



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

Friday, June 22, 2018

9:30 a.m.

Auditorium

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

Pages

1. Call to Order

2. Roll Call and Certification of Quorum – 13 Members constitute a quorum (1/2 of Members appointed by participating Municipalities)

3. Chair's Remarks

4. Review of Agenda

THAT the agenda for the General Membership Meeting of June 22, 2018, be approved as circulated.

5. Declarations of Pecuniary Interest

6. Minutes of the Previous Meetings

THAT the minutes of the General Membership Meeting of May 25, 2018, be approved as circulated.

7. Business Arising from Previous Minutes

8. Hearing of Delegations

a. Concerned Residents Coalition

Stephanie De Grandis
Peter Kauss

9. Presentations

10. Correspondence

THAT Correspondence from the Concerned Residents Coalition regarding the Hidden Quarry Application be received as information.

- a. Concerned Residents Coalition - Hidden Quarry 8

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

12. Reports:

- a. GM-06-18-60 - Chair's Report of the Special Recognition Committee 11

THAT the report of the Special Recognition Committee with respect to its meeting held May 25, 2018 be received for information; and THAT the recommendation of the Special Recognition Committee to the General Membership be approved.

- b. GM-06-18-67 - Chief Administrative Officer's Report 13

THAT Report Number GM-06-18-67 - Chief Administration Officer's Report be received for information.

- c. GM-06-18-65 - New Conservation Authority Administrative By-Law 15

THAT Report Number GM-06-18-65 – be received for information.

- d. GM-06-18-61 - Cash and Investment Status 76

THAT Report Number GM-06-18-61 Cash and Investment Status – May 2018 be received for information.

- e. GM-06-18-63 - Financial Summary 78

THAT the Financial Summary for the period ending May 31, 2018 be approved.

- f. GM-06-18-64 - Reconstruction of Outlet Berm at Chesney Wilderness Area 99

THAT Report Number GM-06-18-64 - Reconstruction of Outlet Berm at Chesney Wilderness Area be received for information.

- g. GM-06-18-68 - Memorandum of Understanding for an Integrated Halton Area Planning System 101
- THAT the Grand River Conservation Authority endorse the Memorandum of Understanding for an Integrated Halton Area Planning System dated May 30, 2018, and THAT the Chief Administrative Officer be authorized to sign the Memorandum of Understanding for an Integrated Halton Area Planning System on behalf of the Grand River Conservation Authority, and THAT the existing 1999 Memorandum of Understanding for an Integrated Halton Area Planning System be terminated.
- h. GM-06-18-59 - Projects and Programs Supported by Grand River Conservation Foundation 120
- THAT Report Number GM-06-18-59 – Projects and Programs Supported by the Grand River Conservation Foundation be received for information.
- i. GM-06-18-62 - Wind Storm Update 122
- THAT Report Number GM-06-18-62 - Wind Storm Update be received for information.
- j. GM-06-18-66 - Current Watershed Conditions 124
- That Report Number GM-06-18-66 – Current Watershed Conditions as of June 12, 2018 be received for information.

13. Committee of the Whole

14. General Business

15. 3rd Reading of By-Laws

16. Other Business

17. Closed Meeting

Not scheduled.

18. Next Meetings

- General Membership - July 27, 2018 at 9:30 a.m.

19. Adjourn

THAT the General Membership Meeting be adjourned.

20. **Grand River Source Protection Authority Meeting (if required)**

Regrets only to:

Office of the Chief Administrative Officer, Phone: 519-621-2763 ext. 2200



**Concerned Residents Coalition
Working to Protect Your Community and Environment**

30 May 2018

Helen Jowett, Chair, Board of Directors
Grand River Conservation Authority
400 Clyde Road, PO Box 729
Cambridge ON N1R 5W6

via Email

Subject: GRCA Report GM-04-18-41

Dear Ms. Jowett:

The purpose of this letter is to express the serious concerns of CRC Rockwood Inc. in regard to the process carried out by GRCA in the completion of Report GM-04-18-41, Hidden Quarry. Our concerns are based in part on the presentation and explanations given to the GRCA Board by Ms. Davy on April 27, 2018 but also arise from a letter from Martin Keller to Garry Hunter, dated February 20, 2018, and the correspondence from Jason Wagler to myself and Dr. Stephanie De Grandis on May 14, 2018.

We have three main points to make in regard to the April 27 presentation and comments concerning Report GM-04-18-41.

1. **Jurisdictional Scope of GRCA's Assessment:** Report GM-04-18-41 states: "GRCA does not anticipate negative impacts to the wetlands and surface water features on site or on adjacent lands as a result of the quarry application. [emphasis added]." That is, the GRCA provides no advice regarding private or municipal wells that are located in close proximity to the proposed quarry. The explanation for this omission in the final report given by Ms. Davy was that Source Water Protection in this matter falls outside GRCA's mandate and is the responsibility of the municipalities. However, GRCA's web site describes the role of the Board and Administration as in the following excerpt: "*The Grand River Conservation Authority (GRCA) manages water and other resources on behalf of close to one million people and 39 municipalities in the Grand River watershed. . . Under the Clean Water Act, the members of the GRCA board also serve as members of the Grand River Source Protection Authority. GRSPA meetings are held when required to carry out duties associated with drinking water source protection.*[emphasis added]." In addition, in a GRCA letter dated April 24, 2017 and in staff report GM-04-17-42, concerning the Hidden Quarry application, the GRCA does provide comments concerning Source Water Protection.

Whether or not the final report has provided the recommendations expected by Guelph Eramosa Township regarding the integrity of the municipal wells, particularly Rockwood well 4, is a matter for the Township to address. However, from our point of view, the owners of the private wells that are located near the site surely expect and deserve consideration of the potential impact of the proposed operation on their wells. As was pointed out in discussion during the April 27 Board meeting, the public perception of GRCA's role and the weight given to its assessments and recommendations in matters referred to it, are such that staff

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www.hiddenquarry.ca**

recommendations, such as those given in the present matter, carry considerable influence. Both Wellington County and Guelph Eramosa Township stated in the first PHC in the current Hidden Quarry OMB appeal that their decisions on the applications before them were pending advice from GRCA. We suspect that the withdrawal of MNRF as a party in the OMB case immediately following the release of the GRCA letter is no coincidence.

In order to interpret GRCA’s assurance of “no negative impacts”, we maintain that the parties need a very clear statement of the jurisdictional scope being applied by GRCA in this matter, and this letter is our formal request for that statement.

2. **The Technical/Scientific Basis for the Staff Recommendation:** GRCA Staff have provided no technical/scientific justification for their conclusions, which leaves the stakeholders with no options but to accept them on faith, or totally disregard them. Furthermore, inasmuch as the matter involves very complex issues related to hydrogeology and groundwater modelling, GRCA’s technical expert, the senior hydrogeologist, is expected to sign off on the findings. However, the signatories to the report are Resource Planners and the Director of Resource Management. The credibility of the report should be completely discounted by the stakeholders in the absence of this technical accountability.

CRC’s technical experts, Dr. Hugh Whiteley, Dr. Emil Frind and hydrogeologist Garry Hunter, have provided input related to GRCA’s assessment of the original application documents submitted by James Dick Construction Limited (JDCL), and now the revised application through reports including the following:

- i. **Review of Hydrogeological and Modelling Issues Related to the Proposed Hidden Quarry, Rockwood Ontario**, by Emil O. Frind, Ph.D., P.Eng., Frind and Associates Ltd., February, 24 2017.
- ii. **Review of Hidden Quarry Groundwater Modelling Issues - Update**, by Emil O. Frind, Ph.D., P.Eng., Frind and Associates Ltd., February 25, 2018
- iii. **Technical Review of Harden September 14, 2017 Groundwater Model Report, March 28, 2017 GRCA (Matrix) Tier 3 Groundwater Model Report and Other Recent Applicant Reports**, Garry T. Hunter, M.A.Sc., P. Eng., Hunter and Associates, February 28, 2018.

It is clear that report (i) was instrumental in informing GRCA’s questions and concerns in the April 24 2017 letter, which made extensive use of comments submitted to GRCA in this report. Reports (ii) and (iii) were submitted to GRCA following a thorough assessment of the applicant’s responses to questions raised in GRCA’s April 24 2017 letter.

While report GM-04-18-41 dated April 27, 2018 acknowledges receipt of these reports, no reference is made to them in the findings presented. In response to questioning by the Board on April 27, **Ms. Davy stated that these reports were “read” but “not assessed”**, a curious response to be sure. She stated further that **GRCA’s mandate did not include “assessing third party reports”**, thereby justifying the decision to apparently ignore the substance of the analysis provided by our experts. CRC provided expert input from Dr. Frind and Mr. Hunter to assist GRCA in assessing the applicant’s information, rather than to seek an assessment or review by GRCA staff, as stated by Ms. Davy. Ms. Davy stated this position in spite of the fact that our February 24 2017 report was fully considered and incorporated into the Staff response to the applicant as noted above. **GRCA needs to explain this inconsistency.**

The qualifications of Dr. Frind and Garry Hunter need no elaboration—they are well known to GRCA. Ms. Davy’s justification for ignoring their input is simply unacceptable. It begs the question about the body of knowledge upon which GRCA staff drew their conclusions, and the basis on which advice from experts of the calibre of Dr. Frind and Mr. Hunter can simply be ignored. It must be noted again that our advice included concerns about Rockwood Well 4, which was ignored in the Staff report. The absence of a sign-off by GRCA’s senior hydrogeologist is, in our view, no coincidence.

The only acceptable response to our concern is the release of a full technical explanation of how Staff arrived at its conclusions. This letter is a formal request for that explanation.

3. **Failure to Respond to Technical Questions Regarding Source Water Protection:** CRC's consultant, Garry Hunter, sent a letter dated December 14 2017 for information regarding the Tier 3 Water Budget and Local Area Risk Assessment to clarify his understanding of issues related to his assessment of the Hidden Quarry's potential impact on groundwater resources. The letter was addressed to Martin Keller, the Source Protection Program Manager. Mr. Keller's reply on February 20 2018 provided no response to the numerous specific questions asked, referred Mr. Hunter to the public consultation process to take place sometime in 2019, and referred questions that specifically relate to the Hidden Quarry to the OMB hearings.

Mr. Hunter's questions were addressed to GRCA because of its role in these studies. As a public agency, we consider GRCA's referral to public consultations more than a year after Mr. Keller's letter, and to OMB hearings for which GRCA is not a party to show a complete lack of transparency.

By means of this letter, we request that GRCA respond in a systematic and meaningful way to the individual technical queries in the CRC to Keller Source Water Protection letter.

Mr. Wagler's email of May 14 is clearly intended to close the door to any discussion of the concerns we have raised, based on the premise that the matter is under appeal to the LPAT (OMB). Indeed, our request for a meeting with GRCA management to discuss these concerns has been denied. Mr. Wagler advises us to direct our concerns to the parties to the matter through counsel. However, our concerns are about the **process** followed by GRCA, a public agency, in its assessment of the available information regarding water resource issues. GRCA is not a party to the matter, and we have no reason to believe that the parties would be able to speak to these concerns.

The credibility of GRCA as a source of sound technical and scientific advice on matters pertaining to water resource management has been seriously jeopardized by its handling of this important file. We believe that the GRCA Board, if not the senior management of the organization, and perhaps those on staff who do care about scientific integrity, must be concerned about this loss of credibility. As an organization that represents a significant constituency in the Grand River watershed, in the Paris-Galt Moraine, and is concerned about an important water recharge area (proposed Hidden Quarry site), CRC conveys our profound disappointment to you, but with the hope that second thought will lead to a re-examination of the issues we have raised without delay.

Ms. Jowett, we ask that this letter be distributed through the Chair to the members of the GRCA Board, and we are happy to meet with you to talk about our concerns.

Sincerely



Doug Tripp, P.Eng.
President, CRC

Copies: *via Email*
Chris White, Vice Chair, Board of Directors
Aldo Salis, Wellington County
Adam Huycke, Halton Region
Gaetanne Kruse, Guelph Eramosa Township

Grand River Conservation Authority

Report: GM-06-18-60
Date: June 22, 2018
To: Members of Grand River Conservation Authority
Subject: Report of the Special Recognition Committee – May 25, 2018

Recommendation:

THAT the report of the Special Recognition Committee with respect to its meeting held May 25, 2018 be received for information; and

THAT the recommendation of the Special Recognition Committee to the General Membership be approved.

Summary: Not applicable.

Report:

The Special Recognition Committee comprised of members of the Grand River Conservation Authority (GRCA) met on May 25, 2018 to review and discuss the nominees for Grand River Conservation Watershed and Honour Roll Awards.

The Special Recognition Committee recommends to the General Membership that the following candidates receive a 2018 Watershed Award:

- Phil Holst
- Ontario Stone Sand & Gravel Association
- Jack Benham
- Jeff Grant Jr.
- Grand River Fisheries Management Plan Implementation Committee
- Derek Coleman

and that the following candidate receives a 2018 Honour Roll Award:

- John Parish (posthumous)

A brief summary of applications as submitted for each recipient is attached to this report.

Submitted by:

Helen Jowett, Chair

2018 Award Nomination	Location	About the nominee - as provided by the nominator
Phil Holst	Woodstock	Phillip Holst volunteers with Ducks Unlimited Canada to encourage stewardship projects through southwestern Ontario, including within the Grand River watershed. He has been instrumental in encouraging landowners to work with the GRCA on projects to create or restore wetland habitat and plant trees. He takes an active role in each project.
OSSGA	Mississauga	OSSGA is working with the Grand River Conservation Foundation on a multi-year partnership to develop hydro at the Parkhill Dam. They set a goal \$500,000 and so far, more than \$280,000 has been committed. OSSGA has held two Best Dam Galas, in 2012 and 2017, and encouraged producer companies to make multi-year pledges as well as sponsor the galas. They are planning another event in the fall of 2018.
Jack Benham	Arthur	Jack Benham's passion for nature has resulted in creating and sustaining two trails in Wellington North. He has arranged planting of hundreds of native trees, shrubs and plants along the trails and helped recruit individuals and groups for all aspects of the trails. He also built benches that were donated by groups and helped build bridges. He also assists in maintaining these.
Jeff Grant Jr	St. Agatha	Jeff Grant is a dynamic Grade 9 student who loves butterflies, especially Monarchs. He knows they are on decline and plants milkweed each year. This is the only plant that Monarch caterpillars eat and that the adults lay eggs on. He raises hundreds of caterpillars each year on his family farm. After seeing hundreds of milkweed plants destroyed, he began to actively educate children and adults alike. He volunteers at Laurel Creek Nature Centre.
Grand River Fisheries Management Plan (GRFMP) Implementation Committee	Cambridge	For 20 years, the GRFMP Implementation Committee has worked towards managing the river to realize the potential of the waters and fisheries in their communities throughout the Grand River watershed. This collaborative process has created a unique fisheries management plan and committee, where agencies and community groups are dedicated towards the plan's implementation.
Derek Coleman	Cambridge	Derek was a member of the Cambridge Environmental Committee for 10 years and served as chair for six years. He served on the Forbes Creek Aquatic Rehabilitation Committee, shepherded the anti-idling by-law and helped develop the Cambridge Natural Heritage Tour Guide booklet. He has also financially supported 100 planting events and stewardship projects, such as Friends of Mill Creek. He regularly volunteers at planting events.
John Parish (Posthumus)	Erin	A pioneer in geomorphology, John founded Parish Geomorphic in 1997. His tireless passion and work ethic over 20 years helped others realize that a watercourse's channel and function needs to be maintained for a healthy ecosystem. He also trained and mentored many geomorphologists. He undertook large cover placement projects, the GRCA's environmental flow requirement study and the Balzer Creek restoration project.

Grand River Conservation Authority

Report number: GM-06-18-67
Date: June 22, 2018
To: Members of the Grand River Conservation Authority
Subject: Chief Administration Officer's Report

Recommendation:

THAT Report Number GM-06-18-67 - Chief Administration Officer's Report be received for information.

Report:

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

1. Conservation Area Update: The wet and cold weather in April resulted in delayed openings for many of the conservation areas. Byng Island, Pinehurst and Rockwood opened for camping on May 1st, Guelph Lake and Elora Gorge opened for camping on May 4th and Laurel Creek and Conestogo Lake opened on May 11th. Shade's Mills and Belwood Lake are year round operations for day use. At the end of May camping reservations were about 5% lower than in 2017 although slightly higher than the same period in 2016. There is a continuing decrease in the use of the call centre to book camping reservations. This part of the operation will be reviewed to determine if the call centre is still a necessary service.

Flooding in June 2017 caused erosion damage to the low level bridge in Elora Gorge Conservation Area, rendering it unsafe for carrying large vehicles. Bridge inspections conducted following the flood revealed that the low level bridge in Elora Gorge had been undermined by erosion of the river bed. Since that time the bridge has been closed to large vehicles and will not be available to park visitors in 2018. As a result all of the campsites on the north side of the park have been closed to reservations since the beginning of the season. The park is planning to open the serviced campsites on the north side prior to the July 1st long weekend. To accommodate the Middlebrook Road entrance on the north side is being upgraded with a new divided entrance/exit and a small gatehouse will be installed.

Upcoming events in the Conservation Areas include:

- Conestogo Lake: Fishing Derby, July 8
- Guelph Lake: Triathlon, June 16-17; Big Brothers & Sisters Big/Little Walk, June 24; Hillside Festival, July 13-15
- Laurel Creek: MEC Trail Run, July 15; Portuguese Water Dog Trials, July 29
- Pinehurst Lake: Run for the Toad Training Run, July 21

- Shade's Mills: 1st Annual Kids Fishing Derby, July 7

2. Tree Planting: The tree planting season has wrapped up for the spring. Statistics for the 2018 Planting Season (completed within a 4-5 week period):

- Private Land Tree Planting Program – 110 landowners; 122,500 trees
- Over the counter Sales – 156 customers; 44,000 trees
- Community Tree Planting Events – 13 events; 20,600 trees

In 2017 the Government of Ontario and Forests Ontario held the “Green Leaf Challenge” to map and track tree planting across the province. The GRCA was the winner of the Green Leaf Challenge for the Small Organization category by planting 88,867 trees.

3. Flooding in New Hamburg – On June 4 GRCA staff met with representatives from Wilmot Township, and the Downtown Flood Action Committee (DFAC). The DFAC has petitioned the Township to take action on the ongoing flooding problem in New Hamburg. There has been some press coverage on this issue.

New Hamburg has long been identified as a frequently flooded area. Decades ago there was a study to evaluate construction of flood protection measures for the Town. At the time the cost-benefit ratios did not justify the construction of a major dam and reservoir in the Nithburg area, or diking within New Hamburg. There was a small dike built along the Nith, but the GRCA did not secure enough land to build an effective flood control structure. The dike offers very minimal protection. The focus in New Hamburg has been to ensure there is an effective monitoring and warning system in place. Detailed flood inundation mapping was completed in 2008. A plain language brochure was created in 2009 and provided to the public.

Most of our major flood control works were constructed in the mid 1940's through to the early 1990's. Costs were shared between the Province, the benefitting municipalities and the GRCA. When Provincial funding dried up in the mid-nineties we focused on managing the flood control structures we already owned. There has been very little new construction since that time.

There is an opportunity to seek funding from the National Damage Mitigation Program (NDMP) to evaluate the current flood problem in New Hamburg and determine if there is an economically viable way to reduce the flood risk. Staff are planning to bring a report to the board in August to request permission to apply for NDMP funding, and allocate the GRCA share from reserves. If flood protection works are a viable alternative for New Hamburg, there would be a need to determine an appropriate funding source prior to any work being done.

Submitted by:

Joe Farwell, P.Eng.
Chief Administrative Officer

Grand River Conservation Authority

Report number: GM-06-18-65

Date: June 22, 2018

To: Members of the Grand River Conservation Authority

Subject: New Conservation Authority Administrative By-law

Recommendation:

THAT Report Number GM-06-18-65 – New Conservation Authority Administrative By-law be received for information.

Summary:

Not Applicable

Report:

Background

Conservation Authorities are required to have administrative regulations (by-laws), which govern the board and the day-to-day operations of the Authority. Section 30 (1) of the earlier version of the Conservation Authorities Act states:

Subject to the approval of the Minister, an authority shall make regulations,

- (a) providing for the calling of meetings of the authority and prescribing the procedure at those meetings;*
- (b) prescribing the powers and duties of the secretary-treasurer;*
- (c) designating and empowering officers to sign contracts, agreements and other documents on behalf of the authority; and*
- (d) delegating all or any of its powers to the executive committee except,*
 - (i) the termination of the services of the 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.*

R.S.O. 1990, c. C.27, s. 30 (1).

In 1985, the Ministry of Natural Resources approved a standard “Administrative Regulation” and directed all Conservation Authorities to adopt it at that time. This regulation, which is often referred to as the “generic by-law”, was intended to be a minimum set of standards that could be expanded upon by individual Conservation Authorities to suit their needs. Minister’s approval was not required for enhancements/additions to the by-law as long as the original terms of the generic by-law continue to be included. Our current version, By-law 1-2016, is in compliance with those requirements.

The Grand River Conservation Authority (GRCA) has reviewed and updated the by-law periodically to reflect changes in legislation, technology, and local procedures as well as simple housekeeping changes. The last by-law was approved by the Board and implemented in February 2016; it is attached as Appendix A for your reference.

Conservation Authority Act Changes and By-law Implications

Amendments to the Conservation Authorities Act passed in December 2017 included a new section, 19.1 that outlines a number of specific requirements for Conservation Authority By-laws, as follows:

An Authority may make By-laws:

- a) respecting the meetings to be held by the authority, including providing for the calling of the meetings and the procedures to be followed at meetings, specifying which meetings, if any, may be closed to the public;*
- b) prescribing the powers and duties of the secretary-treasurer;*
- c) designating and empowering officers to sign contracts, agreements and other documents on behalf of the authority;*
- d) delegating all or any of its powers to the executive committee except,
 - i. the termination of the services of the 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;**
- e) providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance;*
- f) respecting the roles and responsibilities of the members of the authority and of its officers and senior staff;*
- g) requiring accountability and transparency in the administration of the authority including,
 - i. providing for the retention of records specified in the by-laws and for making the records available to the public,*
 - ii. establishing a code of conduct for the members of the authority, and*
 - iii. adopting conflict of interest guidelines for the members of the authority;**
- h) respecting the management of the authority's financial affairs, including auditing and reporting on the authority's finances;*
- i) respecting the by-law review required under subsection (3) and providing for the frequency of the reviews; and*
- j) respecting such other matters as may be prescribed by regulation.*

Additional requirements have also been identified:

Section 19.1.2 - Conflict with other laws: If a by-law made by an authority 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 the Act or regulation prevails.

Section 19.1.3 – Periodic Review of By-laws: At such regular intervals as may be determined by by-law, an authority shall undertake a review of all of its by-laws to ensure, amongst other things, that the by-laws are in compliance with any Act referred to in subsection (2) or any other relevant law.

Section 19.1.4 –By-laws Available to Public: An authority shall make its by-laws available to the public in the manner it considers appropriate.

In response to these new requirements, Conservation Ontario struck a working group to draft a best management practices model by-law for Conservation Authorities to work from to ensure compliance. Keith Murch was a member of this working group prior to and post retirement from the GRCA.

The Conservation Ontario working group drafted a model by-law in October 2017 and circulated it to all Conservation Authorities for feedback in November 2017. It was endorsed by Conservation Ontario Council in December 2017 and shared with Ministry

of Natural Resources and Forestry (MNRF) for comments. MNRF provided feedback, including input from stakeholders in January and February 2018 and the document underwent an external legal review in March 2018. The finalized model by-law was then circulated to all Conservation Authorities and Conservation Ontario Council endorsed the final document, which is attached as Appendix B for your reference.

Next Steps

The GRCA's by-law is being updated to comply with the new requirements and will be presented at the July General Membership Meeting. It is anticipated that First, Second and Third readings will occur over at least two meetings to allow for feedback from the Members and to make any required changes prior to subsequent approval and adoption. The new By-law must be adopted by December 2018 at the latest.

Financial implications:

Not applicable

Other department considerations:

Once the final By-law is approved by the Board, it will be forwarded to the Ministry of Natural Resources and Forestry and posted publicly on the Grand River Conservation Authority's website.

Prepared by:

Karen Armstrong
Deputy CAO, Secretary-Treasurer

Approved by:

Joe Farwell
Chief Administrative Officer



CONSERVATION AUTHORITY
Best Management Practices (BMP)
and Administrative By-Law Model

Endorsed: April 16, 2018

Amended April 23, 2018 re: Section 22. Indemnification of Members, Officers and Employees

CONSERVATION AUTHORITY

Best Management Practices (BMP) and Administrative By-Law Model

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I. Background

1. Amendments to the *Conservation Authorities Act*

The *Conservation Authorities Act*, as amended by the *Building Better Communities and Conserving Watersheds Act, 2017*, provides direction for conservation authorities to make such by-laws as are required for its proper administration. The new bylaws will replace administrative regulations created under the repealed Section 30 of the Act. Current administrative bylaws will cease to be in force upon the earlier of a) December 12, 2018 (one year after Section 19.1 came into force), or b) the day the regulation is revoked by the authority.

Section 19.1 of the Act, sets out the requirements for by-laws as follows:

By-laws

19.1 (1) An authority may make by-laws,

- (a) respecting the meetings to be held by the authority, including providing for the calling of the meetings and the procedures to be followed at meetings, specifying which meetings, if any, may be closed to the public;
- (b) prescribing the powers and duties of the secretary-treasurer;
- (c) designating and empowering officers to sign contracts, agreements and other documents on behalf of the authority;
- (d) delegating all or any of its powers to the executive committee except,
 - (i) the termination of the services of the 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;
- (e) providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance;
- (f) respecting the roles and responsibilities of the members of the authority and of its officers and senior staff;
- (g) requiring accountability and transparency in the administration of the authority including,
 - (i) providing for the retention of records specified in the by-laws and for making the records available to the public,
 - (ii) establishing a code of conduct for the members of the authority, and
 - (iii) adopting conflict of interest guidelines for the members of the authority;
- (h) respecting the management of the authority's financial affairs, including auditing and reporting on the authority's finances;
- (i) respecting the by-law review required under subsection (3) and providing for the frequency of the reviews; and

(j) respecting such other matters as may be prescribed by regulation.

Conflict with other laws

(2) If a by-law made by an authority 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 the Act or regulation prevails.

Periodic review of by-laws

(3) At such regular intervals as may be determined by by-law, an authority shall undertake a review of all of its by-laws to ensure, amongst other things, that the by-laws are in compliance with any Act referred to in subsection (2) or any other relevant law.

By-laws available to public

(4) An authority shall make its by-laws available to the public in the manner it considers appropriate.

Transition

(5) An authority shall make such by-laws under this section as are required for its proper administration,

- (a) in the case of an authority that was established on or before the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force, within one year of that day; and
- (b) in the case of an authority that is established after the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force, within one year of the day the authority is established.

Same

(6) Despite the repeal of section 30 by section 28 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017*, a regulation that was made by an authority under that section continues in force after the repeal until the earlier of,

- (a) the day that is one year after the day section 16 of Schedule 4 to the *Building Better Communities and Conserving Watersheds Act, 2017* comes into force; and
- (b) the day the regulation is revoked by the authority.

Direction by Minister

(7) The Minister may give an authority a written direction to make or amend a by-law on any matter described in subsection (1), in accordance with the direction, within such period of time as may be specified in the direction.

Compliance

(8) The authority that receives a direction under subsection (7) shall comply with the direction within the time specified in the direction.

Regulation where failure to comply

(9) If an authority fails to adopt a by-law in accordance with the direction made under subsection (7), the Minister may make regulations in relation to the matters set out in the direction that are applicable in the area of jurisdiction of the authority.

Same

(10) Any regulation made by the Minister under subsection (9) prevails over any conflicting by-law that the authority may have adopted.

2. Purpose of Best Management Practices (BMP) and Administrative By-law Model

This document is intended to provide a model for an Administrative By-law and the Best Management Practices associated with the By-laws required under Section 19.1 of the *Conservation Authorities Act*. It is a guideline which can be used as the basis for such governing documents to be adopted by individual conservation authorities.

The Administrative By-law Model and Best Management Practices for Code of Conduct and Conflict of Interest are designed to ensure compliance with the requirements of Section 19.1.

Some wording in the Administrative By-law Model is suggested, but not required. Other sections are recommended, but the final wording will be specific to individual authorities. Those sections are highlighted, with explanations included.

It is a goal of this Administrative By-law Model and Best Management Practices to ensure a high level of consistency among conservation authorities, with respect to governance. One way to increase this consistency, is for all conservation authorities to adopt Administrative By-laws and Best Management Practices that are based on a single model. Alternatively, individual authorities may develop and approve their own versions of these documents, as long as these versions are compliant with the *Act* and other relevant legislation. A checklist is included, in Section IV, to assist conservation authorities in ensuring that their Administrative By-law and Best Management Practices will comply with Section 19.1 of the *Act*.

3. Basis of Best Management Practices (BMP) and Administrative By-law Model

By-laws are considered a legal governing document. In the spirit of best management practices of transparency and accountability, the approach to the language and layout of the Administrative By-law Model is to ensure it is understandable to the general public.

All existing conservation authority by-laws received by Conservation Ontario in July and August 2017 were reviewed during the preparation of the Administrative By-law template. The Conservation Ontario Working Group provided additional input in order to prepare that draft for review by all conservation authorities.

Where municipal legislation conflicts with any part of this by-law (e.g. *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.

Along with the issues identified by the Working Group the following resources were used as reference to research and analyze best management practices:

- Existing conservation authorities By-laws/Members Guidebooks/Policy and Procedures received by Conservation Ontario:
 - Sault Ste. Marie Conservation Authority
 - Toronto Region Conservation Authority
 - Upper Thames River Conservation Authority
 - Central Lake Ontario Conservation Authority
 - Essex Region Conservation Authority
 - Kawartha Region Conservation Authority
 - Hamilton Conservation Authority
 - Lower Thames Conservation Authority
 - Nottawasaga Conservation Authority
 - Saugeen Valley Conservation Authority
 - Catfish Creek Conservation Authority
 - Grand River Conservation Authority

- Provincial and other best management practices for board governance: *Ontario Not-for-Profit Corporations Act*, Ministry of Municipal Affairs, Association of Municipalities Ontario, Board of Health Governance Toolkit, other local boards under the Municipal Act, Ontario Ombudsman Municipal Meetings FAQ, Ontario Ombudsman investigations, British Columbia Integrity Office

- Not for Profit best management practices for board governance: First Reference Policy Pro, Board Governance Classics, *Canada Not-for-Profit Corporations Act*

- Ontario legislation:
 - *Conservation Authorities Act*;
 - *Municipal Act, Municipal Conflict of Interest Act*;
 - *Municipal Freedom of Information and Protection of Privacy Act*; and
 - *Accessibility for Ontarians with Disabilities Act*.

4. Legal Review and Finalization of this Document

Bill 139, *Building Better Communities and Conserving Watersheds Act*, 2017 came into force on December 12, 2017. Each conservation authority will have until December of 2018 to have Section 19.1 compliant by-laws in place. Due to timing of the 2018 municipal elections (October 22, 2018), conservation authorities should plan on adopting their new By-laws in the late summer or fall of 2018, prior to a significant turnover in their membership.

The draft BMP and Administrative By-law Model was circulated to all 36 conservation authorities in November 2017 and amendments were made further to the comments received. It was presented to Conservation Ontario Council on December 11, 2017, and received endorsement in principle.

South Nation Conservation coordinated a legal review of the document in February 2018.

Ministry of Natural Resources and Forestry staff reviewed the document and sought feedback from the Ministry of Municipal Affairs and the Association of Municipalities of Ontario. The requested changes resulting from those discussions have been incorporated. A 'final' version of the BMP and Administrative By-law Model was forwarded to MNRF staff on March 7, 2018 and minor edits (e.g. wording changes, elimination of duplication) were undertaken at their request on April 5, 2018. This final version was brought to the April 16, 2018 Conservation Ontario Council meeting for endorsement. Beginning in April 2018, training and assistance will be available to individual conservation authorities so they can adopt their own version of the BMPs and Administrative By-law in 2018.

Any information provided in this document, including the Administrative By-law Model, is not intended to be a substitute for legal advice. Individual conservation authorities are recommended to obtain an independent legal review of their by-laws before final General Membership approval.

II. Administrative By-Law Model

Introduction

XXXX 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 [CA SPECIFIC: option to list participating municipalities]

Vision/Mission – CA SPECIFIC

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) [CA SPECIFIC: option to not list, list below, or in an appendix; should be listed in their entirety if included].”

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 [CA SPECIFIC].

“**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.

“**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 19(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 [CA SPECIFIC] 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, as referenced in the introduction of this By-law model, 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 [CA SPECIFIC IF APPLICABLE: including the delegation of this responsibility to Chief Administrative Officer consistent with Regulation XXX];
- 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 of Natural Resources and Forestry 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 and/or Secretary-Treasurer to manage the operations of the organization, including all employees of the Authority. The Chief Administrative Officer and/or Secretary Treasurer 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 and/or Secretary-Treasurer. [CA SPECIFIC: Additional guidelines may be added as required]

2. Officers

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

Chair

- Is a Member of the Authority;
- Presides at all meetings of the General Membership (and Executive Committee if applicable);
- Calls special meetings if necessary;
- 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;
- 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;
- Serves as a signing officer for the Authority.
[CA SPECIFIC: Other responsibilities may be included as required]

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;
- Serves as a signing officer for the Authority.

CAO/ General Manager/Secretary-Treasurer

[CA SPECIFIC: The duties of the Chief Administrative Officer and General Manager/Secretary-Treasurer may be combined and assigned to a single position, in which case the person will be an Officer called the CAO/Secretary-Treasurer, or, in the case of some authorities, the General Manager/Secretary-Treasurer.]

[CA SPECIFIC: Each CA should use the terms within the by-law as they are used within the CA. For example, South Nation does not have a CAO, they have a combined role of General Manager/Secretary-Treasurer. Throughout this sample by-law, the term “Secretary-Treasurer” is used, as that is the role defined in the Act.]

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)

[CA SPECIFIC: Some CA's impose a maximum number of terms that a Chair and/or Vice-chair are eligible to stand for re-election to the same office. It has been noted that this is not outlined in the Act]

5. Representatives to Conservation Ontario Council

[CA SPECIFIC: A CA can appoint representatives by Resolution of the General Membership or by position in the by-law. Following is suggested wording if this is to be included in the By-law] The Authority may appoint up to three Representatives to Conservation Ontario Council (“Council”), designated as Voting Delegate and Alternate(s). Council will consist of the Voting Delegates appointed by each Member Conservation Authority. The Voting Delegate and Alternates shall be registered with Conservation Ontario annually.

6. Election of Chair and Vice-Chairs

The election of the Chair and one or more Vice-Chairs shall be held [timing is CA SPECIFIC in accordance with the Act: at the first meeting held each year or at such other meeting as may be specified] in accordance with the Authority's Procedures for Election of Officers (Appendix 3).

7. Appointment of Auditor

The General Membership shall appoint an auditor for the coming year [timing is CA SPECIFIC, typically at the Annual Meeting] in accordance with Section 38 of the Act.

8. Appointment of Financial Institution

The General Membership shall appoint a financial institution to act as the Authority's banker by Resolution [frequency and timing is CA SPECIFIC]

9. Appointment of Solicitor

[CA SPECIFIC: some CAs appoint their solicitors annually. E.g.: The General Membership shall appoint a solicitor(s) to act as the Authority's legal counsel by Resolution [frequency and timing is CA SPECIFIC].

[CA SPECIFIC: Some CA's also set out rules for appointment of a solicitor in this section]

10. 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 [CA SPECIFIC: timing of this should be specified in the By-law].

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister of Natural Resources and Forestry in accordance with Section 38 of the Act and will make the Audited Financial Statements available to the public. [CA SPECIFIC: the section could specify that the Audited Financial Statements will be included in an Annual Report, the Authority's website, etc.]

11. Borrowing Resolution

If required, the Authority shall establish a borrowing resolution by March 31 of each year and such resolution shall be in force until it is superseded by another borrowing resolution.

12. 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.

13. Signing Officers

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority shall be signed by the signing officers of the Authority, as follows:

[CA SPECIFIC: The By-law must designate signing officers. Typically, two Officers must sign significant contracts, agreements, etc. Authority to sign certain types of agreements may be delegated to a single signing officer as appropriate (Purchase Orders, etc.)]

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

14. Executive Committee

The Authority may appoint an executive committee at the first meeting of the General Membership each year in accordance with the Section 19 of the Act and Section 1(c)(xv) of this by-law.

15. 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 role, the frequency of meetings and the number of members required.

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.

[CA SPECIFIC: a list of standing advisory boards and committees that must be appointed, could be included here or as an Appendix, which may be amended from time to time.]

16. Remuneration of Members

[CA SPECIFIC, suggested wording only:]

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 may 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 Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. 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. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

17. Records Retention

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 Records Retention Policy of the Authority as approved by the General Membership from time-to-time.

18. Records Available to Public

Records of the Authority shall be made available to the public, subject to requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA).

The Authority shall designate a Member or a committee of Members to act as head of the Authority for the purposes of MFIPPA.

19. 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 regular basis to ensure best management practices in governance are being followed [CA SPECIFIC: a minimum number of years for

such review must be included in a CA's By-law to comply with Section 19.1 of the Act. CA's have recommended a minimum of between two and five years].

20. 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.

21. 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*. [CA SPECIFIC: The procedure for enforcement will vary among CA's. As a minimum, the procedure should include:

- an investigation will be conducted regarding the alleged breach;
- an opportunity will be provided to the affected member to respond to the allegation;
- the findings of the investigation and the affected member's response will be communicated to the General Membership in a closed meeting;
- the appointing municipality shall be notified of the outcome of the investigation

22. 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

[Note: The Meeting Procedures included in this sample By-law are representative of those in use by a number of CAs. They are intended as a guideline and may be modified as required by an individual CA, as long as the CA's adopted procedures comply with the requirements outlined in Section 19.1 of the *Conservation Authorities Act*.]

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 [CA SPECIFIC: Robert's Rules of Order, Bourinot's Rules of Order or other generally accepted rules of procedure] shall be binding.

The Authority may choose to conduct its business as a committee of the whole.

2. Notice of Meeting

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 [CA SPECIFIC: typically five calendar days] in advance of a meeting. Notice of all regular or special meetings of the General Membership or its committees 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.

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the Secretary-Treasurer in advance of the meeting where it is to be dealt with [CA SPECIFIC: typically 7-14 days, if it is to be included in the published agenda, or 1-4 days if it is to be introduced at the meeting.]

The chair may, at his/her pleasure, call a special meeting of the Authority as necessary on [CA SPECIFIC: typically three to five 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 [CA SPECIFIC: typically 12 -24 hours] 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 and Executive Committee, if applicable, 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, but not necessarily be limited to, the following headings:

[CA Specific: include standing agenda categories here]

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 [CA SPECIFIC: typically 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 Executive Committee (if applicable), advisory board or committee meeting, a quorum consists of one-half of the Members of the Executive Committee (if applicable), 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. [CA SPECIFIC: Some CAs include the following provision: "Agenda items including delegations present may be covered and presented and issues discussed, but no formal decisions may be taken by the remaining Members which do not constitute a quorum."]

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) 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;
- f) No Member shall speak more than [CA SPECIFIC, if this section is required] minutes without leave of the Chair;
- g) Any Member may ask a question of the previous speaker through the Chair;
- h) 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;
- i) 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;
- j) When a motion is under consideration, only one amendment is permitted at a time.

[CA SPECIFIC: Some CA's have indicated that they do not wish to include the rules of debate in their By-laws and will refer to Roberts or Bourinot's rules]

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.

[CA SPECIFIC: Some CA's have indicated that they do not wish to include the matters of precedence in their By-laws and will simply refer to Roberts or Bourinot's rules]

9. Members' Attendance

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

[CA SPECIFIC: Some CA's may wish to include a procedure for reporting excessive absences by a Member to their appointing municipality.]

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 read aloud by the Secretary-Treasurer without comment or explanations.

10. Electronic Participation

Members may participate in a meeting that is open to the public by telephonic or other electronic means that permits all participants to communicate adequately with each other during the meeting. A Member participating in a meeting electronically shall not be counted in determining quorum. [Procedures may be CA SPECIFIC]

A Member shall not participate electronically in a meeting that is closed to the public.

11. 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 [CA SPECIFIC: typically 10-14] 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 appear before the meeting if approved by [CA SPECIFIC: e.g. a majority, two thirds, at least one] of Members present, or shall be listed on the published agenda for the following 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 [CA SPECIFIC: typically 10] minutes.

[CA SPECIFIC: Some CA's include wording regarding repetitive presentations by delegations. An example of such wording is: "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."]

12. Annual Meeting

The Authority shall designate one meeting of the General Membership each year as the annual meeting [CA Specific; at such time as may be specified by the Authority's By-laws] 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. [CA SPECIFIC: List any other items that must be included on the agenda.
Examples are, approval of Financial Statements and Report of the Auditor for the

prior year, election of Officers, approval of Budgets and Levies (unless the by-law specifies that such business is conducted at a different time).]

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;
- 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, and the Authority is the head of an institution for the purposes of 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, executive committee, 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, the executive committee, advisory board or other committee.

14. Voting

In accordance with Section 16 of the Act:

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

[CA SPECIFIC: According to above, the Chair is entitled to vote. It is helpful to include this in the By-law.]

If any Member who is qualified to vote abstains from voting, 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 [CA SPECIFIC Robert's Rules of Order, Bourinot's Rules of Order or other generally accepted rules of procedure]

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 taken [CA Specific, but typically by alphabetical surname with the Chair voting last], 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.

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.

Except as provided in Section B, Paragraph 6 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, executive committee, advisory board or committee meeting may be given to the Secretary-Treasurer by any Member of the Authority not less than [CA SPECIFIC: typically 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 or Executive Committee (if applicable), 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 or Executive Committee (if applicable), 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 [CA SPECIFIC: either a majority or two-thirds] of the members of the Authority present.

16. Motion to Reconsider

[CA SPECIFIC: Suggested wording: 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) 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;
- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- c) 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;
- d) Announce the results of the vote on any motions so presented;
- e) Adjourn the meeting when business is concluded.

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 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 and 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 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 _____ is hereby repealed;

By-law number _____ shall come into force on the _____ day of _____, 20_____

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

[Note: This sample Code of Conduct is based on examples adopted by some CAs. It is intended as a guideline, and may be modified as required by an individual CA, as long as the CA's adopted Code of Conduct is sufficient to meet the requirement outlined in Section 19.1 of the *Conservation Authorities Act*.]

1. Background

The [CA SPECIFIC] 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, Executive Committee, 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, the Executive Committee 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 approved 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 to 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

[Note: This sample Conflict of Interest Policy is based on the *Municipal Conflict of Interest Act* and existing policies of some CAs. It is intended as a guideline, and may be modified as required by an individual CA, as long as it meets the requirements outlined in the *Municipal Conflict of Interest Act*]

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, Executive Committee, 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; and,
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

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, Executive Committee, 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, Executive Committee, advisory board or committee, as the case may be.

7. 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

[CA SPECIFIC: The following is an example of election procedures used by several CAs]

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.

III. Best Management Practices (BMPs)

A secondary goal for this project is to share other Best Management Practices (BMPs) among CA's. This will allow CA's to share knowledge and expertise in different areas. A shared electronic library has been established in the confidential members only area on Conservation Ontario's website. This model By-law will be shared in this way. A number of other BMPs, sample policies, etc. have also been added to the library to date. This will continue to grow over time.

Suggestions from CA's for the types of BMPs to be included are encouraged. Some that have been identified to date, include:

1. Investment Policy
2. Human Resources Policies
3. Health and Safety Polices
4. Purchasing Policy (including procedures for public procurement)
5. Records Retention Policy
6. Gift Acceptance Policy (if a Registered Charity)
7. Establishment and Use of Reserve Funds Policy
8. Others, as required.

IV. Checklist for compliance with Section 19.1

Proposed Conservation Authorities Act Section 19.1(1) An authority may make by-laws:	Template By-law
(a) respecting the meetings to be held by the authority, including providing for the calling of the meetings and the procedures to be followed at meetings, specifying which meetings, if any, may be closed to the public;	<u>Part II Administrative By-law, Section C – Meeting Procedures</u> 1. Rules of Procedure 2. Notice of Meeting 13. Meetings with Closed “In Camera” Sessions
(b) prescribing the powers and duties of the secretary-treasurer;	<u>Part II Administrative By-law, Section B – Governance</u> 2. Officers
(c) designating and empowering officers to sign contracts, agreements and other documents on behalf of the authority;	<u>Part II Administrative By-law, Section B – Governance</u> 1(c) Powers of the General Membership 2. Officers 13. Signing Officers
(d) delegating all or any of its powers to the executive committee except, <ul style="list-style-type: none"> i. the termination of the services of the 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; 	<u>Part II Administrative By-law, Section B – Governance</u> 1(c) Powers of the General Membership 2. Officers
(e) providing for the composition of its executive committee and for the establishment of other committees that it considers advisable and respecting any other matters relating to its governance;	<u>Part II Administrative By-law, Section B – Governance</u> 1(c) Powers of the General Membership 14. Executive Committee 15. Advisory Boards and Other Committees
(f) respecting the roles and responsibilities of the members of the authority and of its officers and senior staff;	<u>Part II Administrative By-law, Section B – Governance</u> 1. Members 2. Officers
(g) requiring accountability and transparency in the administration of the authority including, <ul style="list-style-type: none"> (i) providing for the retention of records specified in the by-laws and for making the records available to the public, 	<u>Part II Administrative By-law, Section C – Meeting Procedures</u> 3. Meetings Open to Public <u>Part II Administrative By-law, Section B – Governance</u> 17. Records Retention 18. Records Available to Public

Proposed Conservation Authorities Act Section 19.1(1) An authority may make by-laws:	Template By-law
(ii) establishing a code of conduct for the members of the authority, and	<u>Appendix 1 – Code of Conduct</u>
(iii) adopting conflict of interest guidelines for the members of the authority;	<u>Appendix 2 - Conflict of Interest</u>
(h) respecting the management of the authority's financial affairs, including auditing and reporting on the authority's finances;	<u>Part II Administrative By-law, Section B – Governance</u> 10. Financial Statements and Report of the Auditor
(i) respecting the by-law review required under subsection (3) and providing for the frequency of the reviews; and	<u>Part II Administrative By-law, Section B – Governance</u> 19. By-law Review
(j) respecting such other matters as may be prescribed by regulation.	To be developed as required

Proposed Conservation Authorities Act Sections 19.1 (2), (3) and (4)	Template By-law
<u>Conflict with other laws</u> (2) If a by-law made by an authority 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 the Act or regulation prevails.	<u>Part II Administrative By-law, Section B – Governance</u> 1(e) Applicable Legislation
<u>Periodic review of by-laws</u> (3) At such regular intervals as may be determined by by-law, an authority shall undertake a review of all of its by-laws to ensure, amongst other things, that the by-laws are in compliance with any Act referred to in subsection (2) or any other relevant law.	<u>Part II Administrative By-law, Section B – Governance</u> 19. By-law Review
<u>By-laws available to public</u> (4) An authority shall make its by-laws available to the public in the manner it considers appropriate.	<u>Part II Administrative By-law, Section B – Governance</u> 20. By-law Available to Public

GRAND RIVER CONSERVATION AUTHORITY

BY-LAW NO. 1-2016

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GRAND RIVER CONSERVATION AUTHORITY

BY-LAW NO. 1-2016

WHEREAS:

1. Section 30 of The Conservation Authorities Act, RSO 1990, requires the Grand River Conservation Authority, subject to the approval of the Minister of Natural Resources (and Forestry), to make administrative regulations governing its operations; and
2. Grand River Conservation Authority, in compliance with Section 30 of the Conservation Authorities Act and subject to the approval of the Minister of Natural Resources and Forestry, hereby adopts the within By-law 1-2016 to replace the herein repealed Administrative By-law 1-2014

NOW THEREFORE Grand River Conservation Authority adopts the following Administrative Regulation By-law:

Definition:

- a) "Authority" means Grand River Conservation Authority, and
- b) "Members" means persons appointed to be members of the General Membership of the Authority

General Membership

1. The General Membership comprises all Members of the Grand River Conservation Authority appointed by participating municipalities.
2. The General Membership shall approve all policies and procedures of the Authority, establish and approve the budget with or without revisions, give direction on priority of programmes and projects and generally be responsible for other matters as required by the Conservation Authorities Act and Regulations. All Members will also be Directors of the Authority by virtue of their office and the General Membership will act as the Board of Directors. All meetings of the General Membership are meetings of the Board of Directors.

The General Membership may consider 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 do not meet the criteria for approval

by staff as outlined in Section 9 of this By-law. When a hearing before the General Membership is scheduled for consideration of such an application, the General Membership will sit as a Hearing Board pursuant to Section 29 of this By-law and the Statutory Powers and Procedures Act, RSO 1990.

Committee of
The Whole

3. At each meeting of the General Membership, the Members may sit as a “Committee of the Whole” to discuss any matter referred to the Committee of the Whole by the General Membership. The Committee of the Whole will consist of all of the 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, except that a Member will be allowed to speak to a question more than once.

The Committee of the Whole may make recommendations for consideration by the General Membership.

Audit Committee

4. An Audit Committee shall be appointed annually, at the Annual General Meeting. 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.

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.

Chair,
Vice-Chair

5. Pursuant to Section 17 of the Conservation Authorities Act and Section 40 of this By-law, a Chair and a Vice-Chair shall be elected at the first General Meeting of the Authority. 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. The duties of the foregoing officers shall be:

(1) Chair:

The Chair will be the official spokesperson for the General Membership and will preside at all meetings of the General Membership, the Audit Committee and any ad-hoc committee for which a chair has not been appointed by the General Membership. At such meetings, the Chair will preserve order and decorum and decide on all questions of order, citing the applicable rule(s). The Chair will be a member of Conservation Ontario Council and the Grand River Conservation Foundation. The Chair may represent the Authority at public events, meetings of watershed

municipal councils and meetings with representatives of the provincial and federal government. The Chair of the Authority is also the Chair of the Board of Directors of the Authority.

(2) Vice-Chair:

The Vice-Chair will chair those meetings of the Committee of the Whole outlined in Section 3 of this By-Law, preserving order and decorum and deciding on all questions of order, citing the applicable rule(s). In the absence of the Chair, the Vice-Chair will assume the duties of the Chair. The Vice-chair will be an alternate member of Conservation Ontario Council. The Vice-chair of the Authority is also the Vice-chair of the Board of Directors of the Authority.

Ad Hoc
Committees

6. The General Membership may establish and appoint Members to such ad hoc committees as it deems necessary, with the Chair of the ad hoc committee to be named by the General Membership and the terms of reference to be established at the time of appointment.

When an ad hoc committee has completed its work and submitted its final report, it dissolves automatically, unless otherwise directed by the General Membership.

Committee
Membership

7. (1) The names of Members to serve on all Committees shall be determined by the General Membership.
(2) The Chair is ex officio a member of every committee.

Members
Attendance

8. A semi-annual letter shall be sent from the Authority to member municipalities and the appropriate Ministry of the Provincial Government, noting the attendance of all Authority Members. 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.

Chief
Administrative
Officer

9. The Authority shall appoint a Chief Administrative Officer who shall hold office at the pleasure of the Authority and shall report to the General Membership of the Authority when so required. He/she shall be subject only to the direction of the Authority and shall have full charge and direction of all employees of the Authority. The Chief Administrative Officer will be a member of Conservation Ontario Council.

The Chief Administrative Officer may approve 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.

Secretary-Treasurer

10. The Authority shall appoint a Secretary-Treasurer who shall hold office at the pleasure of the Authority who shall perform all of the duties of a Secretary-Treasurer as set out in the Conservation Authorities Act, RSO 1990, and such other duties as may from time to time be delegated to him/her by the Chief Administrative Officer. The Secretary-Treasurer shall also perform the following duties, the enumeration of which shall in no way limit the generality of the foregoing,
- (a) give or cause to be given all notices required by this By-Law;
 - (b) keep or cause to be kept accurate records of meetings and accounts of the Authority and shall be custodian of the corporate seal;
 - (c) carry out or cause to be carried out required financial transactions on behalf of the Authority;
 - (d) send or cause to be sent copies of minutes to members of the Authority.

Freedom of Information

11. (1) All meetings of the General Membership and the Committee of the Whole shall be open to the public and to coverage by news media, subject to provisions of the Municipal Freedom of Information and Protection of Privacy Act. Notwithstanding the aforementioned, a closed meeting may be convened for a special purpose (an item deemed appropriate for a closed meeting according to the Municipal Act) on the approval of the majority of those present at a meeting.
- (2) In addition, the Chair may convene a closed meeting for the special purposes as outlined above.

Conflict of Interest

12. All meetings of the General Membership and Committees shall be subject to the provisions of the Municipal Conflict of Interest Act.

CALLING OF MEETINGS

General Meetings

13. (1) The General Membership shall meet at least once a month at the Authority Head Office unless otherwise specified, and at such time as the Chair shall decide; of which two meetings shall be the statutory meetings required under Section 15(1) of The Conservation Authorities Act, RSO 1990.
- (2) The Annual General Meeting will be held prior to March 1. In addition to the business normally conducted at monthly General Meetings, the following will be included under "General Business" in the agenda for the Annual General Meeting:
- Receipt of the most recent report of the Audit Committee
 - Receipt and Approval of the Auditor's Report and Audited Financial Statements for the prior year
 - Appointment of Auditors for the current year
 - Approval of the Budget and General Levy for the current year
 - Approval of Provision for Borrowing for the current year
 - Confirmation of By-laws passed, repealed, amended or re-enacted during the past year

Notice of Meeting

14. (1) Notice of all General Membership meetings shall be conveyed to Members, municipalities, Ministry of Natural Resources and Forestry, and to the local media at least five days prior to the date of the meetings. The notice shall include the time and place of the meeting and all items to be discussed at the meeting.
- (2) Anyone wishing notice of other meetings shall leave their name and address with the Secretary-Treasurer. The Secretary-Treasurer or designate shall inform that person, in writing or by telephone, in advance of other meetings.
- (3) In addition, the following notices of meeting shall be given:
- (a) General Membership Meetings

To all Members, Management, and news media. In addition, special invitations may be sent to appropriate government officials.

(b) Audit Committee Meetings

To all members, Management and Auditors

- (4) Municipalities shall be deemed to be notified when their appointed representative is notified. Any municipality specifically requesting notice will be added to the appropriate list.
- (5) The Authority shall establish a schedule of news media to be notified of Authority meetings which shall be reviewed annually or more often as deemed necessary. Such schedule shall be attached to the Minutes of the meeting at which it is approved.

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| Special Meetings | 15. | The Chair may at any time summon a special meeting of the Authority and shall summon a special meeting of the Authority when requested so to do in writing by one-third (1/3) of the members of the Authority. |
| Notice re: Special Meetings | 16. | The notice calling a special meeting of the Authority shall state the business to be considered at the special meeting and no business other than that stated in the notice shall be considered at the special meeting. Notice of a special meeting shall be conveyed to the members at least 72 hours prior to the holding of the special meeting. |
| Audit Committee Meetings | 17. | 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. |
| Ad Hoc Committee Meetings | 18. | Ad hoc committees shall meet at the call of the committee Chair as required and at such time and place as the committee Chair may decide. |
| Meeting Regrets | 19. | Notices of meetings shall include a notation that members are to contact the office if unable to attend. |

PROCEDURE AT MEETINGS

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| Rule of Procedure | 20. | In all matters of procedure not specifically dealt with herein the current edition of Bourinot's Rules of Order shall be binding. |
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Minutes

21. Minutes of meetings shall include the attendance, a copy of all resolutions presented at the meeting, and all other proceedings of the meeting. The Chair, at his/her discretion, may require written motions.

After the minutes have been adopted, they will be signed by the appropriate Chair and by the Secretary-Treasurer. Minutes of Committee meetings shall be presented as information to the General Membership and copies sent to all members.

As well as sending minutes to members, the Secretary-Treasurer shall send or cause to be sent copies of reports as required.

Copies of all minutes shall be made available to Management and staff.

Summaries of minutes will be circulated to others as appropriate.

All non-confidential minutes and supporting technical reports shall be available for public review at the Administration Building during regular business hours.

Copies of minutes and supporting technical reports shall be available upon payment of costs involved, such charges to be determined by the Chief Administrative Officer from time to time.

Agenda Preparation

22. The Chief Administrative Officer, on instructions from the Chair, shall prepare or cause to be prepared an agenda to be forwarded to Members at least five days prior to any regular meeting, listing all matters to come before the meeting.

Order of Business

23. The business of the Authority shall be taken in the order in which it stands on the agenda unless otherwise decided by the majority of the Members at the said meeting.

Meeting Procedures

24. General meetings and special meetings of the Authority shall conform to the following procedure insofar as the procedures are applicable to the meeting:
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. adjournment

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| Other Business | 25. Subject always to anything specifically provided for, or dealt with, in the Conservation Authorities Act, RSO 1990 or this By-Law, no Member shall present any matter to the Authority for its consideration, unless the matter appears on the agenda, without the approval of the Chair or if the Chair refuses such approval, by leave granted by a majority vote of the Members present. |
| Notice of Motion | 26. Written notice of motion may be given by any Member of the Authority by mailing or delivering such notice to the Secretary-Treasurer and the said motion shall be placed on the agenda of the next meeting held 14 days or more after the receipt of the said notice. |
| Delegations | 27. Delegations will be limited to a maximum of ten (10) minutes except that 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. |

Delegations will be considered in the following order:

- (a) Citizens, organizations or their representatives who have notified the Chief Administrative Officer in writing of their desire to appear;
- (b) Citizens, organizations or their representatives who are present at a meeting, who have not notified the Chief Administrative Officer in writing of their desire to appear may, with the approval of a majority of the members present, be heard following all other delegations to a maximum of five (5) minutes.

Speakers will be requested not to repeat what has been said by previous speakers at the meeting.

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.

Communications
and Petitions

28. Every communication, including a petition, to be presented to the Authority will be legibly written or printed and will be signed by at least one person and filed with the Chief Administrative Officer at least 24 hours prior to the start of the meeting for which it is intended. Communications and Petitions may also be sent by electronic means.

All communications on any subject may be referred to staff or a committee without any motion or debate unless otherwise ordered by the Authority.

Section 28
Hearings

29. (1) 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.
- (2) 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 local municipal clerk.
- (3) 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 local municipal clerk, and to the appropriate municipal department with plans attached when required.
- (4) 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.

- Quorum
30. (1) Pursuant to Section 16(2) of the Conservation Authorities Act, a quorum for a General Meeting shall be one-half of the Members appointed by the participating municipalities.
- (2) For meetings other than full membership meetings, a quorum shall be one-half of the Members entitled to attend.
- (3) If no quorum is present one-half hour after the time appointed for a meeting of the Authority, the Secretary-Treasurer shall call the roll and record the names of the members present and the meeting shall stand adjourned until the next meeting.
- (4) If during the course of a meeting a quorum is lost, then the meeting will stand adjourned, not ended, to reconvene at such other time and place as the Chair will then announce. Notwithstanding, if a quorum is lost due to a declaration of pecuniary interest, the meeting will continue.
- (5) If, in the Chair's opinion, it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, then the Chair will announce that the unfinished business will be taken up at the next regularly scheduled meeting.
- (6) The Chief Administrative Officer will give notice of any meeting so adjourned and to be reconvened, in a practical method within the time available.
- (7) Notwithstanding the above, if there is no quorum present after the time appointed for a committee meeting, the Members may choose to proceed with committee business, provided that, prior to considering any recommendations of the committee, the General Membership must first permit the recommendations to be considered. No tenders for goods and services shall be approved unless there is a quorum present.
- Call to Order
31. When a quorum is first present after the hour fixed for a meeting of the Authority, the Chair shall take the chair and call the members to order.
- Meeting Chair
32. (1) 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.

(2) Notwithstanding the Section 32 (1) of this By-law, the Chair shall vacate the chair:

- a) while the Members are sitting as a Committee of the Whole pursuant to Section 3 of this By-Law, and,
- b) while nominations are being made and elections are being held for the office of Chair, and 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.

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| Duties of Chair | 33. | The Chair shall preserve order and decide questions of order. |
| Point of Order | 34. | 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 sit down and thereafter no Member shall address the Chair on the point of order except for the purpose of appealing the Chair's decision. |
| Decision of Chair | 35. | 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. |
| Closed Meetings | 36. | Meetings closed to the public shall be conducted according to the procedures for "closed meetings" as outlined in the Municipal Act. |

ELECTIONS AND APPOINTMENTS

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| Elections | 37. | As outlined in Section 5, the election of officers shall take place annually at the first General Meeting.

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. |
| Nominations | 38. | Nominations for the office of Chair and Vice-Chair of the Authority shall be made from the floor immediately preceding |

the holding of the elections for the office.

Nomination Eligibility 39. To be eligible for nomination, a Member must be present at the meeting or submit in writing prior to the Call-to-Order that he/she is prepared to stand for election to the office for which he/she is nominated.

Election Procedure 40. The procedure for elections shall be as follows:

- (a) at least one scrutineer who is not staff or a Member of the Authority shall be appointed to assist with the election.
- (b) the nomination and election of a Chair who shall be an accredited Member of the Authority, with such elections being conducted by a person appointed by the Authority;
- (c) the nomination and election of a Vice-Chair, who shall be an accredited Member of the Authority; with such elections being conducted by a person appointed by the Authority;
- (d) the number of votes received by those persons nominated for all offices shall be reported.

Election Voting 41. Elections shall be held by secret ballot and no Member may vote by proxy.

Vacancy in Office 42. 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, which Member shall be chosen by election in accordance with Section 40 and 41 of this By-law.

Auditors 43. Auditors shall be appointed by the General Membership annually, for the current year.

RULES OF DEBATE

Speakers 44. Every Member wishing to speak to a question or motion shall, upon recognition by the Chair, address the Chair.

Voting 45. Every Member present at a meeting when a question is put, including the Chair, will vote thereon, unless prohibited by statute, in which case it will be recorded. Any member who refuses to vote will be recorded as voting in the affirmative. Members will not be allowed to vote by proxy.

46. Upon the taking of a vote,

- (a) if all the Members present when the vote is taken vote unanimously, the Secretary-Treasurer or designate shall record the vote accordingly;
 - (b) if the Members present when the vote is taken do not vote unanimously, the Secretary-Treasurer or designate shall record the number of votes for and the number of votes against;
 - (c) a motion resulting in a tied vote will be considered to be defeated;
 - (d) before a vote is taken, any Member may require the vote be recorded and it shall be taken accordingly. For a recorded vote, the Secretary-Treasurer will first ask members to stand indicating that they are in favour and then will ask Members to stand indicating that they are opposed to the motion. The Secretary-Treasurer or designate shall record the name of those in favour and those opposed, and any Members who did not stand will be recorded as voting in favour.
47. After a vote, other than a recorded vote, is taken, any Member may require that the vote be taken again and be recorded if he/she disagrees with the Chair's declaration as to the results of the vote; and he/she states his/her requirement immediately after the Chair's decision.
48. 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.
- Reading of Question 49. 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.
- Speaking to Question 50. No Member shall speak more than once to the same question without leave of the Chair except to amend or dispose of a motion. The Chair may grant additional opportunities for Members wishing to speak to a question in Committee of the Whole.
- Questioning Speaker 51. Any Member may ask a question of the previous speaker but the question shall be stated clearly and relate to the speaker's remarks.
- Matters of Precedence 52. The following matters may be introduced orally without written notice and without leave and shall have precedence over the usual order of business:
- (a) a point of order;

- (b) a point of privilege;
- (c) a motion to suspend a rule of procedure or to request compliance with the rules of procedure;
- (d) a motion that the question be now put to a vote;
- (e) a motion to refer or commit;
- (f) a motion to postpone or defer;
- (g) a motion to adjourn.

53. A motion to adjourn or to put a question to the vote shall take precedence over any other motion and shall be put to a vote immediately without debate, except that the vote shall not be taken,

- (a) while a Member is in possession of the floor or has previously indicated to the Chair his/her desire to speak on the matter before the Authority; or
- (b) after it has been decided to put a motion to the vote and before the vote is completed.

Debate

54. When a motion is under debate, no motion shall be received other than a motion to amend, to postpone action, to refer the questions, to take a vote, or to adjourn.

Vote on Question

55. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested pursuant to Section 47.

Splitting of Question

56. 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.

Motion to Reconsider

57. If a motion is made to reconsider a previous motion, a two-thirds majority vote will be required in order for reconsideration to take place. If a motion to reconsider is passed, the original motion will 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, will supersede.

SIGNING AUTHORITY

Signing Officers

58. (1) Except as otherwise provided in the Conservation Authorities Act, RSO 1990 and the Purchasing Policy of the Authority, all cheques, drafts, promissory notes, and securities for money, shall be signed by the Chair or the Vice-Chair, and shall also be signed by the Chief Administrative Officer or the Secretary-Treasurer.

- (2) Notwithstanding Section 58(1), cheques for payment of the following accounts may be signed by any two of the signing officers referenced in (1) above:
 - (a) Payroll Transfer Account or payroll cheques
 - (b) Receiver General
 - (c) Treasurer of Ontario
 - (d) Any cheque made payable to the Authority
 - (e) Any cheque less than \$3,001.00

- (3) 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.

- (4) Agreements, contracts, property leases or other documents required to be signed by the Authority shall be signed by the Chair or the Vice-Chair, and shall also be signed by the Chief Administrative Officer or the Secretary-Treasurer.

- (5) Notwithstanding Section 58 (4) of this By-law, contracts, property leases or 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.

- (6) The General Membership may approve the use of facsimile signatures.

GENERAL

Payment of
Members

59. (1) Subject to the approval of the Ontario Municipal Board, Authority Members shall be paid a per diem allowance and expenses as provided for in Section 37 of the Conservation Authorities Act, RSO 1990, as follows:
 - (a) a per diem allowance for attendance at meetings of the General Membership, Committees or ad hoc committees, such allowance to be as approved by the General Membership from time to time;
 - (b) a per diem allowance for time spent on business of the Authority when such time is spent on the said business at the direction of the General Membership or the Chair, such allowance to be as approved by the General Membership from time to time. 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.
- (c) a travel allowance for travel to and from meetings of the Authority and/or other Authority business, rates to be approved by the General Membership, subject to Canada Customs and Revenue Agency guidelines.
- (d) 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;
- (e) actual cost of meals, lodging, public transportation and conference fees when said costs are necessarily incurred in the conduct of the business of the Authority;
- (f) the Chair and Vice-Chair of the Authority shall be remunerated in such amounts as approved from time to time.
- (2) A Per Diem & Expense Claim Sheet shall be sent to each Member, monthly, to be returned 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.

- | | | |
|--|-----|---|
| General Routines | 60. | In general, the Authority shall implement the routines as contained in the Policy and Procedures for Conservation Authorities Manual as approved by the Province from time to time. |
| Directory | 61. | An Authority directory shall be prepared annually containing names and contact information for staff, Authority Members, as well as for members of the Grand River Conservation Foundation. |
| Use of Questionnaire | 62. | A questionnaire may be used from time to time to receive input from the General Membership on specific questions of policy. |
| Involvement of Members | 63. | The General Membership shall promote and encourage the active involvement of individual Members in local projects, particularly in situations which require public or local council participation. |
| Flood Emergencies | 64. | The Authority shall approve a flood warning and flood emergency procedure for implementation by Authority staff, and Flood Emergency guidelines will be updated and published annually. |
| Human Resources Policies | 65. | <p>(1) The Authority shall approve and amend from time to time Human Resources Policies for employees containing conditions of employment and benefits.</p> <p>(2) Job descriptions for salaried positions shall be approved by the Chief Administrative Officer and may be amended as conditions warrant.</p> |
| Indemnification of Members, Officers and Employees | 66. | 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) and to the extent only that such costs, charges |

and expenses aforesaid are not covered by insurance and if;

- (a) 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

- (b) 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.

Repeal

67. By-Law 1-2014 is hereby repealed.

Effect

68. This By-Law shall come into force on the . Twenty-sixth day of February, 2016

**GRAND RIVER CONSERVATION AUTHORITY
BY-LAW NO. 1-2016**

Dated: February 26, 2016

READ A FIRST AND SECOND TIME

Date: February 26, 2016

READ A THIRD TIME AND FINALLY PASSED

Date: February 26, 2016

Signed: _____
Chair

Secretary-Treasurer

Grand River Conservation Authority

Report number: GM-06-18-61

Date: June 22, 2018

To: Members of the Grand River Conservation Authority

Subject: Cash and Investment Status – May 2018

Recommendation:

THAT Report Number GM-06-18-61 Cash and Investment Status – May 2018 be received for information.

Summary:

The cash position including Notes Receivable of the Grand River Conservation Authority as at May 31, 2018 was \$27,824,614 with outstanding cheques written in the amount of \$114,869.

Report:

Attached.

Financial implications:

Interest rates, etc. are shown on the report.

Other department considerations:

Not applicable.

Prepared by:

Carol Anne Johnston
Senior Accountant

Approved by:

Karen Armstrong
Deputy CAO/Secretary Treasurer

Sonja Radoja
Manager of Corporate Services

**Grand River Conservation Authority
Cash and Investments Status Report
May 31, 2018**

Date Invested	Location	Type	Amount	Rate	Maturity	2018
	C.I.B.C.	Current Account	3,287,566	1.8%	Below Average Prime or 1.65%	
	Wood Gundy	Current Account	1	0.20%		
	C.I.B.C.	Property Account	8,933	1.8%	Below Average Prime or 1.65%	
	C.I.B.C.	SPP Account	160,675	1.8%	Below Average Prime or 1.65%	
	C.I.B.C.	U.S.	68			
	C.I.B.C.	PayPal Account	12,493	1.8%	Below Average Prime or 1.65%	
	C.I.B.C.	Call Centre	32,755	1.8%	Below Average Prime or 1.65%	
	Royal Bank	Conestogo	9,802			
	Royal Bank	Brant	10,616			
	Royal Bank	Rockwood	10,692			
	Royal Bank	Luther	4,845			
			3,538,446			
September 9, 2009	CIBC Renaissance	Account	2,637,976	1.10%		19,478
October 1, 2014	CIBC Trust Savings	Account	2,219,047	1.10%		16,384
July 15, 2016	One Investment Savings	Account	4,095,099	1.915%		52,639
December 8, 2014	Laurentian Bank	Bond	1,578,000	2.81%	June 13, 2019	37,241
January 28, 2015	CIBC	Bond	726,046	1.80%	May 15, 2019	13,069
September 3, 2015	CIBC	Bond	2,000,000	2.25%	September 3, 2025	37,356
October 14, 2015	Laurentian Bank	Bond	1,996,000	2.50%	January 23, 2020	49,000
March 1, 2016	CIBC	Bond	1,300,000	1.70%	March 1, 2023	19,010
September 16, 2016	CIBC	Bond	1,184,000	1.30%	March 13, 2020	12,356
August 24, 2017	Royal Bank	Bond	1,000,000	2.82%	July 12, 2018	6,893
August 24, 2017	Bank of Montreal	Bond	1,550,000	1.61%	October 28, 2021	21,083
October 2, 2017	CIBC	Bond	2,000,000	1.70%	October 9, 2018	16,345
March 15, 2018	Bank of Nova Scotia	Bond	2,000,000	3.04%	October 18, 2019	35,079
	Total G.R.C.A. Investments		24,286,168			335,933
	G.R.C.A. Funds		27,824,614			
	Outstanding Cheques		114,869			

Investment By Category and Institution

	<u>% of Total Portfolio</u>		<u>% of Total Portfolio</u>
Government	0%	Gov't of Canada	0%
		Province of Ontario	0%
Banks	83%	C.I.B.C.	50%
		Bank of Nova Scotia	8%
		Bank of Montreal	6%
		Royal Bank	4%
		Toronto Dominion	0%
		National	0%
		Laurentian	15%
Other	17%	One Investment Program	17%

Grand River Conservation Authority

Report number: GM-06-18-63

Date: May 25, 2018

To: Members of the Grand River Conservation Authority

Subject: Financial Summary for the Period Ending May 31, 2018

Recommendation:

THAT the Financial Summary for the period ending May 31, 2018 be approved.

Summary:

The Financial Summary includes the 2018 *actual* income and expenditures. The budget approved at the February 23, 2018 General Meeting is included in the *Budget* column. The *Current Forecast* column will indicate an estimate of income and expenditures for the whole year. Any changes between the *Current Forecast* and the *Previous Forecast* will be discussed during the meeting. At this time a surplus of \$NIL at year-end is anticipated.

The Five Year Forecast 2018 to 2022 report to the board will be presented on August 24, 2018, as opposed to July 27, 2018, to allow staff to incorporate estimates related to staffing and compensation and other program adjustments where we are awaiting further information.

Report:

The Financial Summary is attached.

A. Total Revenue increased by \$458,000

- Government funding increased by \$60,000.
 - Flood Forecasting and Warning federal funding increased by \$60,000 for special project - Haldimand County Lake Erie Shoreline Hazard Mapping Study. The funding is to come from National Dam Mitigation Program.
- Self- Generated revenue increased by \$428,000.
 - Land Sale proceeds increased by \$428,000 due to sale of GRCA residential property.
 - Residential rental income decreased by \$30,000 due to vacancy.

B. Total Expenditures increased by \$210,000.

- Operating Expenses increased by \$130,000.
 - Property Rental program expenses increased by \$110,000. Residential program repairs and maintenance expense estimate decreased by \$30,000. Contaminated Site cleanup expenses related to demolished residential property increased by \$140,000. Future

costs will include treatment of contaminated pile of soil. Staff will be obtaining quotes and bringing a report to the board later in the year.

- Hydro generation expenses increased by \$20,000. Expenses related to repairs required to the turbine at Conestogo Lake . Staff has submitted an insurance claim.
- Capital Expenses increased by \$30,000.
 - Computer capital expenses increased by \$50,000 due to computers added at Conservation Areas and additional monitors at head office offset by \$30,000 in additional computer charges to the conservation areas.
- Special Project Expenses increased by \$60,000.
 - Haldimand County Lake Erie Shoreline Hazard Mapping Study expenses increased by \$60,000.

C. NET Funding to Reserves increased by \$248,000.

- Transfer to the Land Sale Proceeds reserve increased by \$428,000 due to proceeds from land sale.
- Transfer to the Land Sale Proceeds reserve decreased by \$20,000 to fund Conestogo turbine repairs. Staff have submitted a claim to the insurance provider and to the extent expenses are reimbursed the reserve will be adjusted accordingly.
- Transfer from the Land Sale Proceeds reserve increased by \$140,000 to fund contaminated site cleanup costs.
- Transfer from the Computer reserve increased by \$20,000 to fund computer capital expenses.

Financial implications:

The activity summarized will result in a NIL net result at December 31, 2018.

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
FINANCIAL SUMMARY - FORECAST**

General Membership June 22, 2018

FORECAST - APRIL 30, 2018- NET RESULT

\$0

CHANGES - May 2018

Sch 2	Flood Forecasting and Warning	(\$60,000) Special Project-Haldimand Shoreline Mapping Study expenses increased \$60,000 Federal Funding increased (NDMP)	\$0
Sch 10	Conservation Lands	\$428,000 Land Sale Proceeds increased (\$428,000) Transfer to Land Sale Proceeds Reserve increased	\$0
Sch 11	Property Rentals	(\$30,000) Residential Rental Income decreased \$30,000 Residential Program Repairs & Maintenance Expenses decreased	\$0
		(\$140,000) Contaminated Site Clean-Up expenses increased \$140,000 Use of Land Sale Proceeds Reserves	\$0
Sch 12	Hydro Generation	(\$20,000) Conestogo Turbine repairs expense increased (flooding incident) \$20,000 Transfer to Reserves decreased	\$0
Sch 16	Computer Expenses	(\$50,000) Computer Capital Expenses increased \$30,000 Computer Charges to Conservation Areas Increased \$20,000 Use of Reserves increased	\$0

FORECAST - MAY 31, 2018- NET RESULT

\$0

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING May 31, 2018**

SCHEDULE		Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
REVENUE							
Municipal							
General Municipal Levy (Operating)	various	10,025,000	10,302,000	3,434,000	10,302,000	10,302,000	0
General Municipal Levy (Capital)	various	1,050,000	1,050,000	350,000	1,050,000	1,050,000	0
Special Municipal Levy	various	0	150,000	99,411	150,000	150,000	0
Other	various	1,132,936	830,000	1,409,057	830,000	830,000	0
		12,207,936	12,332,000	5,292,468	12,332,000	12,332,000	0
Government Grants							
MNRF Transfer Payments	various	871,073	871,073	0	871,073	871,073	0
Source Protection Program-Provincial	various	1,570,408	1,575,000	598,272	1,575,000	1,575,000	0
Other Provincial	various	933,723	1,432,500	710,530	1,432,500	1,432,500	0
Federal	various	433,700	70,000	223,216	70,000	130,000	60,000
		3,808,904	3,948,573	1,532,018	3,948,573	4,008,573	60,000
Self Generated							
User Fees and Sales							
<i>Enquiries and Permits</i>	4	515,729	491,400	249,892	491,400	491,400	0
<i>Plan Input and Review</i>	4	457,368	410,000	192,406	410,000	410,000	0
<i>Nursery and Woodlot Management</i>	5	460,894	465,000	248,539	465,000	465,000	0
<i>Consulting</i>	4	0	0	3,726	0	0	0
<i>Conservation Lands Income</i>	10	53,610	71,000	3,165	71,000	71,000	0
<i>Conservation Areas User Fees</i>	13	8,480,836	8,000,000	2,434,532	8,000,000	8,000,000	0
<i>Nature Centres and Camps</i>	8	928,125	942,000	246,609	942,000	942,000	0
<i>Merchandising and Sales</i>	8	473	0	726	0	0	0
Property Rentals	11	2,937,919	2,900,700	1,518,298	2,900,700	2,870,700	(30,000)
Hydro Generation	12	572,154	470,000	141,485	470,000	470,000	0
Land Sales	10	0	0	427,924	0	428,000	428,000
Grand River Conservation Foundation	various	698,380	399,000	22,092	399,000	399,000	0
Donations	various	72,602	314,000	327,699	314,000	314,000	0
Landowner Contributions	5	200,118	200,000	142,294	200,000	200,000	0
Investment Income	14	442,984	450,000	98,229	450,000	450,000	0
Miscellaneous Income	various	98,391	48,000	18,402	48,000	48,000	0
Total Self-Generated Revenue		15,919,583	15,161,100	6,076,018	15,161,100	15,559,100	398,000
TOTAL REVENUE		31,936,423	31,441,673	12,900,504	31,441,673	31,899,673	458,000

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING May 31, 2018**

SCHEDULE	Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change	
EXPENSES							
OPERATING							
Water Resources Planning & Environment	1	1,994,193	2,221,800	795,437	2,221,800	2,221,800	0
Flood Forecasting and Warning	2	700,905	800,400	279,697	800,400	800,400	0
Water Control Structures	3	1,550,381	1,725,700	678,325	1,725,700	1,725,700	0
Resource Planning	4	1,872,317	1,977,900	713,226	1,977,900	1,977,900	0
Forestry & Conservation Land Property Taxes	5	1,339,953	1,376,500	740,936	1,376,500	1,376,500	0
Conservation Services	6	764,450	861,000	312,017	861,000	861,000	0
Communications & Foundation	7	595,594	714,900	244,378	714,900	714,900	0
Environmental Education	8	1,326,109	1,316,400	462,190	1,316,400	1,316,400	0
Corporate Services	9	2,917,332	3,399,987	1,151,524	3,399,987	3,399,987	0
Conservation Lands	10	1,758,357	1,947,000	912,352	1,947,000	1,947,000	0
Property Rentals	11	2,178,441	1,595,400	539,094	1,595,400	1,705,400	110,000
Hydro Production	12	177,078	130,000	54,853	130,000	150,000	20,000
Conservation Areas	13	6,903,045	7,110,000	1,895,787	7,110,000	7,110,000	0
Miscellaneous	14	109,038	70,000	17,860	70,000	70,000	0
Information Systems	16	1,100,195	1,136,000	564,126	1,136,000	1,136,000	0
Motor Pool	16	789,383	898,000	317,431	898,000	898,000	0
Less: Internal Charges (IS & MP)	16	(1,889,578)	(2,034,000)	(881,557)	(2,034,000)	(2,034,000)	0
Total OPERATING Expenses		24,187,193	25,246,987	8,797,676	25,246,987	25,376,987	130,000
CAPITAL							
Water Resources Planning & Environment	1	73,117	110,000	29,390	110,000	110,000	0
Flood Forecasting and Warning	2	204,172	190,000	40,339	190,000	190,000	0
Water Control Structures	3	1,112,074	1,500,000	333,687	1,500,000	1,500,000	0
Nature Centres	8	0	0	370	0	0	0
Conservation Areas	13	859,691	1,820,000	562,078	1,820,000	1,820,000	0
Corporate Services	9	0	0	0	0	0	0
Information Systems	16	227,780	200,000	159,045	200,000	250,000	50,000
Motor Pool	16	170,756	500,000	97,598	500,000	500,000	0
Less: Internal Charges (IS & MP)	16	(461,383)	(410,000)	(140,153)	(410,000)	(440,000)	(30,000)
Total Capital Expenses		2,186,207	3,910,000	1,082,354	3,910,000	3,930,000	20,000
SPECIAL							
Water Resources Planning & Environment	1	279,571	285,000	112,282	285,000	285,000	0
Flood Forecasting and Warning	2	132,927	850,000	55,915	850,000	910,000	60,000
Forestry	5	185,284	270,000	61,146	270,000	270,000	0
Conservation Services	6	1,281,536	936,000	366,048	936,000	936,000	0
Communications	7	0	0	0	0	0	0
Environmental Education	8	260,266	0	0	0	0	0
Conservation Land Purchases	10	139,401	0	69,918	0	0	0
Conservation Lands	10	553,129	420,000	94,513	420,000	420,000	0
Property Development	11	0	50,000	0	50,000	50,000	0
Hydro Generation	12	112,472	300,000	38,718	300,000	300,000	0
Miscellaneous	14	28,890	35,000	0	35,000	35,000	0
Source Protection Program	15	1,570,408	1,575,000	598,272	1,575,000	1,575,000	0
Total SPECIAL PROJECTS Expenses		4,543,884	4,721,000	1,396,812	4,721,000	4,781,000	60,000
Total Expenses		30,917,284	33,877,987	11,276,842	33,877,987	34,087,987	210,000
Gross Surplus		1,019,139	(2,436,314)	1,623,662	(2,436,314)	(2,188,314)	248,000
Prior Year Surplus Carryforward		315,832	412,314	315,832	412,314	412,314	0
Net Funding FROM/(TO) Reserves		(922,657)	2,024,000	111,574	2,024,000	1,796,000	(248,000)
NET SURPLUS		412,314	0	2,051,068	0	20,000	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 1 - Water Resources - Planning and Environment
FOR THE PERIOD ENDING May 31, 2018

	Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
<u>Expenditures and Funding to Reserves</u>						
Compensation and Benefits	1,469,253	1,587,900	593,340	1,587,900	1,587,900	
Administration Expenses	256,974	313,000	44,970	313,000	313,000	
Insurance Expenses	115,267	110,000	103,297	110,000	110,000	
Other Operating Expenses	152,699	210,900	53,830	210,900	210,900	
Total OPERATING Expenditures	1,994,193	2,221,800	795,437	2,221,800	2,221,800	
Instrumentation	30,973	60,000	14,987	60,000	60,000	
Water Quality Monitoring Equipment	42,144	50,000	14,403	50,000	50,000	
Total CAPITAL Expenditures	73,117	110,000	29,390	110,000	110,000	
Grand River Water Management Plan	33,840	20,000	15,929	20,000	20,000	
Dundas Valley Groundwater	0	0	0	0	0	
Upper Blair Drainage	107,653	100,000	34,976	100,000	100,000	
Large Cover Placement Project	0	0	0	0	0	
Natural Heritage Study-Wellington	28,313	30,000	14,938	30,000	30,000	
Species at Risk -SARA	0	0	0	0	0	
Waste Water Optimization Program	109,765	135,000	46,439	135,000	135,000	
Drought Contingency Pilot Project	0	0	0	0	0	
Total SPECIAL PROJECT Expenditures	279,571	285,000	112,282	285,000	285,000	
Grand River Watershed Management Plan	0	0	0	0	0	
Planning Enforcement	0	0	0	0	0	
Total FUNDING to RESERVES	0	0	0	0	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,346,881	2,616,800	937,109	2,616,800	2,616,800	0
<u>Funding</u>						
Municipal						
General Municipal Levy (Operating)	2,030,600	2,071,100	0	2,071,100	2,071,100	
General Municipal Levy (Captial)	60,000.00	60,000	14,267	60,000	60,000	
Special Levies	0	150,000	99,411	150,000	150,000	
Municipal Other	127,748	30,000	5,355	30,000	30,000	
Government Grants						
MNRF Transfer Payments	33,200	33,200	0	33,200	33,200	
Other Provincial	190,870	192,500	321,103	192,500	192,500	
Federal	19,618	0	66,212	0	0	
Self Generated						
Donations Other	0	3,000	0	3,000	3,000	
Funding From Reserves						
Grand River Watershed Management Plan	0	27,000	0	27,000	27,000	
Gauges	0	50,000	0	50,000	50,000	
TOTAL FUNDING	2,462,036	2,616,800	506,348	2,616,800	2,616,800	0
Net Surplus/(Deficit)	115,155	0	(430,761)	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 2 - Flood Forecasting and Warning
FOR THE PERIOD ENDING May 31, 2018

	Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
<u>Expenditures and Funding to Reserves</u>						
Compensation and Benefits	373,875	463,200	178,441	463,200	463,200	
Administration Expenses	255,233	260,800	77,435	260,800	260,800	
Other Operating Expenses	71,797	76,400	23,821	76,400	76,400	
Total OPERATING Expenditures	700,905	800,400	279,697	800,400	800,400	
Hardware	75,164	88,000	38,671	88,000	88,000	
Stream Gauges	129,008	102,000	1,668	102,000	102,000	
Total CAPITAL Expenditures	204,172	190,000	40,339	190,000	190,000	
Floodplain Mapping Projects	132,927	850,000	55,915	850,000	910,000	60,000
Total SPECIAL PROJECT Expenditures	132,927	850,000	55,915	850,000	910,000	60,000
Total FUNDING to RESERVES	65,000	0	-	0	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,103,004	1,840,400	375,951	1,840,400	1,900,400	60,000
<u>Funding</u>						
Municipal						
General Municipal Levy (Operating)	527,345	547,445	182,481	547,445	547,445	
General Municipal Levy (Capital)	190,000	190,000	63,333	190,000	190,000	
Municipal Other						
Government Grants						
MNRF Transfer Payments	252,955	252,955	0	252,955	252,955	
Other Provincial	134,187	510,000	311,781	510,000	510,000	
Federal	0	0	0	0	60,000	60,000
Funding From Reserves						
Floodplain Mapping Projects	0	340,000	0	340,000	340,000	
TOTAL REVENUE	1,104,487	1,840,400	557,595	1,840,400	1,900,400	60,000
Net Surplus/(Deficit)	1,483	0	181,644	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 3 - Water Control Structures
FOR THE PERIOD ENDING May 31, 2018

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

Expenditures and Funding to Reserves

	Actual YTD	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	1,103,590	1,170,100	434,869	1,170,100	1,170,100	
Administration Expenses	14,271	28,600	5,680	28,600	28,600	
Property Taxes	163,892	189,000	0	189,000	189,000	
Other Operating Expenses	268,628	338,000	237,776	338,000	338,000	
Total OPERATING Expenditures	1,550,381	1,725,700	678,325	1,725,700	1,725,700	
Total CAPITAL Expenditures	1,112,074	1,500,000	333,687	1,500,000	1,500,000	
Total FUNDING to RESERVES	302,000	0	-	0	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,964,455	3,225,700	1,012,012	3,225,700	3,225,700	0

Funding

Municipal

General Municipal Levy (Operating)	1,278,550	1,325,350	441,783	1,325,350	1,325,350	
General Municipal Levy (Capital)	800,000	800,000	266,667	800,000	800,000	

Government Grants

MNRF Transfer Payments	400,350	400,350	0	400,350	400,350	
Provincial	486,489	700,000	0	700,000	700,000	

Self Generated

Miscellaneous	0	0	0	0	0	
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TOTAL REVENUE AND FUNDING FROM RESERVES	2,965,389	3,225,700	708,450	3,225,700	3,225,700	0
Net Surplus/(Deficit)	934	0	-303,562	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 4 - Resource Planning
FOR THE PERIOD ENDING May 31, 2018

	Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
<u>Expenditures and Funding to Reserves</u>						
Compensation and Benefits	1,594,807	1,706,200	646,591	1,706,200	1,706,200	
Administration Expenses	193,435	218,100	39,374	218,100	218,100	
Other Operating Expenses	84,075	53,600	27,261	53,600	53,600	
Total OPERATING Expenditures	1,872,317	1,977,900	713,226	1,977,900	1,977,900	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,872,317	1,977,900	713,226	1,977,900	1,977,900	0
<u>Funding</u>						
Municipal						
General Municipal Levy (Operating)	981,832	961,932	320,644	961,932	961,932	
Government Grants						
MNRF Transfer Payments	114,568	114,568	0	114,568	114,568	
Other Provincial	6,831	0	3,134	0	0	
Self Generated						
Solicitor Enquiry Fees	60,010	52,000	27,445	52,000	52,000	
Permit Fees	455,719	439,400	222,447	439,400	439,400	
Plan Review Fees	457,368	410,000	192,406	410,000	410,000	
Consulting	0	0	3,726	0	0	
TOTAL REVENUE	2,076,328	1,977,900	769,802	1,977,900	1,977,900	0
Net Surplus/(Deficit)	204,011	0	56,576	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 5 - Forestry & Conservation Lands Property Taxes
FOR THE PERIOD ENDING May 31, 2018

	Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
Expenditures and Funding to Reserves						
Compensation and Benefits	587,194	539,900	267,977	539,900	539,900	
Administration Expenses	56,118	43,400	3,988	43,400	43,400	
Property Taxes	168,606	177,800	3,031	177,800	177,800	
Other Operating Expenses	528,035	615,400	465,940	615,400	615,400	
Total OPERATING Expenditures	1,339,953	1,376,500	740,936	1,376,500	1,376,500	
Ecological Restoration	185,284	270,000	61,146	270,000	270,000	
Total SPECIAL PROJECT Expenditures	185,284	270,000	61,146	270,000	270,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,525,237	1,646,500	802,082	1,646,500	1,646,500	0
Funding						
Municipal						
General Municipal Levy (Operating)	632,700	669,500	223,167	669,500	669,500	
Municipal Other						
Government Grants						
Provincial	11,279	0	12,682	0	0	
Federal	72,427	0	1,135	0	0	
Self Generated						
Nursery	423,470	450,000	248,539	450,000	450,000	
Landowner Contributions (Tree Planting)	200,118	200,000	142,294	200,000	200,000	
Donations - Foundation	48,216	57,000	0	57,000	57,000	
Donations - Other	58,451	270,000	262,049	270,000	270,000	
Funding From Reserves						
Conservation Area Reserve (EAB)	16,205	0	0	0	0	
TOTAL REVENUE	1,462,866	1,646,500	889,866	1,646,500	1,646,500	0
Net Surplus/(Deficit)	-62,371	0	87,784	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 6 - Conservation Services
FOR THE PERIOD ENDING May 31, 2018

	Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
Expenditures and Funding to Reserves						
Compensation and Benefits	651,189	693,100	281,769	693,100	693,100	
Administration Expenses	94,505	110,000	20,642	110,000	110,000	
Other Operating Expenses	18,756	57,900	9,606	57,900	57,900	
Total OPERATING Expenditures	764,450	861,000	312,017	861,000	861,000	
RWQP Grants	1,011,358	800,000	288,346	800,000	800,000	
Brant/Brantford Childrens Water Festival	25,544	26,000	18,337	26,000	26,000	
Haldimand Childrens Water Festival	42,303	40,000	12,901	40,000	40,000	
Species at Risk	78,678	70,000	30,222	70,000	70,000	
AGGP-UofG Research-Buffers	20,812	0	7,168	0	0	
Great Lakes SHSM Event	6,076	0	5,131	0	0	
Great Lakes Agricultural Stewardship Initiative	96,765	0	3,943	0	0	
Total SPECIAL PROJECT Expenditures	1,281,536	936,000	366,048	936,000	936,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,045,986	1,797,000	678,065	1,797,000	1,797,000	0
Funding						
Municipal						
General Municipal Levy (Operating)	689,500	713,000	237,667	713,000	713,000	
Municipal Other	1,005,188	800,000	1,403,702	800,000	800,000	
Government Grants						
Other Provincial	100,992	30,000	48,724	30,000	30,000	
Federal	100,148	70,000	151,566	70,000	70,000	
Self Generated						
Donations - Foundation	147,970	127,000	21,734	127,000	127,000	
Donations - Other	14,151	26,000	31,650	26,000	26,000	
Miscellaneous	12,357	0	4,457	0	0	
Funding From Reserves						
Cambridge Desiltation Pond	742	1,000	0	1,000	1,000	
Upper Grand Restoration	0	30,000	0	30,000	30,000	
TOTAL REVENUE	2,071,048	1,797,000	1,899,500	1,797,000	1,797,000	0
Net Surplus/(Deficit)	25,062	0	1,221,435	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 8 - Environmental Education
FOR THE PERIOD ENDING May 31, 2018

	Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
<u>Expenditures and Funding to Reserves</u>						
Compensation and Benefits	930,588	942,400	337,417	942,400	942,400	
Administration Expenses	92,419	74,300	7,232	74,300	74,300	
Insurance Expense	10,447	10,000	10,637	10,000	10,000	
Property Taxes	11,440	19,400	0	19,400	19,400	
Other Operating Expenses	281,215	270,300	106,904	270,300	270,300	
Total OPERATING Expenditures	1,326,109	1,316,400	462,190	1,316,400	1,316,400	
Major Repairs & Maintenance Projects	0	0	370	0	0	
Total CAPITAL Expenditures	0	0	370	0	0	
Apps' Mill Nature Centre Renovations	260,266	0	0	0	0	
Total SPECIAL PROJECT Expenditures	260,266	0	0	0	0	
Guelph Nature Centre	70,000	30,000	0	30,000	30,000	
Total FUNDING to RESERVES	70,000	30,000	0	30,000	30,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,656,375	1,346,400	462,560	1,346,400	1,346,400	0
<u>Funding</u>						
Municipal						
General Municipal Levy (Operating)	319,300	354,400	118,133	354,400	354,400	
Government Grants						
Provincial	3,075	0	0	0	0	
Federal	48,957	0	0	0	0	
Self Generated						
Donations - Foundation	243,580	50,000	0	50,000	50,000	
Donations - Other	0	0	0	0	0	
Nature Centre Revenue - Schools	565,127	578,000	201,193	578,000	578,000	
Nature Centre Revenue - Community	45,051	33,000	10,640	33,000	33,000	
Nature Centre Revenue - Camps	317,947	331,000	34,776	331,000	331,000	
Merchandise Revenue	473	0	726	0	0	
Funding from Reserves						
Laurel Creek & Taquanyah Nature Centre	9,300	0	0	0	0	
TOTAL REVENUE	1,552,810	1,346,400	365,468	1,346,400	1,346,400	0
Net Surplus/(Deficit)	(103,565)	0	(97,092)	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 9 - Corporate Services
 FOR THE PERIOD ENDING May 31, 2018

	Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
Expenditures and Funding to Reserves						
Compensation and Benefits	1,848,424	1,990,000	755,520	1,990,000	1,990,000	
Administration Expenses	297,506	337,300	67,892	337,300	337,300	
Insurance	56,897	55,000	53,423	55,000	55,000	
Other Operating Expenses	779,367	1,087,687	302,404	1,087,687	1,087,687	
LESS: Recovery of Corporate Services Expenses	(64,862)	(70,000)	(27,715)	(70,000)	(70,000)	
Total OPERATING Expenditures	2,917,332	3,399,987	1,151,524	3,399,987	3,399,987	
Building	155,000	0	0	0	0	
Personnel	15,000	0	0	0	0	
Total FUNDING to RESERVES	170,000	0	0	0	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	3,087,332	3,399,987	1,151,524	3,399,987	3,399,987	0
Funding						
Municipal						
General Municipal Levy (Operating)	2,888,273	2,944,373	981,458	2,944,373	2,944,373	
Government Grants						
MNRF Transfer Payments	70,000	70,000	0	70,000	70,000	
Provincial						
Self Generated						
Donations - Foundation	0		0			
Donations - Other						
Miscellaneous	25,000		9,029			
Funding From Reserves						
Personnel	0	15,000	0	15,000	15,000	
TOTAL REVENUE	2,983,273	3,029,373	990,487	3,029,373	3,029,373	0
Net Surplus/(Deficit)	(104,059)	(370,614)	(161,037)	(370,614)	(370,614)	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 10 - Conservation Lands
FOR THE PERIOD ENDING May 31, 2018

	Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
Expenditures and Funding to Reserves						
Compensation and Benefits	1,014,057	1,042,500	409,046	1,042,500	1,042,500	
Administration Expenses	92,798	156,500	51,492	156,500	156,500	
Insurance	148,276	143,000	136,906	143,000	143,000	
Other Operating Expenses	503,226	605,000	314,908	605,000	605,000	
Total OPERATING Expenditures	1,758,357	1,947,000	912,352	1,947,000	1,947,000	
Land Purchases/Land Sale Expenses	139,401	0	69,918	0	0	
Emerald Ash Borer	314,172	400,000	78,834	400,000	400,000	
Trees for Guelph	0	0	0	0	0	
Trails - Capital Maintenance	238,957	20,000	15,679	20,000	20,000	
Total SPECIAL PROJECT Expenditures	692,530	420,000	164,431	420,000	420,000	
Forestry	117,424	0	0	0	0	
Land Sale Proceeds	0	0	0	0	428,000	428,000
Total FUNDING to RESERVES	117,424	0	0	0	428,000	428,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,568,311	2,367,000	1,076,783	2,367,000	2,795,000	428,000
Funding						
Municipal						
Municipal Other	0	0	0	0	0	
Government Grants						
Federal	89,300	0	4,303	0	0	
Self Generated						
Luther Misc Income	31,564	46,000	694	46,000	46,000	
Other Areas Income	22,046	25,000	2,471	25,000	25,000	
Timber Sales	37,424	15,000	0	15,000	15,000	
Land Sale Proceeds	0	0	427,924	0	428,000	428,000
Donations - Foundation	183,325	50,000	138	50,000	50,000	
Donations - Other	0	15,000	34,000	15,000	15,000	
Miscellaneous Other	2,854	0	0	0	0	
Funding From Reserves						
Land	139,401	400,000	0	400,000	400,000	
Conservation Area Reserve (Dickson Trail funding)	56,157	20,000	0	20,000	20,000	
Forestry (EAB)/Ice Storm/Legal	314,172	0	0	0	0	
Gravel	0	1,000	0	1,000	1,000	
TOTAL REVENUE	876,243	572,000	469,530	572,000	1,000,000	428,000
Net Surplus/(Deficit)	(1,692,068)	(1,795,000)	(607,253)	(1,795,000)	(1,795,000)	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 11 - Property Rentals
FOR THE PERIOD ENDING May 31, 2018

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

Expenditures and Funding to Reserves

	Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	571,683	574,000	209,387	574,000	574,000	
Administration Expenses	63,033	73,000	24,298	73,000	73,000	
Insurance Expense	14,787	15,500	16,076	15,500	15,500	
Property Taxes	106,621	98,000	-	98,000	98,000	
Other Operating Expenses	1,422,317	834,900	289,333	834,900	944,900	110,000
Total OPERATING Expenditures	2,178,441	1,595,400	539,094	1,595,400	1,705,400	110,000
Property Development	-	50,000	-	50,000	50,000	
Total SPECIAL PROJECT Expenditures	0	50,000	0	50,000	50,000	
Cottage Lot Program-Belwood	41,000	0	-	0	0	
Cottage Lot Program-Conestogo	70,000	0	-	0	0	
Demolitions/R&M Savings	122,000	0	-	0	0	
Total FUNDING to RESERVES	233,000	0	0	0	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,411,441	1,645,400	539,094	1,645,400	1,755,400	110,000
Funding						
Self Generated						
Belwood	951,224	957,000	564,588	957,000	957,000	
Conestogo	1,138,839	1,151,000	661,521	1,151,000	1,151,000	
Agricultural	233,309	230,000	120,766	230,000	230,000	
Residential	313,140	250,000	98,367	250,000	220,000	(30,000)
Miscellaneous	301,407	312,700	73,056	312,700	312,700	
Funding FROM Reserves						
Property Development	0	50,000	0	50,000	50,000	
Cottage Lot Program (Ice Storm)/Contaminated Site	488,115	0	0	0	140,000	140,000
Wells/Septic/Demolitions	280,300	100,000	0	100,000	100,000	
TOTAL REVENUE	3,706,334	3,050,700	1,518,298	3,050,700	3,160,700	110,000
Net Surplus/(Deficit)	1,294,893	1,405,300	979,204	1,405,300	1,405,300	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 12 - Hydro Production
FOR THE PERIOD ENDING May 31, 2018

	Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
Expenditures and Funding to Reserves						
Compensation and Benefits	56,537	42,000	22,901	42,000	42,000	
Administration Expenses	538	0	538	0	0	
Other Operating Expenses	120,003	88,000	31,414	88,000	108,000	20,000
Total OPERATING Expenditures	177,078	130,000	54,853	130,000	150,000	20,000
Parkhill Hydro Turbine Project	112,472	300,000	38,718	300,000	300,000	
Total SPECIAL PROJECT Expenditures	112,472	300,000	38,718	300,000	300,000	
Land Sale Proceeds	125,000	70,000	0	70,000	50,000	(20,000)
Total FUNDING to RESERVES	125,000	70,000	0	70,000	50,000	(20,000)
TOTAL EXPENDITURES AND FUNDING TO RESERVES	414,550	500,000	93,571	500,000	500,000	0
Revenue						
Self Generated						
Hydro Production-Belwood	337,542	240,000	101,320	240,000	240,000	
Hydro Production-Conestogo	234,612	230,000	40,165	230,000	230,000	
Funding from Reserves						
Land Sale Proceeds	112,472	300,000	0	300,000	320,000	
TOTAL REVENUE	684,626	770,000	141,485	770,000	790,000	0
Net Surplus/(Deficit)	270,076	270,000	47,914	270,000	290,000	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 13 - Conservation Areas
FOR THE PERIOD ENDING May 31, 2018

	Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
Expenditures and Funding to Reserves						
Compensation and Benefits	3,833,510	4,177,000	935,722	4,177,000	4,177,000	
Administration Expenses	173,930	173,000	36,636	173,000	173,000	
Property Tax	57,784	60,000	0	60,000	60,000	
Other Operating Expenses	2,837,821	2,700,000	923,429	2,700,000	2,700,000	
Total OPERATING Expenditures	6,903,045	7,110,000	1,895,787	7,110,000	7,110,000	
Total CAPITAL Expenditures	859,691	1,820,000	562,078	1,820,000	1,820,000	
Pools & Water Treatment Equipment, Stabilization	842,000	300,000	0	300,000	300,000	
Total FUNDING to RESERVES	842,000	300,000	0	300,000	300,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	8,604,736	9,230,000	2,457,865	9,230,000	9,230,000	0
Funding						
Government Grants						
Federal	83,250	0	0	0	0	
Self Generated						
Brant	1,101,738	1,000,000	488,447	1,000,000	1,000,000	
Byng Island	1,041,858	1,000,000	412,258	1,000,000	1,000,000	
Belwood Lake	342,862	330,000	119,543	330,000	330,000	
Conestogo Lake	490,070	480,000	196,835	480,000	480,000	
Elora Gorge	1,633,807	1,700,000	147,256	1,700,000	1,700,000	
Elora Quarry	251,010	220,000	5,367	220,000	220,000	
Guelph Lake	976,925	940,000	237,607	940,000	940,000	
Laurel Creek	471,676	410,000	176,079	410,000	410,000	
Pinehurst Lake	843,688	770,000	328,686	770,000	770,000	
Rockwood	1,103,129	950,000	232,859	950,000	950,000	
Shade's Mills	224,073	200,000	89,595	200,000	200,000	
Total Fee Revenue	8,480,836	8,000,000	2,434,532	8,000,000	8,000,000	
Donations-Foundation	41,335	80,000	220	80,000	80,000	
Donations - Other						
Funding From Reserves						
Conservation Areas	0	1,150,000	0	1,150,000	1,150,000	
TOTAL REVENUE	8,605,421	9,230,000	2,434,752	9,230,000	9,230,000	0
Net Surplus/(Deficit)	685	0	-23,113	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 14 - Miscellaneous
FOR THE PERIOD ENDING May 31, 2018

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

Expenditures and Funding to Reserves

	Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Other Miscellaneous	109,038	70,000	17,860	70,000	70,000	
Total OPERATING Expenditures	109,038	70,000	17,860	70,000	70,000	
Total CAPITAL Expenditures						
Mill Creek Rangers	28,890	35,000	0	35,000	35,000	
Total SPECIAL PROJECT Expenditures	28,890	35,000	0	35,000	35,000	
Interest Income	330,340	350,000	0	350,000	350,000	
PST Refund/Insurance Proceeds	0	0	0	0	0	
Total FUNDING to RESERVES	330,340	350,000	0	350,000	350,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	468,268	455,000	17,860	455,000	455,000	0

Funding

Government Grants

Provincial	0	0	13,106	0	0	
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Self Generated

Interest Income-Operating	0	100,000	0	100,000	100,000	
Interest Income-Reserves	442,984	350,000	98,229	350,000	350,000	
Commodity Tax Refunds	0	0	0	0	0	
Miscellaneous	56,270	48,000	0	48,000	48,000	
Grand River Conservation Foundation	33,954	35,000	0	35,000	35,000	

TOTAL REVENUE	533,208	533,000	111,335	533,000	533,000	0
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Net Surplus/(Deficit)	64,940	78,000	93,475	78,000	78,000	0
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GRAND RIVER CONSERVATION AUTHORITY
Schedule 15 - Source Protection Program
FOR THE PERIOD ENDING May 31, 2018

	Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
<u>Expenditures</u>						
Compensation and Benefits	484,096	570,000	213,297	570,000	570,000	
Administration Expenses	50,210	65,000	6,834	65,000	65,000	
Other Operating Expenses	160,163	120,000	61,489	120,000	120,000	
Water Budget - Technical Studies	719,805	680,000	340,050	680,000	680,000	
Water Quality - Technical Studies	156,134	140,000	(23,398)	140,000	140,000	
TOTAL EXPENDITURES	1,570,408	1,575,000	598,272	1,575,000	1,575,000	0
<u>Funding</u>						
Government Grants						
Provincial	1,570,408	1,575,000	598,272	1,575,000	1,575,000	
TOTAL FUNDING	1,570,408	1,575,000	598,272	1,575,000	1,575,000	0
Net Surplus/(Deficit)	0	0	0	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 16 - Information Systems and Motor Pool
FOR THE PERIOD ENDING May 31, 2018

	Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
Expenditures						
Information Systems						
Compensation and Benefits	876,256	910,000	383,388	910,000	910,000	
Administrative Expenses	30,035	25,000	22,742	25,000	25,000	
Software and Hardware Maintenance	142,362	150,000	134,215	150,000	150,000	
Supplies and Services	51,542	51,000	23,781	51,000	51,000	
Total OPERATING Expenditures	1,100,195	1,136,000	564,126	1,136,000	1,136,000	
Capital Expenses	227,780	200,000	159,045	200,000	250,000	50,000
LESS Internal Charges	(1,238,965)	(1,270,000)	0	(1,270,000)	(1,300,000)	(30,000)
NET Unallocated Expenses	89,010	66,000	723,171	66,000	86,000	20,000
Motor Pool						
Compensation and Benefits	266,463	292,000	103,820	292,000	292,000	
Administrative Expenses	17,919	25,500	2,890	25,500	25,500	
Insurance	37,114	38,800	40,159	38,800	38,800	
Motor Pool Building and Grounds Maintenance	23,161	10,000	4,543	10,000	10,000	
Equipment, Repairs and Supplies	243,956	277,700	116,888	277,700	277,700	
Fuel	200,770	254,000	49,131	254,000	254,000	
Total OPERATING Expenditures	789,383	898,000	317,431	898,000	898,000	
Capital Expenses	170,756	500,000	97,598	500,000	500,000	
LESS Internal Charges	(1,111,996)	(1,174,000)	(1,021,710)	(1,174,000)	(1,174,000)	
NET Unallocated Expenses	(151,857)	224,000	(606,681)	224,000	224,000	
TOTAL EXPENDITURES	(62,847)	290,000	116,490	290,000	310,000	20,000
Funding						
Government Grants						
Federal	20,000	0	0	0	0	
Self Generated						
Miscellaneous	1,910	0	4,916	0	0	
TOTAL REVENUE	21,910	0	4,916	0	0	
Gross Surplus (Deficit)	84,757	(290,000)	(111,574)	(290,000)	(310,000)	
Funding From Reserves	2,266,204	2,734,000	1,133,284	2,734,000	2,784,000	50,000
Funding to Reserves	(2,350,961)	(2,444,000)	(1,021,710)	(2,444,000)	(2,474,000)	(30,000)
Net Surplus/(Deficit)	0	0	0	0	0	0

Grand River Conservation Authority

Report number: GM-06-18-64

Date: June 22, 2018

To: Members of the Grand River Conservation Authority

Subject: Reconstruction of Outlet Berm at Chesney Wilderness Area

Recommendation:

THAT Report Number GM-06-18-64 - Reconstruction of Outlet Berm at Chesney Wilderness Area be received for information.

Summary:

Not Applicable

Report:

The Grand River Conservation Authority (GRCA) owns lands in the Geographic Township of Blandford known as the Chesney Wilderness Area. The property comprises an area of 233 acres, and contains provincially significant wetland and other unique features that include rare native plant and animal species. A recreational trail that is well used by members of the local community is located on the property together with a small picnic site and parking area. A map of the property is attached in Figure 1.

In October 2017, the County of Oxford was cleaning out a culvert under Oxford Road 29 which is directly adjacent to the Chesney Wilderness Area. During the road maintenance, the County altered a berm located at the edge of the culvert/road allowance which impacted the water levels of the Chesney wetland.

The County of Oxford, in coordination with the Ministry of Natural Resources and Forestry and GRCA, has developed a plan to reinstate the berm which will result in returning water level in the wetland to 2010 conditions. The County of Oxford will be responsible for the construction of the berm.

The berm will be located on GRCA property and will require minimal maintenance by the GRCA.

Financial implications:

The design and construction of the berm is being paid for by the County of Oxford. There are no financial implications for the GRCA.

Other department considerations:

Resource Management was the lead on this file. Property provided assistance on property ownership and liability.

Grand River Conservation Authority

Report number: GM-06-18-68
Date: June 22, 2018
To: Members of the Grand River Conservation Authority
Subject: Memorandum of Understanding for an Integrated Halton Area Planning System

Recommendation:

THAT the Grand River Conservation Authority endorse the Memorandum of Understanding for an Integrated Halton Area Planning System dated May 30, 2018, and

THAT the Chief Administrative Officer be authorized to sign the Memorandum of Understanding for an Integrated Halton Area Planning System on behalf of the Grand River Conservation Authority, and

THAT the existing 1999 Memorandum of Understanding for an Integrated Halton Area Planning System be terminated.

Summary:

Regional Municipality of Halton (Halton Region), Grand River Conservation Authority (GRCA) and other parties entered into a Memorandum of Understanding (MOU) for an Integrated Halton Area Planning System in 1999. Since that time, there have been significant changes to planning and environmental legislation and policies.

The 2018 draft MOU for an Integrated Halton Area Planning System reflects a cooperative and collaborative approach among the agencies with a focus on customer service, with the goal of developing a seamless, integrated and well-understood process.

Report:

During the mid-1990s the Province of Ontario was delegating responsibility for commenting on Planning Act applications to municipalities. Many municipalities were not in a position to comment on natural hazards and natural heritage features. The conservation authorities had expertise in these areas and were seen as logical partners to fulfill the need to comment on specific issues. The GRCA entered into agreements with various municipalities between 1996 and 1999 to provide Planning Act review services for natural hazards and some natural heritage features that may be impacted by development. The agreements vary by municipality and by conservation authority to address individual organizations' capacity and technical expertise.

A Memorandum of Understanding with Halton Region, local municipalities, applicable conservation authorities and other parties was signed in 1999. The MOU outlined how environmental services relating to plan review and technical clearance, among other things, would be delivered among the parties. The MOU is an important tool for defining roles and responsibilities for land use planning service delivery.

The land use planning framework and the regulatory and policy framework in the Province has changed significantly over the past few years. Since 1999, the Provincial Policies and Plans have increased in their complexity and the Conservation Authorities Act and Regulations includes substantial changes in the scope and areas that are being regulated by Conservation Authorities.

Chief Administrative Officers and Directors responsible for Planning at Halton Region, local municipalities and Conservation Authorities (Conservation Halton, Grand River, Credit Valley) initiated meetings in 2016 to discuss opportunities to modernize the 1999 agreement. The proposed new MOU for an Integrated Halton Area Planning System dated May 30, 2018 is provided in Attachment #1.

The new MOU includes a broad purpose, guiding principles, general roles and responsibilities and development application review timelines. In addition, the MOU includes the development of a work plan to advance integrated planning among the agencies and define more detailed provisions on roles and responsibilities over the next 18 months. During this process, the roles and responsibilities for specific matters related to the natural environment will be clarified. For example, in the Grand River watershed municipalities are responsible for reviewing planning applications related to Source Protection Policies.

The MOU also identifies that Conservation Authorities have been delegated responsibility for Natural Hazards by the province. The MOU workplan will allow the parties to develop a framework that will ensure co-ordination between Planning Act applications and GRCA's regulatory role under the Conservation Authorities Act such as flooding, erosion, wetlands and watercourses.

The draft MOU reflects a cooperative and collaborative approach among the agencies with a focus on customer service, with the goal of developing a seamless, integrated and well-understood process.

The objectives of the new MOU are to ensure that:

- Each step of the planning review process is complementary, adds value to the decision-making process, does not result in service duplication;
- The rigour of review is consistent with the scale and impacts of the project;
- The natural environment is protected and restored using a systems-based approach; and
- Sharing information assists and expedites decision making

The proposed new MOU for an Integrated Halton Area Planning System represents an important step in advancing a relationship model that will set the stage for a seamless, integrated, complementary planning system that is well-understood by all.

Financial implications:

No financial implications are anticipated from the implementation of this MOU. The fees charged for plan review services are determined through the fee schedule established by the GRCA.

Other department considerations:

Engineering Division and Natural Heritage staff provide technical advice for Planning Act applications under the municipal planning service agreements.

Prepared by:

Nancy Davy
Director of Resource Management

Approved by:

Joe Farwell, P.Eng.
Chief Administrative Officer

MEMORANDUM OF UNDERSTANDING
between the
REGIONAL MUNICIPALITY of HALTON,
CITY OF BURLINGTON,
TOWN OF HALTON HILLS,
TOWN OF MILTON,
TOWN OF OAKVILLE,
HALTON REGION CONSERVATION AUTHORITY,
CREDIT VALLEY CONSERVATION AUTHORITY, and
GRAND RIVER CONSERVATION AUTHORITY
For an Integrated Halton Area Planning System

Date of draft: May 30, 2018

1. PREAMBLE

The Halton Area Municipalities and Conservation Authorities have a longstanding relationship in advancing an integrated system for planning in Halton. The relationship, including roles and responsibilities, have been well-defined since 1999 when the initial Memorandum of Understanding (MOU), related to the delivery of planning services, was endorsed by the Parties. At that time, the MOU was an important tool to define roles and responsibilities within the context of a new protocol for land use planning service delivery. In response, and in tandem with the 1999 MOU, Regional Council also passed by-laws that delegated the approval of plans of consent, subdivision and condominium, as well as part-lot control by-laws to the local municipalities. Regional Council also provided by-laws to establish criteria for exempting Regional approval for Local Official Plan Amendments. These instruments represent a significantly advanced planning system for that time.

Since the 1999 MOU was signed and implemented, the land use planning framework and the regulatory regime under which Conservation Authorities operate in the Province has evolved into a significantly more complex system. The policy and regulatory systems have become more complex, with changing legislation, more Provincial Plans, new authority over regulated areas and more specific and rigid tests for planning complete communities. This complexity has been compounded by the fact that the Halton Area Municipalities have also experienced significant population growth. The population has increased by 200,000 since 1999 and is expected to grow to 1 million persons and 470,000 jobs by 2041.

With a significantly evolved planning framework, it is important that a new arrangement is in place to assist the parties in managing growth and change while protecting the environment. What is equally important is that the relationships between the parties, and the roles and responsibilities in implementing the planning and regulatory framework are seamless, integrated and well-understood as the Parties take the necessary steps to redefine their roles in the system. This MOU will set the foundation for undertaking transformational changes into the future.

In this regard, the objectives of this MOU include ensuring that:

- each step of the planning review process is complementary, adds value to the decision-making process, does not result in service duplication;
- the rigour of review is consistent with the scale and impacts of the project;
- the natural environment is protected and restored using a systems-based approach; and
- sharing information assists and expedites decision-making.

2. PURPOSE

2.1 The purpose of this Memorandum is to:

- a. Identify the roles and responsibilities of the Parties and record their mutual understanding in planning policy and development matters;
- b. set out the expectations for plan review and technical clearance on matters relating to the natural heritage and water resources;
- c. streamline the development application review process;
- d. improve alignment between planning services and conservation authority permitting processes; and
- e. establish a data and information sharing protocol.

2.2 This MOU is intended to work in tandem with the legislative and policy framework for planning in the Province of Ontario. It is not intended to conflict with responsibilities that

have been assigned to any of the Parties either by statute, regulation, policy or other instrument. For example, the MOU is not intended to conflict with:

- 2.2.1 Responsibilities assigned to the Region as the upper-tier municipality in the following:
 - 2.2.1.1 The Planning Act; and
 - 2.2.1.2 The MOU between the Region and the Province of Ontario relating to municipal plan review (May 1996).
 - 2.2.2 Responsibilities assigned to the Conservation Authorities as of the signing of this MOU and subject to change, in the following:
 - 2.2.2.1 The Conservation Authorities Act and associated Regulations; and
 - 2.2.2.2 The MOU between the Conservation Authorities (Conservation Ontario) and the Province of Ontario relating to municipal plan review, input and appeals relating to Natural Hazards (2001).
 - 2.2.3 Responsibilities assigned to the Local Municipality through the *Planning Act* and applicable Delegation By-law.
- 2.3 This MOU is not intended to conflict with or preclude any MOU between any of the Conservation Authorities, municipalities and other agencies.
- 2.4 The Parties agree that the MOU between the Region and the Province should be reviewed and updated to reflect the significant changes to the planning framework in Ontario.
- 2.5 The Parties commit to undertaking the following work as detailed in the body of this MOU and summarized in Schedule 1.

3. GUIDING PRINCIPLES

This Memorandum of Understanding is based on the following principles. The parties agree to work collaboratively to:

- a. Deliver timely, accurate, effective and customer-focussed planning services;
- b. Eliminate unnecessary duplication to maximize the utilization of existing resources and technical expertise and, where possible, coordinate efforts;
- c. Ensure the planning and regulatory systems are seamless, integrated, complementary and well understood;
- d. Develop an integrated digital mapping framework for mutual benefit;
- e. Continuously improve working relationships and enhance service performance of all Parties; and
- f. Monitor the performance of this MOU and service delivery.

4. MOU Framework

- 4.1. For the purposes of this MOU, planning services have been defined and organized into two categories: 1) Planning Policy; and 2) Implementation Planning. By organizing the MOU in this manner, it is not intended to limit or define the service delivery method or the service delivery entity within each of the Parties. The MOU is organized in this manner for ease of reading and reference.
- 4.2. The Parties recognize that there may be initiatives, specific studies and technical studies in support of development applications that exhibit components of both planning policy and implementation planning.
- 4.3. For the purposes of this MOU, Planning Policy includes:

- a. Provincial Plans, Policies and Initiatives
- b. Regional Official Plan and Amendments
- c. Local Official Plans and Amendments
- d. Area Specific Plans (Secondary, Tertiary Plans and related Studies)
- e. Community Improvement Plans and Incentives
- f. Special Studies (e.g. watershed/subwatershed studies)
- g. Guidelines

Section 5 of this MOU provides specific provisions.

4.4. For the purposes of this MOU, Implementation Planning includes:

- a. Site Specific Regional Official Plan Amendments
- b. Site Specific Local Official Plan Amendments
- c. Comprehensive Zoning By-laws
- d. Zoning By-law Amendments
- e. Draft Plans of Subdivision and Condominium
- f. Consents
- g. Minor Variances
- h. Part Lot Control
- i. Site Plans
- j. Niagara Escarpment Development Permits

Section 6 of this MOU provides specific provisions.

5. ROLES & RESPONSIBILITIES in the PLANNING SYSTEM relating to PLANNING POLICY

5.1. The Parties agree that a high degree of policy alignment is important in advancing an integrated and seamless planning system.

5.2. In order to achieve policy alignment as set out in Section 5.1, the parties agree to collaboratively develop and regularly review a work plan to address the following:

- 5.2.1. Conformity of the Regional Official Plan to Provincial Plans and Policies;
- 5.2.2. Conformity of Local Official Plans to the Regional Official Plan;
- 5.2.3. Timely delivery of Area Specific Plans for new growth areas, including intensification areas;
- 5.2.4. Timely update of Comprehensive Zoning By-Laws to conform to Local Official Plans;
- 5.2.5. Harmonization of Regional and Local Official Plan policies and Conservation Authority regulations and policies, where possible; and
- 5.2.6. Alignment of guidelines and protocol between the Parties, such as guidelines that set out requirements for study (e.g. Environmental Impact Assessment Guidelines).

5.3. The work plan developed in accordance with Section 5.2 will be developed by the Area Planning Directors and brought forward to the CAOs of the Parties, for approval within 6 months of this MOU being endorsed.

5.4. Provincial Plans, Policies and Initiatives

5.4.1. The Region coordinates the joint review of Provincial Plans, policies and initiatives by working collaboratively with the Local Municipalities to prepare recommendations where there are shared planning interests of the Parties.

5.4.2. The Region and Local Municipalities, in reviewing Provincial Plans and policies, will engage the Conservation Authorities where all Parties' interests align.

- 5.4.3. In all cases, the Parties will work to achieve consensus in preparing recommendations to the Province on shared planning interests. If the Parties cannot reach consensus in providing comments or recommendations to the Province on Provincial Plans and initiatives the Parties agree to prepare and submit independent submissions.
- 5.4.4. The Halton Area Planning Partnership will be responsible for coordinating all responses to all Provincial Plans, policies and initiatives.
- 5.4.5. The Terms of Reference for the Halton Area Planning Partnership will be reviewed and updated by the Parties within 18 months of this MOU being endorsed.

5.5. Regional Official Plan and Amendments

- 5.5.1. The Region leads and adopts policy based amendments to the Regional Official Plan.
- 5.5.2. Prior to initiating policy based amendments to the Regional Official Plan amendments, the Region will share information on the initiative and seek input from the parties.
- 5.5.3. The Local Municipalities and Conservation Authorities will review and provide comments on policy-based amendments to the Regional Official Plan as it relates to their interests and mandates.

5.6. Local Official Plans and Amendments

- 5.6.1. The Local Municipalities lead and adopt policy based Local Official Plans and Amendments
- 5.6.2. The Region is the approval authority for Local Official Plans and Amendments
- 5.6.3. Prior to initiating policy based Local Official Plan amendments, the Local Municipalities will share information on the initiative and seek input from the Region and relevant Conservation Authority
- 5.6.4. The Region and Conservation Authorities will review and provide comments on policy-based Local Official Plan Amendments as it relates to their interests and mandates

5.7. Area Specific Plans (Secondary Plans, Tertiary Plans and Related Studies)

- 5.7.1. Local Municipalities lead and adopt Area Specific Plans (ASP) for major growth areas, including major transit station areas, development of new greenfield areas or redevelopment of existing communities.
- 5.7.2. The Region is the approval authority for Area Specific Plans.
- 5.7.3. In developing Area Specific Plans the Local Municipality will engage the Region and Conservation Authority as it relates to their interests and mandates.

- 5.7.4. The Local Municipality is responsible for undertaking studies in support of Area Specific Plans.
- 5.7.5. The Local Municipality will work collaboratively with the Region and Conservation Authority to identify and scope the necessary studies required for the Area Specific Plan.
- 5.7.6. The Parties agree to work together to develop a Terms of Reference for each study required.
- 5.7.7. That the Terms of Reference will ensure that any Party involved in the review of any study, and where applicable, will provide technical clearance in writing to the Local Municipality in a timely manner.
- 5.7.8. The Parties agree that Terms of Reference for studies related to Area Specific Plans (e.g. subwatershed studies) must address key policy tests while being sensitive to context. Area Specific Plans for redevelopment areas may require the Parties to scope, modify or waive study requirements to recognize the existing policy framework and built context for these areas.
- 5.7.9. The Parties have a mutual interest in advancing work on Area Specific Plans. In recognition of this mutual interest, the Parties agree to work within the timelines and scope set out in the Terms of Reference under the proviso that all applicable materials have been received within the agreed to ASP study initiation timelines.

5.8. Community Improvement Plans and Incentives

- 5.8.1. Local Municipalities lead and adopt local Community Improvement Plans where approved policies are in place in the Local Official Plan.
- 5.8.2. The Region and Conservation Authorities will review and provide comments on the Local Community Improvement Plans as it relates to their interests and mandates.
- 5.8.3. Where a local municipality has an approved Community Improvement Plan in place, the Region may participate and make loans and grants available in accordance with approved guidelines approved by Regional Council.
- 5.8.4. The Region has the authority, under the *Planning Act*, to designate all or part of the Region as a Community Improvement Project Area to improve infrastructure, or land and buildings within an intensification area or support affordable housing provision.
- 5.8.5. Prior to initiating a Regional Community Improvement Plan, the Region will collaborate with the Local Municipality, share information and seek input to determine needs and incentives.

5.9. Special Studies

- 5.9.1. From time to time the Parties will engage in special studies (e.g. watershed/subwatershed, geotechnical, floodline) related to land use and regulatory matters that affect all municipalities and one or more Conservation Authority(ies).
- 5.9.2. The Parties will develop a work plan to collaboratively conduct these studies when it has been determined to be of mutual interest.

5.10. Guidelines

- 5.10.1. The Region prepares certain guidelines and /or protocols that provide detailed directions in the implementation of the Region Official Plan policies.
- 5.10.2. The Local Municipalities also prepare certain guidelines and /or protocols that provide detailed directions in the implementation of local Official Plan policies.
- 5.10.3. The Parties will review and provide comments on guidelines/protocols as it relates to their interests and mandates.

6. ROLES & RESPONSIBILITIES in the PLANNING SYSTEM relating to IMPLEMENTATION PLANNING

- 6.1. All Parties agree that in reviewing and assessing development applications, comments must be scoped based on:
 - 6.1.1. Legislative or Regulatory authority;
 - 6.1.2. Council or Board approved policies and by-laws;
 - 6.1.3. A consideration of the built context; and
 - 6.1.4. Interests that have been identified through pre-consultation, terms of reference, comprehensive complete application requirements, and/or requisite studies.
- 6.2. The Parties agree that it is important to advance an expeditious review of development applications based on *Planning Act* timelines. In all cases the Parties will endeavour to provide comments to the approval authority that:
 - 6.2.1. Will enable the approval authority of the particular planning application to make a decision; and
 - 6.2.2. Are in accordance with the timeframes set out in Schedule 2.
- 6.3. To ensure that the approval authority is in a position to make a decision on the application within the Planning Act timeframes, the Parties agree to share best practices and to examine ways to harmonize policies and approaches related to pre-consultation and complete application requirements.
- 6.4. The Parties agree to monitor and report on service delivery measures based on common goals and metrics, where feasible.

6.5. Site Specific Regional Official Plan Amendments

- 6.5.1. The Region is responsible for reviewing and approving site specific Regional Official Plan Amendments.
- 6.5.2. For site specific Regional Official Plan Amendments where there are related local planning applications (e.g. a site specific Local Official Plan Amendment), the Region and Local Municipality will coordinate the review to ensure:
 - a. A single set of requirements for a complete application is established;
 - b. Timely and concurrent processing of the applications; and
 - c. Duplication of the review process is avoided where possible (e.g. joint open house, joint peer reviews of studies, etc.).
- 6.5.3. The Local Municipality and Conservation Authority will review and provide comments on site specific Regional Official Plan Amendments as it relates to their interests and mandates.

6.6. Site Specific Local Official Plan Amendments

- 6.6.1. The Local Municipality is responsible for reviewing and adopting site specific Local Official Plan Amendments.
- 6.6.2. The Region and Conservation Authorities will review and provide comments on site specific Local Official Plan Amendments as it relates to their interests and mandates.
- 6.6.3. The Region is the approval authority for site specific Local Official Plan Amendments unless deemed exempt from Regional approval.
- 6.6.4. The process and criteria for exempting site specific Local Official Plan Amendments for each Local Municipality are outlined in the following Regional By-Laws:
 - a. By-law 16-99 Town of Oakville;
 - b. By-law 17-99 City of Burlington;
 - c. By-law 18-99 Town of Halton Hills; and
 - d. By-law 19-99 Town of Milton.
- 6.6.5. The Region and Local Municipalities agree to work collaboratively in implementing the Exemption By-Laws.
- 6.6.6. The Region and Local Municipalities agree to review and update the Exemption By-Laws to achieve greater clarity and certainty for exemptions to Regional approval, within 18 months of this MOU being endorsed.

6.7. Comprehensive Zoning By-laws

- 6.7.1. The Local Municipalities prepare and approve Comprehensive Zoning By-laws to ensure conformity with Local Official Plans.
- 6.7.2. The Region and Conservation Authorities will review and provide comments on Comprehensive Zoning By-Laws as it relates to their interests and mandates.
- 6.7.3. The Region and Conservation Authorities will work with the Local Municipalities to define specific scope of review for Comprehensive Zoning By-Laws. The scope of review will be based on clear policy tests and will be respectful of the local interest.

6.8. Zoning By-law Amendments

- 6.8.1. The Local Municipality is the approval authority for Zoning By-law Amendments.
- 6.8.2. The Region and Conservation Authorities will review and provide comments on site Zoning By-Law Amendments as it relates to their interests and mandates.

6.9. Draft Plans of Subdivision and Condominium

- 6.9.1. The Local Municipality is the approval authority for draft plans of subdivision and condominium.
- 6.9.2. The Region and Conservation Authorities will review, provide comments and conditions of approval on draft plans of subdivision and condominium as it relates to their interests and mandates.

6.9.3. The Regional interest in draft plans of subdivision and condominiums is set out in the following Regional By-Laws:

- a. Subdivision Delegation By-laws
 - By-law 175-98 Town of Oakville
 - By-law 176-98 City of Burlington
 - By-law 177-98 Town of Halton Hills
 - By-law 178-98 Town of Milton
- b. Condominium Delegation By-laws
 - By-law 171-98 Town of Oakville
 - By-law 172-98 City of Burlington
 - By-law 173-98 Town of Halton Hills
 - By-law 174-98 Town of Milton

6.9.4. The Region and Local Municipalities agree to review and update and/or repeal the Delegation By-Laws to reflect a collaborative partnership approach to these applications in keeping with this MOU, within 18 months of this MOU being endorsed.

6.10. Consents

6.10.1. The Local Municipality is the approval authority for consents.

6.10.2. The Region and Conservation Authorities will review and provide comments on consents as it relates to their interests and mandates to be identified through a Scope of Review (Schedule 1).

6.10.3. The Regional interest in consents is set out in the following Regional By-Laws:

- a. Consent Delegation By-laws
 - By-law 179-98 Town of Oakville;
 - By-law 180-98 City of Burlington;
 - By-law 181-98 Town of Halton Hills; and
 - By-law 182-98 Town of Milton.

6.10.4. The Region and Local Municipalities agree to review and update and/or repeal the Delegation By-Laws to reflect a collaborative partnership approach to these applications in keeping with this MOU, within 18 months of this MOU being endorsed.

6.11. Minor Variances

6.11.1. The Local Municipality is the approval authority for minor variances.

6.11.2. The Region and Conservation Authorities will review and provide comments on minor variances as it relates to their interests and mandates to be identified through a Scope of Review (Schedule 1).

6.12. Part Lot Control

6.12.1. The Local Municipality is the approval authority for part lot control.

6.12.2. The Local Municipality will circulate part lot controls to the Region for information.

6.13. Site Plans

- 6.13.1. The Local Municipality is the approval authority for site plans.
- 6.13.2. The Region and Conservation Authorities will review and provide comments on site plans as it relates to their interests and mandates.

6.14. Niagara Escarpment Development Permits

- 6.14.1. The Niagara Escarpment Commission is the approval authority for Niagara escarpment Development Permits.
- 6.14.2. The Parties will review and provide comments to the Niagara Escarpment Commission on Niagara Escarpment Development Permits as it relates to their interests and mandates.
- 6.14.3. Prior to submitting comments on Niagara Escarpment Development Permits, the Parties will discuss any issues to determine whether there is value in issuing a coordinated response.

7. PLANNING for the NATURAL ENVIRONMENT

- 7.1.1. The Parties agree that a greater degree of coordination and timeliness between the Region and the Conservation Authority is necessary for advancing an integrated and seamless planning system as it relates to the natural environment.
- 7.1.2. The Parties agree that there is significant opportunity to improve and to clarify roles and responsibilities in planning for the natural environment.
- 7.1.3. The Parties agree to work collaboratively to advance an integrated planning and seamless planning model, based on the following principles:
 - a. a high degree of policy alignment is important in advancing an integrated and seamless planning system;
 - b. the rigour of environmental review must match the scale and nature of impacts;
 - c. planning for the environment should not revisit the principle of land use at the site specific stage when defined at the policy stage(s);
 - d. more effort needs to be put 'up front' in defining the components of the natural heritage system;
 - e. good information and data leads to good policy;
 - f. eliminate unnecessary duplication;
 - g. optimize the use of existing staff expertise; and
 - h. seek opportunities for inter-municipal/agency educational workshops.
- 7.1.4. In accordance with Sections 7.1.2 and 7.1.3 the Parties will define more detailed provisions on roles and responsibilities by proposing amendments to this MOU and agree to conclude this work 18 months following the endorsement of this MOU. At a minimum the MOU update must address role clarity and work plans for:
 - a. Policy development and harmonization;
 - b. Natural heritage system component boundary identification;
 - c. Natural heritage system component refinement processes;
 - d. Establishing priorities for studies that identify, or update, natural hazard mapping;

- e. Review of stormwater management plans and applications;
- f. Review of planning and building permit applications as they relate to sourcewater protection;
- g. Climate change mitigation and adaptation;
- h. Reviewing or Establishing Guidelines for Terms of Reference for Environmental Impact Assessments, Subwatershed Studies/Plans, and EIR/Subwatershed Impact Studies; and
- i. Coordination of effort between Permits under the CA Act and approvals under the *Planning Act*.

8. DATA and INFORMATION SHARING

- 8.1. The Parties will work together to define a screening map and guidelines to assist the Local Municipalities in determining when an application will be circulated for review.
- 8.2. The Parties agree that data sharing, data modelling and GIS are important to service efficiencies and will establish and/or participate on a working group to advance an open data approach among the Parties.

9. DISPUTE RESOLUTION

- 9.1. Where a dispute arises between two or more Parties' staff pertaining to service matters undertaken in sections 5, 6 or 7 above, the Parties agree that the staff will practice resolution of the dispute utilizing the following principles:
 - a. Agree to a fair process for mediating issues;
 - b. Utilize the services of a neutral facilitator;
 - c. Discuss the impasse item and avoid blame;
 - d. Accept responsibility
 - e. Identify common agreement/ground
 - f. Identify all options to resolve
 - g. Select best option.
- 9.2. Where the steps in 9.1 fail, the matter will be forwarded in writing, detailing the disagreement, by the applicable staff to the Area Planning Directors for resolution.
- 9.3. When two or more Parties' staff are unable to resolve a dispute that arise from the implementation of this MOU, the matter will be subject to a two stage resolution procedure:
 - 9.3.1. A meeting of the applicable Planning Directors will be convened to discuss the dispute, with the expectation that a mediated solution will result; and if the dispute is not resolved,
 - 9.3.2. The applicable CAOs will be convened to mediate and resolve any disagreements.

10. DURATION AND FORMAL REVIEW

- 10.1. This MOU shall come into effect on the date of the last party to sign this MOU and shall remain in effect until such time as it may be replaced by an updated MOU resulting from a mandatory review that will regularly take place no more than two years from the effective date of this MOU.
- 10.2. This MOU may be reviewed at any time before the mandatory review if agreed to by the Parties, particularly when Provincial legislative or plans have been amended.

10.3. The mandatory review shall be overseen by the Parties' CAOs with any final recommended changes being subject to full agreement by all Parties.

11. DEFINITIONS:

In this Memorandum:

"Halton Area Planning Partnership"

means a working group of the parties that collaborate on matters of common interest

"interests"

means the interests of the Party as defined by its approved plans, policies, and programs.

"Natural Environment"

means the natural heritage system and the water resource system including natural hazards and stormwater management.

"Natural Heritage System"

means the same as the Provincial Policy Statement 2014 definition.

"Parties"

means the upper- and lower-tier municipalities' planning policy and implementation departments and the Conservation Authorities' planning and development departments

"Planning Directors"

means the directors of local and regional land use planning departments and the "directors of the planning and regulatory functions of the conservation authorities.

"Scope of Review"

means a benchmark or standard against which conformance of a land use/development plan or application is assessed by a Party.

"Water Resources"

means water resource systems as it relates to seepages and springs, significant groundwater recharge areas, highly vulnerable aquifers, and/or significant surface water contribution areas and as may be defined through Source Protection planning documents.

12. List of Schedules to the MOU

Schedule 1: Summary of MOU Parties' Commitments/Undertakings 2018 to 2020 (18 Months)

Schedule 2: Development Application review timelines

Signed,

REGIONAL MUNICIPALITY of HALTON,

CITY OF BURLINGTON,

TOWN OF HALTON HILLS,

TOWN OF OAKVILLE,

TOWN OF MILTON,

HALTON REGION CONSERVATION AUTHORITY,

CREDIT VALLEY CONSERVATION AUTHORITY, and

GRAND RIVER CONSERVATION AUTHORITY

SCHEDULE 1
SUMMARY OF MOU PARTIES' COMMITMENTS/UNDERTAKINGS 2018 to 2020 (18 months)

The following provides brief descriptions of the content work and outcomes expected for each undertaking. Upon initiation of each undertaking, further details will be developed and agreed upon by all Parties.

To frame the completion of the undertakings, the work plan will be prepared first followed by the subsequent undertakings that follow.

1. WORK PLAN

- a. The Region agrees to coordinate the development of a work plan to address key initiatives outlined throughout this MOU within the first two months of this MOU being endorsed. Some of the specific items to be addressed in the work plan are identified in Items 2 through 9 below.
- b. The Work plan will identify key work to be completed by 2020.
- c. The Parties agree to actively participate and provide input to the work plan content.
- d. The work plan will identify the:
 - i. Parties' assumptions and expectations;
 - ii. Parties' roles and responsibilities in developing and completing each undertaking;
 - iii. Best Practices utilized by Parties and a process to incorporate them amongst the Parties' service delivery approaches;
 - iv. Harmonization of review and approval processes and policies;
 - v. timelines to complete the work;
 - vi. meeting schedule that includes updating the Parties' CAOs;
 - vii. budget and resources associated with completing each undertaking; and
 - viii. performance measures related to the Parties' achieving development circulation review/comment target timelines.
- e. Should the work plan require alterations, the Parties' will reconvene and edit accordingly through a consensus-based approach.

2. ROLES AND RESPONSIBILITIES FOR THE NATURAL ENVIRONMENT

In accordance with Section 7 of the MOU, the Parties agree to work collaboratively on defining detailed roles and responsibilities in planning for the natural environment.

3. HAPP TERMS OF REFERENCE

The Parties will review and update the existing Halton Area Planning Partnership's Terms of Reference. This review will assess, but not be limited to:

- composition of HAPP membership;
- purpose/function of the partnership;
- operational functions of HAPP as an 'entity'/'group'/'representative committee';
- roles and responsibilities of each member as it relates to the purpose/function of HAPP;
- collaborative outputs (with identified project management – roles/responsibilities in producing outputs); and
- reporting structure (to Area Planning Directors; CAOs; applicable Councils, Boards, etc.).

4. SCOPE OF REVIEW

The Parties agree to clarify the roles and responsibilities of the Region in reviewing comprehensive zoning by-law reviews and amendments. The Parties also agree to clarify and develop the Parties' roles and responsibilities in reviewing minor variances and consent applications of the Local Municipalities. In developing an Evaluation Standard for comprehensive zoning by-law reviews, the Region will clearly identify the

regional criteria that will be reviewed for conformity with Regional Official Plan policies. In the Evaluation Standard relating to minor variances and consent applications, the Parties will identify the applicable review criteria that denote each of the Parties' interests and mandates.

5. PRE-CONSULTATION and COMPLETE APPLICATION BEST PRACTICE REVIEW

The Parties agree to examine ways to harmonize policies and approaches related to pre-consultation and complete application requirements. This will assist the Parties in ensuring that all relevant material to advance a planning application is provided as early as possible in the process. This will assist the approval authority in making a decision within the *Planning Act* timeframes and avoid appeals of non-decisions.

6. DATA SHARING FRAMEWORK

The Parties agree to establish a framework for sharing planning data relating to demographics, GIS mapping and development approvals. The Parties agree to dedicate relevant technical staff in developing the framework. The end result should be a clear road map of what planning data may be shared and the timelines for implementing actions.

7. DELEGATION BY-LAWS UPDATE

The delegation by-laws, approved in the mid-1990s, will be reviewed and updated by the Region. The Region commits to having the by-laws approved in by 2020.

8. PROVINCIAL MOU UPDATE

The Region will initiate the review and update of the MOU between itself and the Province in 2019.

9. TRAINING OPPORTUNITIES

The Parties agree to assess opportunities to jointly/collaboratively train staff on matters pertaining to improving service efficiencies. Examples of opportunities include:

- i. GIS software program;
- ii. AMANDA program;
- iii. Improvements to Municipal Reporting to ensure 'consistency/conformity' with Provincial Policy Statements and Plans;
- iv. Presenting opinions/positions before local planning committees; and
- v. Other opportunities as they arise and are mutually beneficial to the Parties.

SCHEDULE 2
Non-Statutory Development Application Review Timelines

The following table describes the non-statutory timeframes for development review applications that the parties will aim to achieve, broken down by certain major application types.

APPLICATION TYPE	PRE-CONSULTATION	CIRCULATION (for pre-consultation, or after an application is deemed complete, or for any subsequent circulations)	COMMENTS AFTER FIRST CIRCULATION
Site specific Regional Official Plan amendments	Meeting scheduled with all parties and the applicant within 21 calendar days of request ¹	Halton Region to circulate to all parties within 3 business days	Parties to provide comments within 45 calendar days
Site specific local official plan amendments	Same as above	Local municipality to circulate to all parties within 3 business days	Parties to provide comments within 45 calendar days
Site specific zoning by-law amendments	Same as above	Local municipality to circulate to all parties within 3 business days	Parties to provide comments within 30 calendar days
Draft plans of subdivision or condominium	Same as above	Local municipality to circulate to all parties within 3 business days	Parties to provide comments within 45 calendar days
Site plans	Same as above	Local municipality to circulate to all parties within 3 business days	Parties to provide comments within 14 calendar days unless the local municipality agrees there is a specific issue that requires additional time to resolve
Consents and Minor Variances		Local municipality to circulate to all parties within 3 business days	Parties to provide comments within 10 calendar days

¹ To convene a pre-consultation meeting, the lead agency must have sufficient information from the applicant so that the parties can provide advice.

Grand River Conservation Authority

Report number: GM-06-18-59

Date: June 22, 2018

To: Members of the Grand River Conservation Authority

Subject: Projects and Programs Supported by the Grand River Conservation Foundation

Recommendation:

THAT Report Number GM-06-18-59 – Projects and Programs Supported by the Grand River Conservation Foundation be received for information.

Summary:

The mandate of the Grand River Conservation Foundation (GRCF) is to enrich the natural values of the Grand River watershed and encourage people to enjoy and learn from the outdoors. This is accomplished primarily by raising funds and awareness for priority GRCA projects that have few or no other sources of funding. The GRCF is legally separate from GRCA, with a fifteen-member Board of Directors and additional volunteers supporting GRCA's conservation efforts throughout the watershed.

Report:

Since its inception in 1965, the GRCF has raised more than \$13 million for priority conservation projects of the GRCA, such as:

- Nature centre facilities and outdoor education program support
- Tree planting and other habitat restoration work
- Trail development and maintenance
- Facilities and upkeep of passive natural areas
- Special amenities for Conservation Areas

Projects to be funded are developed and prioritized in discussion with GRCA staff.

The GRCF is a registered charity. Its Board and other volunteers act as ambassadors, introducing the GRCA's work to their local communities and requesting support from philanthropic individuals and interested groups and businesses throughout the watershed. The GRCF has several long-standing corporate partnerships that provide consistent support for tree planting and trail programs. Seasonal/memorial programs such as *Give Grand!* offer the opportunity for donors to cover the cost to plant a tree as a gift or in memory of a loved one.

Past milestones include the Rails-to-Trails Campaign in the 1990s (\$1.5 million raised to establish the rail trail network) and the Living Classroom Campaign from 2002-2004 (\$2 million raised to bridge an outdoor education funding gap and provide new nature centre facilities).

Projects more recently funded through donations to the GRCF include:

- \$335,000 to establish and develop the GRCA volunteer program since 2015;

- More than \$250,000 to complete an accessibility renovation of Apps' Mill Nature Centre in 2017;
- \$100,000 to build a new boardwalk at the FWR Dickson Wilderness Area and develop a more-accessible trail in 2018; and
- Ongoing support of outdoor education programs, which decreases the cost for classes to attend.

GRCA staff members play an important role in the Foundation's fund raising success, assisting with tours/donor visits and providing input to donation requests.

In 2018/19 the Foundation will focus on the following projects:

- The New Guelph Lake Nature Centre
- Sustainability funding for the Haldimand Children's Water Festival
- Improvements to Laurel Creek and Apps' Mill Nature Centres
- Parkhill Dam Hydro Generating Plant

Ongoing program fund raising also continues for tree planting, outdoor education, trails, and habitat improvement at Luther Marsh Wildlife Management Area. The GRCF has recently begun to focus on planned giving (gifts by will or life insurance.) More than \$250,000 in planned gifts were received in 2017, which have been allocated to GRCA projects.

The Foundation also offers annual Community Conservation Grants to elementary schools and community groups undertaking their own projects, as well as scholarships for post-secondary students enrolled in an environmental field.

Financial implications:

In 2017, GRCF's total revenue was \$1,173,128 and \$811,932 was disbursed to priority projects. Funds not used in the year they are raised are held with donor permission until the project they support is implemented.

Other department considerations:

GRCF's activities are supported by the GRCA Communications and Accounting Departments, in addition to periodic support by related program staff.

Prepared by:

Sara Wilbur, CFRE
Executive Director, GRCF

Approved by:

Joe Farwell, P. Eng.
Chief Administrative Officer

Grand River Conservation Authority

Report number: GM-06-18-62
Date: June 12, 2018
To: Management Committee
Subject: Wind Storm Update

Recommendation:

THAT Report Number GM-06-18-62 - Wind Storm Update be received for information.

Summary:

A wind storm that occurred on May 4, 2018 caused moderate damage to trees and infrastructure on GRCA property. Response to the event was complicated by the increased presence of the public in conservation areas, cottage lots and passive lands as most areas were in full operation. A debriefing session held after the event identified a number of gaps in existing operational procedures. Existing procedures will be modified or new procedures created to assist staff in responding to similar events in the future.

Report:

On May 4, 2018 the central portion of the Grand River watershed was impacted by a high wind event that caused substantial tree damage on Grand River Conservation Authority (GRCA) property. A severe thunderstorm watch was issued for the Region of Waterloo at 9:41 on Friday morning by Environment Canada. A wind warning for the central and southern portions of the watershed was issued at 10:45 am. The warnings were extended into the northern portions of the watershed by mid-afternoon. Initially the warnings predicted wind gusts of 90-100 km/h which were later updated to 110 km/h.

A line of thunderstorms passed through the Grand River watershed between 2 pm and 4 pm. This was immediately followed by sustained winds of 70-85 km/h. The highest wind gusts were recorded at the Waterloo-Wellington Airport at 122 km/h. Peak wind gusts were recorded between 4:30 and 4:45 pm when the majority of the damage took place. Wind gusts of this magnitude are equivalent to those that would be experienced in an EF1 tornado (117 km/h to 180 km/h).

Coniferous trees were the most damaged by this event. Deciduous trees were not yet in leaf or the extent of the damage would have been greater. Brant Park, Pinehurst Lake, Shades Mills, Laurel Creek, Elora Gorge and Rockwood conservation areas were all impacted. Shades Mills CA and Elora Gorge in particular had heavy tree damage. Power was out in many locations. Two hydro poles were broken at Elora Gorge, a large tree near the entrance to Brant Park took out the hydro lines and a tree fell onto the hydro lines at Pinehurst Lake. In most cases the power was restored by Friday night.

Over the past few years the incidents of severe weather events have become more frequent. Lessons learned from the ice storms in December 22, 2013 and March 24, 2016 were incorporated into the Tree Risk Management Plan. The May 4th event

however was unusual in that it occurred when the conservation areas and cottage lots were in full operation. As a result there was a greater public presence in the areas while the event was ongoing. This complicated the response by GRCA staff and exposed some procedural gaps.

Conservation area personnel responded by closing their areas to new visitors. In some cases campers were notified of the pending storm and encouraged to leave until it was safe to return. GRCA summer staff were sent to workshops or gatehouses for shelter or sent home if it was safe for them to travel. News releases and social media posts were released by Communications staff and the service disruptions page on the website was used to update the status of the areas. People who had camping reservations for the following week were notified of any closures.

Passive use areas, including rail trails, were closed to the public and signed “No Trespassing” until they could be assessed for hazards by trained staff. In most cases signs were posted on properties the following day. The protocols outlined in the conservation area Emergency Response Plans and the Tree Risk Management Plan were followed during and in the aftermath of the storm. Tree hazards were assessed and managed on a priority basis. Most areas were reopened to the public within a week of the event.

On May 16, 2018 a debriefing session was held with conservation area, arboriculture and engineering staff. Staff identified specific challenges that they faced during this event and a number of recommendations were made to improve GRCA response in future severe weather events. The recommendations are intended to improve operational readiness in advance of a storm, to improve visitor safety, and to develop protocols for sharing and updating information internally and with the public.

Financial implications:

The cost to clear tree hazards and repair hydro infrastructure as a result of this storm was approximately \$60,000 to \$70,000. The costs can be covered through existing budget lines.

Other department considerations:

Severe weather events have the potential to involve all GRCA operational areas including, but not limited to, Property, Environmental Education and Restoration, Engineering, and Communications. Other departments will be consulted on the development of new procedures and protocols.

Prepared by:

Dave Bennett
Director of Operations

Approved by:

Joe Farwell
Chief Administrative Officer

Grand River Conservation Authority

Report number: GM-06-18-66

Date: June 22, 2018

To: Members of the Grand River Conservation Authority

Subject: Current Watershed Conditions as of June 12, 2018

Recommendation:

That Report Number GM-06-18-66 – Current Watershed Conditions as of June 12, 2018 be received for information.

Report:

Precipitation

Rainfall to date in June has been variable, but generally it has been dry. Most of the rain was recorded during localized storm events. Some areas of the watershed have received near normal precipitation, while other areas have recorded very little precipitation. The southern part of the watershed did not experience the localized rain events and have to date recorded less than a quarter of the normal rainfall for June.

May was also a dry month, although it started near normal. Precipitation in May ranged from approximately 60 percent of the long term average to slightly below average. In contrast to June’s localized rain storms, most rainfall in May occurred during widespread rainfall events. These types of systems were ideal for recharge and produced limited runoff.

Table 1 includes monthly and recent precipitation trends for select watershed climate stations. Monthly precipitation at the Shand and Shades climate stations from 2014 to 2018 is shown in Figure 1.

Table 1: Precipitation Averages at Watershed Climate Stations

Station	Monthly Precipitation		Percentage of Long Term Average					
	12-Jun (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	21.9	91.7	48%	66%	93%	104%	103%	112%
Conestogo	45.2	94.3	96%	63%	106%	106%	110%	119%
Guelph	24.6	87.1	56%	96%	96%	107%	101%	117%
Luther	29.4	91.9	64%	71%	91%	106%	116%	123%
Woolwich	27.0	76.5	71%	78%	96%	114%	95%	111%
Laurel	29.2	86.7	67%	92%	106%	110%	98%	111%
Shades	8.4	84.8	20%	72%	104%	109%	104%	115%
Brantford	7.1	66.2	21%	57%	97%	107%	96%	108%

Air Temperatures

The first two weeks in June have been close to the long term average. Daytime highs have been generally above 20 degrees and overnight lows have been near 10 degrees. At the Shand Dam climate station, the average temperature during the first two weeks of June was 16.1 degrees which was slightly below the average for May of 16.3 degrees.

May was a very warm month. All of the Authority operated climate stations recorded at least one day in May above 30 degrees, while the Shades Mill climate station recorded five days over 30 degrees. The last week of May was especially hot with all days reaching temperatures in the high 20's or above. May was one of the hottest on record and very similar to conditions in 1998.

Figure 2 presents recent mean monthly air temperature departures from the long term average recorded at Shand Dam. Long term average temperatures were updated in January 2018 and cover the period of 1986 to 2016.

Lake Erie Conditions

The level of Lake Erie continues to be above the long term average. The average lake elevation in May was 174.84m, which is the same as the average level for last June and the highest lake level since 1998. Lake levels have remained stable in the first part of June. Peak lake levels normally occur in the early summer period.

Forecast water levels into the early fall were available from the Canadian Hydrographic Service. They indicate that the lake is likely near its peak and levels should start to recede over the next few months. The high static lake level is about half a metre below the level where minor flooding starts. High static lake levels increase the risk of shoreline flooding.

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

Reservoir Conditions

The four large reservoirs are within their normal operating level for this time of the year. With dry conditions over the past month the operation of the reservoirs has switched from filling to low flow augmentation. Reservoir levels for 2018 are shown in Figures 4 and 5 for Shand Dam, Conestogo Dam, Guelph Dam, and Luther Dam.

Water stored in the reservoirs is being used to augment flow in downstream river reaches. By June 12th, augmentation accounted for close to 65% of the flow through Kitchener, 25% of the flow through Brantford and 25% of the flow on the Speed River below Guelph. Flows in downstream reaches were maintained above flow targets. Augmentation for the Grand River and Speed River are shown in Figure 6.

Long Range Outlook

Environment Canada's seasonal forecasts are predicting higher than normal temperatures and near normal precipitation for the June to August period.

The Ministry of Natural Resources and Forestry also provided a seasonal forecast into the summer months. Their forecast is for near normal temperatures through the summer, but August may be warmer than normal. Precipitation is predicted to be below normal with each of the summer months a little bit drier than the previous one.

Flood Preparedness

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

Woolwich Township hosted a public education night on Monday June 11th at the West Montrose camp ground. The meeting was a drop in format designed to update public about improvements to the flood response plan and create public awareness of the flood hazard in the communities of West Montrose and Conestogo. A public language brochure has been created it is currently being reviewed by the Township of Woolwich and Waterloo Regional Police. Once reviewed it will be published on the GRCA web site and made available to residents in the floodplain in the community of West Montrose.

Meetings with municipal emergency management staff will continue. The Provincial Flood Forecasting and Warning committee met on June 6th and 7th, staff participate on that committee. The recent meeting focused on debriefing after the spring flood season, planning for the fall Provincial flood forecasting and warning workshop scheduled for September 19th and 20th in the Toronto area. The meeting was held at the Emergency Management Ontario (EMO) office in Toronto. A meeting is being scheduled with EMO over the summer to discuss how Canada's Alert Ready system could be used to alert residents to life threatening emergencies like dambreaks or flash floods.

Financial implications:

Not applicable

Other department considerations:

Not applicable

Prepared by:

Stephanie Shifflett
Water Resources Engineer

Approved by:

Dwight Boyd
Director of Engineering

Figure 1: Precipitation at Shand Dam and Shades Mill Dam 2014 to present

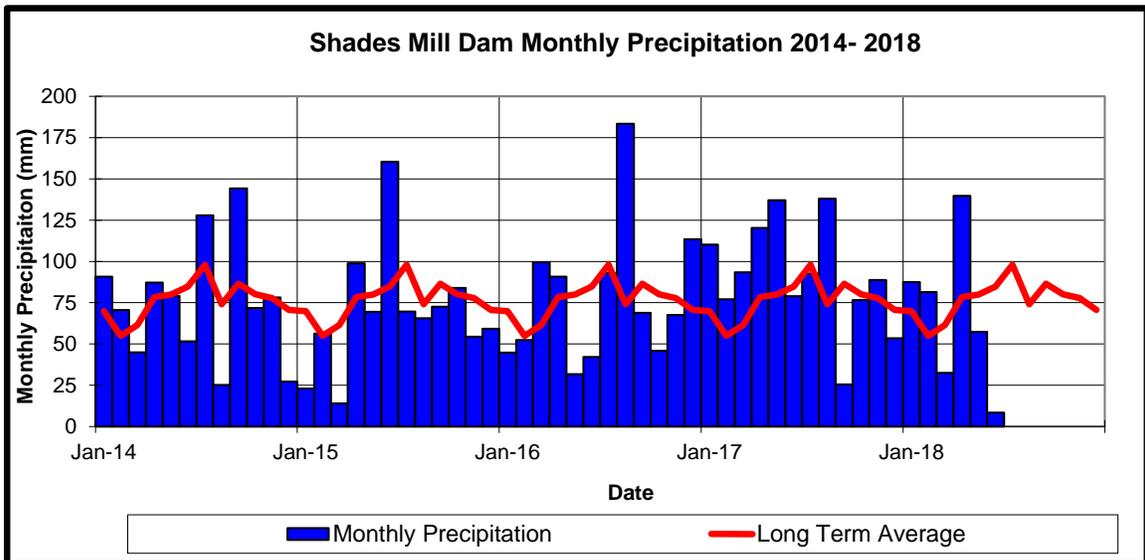
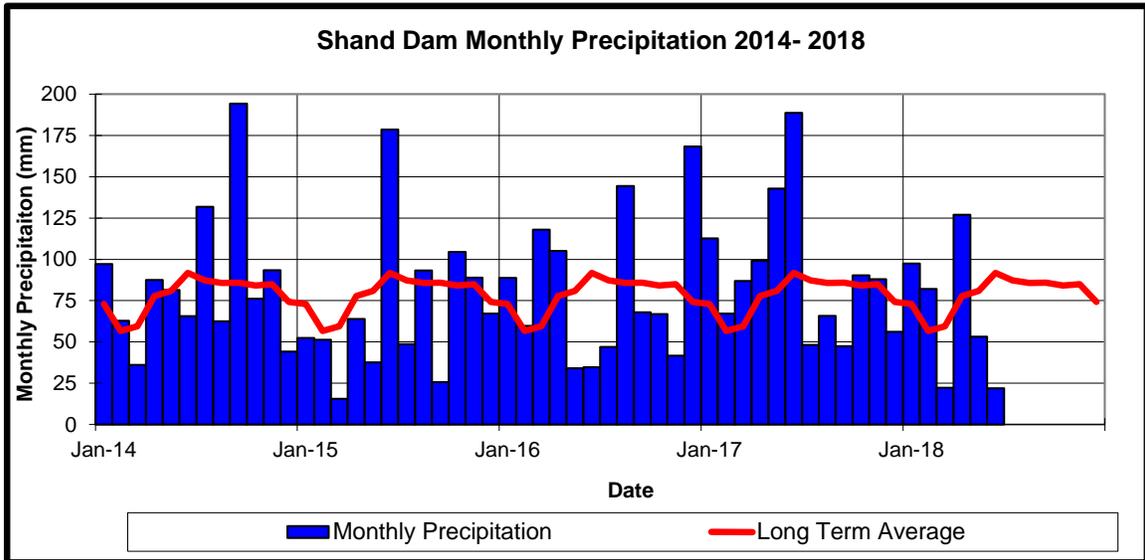


Figure 2: Departures from Average Air Temperatures

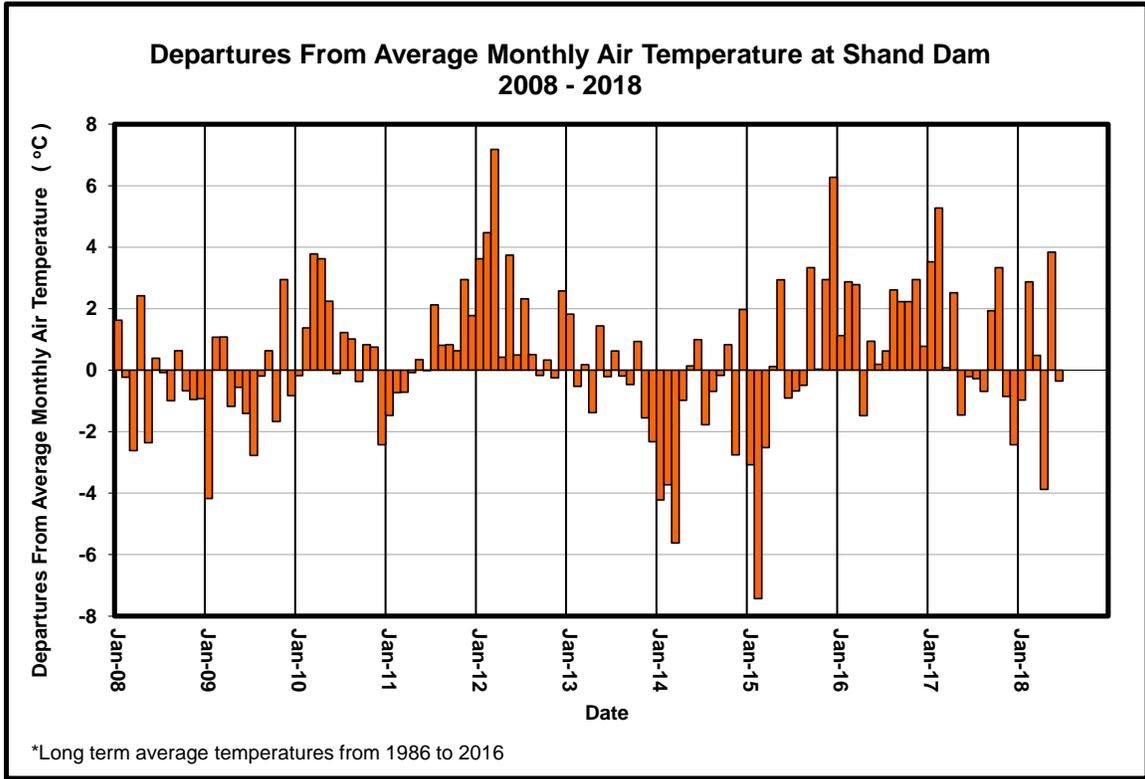


Figure 3: Forecasted Lake Erie Levels

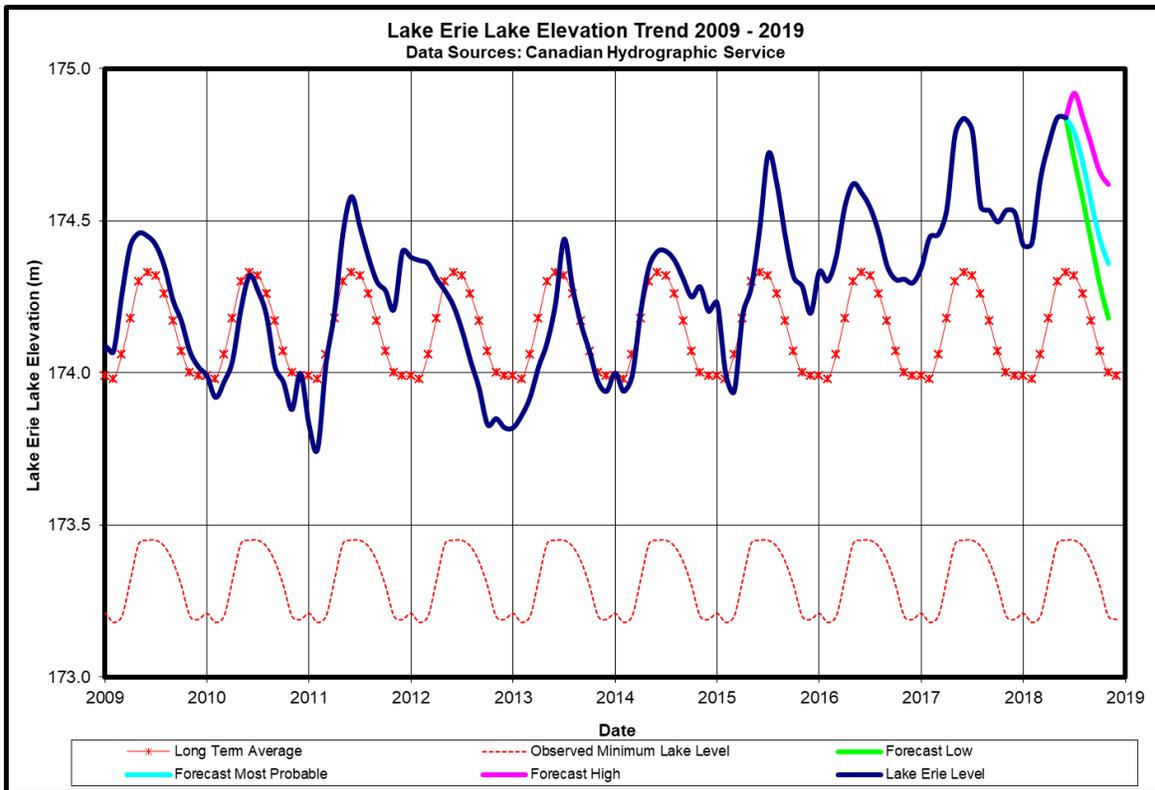


Figure 4: Shand and Conestogo Reservoir Elevation Plots

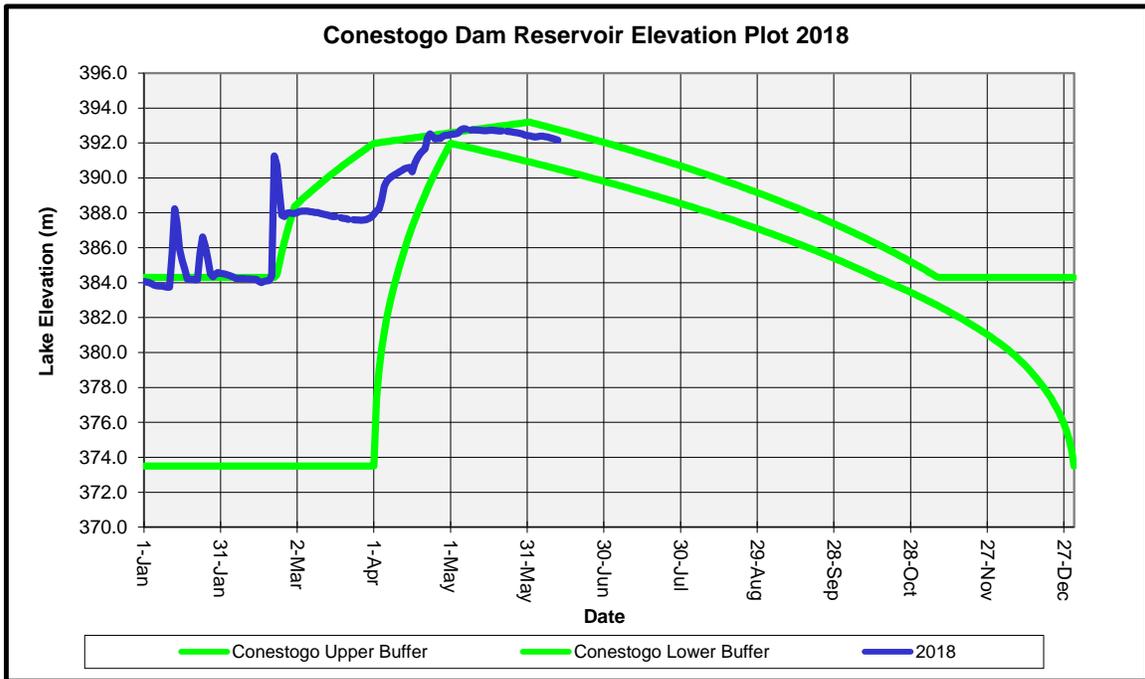
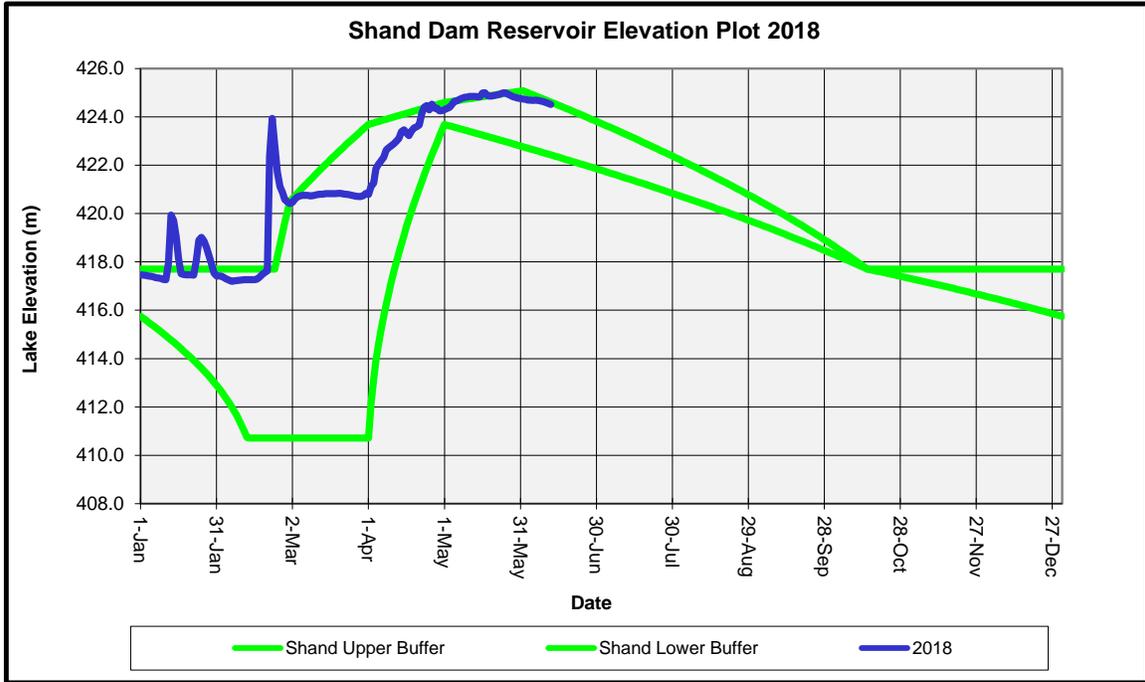
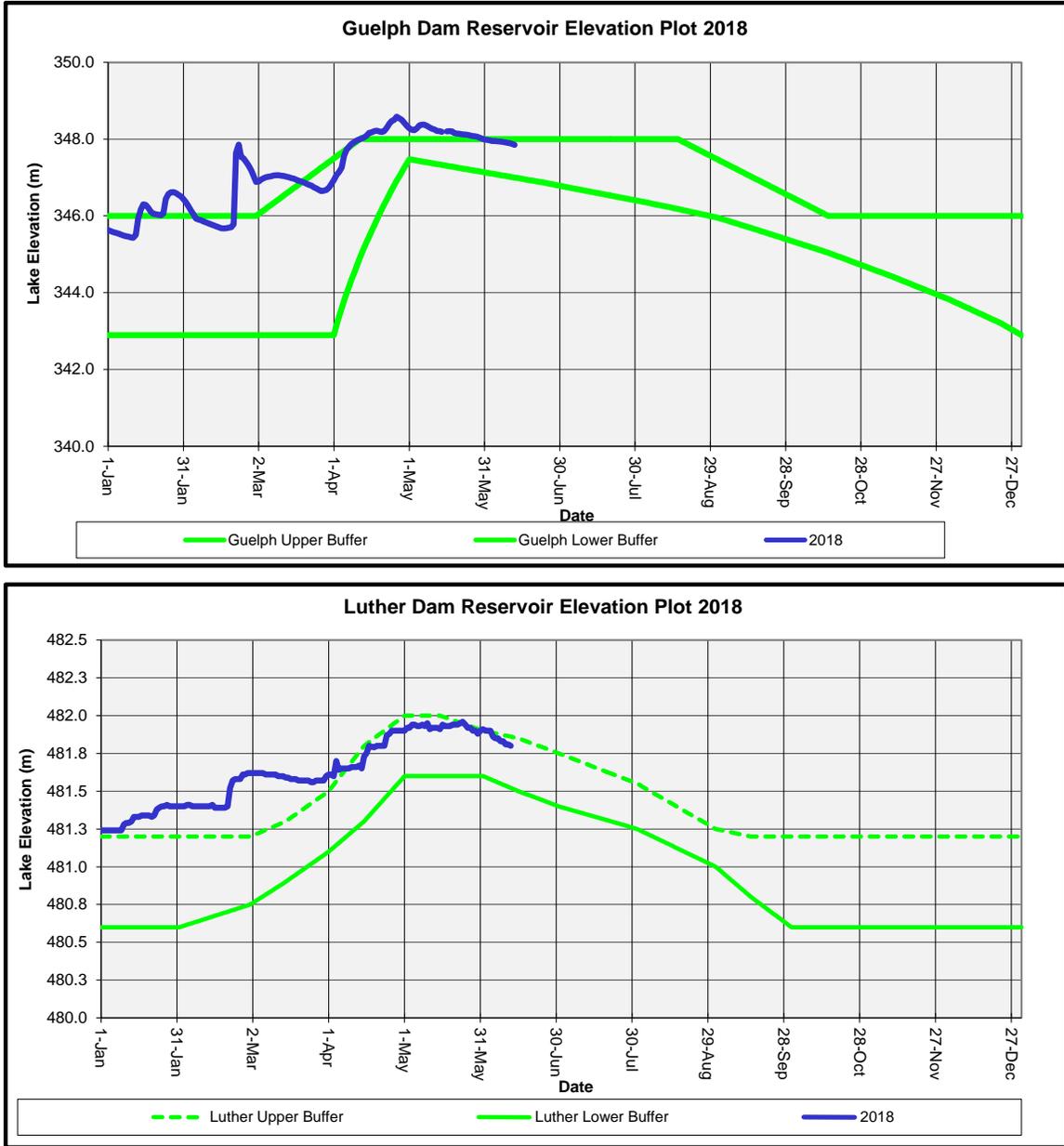


Figure 5: Guelph and Luther Reservoir Elevation Plots



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.

Figure 6: Flow Augmentation on the Grand and Speed Rivers

