-Water Control Structures major repairs	2,268,733
Cambridge Desiltation Pond	7,098	(500)	500		(1,000) OUT-Cambridge Desiltation Pond costs	6,598
Completion of Capital Projects	147,000	(30,000)	0		(30,000) OUT-Upper Grand Restoration costs	117,000
Conservation Areas-Capital	1,240,000	(1,025,000)	0	300,000	(1,325,000) IN-\$300K Reserve for Capital spending, OUT-Cons Area Capital	215,000
Conservation Areas-Stabilization/Capital	1,644,155	55,000	55,000			1,699,155
Gauges	851,525	(89,000)	11,000		(100,000) OUT-Gauge Expenses	762,525
Capital Reserves (undesignated)						
General Capital Reserve	642,243	115,000	10,000	105,000	IN-Hydro Generation Revenue	757,243
Total Type A: GRCA Controlled	15,947,851	(2,231,000)	235,000	2,899,000	(5,365,000)	13,716,851
Type B: Reserves with Outside Control						
With MNRF Interest (Capital Reserves)						
Gravel	245,075	3,000	4,000		(1,000) OUT-Gravel Pit License & Gravel Rehabilitation	248,075
Land Sale Proceeds Reserve	4,322,327	(760,500)	107,500		OUT-\$50K Septic Systems,\$10K GRWMP, \$600K EAB, \$100K Demolitions, (868,000) \$108,000 Floodplain Mapping projects	3,561,827
With School Board Interest (Operating Reserves)						
App's Nature Centre	52,129	500	500			52,629
Laurel Creek Nature Centre	96,584	1,000	1,000			97,584
Guelph Lake Nature Centre	168,026	1,000	1,000			169,026
Taquanyah Nature Centre	3,717	500	500			4,217
Shade's Mills Nature Centre	56,223	500	500			56,723
Total Type B: Outside Control	4,944,079	(754,000)	115,000	0	(869,000)	4,190,079
TOTAL	\$20,891,930	(2,985,000)	\$350,000	\$2,899,000	(\$6,234,000)	\$17,906,930



2020 BUDGET

February 28, 2020

Grand River Conservation Authority

2020 Budget

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5) Grand River Conservation Authority Members for 2020	APPENDIX A

GRCA 2020 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 studies on Source Water Protection 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 2020 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 April 2018 the GRCA received approval from the Ministry of Natural Resources and Forestry to use up to \$1.8 million from the Land Sale Reserve for hazard tree management over a three year period. This funding has allowed the GRCA to accelerate its program of tree risk management to ensure the health and safety of the public using GRCA lands. This program will continue through 2020 and 2021.

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	\$2,235,700	(Table 1)
Flood Forecasting and Warning	\$ 764,700	(Table 2)
Water Control Structures	\$1,749,700	(Table 3)

Capital Expenditures: **\$3,000,000** (Section B)

Total Expenditures: **\$7,750,100**

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: **\$2,063,800** (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	\$ 1,446,500 (Table 5)
Conservation Services	\$ 867,200 (Table 6)
Communications and Foundation	\$ 701,500 (Table 7)

Capital Expenditures: NIL

Total Expenditures: \$ 3,015,200

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	\$3,645,100 (Table 10-Conservation Lands)
Hydro Production	\$ 195,000 (Table 10-Hydro Production)

Capital Expenditures: NIL

Total Expenditures: \$3,840,100

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: **\$1,376,600** (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 2,500 campsites, making it the second-largest provider of camping accommodation in Ontario. About 1 million people visit GRCA parks each year. The parks are financially self-sufficient.

Operating Expenditures: **\$ 8,285,000** (Table 10)
Capital Expenditures: **\$ 2,150,000** (Section B)
Total Expenditures: **\$10,435,000**

Revenue sources:
Conservation Area user fees, government grants, reserves and donations.

7. Corporate services

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: **\$3,503,388** (Table 9)
Capital Expenditures: **\$ 430,000** (Section B)
Total Expenditures: **\$3,933,388**

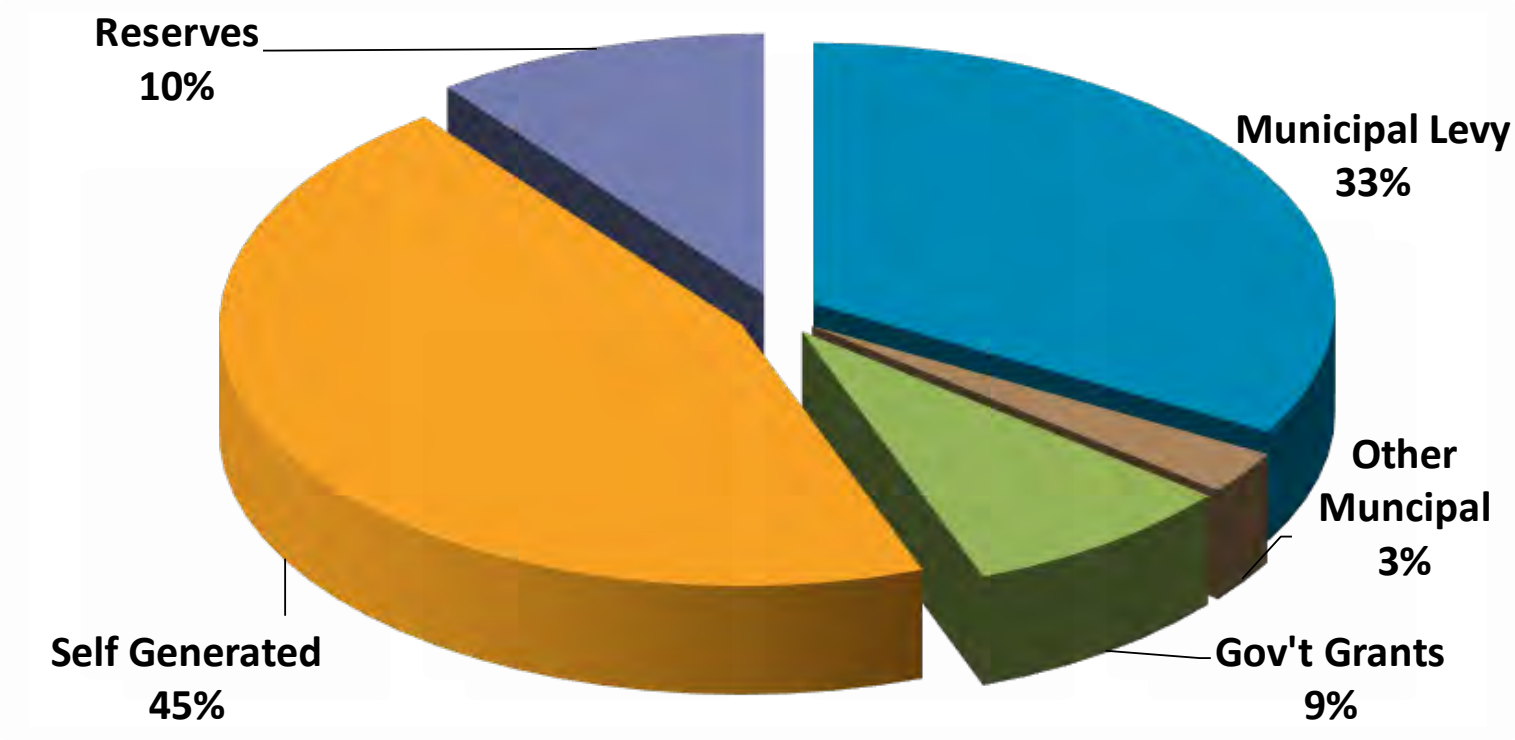
Revenue sources: Municipal levies and reserves.

BUDGET 2020 - Summary of Revenue and Expenditures

FUNDING		Actual 2019	Budget 2019	Budget 2020	Budget Incr/(decr)
Municipal General Levy Funding		11,636,000	11,636,000	11,927,000	291,000 2.50%
Other Government Grants		4,126,018	4,153,573	4,032,188	(121,385) -2.9%
Self-Generated Revenue		17,056,720	16,171,195	16,279,287	108,092 0.7%
Funding from Reserves		5,326,245	3,309,700	3,740,000	430,300 13.0%
TOTAL FUNDING		38,144,983	35,270,468	35,978,475	708,007 2.0%
EXPENDITURES		Actual 2019	Budget 2019	Budget 2020	Budget Incr/(decr)
Base Programs - Operating includes funding to reserves	SECTION A	27,637,633	27,051,768	26,996,475	(55,293) -0.20%
Base Programs - Capital	SECTION B	5,873,437	4,597,700	5,655,000	1,057,300 23.00%
Special Projects	SECTION C	4,256,626	3,621,000	3,327,000	(294,000) -8.1%
TOTAL EXPENDITURES		37,767,696	35,270,468	35,978,475	708,007 2.0%
NET RESULT		377,287	-	-	

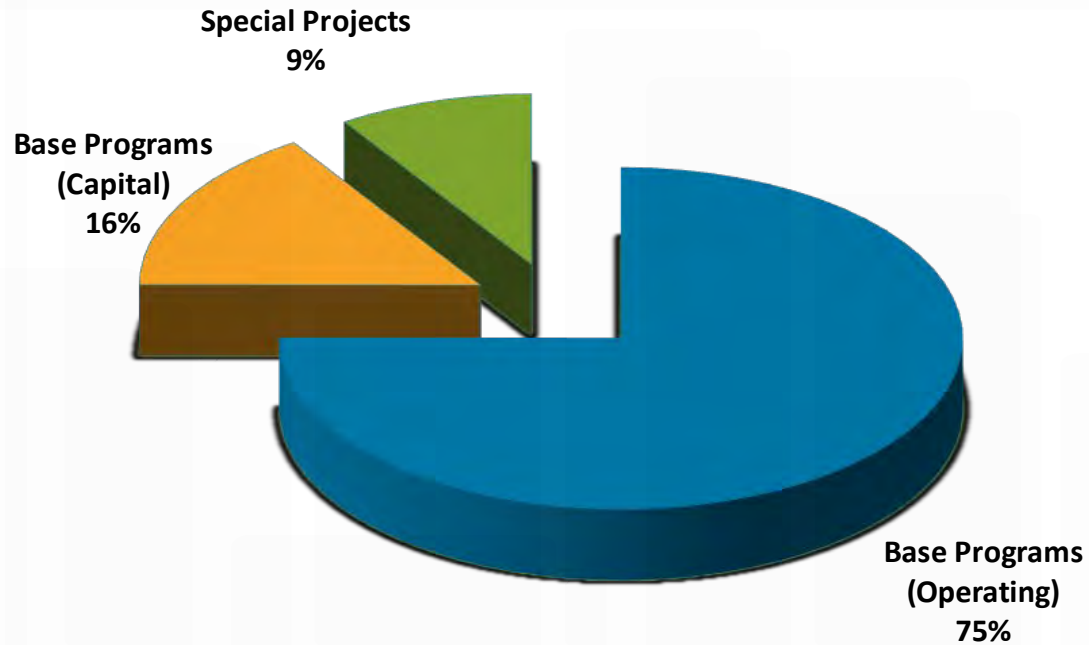
2020 Budget – Revenue by Source

Total 2020 Budget Revenue = \$36.0 Million (\$ 35.3 Million in 2019)

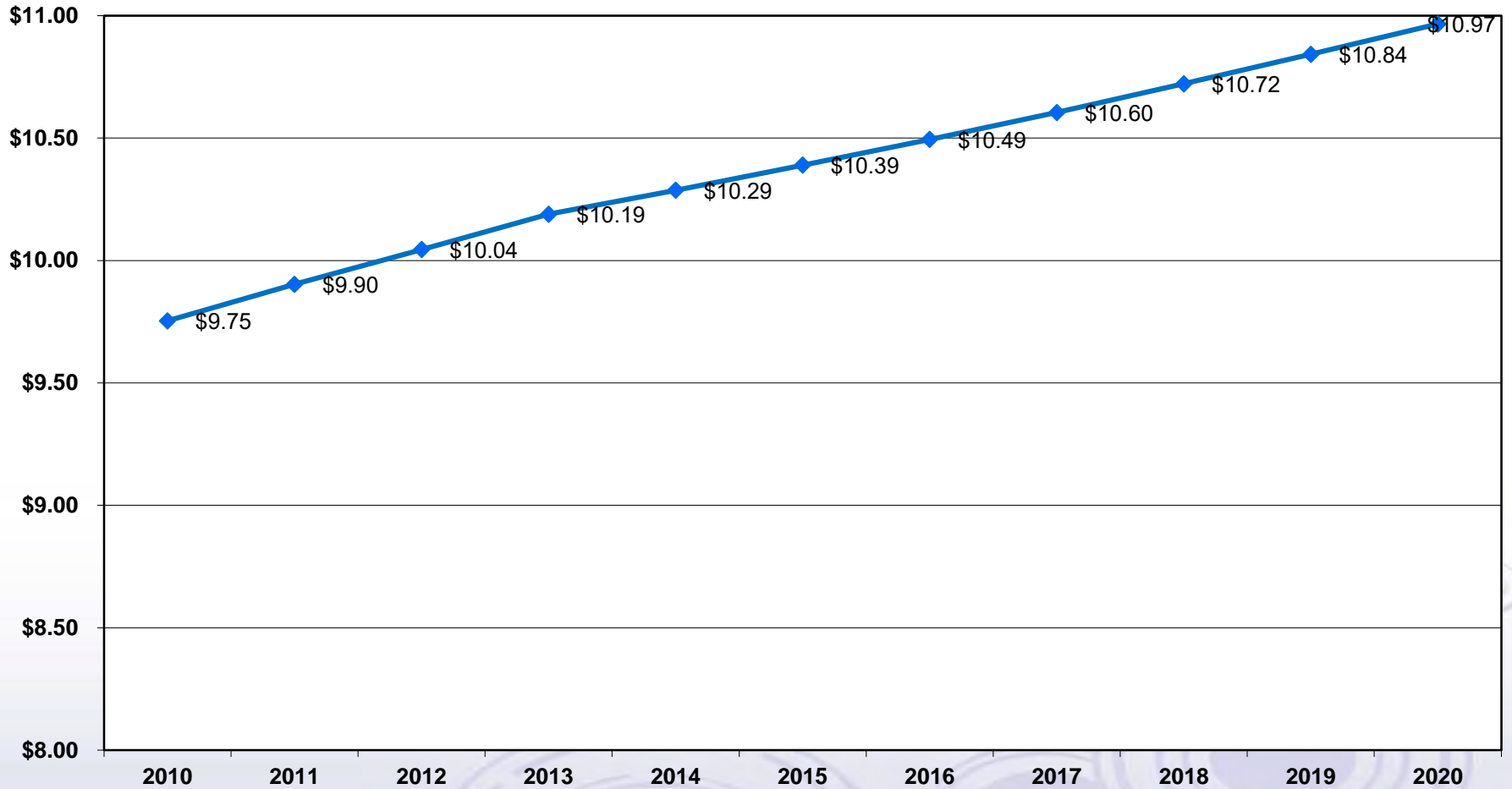


2020 Budget – Expenditures by Category

2020 Budget Expenditures = \$36.0 Million (\$ 35.3 Million in 2019)



Grand River Conservation Authority Per Capita General Levy (2010 to 2020)



GRAND RIVER CONSERVATION AUTHORITY

Budget 2020 - 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	Surplus available to offset Municipal Levy Increase	Conservation Land and Rental Management and Misc	Hydro Production	Conservation Areas	TOTAL	
2020 OPERATING																
TOTAL EXPENSES	A	2,235,700	764,700	1,749,700	2,063,800	1,446,500	867,200	701,500	1,376,600	3,665,675		3,645,100	195,000	8,285,000	26,996,475	
TOTAL OTHER FUNDING	B	97,500	164,338	285,350	894,000	707,000	108,000	0	1,068,000	210,000		3,308,000	515,000	8,285,000	15,642,188	
"Other Programs" Surplus/(Loss)	B less A											(337,100)	320,000	-	(17,100)	
Loss to be offset with Surplus	C										17,100				(17,100)	
Surplus 2019 carried forward to 2020											(377,287)				377,287	
2020 Levy	A less B less C	2,138,200	600,362	1,464,350	1,169,800	739,500	759,200	701,500	308,600	3,455,675	(360,187)	0	0	0	10,977,000	
															0	NET RESULT
Levy Increase:																
2020 Levy		2,138,200	600,362	1,464,350	1,169,800	739,500	759,200	701,500	308,600	3,455,675	(360,187)				10,977,000	
2019 Levy		2,137,500	523,045	1,323,550	1,051,032	704,400	737,200	733,900	331,900	3,262,768	(219,295)				10,586,000	
Levy Increase over prior year		700	77,317	140,800	118,768	35,100	22,000	(32,400)	(23,300)	192,907	(140,892)	n/a	n/a	n/a	391,000	
2020 CAPITAL																
TOTAL EXPENSES	A	110,000	190,000	2,700,000						505,000				2,150,000	5,655,000	
TOTAL OTHER FUNDING	B	75,000	25,000	1,950,000						505,000				2,150,000	4,705,000	
2020 Levy	A less B	35,000	165,000	750,000						-				-	950,000	
Levy Increase:																
2020 Levy		35,000	165,000	750,000						-				-	950,000	
2019 Levy		60,000	190,000	800,000						-				-	1,050,000	
Levy Increase(decrease) over prior year		(25,000)	(25,000)	(50,000)						-				-	(100,000)	
2020 SPECIAL																
TOTAL EXPENSES	A	140,000	516,000	720,000		100,000	916,000		50,000					885,000	3,327,000	
TOTAL OTHER FUNDING	B	140,000	516,000	720,000		100,000	916,000		50,000					885,000	3,327,000	
2020 Levy	A less B	-	-	-		-	-		-					-	-	
															TOTAL EXPENSES	35,978,475
															TOTAL FUNDING	35,978,475
															NET RESULT	-

Grand River Conservation Authority Summary of Municipal Levy - 2020 Budget

February 28th, 2020

	% CVA in Watershed	2019 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2020 Budget Matching & Maintenance Levy	2020 Budget Admin Non Matching Admin & Maintenance Levy	2020 Budget Capital Maintenance*	2020 Budget Total Levy	Actual 2019 Levy	% Change
Brant County	82.9%	6,445,704,057	5,343,488,664	2.80%	12,575	294,381	26,565	333,521	320,200	4.2%
Brantford City	100.0%	14,094,801,844	14,094,801,844	7.38%	33,169	776,505	70,073	879,747	859,526	2.4%
Amaranth Twp	82.0%	741,173,956	607,762,644	0.32%	1,430	33,483	3,022	37,935	36,818	3.0%
East Garafraxa Twp	80.0%	567,538,838	454,031,070	0.24%	1,068	25,013	2,257	28,338	27,694	2.3%
Town of Grand Valley	100.0%	508,048,182	508,048,182	0.27%	1,196	27,989	2,526	31,711	27,840	13.9%
Melancthon Twp	56.0%	548,535,978	307,180,148	0.16%	723	16,923	1,527	19,173	18,422	4.1%
Southgate Twp	6.0%	940,585,890	56,435,153	0.03%	133	3,109	281	3,523	3,437	2.5%
Haldimand County	41.0%	6,660,920,536	2,730,977,420	1.43%	6,427	150,454	13,577	170,458	166,879	2.1%
Norfolk County	5.0%	9,136,313,363	456,815,668	0.24%	1,075	25,167	2,271	28,513	27,947	2.0%
Halton Region	10.4%	43,072,861,004	4,486,635,761	2.35%	10,558	247,176	22,306	280,040	267,286	4.8%
Hamilton City	26.8%	88,141,299,524	23,577,797,623	12.34%	55,486	1,298,938	117,218	1,471,642	1,425,840	3.2%
Oxford County	37.5%	4,100,166,131	1,537,219,499	0.80%	3,618	84,688	7,642	95,948	92,876	3.3%
North Perth Twp	2.0%	2,050,788,963	41,015,779	0.02%	97	2,260	204	2,561	2,480	3.3%
Perth East Twp	40.0%	1,903,923,454	761,569,382	0.40%	1,792	41,956	3,786	47,534	45,247	5.1%
Waterloo Region	100.0%	97,165,516,725	97,165,516,725	50.85%	228,659	5,353,001	483,059	6,064,723	5,947,653	2.0%
Centre Wellington Twp	100.0%	4,825,004,290	4,825,004,290	2.53%	11,355	265,817	23,988	301,160	291,250	3.4%
Erin Twp	49.0%	2,434,448,511	1,192,879,770	0.62%	2,807	65,718	5,930	74,455	73,721	1.0%
Guelph City	100.0%	25,990,473,570	25,990,473,570	13.60%	61,164	1,431,856	129,213	1,622,233	1,576,986	2.9%
Guelph Eramosa Twp	100.0%	2,677,794,567	2,677,794,567	1.40%	6,302	147,524	13,313	167,139	163,892	2.0%
Mapleton Twp	95.0%	1,648,728,333	1,566,291,917	0.82%	3,686	86,289	7,787	97,762	94,062	3.9%
Wellington North Twp	51.0%	1,616,042,908	824,181,883	0.43%	1,940	45,405	4,097	51,442	50,151	2.6%
Puslinch Twp	75.0%	2,508,795,384	1,881,596,538	0.98%	4,428	103,660	9,354	117,442	115,793	1.4%
Total		317,779,466,008	191,087,518,099	100.00%	449,688	10,527,312	950,000	11,927,000	11,636,000	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 2020 vs Budget 2019

	Actual 2019	Budget 2019	Budget 2020	Incr/(Decr)	%age change
EXPENDITURES					
OPERATING EXPENSES	27,637,633	27,051,768	26,996,475	(55,293)	-0.22%
Total Expenses	27,637,633	27,051,768	26,996,475	(55,293)	-0.22%
SOURCES OF FUNDING					
MUNICIPAL GENERAL LEVY (NOTE)	10,174,542	10,586,000	10,977,000	391,000	3.80%
MUNICIPAL SPECIAL LEVY	46,372	50,000	50,000	-	0.00%
OTHER GOVT FUNDING	528,169	938,573	517,188	(421,385)	-44.90%
SELF-GENERATED	15,406,254	14,350,500	14,743,000	392,500	2.84%
RESERVES	1,012,601	657,000	332,000	(325,000)	-186.78%
SURPLUS CARRYFORWARD	469,695	469,695	377,287	(92,408)	-22.41%
Total BASE Funding	27,637,633	27,051,768	26,996,475	(55,293)	-0.22%

NOTE: See "Summary of Revenue, Expenditures and Changes in Municipal Levy" for details of \$391,000 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.

(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 2019	Budget 2019	Budget 2020	Budget Change
Expenses:				incr/(decr)
Salary and Benefits	1,604,949	1,615,500	1,664,000	48,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	274,940	319,300	289,300	-30,000
Insurance	96,848	113,300	107,300	-6,000
Other Operating Expenses	125,923	195,100	175,100	-20,000
Amount set aside to Reserves		-	-	
TOTAL EXPENSE	2,102,660	2,243,200	2,235,700	-7,500
Funding				(incr)/decr
Municipal Special/Other	40,204	50,000	50,000	0
MNR Grant	4,200	8,200	0	8,200
Prov & Federal Govt	6,505	37,500	37,500	0
Miscellaneous	2,500			
Funds taken from Reserves	-	10,000	10,000	0
TOTAL FUNDING	53,409	105,700	97,500	8,200.00
Net Funded by General Municipal Levy	2,049,251	2,137,500	2,138,200	
Net incr/(decr) to Municipal Levy				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 data radio and 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.

TABLE 2
GRAND RIVER CONSERVATION AUTHORITY
Flood Forecasting & Warning

OPERATING	Actual 2019	Budget 2019	Budget 2020	Budget change
Expenses:				incr/(decr)
Salary and Benefits	407,090	457,000	470,700	13,700
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	251,806	266,000	236,000	(30,000)
Other Operating Expenses	48,681	78,000	58,000	(20,000)
Amount set aside to Reserves	93,000			
TOTAL EXPENSE	800,577	801,000	764,700	(36,300)
Funding				(incr)/decr
MNR Grant	143,000	277,955	164,338	113,617
TOTAL FUNDING	143,000	277,955	164,338	113,617
Net Funded by General Municipal Levy	657,577	523,045	600,362	
Net incr/(decr) to Municipal Levy				77,317

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
- 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, or municipal 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 2019	Budget 2019	Budget 2020	Budget change
Expenses:				incr/(decr)
Salary and Benefits	1,168,065	1,170,200	1,205,000	34,800
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	16,910	29,200	29,200	-
Property Taxes	161,219	179,700	170,700	(9,000)
Other Operating Expenses	335,942	344,800	344,800	-
Amount set aside to Reserves	41,000	-	-	-
TOTAL EXPENSE	1,723,136	1,723,900	1,749,700	25,800
Funding				(incr)/decr
MNR Grant	207,000	400,350	285,350	(115,000)
TOTAL FUNDING	207,000	400,350	285,350	(115,000)
Net Funded by General Municipal Levy	1,516,136	1,323,550	1,464,350	
Net incr/(decr) to Municipal Levy				140,800

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 800 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. It also includes watershed management consulting outside of the Grand River watershed, which is done from time-to-time on a fee-for-service basis.

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 2019	Budget 2019	Budget 2020	Budget change
Expenses:				incr/(decr)
Salary and Benefits	1,543,228	1,807,400	1,786,600	(20,800)
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	198,359	222,500	222,500	-
Other Operating Expenses	89,535	54,700	54,700	-
TOTAL EXPENSE	1,831,122	2,084,600	2,063,800	(20,800)
Funding				(incr)/decr
Provincial	-	-	-	-
MNR Grant	58,988	114,568	-	114,568
Self Generated	892,200	919,000	894,000	25,000
TOTAL FUNDING	951,188	1,033,568	894,000	139,568
Net Funded by General Municipal Levy	879,934	1,051,032	1,169,800	
Net incr/(decr) to Municipal Levy				118,768

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
- manage Emerald Ash Borer infestation

TABLE 5
GRAND RIVER CONSERVATION AUTHORITY
Forestry & Conservation Land Taxes

OPERATING	Actual 2019	Budget 2019	Budget 2020	Budget change
Expenses:				incr/(decr)
Salary and Benefits	573,407	601,000	619,000	18,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	47,793	54,300	54,300	0
Property Taxes	161,047	183,200	183,200	0
Other Operating Expenses	567,415	572,900	590,000	17,100
Amount set aside to Reserves				0
TOTAL EXPENSE	1,349,662	1,411,400	1,446,500	35,100
Funding				(incr)/decr
Provincial	7,324			
Donations	46,568	57,000	57,000	-
Self Generated	646,075	650,000	650,000	-
TOTAL FUNDING	699,967	707,000	707,000	0
Net Funded by General Municipal Levy	649,695	704,400	739,500	
Net incr/(decr) to Municipal Levy				35,100

TABLE 6

Conservation Services

The conservation service 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 the Rural Quality program and Forestry extension services.

Specific Activities:

- Co-ordinate the Rural Water Quality Program. This involves landowner contact, promotion/education and providing grants to assist farmers with capital improvements to address manure containment, livestock fencing, soil conservation, and other rural non-point sources of river water pollution. Funding for this important initiative comes from watershed municipalities and other government grants.
- Carry out tree planting, restoration and rehabilitation projects with private landowners
- Co-ordinate community events e.g. children's water festivals and agricultural and rural landowner workshops to promote water and environmental initiatives
- Co-ordinate GRCA Volunteer Program to enable public participation in community and GRCA environmental activities

TABLE 6
 GRAND RIVER CONSERVATION AUTHORITY
Conservation Services

OPERATING	Actual 2019	Budget 2019	Budget 2020	Budget change
Expenses:				incr/(decr)
Salary and Benefits	719,469	733,000	715,000	(18,000)
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	91,263	100,200	100,200	-
Other Operating Expenses	12,322	52,000	52,000	-
Amount set aside to Reserves				
TOTAL EXPENSE	823,054	885,200	867,200	(18,000)
Funding				(incr)/decr
Prov & Federal Govt	6,168	30,000	30,000	-
Donations/Other	79,632	87,000	47,000	40,000
Funds taken from Reserves	687	31,000	31,000	-
TOTAL FUNDING	86,487	148,000	108,000	40,000
Net Funded by General Municipal Levy	736,567	737,200	759,200	
Net incr/(decr) to Municipal Levy				22,000

TABLE 7

Communications & Foundation

The Communications department provides a wide range of services and support for the GRCA, the Grand River Conservation Foundation, as well as Lake Erie Region Source Protection Program. This category includes watershed-wide communication and promotion of conservation issues to watershed residents, municipalities and other agencies.

The Grand River Conservation Foundation provides private sector funding for GRCA projects with limited or no other sources of revenue. This category includes operational costs related to fundraising.

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

Foundation - Specific Activities:

- Solicit donors for financial support
- Orient and train volunteers to assist with fundraising
- Provide site tours and other events to stakeholders

TABLE 7
GRAND RIVER CONSERVATION AUTHORITY
Communications & Foundation

OPERATING	Actual 2019	Budget 2019	Budget 2020	Budget change
Expenses:				
				incr/(decr)
Salary and Benefits	485,367	583,400	601,000	17,600
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	69,781	77,000	77,000	-
Other Operating Expenses	56	73,500	23,500	(50,000)
Amount set aside to Reserves	50,000	-	-	-
TOTAL EXPENSE	605,204	733,900	701,500	(32,400)
Funding				
Net Funded by General Municipal Levy	605,204	733,900	701,500	
Net incr/(decr) to Municipal Levy				(32,400)

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 2019	Budget 2019	Budget 2020	Budget change
Expenses:				incr/(decr)
Salary and Benefits	972,399	1,000,000	980,000	(20,000)
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	88,021	85,800	85,800	0
Insurance	11,114	10,300	12,800	2,500
Property Taxes	12,002	11,000	14,000	3,000
Other Operating Expenses	264,726	275,300	284,000	8,700
Amount set aside to Reserves	111,000			0
TOTAL EXPENSE	1,459,262	1,382,400	1,376,600	(5,800)
Funding				(incr)/decr
Provincial & Federal Grants	64,652	-	-	-
Donations	46,130	50,000	50,000	-
Self Generated	1,017,236	1,000,500	1,018,000	(17,500)
TOTAL FUNDING	1,128,018	1,050,500	1,068,000	(17,500)
Net Funded by General Municipal Levy	331,244	331,900	308,600	
Net incr/(decr) to Municipal Levy				(23,300)

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 2020		Surplus available to offset Municipal Levy Increase
Expenses:		
Salary and Benefits	1,904,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	359,000	
Insurance	59,000	
Other Operating Expenses	1,343,675	
Amount set aside to Reserves		
TOTAL EXPENSE	3,665,675	
Funding		
MNR Grant	-	
Recoverable Corporate Services Expenses	70,000	
Funds taken from Reserves	140,000	
TOTAL FUNDING	210,000	
Net Result before surplus adjustments	3,455,675	
Deficit from Other Programs offset by 2018 Surplus Carryforward		(17,100)
2019 Surplus Carried Forward to 2020 used to reduce Levy		377,287
Net Funded by General Municipal Levy	3,455,675	360,187

Budget 2019		Surplus available to offset Municipal Levy Increase
Expenses:		
Salary and Benefits	1,897,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	369,000	
Insurance	57,000	
Property Taxes	-	
Other Operating Expenses	1,544,768	
Amount set aside to Reserves		
TOTAL EXPENSE	3,867,768	
Funding		
Municipal Other		
Recoverable Corporate Services Expenses	70,000	
Funds taken from Reserves	465,000	
TOTAL FUNDING	605,000	
Net Result before surplus adjustments	3,262,768	
Deficit from Other Programs offset by 2018 Surplus Carryforward		(250,400)
2018 Surplus Carried Forward to 2019 used to reduce Levy		469,695
Net Funded by General Municipal Levy	3,262,768	219,295

ACTUAL 2019		Surplus available to offset Municipal Levy
Expenses:		
Salary and Benefits	1,833,313	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	290,695	
Insurance	53,968	
Other Operating Expenses	1,762,628	
Amount set aside to Reserves	135,000	
TOTAL EXPENSE	4,075,604	
Funding		
MNR Grant	36,500	
Donations/Other	108	
Recoverable Corporate Services Expenses	67,728	
Funds taken from Reserves	730,000	
TOTAL FUNDING	834,336	
Net Result before surplus/(deficit) adjustments	3,241,268	
2019 Surplus from Other Programs used to reduce Levy		22,639
2018 Surplus Carried Forward to 2019 used to reduce Levy		469,695
Net Funded by General Municipal Levy	3,241,268	492,334

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 recreation and 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. 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). Necessary funding is raised by The Grand River Conservation Foundation
- rent 733 cottage lots at Belwood Lake and Conestogo Lake; hold leases on over 1200 hectares of agricultural land and 11 residential units, and over 50 other agreements for use of GRCA lands. Income from these rentals aids in the financing of other GRCA programs
- host controlled hunts 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 2 large dams, Shand and Conestogo; 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. It is estimated that these visitors also help generate significant revenues for the local tourism industry
- 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

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 2020 - OPERATING							
Expenses:							
Salary and Benefits	1,129,000	573,000	-	1,702,000	64,500	4,480,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	159,600	74,500	-	234,100	-	216,000	
Insurance	147,300	18,000	-	165,300	-	-	
Property Taxes	-	88,000	-	88,000	-	68,000	
Other Operating Expenses (consulting etc)	576,000	809,700	70,000	1,455,700	25,500	3,221,000	
Amount set aside to Reserves	-	-	-	-	105,000	300,000	
TOTAL EXPENSE	2,011,900	1,563,200	70,000	3,645,100	195,000	8,285,000	12,125,100
Funding							
Donations	50,000	-	-	50,000	-	-	
Self Generated	86,000	2,873,000	148,000	3,107,000	515,000	8,285,000	
Funds taken from Reserves	1,000	150,000	-	151,000	-	-	
TOTAL FUNDING	137,000	3,023,000	148,000	3,308,000	515,000	8,285,000	12,108,000
NET Surplus/(Deficit) for programs not funded by general levy	(1,874,900)	1,459,800	78,000	(337,100)	320,000	-	(17,100)
Budget 2019 - OPERATING							
Expenses:							
Salary and Benefits	1,144,800	576,000	-	1,720,800	43,500	4,502,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	149,600	74,500	-	224,100	-	177,000	
Insurance	147,300	16,500	-	163,800	-	-	
Property Taxes	-	101,000	-	101,000	-	62,000	
Other Operating Expenses (consulting etc)	654,000	826,700	70,000	1,550,700	89,500	2,844,000	
Amount set aside to Reserves	70,000	-	-	70,000	70,000	300,000	
TOTAL EXPENSE	2,165,700	1,594,700	70,000	3,830,400	203,000	7,885,000	11,918,400
Funding							
Provincial Funding	-	-	-	-	-	-	
Donations	50,000	-	-	50,000	-	-	
Self Generated	86,000	2,875,000	148,000	3,109,000	473,000	7,885,000	
Funds taken from Reserves	1,000	150,000	-	151,000	-	-	
Municipal General Levy Funding	-	-	-	-	-	-	
TOTAL FUNDING	137,000	3,025,000	148,000	3,310,000	473,000	7,885,000	11,668,000
NET Surplus/(Deficit) for programs not funded by general levy	(2,028,700)	1,430,300	78,000	(520,400)	270,000	-	(250,400)
Actual 2019 - OPERATING							
Expenses:							
Salary and Benefits	1,156,641	536,530	-	1,693,171	50,363	4,337,734	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	110,343	72,337	-	182,680	-	231,797	
Insurance	131,963	16,796	-	148,759	-	-	
Property Taxes	-	89,535	-	89,535	-	54,307	
Other Expenses	413,177	876,336	68,658	1,358,171	110,716	3,072,795	
Amount set aside to Reserves	232,324	193,000	-	425,324	-	977,000	
TOTAL EXPENSE	2,044,448	1,784,534	68,658	3,897,640	296,079	8,673,633	12,867,352
Funding							
Donations	90,463	-	500	90,963	-	6,413	
Self Generated	176,633	2,898,664	200,717	3,276,014	566,791	8,667,896	
Funds taken from Reserves	-	281,914	-	281,914	-	-	
TOTAL FUNDING	267,096	3,180,578	201,217	3,648,891	566,791	8,674,309	12,889,991
NET Surplus/(Deficit) for programs not funded by general levy	(1,777,352)	1,396,044	132,559	(248,749)	270,712	676	22,639

OTHER INFORMATION

1. INFORMATION SYSTEMS & TECHNOLOGY - COMPUTER CHARGES

The work of the IS&T Group including 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.

Conservation Area capital spending includes expenditures as part of the regular maintenance program as well as spending on major repairs and new construction. In 2020, major capital projects within the Conservation Areas will include:

- Completion of the Elora Gorge Upper Pines seasonal campground
- Expansion of the north side gate house at the Elora Gorge CA.
- New workshop at Brant Park.
- Playground replacements at Brant Park and Laurel Creek respectively.
- Perimeter fencing at the Elora Quarry

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 2020

	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			2,700,000				2,700,000
Conservation Areas Capital Projects					2,150,000		2,150,000
Net IT/MP Capital Spending not allocated to Departments						505,000	505,000
TOTAL EXPENSE	110,000	190,000	2,700,000	-	2,150,000	505,000	5,655,000
Funding							
Prov & Federal Govt			1,180,000				1,180,000
Self Generated					825,000		825,000
Funding from Reserves	75,000	25,000	770,000		1,325,000	505,000	2,700,000
TOTAL FUNDING	75,000	25,000	1,950,000	-	2,150,000	505,000	4,705,000
Net Funded by General CAPITAL Levy	35,000	165,000	750,000	-	-	-	950,000

Budget 2019

	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					2,590,000		2,590,000
PSAB Project							-
Building Major Maintenance							-
Net IT/MP Capital Spending not allocated to Departments						207,700	207,700
TOTAL EXPENSE	110,000	190,000	1,500,000	-	2,590,000	207,700	4,597,700
Funding							
Municipal Special Levy							-
Prov & Federal Govt			700,000				700,000
Self Generated					965,000		965,000
Funding from Reserves	50,000				1,625,000	207,700	1,882,700
TOTAL FUNDING	50,000	-	700,000	-	2,590,000	207,700	3,547,700
Net Funded by General CAPITAL Levy	60,000	190,000	800,000	-	-	-	1,050,000

ACTUAL 2019 - 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	91,334						91,334
Flood Forecasting Warning Hardware and Gauges		132,046					132,046
Flood Control Structures-Major Maintenance			2,468,201				2,468,201
Conservation Areas Capital Projects					3,095,027		3,095,027
Funding to Reserves		112,000					112,000
Net IT/MP Expenses in excess of chargebacks						(25,171)	(25,171)
TOTAL EXPENSE	91,334	244,046	2,468,201	-	3,095,027	(25,171)	5,873,437
Funding							
Prov & Federal Govt			1,028,240			4,090	1,032,330
Self Generated		54,170			895,027		949,197
Funding from Reserves			637,000		2,200,000	(29,261)	2,807,739
TOTAL FUNDING	-	54,170	1,665,240	-	3,095,027	(25,171)	4,789,266
Net Funded by General CAPITAL Levy	91,334	189,876	802,961	-	-	-	1,084,171

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 Source Protection Planning. 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 2020 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, Emerald Ash borer infestation management, floodplain mapping projects, Upper Blair subwatershed study, waste water optimization project, water festivals, trail development, the Mill Creek Ranger stream restoration project 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 2020

EXPENDITURES	ACTUAL 2019	BUDGET 2019	BUDGET 2020
Grand River Management Plan	21,986	70,000	-
Subwatershed Plans - City of Kitchener	80,097	100,000	100,000
Dunnville Fishway Study	18,632	30,000	-
Waste Water Optimization Program	106,192	140,000	140,000
Floodplain Mapping	486,193	560,000	516,000
RWQP - Capital Grants	853,294	800,000	800,000
Brant/Brantford Children's Water Festival	31,117	26,000	26,000
Haldimand Children's Water Festival	15,721	25,000	20,000
Species at Risk	72,688	70,000	40,000
Ecological Restoration	149,638	130,000	100,000
AGGP-UofG Research Buffers	24,908	-	30,000
Great Lakes Agricultural Stewardship Initiative	3,077	-	-
Trails Capital Maintenance	20,725	150,000	150,000
Emerald Ash Borer	398,748	600,000	600,000
Lands Mgmt - Land Purchases/Land Sale Expenses	858,302	-	-
Lands Mgmt - Development Costs	-	50,000	-
Guelph Lake Nature Centre	-	-	50,000
Mill Creek Rangers	32,213	35,000	35,000
Total SPECIAL Projects 'Other'	3,173,531	2,786,000	2,607,000
Source Protection Program	1,083,095	835,000	720,000
Total SPECIAL Projects Expenditures	4,256,626	3,621,000	3,327,000
SOURCES OF FUNDING			
Provincial Grants for Source Protection Program	1,083,095	835,000	720,000
OTHER GOVT FUNDING	1,440,094	1,630,000	1,518,000
SELF-GENERATED	227,532	386,000	381,000
FUNDING FROM/(TO) RESERVES	1,505,905	770,000	708,000
Total SPECIAL Funding	4,256,626	3,621,000	3,327,000

APPENDIX A

GRAND RIVER CONSERVATION AUTHORITY MEMBERS (2020)

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 Rodrigo Goller

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

Don Brunk

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-02-20-11

Date: February 28, 2020

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, approved, and attached to the minutes of this meeting.

Summary:

Not Required

Report:

The Audit Committee met on February 19, 2020 at 9:30 a.m. to review the 2019 Financial Statements prepared by the 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.

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. Both parties confirmed a good working relationship.

The Audit Committee reviewed the Terms of Reference, dated February 22, 2019 and recommended that the Audit Committee consider electing a Chair who is not the Chair of the General Membership and is not an executive member of the Board. Following discussion, it was decided that the Terms of Reference be amended so that the Audit Committee appointed by the Board at each Annual General Meeting will elect its own Chair at its first meeting, usually held in November following appointment of the Committee.

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-20-03

THAT the Audit Committee Recommends to the General Membership that the Terms of Reference for the Audit Committee dated February 22, 2019 be approved as amended.

Motion: AUD-20-04:

THAT the Audit Committee recommends to the General Membership

THAT the Gauge Reserve be increased by \$93,000;

AND THAT the Information Systems and Technology Reserve be increased by \$50,000;

AND THAT the Nature Centre Reserve be increased by \$111,000, distributed equally to Guelph Lake, App's Mill, Laurel Creek, and Shade's Mill Nature Centre reserves;
AND THAT the Master Plan Reserve be increased by \$50,000.

Motion: AUD-20-05

THAT the Audit Committee recommends to the General Membership that the Financial Statements of Grand River Conservation Authority as at December 31, 2019, and the Report of the Auditors thereon be received and approved.

Motion: AUD-20-06:

THAT the Audit Committee recommends to the General Membership that KPMG Chartered Professional Accountants be appointed as Auditors for the year ending December 31, 2020, at a fee not to exceed \$36,900.00.

Prepared by:

Helen Jowett
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 (By-law 1-2020 Section B.13).

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 (By-law 1-2020, Section B.13).

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, 2019

GRAND RIVER CONSERVATION AUTHORITY

INDEX TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

Independent Auditors' Report

Statements

1. Statement of Financial Position
2. Statement of Operations and Change in Accumulated Surplus
3. Statement of Cash Flows
4. Statement of Change in Net Financial Assets

Notes to the Financial Statements



KPMG LLP
115 King Street South
2nd Floor
Waterloo ON N2J 5A3
Canada
Tel 519-747-8800
Fax 519-747-8830

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, 2019
- 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, 2019, 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.



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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

February 28, 2020

GRAND RIVER CONSERVATION AUTHORITY
(Established by the Conservation Authorities Act)

Statement of Financial Position

As at December 31, 2019
(with comparative figures for 2018)

	<u>2019</u>	<u>2018</u>
Financial Assets		
Cash	\$ 2,396,323	\$ 2,343,757
Investments (Note 2)	23,918,709	27,517,997
Accounts Receivable - Government Grants	574,031	1,224,415
Accounts Receivable - Municipal Levies and Other	239,621	183,293
Other Receivables	1,486,031	1,073,807
	<u>28,614,715</u>	<u>32,343,269</u>
Financial Liabilities		
Accounts Payable and Accrued Liabilities (Note 5)	3,661,736	3,622,171
Deferred Revenue (Note 3)	3,662,640	4,522,832
Deposits	270,663	291,477
	<u>7,595,039</u>	<u>8,436,480</u>
Net Financial Assets	<u>21,019,676</u>	<u>23,906,789</u>
Non-Financial Assets		
Tangible Capital Assets (Note 4)	92,652,712	88,748,529
Prepaid Expenses and Inventory	249,540	239,921
	<u>92,902,252</u>	<u>88,988,450</u>
<u>ACCUMULATED SURPLUS</u>	<u>\$ 113,921,928</u>	<u>\$ 112,895,239</u>

ACCUMULATED SURPLUS COMPRISED OF

Accumulated Surplus - Reserves - Operating	(Note 9)	\$ 6,986,035	\$ 6,817,580
Accumulated Surplus - Reserves - Capital	(Note 9)	12,078,154	15,010,386
Accumulated Surplus - Reserves - Motor Pool	(Note 9)	1,827,741	1,849,049
Accumulated Surplus - Other		377,286	469,695
Accumulated Surplus - Tangible Capital Assets		92,652,712	88,748,529
<u>ACCUMULATED SURPLUS</u>		<u>\$ 113,921,928</u>	<u>\$ 112,895,239</u>

Commitments and Contingencies (Notes 7 and 8)

(see accompanying notes to the financial statements)

GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS AND CHANGE IN ACCUMULATED SURPLUS
For the Year Ended December 31, 2019
(with comparative figures for 2018)

STATEMENT 2

	Budget 2019 Note 6	Actual 2019	Actual 2018
Revenue			
Municipal			
Grants:			
<i>General-Operating</i>	\$ 10,586,000	\$ 10,586,000	\$ 10,302,000
<i>General-Capital</i>	1,050,000	1,050,000	1,050,000
<i>Special</i>	150,000	118,292	98,571
Other	870,000	956,144	1,023,016
Total Municipal Revenue	12,656,000	12,710,436	12,473,587
Government Grants			
MNR Transfer Payments	871,073	449,688	871,073
Source Protection Program-Provincial	835,000	1,083,095	1,384,626
Other Provincial	1,177,500	1,201,774	944,800
Federal	250,000	317,025	441,116
Total Government Grants	3,133,573	3,051,582	3,641,615
Self-Generated			
User Fees and Sales:			
<i>Enquiries and Permits</i>	466,000	493,601	458,583
<i>Plan Input and Review</i>	453,000	398,599	450,331
<i>Nursery and Woodlot Management</i>	465,000	565,592	499,498
<i>Conservation Lands Income</i>	71,000	64,309	58,247
<i>Conservation Areas User Fees</i>	8,600,000	9,382,428	9,160,052
<i>Nature Centres and Camps</i>	1,000,500	1,016,191	983,252
Property Rentals	2,875,000	2,898,664	2,888,225
Hydro Generation	473,000	556,791	556,736
Grand River Conservation Foundation	454,000	557,000	421,412
Donations	426,000	123,674	158,285
Landowner Contributions	200,000	192,807	199,270
Investment Income	450,000	662,026	555,037
Miscellaneous Income	48,000	69,450	19,822
Gain on Sale of Tangible Capital Assets	-	-	734,173
Total Self-Generated Revenue	15,981,500	16,981,132	17,142,923
Total Revenue	\$ 31,771,073	\$ 32,743,150	\$ 33,258,125
Expenditures			
Watershed Management and Monitoring	7,406,550	7,480,166	7,847,769
Source Protection Program	835,840	1,083,935	1,385,466
Resource Planning	2,084,600	1,831,122	1,942,897
Watershed Stewardship	4,098,582	3,895,445	4,077,477
Conservation Land Management	4,800,730	4,362,311	4,351,846
Recreation and Education	9,641,731	10,063,264	9,953,569
Corporate Services / Information Systems and Motor Pool	3,932,773	3,000,218	3,272,265
Total Expenditures	\$ 32,800,806	31,716,461	\$ 32,831,289
Annual Surplus/(Deficit)	(1,029,733)	1,026,689	426,836
Accumulated Surplus, Beginning of Year		112,895,239	112,468,403
Accumulated Surplus, End of Year		\$ 113,921,928	\$ 112,895,239

STATEMENT 3

GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2019
(with comparative figures for 2018)

	Actual 2019	Actual 2018
<u>Operating Activities</u>		
Annual surplus	\$ 1,026,689	\$ 426,836
Items not involving cash:		
Amortization	3,181,613	3,154,578
Loss (gain) on sale of tangible capital assets	41,721	(734,173)
Change in non-cash operating assets and liabilities:		
Accounts receivable	181,832	(933,200)
Prepaid expenses and inventory	(9,619)	34,200
Accounts payable and accrued liabilities	39,565	547,502
Deferred revenue and deposits	(881,006)	534,513
Net change in cash from operating activities	3,580,795	3,030,256
<u>Capital Activities</u>		
Cash used to acquire tangible capital assets	(7,164,759)	(3,021,677)
Proceeds on sale of tangible capital assets	37,242	1,211,603
Net change in cash from capital activities	(7,127,517)	(1,810,074)
<u>Investing Activities</u>		
Change in investments	3,599,288	(1,724,905)
Net change in cash from investing activities	3,599,288	(1,724,905)
Net change in cash	52,566	(504,723)
Cash, beginning of year	2,343,757	2,848,480
Cash, end of the year	\$ 2,396,323	\$ 2,343,757

(see accompanying notes to the financial statements)

STATEMENT 4

GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the Year Ended December 31, 2019
(with comparative figures for 2018)

	Actual 2019	Actual 2018
Annual surplus	\$ 1,026,689	\$ 426,836
Acquisition of tangible capital assets	(7,164,759)	(3,021,676)
Amortization of tangible capital assets	3,181,613	3,154,578
Loss (gain) on sale of tangible capital assets	41,721	(734,173)
Proceeds on sale of tangible capital assets	37,242	1,211,602
	(2,877,494)	1,037,167
Net changes in prepaid expenses and inventory	(9,619)	34,200
Net change in financial assets	(2,887,113)	1,071,367
Net financial assets, beginning of year	23,906,789	22,835,422
Net financial assets, end of year	\$ 21,019,676	\$ 23,906,789

(see accompanying notes to the financial statements)

GRAND RIVER CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

(1) Summary of Significant Accounting Policies

The financial statements of Grand River Conservation Authority (the "Authority") are prepared by management in accordance with the Chartered Professional Accountants of Canada Public Sector Accounting Handbook. 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.

(2) **Investments**

Investments include the following amounts:

	2019	2018
Term deposit matured in 2018 Market value at December 31, 2019 - nil (2018 - \$2,803,451)	\$ -	\$ 2,726,046
Bonds maturing within one year (Interest rates vary between 1.30% and 2.50%) Market value at December 31, 2019 - \$6,179,727 (2018 - \$5,577,926)	6,180,000	5,578,000
Bonds maturing within one to five years (Interest rates vary between 1.90% and 3.45%) Market value at December 31, 2019 - \$11,081,299 (2018 - \$8,925,806)	11,023,000	9,030,000
Bonds maturing within six to ten years (Interest rate 2.40%) Market Value at December 31, 2019 - \$1,973,552 (2018 - \$1,928,336)	2,000,000	2,000,000
High interest savings account (Interest rates vary between 1.60% and 2.41%) Market value at December 31, 2019 - \$4,614,405 (2018 - \$8,200,843)	4,614,405	8,200,843
Sub-Total	\$ 23,817,405	\$ 27,534,889
Plus: Unamortized purchase premium (discount)	101,304	(16,892)
Total	\$ 23,918,709	\$ 27,517,997

(3) Deferred Revenue

	2019	2018
Balance, end of year:		
Source Protection Program	\$ 173,946	\$ 571,875
Rural Water Quality Program	841,762	952,810
Water and Erosion Control Infrastructure	2,319	252,298
Other Watershed Programs	1,553,208	1,570,839
Cottage Rent	419,229	479,048
Other Miscellaneous	672,176	695,962
Total Deferred Revenue	\$ 3,662,640	\$ 4,522,832
Balance, beginning of year:		
Source Protection Program	\$ 571,875	\$ 618,224
Rural Water Quality Program	952,810	990,615
Water and Erosion Control Infrastructure	252,298	203,022
Other Watershed Programs	1,570,839	1,292,899
Cottage Rent	479,048	289,420
Other Miscellaneous	695,962	616,487
	\$ 4,522,832	\$ 4,010,667
Grant Contributions	3,477,524	4,470,407
Interest	61	449
Other	1,361,753	1,424,521
Total Revenue	\$ 4,839,338	\$ 5,895,377
Contributions Used	5,699,530	5,383,212
Balance, end of year	\$ 3,662,640	\$ 4,522,832

(4) Tangible Capital Assets

Cost	Balance at 31-Dec-18	Additions	Disposals/ Transfers	Balance at 31-Dec-19
Land and Land Improvements	\$ 30,892,713	\$ 42,155	\$ (16,520)	\$ 30,918,348
Site Improvements	15,268,433	397,512	(35,036)	15,630,909
Buildings	16,291,817	625,322	(230,604)	16,686,535
Furniture and Equipment	1,975,333	141,084	(130,648)	1,985,769
Motor Pool	4,517,000	483,240	(185,548)	4,814,692
Communications and Computers	1,747,995	30,466	(10,359)	1,768,102
Water Control Structures	97,587,164	1,804,904	-	99,392,068
Assets Under Construction	1,897,955	3,842,392	(202,316)	5,538,031
	<u>\$ 170,178,410</u>	<u>\$ 7,367,075</u>	<u>\$ (811,031)</u>	<u>\$ 176,734,454</u>

Accumulated Amortization	Balance at 31-Dec-18	Disposals	Amortization Expense	Balance at 31-Dec-19
Site Improvements	\$ 9,078,295	\$ (35,037)	\$ 414,181	\$ 9,457,439
Buildings	9,709,822	(169,512)	381,052	9,921,362
Furniture and Equipment	955,852	(130,648)	152,131	977,335
Motor Pool	3,253,915	(184,195)	282,571	3,352,291
Communications and Computers	1,314,491	(10,360)	139,519	1,443,650
Water Control Structures	57,117,506	-	1,812,159	58,929,665
	<u>\$ 81,429,881</u>	<u>\$ (529,752)</u>	<u>\$ 3,181,613</u>	<u>\$ 84,081,742</u>

	Net Book Value 31-Dec-18	Net Book Value 31-Dec-19
Land and Land Improvements	\$ 30,892,713	\$ 30,918,348
Site Improvements	6,190,138	6,173,470
Buildings	6,581,995	6,765,173
Furniture and Equipment	1,019,481	1,008,434
Motor Pool	1,263,085	1,462,401
Communications and Computers	433,504	324,452
Water Control Structures	40,469,658	40,462,403
Assets Under Construction	1,897,955	5,538,031
	<u>\$ 88,748,529</u>	<u>\$ 92,652,712</u>

Cost	Balance at 31-Dec-17	Additions	Disposals/ Transfers	Balance at 31-Dec-18
Land and Land Improvements	\$ 31,218,292	\$ 107,277	\$ (432,856)	\$ 30,892,713
Site Improvements	14,639,828	636,382	(7,777)	15,268,433
Buildings	16,343,702	87,502	(139,387)	16,291,817
Furniture and Equipment	2,007,636	171,546	(203,849)	1,975,333
Motor Pool	4,292,258	493,025	(268,283)	4,517,000
Communications and Computers	1,601,808	151,477	(5,290)	1,747,995
Water Control Structures	97,197,133	390,031		97,587,164
Assets Under Construction	913,518	1,530,712	(546,275)	1,897,955
	<u>\$ 168,214,175</u>	<u>\$ 3,567,952</u>	<u>\$ (1,603,717)</u>	<u>\$ 170,178,410</u>

Accumulated Amortization	Balance at 31-Dec-17	Disposals	Amortization Expense	Balance at 31-Dec-18
Site Improvements	\$ 8,650,643	\$ (7,574)	\$ 435,226	\$ 9,078,295
Buildings	9,417,897	(96,424)	388,349	9,709,822
Furniture and Equipment	1,017,008	(203,849)	142,693	955,852
Motor Pool	3,284,795	(266,875)	235,995	3,253,915
Communications and Computers	1,176,907	(5,290)	142,874	1,314,491
Water Control Structures	55,308,065	-	1,809,441	57,117,506
	<u>\$ 78,855,315</u>	<u>\$ (580,012)</u>	<u>\$ 3,154,578</u>	<u>\$ 81,429,881</u>

	Net Book Value 31-Dec-17	Net Book Value 31-Dec-18
Land and Land Improvements	\$ 31,218,292	\$ 30,892,713
Site Improvements	5,989,185	6,190,138
Buildings	6,925,805	6,581,995
Furniture and Equipment	990,628	1,019,481
Motor Pool	1,007,463	1,263,085
Communications and Computers	424,901	433,504
Water Control Structures	41,889,068	40,469,658
Assets Under Construction	913,518	1,897,955
	<u>\$ 89,358,860</u>	<u>\$ 88,748,529</u>

Assets Under Construction

Assets under construction having a value of \$5,538,031 (2018 - \$1,897,955) 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 \$nil (2018 - \$nil).

(5) Contaminated Site Liability

The Authority has an estimated liability of \$844,912 as at December 31, 2019 (2018 - \$812,912) for future remediation of four of its properties. During the year the Authority expensed \$364,864 net of insurance proceeds of \$290,000 (2018 - \$ 205,045) related to contaminated site costs. The properties include a former landfill site in the City of Brantford, a former industrial site in the City of Guelph, a former residential site in the City of Cambridge and Brant Conservation Area. The first three properties were purchased by the Authority in the 1970s under flood control projects. The Ministry of the Environment and Climate Change 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 Guelph, Cambridge, and Brant properties based on preliminary investigations carried out by an environmental consulting firm.

(6) 2019 Budget

The budget figures are those adopted at the General Meeting of the Authority held February 22, 2019. 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 2020 under contracts is approximately \$1,568,000.

(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:

	2019	2018
Operating		
Property and Liability Insurance	\$ 270,383	\$ 270,383
Building and Mechanical Equipment	976,833	1,706,833
Small Office Equipment	7,562	7,397
Personnel	1,172,112	1,037,112
Apps' Mill Nature Centre	52,129	23,849
Laurel Creek Nature Centre	96,584	67,338
Guelph Lake Nature Centre	168,026	137,227
Shade's Mills Nature Centre	56,222	27,854
Taquanyah Nature Centre	3,717	3,636
Computer Replacement	1,368,619	1,200,862
Forestry Management	831,696	703,737
Cottage Operations	723,648	519,114
Property Rental	479,760	469,333
Planning Enforcement	434,627	425,180
Master Plan	121,555	-
Grand River Management Plan	107,515	105,178
Watershed Restoration	115,047	112,547
Total Operating Reserves	\$ 6,986,035	\$ 6,817,580
Capital		
Completion of Capital Projects	\$ 147,000	\$ 147,000
Cambridge Desiltation Pond	7,098	7,616
Gravel	245,075	239,749
General Capital	642,243	562,741
Major Dam Maintenance	2,978,733	2,981,946
Gauges	851,525	642,300
Conservation Area	2,884,155	4,012,440
Land Reserves	4,322,325	6,416,594
Total Capital Reserves	\$ 12,078,154	\$ 15,010,386
Motor Pool		
Motor Pool Equipment Replacement	\$ 1,740,868	\$ 1,764,064
Vehicle Insurance	86,873	84,985
Total Motor Pool Reserves	\$ 1,827,741	\$ 1,849,049
Total Reserves	\$ 20,891,930	\$ 23,677,015

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, 2018. At that time the plan reported a \$4.2 billion actuarial deficit (2017 - \$5.4 billion deficit), based on actuarial liabilities of \$99.1 billion (2017 - \$93.6 billion) and actuarial assets of \$94.7 billion (2017 - \$88.2 billion). Ongoing adequacy of the current contribution rates will need to be monitored and may lead to increased future funding requirements.

In 2019, the Authority’s contribution to OMERS was \$1,199,314 (2018 - \$1,181,720).

(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 2019, the Foundation contributed \$557,000 (2018 - \$421,412) to fund projects carried out by the Authority. At December 31, 2019, the amount due from the Foundation to the Authority is \$151,992 (2018 - \$96,551). 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) Segmented Information

2019								
	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	\$ 5,152,387	\$ -	\$ 1,051,032	\$ 2,175,500	\$ -	\$ 331,900	\$ 3,043,473	\$ 11,754,292
Grants	1,725,111	1,083,095	58,988	1,030,778	-	64,652	45,102	4,007,726
User fees and Other	56,670	-	892,200	647,175	3,642,088	10,399,665	662,660	16,300,458
Donations	18,632	-	-	258,256	142,548	233,037	28,201	680,674
Total revenue	6,952,800	1,083,095	2,002,220	4,111,709	3,784,636	11,029,254	3,779,436	32,743,150
Expenses:								
Salaries, Wages and Benefits	3,508,155	491,580	1,543,228	1,820,211	1,841,397	5,332,680	3,037,915	17,575,166
Operating Expenses	2,270,928	591,515	287,894	2,058,152	2,288,093	4,118,357	1,863,148	13,478,087
Amortization	1,701,083	840	-	17,082	232,821	612,227	617,560	3,181,613
Less: Chargebacks	-	-	-	-	-	-	(2,518,405)	(2,518,405)
Total expenses	7,480,166	1,083,935	1,831,122	3,895,445	4,362,311	10,063,264	3,000,218	31,716,461
Annual surplus/ (deficit)	\$ (527,366)	\$ (840)	\$ 171,098	\$ 216,264	\$ (577,675)	\$ 965,990	\$ 779,218	\$ 1,026,689

2018								
	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	\$ 5,092,466	\$ -	\$ 961,932	\$ 2,097,400	\$ -	\$ 354,400	\$ 2,944,373	\$ 11,450,571
Grants	1,949,889	1,384,626	114,568	1,085,445	-	60,103	70,000	4,664,631
User fees and Other	-	-	908,914	658,339	4,222,459	10,145,229	628,285	16,563,226
Donations	-	-	-	306,457	155,013	88,982	29,245	579,697
Total revenue	7,042,355	1,384,626	1,985,414	4,147,641	4,377,472	10,648,714	3,671,903	33,258,125
Expenses:								
Salaries, Wages and Benefits	3,343,469	539,856	1,597,248	1,847,522	1,808,082	5,357,663	3,086,864	17,580,704
Operating Expenses	2,809,740	844,770	345,649	2,212,684	2,318,004	3,965,457	2,033,305	14,529,609
Amortization	1,694,560	840	-	17,271	225,760	630,449	585,698	3,154,578
Less: Chargebacks	-	-	-	-	-	-	(2,433,602)	(2,433,602)
Total expenses	7,847,769	1,385,466	1,942,897	4,077,477	4,351,846	9,953,569	3,272,265	32,831,289
Annual surplus/ (deficit)	\$ (805,414)	\$ (840)	\$ 42,517	\$ 70,164	\$ 25,626	\$ 695,145	\$ 399,638	\$ 426,836