



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

PUBLIC

Friday, September 28, 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 September 28, 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 August 24, 2018, be approved as circulated.

7. **Business Arising from Previous Minutes**

8. **Hearing of Delegations**

9. **Presentations**

10. Correspondence

THAT Correspondence from the Ministry of the Environment, Conservation and Parks regarding ECAs issued by the Ministry, and from the County of Dufferin regarding the Rural Water Quality Program, and from Doreen Tschanz regarding the Wellington Waterloo Hunt Club use of the Puslinch Tract be received as information.

- a. Ministry of the Environment, Conservation and Parks - Response to GRCA 11
- b. County of Dufferin - Rural Water Quality Program Funding 13
- c. Doreen Tschanz - Wellington Waterloo Hunt Club use of Puslinch Tract 14

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

12. Reports:

- a. GM-09-18-90 - Strategic Plan 2018-2023 15
THAT the Strategic Plan 2018 | 2023 be approved.
- b. GM-09-18-91 - Unauthorized Tenting on GRCA Properties 29
THAT Report Number GM-09-18-91 - Unauthorized Tenting on GRCA Property be received as information.
- c. GM-09-18-92 - Retention of Records Policy 33
THAT the Grand River Conservation Authority Records Retention Policy be approved effective September 28, 2018.
- d. GM-09-18-93 - 2019 Draft Budget 55
THAT Report Number 09-18-93 - Budget 2019 (draft #1) be received as information.
- e. GM-09-18-89 - Cash and Investment Status 79
THAT Report Number GM-09-18-89 Cash and Investment Status – August 2018 be received as information.
- f. GM-09-18-96 - Financial Summary 81
THAT the Financial Summary for the period ending August 31, 2018 be approved.
- g. GM-09-18-94 - Bathymetric LiDAR Supplier 102
THAT the Grand River Conservation Authority enter into a contract with Geomatics Data Solutions Inc. to complete the Bathymetric LiDAR Acquisition Project (2018) for the amount of \$251,640 (exclusive of taxes).

h. GM-09-18-95 - Environmental Assessments 104

THAT Report Number GM-09-18-95 - Environmental Assessments be received as information.

i. GM-09-18-97 - Current Watershed Conditions 107

THAT Report Number GM-08-18-97 – Current Watershed Conditions as of September 18, 2018 be received as information.

13. Committee of the Whole

14. General Business

15. 3rd Reading of By-Laws

16. Other Business

17. Closed Meeting

a. Minutes of the Previous Closed Meeting

18. Next Meetings

- October 26, 2018
- November 23, 2018

19. Adjourn

THAT the General Membership Meeting be adjourned.

20. Grand River Source Protection Authority Meeting

Regrets only to:

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

Ministry of the Environment,
Conservation and Parks
Drinking Water and Environmental
Compliance Division
West Central Region
119 King Street West, 12th Floor
Hamilton ON L8P 4Y7
Phone: 905.521.7640
Fax: 905.521.7820

Ministère de l'Environnement, de la
Protection de la nature et des Parcs
Division de la conformité en matière
d'eau potable et d'environnement
Direction régionale du Centre-Ouest
119, rue King Ouest, 12^e étage
Hamilton (Ontario) L8P 4Y7
Tél: 905 521-7640
Télééc: 905 521-7820



Case: 357-2018-725

August 29, 2018

Ms. Helen Jowett (Chair)
Grand River Conservation Authority
400 Clyde Road, P.O Box 729
Cambridge, Ontario
N1R 5W6
Helen@mcdonaldgreen.com

Ms. Jowett,

I am in receipt of your letter addressed to the Honorable Rod Phillips, dated August 24, 2018 in which you express concerns with the Ministry of the Environment, Conservation and Parks (Ministry) decision to include the Grand River Conservation Authority (GRCA) in Environmental Compliance Approvals (ECA) issued by the Ministry for sewage works around Belwood and Conestogo Reservoirs commencing September 1, 2018. This decision was communicated to Joe Farwell, CAO of the GRCA via email on July 27, 2018. The Minister has asked that I respond to your letter on his behalf.

The Ministry first discussed this matter with the GRCA in 2014. On October 24, 2016, the Ministry sent a letter to Mr. Dave Bennett, Director of Operations at the GRCA. In that letter, the Ministry outlined its position that the GRCA, as property owner on which the sewage works are located, should be included in the ECA along with the cottage owner.

In response to GRCA's concerns with being included in over seven hundred ECAs, an in-person meeting was held with the Ministry on March 21, 2017 to discuss a path forward. Since then, no response has been received from the GRCA despite numerous attempts to resolve this matter. Furthermore, the GRCA declined to meet with Ministry staff to discuss the matter further.

This letter is to notify you that, having received your letter late on Friday August 24, 2018, the Ministry will postpone its decision to include the GRCA on ECAs with respect to cottage sewage works on Conestogo and Belwood Reservoirs. It is important to note that the Ministry's position has not changed with respect to this matter. It also remains the Ministry's position that it has the legal authority to take any necessary enforcement action, including the issuance of orders, to the GRCA as a property owner to address non-compliance with ECAs or other environmental issues.

If you would like to discuss this matter further, please feel free to contact Amy Shaw, Guelph District Manager at amy.shaw@ontario.ca or Lynnette Armour, Senior Environmental Officer at lynnette.armour@ontario.ca.

Sincerely,



Mili New
Director
West Central Region

Cc: Samantha Lawson, GRCA
Dave Bennett, GRCA
Joe Farwell, GRCA
Ted Arnott, MPP Wellington-Halton Hills
Randy Pettapiece, MPP, Perth-Wellington

September 18, 2018

Grand River Conservation Authority
400 Clyde Road
PO Box 729
Cambridge ON N1R 5W6
Attn: Louise Heyming

Dear Ms. Heyming:

I am pleased to inform you that the Council of the County of Dufferin at its regular meeting held on September 13, 2018, adopted the following motion from the August 23, 2018 General Government Services meeting:

THAT the correspondence from the Grand River Conservation Authority, dated July 11, 2018, providing an update on the Dufferin Rural Water Quality Program, be received.

AND THAT an additional \$20,000 be remitted to the Grand River Conservation Authority for the Dufferin Rural Water Quality Program in 2018;

AND THAT the expense be funded from the Rate Stabilization reserve.

A cheque will be forwarded in the mail shortly.

Dufferin County is pleased to support such a valuable program such as yours that assists the County's rural landowners.

Yours truly,



Michelle Dunne
Deputy Clerk

September 6, 2018

Doreen Tschanz
6637 Concession 2
RR# 22 Cambridge, ON N3C 2V4

To the GRCA via Helen Jowett

The Wellington Waterloo Hunt Club has been told that they cannot use the Puslinch Tract for their fundraiser the Hunter Pace this Sunday, September 8th as the GRCA no longer wants the Puslinch Tract used on Sundays.

This fundraiser is very important to the Hunt Club and participants dislike riding on the dangerous Concession 2 because many drivers do not respect horse riders making riding hazardous to riders and horses. Also, many sections of the road have a very narrow shoulder and inaccessible for riding. Thus, their fundraising amount is diminished.

The Club only wishes to use the trail along the road to get from Sideroad 10 to my farm and the Gray properties where we have allowed the Club for years to use our trails without any concern or incidents.

Further, all riders are insured by the Ontario Equestrian Federation so that the GRCA need not worry about liability with the riders.

The Puslinch Tract was donated to allow Puslinch residents to use this property for pleasure. It is not right that the GRCA close it to these residents. Without vigilant users of this property, it will revert back to the perverts of past.

Deceased Councillor Stockley had a vision to increase leisure trails in Puslinch Township for walking, biking and riding. It is wrong for the GRCA to decrease availability to trails on such donated properties.

Please change the GRCA decision and allow the Wellington Waterloo Hunt Club access to the Puslinch Tract.

Sincerely,
Doreen Tschanz
519-240-1680

Grand River Conservation Authority

Report number: GM-09-18-90

Date: September 28, 2018

To: Members of the Grand River Conservation Authority

Subject: Strategic Plan Update

Recommendation:

THAT the Strategic Plan 2018 | 2023 be approved.

Summary:

Not applicable.

Report:

This report provides information on the process to update and renew the 2012 GRCA strategic plan. In December 2017 the province approved changes to the Conservation Authorities Act. Prior to approving these changes, the Province conducted extensive public consultation on the role of conservation authorities. Information from the provincial consultation, along with information gathered during the 2017 GRCA Communications Audit, informed the update to the strategic plan.

In early 2018 GRCA retained GLPI Inc. to facilitate a strategic plan tune-up. In March and April workshops were held with management committee, a “diagonal slice” of staff members, and the GRCA board. Feedback from these workshops confirmed that strategic priorities identified in 2012 are still relevant today. In addition, GRCA’s role as a landowner is highlighted in the new strategic plan. It was also noted that the 2012 Vision and Mission statements should be re-written.

New Vision and Mission statements have been written, and four strategic priorities are identified.

Vision: A healthy watershed where we live, work, play, and prosper in balance with the natural environment.

Mission: We will work with local communities to reduce flood damage, provide access to outdoor spaces, share information about the natural environment, and make the watershed more resilient to climate change.

Strategic priorities:

1. Protecting life and minimizing property damage from flooding and erosion
2. Improving the health of the Grand River watershed
3. Connecting people to the environment through outdoor experiences
4. Managing land holdings in a responsible and sustainable way

Strategic Plan 2018 | 2023

GRAND RIVER CONSERVATION AUTHORITY





Cover photo: Grand River near Belwood, Ontario, by Sara Hannaford.

This page: Recreational river users, Grand River in Brantford, Ontario, by Doug Hall.



OUR PATH FORWARD

The roots of our organization go back to the 1930s, when the leaders of the day recognized the importance of working together to manage the Grand River and the land it drains. They knew that the vitality, health and prosperity of their communities was reflected in the health of the river, and they joined together to take an active role in managing it.

Today, the watershed population is growing at a rapid pace. Coupled with climate change, this growth will put stress on the Grand River and its natural features.

More than ever, the role of the Grand River Conservation Authority — and the relationships with our partners — will be critical to the health and vitality of our communities.

We invite you to read our Strategic Plan, a guiding document that will enhance and build on our programs over the next five years. Over our history, we have fostered a culture of collaboration, cooperation, innovation and respect, guided by our municipal leaders. Our priorities lie in preserving this culture, and in recognizing that by protecting the land and waters where we live, we secure our own future.

A handwritten signature in black ink, appearing to read "Helen Jowett". The signature is fluid and cursive.

Helen Jowett
Chair, Board of Directors

A handwritten signature in black ink, appearing to read "Joe Farwell". The signature is cursive and somewhat stylized.

Joe Farwell
Chief Administrative Officer

OUR VISION

A healthy watershed where we live, work, play and prosper in balance with the natural environment.

OUR MISSION

We will work with local communities to reduce flood damage, provide access to outdoor spaces, share information about the natural environment, and make the watershed more resilient to climate change.

OUR VALUES

Resilience

We provide effective leadership, and respond to change.

Collaboration

We listen and learn from others. We value a wide range of perspectives and recognize that progress requires flexibility, and a commitment to sharing ideas and working together.

Innovation

We encourage and leverage advancements in technology, scientific methodologies and trends in education and communications, because these are integral to success.

Courage

We carry out our obligation with conviction, and commitment to our beliefs and values.

Respect

We strive for clear and respectful communication within our organization, with our partners, and with members of the public.

THAT is our destination.



OUR COMMITMENT

We focus on teamwork, development, engagement and positive change:

The Grand River Conservation Authority (GRCA) operates a wide range of programs in engineering, planning, land management, recreation and education. Our staff teams are well-trained, and committed to serving public needs. We maintain an innovative and positive work culture at the GRCA, where knowledge is freely shared.

OUR STRATEGIC PRIORITIES 2018 | 2023

and minimizing property damage from flooding and erosion.

Page 6

2 Improving the health of the Grand River watershed.

Page 7

3 Connecting people to the environment through outdoor experiences.

Page 8

4 Managing land holdings in a responsible and sustainable way.

Page 9

THIS is the plan to take us there.



Shand Dam, Belwood Lake

STRATEGIC PRIORITY 1:

Protecting life and minimizing property damage from flooding and erosion

As a source of power, transportation and water supply, the Grand River attracted settlers who developed communities along its banks. Homes and businesses are still located in the floodplain today.

With settlement, land was cleared for agriculture, wetlands were drained, forests cut down, and later, vast areas were paved. This changed how the rivers respond to rain. Built infrastructure like dams and reservoirs are operated to mimic the natural river flows, but the risk of flooding remains.

WHAT WE DO

The GRCA operates a flow-monitoring network, and operates dams and dikes to manage high flows. We operate a flood forecasting and warning system. New development in the floodplain, and other hazard areas like steep slopes, are regulated to minimize future risks. We plant trees and restore natural areas to minimize the impacts of large rainstorms.

FUTURE TRENDS

With climate change, there is increasing risk of extreme storms. As well, longer and hotter summers put strain on reservoir operations to ensure there is an adequate supply of water to the river.

KEY ACTIONS

- Update mapping to further identify flood risk and other natural hazard areas.
- Manage and update infrastructure to deal with expected changes in rainfall patterns.
- Upgrade the monitoring, flood forecasting and warning systems.
- Update GRCA permit policies.



STRATEGIC PRIORITY 2:

Buffer along watercourse

Improving the health of the Grand River watershed

The Grand River watershed is home to almost 1 million people. Municipalities work to update and improve wastewater treatment plants, and farmers continue to apply best management practices. Even so, nutrients continue to flow into our rivers and streams and fuel aquatic weed growth. This problem impacts Lake Erie, with the Grand being a significant nutrient source for the lake. Municipalities and landowners rely on a mix of groundwater and surface water.

WHAT WE DO

The focus of GRCA programs is to improve watershed health. We encourage and support landowners and residents to take actions that protect and enhance it. We work with farmers to keep soil and nutrients on their fields. We support landowners to create and enhance natural areas, forests and stream-side buffers. Major reservoirs on the Speed, Conestogo and Grand rivers supply the majority of flow in summer, helping reduce harmful impacts on aquatic ecosystems. We work with partners and First Nations through the Grand River Notification Agreement. We coordinate the Water Management Plan that highlights actions of municipal partners, landowners, government partners and the GRCA to improve watershed health. We carry out subwatershed plans and identify opportunities to enhance natural features.

FUTURE TRENDS

Changing climate and growing population continue to impact water quality and quantity in our rivers and streams. Continued monitoring of watershed conditions will inform decisions. As land values and competition for space increase, restoring and preserving natural spaces will become more important.

KEY ACTIONS

- Support municipalities in optimizing wastewater treatment plants.
- Engage the provincial and federal governments to develop programs to reduce nutrient loads in rivers and streams, and ultimately Lake Erie.
- Continue to work with municipalities on drinking water source protection.
- Continue to work with landowners to reforest and restore natural spaces.



Beach at Rockwood Conservation Area

STRATEGIC PRIORITY 3:

Connecting people to the environment through outdoor experiences

Evidence suggests that engaging in outdoor recreation is important to human health and well-being. The GRCA creates connections with the natural environment by providing outdoor spaces and environmental education. The demand for outdoor recreation is growing. As a Canadian Heritage River, the Grand and its major tributaries are recognized for their human heritage and recreational values. There is increasing interest in spending time on, or next to, the river.

WHAT WE DO

The GRCA operates 11 active Conservation Areas on a user-fee basis. Many of these areas have important natural heritage features. We also operate five Nature Centres, providing curriculum-based environmental education programs in partnership with school boards, as well as nature-based day camps, and evening and weekend programs for the public. The Grand River Conservation Foundation is instrumental in supporting the environmental education program.

FUTURE TRENDS

With a growing population, public attendance in the active Conservation Areas is expected to continue to grow. Capital upgrades will be required in both the Conservation Areas and Nature Centres in order to meet user needs. Some assets are nearing the end of their useful life.

KEY ACTIONS

- Implement infrastructure upgrades for the Conservation Areas.
- Prepare operational plans that balance revenue generation with protecting natural features in the Conservation Areas.
- Prepare capital forecasts for the Nature Centres and develop a long-term funding plan.
- Construct a new Nature Centre at Guelph Lake.
- Work with member municipalities to encourage river-related links and trails between communities.



STRATEGIC PRIORITY 4:

Hazard tree removal on rail-trail

Managing land holdings in a responsible and sustainable way

Over time, the GRCA has acquired significant land holdings, totaling about 20,000 hectares. In addition to our conservation areas and lands for dam infrastructure, we own protected natural areas with limited public access, urban parkland maintained by municipalities, and several rural properties.

WHAT WE DO

Lands around Belwood and Conestogo reservoirs support a cottage lot program with over 700 tenants. In addition, houses on land purchased for reservoirs and natural areas have been rented to tenants for several years, and this program is winding down. Land is being evaluated and sold where appropriate, with funds placed in a reserve for high-priority projects like future land acquisition or repairs to our flood control infrastructure. Hydro is produced at GRCA dams where economically feasible.

FUTURE TRENDS

Passive areas, especially those near urban centres, are expected to see a significant increase in public use. With increased use there is potential for conflict among user groups and impacts on sensitive natural areas. Passive areas and rail-trails are managed with limited resources. Invasive species like emerald ash borer and phragmites, and weather-related events like ice and wind storms, will continue to cause damage to GRCA properties and natural areas.

KEY ACTIONS

- Prepare management plans for our passive lands where there is a high level of conflicting uses, and establish a long-term funding plan for these areas.
- Prepare lands for sale where appropriate.
- Continue to actively manage hazard trees in accordance with the Tree Risk Management Plan.
- Manage and enhance GRCA natural areas with funding support from partners.

The GRAND RIVER Watershed





POPULATION
About 1,000,000

Most live in the cities of Kitchener, Waterloo, Guelph, Cambridge and Brantford.



50 MUNICIPAL DRINKING WATER SYSTEMS

About 28% of the water comes from the Grand and Eramosa rivers.



75% FARMED

Agriculture is the dominant land use. Urban areas make up less than 5%.



30 SEWAGE TREATMENT PLANTS

These discharge into the Grand River and its tributaries.



Conestogo River, looking downstream from Conestogo Dam, by Marlene Coulter

Grand River Conservation Authority



www.grandriver.ca | 1-866-900-4722

400 Clyde Road, PO Box 729, Cambridge, ON N1R 5W6



*Canoeing the Grand River
near Brantford, Ontario*

Grand River Conservation Authority

Report number: GM-09-18-91

Date: September 28, 2018

To: Members of the Grand River Conservation Authority

Subject: Unauthorized Tenting on GRCA Property

Recommendation:

THAT report GM-09-18-91 - Unauthorized Tenting on GRCA Property be received as information.

Summary:

Not applicable

Report:

Since the spring there has been a noticeable increase in unauthorized tenting on GRCA property. The most significant challenge is occurring within the City of Cambridge, where the GRCA owns lands along the Grand River, the Speed River, and Shades Mills and Dumfries Conservation Areas. A map of GRCA properties within the City is attached. There have been several reports from members of the public about tenting on GRCA land. Tent sites are often littered with garbage, sharps and personal belongings.

The City of Cambridge has set up an “Ambassador team” to respond to reports of unauthorized tenting in the City, including incidents on GRCA land. Staff from our property department, Pinehurst and Shades Mills Conservation areas are called in to assist with clean-up and evictions.

There are challenges with the extent of the clean-up in certain sites due to large amount of garbage. Sharps and other biohazards pose an extra risk to staff involved in clean-up efforts. GRCA hires qualified contractors to do biohazard clean-up when required. The Conservation Areas can also utilize these companies for biohazard clean-up. There are sharps disposal containers and biohazard clean-up kits available to staff in all of the active conservation areas. Staff are reviewing the availability of this equipment for the public. Fleet vehicles are also equipped with similar equipment, and staff have been trained in handling sharps. There is not a plan to place sharps containers or extra garbage containers in known areas of recurring unauthorized tenting.

In addition to tenting sites discovered while patrolling properties, GRCA receives a large number of complaints and concerns from the public through social media, phone, email and people approaching staff in the field. Although the number of incidents of unauthorized tenting and drug use on GRCA properties has increased slightly across the watershed in 2018, issues have increased 10 fold on properties in Cambridge. There has been a slight increase in Kitchener, mainly on our properties in the Hwy 401/Hwy 8

corridor. As well, Guelph/Eramosa has seen an increase in unauthorized tenting near the passive lands around the Guelph Dam.

Table 1 shows the number of incidents as of September 19, 2018. These incidents only relate to GRCA staff responding to tenting issues, evictions, inspections and clean-up (sharps included). There have also been a number of incidents on GRCA lands within the City of Cambridge that have been dealt with by City staff and these numbers are not reflected in the table below. The data show the number of times that staff have gone out (incidents) to deal with tenting/garbage/sharps issues. Generally, for tenting issues it requires at least 4-5 visits by staff to resolve an issue.

In addition to responding to incidents, staff have increased the number of patrols and inspections to monitor tenting activity at Dumfries and on other properties. Incidents of unauthorized tenting and drug use within the fee for use conservation areas are dealt with by the Area staff.

Table 1: Number of Incidents (tenting/garbage/sharps) on GRCA passive lands

Incidents to date	Kitchener	Cambridge	Waterloo	Other
Feb 8	0	2	0	1
May 1	5	12	0	1
June 6	5	19	1	1
June 22	7	26	1	4
July 31	7	41	1	6
September 19	7	72	3	11

With the exception of Dumfries Conservation Area and Shades Mills Conservation area, the majority of GRCA land within the City of Cambridge is either floodplain, valley lands purchased to protect, or land purchased to allow for the construction of flood protection works (dikes). Please see Attachment 1 for a map outlining the extent of GRCA Lands in Cambridge and the surrounding area. Except for those conservation areas with organized campgrounds, GRCA has neither the mandate nor resources to provide space for tenting.

The GRCA continues to work with the City of Cambridge and the Waterloo Region Police services to address this issue. GRCA has provided authorization to the Waterloo Regional Police Services to remove unauthorized tenting and their belongings. GRCA has contacted the Ambassador team to assist with removing sharps from our property.

There are crown lands within the City and throughout the watershed. Camping on crown land for up to 21 days is permitted, unless otherwise stated. The Ministry of Natural Resources and Forestry manages crown land. When the Ministry has had concerns with camping on other crown lands (for example the Freeport Tract in Kitchener), they have involved local police services and sent in third parties to complete the required clean-up. Land owned by GRCA is not considered crown land.

Financial implications:

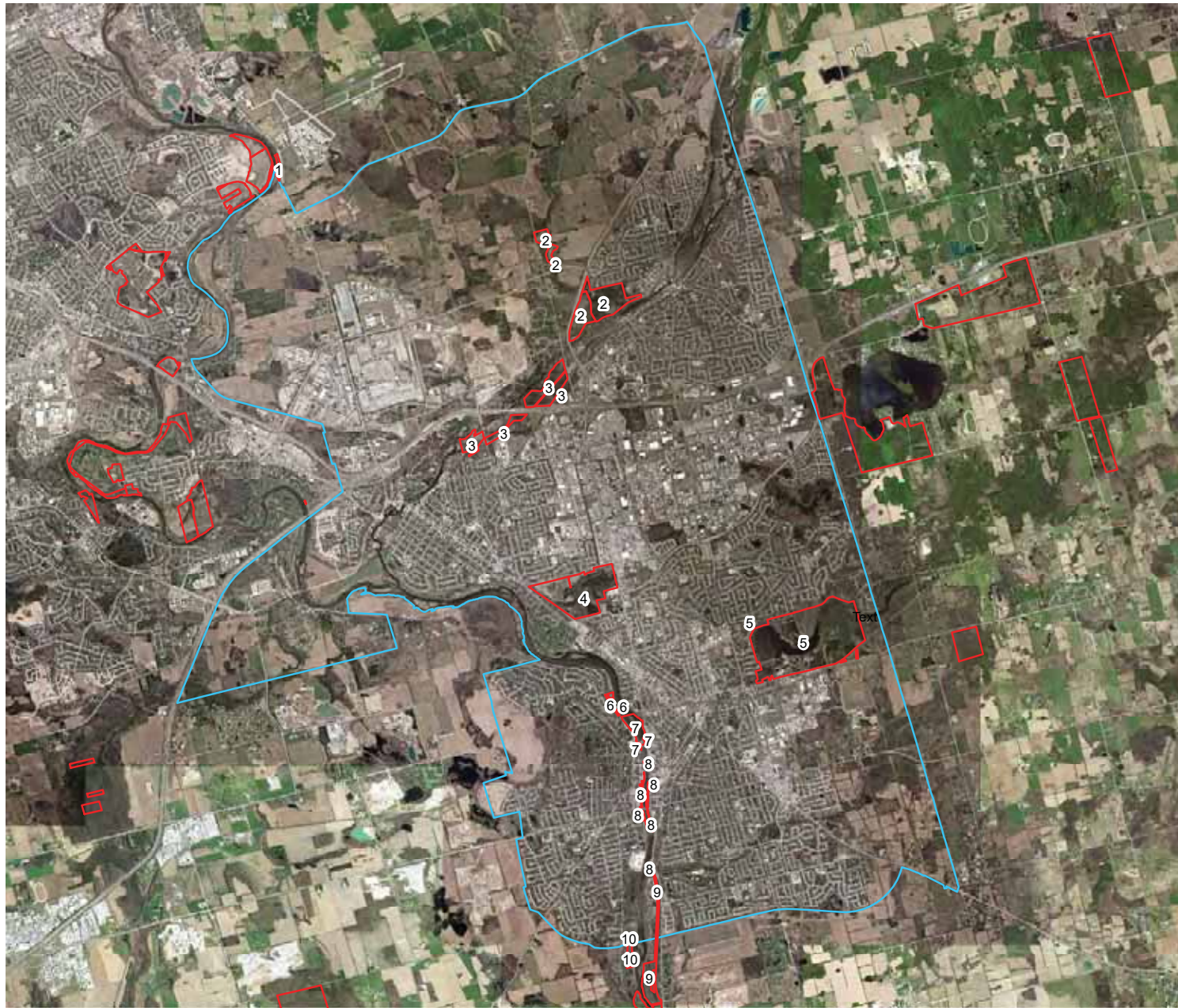
To date staff within the property department, conservation areas and central service department have been managing this issue. Incremental expense outlays have totalled under \$5,000.

Other department considerations:

The property department and Conservation Areas staff are involved in responding to unauthorized tenting.

Prepared by:

Joe Farwell
Chief Administrative Officer



**Grand River
Conservation Authority**

Date: September 28 2018

Legend

- Property (GRCA)
- Municipal Boundary (GRCA)

GRCA Properties

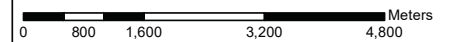
- 1 Woolwich Dyke System
- 2 Chilligo
- 3 Cam./Guelph Valley Lands
- 4 Dumfries Conservation Area
- 5 Shade's Mills Conservation Area
- 6 River Bluffs Park
- 7 Cambridge Dam (Galt)
- 8 Downtown Galt Dyke System
- 9 Cambridge to Paris Rail Trail
- 10 Cambridge/Dumfries Dyke System

GRCA Disclaimer

This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.

© Copyright Grand River Conservation Authority, 2018
May not be reproduced or altered in any way.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



NAD 1983 UTM Zone 17N Scale: 65,000



Grand River Conservation Authority

Report number: GM-09-18-92

Date: September 28, 2018

To: Members of the Grand River Conservation Authority

Subject: Retention of Records Policy

Recommendation:

THAT the Grand River Conservation Authority Records Retention Policy be approved effective September 28, 2018.

Summary:

Not Applicable

Report:

As required by GRCA By-Law No. 1-2018, a Records Retention Policy has been prepared. The policy reflects current practice with respect to records management. It is recognized that best practices have not been fully implemented, and in some cases records are being retained longer than is legally required. The current practice for many types of physical records is to retain documents where feasible, and storage is not an issue. Physical financial, payroll, and planning documents that have reached the end of their defined retention period are destroyed; this exercise is conducted annually. Electronic documents are permanently retained in most instances. An offsite storage facility is also in place for backup of electronic files.

The current practices will be evaluated over the next year, and the cost to move toward implementing “best practices” will be included in future budgets. To date, current practices have not resulted in any undue hardship in terms of storage, retrieving information or responding to freedom of information requests.

Financial implications:

There are no financial implications to continuing with current practice. Implementing updated procedures will have cost implications.

Other department considerations:

All divisions have records that must be managed and are impacted by the records retention policy statement.

Prepared by:

Sonja Radoja
Manager of Corporate Services

Approved by:

Karen Armstrong
Deputy CAO, Secretary-Treasurer

GRAND RIVER CONSERVATION AUTHORITY

RECORDS RETENTION POLICY

Approved:

By General Members of GRCA

TABLE OF CONTENTS

- 1.0 OVERVIEW
- 2.0 LEGISLATIVE REQUIREMENTS
- 3.0 PURPOSE
- 4.0 UNIVERSITY OF WATERLOO ARCHIVES
- 5.0 ELECTRONIC FILES

APPENDIX A – RETENTION SCHEDULES

- A-1 Office of the CAO
- A-2 (i) FINANCE - Corporate Services Department
- A-2 (ii) PAYROLL- Corporate Services Department
- A-3 (i) HR Department
- A-3 (ii) H&S – HR Department
- A-4 Property Department
- A-5 Communications Department
- A-6 Operations Division
- A-7 Engineering Division
- A-8 Resource Planning Division
- A-9 Environmental Education and Restoration
- A-10 Source Water Protection Program

APPENDIX B - UNIVERSITY OF WATERLOO LIBRARY

1.0 OVERVIEW

This policy outlines practices and procedures for managing GRCA records.

Records Management is distributed between various divisions and/or departments. Appendix A provides retention schedules by the applicable areas. Each area has adopted its own methodologies for physical file retention.

Physical records are stored at the following locations:

- Head Office
- Forestry Barn
- Motor Pool Building
- Archives – University of Waterloo
- Conservation Areas
- Nature Centres
- Burford Nursery

Destruction of physical records requires written approval from the appropriate manager or director and a description of the records, date and method of destruction is documented.

The Information Systems and Technology Department maintains electronic file storage. There are no specific requirements for the destruction of electronic documents.

2.0 LEGISLATIVE REQUIREMENTS

Listed below are significant legislative requirements and/or regulatory bodies that have been considered in developing records retention policies.

- Conservation Authorities Act
- Canada Revenue Agency
- Income Tax Act
- Employment Insurance Act
- Canada Pension Plan
- OMERS Retirement Plan
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Act
- Workers Safety Insurance Board (WSIB)
- Ministry of Labour
- Employment Standards
- Occupational Health and Safety Act
- Pay Equity Commission
- Ontario Pay Equity Act
- Human Rights Commission

Certain activities of the Conservation Authority include additional acts to be considered such as:

- Planning Act
- Environmental Assessment Act
- Ontario Planning and Development Act
- Building Code Act
- Clean Water Act
- Places to Grow Act
- Statutory Powers Procedure Act
- Ontario Water Resources Act
- Lakes and Rivers Improvement Act
- Ministry of Municipal Affairs and Housing Act
- Archives and Recordkeeping Act
- Greenbelt Act
- Provincial Offences Act
- Education Act

Statutes of limitation

As they relate to records retention, statutes of limitation set out the period of time during which records may be required to support and defend the organization in a civil lawsuit. Unlike legislated retention periods, statutes of limitation do not require that records be kept. GRCA may make the decision to assume a reasonable business risk and/or reduce their operating costs by destroying records before the statute of limitations has expired.

3.0 PURPOSE

GRCA's records management program provides a range of benefits to GRCA ranging from litigation risk management, staff time and cost benefits, convenience in retrieval of information and informed decision making.

The purpose of GRCA's Records Management Program is to:

1. Meet legislative and regulatory requirements.
2. Provide protection and support in litigation, and manage risks associated with GRCA activities.
3. Protect the rights of employees through management of personal information.
4. Provide accurate and current information for support in decision-making.
5. Reduce space and costs required for storage of obsolete records.
6. Preserve the corporate memory of GRCA.
7. Provide continuity in the event of disaster.
8. Ensure compliance with MFIPPA and PIPEDA.

4.0 UNIVERSITY OF WATERLOO ARCHIVES

Appendix B contains an overview of files that were transferred to the University of Waterloo Library. The university maintains an index of these files, and GRCA has full access to the files.

5.0 ELECTRONIC FILES

Electronic documents are stored on File Servers located in the Administration Centre. The Information Systems & Technology (IS&T) group creates and manages the folder structure for the root directories. Subfolders are managed by Directors, Managers and Supervisors as applicable. IS&T oversees managing permissions for accessing the documents.

Backup copies of the electronic documents are stored in the GRCA's disaster recovery (DR) site located offsite. The DR site serves as both a file backup facility and as an IT disaster recovery site should the main server room suffer a catastrophic failure.

Backup copies of electronic documents dating back to the early 2000s are stored in the disaster recovery site.

All inbound and outbound emails received and sent since 2003 are archived. This archive does not include emails that have been tagged as spam or junk mail.

**ADDENDIX A-1
RETENTION SCHEDULE
OFFICE OF THE CAO**

File Description	Location	Retention Period
Minutes of all board meetings and board reports except for SPP subcommittee minutes	Head Office (Corporate Services-High Density Files or Technical Library)	Permanent
Minutes of all management meetings and management reports	Head Office (Corporate Services-High Density Files or Technical Library)	Permanent
All incident reports that have been filed with the Insurance Provider	Head Office (Executive Office)	Permanent
Original Signed Contracts and Agreements	Head Office (Exec Office-fire safe)	Permanent
T3010 GRCA Information Return and backup documentation	Head Office (Corporate Services-High Density Files)	15 Years
Municipal General Levy Apportionment Documentation	Head Office (Executive Office)	Permanent
By-Laws	Head Office (Exec Office-fire safe)	Permanent
Articles of Incorporation and Letters Patent	Head Office (Exec Office-fire safe)	Permanent
Insurance Policies	Head Office (Exec Office-fire safe)	Permanent
Legal Proceedings of a Corporate Nature	Head Office (Executive Office)	Permanent
FOI Requests	Head Office (Corporate Services-High Density Files)	Permanent
Strategic Plans	Head Office (Technical Library)	Permanent
Minister Approvals-Order in Council	Head Office (Technical Library)	Permanent

ADDENDIX A-2(i)
RETENTION SCHEDULE
CORPORATE SERVICES DEPARTMENT-FINANCE

File Description	Location	Retention Period
GL-Trial Balance	Kept Electronically since 1998 Prior to 1998 hard copies in forestry barn.	Permanent (electronic)
GL-General Ledger details	Kept Electronically since 1998 Prior to 1998 hard copies in forestry barn.	Permanent (electronic)
General Journal Posting Journals – original data entry sheets and back-up and system generated reports	Head Office (Corporate Services-High Density Files or Forestry Barn)	7 years
Reserves-backup Balance/movement Information	Head Office (Corporate Services-High Density Files or Finance Storage Room)	Permanent (electronic)
Audited F/S	(Corporate Services-High Density Files)	Permanent
Annual Audit Working Papers Binder	Head Office (Corporate Services-High Density Files or Finance Storage Room)	7 Years
Budgets-working papers	Head Office (Corporate Services-High Density Files)	5 Years
Five Year Forecast Working papers	Head Office (Corporate Services-High Density Files)	5 Years
MNRF Annual Filings (year end final report and grant requests)	Head Office (Corporate Services-High Density Files or Forestry Barn)	Permanent
Moveable Assets Inventory	Head Office	Permanent (electronic)
TCA Assets back up documentation	Head Office (Corporate Services-High Density Files or Forestry Barn)	Permanent
Bank Reconciliations	Head Office (Corporate Services-High Density Files or Forestry Barn)	7 Years
Investment Files	Head Office-filing cabinets	7 Years
Bank Statements Debit/Credit Memos Returned cheques	Head Office (Corporate Services-High Density Files or Forestry Barn)	7 Years

Daily Bank Statements	Head Office (Corporate Services-High Density Files or Forestry Barn)	7 Years
Direct Deposit Documentation	Head Office (Corporate Services-High Density Files or Forestry Barn)	7 Years
AR-Cash Receipts Journal, bank deposit slips and deposit back- up	Head Office (Corporate Services-High Density Files or Forestry Barn)	7 Years
AR-Park Deposits-backup documentation	Head Office (Corporate Services-High Density Files, Finance Storage Room or Forestry Barn)	7 Years
AR-Invoice Package	Head Office (Corporate Services-High Density Files or Forestry Barn)	7 Years
AR-Request for Invoicing (RFI)	Head Office (Corporate Services-High Density Files or Forestry Barn)	7 Years
AR-Cheque Log listings	Electronic	7 Years
AR-Receipt Books	Head Office (Corporate Services-High Density Files or Forestry Barn)	7 Years
AP-Vendor Invoice package	Corporate Services	7 Years
AP-Direct Deposit Payment Documentation	Head Office (Corporate Services-High Density Files or Forestry Barn)	7 Years
AP-Employee Expense Reports	Head Office (Corporate Services-High Density Files or Forestry Barn)	7 Years
AP-Vendor Input Listings drafts and final	Head Office (Corporate Services-High Density Files or Forestry Barn)	7 Years
AP-Cheque registers	Head Office (Corporate Services-High Density Files or Forestry Barn)	7 Years
AP-Vendor subledgers	Head Office (Corporate Services-High Density Files or Forestry Barn)	7 Years
AP-Purchase Order Books various coloured copies)	Head Office (Corporate Services-High Density Files or Forestry Barn)	7 Years

AP-Tendering Documents	Maintained by Staff with Purchasing Authority	7 years
AP-Price Quotation documentation	Maintained by Staff with Purchasing Authority	2 years
HST Returns and back-up	Head Office (Corporate Services-High Density Files or Forestry Barn)	7 Years
IT-Software Licenses	Head Office (IT dept)	Until expired
IT-Hardware Warranties	Head Office (IT dept)	Until expired

ADDENDIX A-2(ii)
RETENTION SCHEDULE
CORPORATE SERVICES DEPARTMENT-PAYROLL

An annual exercise is carried out to destroy physical payroll files in accordance with the retention schedule. Records beyond the retention period are destroyed by having a shredding company shred the files onsite in the presence of GRCA staff and a listing of destroyed files is maintained by the Payroll Coordinator. All payroll physical files are kept in filing cabinets in HR department, or in the HR/Payroll storage room at head office and all are kept locked at all times.

File Description	Location	Retention Period
Salary Attendance Records	Head Office-HR Dept	7 years
Payroll Timesheets for Hourly Employees	Head Office-HR Dept	7 years
Payroll Registers and other external payroll provider reports except for year-end Master File listing and final year-end YTD payroll register	Head Office-HR Dept	7 years
Accumulated Overtime Report for Hourly Staff and correspondence	Head Office-HR Dept	7 years
Canada Saving Bond & RRSP Reports	Head Office-HR Dept	7 years
Employer Health Tax-Remittance reports and Annual Report	Head Office-HR Dept	7 years
WSIB-Statements, Remittance reports, and Annual Report related to assessable earnings and billings	Head Office-HR Dept	7 years
Union Dues Remittance reports and Correspondence	Head Office-HR Dept	7 years
Group Benefits-Remittance reports and Correspondence	Head Office-HR Dept	7 years
Staff deduction forms	Head Office-HR Dept	7 years
T4 Summary Reports including copies of T4's	Head Office-HR Dept	Permanent
Year-End Master File listing (salary & hourly)	Head Office-HR Dept	Permanent
Year-end YTD Payroll Register (salary & hourly)	Head Office-HR Dept	Permanent
Vacation Carryover Reports	Payroll Directory (electronic)	Permanent (electronic)
Taxable Benefits-Calculation sheets	Payroll Directory (electronic)	Permanent (electronic)
Sick Day Reports	Payroll Directory (electronic)	Permanent (electronic)
Payroll Master File changes and Payroll adjustments documentation	Head Office-HR Dept	7 years
OMERS Annual Filing report and back up documentation	Head Office-HR Dept	Permanent

ADDENDIX A-3(i)
RETENTION SCHEDULE
HUMAN RESOURCE DEPARTMENT

All HR physical records are kept in HR staff offices, filing cabinets in HR department, corporate services high density cabinets or HR/Payroll storage room at head office and are kept locked at all times.

File Description	Location	Retention Period
Employee Files	Head Office-HR Dept	7 years following departure
OMERS Records	Head Office-HR Dept	Permanent
WSIB Records (Claim Statements and NEER Statements)	Head Office-HR Dept	Permanent
Job Postings	Electronic	Permanent (since electronic)
Resumes-unsolicited	Head Office-HR Dept	1 year
Resumes- For job postings	Head Office-HR Dept	3 years
Interview Files	Head Office-HR Dept	7 years
Employment Programs	Head Office-HR Dept	7 years
Organizational Charts	Head Office-HR Dept Charts prior to 2000 stored at University of Waterloo	Permanent
Job Descriptions	Head Office-HR Dept	Permanent
Staff Directories (hard copy) NOTE: discontinued 2016	Head Office-Technical Library	Permanent
Human Resource Policy Manuals	Head Office-HR Dept	Permanent
Collective Agreements	Head Office-HR Dept	Permanent
Collective Bargaining notes	Head Office-HR Dept	Prior three collective bargaining agreements
Pay Equity Plans	Head Office-HR Dept	Permanent
Employee Relations Committee Meeting Minutes (union & non-union)	Head Office-HR Dept	Permanent (electronic)
Seniority Lists including backup calculation notes	Head Office-HR Dept	Permanent (since 2000)
Arbitration Agreements	Head Office-HR Dept	Permanent
Grievance Files	Head Office-HR Dept	Permanent
Job Evaluation Committee Meeting Minutes and reports	Head Office-HR Dept	Permanent (electronic)
Group Benefit Insurance Policies	Head Office-HR Dept	Permanent

ADDENDIX A-3(ii)
RETENTION SCHEDULE
HUMAN RESOURCE DEPARTMENT-HEALTH AND SAFETY

File Description	Location	Retention Period
Joint Health and Safety Committee (JHSC) minutes and reports	Electronic	7 years
JHSC Inspection reports	Head Office-HR Dept	7 years
Workplace Violence Incident Reports	Head Office-HR Dept	Permanent
Damage to property or member of the public Incident Reports	Head Office-HR Dept	Permanent
Supervisor's Accident investigation report	Head Office-HR Dept	7 years
Health & Safety Policy Manuals	Electronic	Permanent
Health and Safety training records	Employee File	7 years following departure
Fit Testing Records	Employee File	7 years following departure
Pre-use equipment -	Conservation Areas	7 years
Student health and safety training related information	Student training file kept at Conservation Area	7 years
WSIB Form 7s	HR Dept	Permanent
H&S Training Records	Employee File	7 years following departure
Ministry of Labour Orders	HR Dept	7 years

**ADDENDIX A-4
RETENTION SCHEDULE
PROPERTY DEPARTMENT**

File Description	Location	Retention Period
Deeds and Deed background files	Head Office-Property Dept	Permanent
Transaction Files: -Acquisitions -Dispositions -Easements -Licenses -Leases	Head Office-Property Dept	Permanent
Detailed financial files for Leases and Licenses	Head Office-Property Dept	Permanent
Cottage Lot Approvals	Head Office-Property Dept	Permanent
Maintenance Agreements	Head Office-Property Dept	Permanent
Property Tax Info including Assessment Notices	Head Office-Property Dept	Permanent
Enquiries related to use of GRCA lands or other property matters (i.e. request to donate land, municipality enquiries)	Head Office-Property Dept Form or records may be electronic documents and/or hand written notes. Enquiries are filed by year.	Permanent

**ADDENDIX A-5
RETENTION SCHEDULE
COMMUNICATIONS DEPARTMENT**

File Description	Location	Retention Period
News Releases	Kept electronically since 2002	Permanent (since electronic)
News Clippings	University of Waterloo (1939 to 2002) Technical Library (2003 to 2015) Kept electronically since 2016	Permanent
Publications	Kept electronically since 2003	Permanent (since electronic)

**ADDENDIX A-6
RETENTION SCHEDULE
OPERATIONS DIVISION**

File Description	Location	Retention Period
Motor Pool Purchase /Disposal documents	Motor Pool Building	7 years
Motor Pool Database	Electronic	Permanent
Motor Pool R&M documentation	Motor Pool Building	For duration of ownership of the equipment
Motor Pool Vehicle Accident Reports	Motor Pool Building	7 years
Motor Pool CVOR Registration	Motor Pool Building	7 years
Motor Pool Vehicle Leases	Motor Pool Building	1 year after termination of lease
Motor Pool Tender and Quote Documentation	Motor Pool Building	3 years
Conservation Areas Student files	Head Office Conservation Areas	7 years
Conservation Areas Equipment Maintenance Files	Conservation Areas	For duration of ownership of the equipment
Conservation Areas CA Violations & Violation Note Books	Conservation Areas	7 years
Conservation Areas Special Event Agreements	Conservation Areas	7 years
Conservation Areas Hunting Permits	Head Office (Operations Dept)	1 year
Construction Project Files Tenders Final Contracts	Head Office (Operations Dept)	Permanent
Central Services Maintenance Agreements	Head Office (Operations Dept)	7 years

Drinking Water Testing	Head Office and copies at specific locations	15 years
Master Plans/Management Plans	Head Office (Operations dept)	Permanent
Hazard Tree Inspection Reports	Head Office (Forestry Barn)	7 years
Other Misc Inspection Reports (i.e. Pools)	Motor Pool Conservation Areas Burford Nursery	7 years
Service Contracts	Head Office (operations dept)	3 years after termination of contract

**ADDENDIX A-7
RETENTION SCHEDULE
ENGINEERING DIVISION**

The engineering division uses a filing system of 'w-files' for physical documentation that is retained. The file index is maintained by the administrative Technical Assistant.

File Description	Location	Retention Period
Technical Studies (w files)	Technical Library or Forestry building	Permanent
Monitoring Files	Technical Library or Forestry building	Permanent
Projects of the Authority (w files)	Technical Library or Forestry building	Permanent
Maps	Technical Library or Forestry building	Permanent
Drawings	Technical Library or Forestry building	Permanent
Maintenance, Inspection and surveillance documentation	Technical Library or Forestry building	Permanent
Flooding Records	Technical Library or Forestry building	Permanent
Water and Erosion Control Infrastructure (WECI) project files	Technical Library or Forestry building	Permanent

**ADDENDIX A-8
RETENTION SCHEDULE
RESOURCE PLANNING**

File Description	Location	Retention Period
GRCA Permits	Head Office (Resource Planning) or Motor Pool	Permanent
Violations of Section 28 of the Conservation Authorities Act.	Head Office (Resource Planning) or Motor Pool	Permanent
Title Clearances	Head Office (Resource Planning) or Technical Library	10 Years
General Inquires	Head Office (Resource Planning) or Technical Library	5 Years
Pre-Consultation Records	Head Office (Resource Planning) or Technical Library	5 Years

**ADDENDIX A-9
RETENTION SCHEDULE
ENVIRONMENTAL EDUCATION AND RESTORATION**

File Description	Location	Retention Period
Rural Water Quality Program (RWQP) Agreements with Partners	Head Office (Conservation Services)	Permanent
RWQP Landowners Applications	Head Office (Conservation Services)	Permanent
RWQP Committee Meeting Documentation	Head Office (Conservation Services)	Permanent
Summer Camp Program and other activities Registration information	Head Office (Manager of Environmental Education and Restoration) and Nature Centres	7 Years
Nature Centre Service Contracts	Nature Centres	Term of Contract
Volunteer Program-volunteer forms	Head Office (Conservation Services)	3 Years

**ADDENDIX A-10
RETENTION SCHEDULE
SOURCE PROTECTION PROGRAM**

File Description	Location	Retention Period
SPP subcommittee Minutes	Head Office (SPP Department)	Permanent
Assessment Reports	Head Office (SPP Department)	15 years after later of: a) date created or acquired, b) assessment report is approved
Source Protection Plans	Head Office (SPP Department)	15 years after later of: a) date created or acquired, b) assessment report is approved

**APPENDIX B
UNIVERSITY OF WATERLOO LIBRARY**

Contents:

Records relating to the administration and operation of the Grand River Conservation Authority and its predecessors, the Grand River Conservation Commission and the Grand Valley Conservation Authority, from 1966 to 2006.

Includes: clippings, correspondence, minutes, visual and sound materials, reports and studies, maps, etc., arranged in 82 series as follows:

1. Incorporation: Acts and Bills
2. Organization and Administration
3. Board Minutes: Grand River Valley Boards of Trade
4. Board Minutes: Grand River Conservation Commission
5. Board Minutes: GRCC Executive Committee
6. Board Minutes: Grand Valley Conservation Authority
7. Board Minutes: Grand River Conservation Authority
8. Annual Meetings: Budget Information Packages
9. Board Committee Files
10. Administration: Financial Files
- 11 to 13. Administration Departments: Communications
14. Administration: Flood Warning Systems
15. Administration: Flood Inquiry, 1974
16. Administration: Legal
17. Administration: Personnel
18. Administration: Summer Student Employment Programs
19. Secretary Treasurer's Files: Ilmar Kao
20. Administration: Secretary Treasurer : Correspondence
21. Operations: Dams: H.A. Cameron Files
22. Operations: Divisions: Forestry and Wildlife Branch
23. Publicity: Clippings: Originals : Large Scrapbooks
- 24 to 27. Publicity: Clippings
28. Publications
- 29 to 47. Resources: GRCA Library
- 48 to 50. Visual: Moving Images : Films
- 51 to 53. Visual: Moving Images : Videocassettes
- 54 to 57. Visual: Moving Images : DVDs
58. Visual: Negatives Binders
- 59 to 61. Visual : Photographs
62. Visual : Slides : Carousels
- 63 to 67. Visual : Slides : Donations
- 68 to 69. Visual : Slides : Historic
- 70 to 77. Visual : Slides
- 78 to 79. Sound Recordings

- 80. Visual : Artwork
- 81. Maps and Plans
- 82. Artifacts

Other Info:

As at 2018 content includes 9583 photographs, 25,717 negatives, 25,403 slides, 95 film reels, 64 videocassettes, 11 audio reels, 6 audio cassettes, 3 drawings, 23 topographical maps donated by the Grand River Conservation Authority in 2005.

A detailed finding aid is available through the University.

A detailed listing (225 pages) of contents for each section listed above is available through the GRCA Communications department or through the University of Waterloo.

Grand River Conservation Authority – Report

Report number: GM-09-18-93

Date: September 28, 2018

To: Members of the Grand River Conservation Authority

Subject: Budget 2019 (draft #1)

Recommendation:

THAT Report 09-18-93 - Budget 2019 (draft #1) be received as information.

Summary:

Summarized below is the first draft of the 2019 Budget which shows breakeven results. Overall the 2019 Budget includes \$33,995,773 in expenditures (Budget 2018: \$34,347,987) and General Municipal Levy is budgeted to increase by \$284,000 (or 2.5%).

The budget outlines revenue and expenses for current GRCA Programs which have been categorized as:

- Operating
- Capital
- Special projects

GRCA programs are funded by:

- Municipal General Levy
- Other Municipal Funding (by special agreements)
- Provincial and Federal Grants
- Self-Generated Revenue
- Funding from Reserves

	2019	2018	Incr/(decr)
<u>EXPENDITURES</u>			
Operating Expenses	\$26,217,073	\$25,716,987	\$500,086
Capital Expenses	\$4,597,700	\$3,910,000	\$687,700
Special Projects	<u>\$3,181,000</u>	<u>\$4,721,000</u>	<u>(\$1,540,000)</u>
Total	<u>\$33,995,773</u>	<u>\$34,347,987</u>	<u>\$352,214</u>

Report:

A. OPERATING BUDGET

- (a) This draft of the budget builds on the five year forecast presented at the August 24th, 2018 general meeting. This draft includes the following operating adjustments:

\$50,000	Resource Planning Revenue increased
(\$50,000)	Resource Planning Compensation & Benefit Expense increased
\$50,000	Corporate Services Compensation & Benefit Expense decreased
\$15,000	Property Rental Compensation & Benefit Expense decrease
(\$65,000)	Conservation Lands Compensation & Benefit Expense increased
(\$75,000)	Information Services Compensation & Benefit Expense increased
\$75,000	Funding from Computer Reserve increased

- (b) Compensation and Benefits and Staffing Comments:

- The 2019 forecast presented in August included a 3% increase for compensation and benefits which allowed for a general wage increase, grid step increases and benefit cost increases.
- The adjustments above incorporate the outcome of the Collective Agreement reached which contains a 1.5% general wage increase on January 1, 2019 and a 1.75% market rate adjustment for grades 6,7,8 on July 1, 2019. The above adjustments also reflect a 1.5% general wage increase for non-union staff. The non-union salary adjustments are required to be approved by the general members via a separate report presented to the board in November or December of the current year.
- The \$65,000 increase to Conservation Lands compensation and benefits reflects the addition of one staff position. Given that the position would commence following the approval of the budget, the 2019 budget reflects the cost for 9 months. This cost is effectively funded by decreases to wages and benefits in other areas. The savings in wages are achieved as a result of staff restructuring, new hire grid placement and a 1.5% wage increase assumption. The addition of a position will facilitate addressing service demands related to passive lands management including the impacts of encroachment, data management, policy and procedure development, strategic planning on land use and respond to the growing demand for information by the public.
- The \$75,000 increase to Information Systems (IS) compensation and benefits reflects the addition of one staff position. Given that the position would commence following the approval of the budget, the cost for 2019 reflects the cost for 9 months. This position will be funded by the IS reserve. The reserve balance of over \$1.0 million is adequate to fund this position for at least two-three years and then increases to computer chargebacks may be implemented. This position will primarily address IS demands related to GRCA's water information management system, which is relied upon by the flood forecasting and warning program, water control structures management and the water resource planning area. Also, corporate IS demands in general have increased as reliance on/demand for technological solutions increases.

(c) Municipal General Levy

- The 2019 Budget indicates that a \$284,000 (or 2.5%) increase in Municipal General Levy is required to breakeven which represents an increase of \$284,000 to operating levy and a nil increase to capital levy.

B. CAPITAL BUDGET

- The capital budget of \$4,597,700 includes \$2,590,000 for Conservation Area capital, which includes \$1,400,000 for the Elora Gorge Upper Pines campground expansions and low level bridge repairs.
- The capital budget for water control structures remains at \$1,500,000.

C. SPECIAL PROJECTS

- (a) Special projects are breakeven activities that do not rely on Municipal General Levy for funding.
- (b) This draft of the budget only includes items that are highly likely to be undertaken and a cost can be estimated. At present, the budget includes \$3,181,000 in spending. By the time the 2019 budget is finalized special project spending, along with matching revenue, is expected to increase substantially as projects are approved.
- (c) The budget includes \$600,000 related to managing an emerald ash borer (EAB) infestation. The expenditures will be funded with GRCA reserves. During 2018 GRCA received approval from MNRF to use \$1.8 million of the Land Sale Proceeds reserve over 3 years for hazard tree management. Cost estimates are subject to change given: a) further inventory information, b) the unpredictability of the rate at which the infestation will occur, c) changes in how hazard tree management will be undertaken (i.e. simple vs. complex tree removal), d) strategic decisions on which trees need to be removed, and e) decisions related to replacement plantings and restoration.
- (c) Source Protection Program funding is forecast to continue. The province has not guaranteed funding for future years but neither has it announced an end to program funding. Funding to March 2019 was secured.

D. RESERVES

For 2019 reserves are budgeted to decrease by \$2,007,200. The most significant budgeted drawdown to reserves is \$1,325,000 for Conservation Area capital projects. See attached table for details of reserve movements budgeted for 2019.

The use of reserves is integral to GRCA operations. GRCA sets aside certain funds to reserves (i.e. Land Sale Proceeds, Hydro Revenue, Interest Earned on Reserves) in order to be able to draw upon these reserves at a later date in accordance with either legislative mandates and/or board approved uses.

Reserves can be viewed as:

- Planned savings set aside for future capital projects (facilitates smoothing of funding requests)
- Surpluses set aside for future operating or capital needs (i.e. Park Revenue in excess of budget)

- Contingency funds for unplanned expenditures
- Legislated amounts to be used in accordance with regulations (i.e. land sale proceeds)

A detailed report on reserves will be presented at the November 23, 2018 general meeting.

E. GENERAL MUNICIPAL LEVY ALLOCATION:

The General Municipal Levy is allocated to participating municipalities based on Modified Current Value Assessment (CVA), which the Ministry of Natural Resources and Forestry (MNR) provides to Conservation Authorities each year. The methodology for calculating the Modified CVA and distributing the levy is outlined in Ontario Regulation 670/00, which is appended to this report.

Prior to 2018, the levy distribution at the Grand River Conservation Authority was calculated using Modified CVA with an adjustment for the City of Hamilton which was based on a “local agreement” with that municipality and its four Conservation Authorities. As detailed in Report Number GM-01-18-06 – Budget 2018 – General Levy Apportionment, in 2014, the Niagara Peninsula Conservation Authority (NPCA) took the position that the “local agreement” was not valid and they would no longer apply an adjustment when calculating the levy for the City of Hamilton, which resulted in a significant increase to the City of Hamilton’s levy to the NPCA. The City of Hamilton appealed that decision to the Office of the Mining and Lands Commissioner (MLC) who issued a decision on December 21, 2017 supporting the NPCA’s position and rendering the “local agreement” invalid for all parties. In response to the MLC’s decision, the City of Hamilton filed an application to the Divisional Court for judicial review and a hearing has been scheduled for October 29, 2018. It is unknown when a decision will be issued.

As a result of the MLC decision, the Grand River Conservation Authority calculated 2018 levy apportionment in accordance with Regulation 670/00 which also resulted in a significant increase to the City of Hamilton’s apportionment of the levy compared to prior years when the “local agreement” was applied. The City of Hamilton appealed the GRCA’s 2018 levy apportionment and asked we hold their appeal in abeyance pending the conclusion of their judicial review application being brought respecting the Mining and Lands Commissioner’s decision of December 21, 2017.

The Grand River Conservation Authority has not yet received the Modified CVA figures from MNR to be used for the 2019 Budget. This information is expected in the near future. The 2019 levy apportionment which will be presented at the October General Membership meeting will be consistent with the calculation used for 2018, which is in accordance with Regulation 670/00. Future adjustments may be required pending the outcome of both the judicial review and the appeal of the GRCA’s 2018 levy apportionment.

The following statements, schedules and correspondence are attached:

- Budget 2019 Timetable
- Summary Reserve Report – Budget 2019
- Preliminary Budget 2019

Significant Outstanding Budget Items

(a) Fair Workplaces/Better Jobs Act, 2017 (Bill 148)

On-Call Impact

If GRCA is required to pay a minimum of 3 hours pays for on-call instead of \$35.00 per day, and no changes are made to the current on-call program, the incremental cost to GRCA could be over \$300,000 (from about \$100,000 to \$400,000). Staff is reviewing the on-call staffing model and cost allocations before incorporating amounts into the 2019 budget.

If no changes are made to the current on-call staffing practices the incremental \$300,000 expense would be funded as follows:

\$ 80,000 Park Revenue
\$ 90,000 Hydro Revenue
\$130,000 Municipal General Levy

The use of hydro revenue would be achieved via a change in the rate at which hydro revenue was being used to repay the amount borrowed from the land sale proceeds reserve. The annual repayment of \$135,000 would be reduced to \$55,000.

Municipal general levy would have to be increased by about 1% to fund the increased costs to the flood forecasting and warning program (\$50,000) and the flood control program (\$80,000).

Minimum Wage Impact

If the minimum wage is increased to \$15.00 on January 1, 2019 this will impact the cost of student wages primarily for the Conservation Areas and the Nature Centre Day Camp program. As a result, increases to self-generated revenue would have to be achieved via rate increases or forecast volume increases. The cost impact on the Conservation Areas and Nature Centres is estimated to be about \$125,000 and \$7,000 respectively. These adjustments have not been reflected in this draft of the budget given the uncertainty of the implementation of this legislation.

(b) Staffing

The GRCA is experiencing significant staffing resource demands in the areas of information services and technology, property management, communications and capital project management. This draft of the budget reflects the creation of two new positions, namely, a property management position and an IS position.

This draft of the budget has not addressed the communication and capital project management demands.

The communications program is currently funded 100% with levy. Future budget drafts will seek to identify self-generated revenue opportunities to help facilitate additional spending on communications.

The capital project demands are driven heavily by the significant capital spending forecast for the conservation areas over the next few years. Therefore, conservation area revenue would be the primary funding source. The conservation areas will also be heavily impacted by Bill 148 legislation. As a result, a budget decision regarding this item is still under review.

Future drafts of the budget will bring forth recommendations as considered appropriate.

(c) Year 2019 Carry forward Adjustments

2018 Surplus carry forward

This draft of the 2019 Budget assumes a \$100,000 surplus carry over from year 2018. The September 2018 Financial Summary for year end 2018 is forecasting a \$133,000 surplus. The actual "2018 Net Surplus" will be incorporated into the 2019 budget.

2018 Special Projects carry forward

Any projects commenced in year 2018 and not completed by December 31, 2018 will be carried forward and added to Budget 2019 (i.e. both the funding and the expense will be added to Budget 2019 and therefore these adjustments will have no impact on the breakeven net result).

Major Water Control Structures Capital Expenditures

A final determination of the amount of spending to be added to the Budget 2019 (i.e. unspent amounts from 2019, new projects) will be made, including use of the "capital reserve" for 2019 projects. There are a number of new projects being considered and timing of new project work is still under review. Any decisions to increase spending should not impact the capital levy request, but would be funded with reserves, WECl funding, and/or new funding sources, as applicable.

(d) Conservation Area Revenue and Expenses

Final revenue, operating and capital expense figures to be determined following year-end actuals review.

(e) Source Protection Program

The current budget draft includes \$1,575,000 in spending. The final version of the GRCA 2019 Budget will be adjusted to reflect any anticipated funding approvals. Expenses for this program are funded 100% by a provincial grant.

Other Major Assumptions:

1. MNRF Operating Grants to remain at \$871,073 annually.
2. Permit Fees, Planning Fees and Solicitor Inquiries increased by 2% plus \$50,000.
3. Property Rental Income reduced by \$50,000 to reflect the wind down of the residential tenancy program.

4. Watershed studies funded 50% by GRCA and 50% via special levy are budgeted for \$100,000 annually.
5. Insurance expenses increased 3%.
6. Property Tax expenses increased 3%.
7. Other Operating expenses increased 2%.
8. Motor Pool charge out rates held constant.
9. Computer charge out rates held constant.

Financial Implications:

Budgeted spending for 2019 is \$33,995,773 including transfers to reserves. The budget includes a municipal general levy increase of \$284,000 (or 2.5%). The GRCA now falls under the jurisdiction of the Ministry of the Environment, Conservation and Parks instead of the Ministry of Natural Resources and Forestry (MNR). GRCA continues to work with Conservation Ontario to emphasize to the province the need for continued provincial funding support. There is uncertainty regarding wage costs caused by the lack of clarity related to the implementation and interpretation of the Fair Workplaces/ Better Jobs Act, 2017. There is also uncertainty with respect to the current legal matter regarding the distribution of general municipal levy and the outcome could have a significant impact on the levy owed by each of the individual member municipality.

Other department considerations:

None.

Prepared by:

Sonja Radoja
Manager of Corporate Services

Approved by:

Karen Armstrong
Deputy CAO/Secretary-Treasurer

Grand River Conservation Authority
Budget 2019 Timetable
September 28, 2018

Five Year Forecast

- Aug 24, 2018: Draft to General Meeting
- Oct-Dec/18: Communication to Municipalities (staff meetings as required)

2019 Budget

- Sept 28, 2018: Draft #1 to General Meeting
- Nov 23, 2018: Draft #2 to General Meeting (if necessary)
- Dec 14, 2018: Status Report to General Meeting (if necessary)
- Oct/18-Feb/19: Presentations to municipal councils
- Jan 23, 2019: Official Notice to Municipalities of Budget Vote
- Jan 25, 2019: Draft #3 to General Meeting
- Feb 22, 2019: Board Approval, Final 2019 Budget & Levy

Grand River Conservation Authority
SUMMARY RESERVE REPORT - BUDGET 2019

General Meeting - SEPTEMBER 28, 2018

	BUDGET 2018	"NET CHANGE" INCREASE/(DECREASE) 2018 VS 2019	DETAILS OF "NET CHANGE" BUDGET 2019			BUDGET 2019
			Transfer In (Interest Income)	Transfer In	Transfer Out Description of Transfer	
Type A: GRCA Controlled						
Operating Reserves (designated)						
Property & Liability Insurance	270,383	0	0			270,383
Building & Mechanical Equipment	1,496,833	0	0			1,496,833
Small Office Equipment	7,757	500	500			8,257
Personnel	1,022,112	-15,000	0		-15,000 OUT- Leave,Vacation Accrual	1,007,112
Forestry	658,359	10,000	10,000			668,359
Computer Replacement	1,153,993	-101,000	22,000	1,320,000	-1,443,000 IN-Chargebacks; OUT-Operating/Capital costs	1,052,993
Cottage Operations	516,301	7,000	7,000			523,301
Grand River Watershed Management Plan	104,190	1,000	1,000			105,190
Planning Enforcement	425,142	8,000	8,000			433,142
Property Rental Expenses	338,824	1,000	1,000			339,824
Watershed Restoration	104,552	1,000	1,000			105,552
Motor Pool Equipment	1,713,423	-47,700	37,000	1,174,000	-1,258,700 IN-Chargebacks;OUT-Operating/Capital costs	1,665,723
Motor Pool Insurance	81,254	0	0			81,254
Capital Reserves (designated)						
Water Control Structures	2,856,749	44,000	44,000			2,900,749
Cambridge Desiltation Pond	7,522	-500	500		-1,000 OUT-Cambridge Desiltation Pond costs	7,022
Completion of Capital Projects	117,000	-30,000	0		-30,000 OUT-Upper Grand Restoration costs	87,000
Conservation Areas-Capital	370,000	-370,000	0	300,000	-670,000 IN-\$300K Reserve for Capital spending, OUT-\$670,000 Cons Area Capital	0
Conservation Areas-Stabilization/Capital	3,089,499	-900,000	55,000		-955,000 OUT- \$955,000 Cons Area Capital	2,189,499
Gauges	491,859	-50,000	0		-50,000 OUT-Gauge Expenses	441,859
Capital Reserves (undesignated)						
General Capital Reserve	565,103	13,000	13,000			578,103
Total Type A: GRCA Controlled	15,390,855	-1,428,700	200,000	2,794,000	-4,422,700	13,962,155
Type B: Reserves with Outside Control						
With MNRF Interest (Capital Reserves)						
Gravel	239,217	4,000	5,000		-1,000 OUT-Gravel Pit License & Gravel Rehabilitation	243,217
Land Sale Proceeds Reserve	4,784,669	-586,000	141,500	70,000	IN-\$70K Hydro Revenue; OUT-\$50K Development Costs. \$50K Septic Systems,\$10K GRWMP, \$600K EAB, \$37,500 Floodplain Mapping, \$50K Demolitions	4,198,669
With School Board Interest (Operating Reserves)						
App's Nature Centre	23,898	500	500			24,398
Laurel Creek Nature Centre	67,065	1,000	1,000			68,065
Guelph Lake Nature Centre	135,633	1,000	1,000			136,633
Taquanyah Nature Centre	4,067	500	500			4,567
Shade's Mills Nature Centre	27,827	500	500			28,327
Total Type B: Outside Control	5,282,374	-578,500	150,000	70,000	-798,500	4,703,874
TOTAL	\$20,673,229	-2,007,200	\$350,000	\$2,864,000	(\$5,221,200)	\$18,666,029

BUDGET 2019 - Summary of Revenue and Expenditures

FUNDING		Actual 2017	Budget 2018	Budget 2019	Budget Incr/(decr)
Municipal General Levy Funding		11,075,000	11,352,000	11,636,000	284,000 2.5%
Other Government Grants		4,941,840	4,928,573	4,121,073	(807,500) -16.4%
Self-Generated Revenue		15,969,937	15,293,414	15,511,500	218,086 1.4%
Funding from Reserves		1,416,864	2,774,000	2,727,200	(46,800) -1.7%
TOTAL FUNDING		33,403,641	34,347,987	33,995,773	(352,214) -1.0%
EXPENDITURES		Actual 2017	Budget 2018	Budget 2019	Budget Incr/(decr)
Base Programs - Operating includes funding to reserves	SECTION A	26,002,979	25,716,987	26,217,073	500,086 1.94%
Base Programs - Capital	SECTION B	2,444,464	3,910,000	4,597,700	687,700 17.59%
Special Projects	SECTION C	4,543,884	4,721,000	3,181,000	(1,540,000) -32.6%
TOTAL EXPENDITURES		32,991,327	34,347,987	33,995,773	(352,214) -1.0%
NET RESULT		412,314	-	-	

SECTION A - Operating Budget

GRAND RIVER CONSERVATION AUTHORITY

Budget 2019 vs Budget 2018

	Actual 2017	Budget 2018	Budget 2019	Incr/(Decr)	%age change
EXPENDITURES					
OPERATING EXPENSES	26,002,979	25,716,987	26,217,073	500,086	1.94%
Total Expenses	26,002,979	25,716,987	26,217,073	500,086	1.94%
SOURCES OF FUNDING					
MUNICIPAL GENERAL LEVY (NOTE)	9,586,312	10,302,000	10,586,000	284,000	2.76%
MUNICIPAL SPECIAL LEVY	35,200	50,000	50,000	-	0.00%
OTHER GOVT FUNDING	925,704	938,573	938,573	-	0.00%
SELF-GENERATED	14,352,119	13,840,100	14,385,500	545,400	3.94%
RESERVES	787,812	174,000	157,000	(17,000)	-9.77%
SURPLUS CARRYFORWARD	315,832	412,314	100,000	(312,314)	-75.75%
Total BASE Funding	26,002,979	25,716,987	26,217,073	500,086	1.94%

NOTE: See "Summary of Revenue, Expenditures and Changes in Municipal Levy" for details of \$284,000 levy increase.

SECTION B - Capital Budget

GRAND RIVER CONSERVATION AUTHORITY

Budget 2019

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
Expenses:							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			1,500,000				1,500,000
Conservation Areas Capital Projects					2,590,000		2,590,000
PSAB Project							-
Building Major Maintenance							-
Net IT/MP Capital Spending not allocated to Departments						207,700	207,700
TOTAL EXPENSE	110,000	190,000	1,500,000	-	2,590,000	207,700	4,597,700
Funding							
Municipal Special Levy							-
Prov & Federal Govt			700,000				700,000
Self Generated					965,000		965,000
Funding from Reserves	50,000				1,625,000	207,700	1,882,700
TOTAL FUNDING	50,000	-	700,000	-	2,590,000	207,700	3,547,700
Net Funded by General CAPITAL Levy	60,000	190,000	800,000	-	-	-	1,050,000

BUDGET 2018 - CAPITAL

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
Expenses:							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			1,500,000				1,500,000
Conservation Areas Capital Projects					1,820,000		1,820,000
PSAB Project							-
Building Major Maintenance							-
Net IT/MP Capital Spending not allocated to Departments						290,000	290,000
TOTAL EXPENSE	110,000	190,000	1,500,000	-	1,820,000	290,000	3,910,000
Funding							
Municipal Special Levy							-
Prov & Federal Govt			700,000				700,000
Self Generated					670,000		670,000
Funding from Reserves	50,000				1,150,000	290,000	1,490,000
TOTAL FUNDING	50,000	-	700,000	-	1,820,000	290,000	2,860,000
Net Funded by General CAPITAL Levy	60,000	190,000	800,000	-	-	-	1,050,000

ACTUAL 2017 - CAPITAL

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	ACTUAL TOTAL
Expenses:							
WQ Monitoring Equipment & Instruments	73,117						73,117
Flood Forecasting Warning Hardware and Gauges		204,172					204,172
Flood Control Structures-Major Maintenance			1,112,074				1,112,074
Conservation Areas Capital Projects					859,691		859,691
Funding to Reserves			173,500			84,757	258,257
Net IT/MP Chargebacks in excess of expenses						(62,847)	(62,847)
TOTAL EXPENSE	73,117	204,172	1,285,574	-	859,691	21,910	2,444,464
Funding							
Prov & Federal Govt			486,489		83,250	21,910	591,649
Self Generated					776,441		776,441
Funding from Reserves							-
TOTAL FUNDING	-	-	486,489	-	859,691	21,910	1,368,090
Net Funded by General CAPITAL Levy	73,117	204,172	799,085	-	-	-	1,076,374

SECTION C - Special Projects Budget

GRAND RIVER CONSERVATION AUTHORITY

Budget 2019

EXPENDITURES	ACTUAL 2017	BUDGET 2018	BUDGET 2019
Grand River Management Plan	33,840	20,000	20,000
Subwatershed Plans - City of Kitchener	107,653	100,000	-
Natural Heritage Study-Wellington	28,313	30,000	-
Waste Water Optimization Program	109,765	135,000	-
Floodplain Mapping	132,927	850,000	75,000
RWQP - Capital Grants	1,011,358	800,000	800,000
Brant/Brantford Children's Water Festival	25,544	26,000	26,000
Haldimand Children's Water Festival	42,303	40,000	-
Species at Risk	78,678	70,000	-
Ecological Restoration	185,284	270,000	-
AGGP-UofG Research Buffers	20,812	-	-
Great Lakes SHSM Event	6,076	-	-
Great Lakes Agricultural Stewardship Initiative	96,765	-	-
Emerald Ash Borer	314,172	400,000	600,000
Lands Mgmt - Land Purchases/Land Sale Expenses	139,401	-	-
Lands Mgmt - Development Costs	-	50,000	50,000
Mill Creek Rangers	28,890	35,000	35,000
Parkhill Hydro Turbine Project	112,472	300,000	-
Apps' Mill Nature Centre Renovation	260,266	-	-
Dickson Trail and Boardwalk Rehabilitation	238,957	20,000	-
Total SPECIAL Projects 'Other'	2,973,476	3,146,000	1,606,000
Source Protection Program	1,570,408	1,575,000	1,575,000
Total SPECIAL Projects Expenditures	4,543,884	4,721,000	3,181,000
SOURCES OF FUNDING			
Provincial Grants for Source Protection Program	1,570,408	1,575,000	1,575,000
OTHER GOVT FUNDING	1,848,150	1,675,000	857,500
SELF-GENERATED	496,274	381,000	61,000
FUNDING FROM/(TO) RESERVES	629,052	1,090,000	687,500
Total SPECIAL Funding	4,543,884	4,721,000	3,181,000

GRAND RIVER CONSERVATION AUTHORITY

Budget 2019 - Summary of Expenditures, Funding and Change in Municipal Levy

		TABLE 1	TABLE 2	TABLE 3	TABLE 4	TABLE 5	TABLE 6	TABLE 7	TABLE 8	TABLE 9	TABLE 9	TABLE 10	TABLE 10	TABLE 10	
		Water Resources Planning & Environment	Flood Forecasting & Warning	Water Control Structures	Resource Planning	Forestry & Conservation Land Taxes	Conservation Services	Communications & Foundation	Environmental Education	Corporate Services	Surplus available to offset Municipal Levy Increase	Conservation Land and Rental Management and Misc	Hydro Production	Conservation Areas	TOTAL
2019 OPERATING															
TOTAL EXPENSES	A	2,243,200	801,000	1,723,900	2,084,600	1,411,400	885,200	683,900	1,352,400	3,266,073		3,677,400	203,000	7,885,000	26,217,073
TOTAL OTHER FUNDING	B	130,700	252,955	400,350	1,083,568	707,000	148,000	0	1,020,500	155,000		3,275,000	473,000	7,885,000	15,531,073
"Other Programs" Surplus/(Loss)	B less A														
Loss to be offset with Levy	C										132,400	(402,400)	270,000	-	(132,400)
Surplus 2018 carried forward to 2019											(100,000)				100,000
2019 Levy	A less B less C	2,112,500	548,045	1,323,550	1,001,032	704,400	737,200	683,900	331,900	3,111,073	32,400	0	0	0	10,586,000
															0
Levy Increase:															
2019 Levy		2,112,500	548,045	1,323,550	1,001,032	704,400	737,200	683,900	331,900	3,111,073	32,400				10,586,000
2018 Levy		2,071,100	547,445	1,325,350	961,932	669,500	713,000	714,900	354,400	2,944,373					10,302,000
Levy Increase over prior year		41,400	600	(1,800)	39,100	34,900	24,200	(31,000)	(22,500)	166,700	32,400	n/a	n/a	n/a	284,000
2019 CAPITAL															
TOTAL EXPENSES	A	110,000	190,000	1,500,000						207,700				2,590,000	4,597,700
TOTAL OTHER FUNDING	B	50,000	-	700,000						207,700				2,590,000	3,547,700
2019 Levy	A less B	60,000	190,000	800,000						-				-	1,050,000
Levy Increase:															
2019 Levy		60,000	190,000	800,000						-				-	1,050,000
2018 Levy		60,000	190,000	800,000						-				-	1,050,000
Levy Increase over prior year		-	-	-						-				-	-
2019 SPECIAL															
TOTAL EXPENSES TOTAL	A	20,000	75,000	1,575,000			826,000					685,000			3,181,000
OTHER FUNDING	B	20,000	75,000	1,575,000			826,000					685,000			3,181,000
2019 Levy	A less B	-	-	-			-			-		-			-
														TOTAL EXPENSES	33,995,773
														TOTAL FUNDING	33,995,773
														NET RESULT	-

TABLE 1
 GRAND RIVER CONSERVATION AUTHORITY
Water Resources Planning & Environment

OPERATING	Actual 2017	Budget 2018	Budget 2019	Budget Change
Expenses:				incr/(decr)
Salary and Benefits	1,469,253	1,587,900	1,615,500	27,600
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	256,974	313,000	319,300	6,300
Insurance	115,267	110,000	113,300	3,300
Other Operating Expenses	152,699	210,900	195,100	-15,800
Amount set aside to Reserves		-	-	
TOTAL EXPENSE	1,994,193	2,221,800	2,243,200	21,400
Funding				(incr)/decr
Municipal Other	35,200	50,000	50,000	0
MNR Grant	33,200	33,200	33,200	0
Prov & Federal Govt	23,465	37,500	47,500	-10,000
Donations	-	3,000		3,000
Funds taken from Reserves	-	27,000		27,000
TOTAL FUNDING	91,865	150,700	130,700	(10,000.00)
Net Funded by General Municipal Levy	1,902,328	2,071,100	2,112,500	
Net incr/(decr) to Municipal Levy				41,400

TABLE 2
GRAND RIVER CONSERVATION AUTHORITY
Flood Forecasting & Warning

OPERATING	Actual 2017	Budget 2018	Budget 2019	Budget change
Expenses:				incr/(decr)
Salary and Benefits	373,875	463,200	457,000	(6,200)
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	255,233	260,800	266,000	5,200
Other Operating Expenses	71,797	76,400	78,000	1,600
Amount set aside to Reserves	65,000			
TOTAL EXPENSE	765,905	800,400	801,000	600
Funding				(incr)/decr
MNR Grant	252,955	252,955	252,955	-
Prov & Federal Govt	1,260	-	-	-
TOTAL FUNDING	254,215	252,955	252,955	-
Net Funded by General Municipal Levy	511,690	547,445	548,045	
Net incr/(decr) to Municipal Levy				600

TABLE 3
GRAND RIVER CONSERVATION AUTHORITY
Water Control Structures

OPERATING	Actual 2017	Budget 2018	Budget 2019	Budget change
Expenses:				incr/(decr)
Salary and Benefits	1,103,590	1,170,100	1,170,200	100
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	14,271	28,600	29,200	600
Property Taxes	163,892	189,000	179,700	(9,300)
Other Operating Expenses	268,628	338,000	344,800	6,800
Amount set aside to Reserves	128,500	-	-	-
TOTAL EXPENSE	1,678,881	1,725,700	1,723,900	(1,800)
Funding				(incr)/decr
MNR Grant	400,350	400,350	400,350	-
TOTAL FUNDING	400,350	400,350	400,350	-
Net Funded by General Municipal Levy	1,278,531	1,325,350	1,323,550	
Net incr/(decr) to Municipal Levy				(1,800)

TABLE 4
GRAND RIVER CONSERVATION AUTHORITY
Resource Planning

OPERATING	Actual 2017	Budget 2018	Budget 2019	Budget change
Expenses:				incr/(decr)
Salary and Benefits	1,594,807	1,706,200	1,807,400	101,200
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	193,435	218,100	222,500	4,400
Other Operating Expenses	84,075	53,600	54,700	1,100
TOTAL EXPENSE	1,872,317	1,977,900	2,084,600	106,700
Funding				(incr)/decr
Provincial	6,831	-	-	-
MNR Grant	114,568	114,568	114,568	-
Self Generated	973,097	901,400	969,000	(67,600)
TOTAL FUNDING	1,094,496	1,015,968	1,083,568	(67,600)
Net Funded by General Municipal Levy	777,821	961,932	1,001,032	
Net incr/(decr) to Municipal Levy				39,100

TABLE 5
GRAND RIVER CONSERVATION AUTHORITY
Forestry & Conservation Land Taxes

OPERATING	Actual 2017	Budget 2018	Budget 2019	Budget change
Expenses:				incr/(decr)
Salary and Benefits	587,194	539,900	556,000	16,100
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	56,118	43,400	44,300	900
Property Taxes	168,606	177,800	183,200	5,400
Other Operating Expenses	528,035	615,400	627,900	12,500
Amount set aside to Reserves		-		0
TOTAL EXPENSE	1,339,953	1,376,500	1,411,400	34,900
Funding				(incr)/decr
Donations	5,089	57,000	57,000	-
Self Generated	623,588	650,000	650,000	-
Funds taken from Reserves	16,205	-	-	-
TOTAL FUNDING	644,882	707,000	707,000	0
Net Funded by General Municipal Levy	695,071	669,500	704,400	
Net incr/(decr) to Municipal Levy				34,900

TABLE 6
GRAND RIVER CONSERVATION AUTHORITY
Conservation Services

OPERATING	Actual 2017	Budget 2018	Budget 2019	Budget change
Expenses:				incr/(decr)
Salary and Benefits	651,189	693,100	714,000	20,900
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	94,505	110,000	112,200	2,200
Other Operating Expenses	18,756	57,900	59,000	1,100
Amount set aside to Reserves				
TOTAL EXPENSE	764,450	861,000	885,200	24,200
Funding				(incr)/decr
Prov & Federal Govt	-	30,000	30,000	-
Donations	93,175	87,000	87,000	-
Self Generated	6,095	-	-	-
Recoverable Corporate Services Expenses	-	-	-	-
Funds taken from Reserves	742	31,000	31,000	-
TOTAL FUNDING	100,012	148,000	148,000	-
Net Funded by General Municipal Levy	664,438	713,000	737,200	
Net incr/(decr) to Municipal Levy				24,200

TABLE 7
GRAND RIVER CONSERVATION AUTHORITY
Communications & Foundation

OPERATING	Actual 2017	Budget 2018	Budget 2019	Budget change
Expenses:				incr/(decr)
Salary and Benefits	487,770	566,400	583,400	17,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	73,722	75,500	77,000	1,500
Other Operating Expenses	34,102	73,000	23,500	(49,500)
Amount set aside to Reserves		-	-	-
TOTAL EXPENSE	595,594	714,900	683,900	(31,000)
Funding				
Net Funded by General Municipal Levy	595,594	714,900	683,900	
Net incr/(decr) to Municipal Levy				(31,000)

TABLE 8
GRAND RIVER CONSERVATION AUTHORITY
Environmental Education

OPERATING	Actual 2017	Budget 2018	Budget 2019	Budget change
Expenses:				incr/(decr)
Salary and Benefits	930,588	942,400	970,600	28,200
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	92,419	74,300	75,800	1,500
Insurance	10,447	10,000	10,300	300
Property Taxes	11,440	19,400	20,000	600
Other Operating Expenses	281,215	270,300	275,700	5,400
Amount set aside to Reserves	70,000	30,000		(30,000)
TOTAL EXPENSE	1,396,109	1,346,400	1,352,400	6,000
Funding				(incr)/decr
Provincial & Federal Grants	3,075	-	-	-
Donations	72,092	50,000	50,000	-
Self Generated	895,627	942,000	970,500	(28,500)
Funds taken from Reserves	2,450	-	-	-
TOTAL FUNDING	973,244	992,000	1,020,500	(28,500)
Net Funded by General Municipal Levy	422,865	354,400	331,900	
Net incr/(decr) to Municipal Levy				(22,500)

TABLE 9
GRAND RIVER CONSERVATION AUTHORITY
Corporate Services

Budget 2019		Surplus available to offset Municipal Levy Increase
Expenses:		
Salary and Benefits	1,897,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	344,000	
Insurance	57,000	
Other Operating Expenses	968,073	
Amount set aside to Reserves		
TOTAL EXPENSE	3,266,073	
Funding		
MNR Grant	70,000	
Recoverable Corporate Services Expenses	70,000	
Funds taken from Reserves	15,000	
TOTAL FUNDING	155,000	
Net Result before surplus adjustments	3,111,073	
Deficit from Other Programs offset by 2018 Surplus Carryforward		(132,400)
2018 Surplus Carried Forward to 2019 used to reduce Levy		100,000
Net Funded by General Municipal Levy	3,111,073	(32,400)

Budget 2018		Surplus available to offset Municipal Levy Increase
Expenses:		
Salary and Benefits	1,990,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	337,300	
Insurance	55,000	
Other Operating Expenses	1,087,687	
Amount set aside to Reserves		
TOTAL EXPENSE	3,469,987	
Funding		
MNR Grant	70,000	
Recoverable Corporate Services Expenses	70,000	
Funds taken from Reserves	15,000	
TOTAL FUNDING	155,000	
Net Result before surplus adjustments	3,314,987	
Deficit from Other Programs offset by 2017 Surplus Carryforward		(41,700)
2016 Surplus Carried Forward to 2017 used to reduce Levy		412,314
Net Funded by General Municipal Levy	3,314,987	370,614

ACTUAL 2017		Surplus available to offset Municipal Levy Increase
Expenses:		
Salary and Benefits	1,848,424	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	297,506	
Insurance	56,897	
Other Operating Expenses	779,367	
Amount set aside to Reserves	170,000	
TOTAL EXPENSE	3,152,194	
Funding		
MNR Grant	70,000	
Donations/Other	25,000	
Recoverable Corporate Services Expenses	64,862	
TOTAL FUNDING	159,862	
Net Result before surplus/(deficit) adjustments	2,992,332	
Deficit from Other Programs offset by 2016 Surplus Carryforward		(61,474)
2016 Surplus Carried Forward to 2017 used to reduce Levy		315,832
Net Funded by General Municipal Levy	2,992,332	254,358

TABLE 10
 GRAND RIVER CONSERVATION AUTHORITY
OTHER PROGRAMS - OPERATING - SUMMARY of Results

	Conservation Lands	Property Rentals	MISC	(a) Cons Lands, Rental, Misc	(b) Hydro Production	(c) Conservation Areas	TOTAL Other Programs
Budget 2019 - OPERATING							
Expenses:							
Salary and Benefits	1,138,800	576,000	-	1,714,800	43,500	4,502,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	159,600	74,500	-	234,100	-	177,000	
Insurance	147,300	16,500	-	163,800	-	-	
Property Taxes	-	101,000	-	101,000	-	62,000	
Other Operating Expenses (consulting etc)	617,000	776,700	70,000	1,463,700	89,500	2,844,000	
Amount set aside to Reserves	-	-	-	-	70,000	300,000	
TOTAL EXPENSE	2,062,700	1,544,700	70,000	3,677,400	203,000	7,885,000	11,765,400
Funding							
Donations	65,000	-	-	65,000	-	-	
Self Generated	86,000	2,875,000	148,000	3,109,000	473,000	7,885,000	
Funds taken from Reserves	1,000	100,000	-	101,000	-	-	
TOTAL FUNDING	152,000	2,975,000	148,000	3,275,000	473,000	7,885,000	11,633,000
NET Surplus/(Deficit) for programs not funded by general levy	(1,910,700)	1,430,300	78,000	(402,400)	270,000	-	(132,400)
Budget 2018 - OPERATING							
Expenses:							
Salary and Benefits	1,042,500	574,000	-	1,616,500	42,000	4,177,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	156,500	73,000	-	229,500	-	173,000	
Insurance	143,000	15,500	-	158,500	-	-	
Property Taxes	-	98,000	-	98,000	-	60,000	
Other Operating Expenses (consulting etc)	605,000	834,900	70,000	1,509,900	88,000	2,700,000	
Amount set aside to Reserves	-	-	-	-	70,000	300,000	
TOTAL EXPENSE	1,947,000	1,595,400	70,000	3,612,400	200,000	7,410,000	11,222,400
Funding							
Donations	65,000	-	-	65,000	-	-	
Self Generated	86,000	2,900,700	148,000	3,134,700	470,000	7,410,000	
Funds taken from Reserves	1,000	100,000	-	101,000	-	-	
TOTAL FUNDING	152,000	3,000,700	148,000	3,300,700	470,000	7,410,000	11,180,700
NET Surplus/(Deficit) for programs not funded by general levy	(1,795,000)	1,405,300	78,000	(311,700)	270,000	-	(41,700)
Actual 2017 - OPERATING							
Expenses:							
Salary and Benefits	1,014,057	571,683	-	1,585,740	56,537	3,833,510	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	92,798	63,033	-	155,831	538	173,930	
Insurance	148,276	14,787	-	163,063	-	-	
Property Taxes	-	106,621	-	106,621	-	57,784	
Other Expenses	503,226	1,422,317	109,038	2,034,581	120,003	2,837,821	
Amount set aside to Reserves	117,424	233,000	-	350,424	125,000	842,000	
TOTAL EXPENSE	1,875,781	2,411,441	109,038	4,396,260	302,078	7,745,045	12,443,383
Funding							
Donations	89,825	-	5,064	94,889	-	41,335	
Self Generated	93,888	2,937,919	168,914	3,200,721	572,154	7,704,395	
Funds taken from Reserves	-	768,415	-	768,415	-	-	
TOTAL FUNDING	183,713	3,706,334	173,978	4,064,025	572,154	7,745,730	12,381,909
NET Surplus/(Deficit) for programs not funded by general levy	(1,692,068)	1,294,893	64,940	(332,235)	270,076	685	(61,474)

Grand River Conservation Authority

Report number: GM-09-18-89

Date: September 28, 2018

To: Members of the Grand River Conservation Authority

Subject: Cash and Investment Status – August 2018

Recommendation:

THAT Report Number GM-09-18-89 Cash and Investment Status – August 2018 be received as information.

Summary:

The cash position including Notes Receivable of the Grand River Conservation Authority as at August 31, 2018 was \$30,337,276 with outstanding cheques written in the amount of \$217,505.

Report:

Attached.

Financial implications:

Interest rates, etc. are shown on the report.

Other department considerations:

Not applicable.

Prepared by:

Carol Anne Johnston
Senior Accountant

Sonja Radoja
Manager of Corporate Services

Approved by:

Karen Armstrong
Deputy CAO/Secretary Treasurer

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

Date Invested	Location	Type	Amount	Rate	Maturity	2018
	C.I.B.C.	Current Account	4,895,208	1.8%	Below Average Prime or 1.9%	
	Wood Gundy	Current Account	1	0.20%		
	C.I.B.C.	Property Account	9,994	1.8%	Below Average Prime or 1.9%	
	C.I.B.C.	SPP Account	801,543	1.8%	Below Average Prime or 1.9%	
	C.I.B.C.	U.S.	68			
	C.I.B.C.	PayPal Account	20,555	1.8%	Below Average Prime or 1.9%	
	C.I.B.C.	Call Centre	85,404	1.8%	Below Average Prime or 1.9%	
	Royal Bank	Conestogo	28,314			
	Royal Bank	Brant	44,198			
	Royal Bank	Rockwood	57,927			
	Royal Bank	Luther	8,335			
			<u>5,951,547</u>			
September 9, 2009	CIBC Renaissance	Account	2,710,736	1.35%		15,340
October 1, 2014	CIBC Trust Savings	Account	2,225,495	1.35%		12,594
July 15, 2016	One Investment Savings	Account	4,115,452	2.075%		35,796
December 8, 2014	Laurentian Bank	Bond	1,578,000	2.81%	June 13, 2019	20,508
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	23,067
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	8,476
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
July 16, 2018	Bank of Nova Scotia	Bond	1,000,000	2.24%	January 13, 2020	10,264
	Total G.R.C.A. Investments		<u>24,385,729</u>			<u>267,987</u>
	G.R.C.A. Funds		30,337,276			
	Outstanding Cheques		<u>217,505</u>			

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	12%
		Bank of Montreal	6%
		Royal Bank	0%
		Toronto Dominion	0%
		National	0%
		Laurentian	15%
Other	17%	One Investment Program	17%

Grand River Conservation Authority

Report number: GM-09-18-96

Date: September 28, 2018

To: Members of the Grand River Conservation Authority

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

Recommendation:

THAT the Financial Summary for the period ending August 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 \$133,000 at year-end is anticipated.

Report:

The Financial Summary is attached.

A. Total Revenue increased by \$835,000

- Government funding increased by \$75,000.
 - Federal funding increased by \$50,000 for work on the water management plan.
 - Federal funding increased by \$25,000 for special research project with University of Guelph related to riparian buffers (AGGP project).
- Self-Generated revenue increased by \$760,000.
 - Land Sale proceeds increased by \$740,000 due to sale of GRCA residential property.
 - Timber Sales revenue increased by \$10,000
 - Miscellaneous income increased by \$10,000 for consulting services provided to Conservation Ontario (by-law project).

B. Total Expenditures increased by \$57,000.

- Operating Expenses decreased by \$113,000.
 - Insurance expense decreased by \$13,000
 - Division support compensation and benefits decreased by \$15,000 due to vacancy and rate savings.
 - Forestry Operations expenses increased by \$40,000 made up of \$60,000 increase in Burford Nursery expenses offset by \$20,000 decrease to Private Land Tree Planting expense.
 - Corporate Services expenses decreased by \$100,000 due to reduced legal fees and reduced costs related to Bill 148 (fairwork places/better

jobs act) implementation. During 2018 there have been no legal costs related to addressing the levy distribution formula.

- Woodlot management expenses decreased by \$10,000.
- Property Rental compensation and benefit expenses decreased by \$15,000 due to vacancy and rate savings.

- Special Project Expenses increased by \$170,000.
 - Water Management plan expenses increased by \$50,000
 - AGGP project expenses increased by \$25,000
 - Land acquisition costs increased by \$50,000. Two properties acquired one of which was a donated property (Kerr Tract).
 - Expenses related to preparing residential properties for sale increased by \$45,000.

C. NET Funding to Reserves increased by \$645,000.

- Transfer to the Land Sale Proceeds reserve increased by \$740,000 as a result of proceeds from residential property sale.
- Transfer from the Land Sale Proceeds reserve increased by \$95,000 to fund \$50,000 for two land acquisitions and \$45,000 for expenses related to preparing residential properties for sale.

Financial implications:

The activity summarized will result in a \$133,000 surplus 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 September 28, 2018

FORECAST - JULY 31, 2018- NET RESULT

\$0

CHANGES - August 2018

Sch 1	Water Resources-Planning	(\$50,000) Water Management Plan Compensation and Benefit Expenses increased \$50,000 Water Management Plan Federal Funding increased	\$0
Sch 1	Water ResourcesPlanning	\$15,000 Division Support Compensation and Benefit Expenses decreased	\$15,000
Sch 5	Forestry	(\$60,000) Burford plant Expenses increased \$20,000 Private Land Tree Planting Expenses decreased	(\$40,000)
Sch 6	Conservation Services	(\$25,000) Special Project-AGGP UofG Research Buffers Expenses increased \$25,000 Federal Funding increased	\$0
Sch 9	Corporate Services	\$50,000 Corporate Services Legal Expense decreased \$50,000 Corporate Services Compensation and Benefit Expense decreased \$10,000 Corporate Services Misc Income increased	\$110,000
Sch 10	Conservation Lands	\$10,000 Timber Sales Revenue increased \$10,000 Woodlot Management Expenses decreased	\$20,000
Sch 10	Conservation Lands	(\$50,000) Land Acquisition Expenses increased (\$45,000) Land Sale Expenses increased \$95,000 Funding from Land Sale Proceeds Reserve increased	\$0
Sch 10	Conservation Lands	\$740,000 Land Sale Proceeds increased (\$740,000) Funding to Land Sale Proceeds Reserve increased	\$0
Sch 11	Property Rentals	\$15,000 Property Compensation and Benefit Expenses decreased	\$15,000
various	Insurance Expense	\$1,500 Head Office Insurance insurance expenses decreased (\$500) Nature Centres Insurance expenses increased \$6,500 Engineering & Resource Management Division Insurance expenses decreased \$5,500 Operations Division Insurance expenses decreased	\$13,000

FORECAST - AUGUST 31, 2018 - NET RESULT

83

\$133,000

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

SCHEDULE		Budget 2017	Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
REVENUE								
Municipal								
General Municipal Levy (Operating)	various	10,025,000	10,025,000	10,302,000	6,868,000	10,302,000	10,302,000	0
General Municipal Levy (Capital)	various	1,050,000	1,050,000	1,050,000	700,000	1,050,000	1,050,000	0
Special Municipal Levy	various	150,000	0	150,000	99,411	150,000	150,000	0
Other	various	800,000	1,132,936	830,000	1,352,368	830,000	830,000	0
		12,025,000	12,207,936	12,332,000	9,019,779	12,332,000	12,332,000	0
Government Grants								
MNRF Transfer Payments	various	871,073	871,073	871,073	0	871,073	871,073	0
Source Protection Program-Provincial	various	835,000	1,570,408	1,575,000	924,048	1,575,000	1,575,000	0
Other Provincial	various	1,147,500	933,723	1,432,500	929,586	1,432,500	1,432,500	0
Federal	various	289,500	433,700	70,000	233,542	130,000	205,000	75,000
		3,143,073	3,808,904	3,948,573	2,087,176	4,008,573	4,083,573	75,000
Self Generated								
User Fees and Sales								
<i>Enquiries and Permits</i>	4	428,500	515,729	491,400	366,555	491,400	491,400	0
<i>Plan Input and Review</i>	4	398,000	457,368	410,000	331,428	410,000	410,000	0
<i>Nursery and Woodlot Management</i>	5	515,000	460,894	465,000	390,803	465,000	475,000	10,000
<i>Consulting</i>	4	0	0	0	3,726	0	0	0
<i>Conservation Lands Income</i>	10	71,000	53,610	71,000	16,376	71,000	71,000	0
<i>Conservation Areas User Fees</i>	13	7,300,000	8,480,836	8,000,000	8,175,123	8,000,000	8,000,000	0
<i>Nature Centres and Camps</i>	8	876,500	928,125	942,000	704,510	942,000	942,000	0
<i>Merchandising and Sales</i>	8	0	473	0	955	0	0	0
Property Rentals	11	2,929,700	2,937,919	2,900,700	2,142,950	2,870,700	2,870,700	0
Hydro Generation	12	470,000	572,154	470,000	327,477	470,000	470,000	0
Land Sales	10	0	0	0	427,924	428,000	1,168,000	740,000
Grand River Conservation Foundation	various	559,500	698,380	399,000	66,702	399,000	399,000	0
Donations	various	244,000	72,602	314,000	334,673	314,000	314,000	0
Landowner Contributions	5	300,000	200,118	200,000	189,098	200,000	200,000	0
Investment Income	14	450,000	442,984	450,000	217,857	450,000	450,000	0
Miscellaneous Income	various	48,000	98,391	48,000	16,008	48,000	58,000	10,000
Total Self-Generated Revenue		14,590,200	15,919,583	15,161,100	13,712,165	15,559,100	16,319,100	760,000
TOTAL REVENUE		29,758,273	31,936,423	31,441,673	24,819,120	31,899,673	32,734,673	835,000

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

SCHEDULE	Budget 2017	Actual 2017	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change	
EXPENSES								
OPERATING								
Water Resources Planning & Environment	1	2,181,300	1,994,193	2,221,800	1,371,064	2,221,800	2,200,300	(21,500)
Flood Forecasting and Warning	2	780,300	700,905	800,400	538,462	800,400	800,400	0
Water Control Structures	3	1,678,900	1,550,381	1,725,700	1,040,131	1,725,700	1,725,700	0
Resource Planning	4	1,922,900	1,872,317	1,977,900	1,280,502	1,977,900	1,977,900	0
Forestry & Conservation Land Property Taxes	5	1,489,700	1,339,953	1,376,500	1,097,900	1,376,500	1,416,500	40,000
Conservation Services	6	837,500	764,450	861,000	551,524	861,000	861,000	0
Communications & Foundation	7	676,900	595,594	714,900	422,891	714,900	714,900	0
Environmental Education	8	1,245,800	1,326,109	1,316,400	968,748	1,316,400	1,316,900	500
Corporate Services	9	3,244,705	2,917,332	3,399,987	1,990,570	3,399,987	3,298,487	(101,500)
Conservation Lands	10	1,926,200	1,758,357	1,947,000	1,372,291	1,947,000	1,931,500	(15,500)
Property Rentals	11	1,797,900	2,178,441	1,595,400	1,173,697	1,705,400	1,690,400	(15,000)
Hydro Production	12	65,000	177,078	130,000	82,946	150,000	150,000	0
Conservation Areas	13	6,550,000	6,903,045	7,110,000	5,529,173	7,110,000	7,110,000	0
Miscellaneous	14	70,000	109,038	70,000	44,894	70,000	70,000	0
Information Systems	16	1,105,000	1,100,195	1,136,000	793,541	1,136,000	1,136,000	0
Motor Pool	16	888,400	789,383	898,000	609,841	898,000	898,000	0
Less: Internal Charges (IS & MP)	16	(1,993,400)	(1,889,578)	(2,034,000)	(1,403,382)	(2,034,000)	(2,034,000)	0
Total OPERATING Expenses		24,467,105	24,187,193	25,246,987	17,464,793	25,376,987	25,263,987	(113,000)
CAPITAL								
Water Resources Planning & Environment	1	110,000	73,117	110,000	63,268	110,000	110,000	0
Flood Forecasting and Warning	2	190,000	204,172	190,000	126,775	190,000	190,000	0
Water Control Structures	3	1,500,000	1,112,074	1,500,000	410,451	1,500,000	1,500,000	0
Nature Centres	8	0	0	0	0	0	0	0
Conservation Areas	13	683,000	859,691	1,820,000	1,289,977	1,820,000	1,820,000	0
Corporate Services	9	0	0	0	0	0	0	0
Information Systems	16	250,000	227,780	200,000	210,930	250,000	250,000	0
Motor Pool	16	300,000	170,756	500,000	299,635	500,000	500,000	0
Less: Internal Charges (IS & MP)	16	(369,600)	(461,383)	(410,000)	(958,593)	(440,000)	(440,000)	0
Total Capital Expenses		2,663,400	2,186,207	3,910,000	1,442,443	3,930,000	3,930,000	0
SPECIAL								
Water Resources Planning & Environment	1	203,000	279,571	285,000	204,216	285,000	335,000	50,000
Flood Forecasting and Warning	2	200,000	132,927	850,000	77,248	910,000	910,000	0
Forestry	5	200,000	185,284	270,000	133,565	270,000	270,000	0
Conservation Services	6	983,000	1,281,536	936,000	623,240	936,000	961,000	25,000
Communications	7	0	0	0	0	0	0	0
Environmental Education	8	220,000	260,266	0	0	0	0	0
Conservation Land Purchases	10	0	139,401	0	93,811	0	95,000	95,000
Conservation Lands	10	587,000	553,129	420,000	154,750	420,000	420,000	0
Property Development	11	50,000	0	50,000	0	50,000	50,000	0
Hydro Generation	12	200,000	112,472	300,000	61,545	300,000	300,000	0
Miscellaneous	14	35,000	28,890	35,000	20,614	35,000	35,000	0
Source Protection Program	15	835,000	1,570,408	1,575,000	924,048	1,575,000	1,575,000	0
Total SPECIAL PROJECTS Expenses		3,513,000	4,543,884	4,721,000	2,293,037	4,781,000	4,951,000	170,000
Total Expenses		30,643,505	30,917,284	33,877,987	21,200,273	34,087,987	34,144,987	57,000
Gross Surplus		(885,232)	1,019,139	(2,436,314)	3,618,847	(2,188,314)	(1,410,314)	778,000
Prior Year Surplus Carryforward		315,832	315,832	412,314	315,832	412,314	412,314	0
Net Funding FROM/(TO) Reserves		569,400	(922,657)	2,024,000	(454,065)	1,776,000	1,131,000	(645,000)
NET SURPLUS		0	412,314	0	3,480,614	0	133,000	133,000

GRAND RIVER CONSERVATION AUTHORITY
Schedule 1 - Water Resources - Planning and Environment
FOR THE PERIOD ENDING August 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	1,469,253	1,587,900	944,914	1,587,900	1,572,900	(15,000)
Administration Expenses	256,974	313,000	231,411	313,000	313,000	
Insurance Expenses	115,267	110,000	103,297	110,000	103,500	(6,500)
Other Operating Expenses	152,699	210,900	91,442	210,900	210,900	
Total OPERATING Expenditures	1,994,193	2,221,800	1,371,064	2,221,800	2,200,300	(21,500)
Instrumentation	30,973	60,000	22,218	60,000	60,000	
Water Quality Monitoring Equipment	42,144	50,000	41,050	50,000	50,000	
Total CAPITAL Expenditures	73,117	110,000	63,268	110,000	110,000	
Grand River Water Management Plan	33,840	20,000	57,008	20,000	70,000	50,000
Dundas Valley Groundwater	0	0	0	0	0	
Upper Blair Drainage	107,653	100,000	49,252	100,000	100,000	
Large Cover Placement Project	0	0	0	0	0	
Natural Heritage Study-Wellington	28,313	30,000	0	30,000	30,000	
Species at Risk -SARA	0	0	0	0	0	
Waste Water Optimization Program	109,765	135,000	78,589	135,000	135,000	
Drought Contingency Pilot Project	0	0	0	0	0	
Total SPECIAL PROJECT Expenditures	279,571	285,000	204,216	285,000	335,000	50,000
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	1,638,548	2,616,800	2,645,300	28,500
Funding						
Municipal						
General Municipal Levy (Operating)	2,030,600	2,071,100	1,380,733	2,071,100	2,071,100	
General Municipal Levy (Captial)	60,000.00	60,000	68,533	60,000	60,000	
Special Levies	0	150,000	13,331	150,000	150,000	
Municipal Other	127,748	30,000	0	30,000	30,000	
Government Grants						
MNRF Transfer Payments	33,200	33,200	0	33,200	33,200	
Other Provincial	190,870	192,500	338,315	192,500	192,500	
Federal	19,618	0	65,104	0	50,000	50,000
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	1,866,016	2,616,800	2,666,800	50,000
Net Surplus/(Deficit)	115,155	0	227,468	0	21,500	21,500

GRAND RIVER CONSERVATION AUTHORITY
Schedule 2 - Flood Forecasting and Warning
FOR THE PERIOD ENDING August 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	278,913	463,200	463,200	
Administration Expenses	255,233	260,800	218,993	260,800	260,800	
Other Operating Expenses	71,797	76,400	40,556	76,400	76,400	
Total OPERATING Expenditures	700,905	800,400	538,462	800,400	800,400	
Hardware	75,164	88,000	115,908	88,000	88,000	
Stream Gauges	129,008	102,000	10,867	102,000	102,000	
Total CAPITAL Expenditures	204,172	190,000	126,775	190,000	190,000	
Floodplain Mapping Projects	132,927	850,000	77,248	910,000	910,000	
Total SPECIAL PROJECT Expenditures	132,927	850,000	77,248	910,000	910,000	
Total FUNDING to RESERVES	65,000	0	-	0	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,103,004	1,840,400	742,485	1,900,400	1,900,400	0
<u>Funding</u>						
Municipal						
General Municipal Levy (Operating)	527,345	547,445	364,963	547,445	547,445	
General Municipal Levy (Capital)	190,000	190,000	126,667	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	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	803,411	1,900,400	1,900,400	0
Net Surplus/(Deficit)	1,483	0	60,926	0	0	0

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

	Actual YTD	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	1,103,590	1,170,100	725,853	1,170,100	1,170,100	
Administration Expenses	14,271	28,600	9,557	28,600	28,600	
Property Taxes	163,892	189,000	36,085	189,000	189,000	
Other Operating Expenses	268,628	338,000	268,636	338,000	338,000	
Total OPERATING Expenditures	1,550,381	1,725,700	1,040,131	1,725,700	1,725,700	
Total CAPITAL Expenditures	1,112,074	1,500,000	410,451	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	1,450,582	3,225,700	3,225,700	0
<u>Funding</u>						
Municipal						
General Municipal Levy (Operating)	1,278,550	1,325,350	883,567	1,325,350	1,325,350	
General Municipal Levy (Capital)	800,000	800,000	533,333	800,000	800,000	
Government Grants						
MNRF Transfer Payments	400,350	400,350	0	400,350	400,350	
Provincial	486,489	700,000	201,844	700,000	700,000	
Self Generated						
Miscellaneous	0	0	0	0	0	
TOTAL REVENUE AND FUNDING FROM RESERVES	2,965,389	3,225,700	1,618,744	3,225,700	3,225,700	0
Net Surplus/(Deficit)	934	0	168,162	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 4 - Resource Planning
 FOR THE PERIOD ENDING August 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	1,022,748	1,706,200	1,706,200	
Administration Expenses	193,435	218,100	197,681	218,100	218,100	
Other Operating Expenses	84,075	53,600	60,073	53,600	53,600	
Total OPERATING Expenditures	1,872,317	1,977,900	1,280,502	1,977,900	1,977,900	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,872,317	1,977,900	1,280,502	1,977,900	1,977,900	0
<u>Funding</u>						
Municipal						
General Municipal Levy (Operating)	981,832	961,932	641,288	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	41,395	52,000	52,000	
Permit Fees	455,719	439,400	325,160	439,400	439,400	
Plan Review Fees	457,368	410,000	331,428	410,000	410,000	
Consulting	0	0	3,726	0	0	
TOTAL REVENUE	2,076,328	1,977,900	1,346,131	1,977,900	1,977,900	0
Net Surplus/(Deficit)	204,011	0	65,629	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 5 - Forestry & Conservation Lands Property Taxes
FOR THE PERIOD ENDING August 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	587,194	539,900	428,232	539,900	539,900	
Administration Expenses	56,118	43,400	55,789	43,400	43,400	
Property Taxes	168,606	177,800	46,205	177,800	177,800	
Other Operating Expenses	528,035	615,400	567,674	615,400	655,400	40,000
Total OPERATING Expenditures	1,339,953	1,376,500	1,097,900	1,376,500	1,416,500	40,000
Ecological Restoration	185,284	270,000	133,565	270,000	270,000	
Total SPECIAL PROJECT Expenditures	185,284	270,000	133,565	270,000	270,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,525,237	1,646,500	1,231,465	1,646,500	1,686,500	40,000
<u>Funding</u>						
Municipal						
General Municipal Levy (Operating)	632,700	669,500	446,333	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	390,803	450,000	450,000	
Landowner Contributions (Tree Planting)	200,118	200,000	189,098	200,000	200,000	
Donations - Foundation	48,216	57,000	391	57,000	57,000	
Donations - Other	58,451	270,000	269,023	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	1,309,465	1,646,500	1,646,500	0
Net Surplus/(Deficit)	-62,371	0	78,000	0	(40,000)	(40,000)

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 6 - Conservation Services
 FOR THE PERIOD ENDING August 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	447,773	693,100	693,100	
Administration Expenses	94,505	110,000	92,218	110,000	110,000	
Other Operating Expenses	18,756	57,900	11,533	57,900	57,900	
Total OPERATING Expenditures	764,450	861,000	551,524	861,000	861,000	
RWQP Grants	1,011,358	800,000	517,616	800,000	800,000	
Brant/Brantford Childrens Water Festival	25,544	26,000	18,374	26,000	26,000	
Haldimand Childrens Water Festival	42,303	40,000	27,763	40,000	40,000	
Species at Risk	78,678	70,000	31,035	70,000	70,000	
AGGP-UofG Research-Buffers	20,812	0	19,363	0	25,000	25,000
Great Lakes SHSM Event	6,076	0	5,131	0	0	
Great Lakes Agricultural Stewardship Initiative	96,765	0	3,958	0	0	
Total SPECIAL PROJECT Expenditures	1,281,536	936,000	623,240	936,000	961,000	25,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,045,986	1,797,000	1,174,764	1,797,000	1,822,000	25,000
Funding						
Municipal						
General Municipal Levy (Operating)	689,500	713,000	475,333	713,000	713,000	
Municipal Other	1,005,188	800,000	1,438,448	800,000	800,000	
Government Grants						
Other Provincial	100,992	30,000	48,724	30,000	30,000	
Federal	100,148	70,000	163,000	70,000	95,000	25,000
Self Generated						
Donations - Foundation	147,970	127,000	64,426	127,000	127,000	
Donations - Other	14,151	26,000	31,650	26,000	26,000	
Miscellaneous	12,357	0	957	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	2,222,538	1,797,000	1,822,000	25,000
Net Surplus/(Deficit)	25,062	0	1,047,774	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 7 - Communications
 FOR THE PERIOD ENDING August 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	487,770	566,400	355,219	566,400	566,400	
Administration Expenses	73,722	75,500	68,366	75,500	75,500	
Other Operating Expenses	34,102	73,000	(694)	73,000	73,000	
Total OPERATING Expenditures	595,594	714,900	422,891	714,900	714,900	
Total FUNDING to RESERVES		-		-	-	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	595,594	714,900	422,891	714,900	714,900	0
<u>Funding</u>						
Municipal						
General Municipal Levy (Operating)	676,900	714,900	476,600	714,900	714,900	
TOTAL REVENUE	676,900	714,900	476,600	714,900	714,900	0
Net Surplus/(Deficit)	81,306	0	53,709	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 8 - Environmental Education
FOR THE PERIOD ENDING August 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	674,083	942,400	942,400	
Administration Expenses	92,419	74,300	82,890	74,300	74,300	
Insurance Expense	10,447	10,000	10,637	10,000	10,500	500
Property Taxes	11,440	19,400	3,793	19,400	19,400	
Other Operating Expenses	281,215	270,300	197,345	270,300	270,300	
Total OPERATING Expenditures	1,326,109	1,316,400	968,748	1,316,400	1,316,900	500
Major Repairs & Maintenance Projects	0	0	0	0	0	
Total CAPITAL Expenditures	0	0	0	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	968,748	1,346,400	1,346,900	500
<u>Funding</u>						
Municipal						
General Municipal Levy (Operating)	319,300	354,400	236,267	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	324,302	578,000	578,000	
Nature Centre Revenue - Community	45,051	33,000	23,396	33,000	33,000	
Nature Centre Revenue - Camps	317,947	331,000	356,812	331,000	331,000	
Merchandise Revenue	473	0	955	0	0	
Funding from Reserves						
Laurel Creek & Taquanyah Nature Centre	9,300	0	0	0	0	
TOTAL REVENUE	1,552,810	1,346,400	941,732	1,346,400	1,346,400	0
Net Surplus/(Deficit)	(103,565)	0	(27,016)	0	(500)	(500)

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 9 - Corporate Services
 FOR THE PERIOD ENDING August 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	1,187,396	1,990,000	1,940,000	(50,000)
Administration Expenses	297,506	337,300	277,903	337,300	337,300	
Insurance	56,897	55,000	53,397	55,000	53,500	(1,500)
Other Operating Expenses	779,367	1,087,687	510,077	1,087,687	1,037,687	(50,000)
LESS: Recovery of Corporate Services Expenses	(64,862)	(70,000)	(38,203)	(70,000)	(70,000)	
Total OPERATING Expenditures	2,917,332	3,399,987	1,990,570	3,399,987	3,298,487	(101,500)
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	1,990,570	3,399,987	3,298,487	(101,500)
Funding						
Municipal						
General Municipal Levy (Operating)	2,888,273	2,944,373	1,962,916	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	0	0	0	
Donations - Other		0	0	0	0	
Miscellaneous	25,000	0	9,029	0	10,000	10,000
Funding From Reserves						
Personnel	0	15,000	0	15,000	15,000	
TOTAL REVENUE	2,983,273	3,029,373	1,971,945	3,029,373	3,039,373	10,000
Net Surplus/(Deficit)	(104,059)	(370,614)	(18,625)	(370,614)	(259,114)	111,500

GRAND RIVER CONSERVATION AUTHORITY
Schedule 10 - Conservation Lands
FOR THE PERIOD ENDING August 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	702,591	1,042,500	1,042,500	
Administration Expenses	92,798	156,500	117,971	156,500	156,500	
Insurance	148,276	143,000	136,906	143,000	137,500	(5,500)
Other Operating Expenses	503,226	605,000	414,823	605,000	595,000	(10,000)
Total OPERATING Expenditures	1,758,357	1,947,000	1,372,291	1,947,000	1,931,500	(15,500)
Land Purchases/Land Sale Expenses	139,401	0	93,811	0	95,000	95,000
Emerald Ash Borer	314,172	400,000	139,071	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	248,561	420,000	515,000	95,000
Forestry	117,424	0	0	0	0	
Land Sale Proceeds	0	0	0	428,000	1,168,000	740,000
Total FUNDING to RESERVES	117,424	0	0	428,000	1,168,000	740,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,568,311	2,367,000	1,620,852	2,795,000	3,614,500	819,500
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	6,228	46,000	46,000	
Other Areas Income	22,046	25,000	10,148	25,000	25,000	
Timber Sales	37,424	15,000	0	15,000	25,000	10,000
Land Sale Proceeds	0	0	427,924	428,000	1,168,000	740,000
Donations - Foundation	183,325	50,000	1,665	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	495,000	95,000
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	484,268	1,000,000	1,845,000	845,000
Net Surplus/(Deficit)	(1,692,068)	(1,795,000)	(1,136,584)	(1,795,000)	(1,769,500)	25,500

GRAND RIVER CONSERVATION AUTHORITY
Schedule 11 - Property Rentals
FOR THE PERIOD ENDING August 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	357,869	574,000	559,000	(15,000)
Administration Expenses	63,033	73,000	61,207	73,000	73,000	
Insurance Expense	14,787	15,500	15,516	15,500	15,500	
Property Taxes	106,621	98,000	16,820	98,000	98,000	
Other Operating Expenses	1,422,317	834,900	722,285	944,900	944,900	0
Total OPERATING Expenditures	2,178,441	1,595,400	1,173,697	1,705,400	1,690,400	(15,000)
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	1,173,697	1,755,400	1,740,400	(15,000)
Funding						
Self Generated						
Belwood	951,224	957,000	821,190	957,000	957,000	
Conestogo	1,138,839	1,151,000	958,334	1,151,000	1,151,000	
Agricultural	233,309	230,000	120,766	230,000	230,000	
Residential	313,140	250,000	150,186	220,000	220,000	
Miscellaneous	301,407	312,700	92,474	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	140,000	140,000	
Wells/Septic/Demolitions	280,300	100,000	0	100,000	100,000	
TOTAL REVENUE	3,706,334	3,050,700	2,142,950	3,160,700	3,160,700	0
Net Surplus/(Deficit)	1,294,893	1,405,300	969,253	1,405,300	1,420,300	15,000

GRAND RIVER CONSERVATION AUTHORITY
Schedule 12 - Hydro Production
FOR THE PERIOD ENDING August 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	38,583	42,000	42,000	
Administration Expenses	538	0	538	0	0	
Other Operating Expenses	120,003	88,000	43,825	108,000	108,000	-
Total OPERATING Expenditures	177,078	130,000	82,946	150,000	150,000	0
Parkhill Hydro Turbine Project	112,472	300,000	61,545	300,000	300,000	
Total SPECIAL PROJECT Expenditures	112,472	300,000	61,545	300,000	300,000	
Land Sale Proceeds	125,000	70,000	0	50,000	50,000	0
Total FUNDING to RESERVES	125,000	70,000	0	50,000	50,000	0
TOTAL EXPENDITURES AND FUNDING TO RESERVES	414,550	500,000	144,491	500,000	500,000	0
Revenue						
Self Generated						
Hydro Production-Belwood	337,542	240,000	196,412	240,000	240,000	
Hydro Production-Conestogo	234,612	230,000	131,065	230,000	230,000	
Funding from Reserves						
Land Sale Proceeds	112,472	300,000	0	300,000	300,000	
TOTAL REVENUE	684,626	770,000	327,477	770,000	770,000	0
Net Surplus/(Deficit)	270,076	270,000	182,986	270,000	270,000	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 13 - Conservation Areas
FOR THE PERIOD ENDING August 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	2,964,230	4,177,000	4,177,000	
Administration Expenses	173,930	173,000	139,883	173,000	173,000	
Property Tax	57,784	60,000	12,873	60,000	60,000	
Other Operating Expenses	2,837,821	2,700,000	2,412,187	2,700,000	2,700,000	
Total OPERATING Expenditures	6,903,045	7,110,000	5,529,173	7,110,000	7,110,000	
Total CAPITAL Expenditures	859,691	1,820,000	1,289,977	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	6,819,150	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	1,059,240	1,000,000	1,000,000	
Byng Island	1,041,858	1,000,000	1,000,730	1,000,000	1,000,000	
Belwood Lake	342,862	330,000	324,440	330,000	330,000	
Conestogo Lake	490,070	480,000	498,937	480,000	480,000	
Elora Gorge	1,633,807	1,700,000	1,454,851	1,700,000	1,700,000	
Elora Quarry	251,010	220,000	375,049	220,000	220,000	
Guelph Lake	976,925	940,000	980,422	940,000	940,000	
Laurel Creek	471,676	410,000	425,598	410,000	410,000	
Pinehurst Lake	843,688	770,000	799,589	770,000	770,000	
Rockwood	1,103,129	950,000	1,006,580	950,000	950,000	
Shade's Mills	224,073	200,000	249,687	200,000	200,000	
Total Fee Revenue	8,480,836	8,000,000	8,175,123	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	8,175,343	9,230,000	9,230,000	0
Net Surplus/(Deficit)	685	0	1,356,193	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 14 - Miscellaneous
FOR THE PERIOD ENDING August 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	44,894	70,000	70,000	
Total OPERATING Expenditures	109,038	70,000	44,894	70,000	70,000	
Total CAPITAL Expenditures						
Mill Creek Rangers	28,890	35,000	20,614	35,000	35,000	
Total SPECIAL PROJECT Expenditures	28,890	35,000	20,614	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	65,508	455,000	455,000	0

Funding

Government Grants

Provincial	0	0	13,106	0	0	
------------	---	---	--------	---	---	--

Self Generated

Interest Income-Operating	0	100,000	0	100,000	100,000	
Interest Income-Reserves	442,984	350,000	217,857	350,000	350,000	
Commodity Tax Refunds	0	0	0	0	0	
Miscellaneous	56,270	48,000	(15)	48,000	48,000	
Grand River Conservation Foundation	33,954	35,000	0	35,000	35,000	

TOTAL REVENUE	533,208	533,000	230,948	533,000	533,000	0
----------------------	----------------	----------------	----------------	----------------	----------------	----------

Net Surplus/(Deficit)	64,940	78,000	165,440	78,000	78,000	0
------------------------------	---------------	---------------	----------------	---------------	---------------	----------

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 15 - Source Protection Program
 FOR THE PERIOD ENDING August 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						
Compensation and Benefits	484,096	570,000	347,035	570,000	570,000	
Administration Expenses	50,210	65,000	41,081	65,000	65,000	
Other Operating Expenses	160,163	120,000	78,099	120,000	120,000	
Water Budget - Technical Studies	719,805	680,000	413,090	680,000	680,000	
Water Quality - Technical Studies	156,134	140,000	44,743	140,000	140,000	
TOTAL EXPENDITURES	1,570,408	1,575,000	924,048	1,575,000	1,575,000	0
Funding						
Government Grants						
Provincial	1,570,408	1,575,000	924,048	1,575,000	1,575,000	
TOTAL FUNDING	1,570,408	1,575,000	924,048	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 August 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	594,140	910,000	910,000	
Administrative Expenses	30,035	25,000	25,132	25,000	25,000	
Software and Hardware Maintenance	142,362	150,000	139,273	150,000	150,000	
Supplies and Services	51,542	51,000	34,996	51,000	51,000	
Total OPERATING Expenditures	1,100,195	1,136,000	793,541	1,136,000	1,136,000	
Capital Expenses	227,780	200,000	210,930	250,000	250,000	0
LESS Internal Charges	(1,238,965)	(1,270,000)	(1,260,148)	(1,300,000)	(1,300,000)	0
NET Unallocated Expenses	89,010	66,000	(255,677)	86,000	86,000	0
Motor Pool						
Compensation and Benefits	266,463	292,000	179,268	292,000	292,000	
Administrative Expenses	17,919	25,500	17,533	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	6,015	10,000	10,000	
Equipment, Repairs and Supplies	243,956	277,700	196,739	277,700	277,700	
Fuel	200,770	254,000	170,127	254,000	254,000	
Total OPERATING Expenditures	789,383	898,000	609,841	898,000	898,000	
Capital Expenses	170,756	500,000	299,635	500,000	500,000	
LESS Internal Charges	(1,111,996)	(1,174,000)	(1,101,827)	(1,174,000)	(1,174,000)	
NET Unallocated Expenses	(151,857)	224,000	(192,351)	224,000	224,000	
TOTAL EXPENDITURES	(62,847)	290,000	(448,028)	310,000	310,000	0
Funding						
Government Grants						
Federal	20,000	0	0	0	0	
Self Generated						
Miscellaneous	1,910	0	6,037	0	0	
TOTAL REVENUE	21,910	0	6,037	0	0	
Gross Surplus (Deficit)	84,757	(290,000)	454,065	(310,000)	(310,000)	
Funding From Reserves	2,266,204	2,734,000	1,907,910	2,784,000	2,784,000	0
Funding to Reserves	(2,350,961)	(2,444,000)	(2,361,975)	(2,474,000)	(2,474,000)	0
Net Surplus/(Deficit)	0	0	0	0	0	0

Grand River Conservation Authority

Report number: GM-09-18-94
Date: September 28, 2018
To: Members of the Grand River Conservation Authority
Subject: Bathymetric LiDAR Acquisition (2018) Contract

Recommendation:

THAT the Grand River Conservation Authority enter into a contract with Geomatics Data Solutions Inc. to complete the Bathymetric LiDAR Acquisition Project (2018) for the amount of \$251,640 (exclusive of taxes).

Summary:

N/A

Report:

In June 2017, report GM-06-17-65 was received for information, outlining the Five-Year Forecast for the Floodplain Mapping Program (2017-2022). A key element in the implementation of the mapping program involved an application to the federal *National Disaster Mitigation Program* (NDMP), to request 50% matching funding.

In August 2017, report GM-08-17-92 requested that a letter of support from the GRCA be provided to support the NDMP application for funding and that matching funds totaling \$380,300 be drawn from land sale reserves to complete a series of projects related to data acquisition, hydrologic and hydraulic modeling, and the production of updated floodplain mapping for the upper watershed area. Staff were notified that our application was successful in May 2018 and project planning has been ongoing since that time.

One of the primary elements in the NDMP-approved work plan is the acquisition of bathymetric LiDAR (i.e. aerial topographical survey of the bed and banks of some of the watershed's major rivers and creeks). This data can be merged with "above-the-banks" topographic LiDAR data recently acquired by the Province (Ontario Ministry of Agriculture, Food and Rural Affairs) to create a seamless ground surface elevation model for the watershed, which supports the next generation of hydrologic / hydraulic modeling and associated digital flood risk and floodplain mapping. This mapping is needed to inform municipal and conservation authority flood emergency response, mitigation planning, land use planning and regulation of flood hazard areas.

Key deliverables of the study will include bathymetric and topographic LiDAR data for:

- The Grand River from its headwaters to its outlet at Lake Erie,
- The Conestogo River from the Conestogo Dam to its confluence with the Grand,
- The Speed River from the Guelph Dam to its confluence with the Grand, and
- Willow Brook from its headwaters to its confluence with the Grand.

A Request for Proposals (RFP) outlining the scope of work and other relevant details was publicly advertised on the Biddingo electronic procurement website on July 25, 2018 and closed on August 27, 2018 with no bids received. Staff investigated the lack of bids with a few vendors specifically known to have preferred status with other lead agencies such as the Canadian Hydrographic Service, and determined that vendor short and longer-term capacity issues were the primary obstacle. With minor clarifications, a second RFP was re-issued through Biddingo on August 31, 2018.

Three (3) proposals were received by the September 12, 2018 closing date.

Proposals were evaluated by a Selection Committee of GRCA staff from Engineering and Information Systems (Geomatics), and all three proposals met the minimum technical requirements. The Selection Committee ranked the proposals as outlined in the table below, recommending the hire of Geomatics Data Solutions Inc.

Lead Contractor	Cost (Provisional areas excluded, HST excluded)	Selection Committee Ranking
Geomatics Data Solutions Inc. (GDS)	\$251,640	1
Aries Aviation Inc. / GDS	\$298,466	2
Fugro USA Marine, Inc.	\$617,657	3

GDS proposed a very experienced project team, specified the use of state-of-the-art equipment, demonstrated familiarity with the industry and the local watershed context, and presented a schedule that best reflects the GRCA's overall NDMP project schedule. Further, the GDS bid was the lowest of the three proposals received. GDS is able to dovetail the project with another project they are currently completing in Ontario. The three references provided by GDS have been contacted and all reported good experiences and an indication that they would happily work with their firm again in the future.

Financial implications:

The Bathymetric LiDAR Acquisition Project will be cost shared 50% by Public Safety Canada (NDMP) (\$125,820 cash) and 50% by GRCA (\$117,820 cash, \$8,000 value added contribution). GRCA's value added contributions will include project management, technical review, and creation of digital elevation models. GRCA's cash contribution of \$117,820 will be drawn from land sale reserves, as previously approved.

Other department considerations:

Staff from the Engineering Division will lead project management with staff from Information Systems (Geomatics) assisting with technical review.

Prepared by:

Scott Robertson
Senior Water Resources Engineer

Approved by:

Dwight Boyd
Director of Engineering

Grand River Conservation Authority – Report

Report number: GM-09-18-95
Date: September 28, 2018
To: Members of the Grand River Conservation Authority
Subject: Environmental Assessments

Recommendation:

THAT Report Number GM-09-18-95 - Environmental Assessments be received as information.

Summary:

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

Report:

Report on Environmental Assessments for September 28, 2018

A. New Environmental Assessments Received

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

1. First Notice – Colborne Street East Slope Stabilization Municipal Class Environmental Assessment, City of Brantford

The City of Brantford is undertaking a Schedule 'C' Municipal Class Environmental Assessment (Class EA) Study to identify and evaluate alternatives for addressing slope stability concerns along Colborne Street East.

The study area contains the Grand River and an associated steep bank that has experienced significant erosion and slope instability. GRCA will continue to participate in this Class EA.

B. Classification of Reviewed Environmental Assessments

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

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

Minor Impacts –

1. Final Notice – Dundalk Industrial Access Road Class Environmental Assessment, Township of Southgate

The Township of Southgate has completed a Schedule 'B' Municipal Class Environmental Assessment to evaluate alternative alignments for a proposed Industrial Access Road between Highway 10 and Ida Street.

The study area contains portions of the James Foley Municipal Drain and Melancthon Provincially Significant Wetland Complex #1 (PSW).

Three alternatives were evaluated in the study and Alternative A has been chosen as the preferred alignment. The study concluded that all alignments are anticipated to have impacts on the natural features; however Alternative A makes use of existing infrastructure resulting in the least negative impacts compared to Alternatives B and C.

Road Alignment A uses the existing Eco Parkway Road and rail trail to minimize the area of impact to natural features. This proposed road alignment does bisect part of the PSW, crosses the James Foley Municipal Drain, as well as Significant Woodland in the northern portion of the study area. A permit will be required from the GRCA at detailed design.

2. Final Notice –Ministry of Transportation Class Environmental Assessment, Concession Road 7 Bridge Replacement, Township of Puslinch

The Province of Ontario (Ministry of Transportation) is undertaking an Environmental Assessment (EA) Study for replacement of the Concession Road 7 bridge in Puslinch over Highway 401.

No features of interest are within or adjacent to the study area.

Major Impacts –

1. Final Notice - Replacement of the Riverside Dam on the Speed River (Preston) Class Environmental Assessment, City of Cambridge

The City of Cambridge has completed a Class Environmental Assessment (EA) study to investigate various management options for the dam including repair, replacement, removal and naturalization of the Speed River, or a potential combination of these options. This study was carried out as a Schedule 'B' project in accordance with the Municipal Class EA process.

The Riverside Dam is located on the Speed River and within its floodplain. There are Provincially Significant Wetlands (Speed River complex) areas within Riverside Park and upstream of the dam site.

The Riverside Dam (also known as the Cherry-Taylor Mill Dam) is listed as significant on the GRCA's heritage inventory.

GRCA staff participated in the study review. The preliminary preferred alternative was to remove the Riverside Dam and naturalize the Speed River. Staff received notification of a

proposed change in the evaluation of some of the criteria, resulting in a new preferred alternative to rebuild the dam. Staff encouraged the City to re-consider the preferred alternative, as the removal alternative addressed the majority of the evaluation criteria related to GRCA's interests, including flooding, public safety, water quality, natural heritage and fisheries. Staff also reiterated the benefits and opportunities the dam removal alternative presents, including eliminating the risk to public safety near dams, increase wetland area, potential to reduce flooding and potentially increase re-development opportunities, improvements to water quality, fish habitat and passage and sediment transport.

The final outcome of the Class EA process endorsed by City Council is to rebuild the dam. Staff consider the impacts of the final preferred alternative as major since the opportunity to reduce natural hazards on and near the site cannot be realized with the final preferred alternative and some of the benefits to the natural environment available through a naturalization option are also limited with a dam rebuild.

The City has been advised that the construction of the final alternative will require a permit from the GRCA.

Financial implications: Not Applicable

Other department considerations: Not Applicable

Prepared by:

Approved by:

Beth Brown
Supervisor of Resource Planning

Nancy Davy
Director of Resource Management

Grand River Conservation Authority

Report number: GM-09-18-97

Date: September 28, 2018

To: Members of the Grand River Conservation Authority

Subject: Current Watershed Conditions as of September 18, 2018

Recommendation:

That Report Number GM-08-18-97 – Current Watershed Conditions as of September 18, 2018 be received as information.

Report:

Precipitation

September to date has been a much drier month than August. August was very wet across the watershed. The climate station at Shades Mill Dam recorded over twice the normal rainfall with a total rainfall of 165.5mm. Even areas of the watershed thoes were particularly dry throughout the summer, Shand and Guelph climate stations for example, recorded more than the long term average in August.

To date in September, precipitation has been fairly light. The southern parts of the watershed are near their long term average, while the central and northern watershed is at about half of the normal long term average. September is a transition month between summer and fall. The watershed has yet to receive a large widespread fall storm event.

Table 1 includes monthly and recent precipitation trends for select watershed climate stations. Monthly precipitation at the Shand, Shades and Brantford 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					
	18-Sep (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	13.4	85.8	31%	109%	78%	85%	92%	97%
Conestogo	19.5	90.9	43%	124%	86%	96%	99%	105%
Guelph	20.0	83.1	48%	107%	92%	94%	99%	99%
Luther	16.5	95.7	35%	176%	118%	106%	108%	117%
Woolwich	14.6	67.8	43%	120%	86%	91%	98%	93%
Laurel	33.6	94.9	71%	171%	105%	105%	101%	100%
Shades	29.0	86.5	67%	223%	126%	116%	105%	109%
Brantford	29.2	77.0	76%	172%	120%	109%	104%	101%

Air Temperatures

Temperatures in the first half of September were well above the long term average continuing the trend of higher than average temperatures since May. Most of September has had summer like temperatures with daytime highs in the upper twenties to low thirties and overnight lows in the mid to upper teens. A few days of fall like temperatures have interspersed the warm days. At the Shand Dam climate station, the average temperature during the first half of September was 19.4 degrees which was 2.7 degrees above the normal average of 16.7 degrees.

August was a warm month. Most of the climate stations in the watershed recorded averages over two degrees higher than the long term average. Average temperatures in August were approximately the same as temperatures in July.

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 August was 174.72m, which was higher than the same time last year. Lake levels have dropped significantly during the first half of September and have averaged approximately 0.4m above the long term average.

Forecast water levels into early 2019 were available from the Canadian Hydrographic Service. They indicate that lake levels will likely continue to recede over the next few months. Levels predicted for this fall and upcoming winter is less than last year, but still above the long term average.

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

Reservoir Conditions

Higher rainfall in August helped to stabilize levels in the large reservoirs. Shand and Conestogo reservoirs are within their normal operating levels, while Luther reservoir is slightly above the normal operating levels. The Speed River system remains low since it received less rain compared to the rest of the watershed. As such, the Guelph reservoir is below normal operating levels.

Augmentation of river flows downstream of the large reservoirs in September remains high. Over the month of September, approximately 75% of the flow through Kitchener and close to 35% of the flow through Brantford was from reservoir discharges. On the Speed River, 55% of the flow below Guelph is from reservoir discharges. Flows in downstream reaches were maintained above flow targets.

Reservoir levels are shown in Figures 4 and 5, while Augmentation for the Grand and Speed Rivers are shown in Figure 6.

Low Water Response

The Grand River Low Water Response Team removed the Level 1 low water condition on September 14th as a result of higher stream flow and high rainfall in August. Low stream flow continues on the Speed and Eramosa Rivers. This part of the watershed is being monitored closely and changes to conditions will be communicated to the Low Water Response Team.

Long Range Outlook

Environment Canada's seasonal forecasts are predicting above normal temperatures and near normal precipitation for the September to November period.

Water management operational forecasts from the Ministry of Natural Resources and Forestry are predicting above normal temperatures and below normal precipitation over the fall period. October is likely to be cooler than normal with close to normal precipitation and November warmer than normal and dry.

Flood Preparedness

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

The Ontario Flood Risk Management Workshop (formally called Provincial Flood Forecasting and Warning Workshop) is scheduled for September 19th and 20th at the Toronto Pearson Convention Centre. Several GRCA staff are attending and delivering presentations.

A meeting is being arranged with Emergency Management Ontario (EMO) to discuss how GRCA's emergency preparedness plans for GRCA dams can use the new Alert Ready warning system. The Alert Ready system is used to warn the broader public emergencies including dam break and 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, Shades Mill Dam and Brantford 2014 to present

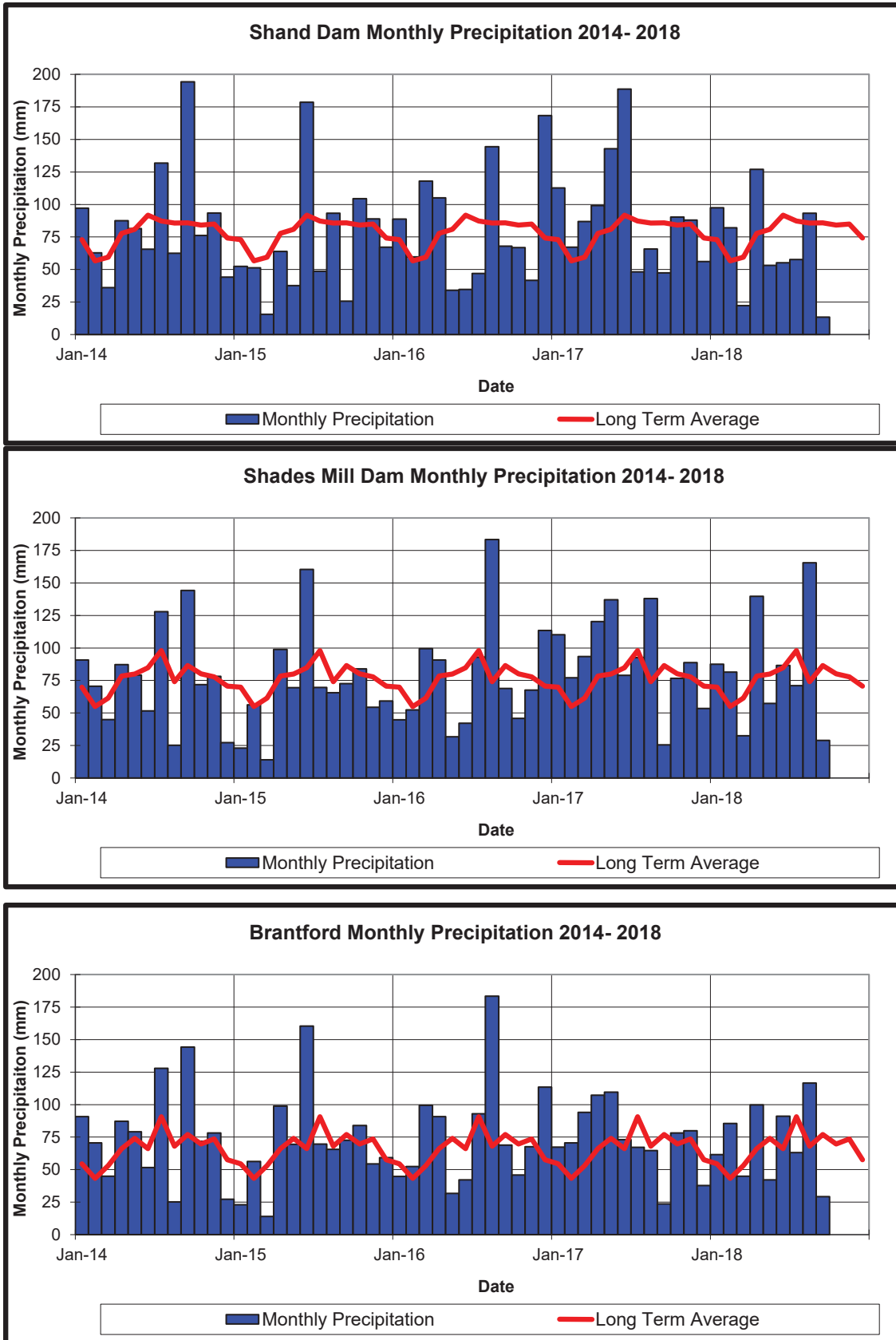


Figure 2: Departures from Average Air Temperatures

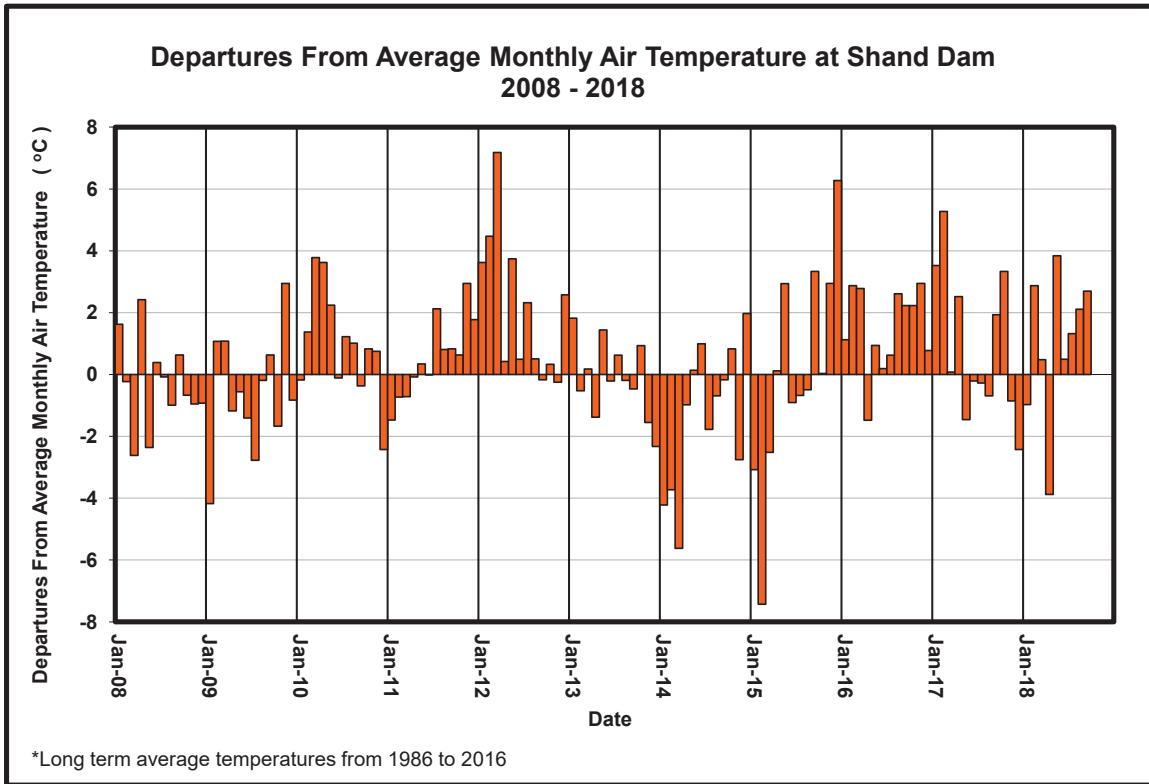


Figure 3: Forecasted Lake Erie Levels

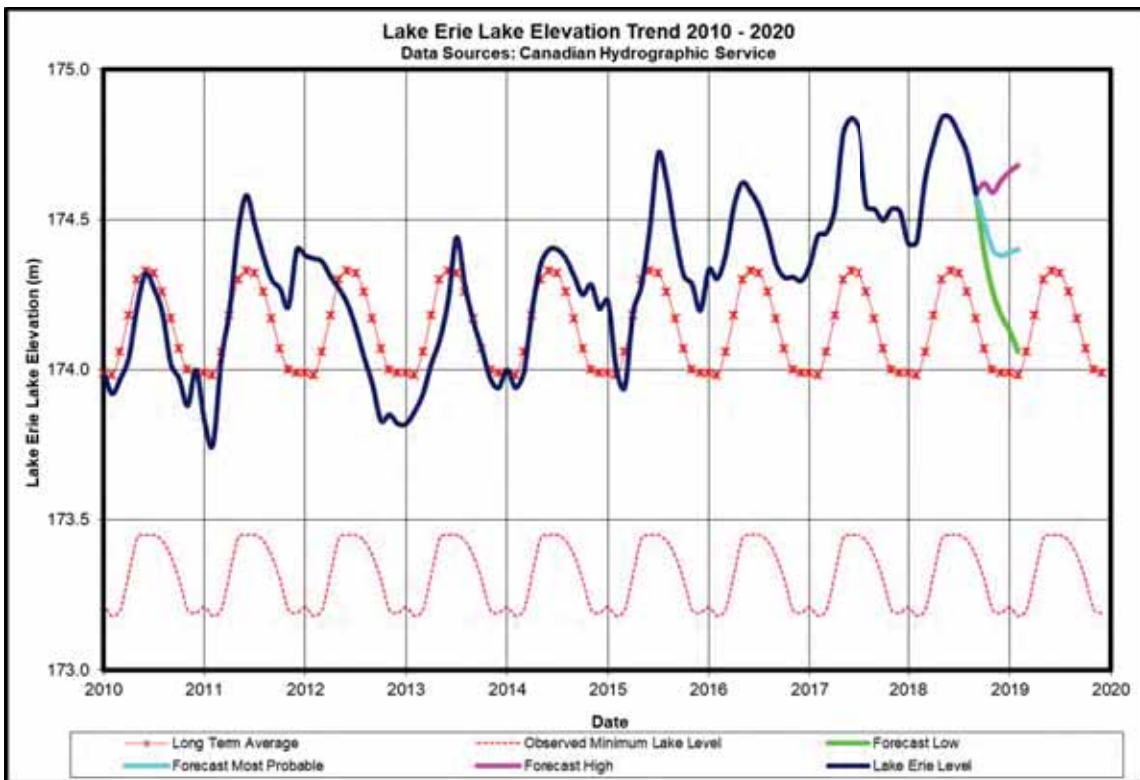


Figure 4: Shand and Conestogo Reservoir Elevation Plots

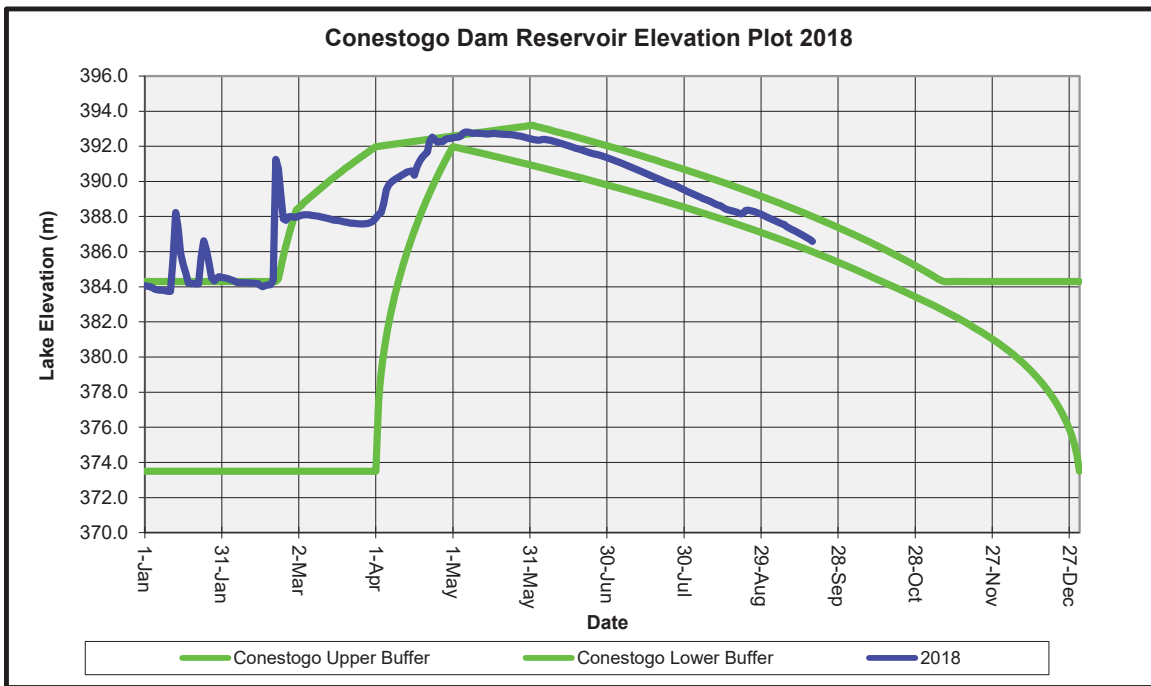
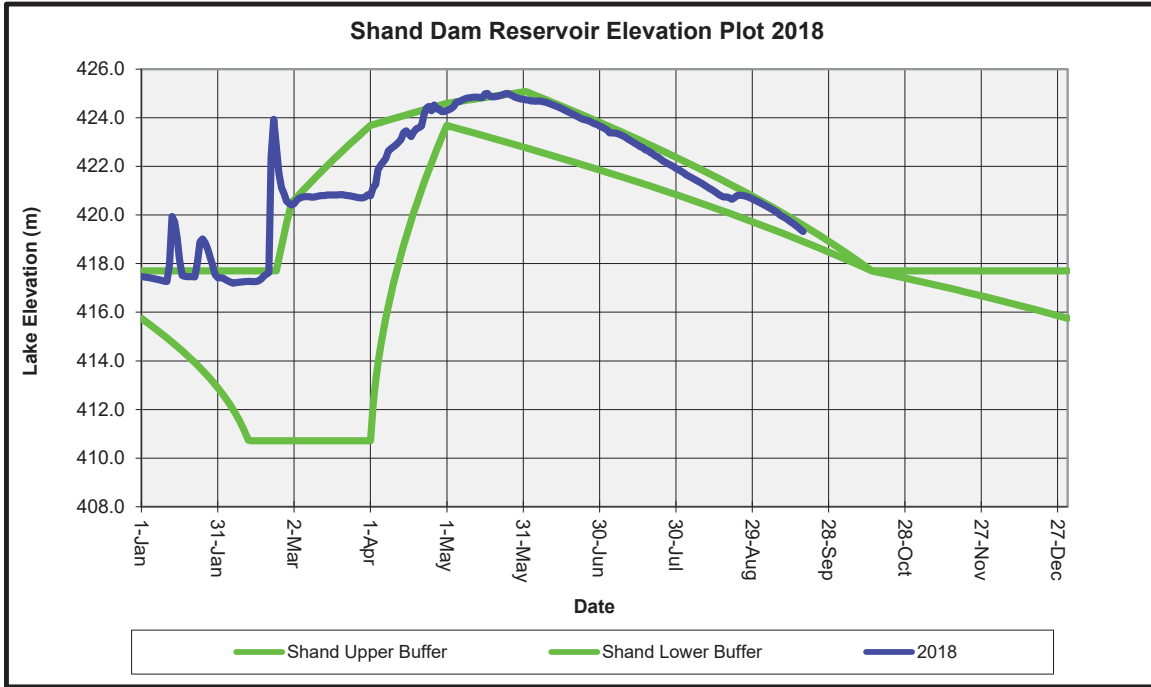
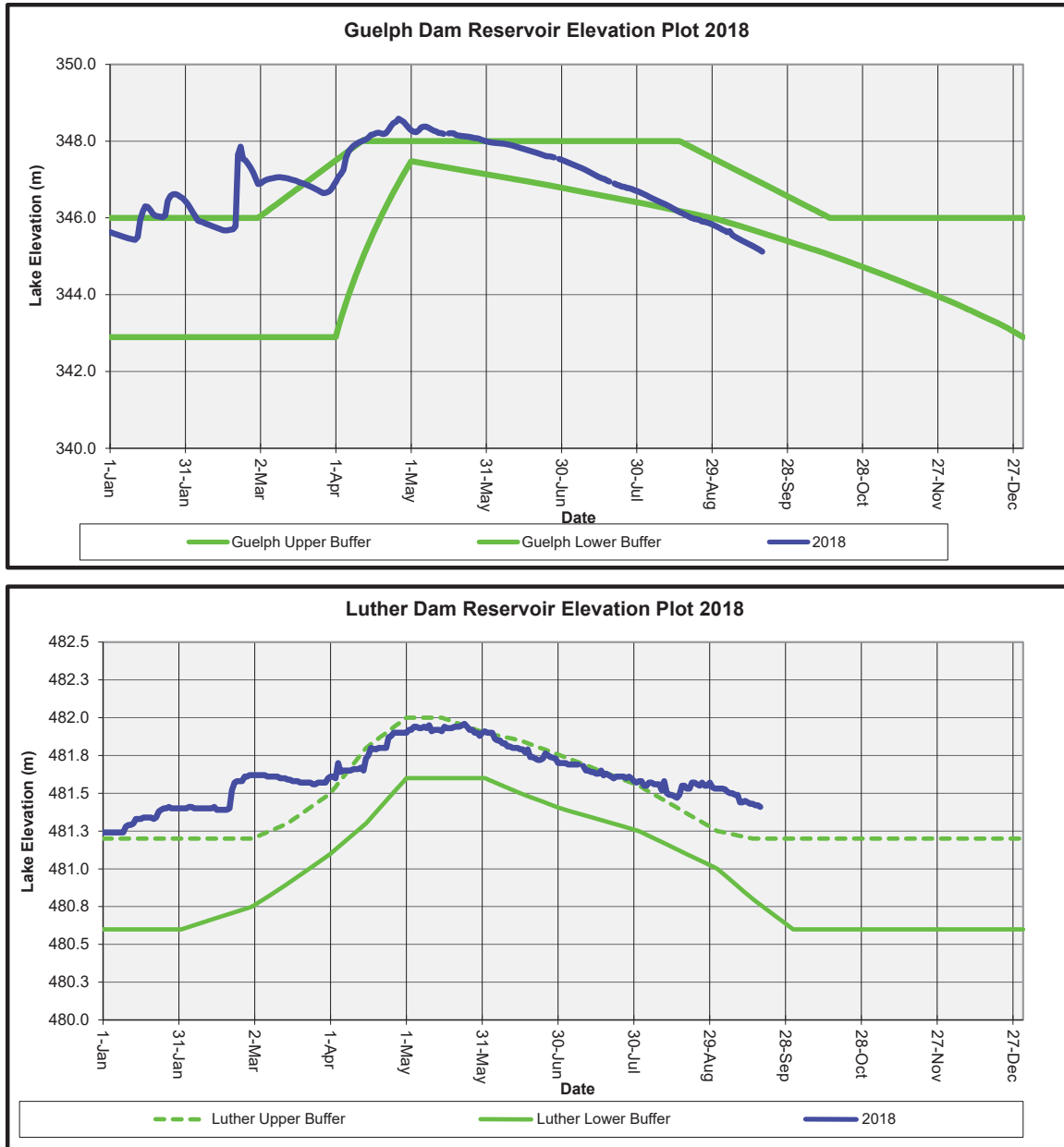


Figure 5: Guelph and Luther Reservoir Elevation Plots



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

