



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

**PUBLIC**

Friday, March 22, 2019

9:30 a.m.

Auditorium

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

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**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 March 22, 2019, be approved as circulated.
5. **Declarations of Pecuniary Interest**
6. **Minutes of the Previous Meeting**

THAT the minutes of the Annual General Meeting of the General Membership of February 22, 2019, be approved as circulated.
7. **Business Arising from Previous Minutes**
8. **Hearing of Delegations**
9. **Presentations**
10. **Correspondence**

THAT Correspondence from the City of Hamilton regarding a notice of appeal of the 2019 municipal levy apportionment, and the response from the Office of the Mining and Lands Commissioner be received as information.

- a. City of Hamilton - Notice of Appeal of 2019 Municipal Levy 13
  - 1. Office of the Mining and Lands Commissioner - Response to Hamilton 15

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

THAT GRCA By-Law 1-2019 be read a first and second time.

**12. Reports:**

- a. GM-03-19-28 - Unauthorized Tenting on GRCA Properties 17
 

THAT Report Number GM-03-19-28 - Unauthorized Tenting on GRCA Property be received as information.
- b. GM-03-19-33 - Proposed GRCA By-Law 1-2019 20
 

See agenda item 15 for recommendation
- c. GM-03-19-35 - Achieving Provincial Priorities for Reducing Regulatory Burden 55
 

THAT Report Number GM-03-19-35 - Achieving Provincial Priorities for Reducing Regulatory Burden be received as information,

AND THAT Grand River Conservation Authority endorse the three key solutions developed by the Conservation Ontario working group: improve client service and accountability; increase speed of approvals; and, reduce “red tape” and regulatory burden.
- d. GM-03-19-31 - Environmental Assessments 59
 

THAT Report Number GM-03-19-31 – Environmental Assessments be received as information.
- e. GM-03-19-27 - Cash and Investment Status 61
 

THAT Report Number GM-03-19-27 Cash and Investment Status – February 2019 be received as information.
- f. GM-03-19-34 - Financial Summary 63
 

THAT the Financial Summary for the period ending February 28, 2019 be approved.

- g. GM-03-19-29 - Administration Centre Roof Replacement Project 82

THAT the Grand River Conservation Authority award the tender for the Administration Centre Roof Replacement project to Flynn Canada Inc. in the amount of \$1,027,562.50, excluding HST.,

AND THAT the Grand River Conservation Authority approve a total project budget for the Administration Centre Roof Replacement project of \$1,180,000.

- h. GM-03-19-30 - Office Cleaning Contract 2019-2022 85

THAT the Grand River Conservation Authority award the Office Cleaning Services Contract for the Administration Center to Green Maples Environmental Inc. of Mississauga, Ontario in the amount of \$134,244.00 including HST for the three year term from May 1, 2019 to April 30, 2022.

- i. GM-03-19-32 - Current Watershed Conditions 87

THAT Report Number GM-03-19-32 – Current Watershed Conditions as of March 13, 2019 be received as information.

**13. Committee of the Whole**

**14. General Business**

**15. 3rd Reading of By-Laws**

THAT By-law 1-2019 be read a third time and adopted by the General Membership, to take effect on March 22, 2019;

AND THAT By-law 1-2018 be repealed on March 22, 2019;

AND THAT a copy of By-law 1-2019 be forwarded to the Ministry of Natural Resources and Forestry and the Ministry of Environment, Conservation and Parks and posted publicly on Grand River Conservation Authority's website.

**16. Other Business**

**17. Closed Meeting**

THAT the General Membership enter a closed meeting to discuss proposed or pending acquisitions or dispositions and a personal matter regarding an identifiable individual.

- a. Proposed or pending acquisition or disposition
- b. Proposed or pending acquisition or disposition
- c. Proposed or pending acquisition or disposition
- d. Personal matter regarding an identifiable individual

**18. Resolutions from closed session**

**19. Next Meetings**

- General Membership - April 26, 2019 at 9:30 a.m.
- General Membership Composition Review Committee - At the call of the Chair

**20. Adjourn**

**Regrets only to:**

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

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

**Carried**

**15. Appointments to Committees**

**15.1 Appointment of Audit Committee**

- The Chair requested current Audit committee members to indicate if they would continue to participate on the committee. D.Neumann confirmed he will not sit on the committee this year.
- R.Goller volunteered to sit on the Audit Committee

19-40

**Moved By** Warren Stauch

**Seconded By** Rodrigo Goller

That the following Members be appointed to the Audit Committee until the next Annual General Meeting: H.Jowett (Chair), C.White (Vice-Chair), G.Gardhouse, J.Mitchell, B.Coleman, V.Predergast, and R.Goller.

**Carried**

**15.2 Appointment of Special Recognition Committee**

- The Chair requested current Special Recognition Committee members to indicate if they would continue to participate on the committee.
- J.Mitchell and V.Predergast volunteered to sit on the committee

19-41

**Moved By** Les Armstrong

**Seconded By** Kathryn McGarry

That the following Members be appointed to the Special Recognition Committee until the next Annual General Meeting: H.Jowett (Chair), C.White (Vice-Chair), S.Foxton, W.Stauch, J.Mitchell, and V.Predergast.

**Carried**

**15.3 Appointment of Conservation Ontario Council Representatives**

19-42

**Moved By** Susan Foxton

**Seconded By** Vic Predergast

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

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

**Carried**

**16. 3rd Reading of By-Laws**

None.

**17. Other Business**

- W.Stauch extended thanks to GRCA staff members, board members, organizers and sponsors for the highly successful 22nd annual Heritage Day event held at the Sanderson Centre in Brantford on February 15, 2019.
- L.Armstrong invited members to the Township of Wilmot's celebration of Heritage day at the New Dundee Community Centre on February 23, 2019.
- J.Mitchell requested information regarding the individual parks passes. D.Bennett responded saying that the individual passes are not compatible with the automatic gates, and noted that GRCA staff implemented a public notification and information process over the past year to ensure the change was shared with members of the public in a timely fashion.
- D.Neumann added his thanks for the planning and organizing of the Heritage day event.
- C.White invited members to attend a tour of the GRCA Control Room following the meeting.

**18. Closed Meeting**

Not required.

**19. Next Meetings**

- General Membership - March 22, 2019, at 9:30 a.m.
- Joint GRCA & GRCF Special Recognition Committee - March 22, 2019 following General Membership
- General Membership Composition Review - At the call of the Chair

**20. Adjourn**

The meeting was adjourned at 10:37 a.m.

19-43

**Moved By** Kathryn McGarry

**Seconded By** Bruce Whale

THAT the General Membership Meeting be adjourned.

**Carried**

**21. Grand River Source Protection Committee Meeting (if required)**

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Chair

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Secretary-Treasurer



Hamilton

City of Hamilton  
City Hall, 71 Main Street West  
Hamilton, Ontario,  
Canada L8P 4Y5  
www.hamilton.ca

Ron A. Sabo, Deputy City Solicitor  
Legal Services Division, Corporate Services Department  
Office Address: 50 Main Street East, 4<sup>th</sup> Floor  
Hamilton, Ontario, L8N 1E9  
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Email: Ron.Sabo@hamilton.ca  
Direct Phone: 905-546-2424 ext. 3143

March 5, 2019

BY EMAIL & BY REGULAR MAIL  
E-Mail: [Daniel.pascoe@ontario.ca](mailto:Daniel.pascoe@ontario.ca)

Mining and Lands Tribunal  
655 Bay Street, Suite 1500  
Toronto, Ontario M5G 1E5

Dear Mining and Lands Tribunal:

**Re: Notice of Appeal – Grand River Conservation Authority  
2019 Municipal Levy Apportionments**

Pursuant to subsection 27(8) of the *Conservation Authorities Act*, R.S.O. 1990, Ch. C.27, “the “Act”), the City of Hamilton hereby appeals the 2019 levy made against it by the Grand River Conservation Authority, as set out in the Grand River Conservation Authority’s Municipal Levy Apportionments, 2019 notice dated February 22, 2019 (copy attached).

The grounds for the City’s appeal re:

- (a) The levy is not in compliance with s. 27 of the Act and regulations under subsection (16);
- (b) The levy is not appropriate considering the provisions of the Act, its regulations, and the costs and assessments on which the levy and apportionments are based; and,
- (c) Such other and further grounds as the Tribunal may permit in relation to the above.

The City’s appeal seeks an order granting relief from the levy in the appropriate manner and amount considering the above grounds.

Should you require anything further, please let me know.

Yours very truly,

Ron A. Sabo  
Deputy City Solicitor



Encl.

cc: Helen Jowett, Chair, GRCA – By Facsimile to 1-519-621-4844  
Karen Armstrong, Secretary-Treasurer/Deputy CAO, GRCA – By Facsimile to 1-519-621-4844

**From:** [Pascoe, Daniel \(MAG\)](#)  
**To:** [Sabo, Ron](#)  
**Cc:** [Bentley, Carla](#); [Karen Armstrong](#); [swan@pavelaw.com](mailto:swan@pavelaw.com)  
**Subject:** Hamilton v. Grand River Conservation Authority (MLT File CA 004-19)  
**Date:** Wednesday, March 6, 2019 10:07:41 AM

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Dear Mr. Sabo,

This is to acknowledge our receipt of the City of Hamilton's appeal of the Grand River Conservation Authority's 2019 Levy apportionment.

I have assigned this matter MLT File # CA 004-19.

This is to confirm that we will hold this matter in abeyance pending the conclusion of Hamilton's judicial review litigation brought respecting the Deputy Mining and Lands Commissioner's decision issued in MLC File CA 002-16 (NPCA).

Yours truly,

***Daniel E. Pascoe***

Registrar/Mediator  
Mining and Lands Tribunal  
Tribunals Ontario - Environment and Land Division  
655 Bay Street, Suite #1500  
Toronto, Ontario M5G 1E5  
Tel: 416 314-2324  
E-Mail: [Daniel.pascoe@ontario.ca](mailto:Daniel.pascoe@ontario.ca)  
<http://elto.gov.on.ca/>

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**From:** Sabo, Ron [mailto:Ron.Sabo@hamilton.ca]  
**Sent:** March 5, 2019 3:49 PM  
**To:** Pascoe, Daniel (MAG)  
**Cc:** Bentley, Carla  
**Subject:** Grand River Conservation Authority - 2019 Appeal by City of Hamilton

Registrar, Daniel Pascoe;

Dear Sir,

Please find attached the City of Hamilton's appeal of the Grand River

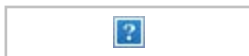
Conservation Authority's 2019 Levy apportionment. Also attached is the February 22nd, 2019 letter advising the City of the appointment.

Once the appeal is opened by your office, the City respectfully requests that you advise of your file number and that the appeal be held in abeyance pending the conclusion of the City's judicial review litigation brought respecting the Deputy Mining and Land Commissioners decision issued in MLC File No. CA 002-15 (NPCA). We have no current word on timing of a court decision.

I trust this is satisfactory. Should you require anything further please let me know.

Thank You

Ron Sabo



City of Hamilton  
Legal and Risk Management  
Services  
City Hall  
71 Main Street West  
Hamilton, ON Canada L8P 4Y5  
[www.hamilton.ca](http://www.hamilton.ca)

**R. A. Sabo**

Deputy City Solicitor, Dispute Resolution  
Legal and Risk Management Services, Corporate Services  
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# Grand River Conservation Authority

**Report number:** GM-03-19-28

**Date:** March 22, 2019

**To:** Members of the Grand River Conservation Authority

**Subject:** Unauthorized Tenting on GRCA Property

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## **Recommendation:**

THAT Report Number GM-03-19-28 - Unauthorized Tenting on GRCA Property be received as information.

## **Summary:**

Not applicable

## **Report:**

This report follows from Report GM-09-18-91 (September 2018), which provided information on the growing challenge with unauthorized tenting on GRCA property. The most significant challenge continues to be within the City of Cambridge where the GRCA owns lands along the Grand River, the Speed River, and Shade's Mills and Dumfries Conservation Areas. Staff were directed to develop a responsive and proactive waste management plan for GRCA properties that are directly affected by unauthorized tenting.

With the exception of Dumfries Conservation Area and Shade's Mills Conservation area, the majority of GRCA land within the City of Cambridge is either floodplain and valley lands purchased to protect. The land includes property along the Grand River purchased to allow for the construction of the flood protection dikes and floodwalls. The floodplain lands include property along the Speed River between Hespeler and Preston. Except for those conservation areas with organized campgrounds, GRCA has neither the mandate nor resources to provide space for tenting.

Staff dealt with several incidents of unauthorized tenting on GRCA land in 2018. An incident is defined as a site visit by a GRCA staff team to deal with unauthorized tenting, garbage or sharps on GRCA land. Generally, when unauthorized tenting is discovered on GRCA land, at least 4 or 5 visits are required to resolve the issue. In 2018 there were a total of 115 incidents recorded on GRCA property, with 7 in Kitchener, 89 in Cambridge, 3 in Waterloo and 16 in other jurisdictions. In addition there have been a number of incidents on GRCA lands within the City of Cambridge that have been dealt with directly by City staff and not included in these numbers.

Incidents of unauthorized tenting and drug use within the fee for use conservation areas are dealt with by the Conservation Area staff, and data on these issues are not included in the figures above.

There are crown lands within the City and throughout the watershed. Camping on crown land is permitted for up to 21 days, 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.

A number of initiatives are underway to address the homelessness within the Region of Waterloo, and other communities in the watershed. These actions, along with our proposed actions will form the basis for the GRCA response. Given the rate at which the unauthorized tenting problem expanded in 2018 it is expected that the GRCA response will have to be regularly evaluated and adjusted over the next eight months. Current activities include:

1. Working with other affected parties - Our Property Manager is now a member of the *Harm Reduction Working Group - Region of Waterloo Public Health Unit*. This group is providing input into the development of a pilot program to increase the number of needle drop off boxes throughout Kitchener, Waterloo and Cambridge, as well as a communication strategy to further decrease the stigma of needle drop-off and promote safe disposal of needles. Staff have also initiated contact with the *Brant County Public Health Unit* to establish communications with the Drug Strategy Coordinator and the Enhanced Harm Reduction Team.
2. Needle disposal equipment – Through the *Harm Reduction Working Group (ROW)*, we have requested that needle drop boxes be placed near Dumfries Conservation area, and at the Mill Run Trail entrance in Hespeler, with a goal of reducing the amount of discarded needles on GRCA properties.
3. Additional Staff Position – The 2019 budget includes a new position in the property department. In addition to assisting with proactive planning for GRCA property, this person will assist with our response to unauthorized activities on our passive lands. In cases where eviction is required, staff attend the sites in pairs, most often a member of the property department and a staff member from the nearest Conservation Area.
4. Role clarification – Staff are working toward finalizing a Maintenance Agreement with the City of Cambridge for the lands along the Speed River in Hespeler (Mill Run Trail). This agreement will provide clear direction on roles and responsibilities for the management of these lands.
5. Request for police assistance – Staff normally request police assistance in the case of an uncooperative person being evicted from GRCA property. We have provided letters authorizing the Region of Waterloo Police and the Guelph Police to enforce trespassing violations on GRCA properties within their Region/City limits.
6. Internal protocol - A protocol for staff regarding the expectations and procedures for dealing with unauthorized tenting issues on GRCA's land is being finalized. This protocol will provide guidelines to staff on: which agencies to contact, notification for removal of unauthorized tenting, clarification of lead staff in process, retention period of belongings, inspection protocol, etc.

7. Improved Incident tracking – A GRCA staff mobile application has been developed to better report unauthorized use of the GRCA property such as tenting, sharps, garbage and debris. This will allow for easier reporting by staff and will automatically create a spatial database record for each incident. Analysis and historical tracking of incidents can also be performed. This is consistent with the *Harm Reduction Working Group's* desire to develop a consistent approach to tracking incidents and identifying “hot spots”.
8. GRCA will continue to hire an external firm that specializes in biohazard clean-up for large unauthorized tenting sites. The Conservation Areas can also utilize these companies for biohazard clean-up.
9. There are sharps disposal containers and biohazard clean-up kits available to staff in all of the Conservation Areas. Sharps disposal containers will be made available for public use in the Conservation areas this summer. Fleet vehicles are also equipped with sharps disposal equipment and staff have been trained in handling sharps.
10. Staff will keep the board informed about any budget forecast changes and other developments that result in an impact on the GRCA.

**Financial implications:**

To date staff within the Property department, Conservation Areas and Central Services departments have been managing this issue. In 2018 the incremental cost for an external firm to clean up sites was \$8,500.

**Other department considerations:**

The Property department and Conservation Areas staff are involved in responding to unauthorized tenting. The Communications department is also involved in managing and directing inquiries.

**Prepared by:**

Joe Farwell  
Chief Administrative Officer

# Grand River Conservation Authority

**Report number:** GM-03-19-33

**Date:** March 22, 2019

**To:** Members of the Grand River Conservation Authority

**Subject:** Proposed By-law 1-2019

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## **Recommendation:**

THAT By-law 1-2019 be read a first, second and third time and adopted by the General Membership, to take effect on March 22, 2019;

AND THAT By-law 1-2018 be repealed on March 22, 2019;

AND THAT a copy of By-law 1-2019 be forwarded to the Ministry of Natural Resources and Forestry and the Ministry of Environment, Conservation and Parks and posted publicly on Grand River Conservation Authority's website.

## **Summary:**

Not Applicable

## **Report:**

Amendments to the Conservation Authorities Act passed in December 2017 introduced a new section, 19.1, that identifies some new requirements for Conservation Authority By-laws. The Grand River Conservation Authority's By-law was revised and approved in August 2018 to ensure compliance with these new requirements.

The Grand River Conservation Authority is bound by the Municipal Conflict of Interest Act and Appendix 2 of By-law 1-2018 is intended to assist Members in understanding their obligations under this Act. A new requirement has come into effect under the Municipal Conflict of Interest Act requiring Members who have disclosed a pecuniary interest to file a written statement of the interest and its general nature to the Grand River Conservation Authority at the meeting at which the interest is disclosed or as soon as possible afterwards. Further, the Grand River Conservation Authority is required to establish and maintain a registry with a copy of any written statement filed and a copy of the associated meeting minutes. This registry is to be available to the public.

By-law 1-2018 has been updated to reflect this change and a couple of other minor changes have also been made. A complete copy of proposed By-law 1-2019 is attached, with changes marked. Following is a summary of those changes:

<b>Section</b>	<b>Summary of Change</b>
C.2. Notice of Meeting	To clarify that advance notice of meetings applies to all meetings of the General Membership and Executive Committees or Advisory Boards, if applicable
E.Appendix 2 – Conflict of Interest	The requirements for submission of a written statement of pecuniary interest and a public registry have been added.

A few minor corrections have been made pertaining to numbering in the index and grammatical typos. The meaning has not been altered by these corrections and they are tracked in the document.

**Financial implications:**

Not applicable

**Other department considerations:**

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

<b><u>Prepared by:</u></b>	<b><u>Approved by:</u></b>
Karen Armstrong Deputy CAO, Secretary-Treasurer	Joe Farwell Chief Administrative Officer





# **Grand River Conservation Authority**

## **By-Law No. 1-2019**

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**GRAND RIVER CONSERVATION AUTHORITY**  
**By-Law No. 1-2019**

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## Administrative By-Law

### Introduction

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

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

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

### **Powers of authorities**

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

- (a) to study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed and managed;
- (b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;
- (c) to acquire by purchase, lease or otherwise and to expropriate any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;
- (d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;
- (e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;
- (f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;
- (g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;
- (h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;

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

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

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

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

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

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

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

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

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

(p) to cause research to be done;

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

## A. Definitions

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

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

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

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

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

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

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

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

“**Members**” shall mean the members appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction.

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

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

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

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

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

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

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

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

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

## **B. Governance**

### **1. Members**

#### ***a) Appointments***

Participating Municipalities within the jurisdiction of the Grand River Conservation Authority may appoint Members in accordance with Section 14 of the Act.

Appointed Members must reside in a Participating Municipality within the Authority’s area of jurisdiction and may include citizens as well as elected members of municipal councils.

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

#### ***b) Term of Member Appointments***

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

#### ***c) Powers of the General Membership***

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

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

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

**d) *Member Accountability***

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

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

Members are responsible for:

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

**e) *Applicable Legislation***

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

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

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



## **f) Relationship Between Members and Staff**

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

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

## **2. Officers**

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

### **Chair**

- Is a Member of the Authority;
- Presides and preserves order and decorum and decides on questions of order at all meetings of the General Membership (and Executive Committee if applicable), the Audit Committee and any ad-hoc committee for which a chair has not been appointed by the General Membership;
- Calls special meetings if necessary;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Is a member of the Conservation Ontario Council and the Grand River Conservation Foundation;
- Performs other duties when directed to do so by resolution of the Authority.

### **Vice-Chair(s)**

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

### **Chief Administrative Officer (CAO)**

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

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

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

#### Secretary-Treasurer

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

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

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

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

The individuals elected shall hold office until their successors are elected and will be eligible for re-election to the same office for up to a maximum of five one-year terms.

### **5. Election of Chair and Vice-Chairs**

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

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

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

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

#### **6. Appointment of Auditor**

The General Membership shall appoint an auditor for the coming year at the Annual Meeting in accordance with Section 38 of the Act.

#### **7. Appointment of Financial Institution**

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

#### **8. Financial Statements and Report of the Auditor**

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

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

#### **9. Borrowing Resolution**

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

#### **10. Corporate Policies**

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

#### **11. Levy Notice**

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

#### **12. Signing Officers**

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

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

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

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

### **13. Advisory Boards and Other Committees**

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

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

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

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

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

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

#### **Audit Committee**

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

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

### **14. Remuneration of Members**

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the Secretary-Treasurer. In addition, an honorarium will be approved by the Authority for the Chair and Vice-chair(s) as compensation for their additional responsibilities. A single per-diem will be paid for

attendance at more than one meeting if they occur consecutively on the same day. The following activities shall be eligible for per diem allowance under this clause:

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

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

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

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

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

## **15. Retention of Records**

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

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;
- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic Communications including emails
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction
- viii. Projects of the Authority;

- ix. Technical Studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the Authority;
- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

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

#### **16. Records Available to Public**

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

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

#### **17. By-law Review**

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

#### **18. By-law Available to Public**

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

#### **19. Enforcement of By-laws and Policies**

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

#### **20. Indemnification of Members, Officers and Employees**

The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if;

- such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities, and,

- in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.

### C. Meeting Procedures

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

#### 1. Rules of Procedure

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

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

#### 2. Notice of Meeting

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

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

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

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

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

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

### **3. Meetings Open to Public**

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

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

### **4. Agenda for Meetings**

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

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

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

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



## 5. Quorum

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

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

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

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

## 6. Order of Business

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

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

## 7. Debate

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

- a) A Member shall be recognized by the Chair prior to speaking;
- b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c) All questions and points of discussion shall be directed through the Chair;
- d) Where a motion is presented, it shall be moved and seconded before debate;
- e) Any Member may require the question or motion under debate to be read at any time during the debate, except while a Member is speaking;
- f) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- g) A Member is allowed a time limit of ten minutes to speak on any given point, and extensions of five minute intervals may be granted at the discretion of the Chair;
- h) Any Member may ask a question of the previous speaker through the Chair;

- i) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- j) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- k) When a motion is under consideration, only one amendment is permitted at a time.

## **8. Matters of Precedence**

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

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

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

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

## **9. Members' Attendance**

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

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

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

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

## **10. Delegations**

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

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

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

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

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

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

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

## **11. Section 28 Hearings**

When a hearing is required under Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations, under Section 28 (12) of the Conservation Authorities Act, the General Membership shall form a tribunal for the purpose of such a hearing. When hearings are to be held for Applications for Permit under Section 28 of the Conservation Authorities Act, RSO 1990, individual notice of hearing shall be sent by registered mail to the applicant, with a copy by ordinary mail to the applicable municipal clerk.

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

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

## **12. Annual Meeting**

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

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

## **13. Meetings with Closed "In Camera" Sessions**

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

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

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

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

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

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

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

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

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

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

#### **14. Voting**

In accordance with Section 16 of the Act:

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

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

On a tie vote, the motion is lost.

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

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

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

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

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

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

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

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

#### **15. Notice of Motion**

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

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

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

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

#### **16. Motion to Reconsider**

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

#### **17. Duties of the Meeting Chair**

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

- a) Take the chair and call the members to order when a quorum is first present after the hour fixed for a meeting of the Authority;
- b) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- c) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- d) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- e) Announce the results of the vote on any motions so presented;

- f) Adjourn the meeting when business is concluded.

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

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

### **18. Conduct of Members**

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

No Member at any meeting of the Authority shall:

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

### **19. Minutes of Meetings**

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

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

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

The Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each member of the Authority at the same time as agendas for the next meeting are distributed.

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



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

| By-law number 1-2018 is hereby repealed;

| By-law number 1-2019 shall come into force on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

READ A FIRST AND SECOND TIME

\_\_\_\_\_  
Date

| READ A THIRD TIME AND FINALLY PASSED

\_\_\_\_\_  
Date

| Signed:

\_\_\_\_\_  
Chair

|

\_\_\_\_\_  
Secretary-Treasurer

## **E. Appendices to the Administrative By-law**

### **Appendix 1 - Code of Conduct**

#### **1. Background**

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

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

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

#### **2. General**

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

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

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

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

#### **3. Gifts and Benefits**

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

#### **4. Confidentiality**

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

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

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

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

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

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

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

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

#### ***5. Use of Authority Property***

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

#### ***6. Work of a Political Nature***

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

#### ***7. Conduct at Authority Meetings***

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

## **8. Influence on Staff**

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

## **9. Business Relations**

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

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

## **10. Encouragement of Respect for the Authority and its Regulations**

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

## **11. Harassment**

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

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

## **12. Breach of Code of Conduct**

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

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

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

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

## Appendix 2 - Conflict of Interest

### 1. *Municipal Conflict of Interest Act*

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

### 2. *Disclosure of Pecuniary Interest*

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

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

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

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

### 4. *Closed Meetings*

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

### 5. *Member Absent*

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

### 6. *Disclosure Recorded in Minutes*

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

### 7. *Pecuniary Interest Registry*

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

**7.8. Breach of Conflict of Interest Policy**

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

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

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

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

## Appendix 3 - Procedure for Election of Officers

### 1. *Voting*

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

### 2. *Acting Chair*

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

### 3. *Scrutineer(s)*

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

### 4. *Election Procedures*

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

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

If one Nominee:

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

If More than One Nominee:

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

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots



shall be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

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

# Grand River Conservation Authority

**Report number:** GM-03-19-35  
**Date:** March 22, 2019  
**To:** Members of the Grand River Conservation Authority  
**Subject:** Achieving Provincial Priorities for Reducing Regulatory Burden

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## **Recommendation:**

THAT Report Number GM-03-19-35 - Achieving Provincial Priorities for Reducing Regulatory Burden be received as information,

AND THAT Grand River Conservation Authority endorse the three key solutions developed by the Conservation Ontario working group: improve client service and accountability; increase speed of approvals; and, reduce “red tape” and regulatory burden.

## **Summary:**

The province has identified a need to improve housing supply. In response to recent provincial initiatives such as the Housing Strategy and Made in Ontario Environment Plan, Conservation Ontario (CO) has established a working group to identify opportunities to improve the review and approval processes that affect housing development. The working group has developed three key solutions: improve client service and accountability; increase speed of approvals; and, reduce “red tape” and regulatory burden.

Grand River Conservation Authority (GRCA) has a longstanding practice to work with municipalities and the development industry to achieve improvements in the land use planning and GRCA permit review and approval process. Staff will participate on the Conservation Ontario Working Group and Review and Approvals Taskforce with other stakeholders to identify and implement additional improvements.

## **Report:**

The province is seeking to streamline planning and development approvals to facilitate an increase the housing supply. Conservation Authorities participate in the review of Planning Act applications and permits from the Conservation Authority are required for some development in areas where there are natural hazards.

### **GRCA Streamlining Examples**

The Grand River Conservation Authority is committed to continuing our evaluation and implementation of streamlining initiatives in the review process. Past examples of streamlining include:

- Development Industry Consultation – Over 18 years ago, the GRCA established a liaison committee with watershed Home Builders Associations. This committee meets approximately 4 times/year to identify and resolve process issues and share information. We have jointly developed technical review checklists and guidance documents for planning and permit applications. Currently the

membership includes Home Builder Association representatives from Waterloo Region, Brant County, Brantford, Wellington County, City of Guelph and Haldimand County.

- Electronic Permit Process - the GRCA has developed an online permit application process and the mapping that identifies areas that require a permit is available to the public through the GRCA website and is available for download to the development industry at no charge.
- Conservation Authority Roles and Permit Approval Timelines - In 2007 Conservation Ontario, GRCA and other CAs participated with the Ontario Home Builders Association (OHBA) and the Building Industry and Land Development Association (BILD) along with municipalities, the province and other stakeholders as members of the Conservation Authority Liaison Committee (CALC). In 2010, the Ministry of Natural Resources and Forestry (MNR) and Ministry of Municipal Affairs and Housing (MMAH) approved the Policies and Procedures for Conservation Authority Plan Review and Permitting Activities that would form part of MNR's Policies and Procedures Manual. In accordance with the recommendations in this document the GRCA permit policies, guidelines and fee schedule are available on the website to ensure transparency and outline expectations to stakeholders. The GRCA has a high level of conformance with the CALC approval timelines for permits. An evaluation of 2018 information indicates GRCA permit approval timelines were achieved 99% of the time. At this time, the GRCA does not track the review time for Planning Act applications.

#### Future GRCA Streamlining Initiatives

Staff are currently reviewing opportunities to further streamline GRCA permits for many of the activities that occur in the area adjacent to wetlands (e.g. low risk permits between 30m-120m from a wetland). A future report to the Board will provide information on this review and provide an update on the GRCA permit approval timelines.

#### Conservation Authority Mandate

The Conservation Ontario working group discussed clarifying and restating our mandate as supported by the recent update to the *Conservation Authorities Act (2017)* and as described in the province's *Made in Ontario Environment Plan*:

“The core mandate of conservation authorities is to undertake watershed-based programs to protect people and property from flooding and other natural hazards, and to conserve natural resources for economic, social and environmental benefits”.

As federal and provincial governments restrict their activities more to policy related activities there is a gap in capacity to address local environmental issues. Conservation Authorities provide the ‘on the ground’ resources and work with applicants and municipalities at the local scale to protect and manage natural resources. The early identification of issues and appropriate mitigation measures, and monitoring helps communities to be able to respond to climate change and increase their resiliency.

The following excerpt from a Conservation Ontario briefing note to the province identifies that:

“Conservation authorities are a cost-effective mechanism for the Province and municipalities for the delivery of objectives under the Provincial Policy Statement (PPS)

- In addition to acting as a commenting agency on behalf of the Province with regard to natural hazards, conservation authorities also act as regulators. Conservation Authorities also provide technical advisory services for municipalities in the review of planning applications, and, as source protection authorities under the Clean Water Act supporting policy implementation.
- Conservation Authorities ensure that applicants and municipal planning authorities are aware of regulations and requirements as well as assist in the coordination of applications under the Planning Act and the Conservation Authorities Act. The focus is to eliminate unnecessary delay or duplication in the process as it relates to protecting public health and safety from natural hazards, now and into the future.
- Conservation Authorities, through the provision of advice from watershed-based science, enable municipalities to cost effectively consider in their decision-making other PPS considerations such as ‘wise use and management of resources and stormwater.’

### Proposed Streamlining Conservation Authority Activities

Continuous improvement is a guiding principle and the GRCA has a role to play in examining our processes for plan review and permitting. GRCA staff will work with Conservation Ontario and other stakeholders such as municipalities, development industry, AMO and provincial ministries on the initiatives outlined below.

The CO working group has been evaluating ways that CAs can streamline approval activities and “reduce red tape” in order to help the province address the lack of housing supply. It is recognized that we need to identify the outcomes that the province and municipalities need and review and modify processes to ensure the best solutions.

The CO working group developed the following three key solutions that staff will work on with the development and construction community and municipalities. Through these activities other specific concerns may also be identified to be addressed.

1. Improve Client Service and Accountability
  - Provide client service training and establish client service standards implementing activities such as one point of contact for applications, and template guidelines for policies, processes, and, CA/Municipal MOUs that have clear deadlines for the different plan review services.
  - CA commitments to timely approvals will be reported on annually.
  - Initially, focus efforts on conservation authorities with high growth areas (GGHG/GTA and other parts of the province) where housing supply is needed immediately.
2. Increase speed of approvals
  - Assess current application review/approval timelines, identifying problem areas where timelines are not being met and developing solutions to meet timelines.
  - Establish timelines that match the complexity of development applications (e.g. simple and complete applications can be processed more quickly).
3. Reduce “red tape” and regulatory burden
  - Examine where conservation authorities can improve or change our processes to speed up or simplify permitting in hazard areas.

- Explore additional legislative or regulatory amendments to achieve increased housing supply and decreased approval timeframes.

Work Underway Among Conservation Authorities

Some of these activities have been implemented or started by CAs. The GRCA participates on the CO Section 28 Regulations Committee meeting that has focused their efforts over the past six months to identify potential streamlining options that can be implemented immediately for CA permits.

The GRCA has service delivery standards that outline expectations of staff. Through this process we will participate in the development of a customer service charter for staff and for clients. There is always more we can do and the GRCA is committed to ensuring that we deliver our mandate while working with clients efficiently and effectively. GRCA will participate in the key actions identified by the CO working group and develop additional actions based on internal discussion and through consultation with our stakeholders.

**Financial implications:**

N/A

**Other department considerations:**

Efficiencies in the planning and permit process will benefit the Resource Planning, Natural Heritage and Engineering programs.

**Prepared by:**

Nancy Davy  
Director of Resource Planning

**Approved by:**

Joe Farwell  
Chief Administrative Officer

# Grand River Conservation Authority – Report

**Report number:** GM-03-19-31

**Date:** March 22, 2019

**To:** Members of the Grand River Conservation Authority

**Subject:** Environmental Assessments

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## **Recommendation:**

THAT Report Number GM-03-19-31 – 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 March 22, 2019

### A. New Environmental Assessments Received

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

#### **1. First Notice - Waldemar Water Storage Class Environmental Assessment, Township of Amaranth**

The Township of Amaranth has initiated a Class Environmental Assessment (EA) to identify the preferred water storage alternative to support future water demands. The EA will review all lands designated within the Community boundary of Waldemar in the Official Plan as part of this study. The study is being carried out in accordance with the planning and design process for Schedule 'B' projects under the Class Environment; Assessment.

The study area contains natural hazard and natural heritage features including the Grand River and its tributaries, floodplain, and areas with slope hazards as well as the regulated allowances to these features. GRCA staff have provided written notice that we have an interest in this study.

#### **2. First Notice – Dundas Street/Highway 8 Left Turn Lane to the Future Atwater Drive Class Environmental Assessment, City of Cambridge**

On behalf of the developer of the Morrison Creek Estates Subdivision, a Provincial Class Environmental Assessment (EA) Study has been initiated to support the left turn lane from Dundas Street/Highway 8 to the future Atwater Drive in the City of Cambridge. Dundas Street/Highway 8 east of Branchton

Road is under the jurisdiction of the Ministry of Transportation. This study will follow the approved planning process for a Group 'B' project under the Class Environmental Assessment for Provincial Transportation Facilities.

The study area is traversed by a watercourse and is located immediately adjacent to portions of the Provincially Significant Sheffield Rockton Wetland Complex. In addition to being involved in the review of the draft plan of subdivision, GRCA staff have advised the proponent that we have an interest in this study.

### **3. First Notice – Highway 401 at Homer Watson Boulevard Interchange Rehabilitation Class Environmental Assessment, City of Cambridge and City of Kitchener**

The Ministry of Transportation (MTO) is undertaking a Detailed Design and Class Environmental Assessment (EA) Study for the Highway 401 pavement rehabilitation east and west of the Homer Watson Boulevard interchange, including the rehabilitation of the Homer Watson Boulevard underpass within both cities of Cambridge and Kitchener. This study will follow the approved planning process for a Group 'C' project under the Class Environmental Assessment for Provincial Transportation Facilities.

The study area is traversed by a watercourse and areas of floodplain. The study area is also located immediately adjacent to smaller wetland areas and portions of the Provincially Significant Blair Creek Wetland Complex and the Roseville Swamp Cedar Creek Wetland Complex. We have advised the proponent that GRCA staff have an interest in this project.

#### **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 – None for this report

Major Impacts – None for this report

**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-03-19-27

**Date:** March 22, 2019

**To:** Members of the Grand River Conservation Authority

**Subject:** Cash and Investment Status – February 2019

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**Recommendation:**

THAT Report Number GM-03-19-27 Cash and Investment Status – February 2019 be received as information.

**Summary:**

The cash position included Notes Receivable of the Grand River Conservation Authority as at February 28, 2019 was \$27,446,494 with outstanding cheques written in the amount of \$110,828.

**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  
February 28, 2019**

BANK ACCOUNTS	Location	Type	Amount	Interest Rate
	CIBC	Current Account	276,028	2.05%
	RBC	Current Account	47,065	nil
	Wood Gundy	Current Account	1	0.20%
	CIBC - SPP Holding	Current Account	501,363	2.05%
	<b>TOTAL CASH - CURRENT ACCOUNT</b>		<b>824,457</b>	

INVESTMENTS	Date Invested	Location	Type	Amount	Face Value Interest Rate	Yield Rate	Date of Maturity	2019 Total Interest Earned/ Accrued
	September 9, 2009	CIBC Renaissance	High Interest Savings Account	1,882,593	1.60%	1.60%	not applicable	30,023
	October 1, 2014	CIBC Trust Savings	High Interest Savings Account	1,242,007	1.60%	1.60%	not applicable	21,096
	July 15, 2016	One Investment Savings	High Interest Savings Account	4,163,391	2.415%	2.41%	not applicable	100,337
	December 8, 2014	Laurentian Bank	Bond	1,578,000	2.81%	2.364%	June 13, 2019	16,938
	January 28, 2015	CIBC	Step up bond	726,046	1.80%	1.80%	May 15, 2019	5,010
	September 3, 2015	CIBC	Step up bond	2,000,000	2.25%	2.25%	September 3, 2025	46,652
	October 14, 2015	Laurentian Bank	Bond	1,996,000	2.50%	2.62%	January 23, 2020	51,814
	March 1, 2016	CIBC	Bond	1,300,000	1.70%	1.80%	March 1, 2023	25,573
	September 16, 2016	CIBC	Bond	1,184,000	1.30%	1.30%	March 13, 2020	15,868
	August 24, 2017	Bank of Montreal	Bond	1,550,000	1.61%	2.01%	October 28, 2021	30,781
	March 15, 2018	Bank of Nova Scotia	Bond	2,000,000	3.036%	2.20%	October 18, 2019	36,266
	July 16, 2018	Bank of Nova Scotia	Bond	1,000,000	2.27%	2.23%	January 13, 2020	22,311
	October 11, 2018	National	Bond	2,000,000	2.404%	2.326%	October 28, 2019	38,388
	October 11, 2018	RBC	Bond	2,000,000	2.35%	2.34%	December 9, 2019	44,005
	October 11, 2018	Bank of Nova Scotia	Bond	2,000,000	2.27%	2.399%	January 13, 2020	47,953
	<b>TOTAL INVESTMENTS</b>			<b>26,622,037</b>				<b>\$533,015</b>

<b>TOTAL CASH AND INVESTMENTS</b>	<b>\$27,446,494</b>
* Reserve Balance at December 31st, 2018	23,677,015

**Investment By Institution**

	<u>% of Total Portfolio</u>
C.I.B.C.	31%
Bank of Nova Scotia	19%
Bank of Montreal	6%
Royal Bank	8%
National	8%
Laurentian	13%
One Investment Program	16%
	<u>100%</u>

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

# Grand River Conservation Authority

**Report number:** GM-03-19-34

**Date:** March 22, 2019

**To:** Members of the Grand River Conservation Authority

**Subject:** Financial Summary for the Period Ending February 28, 2019

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## **Recommendation:**

THAT the Financial Summary for the period ending February 28, 2019 be approved.

## **Summary:**

The Financial Summary includes the 2019 *actual* year-to-date income and expenditures. The budget approved at the February 22, 2019 General Meeting is included in the *Budget* column. The *Current Forecast* column indicates an estimate of income and expenditures for the whole year. At this time a surplus of NIL at year-end is anticipated.

## **Report:**

The Financial Summary is attached.

## **Financial implications:**

The activity summarized will result in a NIL surplus at December 31, 2019.

## **Other department considerations:**

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

## **Prepared by:**

Sonja Radoja  
Manager Corporate Services

## **Approved by:**

Karen Armstrong  
Secretary-Treasurer/Deputy CAO

**GRAND RIVER CONSERVATION AUTHORITY  
STATEMENT OF OPERATIONS  
FOR THE PERIOD ENDING February 28th, 2019**

<b>SCHEDULE</b>		<b>Actual 2018</b>	<b>Budget 2019</b>	<b>Actual YTD</b>	<b>Previous Forecast</b>	<b>Current Forecast</b>	<b>Forecast Change</b>
<b>REVENUE</b>							
<b>Municipal</b>							
General Municipal Levy (Operating)	various	10,302,000	10,586,000	0	10,586,000	10,586,000	0
General Municipal Levy (Capital)	various	1,050,000	1,050,000	0	1,050,000	1,050,000	0
Special Municipal Levy	various	98,571	150,000	485	150,000	150,000	0
Other	various	1,023,016	870,000	1,140,327	870,000	870,000	0
		<b>12,473,587</b>	<b>12,656,000</b>	<b>1,140,812</b>	<b>12,656,000</b>	<b>12,656,000</b>	<b>0</b>
<b>Government Grants</b>							
MNRF Transfer Payments	various	871,073	871,073	0	871,073	871,073	0
Source Protection Program-Provincial	various	1,384,626	835,000	178,946	835,000	835,000	0
Other Provincial	various	944,800	1,177,500	665,325	1,177,500	1,177,500	0
Federal	various	441,116	250,000	305,045	250,000	250,000	0
		<b>3,641,615</b>	<b>3,133,573</b>	<b>1,149,316</b>	<b>3,133,573</b>	<b>3,133,573</b>	<b>0</b>
<b>Self Generated</b>							
User Fees and Sales							
<i>Enquiries and Permits</i>	4	458,583	466,000	115,491	466,000	466,000	0
<i>Plan Input and Review</i>	4	450,331	453,000	147,434	453,000	453,000	0
<i>Nursery and Woodlot Management</i>	5	499,498	465,000	10,837	465,000	465,000	0
<i>Consulting</i>	4	0	0	3,726	0	0	0
<i>Conservation Lands Income</i>	10	58,247	71,000	2,048	71,000	71,000	0
<i>Conservation Areas User Fees</i>	13	9,160,051	8,600,000	389,395	8,600,000	8,600,000	0
<i>Nature Centres and Camps</i>	8	983,252	1,000,500	53,147	1,000,500	1,000,500	0
<i>Merchandising and Sales</i>	8	1,926	0	0	0	0	0
Property Rentals	11	2,888,225	2,875,000	963,737	2,875,000	2,875,000	0
Hydro Generation	12	556,736	473,000	29,802	473,000	473,000	0
Land Sales	10	1,166,343	0	0	0	0	0
Grand River Conservation Foundation	various	421,413	454,000	6,552	454,000	454,000	0
Donations	various	158,284	426,000	252,337	426,000	426,000	0
Landowner Contributions	5	199,269	200,000	0	200,000	200,000	0
Investment Income	14	555,037	450,000	34,093	450,000	450,000	0
Miscellaneous Income	various	17,897	48,000	4	48,000	48,000	0
<b>Total Self-Generated Revenue</b>		<b>17,575,092</b>	<b>15,981,500</b>	<b>2,008,603</b>	<b>15,981,500</b>	<b>15,981,500</b>	<b>0</b>
<b>TOTAL REVENUE</b>		<b>33,690,294</b>	<b>31,771,073</b>	<b>4,298,731</b>	<b>31,771,073</b>	<b>31,771,073</b>	<b>0</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**STATEMENT OF OPERATIONS**  
**FOR THE PERIOD ENDING February 28th, 2019**

SCHEDULE	Actual 2018	Budget 2019	Actual YTD	Previous Forecast	Current Forecast	Forecast Change	
<b>EXPENSES</b>							
<b>OPERATING</b>							
Water Resources Planning & Environment	1	1,981,020	2,243,200	260,205	2,243,200	2,243,200	0
Flood Forecasting and Warning	2	739,376	801,000	81,885	801,000	801,000	0
Water Control Structures	3	1,712,256	1,723,900	173,402	1,723,900	1,723,900	0
Resource Planning	4	1,942,897	2,084,600	241,258	2,084,600	2,084,600	0
Forestry & Conservation Land Property Taxes	5	1,422,785	1,411,400	103,801	1,411,400	1,411,400	0
Conservation Services	6	803,924	885,200	111,318	885,200	885,200	0
Communications & Foundation	7	613,385	733,900	92,358	733,900	733,900	0
Environmental Education	8	1,420,157	1,382,400	145,591	1,382,400	1,382,400	0
Corporate Services	9	2,922,538	3,797,768	407,008	3,797,768	3,797,768	0
Conservation Lands	10	1,897,866	2,095,700	191,803	2,095,700	2,095,700	0
Property Rentals	11	1,596,859	1,594,700	105,993	1,594,700	1,594,700	0
Hydro Production	12	134,677	133,000	15,166	133,000	133,000	0
Conservation Areas	13	7,732,014	7,585,000	306,692	7,585,000	7,585,000	0
Miscellaneous	14	63,754	70,000	2,703	70,000	70,000	0
Information Systems	16	1,133,065	1,243,000	263,088	1,243,000	1,243,000	0
Motor Pool	16	878,525	908,700	90,398	908,700	908,700	0
Less: Internal Charges (IS & MP)	16	(2,011,590)	(2,151,700)	(353,486)	(2,151,700)	(2,151,700)	0
<b>Total OPERATING Expenses</b>		<b>24,983,508</b>	<b>26,541,768</b>	<b>2,239,183</b>	<b>26,541,768</b>	<b>26,541,768</b>	<b>0</b>
<b>CAPITAL</b>							
Water Resources Planning & Environment	1	97,368	110,000	71	110,000	110,000	0
Flood Forecasting and Warning	2	161,212	190,000	15,975	190,000	190,000	0
Water Control Structures	3	1,274,516	1,500,000	253,305	1,500,000	1,500,000	0
Nature Centres	8	0	0	0	0	0	0
Conservation Areas	13	1,791,805	2,590,000	16,999	2,590,000	2,590,000	0
Corporate Services	9	0	0	0	0	0	0
Information Systems	16	229,951	200,000	9,728	200,000	200,000	0
Motor Pool	16	435,669	350,000	49,505	350,000	350,000	0
Less: Internal Charges (IS & MP)	16	(422,012)	(342,300)	350,446	(342,300)	(342,300)	0
<b>Total Capital Expenses</b>		<b>3,568,509</b>	<b>4,597,700</b>	<b>696,029</b>	<b>4,597,700</b>	<b>4,597,700</b>	<b>0</b>
<b>SPECIAL</b>							
Water Resources Planning & Environment	1	326,115	340,000	26,810	340,000	340,000	0
Flood Forecasting and Warning	2	425,964	560,000	41,006	560,000	560,000	0
Forestry	5	137,911	130,000	962	130,000	130,000	0
Conservation Services	6	1,082,201	921,000	47,865	921,000	921,000	0
Communications	7	0	0	0	0	0	0
Environmental Education	8	0	0	0	0	0	0
Conservation Land Purchases	10	269,473	0	2,480	0	0	0
Conservation Lands	10	365,863	750,000	48,212	750,000	750,000	0
Property Development	11	0	50,000	0	50,000	50,000	0
Hydro Generation	12	80,721	0	0	0	0	0
Miscellaneous	14	28,236	35,000	0	35,000	35,000	0
Source Protection Program	15	1,384,626	835,000	178,946	835,000	835,000	0
<b>Total SPECIAL PROJECTS Expenses</b>		<b>4,101,110</b>	<b>3,621,000</b>	<b>346,281</b>	<b>3,621,000</b>	<b>3,621,000</b>	<b>0</b>
<b>Total Expenses</b>		<b>32,653,127</b>	<b>34,760,468</b>	<b>3,281,493</b>	<b>34,760,468</b>	<b>34,760,468</b>	<b>0</b>
<b>Gross Surplus</b>		<b>1,037,167</b>	<b>(2,989,395)</b>	<b>1,017,238</b>	<b>(2,989,395)</b>	<b>(2,989,395)</b>	<b>0</b>
<b>Prior Year Surplus Carryforward</b>		<b>412,314</b>	<b>469,695</b>	<b>469,695</b>	<b>469,695</b>	<b>469,695</b>	<b>0</b>
<b>Net Funding FROM/(TO) Reserves</b>		<b>(979,786)</b>	<b>2,519,700</b>	<b>414,679</b>	<b>2,519,700</b>	<b>2,519,700</b>	<b>0</b>
<b>NET SURPLUS</b>		<b>469,695</b>	<b>0</b>	<b>1,901,612</b>	<b>0</b>	<b>0</b>	<b>0</b>

GRAND RIVER CONSERVATION AUTHORITY  
 Schedule 1 - Water Resources - Planning and Environment  
 FOR THE PERIOD ENDING February 28th, 2019

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

**Expenditures and Funding to Reserves**

	Actual 2018	Budget 2019	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	1,477,118	1,615,500	252,301	1,615,500	1,615,500	
Administration Expenses	260,556	319,300	6,809	319,300	319,300	
Insurance Expenses	103,297	113,300	-	113,300	113,300	
Other Operating Expenses	140,049	195,100	1,095	195,100	195,100	
<b>Total OPERATING Expenditures</b>	<b>1,981,020</b>	<b>2,243,200</b>	<b>260,205</b>	<b>2,243,200</b>	<b>2,243,200</b>	
Instrumentation	35,339	60,000	71	60,000	60,000	
Water Quality Monitoring Equipment	62,029	50,000	0	50,000	50,000	
<b>Total CAPITAL Expenditures</b>	<b>97,368</b>	<b>110,000</b>	<b>71</b>	<b>110,000</b>	<b>110,000</b>	
Grand River Water Management Plan	87,714	70,000	8,806	70,000	70,000	
Water Quality	0		0			
Dundas Valley Groundwater	0	0	0	0	0	
Upper Blair Drainage	77,683	100,000	1,189	100,000	100,000	
Dunnville Fishway	0	30,000	0	30,000	30,000	
Natural Heritage Study-Wellington	37,887	0	0	0	0	
Species at Risk -SARA	0	0	0	0	0	
Waste Water Optimization Program	122,831	140,000	16,815	140,000	140,000	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>326,115</b>	<b>340,000</b>	<b>26,810</b>	<b>340,000</b>	<b>340,000</b>	
Grand River Watershed Management Plan	0	0	0	0	0	
Planning Enforcement	0	0	0	0	0	
<b>Total FUNDING to RESERVES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>2,404,503</b>	<b>2,693,200</b>	<b>287,086</b>	<b>2,693,200</b>	<b>2,693,200</b>	<b>0</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	2,071,100	2,137,500	0	2,137,500	2,137,500	
General Municipal Levy (Capital)	60,000	60,000	0	60,000	60,000	
Special Levies	98,571	150,000	485	150,000	150,000	
Municipal Other	45,887	0	0	0	0	

**Government Grants**

MNRF Transfer Payments	33,200	8,200	0	8,200	8,200	
Other Provincial	139,993	247,500	199,092	247,500	247,500	
Federal	94,218	0	125,171	0	0	

**Self Generated**

Foundation	0	20,000	0	20,000	20,000	
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**Funding From Reserves**

Grand River Watershed Management Plan	0	20,000	0	20,000	20,000	
Gauges	0	50,000	0	50,000	50,000	

<b>TOTAL FUNDING</b>	<b>2,542,969</b>	<b>2,693,200</b>	<b>324,748</b>	<b>2,693,200</b>	<b>2,693,200</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>138,466</b>	<b>0</b>	<b>37,662</b>	<b>0</b>	<b>0</b>	<b>0</b>

GRAND RIVER CONSERVATION AUTHORITY  
Schedule 2 - Flood Forecasting and Warning  
FOR THE PERIOD ENDING February 28th, 2019

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

**Expenditures and Funding to Reserves**

	Actual 2018	Budget 2018	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	428,291	457,000	63,666	457,000	457,000	
Administration Expenses	249,762	266,000	14,503	266,000	266,000	
Other Operating Expenses	61,323	78,000	3,716	78,000	78,000	
<b>Total OPERATING Expenditures</b>	<b>739,376</b>	<b>801,000</b>	<b>81,885</b>	<b>801,000</b>	<b>801,000</b>	
Hardware	129,057	88,000	15,511	88,000	88,000	
Stream Gauges	32,155	102,000	464	102,000	102,000	
<b>Total CAPITAL Expenditures</b>	<b>161,212</b>	<b>190,000</b>	<b>15,975</b>	<b>190,000</b>	<b>190,000</b>	
Floodplain Mapping Projects	425,964	560,000	41,006	560,000	560,000	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>425,964</b>	<b>560,000</b>	<b>41,006</b>	<b>560,000</b>	<b>560,000</b>	
<b>Total FUNDING to RESERVES</b>	<b>90,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,416,552</b>	<b>1,551,000</b>	<b>138,866</b>	<b>1,551,000</b>	<b>1,551,000</b>	<b>0</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	547,445	523,045	0	523,045	523,045	
General Municipal Levy (Capital)	190,000	190,000	0	190,000	190,000	
Municipal Other	0	70,000	0	70,000	70,000	

**Government Grants**

MNRF Transfer Payments	252,955	277,955	0	277,955	277,955	
Other Provincial	126,481	200,000	36,966	200,000	200,000	
Federal	280,487	180,000	0	180,000	180,000	

**Funding From Reserves**

Floodplain Mapping Projects	18,996	110,000	0	110,000	110,000	
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<b>TOTAL REVENUE</b>	<b>1,416,364</b>	<b>1,551,000</b>	<b>36,966</b>	<b>1,551,000</b>	<b>1,551,000</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>(188)</b>	<b>0</b>	<b>(101,900)</b>	<b>0</b>	<b>0</b>	<b>0</b>

GRAND RIVER CONSERVATION AUTHORITY  
 Schedule 3 - Water Control Structures  
 FOR THE PERIOD ENDING February 28th, 2019

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

**Expenditures and Funding to Reserves**

	Actual 2018	Budget 2019	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	1,125,092	1,170,200	160,549	1,170,200	1,170,200	
Administration Expenses	14,708	29,200	2,157	29,200	29,200	
Property Taxes	162,927	179,700	0	179,700	179,700	
Other Operating Expenses	409,529	344,800	10,696	344,800	344,800	
<b>Total OPERATING Expenditures</b>	<b>1,712,256</b>	<b>1,723,900</b>	<b>173,402</b>	<b>1,723,900</b>	<b>1,723,900</b>	
<b>Total CAPITAL Expenditures</b>	<b>1,274,516</b>	<b>1,500,000</b>	<b>253,305</b>	<b>1,500,000</b>	<b>1,500,000</b>	
<b>Total FUNDING to RESERVES</b>	<b>115,000</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>3,101,772</b>	<b>3,223,900</b>	<b>426,707</b>	<b>3,223,900</b>	<b>3,223,900</b>	<b>0</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	1,325,350	1,323,550	0	1,323,550	1,323,550	
General Municipal Levy (Capital)	800,000	800,000	0	800,000	800,000	

**Government Grants**

MNRF Transfer Payments	400,350	400,350	0	400,350	400,350	
Provincial	576,318	700,000	352,923	700,000	700,000	

**Self Generated**

Miscellaneous	0	0	0	0	0	
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**Funding From Reserves**

Water Control Structures	0	0	0	0	0	
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<b>TOTAL REVENUE AND FUNDING FROM RESERVES</b>	<b>3,102,018</b>	<b>3,223,900</b>	<b>352,923</b>	<b>3,223,900</b>	<b>3,223,900</b>	<b>0</b>
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<b>Net Surplus/(Deficit)</b>	<b>246</b>	<b>0</b>	<b>-73,784</b>	<b>0</b>	<b>0</b>	<b>0</b>
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GRAND RIVER CONSERVATION AUTHORITY  
 Schedule 4 - Resource Planning  
 FOR THE PERIOD ENDING February 28th, 2019

	Actual 2018	Budget 2019	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b>Expenditures and Funding to Reserves</b>						
Compensation and Benefits	1,597,248	1,807,400	229,326	1,807,400	1,807,400	
Administration Expenses	204,057	222,500	1,520	222,500	222,500	
Other Operating Expenses	141,592	54,700	10,412	54,700	54,700	
<b>Total OPERATING Expenditures</b>	<b>1,942,897</b>	<b>2,084,600</b>	<b>241,258</b>	<b>2,084,600</b>	<b>2,084,600</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,942,897</b>	<b>2,084,600</b>	<b>241,258</b>	<b>2,084,600</b>	<b>2,084,600</b>	<b>0</b>
<b>Funding</b>						
<b>Municipal</b>						
General Municipal Levy (Operating)	961,932	1,051,032	0	1,051,032	1,051,032	
<b>Government Grants</b>						
MNRF Transfer Payments	114,568	114,568	0	114,568	114,568	
Other Provincial	0	0	3,134	0	0	
<b>Self Generated</b>						
Solicitor Enquiry Fees	60,695	58,000	9,185	58,000	58,000	
Permit Fees	397,888	408,000	106,306	408,000	408,000	
Plan Review Fees	450,331	453,000	147,434	453,000	453,000	
Consulting	0	0	3,726	0	0	
<b>Funding from Reserves</b>						
Planning Enforcement						
<b>TOTAL REVENUE</b>	<b>1,985,414</b>	<b>2,084,600</b>	<b>269,785</b>	<b>2,084,600</b>	<b>2,084,600</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>42,517</b>	<b>0</b>	<b>28,527</b>	<b>0</b>	<b>0</b>	<b>0</b>



**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 5 - Forestry & Conservation Lands Property Taxes**  
**FOR THE PERIOD ENDING February 28th, 2019**

	<b>Actual 2018</b>	<b>Budget 2019</b>	<b>Actual YTD</b>	<b>Previous Forecast</b>	<b>Current Forecast</b>	<b>Forecast Change</b>
<b>How much does it cost, and who pays for it?</b>						
<b><u>Expenditures and Funding to Reserves</u></b>						
Compensation and Benefits	591,083	601,000	70,722	601,000	601,000	
Administration Expenses	51,767	54,300	1,155	54,300	54,300	
Property Taxes	155,946	183,200	-	183,200	183,200	
Other Operating Expenses	623,989	572,900	31,924	572,900	572,900	
<b>Total OPERATING Expenditures</b>	<b>1,422,785</b>	<b>1,411,400</b>	<b>103,801</b>	<b>1,411,400</b>	<b>1,411,400</b>	
Ecological Restoration	137,911	130,000	962	130,000	130,000	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>137,911</b>	<b>130,000</b>	<b>962</b>	<b>130,000</b>	<b>130,000</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,560,696</b>	<b>1,541,400</b>	<b>104,763</b>	<b>1,541,400</b>	<b>1,541,400</b>	<b>0</b>
<b><u>Funding</u></b>						
<b>Municipal</b>						
General Municipal Levy (Operating)	669,500	704,400	0	704,400	704,400	
Municipal Other	14,490	0	407,219	0	0	
<b>Government Grants</b>						
Provincial	34,962	0	19,057	0	0	
Federal	1,160	0	2,534	0	0	
<b>Self Generated</b>						
Nursery	456,613	450,000	10,837	450,000	450,000	
Landowner Contributions (Tree Planting)	199,269	200,000	0	200,000	200,000	
Donations - Foundation	91,920	57,000	0	57,000	57,000	
Donations - Other	55,052	130,000	241,286	130,000	130,000	
<b>Funding From Reserves</b>						
Conservation Area Reserve (EAB)	5,000	0	5,000	0	0	
<b>TOTAL REVENUE</b>	<b>1,527,966</b>	<b>1,541,400</b>	<b>685,933</b>	<b>1,541,400</b>	<b>1,541,400</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>(32,730)</b>	<b>0</b>	<b>581,170</b>	<b>0</b>	<b>0</b>	

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 6 - Conservation Services**  
**FOR THE PERIOD ENDING February 28th, 2019**

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

**Expenditures and Funding to Reserves**

	Actual 2018	Budget 2019	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	690,240	733,000	109,917	733,000	733,000	
Administration Expenses	95,351	100,200	1,401	100,200	100,200	
Other Operating Expenses	18,333	52,000	-	52,000	52,000	
<b>Total OPERATING Expenditures</b>	<b>803,924</b>	<b>885,200</b>	<b>111,318</b>	<b>885,200</b>	<b>885,200</b>	
RWQP Grants	954,884	800,000	33,398	800,000	800,000	
Brant/Brantford Childrens Water Festival	26,187	26,000	2,739	26,000	26,000	
Haldimand Childrens Water Festival	27,980	25,000	2,265	25,000	25,000	
Species at Risk	37,510	70,000	8,000	70,000	70,000	
AGGP-UofG Research-Buffers	27,741	0	903	0	0	
Great Lakes SHSM Event	3,004	0	0	0	0	
Great Lakes Agricultural Stewardship Initiative	4,895	0	560	0	0	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>1,082,201</b>	<b>921,000</b>	<b>47,865</b>	<b>921,000</b>	<b>921,000</b>	
<b>Total FUNDING to RESERVES</b>	<b>12,000</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,898,125</b>	<b>1,806,200</b>	<b>159,183</b>	<b>1,806,200</b>	<b>1,806,200</b>	<b>0</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	713,000	737,200	0	737,200	737,200	
Municipal Other	962,639	800,000	733,108	800,000	800,000	

**Government Grants**

Other Provincial	6,943	30,000	41,780	30,000	30,000	
Federal	65,251	70,000	173,037	70,000	70,000	

**Self Generated**

Donations - Foundation	128,278	112,000	6,552	112,000	112,000	
Donations - Other	31,207	26,000	11,051	26,000	26,000	
Miscellaneous	2,457	0	0	0	0	

**Funding From Reserves**

Cambridge Desiltation Pond	552	1,000	0	1,000	1,000	
Upper Grand Restoration	0	30,000	0	30,000	30,000	

<b>TOTAL REVENUE</b>	<b>1,910,327</b>	<b>1,806,200</b>	<b>965,528</b>	<b>1,806,200</b>	<b>1,806,200</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>12,202</b>	<b>0</b>	<b>806,345</b>	<b>0</b>	<b>0</b>	<b>0</b>

GRAND RIVER CONSERVATION AUTHORITY  
Schedule 7 - Communications  
FOR THE PERIOD ENDING February 28th, 2019

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

**Expenditures and Funding to Reserves**

	Actual 2018	Budget 2019	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	538,567	583,400	87,929	583,400	583,400	
Administration Expenses	73,568	77,000	4,429	77,000	77,000	
Other Operating Expenses	1,250	73,500	-	73,500	73,500	
<b>Total OPERATING Expenditures</b>	<b>613,385</b>	<b>733,900</b>	<b>92,358</b>	<b>733,900</b>	<b>733,900</b>	
<b>Total FUNDING to RESERVES</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>663,385</b>	<b>733,900</b>	<b>92,358</b>	<b>733,900</b>	<b>733,900</b>	<b>0</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	714,900	733,900	0	733,900	733,900	
<b>TOTAL REVENUE</b>	<b>714,900</b>	<b>733,900</b>	<b>0</b>	<b>733,900</b>	<b>733,900</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>51,515</b>	<b>0</b>	<b>(92,358)</b>	<b>0</b>	<b>0</b>	<b>0</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 8 - Environmental Education**  
**FOR THE PERIOD ENDING February 28th, 2019**

	Actual 2018	Budget 2019	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b><u>Expenditures and Funding to Reserves</u></b>						
Compensation and Benefits	1,023,545	1,000,000	118,708	1,000,000	1,000,000	
Administration Expenses	95,094	85,800	3,912	85,800	85,800	
Insurance Expense	10,637	10,300	0	10,300	10,300	
Property Taxes	12,135	11,000	0	11,000	11,000	
Other Operating Expenses	278,746	275,300	22,971	275,300	275,300	
<b>Total OPERATING Expenditures</b>	<b>1,420,157</b>	<b>1,382,400</b>	<b>145,591</b>	<b>1,382,400</b>	<b>1,382,400</b>	
Guelph Nature Centre	30,000	0	0	0	0	
<b>Total FUNDING to RESERVES</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,450,157</b>	<b>1,382,400</b>	<b>145,591</b>	<b>1,382,400</b>	<b>1,382,400</b>	<b>0</b>
<b><u>Funding</u></b>						
<b>Municipal</b>						
General Municipal Levy (Operating)	354,400	331,900	0	331,900	331,900	
<b>Government Grants</b>						
Provincial	58,503	0	0	0	0	
<b>Self Generated</b>						
Donations - Foundation	53,233	50,000	0	50,000	50,000	
Donations - Other	0	0	0	0	0	
Nature Centre Revenue - Schools	567,685	595,500	38,083	595,500	595,500	
Nature Centre Revenue - Community	46,120	34,000	3,221	34,000	34,000	
Nature Centre Revenue - Day Camp	369,447	371,000	11,843	371,000	371,000	
Merchandise Revenue	1,926	0	0	0	0	
<b>TOTAL REVENUE</b>	<b>1,451,314</b>	<b>1,382,400</b>	<b>53,147</b>	<b>1,382,400</b>	<b>1,382,400</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>1,157</b>	<b>0</b>	<b>(92,444)</b>	<b>0</b>	<b>0</b>	<b>0</b>

GRAND RIVER CONSERVATION AUTHORITY  
Schedule 9 - Corporate Services  
FOR THE PERIOD ENDING February 28th, 2019

	Actual 2018	Budget 2019	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b><u>Expenditures and Funding to Reserves</u></b>						
Compensation and Benefits	1,878,053	1,897,000	270,250	1,897,000	1,897,000	
Administration Expenses	317,991	369,000	26,735	369,000	369,000	
Insurance	53,378	57,000	-	57,000	57,000	
Other Operating Expenses	739,139	1,544,768	119,126	1,544,768	1,544,768	
LESS: Recovery of Corporate Services Expenses	(66,023)	(70,000)	(9,103)	(70,000)	(70,000)	
<b>Total OPERATING Expenditures</b>	<b>2,922,538</b>	<b>3,797,768</b>	<b>407,008</b>	<b>3,797,768</b>	<b>3,797,768</b>	
Building	210,000	0	0	0	0	
Personnel	0	0	0	0	0	
<b>Total FUNDING to RESERVES</b>	<b>210,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>3,132,538</b>	<b>3,797,768</b>	<b>407,008</b>	<b>3,797,768</b>	<b>3,797,768</b>	<b>0</b>
<b><u>Funding</u></b>						
<b>Municipal</b>						
General Municipal Levy (Operating)	2,944,373	3,043,473	0	3,043,473	3,043,473	
<b>Government Grants</b>						
MNRF Transfer Payments	70,000	70,000	0	70,000	70,000	
<b>Self Generated</b>						
Miscellaneous	9,049	0	0	0	0	
<b>Funding From Reserves</b>						
Personnel	0	15,000	0	15,000	15,000	
Building	0	450,000	0	450,000	450,000	
<b>TOTAL REVENUE</b>	<b>3,023,422</b>	<b>3,578,473</b>	<b>0</b>	<b>3,578,473</b>	<b>3,578,473</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>(109,116)</b>	<b>(219,295)</b>	<b>(407,008)</b>	<b>(219,295)</b>	<b>(219,295)</b>	<b>0</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 10 - Conservation Lands**  
**FOR THE PERIOD ENDING February 28th, 2019**

	Actual 2018	Budget 2019	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b>Expenditures and Funding to Reserves</b>						
Compensation and Benefits	1,107,523	1,144,800	147,442	1,144,800	1,144,800	
Administration Expenses	125,881	149,600	5,274	149,600	149,600	
Insurance	136,906	147,300	-	147,300	147,300	
Other Operating Expenses	527,556	654,000	39,087	654,000	654,000	
<b>Total OPERATING Expenditures</b>	<b>1,897,866</b>	<b>2,095,700</b>	<b>191,803</b>	<b>2,095,700</b>	<b>2,095,700</b>	
Land Purchases/Land Sale Expenses	269,473	0	2,480	0	0	
Emerald Ash Borer	350,184	600,000	48,212	600,000	600,000	
Trails - Capital Maintenance	15,679	150,000	0	150,000	150,000	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>635,336</b>	<b>750,000</b>	<b>50,692</b>	<b>750,000</b>	<b>750,000</b>	
Forestry	42,885	70,000	0	70,000	70,000	
Land Sale Proceeds	1,166,343	0	0	0	0	
<b>Total FUNDING to RESERVES</b>	<b>1,209,228</b>	<b>70,000</b>	<b>0</b>	<b>70,000</b>	<b>70,000</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>3,742,430</b>	<b>2,915,700</b>	<b>242,495</b>	<b>2,915,700</b>	<b>2,915,700</b>	<b>0</b>
<b>Funding</b>						
<b>Government Grants</b>						
Federal	0	0	4,303	0	0	
<b>Self Generated</b>						
Luther Misc Income	35,635	46,000	1,473	46,000	46,000	
Other Areas Income	22,612	25,000	575	25,000	25,000	
Timber Sales	42,885	15,000	0	15,000	15,000	
Land Sale Proceeds	1,166,343	0	0	0	0	
Donations - Foundation	82,988	200,000	0	200,000	200,000	
Donations - Other	72,025	0	0	0	0	
<b>Funding From Reserves</b>						
Land	197,448	600,000	0	600,000	600,000	
Conservation Area Reserve (Dickson Trail funding)	15,679	0	0	0	0	
Forestry (EAB)/Ice Storm/Legal	350,184	0	0	0	0	
Gravel	0	1,000	0	1,000	1,000	
<b>TOTAL REVENUE</b>	<b>1,985,799</b>	<b>887,000</b>	<b>6,351</b>	<b>887,000</b>	<b>887,000</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>(1,756,631)</b>	<b>(2,028,700)</b>	<b>(236,144)</b>	<b>(2,028,700)</b>	<b>(2,028,700)</b>	<b>0</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 11 - Property Rentals**  
**FOR THE PERIOD ENDING February 28th, 2019**

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

**Expenditures and Funding to Reserves**

	Actual 2018	Budget 2019	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	534,906	576,000	75,208	576,000	576,000	
Administration Expenses	63,787	74,500	5,862	74,500	74,500	
Insurance Expense	15,106	16,500	0	16,500	16,500	
Property Taxes	105,575	101,000	0	101,000	101,000	
Other Operating Expenses	877,485	826,700	24,923	826,700	826,700	
<b>Total OPERATING Expenditures</b>	<b>1,596,859</b>	<b>1,594,700</b>	<b>105,993</b>	<b>1,594,700</b>	<b>1,594,700</b>	
Property Development	-	50,000	0	50,000	50,000	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	
Demolitions/R&M Savings	125,000	0	0	0	0	
<b>Total FUNDING to RESERVES</b>	<b>125,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,721,859</b>	<b>1,644,700</b>	<b>105,993</b>	<b>1,644,700</b>	<b>1,644,700</b>	<b>0</b>

**Funding**

**Self Generated**

Belwood	966,845	975,000	437,092	975,000	975,000	
Conestogo	1,161,033	1,180,000	474,471	1,180,000	1,180,000	
Agricultural	245,279	232,300	0	232,300	232,300	
Residential	205,060	175,000	29,277	175,000	175,000	
Miscellaneous	310,008	312,700	22,897	312,700	312,700	
<b>Funding FROM Reserves</b>						
Property Development	0	50,000	0	50,000	50,000	
Cottage Lot Program (Ice Storm)/Contaminated Site	203,000	0	0	0	0	
Wells/Septic/Demolitions	11,904	150,000	0	150,000	150,000	
<b>TOTAL REVENUE</b>	<b>3,103,129</b>	<b>3,075,000</b>	<b>963,737</b>	<b>3,075,000</b>	<b>3,075,000</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>1,381,270</b>	<b>1,430,300</b>	<b>857,744</b>	<b>1,430,300</b>	<b>1,430,300</b>	<b>0</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 12 - Hydro Production**  
**FOR THE PERIOD ENDING February 28th, 2019**

	Actual 2018	Budget 2019	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b><u>Expenditures and Funding to Reserves</u></b>						
Compensation and Benefits	59,521	43,500	8,821	43,500	43,500	
Administration Expenses	538	0	0	0	0	
Other Operating Expenses	74,618	89,500	6,345	89,500	89,500	
<b>Total OPERATING Expenditures</b>	<b>134,677</b>	<b>133,000</b>	<b>15,166</b>	<b>133,000</b>	<b>133,000</b>	
Parkhill Hydro Turbine Project	80,721	0	0	0	0	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>80,721</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Land Sale Proceeds	202,000	70,000	0	70,000	70,000	
<b>Total FUNDING to RESERVES</b>	<b>202,000</b>	<b>70,000</b>	<b>0</b>	<b>70,000</b>	<b>70,000</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>417,398</b>	<b>203,000</b>	<b>15,166</b>	<b>203,000</b>	<b>203,000</b>	<b>0</b>
<b><u>Revenue</u></b>						
<b>Self Generated</b>						
Hydro Production-Belwood	330,040	240,000	8,813	240,000	240,000	
Hydro Production-Conestogo	226,696	233,000	20,989	233,000	233,000	
<b>Funding from Reserves</b>						
Land Sale Proceeds	80,721	0	0	0	0	
<b>TOTAL REVENUE</b>	<b>637,457</b>	<b>473,000</b>	<b>29,802</b>	<b>473,000</b>	<b>473,000</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>220,059</b>	<b>270,000</b>	<b>14,636</b>	<b>270,000</b>	<b>270,000</b>	<b>0</b>



GRAND RIVER CONSERVATION AUTHORITY  
Schedule 13 - Conservation Areas  
FOR THE PERIOD ENDING February 28th, 2019

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

**Expenditures and Funding to Reserves**

	Actual YTD	Budget 2019	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	4,301,700	4,502,000	234,783	4,502,000	4,502,000	
Administration Expenses	190,292	177,000	10,571	177,000	177,000	
Property Tax	61,812	62,000	-18	62,000	62,000	
Other Operating Expenses	3,178,210	2,844,000	61,356	2,844,000	2,844,000	-
<b>Total OPERATING Expenditures</b>	<b>7,732,014</b>	<b>7,585,000</b>	<b>306,692</b>	<b>7,585,000</b>	<b>7,585,000</b>	<b>0</b>
<b>Total CAPITAL Expenditures</b>	<b>1,791,805</b>	<b>2,590,000</b>	<b>16,999</b>	<b>2,590,000</b>	<b>2,590,000</b>	
Future Capital Projects, Stabilization	841,000	300,000	0	300,000	300,000	-
<b>Total FUNDING to RESERVES</b>	<b>841,000</b>	<b>300,000</b>	<b>0</b>	<b>300,000</b>	<b>300,000</b>	<b>0</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>10,364,819</b>	<b>10,475,000</b>	<b>323,691</b>	<b>10,475,000</b>	<b>10,475,000</b>	<b>0</b>

**Funding**

**Government Grants**

Provincial	1,600	0	0	0	0	
Federal	0	0	0	0	0	

**Self Generated**

Brant	1,144,655	1,060,000	16,810	1,060,000	1,060,000	0
Byng Island	1,092,464	1,060,000	11,007	1,060,000	1,060,000	0
Belwood Lake	366,083	350,000	49,864	350,000	350,000	0
Conestogo Lake	546,889	510,000	26,201	510,000	510,000	0
Elora Gorge	1,624,478	1,900,000	20,954	1,900,000	1,900,000	0
Elora Quarry	412,083	260,000	0	260,000	260,000	0
Guelph Lake	1,090,033	995,000	58,078	995,000	995,000	0
Laurel Creek	496,185	440,000	50,010	440,000	440,000	0
Pinehurst Lake	887,433	815,000	46,352	815,000	815,000	0
Rockwood	1,209,044	1,000,000	52,969	1,000,000	1,000,000	0
Shade's Mills	290,704	210,000	57,150	210,000	210,000	0
Total Fee Revenue	9,160,051	8,600,000	389,395	8,600,000	8,600,000	0
Donations-Foundation	35,749	0	0	0	0	
Donations - Other		250,000		250,000	250,000	

**Funding From Reserves**

Conservation Areas Current Year Capital Projects	1,168,000	1,625,000	0	1,625,000	1,625,000	
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<b>TOTAL REVENUE</b>	<b>10,365,400</b>	<b>10,475,000</b>	<b>389,395</b>	<b>10,475,000</b>	<b>10,475,000</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>581</b>	<b>0</b>	<b>65,704</b>	<b>0</b>	<b>0</b>	<b>0</b>

GRAND RIVER CONSERVATION AUTHORITY  
Schedule 14 - Miscellaneous  
FOR THE PERIOD ENDING February 28th, 2019

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

**Expenditures and Funding to Reserves**

	Actual 2018	Budget 2019	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Other Miscellaneous	63,754	70,000	2,703	70,000	70,000	
<b>Total OPERATING Expenditures</b>	<b>63,754</b>	<b>70,000</b>	<b>2,703</b>	<b>70,000</b>	<b>70,000</b>	
Mill Creek Rangers	28,236	35,000	0	35,000	35,000	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>28,236</b>	<b>35,000</b>	<b>0</b>	<b>35,000</b>	<b>35,000</b>	
Interest Income	384,461	350,000	0	350,000	350,000	
PST Refund/Insurance Proceeds		0		0	0	
<b>Total FUNDING to RESERVES</b>	<b>384,461</b>	<b>350,000</b>	<b>0</b>	<b>350,000</b>	<b>350,000</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>476,451</b>	<b>455,000</b>	<b>2,703</b>	<b>455,000</b>	<b>455,000</b>	<b>0</b>

**Funding**

**Government Grants**

Provincial	0	0	12,373	0	0	
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**Self Generated**

Interest Income-Operating	0	100,000	0	100,000	100,000	
Interest Income-Reserves	555,037	350,000	34,093	350,000	350,000	
Miscellaneous	202	48,000	4	48,000	48,000	
Grand River Conservation Foundation	29,245	35,000	0	35,000	35,000	

<b>TOTAL REVENUE</b>	<b>584,484</b>	<b>533,000</b>	<b>46,470</b>	<b>533,000</b>	<b>533,000</b>	<b>0</b>
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<b>Net Surplus/(Deficit)</b>	<b>108,033</b>	<b>78,000</b>	<b>43,767</b>	<b>78,000</b>	<b>78,000</b>	<b>0</b>
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**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 15 - Source Protection Program**  
**FOR THE PERIOD ENDING February 28th, 2019**

	<b>Actual 2018</b>	<b>Budget 2019</b>	<b>Actual YTD</b>	<b>Previous Forecast</b>	<b>Current Forecast</b>	<b>Forecast Change</b>
<b>How much does it cost, and who pays for it?</b>						
<b><u>Expenditures</u></b>						
Compensation and Benefits	539,856	570,000	78,800	570,000	570,000	
Administration Expenses	63,516	65,000	1,847	65,000	65,000	
Other Operating Expenses	116,634	120,000	13,791	120,000	120,000	
Water Budget - Technical Studies	543,235	80,000	84,508	80,000	80,000	
Water Quality - Technical Studies	121,385	0	0	0	0	
<b>TOTAL EXPENDITURES</b>	<b>1,384,626</b>	<b>835,000</b>	<b>178,946</b>	<b>835,000</b>	<b>835,000</b>	<b>0</b>
<b><u>Funding</u></b>						
<b>Government Grants</b>						
Provincial	1,384,626	835,000	178,946	835,000	835,000	
<b>TOTAL FUNDING</b>	<b>1,384,626</b>	<b>835,000</b>	<b>178,946</b>	<b>835,000</b>	<b>835,000</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

GRAND RIVER CONSERVATION AUTHORITY  
Schedule 16 - Information Systems and Motor Pool  
FOR THE PERIOD ENDING February 28th, 2019

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

**Expenditures**

	Actual 2018	Budget 2019	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>Information Systems</b>						
Compensation and Benefits	907,602	1,012,300	142,138	1,012,300	1,012,300	
Administrative Expenses	30,042	25,500	4,222	25,500	25,500	
Software and Hardware Maintenance	144,525	153,000	105,239	153,000	153,000	
Supplies and Services	50,896	52,200	11,489	52,200	52,200	
<b>Total OPERATING Expenditures</b>	<b>1,133,065</b>	<b>1,243,000</b>	<b>263,088</b>	<b>1,243,000</b>	<b>1,243,000</b>	
<b>Capital Expenses</b>	<b>229,951</b>	<b>200,000</b>	<b>9,728</b>	<b>200,000</b>	<b>200,000</b>	
<b>LESS Internal Charges</b>	<b>(1,295,315)</b>	<b>(1,320,000)</b>	<b>0</b>	<b>(1,320,000)</b>	<b>(1,320,000)</b>	
<b>NET Unallocated Expenses</b>	<b>67,701</b>	<b>123,000</b>	<b>272,816</b>	<b>123,000</b>	<b>123,000</b>	
<b>Motor Pool</b>						
Compensation and Benefits	279,211	300,800	43,009	300,800	300,800	
Administrative Expenses	19,954	26,000	937	26,000	26,000	
Insurance	40,159	40,000	0	40,000	40,000	
Motor Pool Building and Grounds Maintenance	8,095	10,200	542	10,200	10,200	
Equipment, Repairs and Supplies	296,130	277,700	31,069	277,700	277,700	
Fuel	234,976	254,000	14,841	254,000	254,000	
<b>Total OPERATING Expenditures</b>	<b>878,525</b>	<b>908,700</b>	<b>90,398</b>	<b>908,700</b>	<b>908,700</b>	
<b>Capital Expenses</b>	<b>435,669</b>	<b>350,000</b>	<b>49,505</b>	<b>350,000</b>	<b>350,000</b>	
<b>LESS Internal Charges</b>	<b>(1,138,287)</b>	<b>(1,174,000)</b>	<b>(3,040)</b>	<b>(1,174,000)</b>	<b>(1,174,000)</b>	
<b>NET Unallocated Expenses</b>	<b>175,907</b>	<b>84,700</b>	<b>136,863</b>	<b>84,700</b>	<b>84,700</b>	
<b>TOTAL EXPENDITURES</b>	<b>243,608</b>	<b>207,700</b>	<b>409,679</b>	<b>207,700</b>	<b>207,700</b>	<b>0</b>
<b>Funding</b>						
<b>Self Generated</b>						
Miscellaneous	6,189	0	0	0	0	
<b>TOTAL REVENUE</b>	<b>6,189</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Gross Surplus (Deficit)	(237,419)	(207,700)	(409,679)	(207,700)	(207,700)	
Funding From Reserves	2,671,021	2,701,700	412,719	2,701,700	2,701,700	
Funding to Reserves	(2,433,602)	(2,494,000)	(3,040)	(2,494,000)	(2,494,000)	
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Grand River Conservation Authority

**Report number:** GM-03-19-29

**Date:** March 22, 2019

**To:** Members of the Grand River Conservation Authority

**Subject:** Administration Centre Roof Replacement Tender Results

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## **Recommendation:**

THAT the Grand River Conservation Authority award the tender for the Administration Centre Roof Replacement project to Flynn Canada Inc. in the amount of \$1,027,562.50, excluding HST.,

AND THAT the Grand River Conservation Authority approve a total project budget for the Administration Centre Roof Replacement project of \$1,180,000.

## **Summary:**

N/A

## **Report:**

In 2017 the Grand River Conservation Authority (GRCA) commissioned a building condition assessment of the Administration Centre to identify the major capital renewal needs of the building over the next ten years. The Administration Centre was originally constructed in 1973 and several components were identified as having reached the end of their useful lifespan.

The roof system, last replaced in 1996, was identified as a high priority need for replacement. The building condition assessment also identified the wood cladding on the exterior of the building as being in poor condition. Since the upper sections of the wood cladding are overlapped by roof flashing it was determined that both building components should be replaced at the same time.

The elements of the project include:

- Complete replacement of the built-up roofing system including new flashings;
- Increased roof insulation;
- Replacement of the original steel roof sections over the lobby, auditorium and the upper level of offices;
- Installation of an engineered anchor system for fall arrest;
- Installation of ladders and safety barriers where none existed previously; and
- Replacement of all wood exterior cladding.

The project is expected to commence in May 2019, or as soon as the weather permits, with construction duration of approximately 10-12 weeks. The built-up roof system chosen for the project is a cold-application process which has lower odour than a hot-application process and has a longer lifespan. During construction it will be necessary to temporarily close some staff parking to provide staging areas for contractor vehicles and materials.

The GRCA conducted a contractor pre-qualification process prior to the release of the tender. The pre-qualification documents were posted to the Bidding electronic procurement website. After evaluating the pre-qualification submissions eleven (11) contractors were pre-qualified and invited to submit bids on the tender. The tender was issued on January 22, 2019 and closed on February 15, 2019. Tender packages were received from nine (9) contractors.

The tender packages were opened on February 19, 2019 at GRCA's Administration Centre. The tender opening committee consisted of Joe Farwell (CAO), Dave Bennett (Director of Operations), Mark Slade (Supervisor of Central Services) and Paul Lucier (Capital Projects Coordinator). Representatives from the consultant were also present.

**Table 1: Tender Results**

<b>Rank</b>	<b>Company</b>	<b>Bid Amount (HST Excluded)</b>
1	Flynn Canada Ltd.	\$1,027,562.50
2	Nedlaw Roofing Limited	\$1,035,158.00
3	BML Roofing Systems Inc.	\$1,060,659.00
4	Atlas-Apex Roofing (Kitchener) Inc.	\$1,116,551.30
5	Crawford Roofing Corporation	\$1,118,861.00
6	Semple Gooder Roofing Corporation	\$1,155,239.00
7	Triumph Roofing and Sheet Metal Inc,	\$1,247,888.50
8	Provincial Industrial Roofing & Sheet Metal Company Limited	\$1,273,728.00
9	Dean Chandler Roofing Limited	\$1,329,500.00

The low bid for this project was received from Flynn Canada Ltd. and meets all of the requirements outlined in the tender package. The bid submitted by Flynn Canada Ltd. does not include any contingency amount for unforeseen repairs or additional costs. It is therefore proposed that the total project budget be approved with a 10% internal contingency included. The total proposed project budget is shown in Table 2.

**Table 2: Project Budget**

Tender Amount	\$1,027,562.50
Contingency (10%)	\$102,750.00
Design & Contract Administration Fees	\$26,500.00
HST (Tender + Contingency)	\$150,385.63
<b>Subtotal</b>	<b>1,307,198.13</b>
HST Rebate	\$130,025.73
<b>Total Project Budget</b>	<b>\$1,177,172.40</b>

**Financial implications:**

The 2019 budget included \$700,000 for head office major maintenance expenses. This total is made up of a \$250,000 annual maintenance expense budget funded with municipal general levy plus \$450,000 in spending to be funded by the building and mechanical reserve. Given an approximate cost of \$1,180,000 for this project, staff recommend accessing an additional \$550,000 from the Building and Mechanical Reserve to fund this project for a total \$1,000,000 drawdown of the reserve. The revised budget for head office major maintenance expenses would be \$1,250,000.

As of December 31, 2018 the Building & Mechanical Equipment Reserve had a balance of \$1,706,833. Each year any portion of the \$250,000 budget for major repairs that is not spent is transferred to this reserve.

The building condition assessment, completed in 2017, did not identify any other major repairs or replacements that must be completed in the next few years. The annual budget and remaining reserve amount is considered adequate to complete all of the anticipated larger upcoming projects. A ten year capital forecast for the Administration Centre is being prepared and will be presented to the General Membership this spring.

**Other department considerations:**

None.

**Prepared by:**

Dave Bennett  
Director of Operations

**Approved by:**

Joe Farwell  
Chief Administrative Officer

# Grand River Conservation Authority

**Report number:** GM-03-19-30

**Date:** March 22, 2019

**To:** Members of the Grand River Conservation Authority

**Subject:** Office Cleaning Contract – 2019-2022

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## **Recommendation:**

THAT the Grand River Conservation Authority award the Office Cleaning Services Contract for the Administration Center to Green Maples Environmental Inc. of Mississauga, Ontario in the amount of \$134,244.00 including HST for the three year term from May 1, 2019 to April 30, 2022.

## **Summary:**

N/A

## **Report:**

Office cleaning services for the Grand River Conservation Authority (GRCA) Administration Centre building are contracted with an external company for a three year term. The contract covers the interior cleaning of the 32,000 sq. ft. office building only.

The Grand River Conservation Authority (GRCA) entered into a contract with the current service provider, Corvin Building Maintenance Limited (Corvin), in April 2018 for a term of three years. On February 15, 2019 the GRCA received thirty (30) days written notice that Corvin was terminating the contract effective April 15, 2019. This notice followed several months of discussions with Corvin regarding their compliance with the terms of the contract.

The GRCA subsequently re-issued the Request for Proposals (RFP) for cleaning services on February 26, 2019. The RFP for Office Cleaning Services was publicly advertised on the Biddingo electronic procurement website. Six (6) complete proposal packages were submitted by the close date of March 11, 2019. The proposals were reviewed by a staff committee consisting of Dave Bennett, Director of Operations; Sonja Radoja, Manager of Financial Services; Mark Slade, Supervisor of Central Services and Paul Lucier, Capital Projects Coordinator. The results of the proposal evaluation are shown in Table 1.

**Table 1: Office Cleaning RFP Results**

<b>Rank</b>	<b>Contractor Name</b>	<b>Bid Amount</b>	<b>HST</b>	<b>Total Bid Amount</b>
1	Green Maples Environmental Inc.	\$118,800.00	\$15,444.00	\$134,244.00
2	Cheema Cleaning Services Ltd.	\$129,600.00	\$16,848.00	\$146,448.00
3	SQM Janitorial Services Inc.	\$135,000.00	\$17,550.00	\$152,550.00
4	GDI Services (Canada) LP	\$120,642.78	\$15,683.56	\$136,326.34
5	Universal Cleaners Inc.	\$141,019.62	\$18,332.55	\$159,652.17
6	Domclean Ltd.	\$189,756.00	\$24,668.28	\$214,424.28



The proposal received from Green Maples Environmental Inc. received the highest score through the evaluation process, and was also the lowest submitted bid price. As a result, it is recommended that the Office Cleaning Services contract for 2019-2022 be awarded to Green Maples Environmental Inc., in the amount of \$134,244.00 including HST. The contract would commence on May 1, 2019 and terminate on April 30, 2022.

**Financial implications:**

The amount tendered by Green Maples Environmental Inc. represents an average annual cost of \$44,748.00 which is slightly higher than the last contract (\$40,563.98 per annum). The contract amount for 2019 is within the amount budgeted for this purpose.

**Other department considerations:**

N/A

**Prepared by:**

Dave Bennett  
Director of Operations

**Approved by:**

Joe Farwell  
Chief Administrative Officer

# Grand River Conservation Authority

**Report number:** GM-03-19-32

**Date:** March 22, 2019

**To:** Members of the Grand River Conservation Authority

**Subject:** Current Watershed Conditions as of March 13, 2019

## Recommendation:

THAT Report Number GM-03-19-32 – Current Watershed Conditions as of March 13, 2019 be received as information.

## Report:

### Precipitation

Precipitation in the first half of March has been about half of the long term average. Both rain and snow were recorded in about equal amounts in the first two weeks of March. As of March 12, there was still a snowpack throughout the watershed. In the northern parts of the watershed approximately 100mm of water was measured in the snowpack, while other parts of the watershed had between 30 and 60mm of water in the snowpack.

Precipitation in February was at or above the long term average across the watershed. The highest precipitation was recorded at the Shand climate station with over 100mm of precipitation. The Laurel climate station recorded the least precipitation with just over 60mm, although this value is still slightly above the long term average for the station. February is normally the month with the least precipitation in the Grand River watershed.

**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					
	13-Mar (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	19.2	59.5	65%	185%	135%	109%	96%	100%
Conestogo	16.6	62.2	53%	98%	87%	83%	89%	92%
Guelph	16.5	57.6	57%	112%	109%	106%	100%	103%
Luther	21.9	64.0	68%	148%	117%	101%	103%	107%
Woolwich	16.5	50.4	65%	118%	114%	118%	104%	106%
Laurel	13.7	59.3	46%	101%	100%	112%	108%	110%
Shades	16.6	61.5	54%	121%	100%	105%	111%	111%
Brantford	12.0	53.1	45%	170%	110%	101%	106%	108%

## **Air Temperatures**

The average air temperature for the first two weeks of March was well below the long term average across the watershed. Temperatures are forecast to increase in the later part of the month to near or above the long term average.

February was a fairly average month for temperatures. At the Shand Dam climate station, the average monthly air temperature was approximately 0.1 degrees above the long term average. At the Brantford Airport Environment Canada station the average air temperature was about 0.4 degrees above the long term average. Average air temperatures have been at or below average for the year to date.

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

## **Lake Erie Conditions**

The level of Lake Erie continues to be well above the long term average. The average lake elevation in February was 174.66m, which is approximately 0.68m above the long term average. Forecast lake levels from Canadian Hydrographic Survey from January indicate that the lake will continue to be well above normal into the summer months.

The high lake level conditions statement issued on October 12 warning of an increased risk of shoreline flooding and erosion due to the high static lake level is still in effect.

A Lake Erie surge event occurred during the last weekend of February. This event was forecast well in advance, but there was large uncertainty in the anticipated level. Prior warning was issued to Haldimand County and authority staff worked closely with Haldimand first responders throughout the event. Lake Erie levels peaked about 0.5m above critical levels and resulted in flooding of roads, some residences in Port Maitland and some low lying properties.

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

## **Reservoir Conditions**

The large reservoirs are within their normal operating ranges. The reservoirs will begin to be filled over the next few months as flows increase from snowmelt and spring rains.

As of March 13<sup>th</sup>, the three largest flood control reservoirs are all below half full. Shand reservoir has approximately 60% storage available, Conestogo reservoir has about 80% storage available and Guelph reservoir has about 55% storage available. These values are in the normal range for this time of the year. The reservoirs will be used to help reduce downstream peak flows during the spring melt by taking water into storage.

Reservoir levels are shown in **Figures 4** and **Figure 5** for the four large reservoirs.

## **Flood Centre Activities**

Two flood messages were issued to date in March. A Watershed Conditions Statement – Water Safety was issued on March 8<sup>th</sup> due to an increased risk of ice jam flooding from unstable weather. A Combined Flood Watch and Warning message was issued on March 13<sup>th</sup> in anticipation of a forecast weather system bringing warm temperatures and rain. A total of twelve flood messages were issued during the month of February.

## **Long Range Outlook**

Environment Canada's seasonal forecasts are predicting near normal temperatures to continue through the March to May period. The 3-month precipitation forecast from Environment Canada was for near normal precipitation.

## **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 surge forecast issued by both the Ministry of Natural Resources and Forestry and the National Oceanic and Atmospheric Administration Lake Erie Operational forecast for the February 24<sup>th</sup> Lake Erie surge event predicted a surge that would exceed previous maximum observed Lake Levels in Port Colborne and Port Maitland. Fortunately observed levels peaked well below the forecasts. Its expected ice on Lake Erie moderated the surge. Lake ice sheet movement also posed a risk to shoreline properties and the community of Port Maitland, fortunately the ice sheet was not pushed on shore at Port Maitland during this event. As a result of the potential of this event, the GRCA operations centre was staff on Sunday February 24<sup>th</sup> into the evening and staff worked closely and were in constant communications with emergency responders in Haldimand County. A debriefing meeting and conference call was held with GRCA flood manage staff and Haldimand County emergency response staff to review the event and plan actions to further improve preparedness for future Lake Erie surge events.

Staff assisted the MNRF with the organization and delivery of a Floodplain Mapping Technology transfer workshop on March 4, 5 and 6<sup>th</sup> in the Toronto area. Purpose of the workshop is to communicate advancement in methods, techniques and information available to update floodplain mapping. Several GRCA staff delivered presentations.

## **Financial implications:**

Not applicable

## **Other department considerations:**

Not applicable

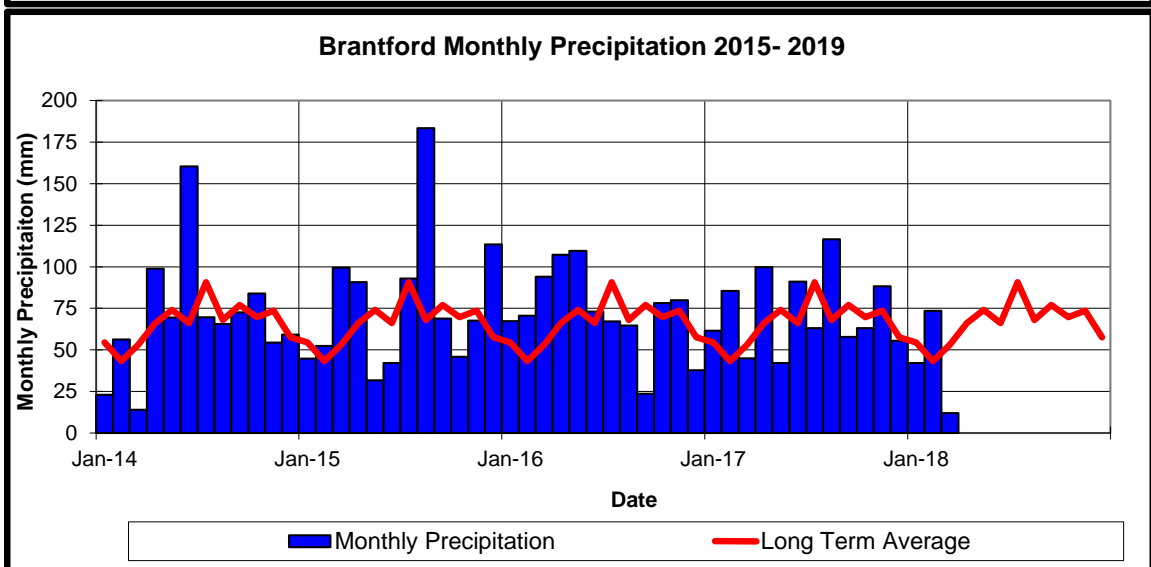
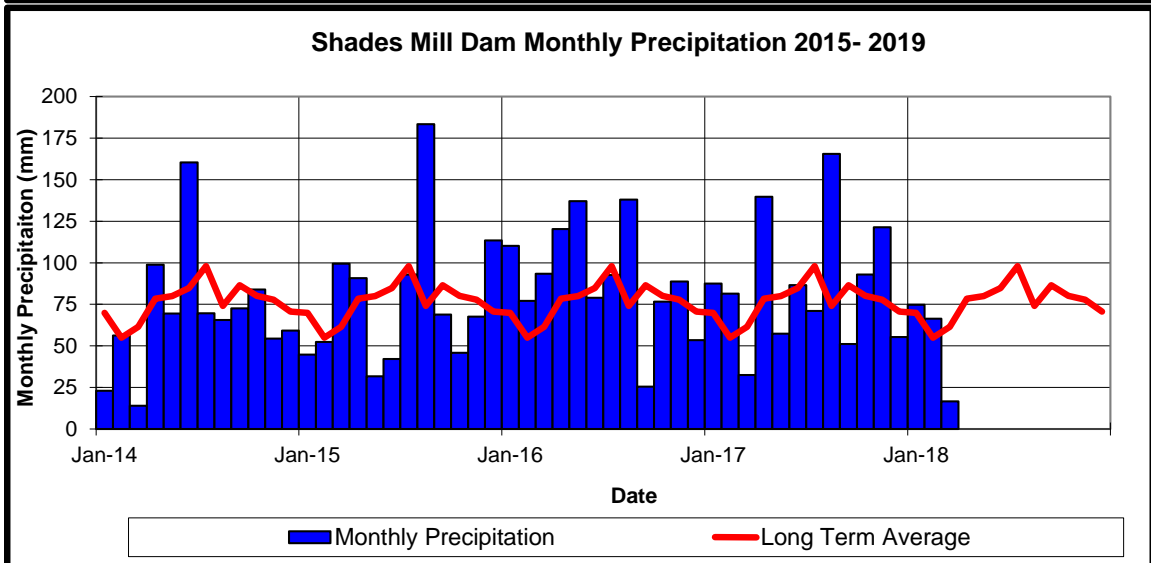
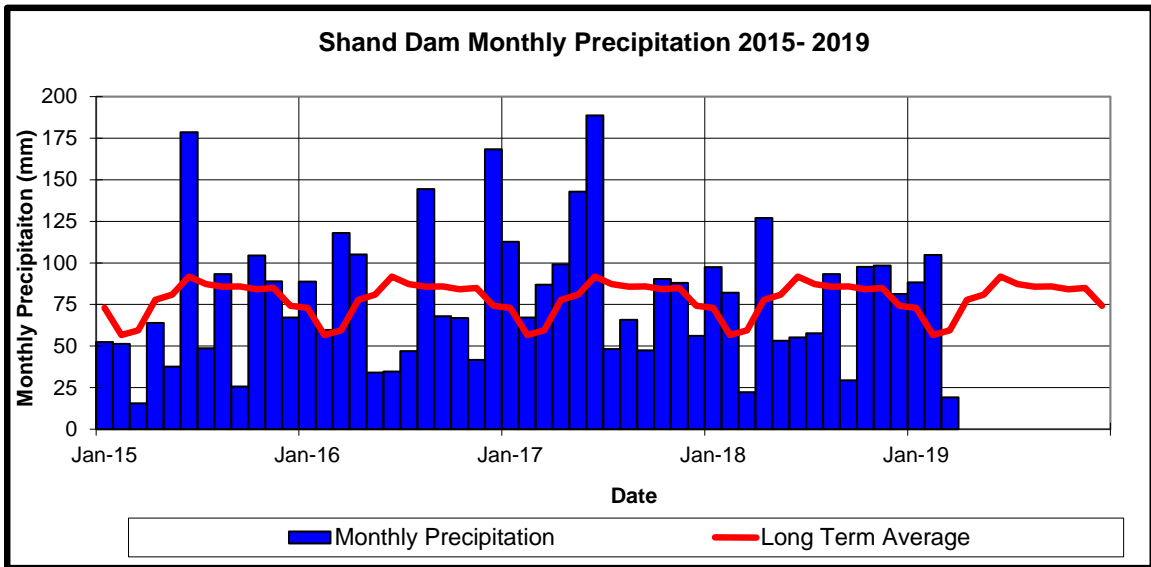
## **Prepared by:**

Stephanie Shifflett  
Water Resources Engineer

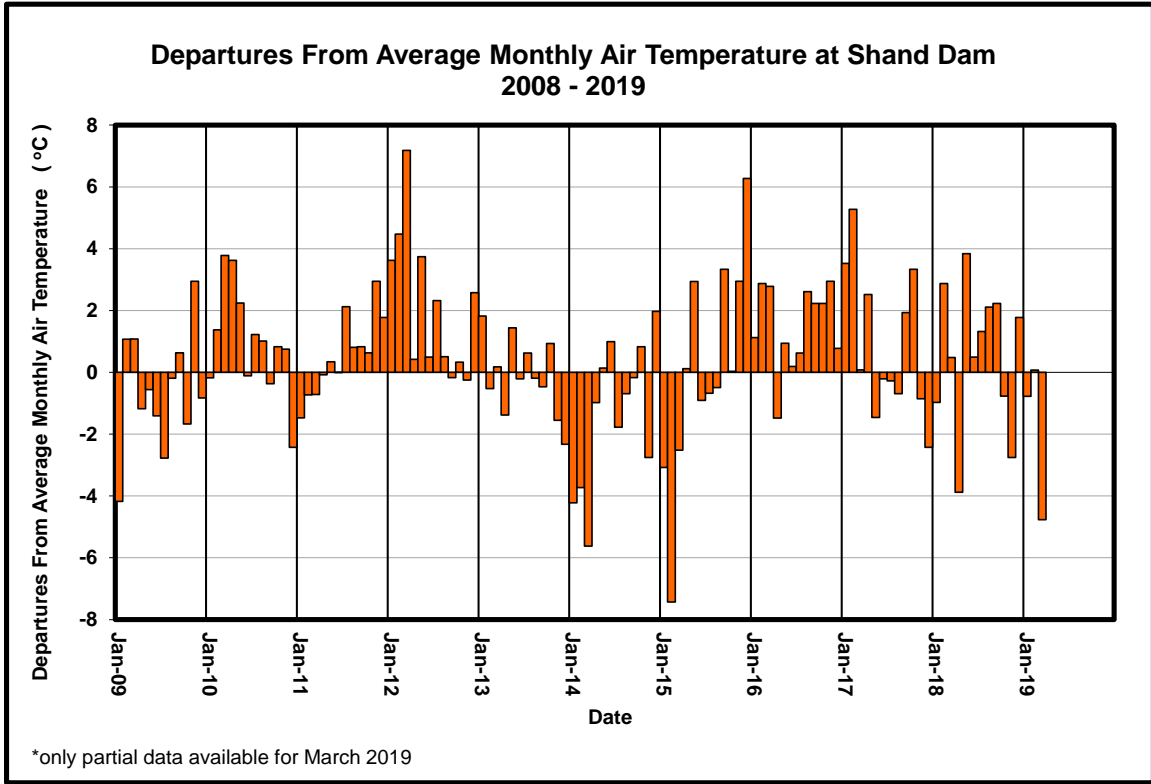
## **Approved by:**

Dwight Boyd  
Director of Engineering

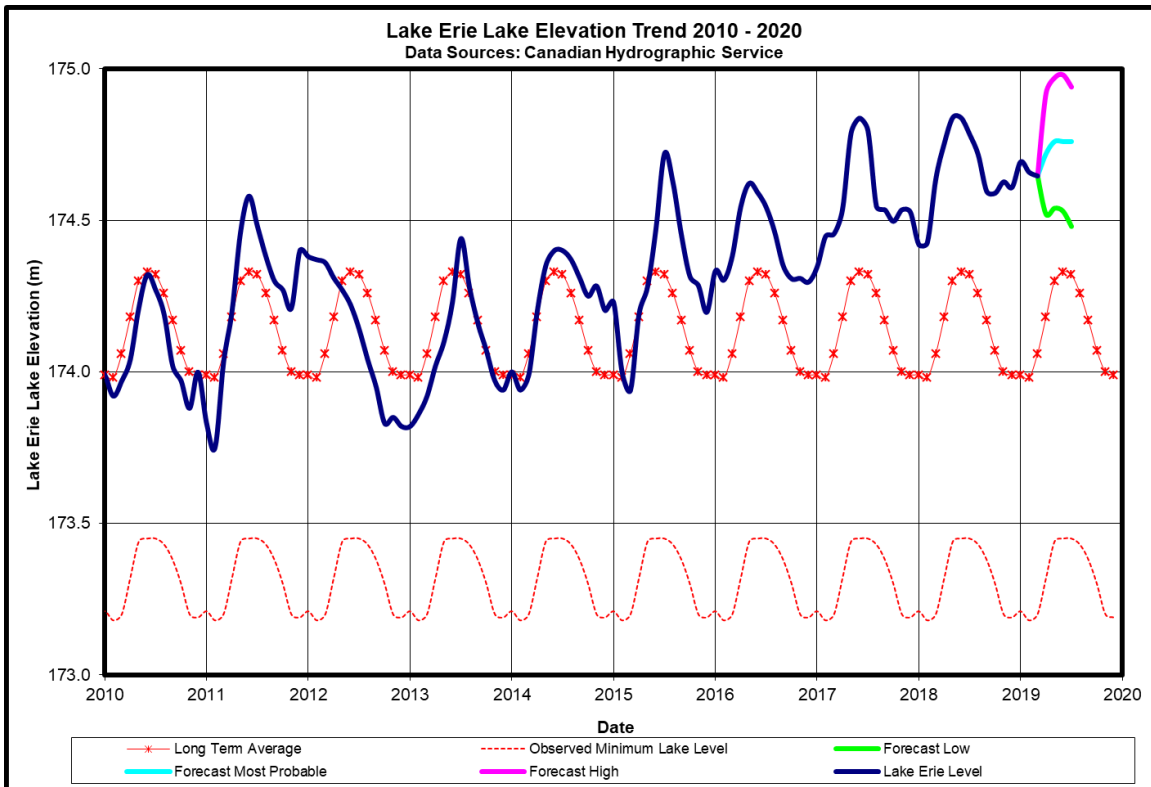
**Figure 1: Precipitation at Shand Dam, Shades Mill Dam and Brantford 2015 to Mar 13 2019**



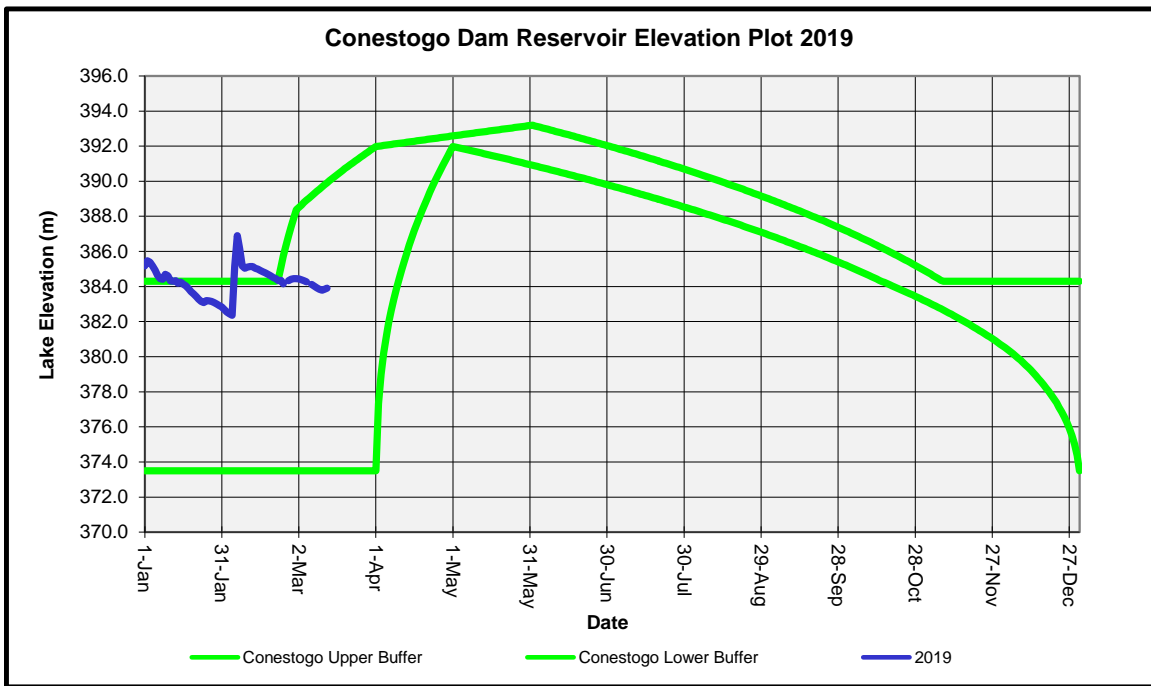
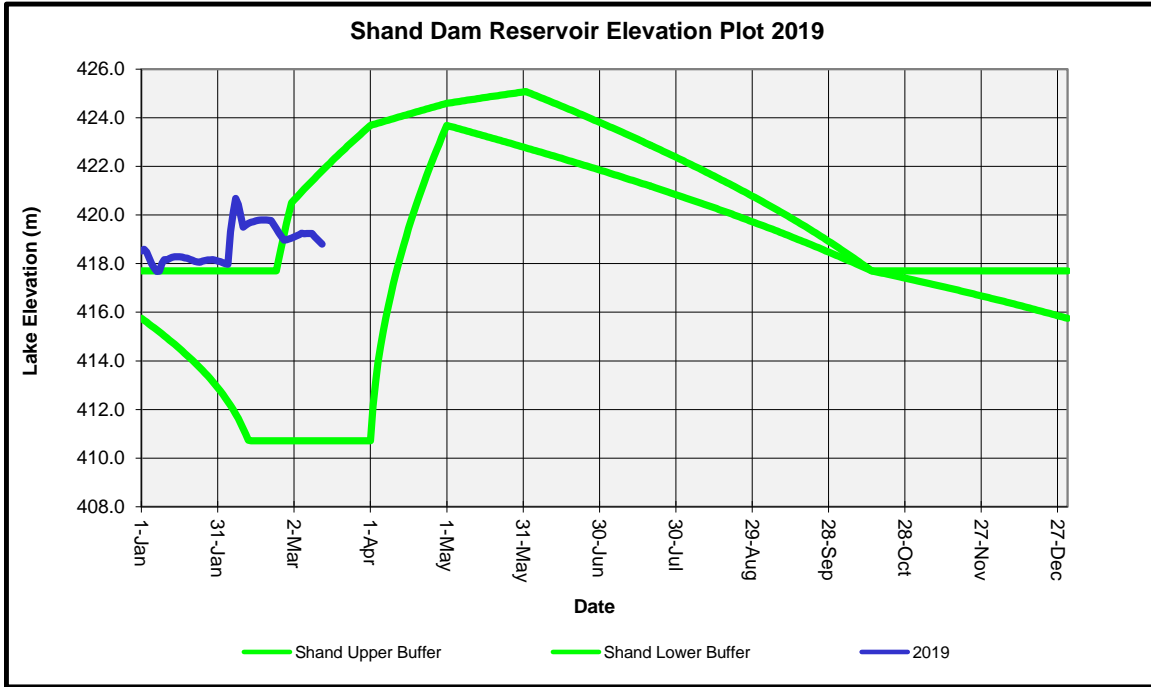
**Figure 2: Departures from Average Air Temperatures**



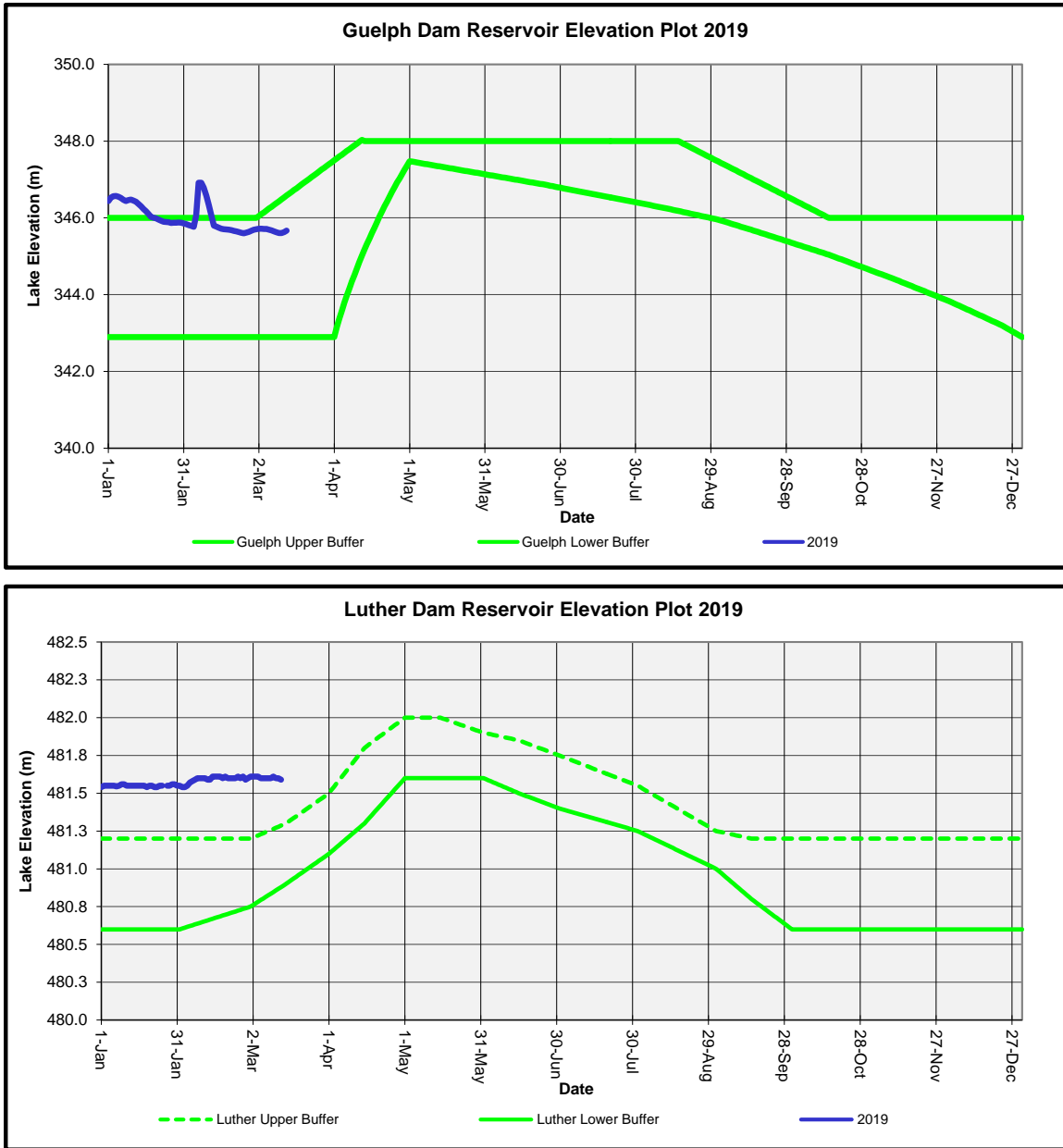
**Figure 3: Forecasted Lake Erie Levels**



**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 1<sup>st</sup> and September 30<sup>th</sup> 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 1<sup>st</sup> to March 1<sup>st</sup>) and late fall (October 1<sup>st</sup> to December 31<sup>st</sup>) upper buffer curve is defined from ecologic considerations from the Luther Marsh Master Plan.