



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

Friday, June 25, 2021

9:30 a.m.

Meeting will be streamed live on GRCA's
Board Webcast Page

	Pages
1. Call to Order	
2. Certification of Quorum	
3. Chair's Remarks	
4. Review of Agenda	
THAT the agenda for the General Membership Meeting be approved as circulated.	
5. Declarations of Pecuniary Interest	
6. Minutes of the Previous Meetings	1
THAT the minutes of the General Membership Meeting of May 25, 2021 be approved as circulated.	
7. Business Arising from Previous Minutes	
8. Hearing of Delegations	
9. Presentations	
10. Correspondence	
THAT Correspondence from the Minister of Natural Resources and Forestry regarding 2021-2022 Water Erosion Control Infrastructure funding be received as information.	
a. Minister of Natural Resources and Forestry - 2021-2022 Water Erosion Control Infrastructure funding notification	9
11. 1st and 2nd Reading of By-Laws	

12. Reports:

- a. Minutes of the Ad-Hoc Conservation Authorities Act Committee - June 15, 2021 11
- THAT the Minutes of the Ad-hoc Conservation Authorities Act Committee meeting held on June 15, 2021 be received as information.
- b. GM-06-21-49 - Environmental Registry Posting 019-2986 - Regulatory Proposal (phase 1) under the Conservation Authorities Act 14
- THAT Report Number GM-06-21-49 - Environmental Registry Posting 019-2986: Regulatory proposal (phase1) under the Conservation Authorities Act be received as information,
- AND THAT Grand River Conservation Authority Report GM-06-21-49 be submitted to the Province through the Environmental Registry.
- c. GM-06-21-43 - Conservation Ontario Governance Accountability and Transparency Initiative 44
- WHEREAS the provincial government has passed legislative amendments related to the governance of Conservation Authorities;
- AND WHEREAS the Grand River Conservation Authority remains committed to fulfilling accountable and transparent governance;
- THEREFORE BE IT RESOLVED THAT the Grand River Conservation Authority endorse the three key actions developed by the Conservation Ontario Steering Committee to update Conservation Authority By-laws, to report proactively on priorities, and to promote/demonstrate results;
- AND THAT staff be directed to work with Conservation Ontario to implement these actions and to identify additional improvements and best management practices.
- d. GM-06-21-42 - GRCA Human Resources Policy Update 51
- THAT the Human Resources Policies dated June 2021 be approved and implemented.

- e. GM-06-21-52 - 2021 Foundation Member Appointments 110
- THAT the following new Member be appointed to the Grand River Conservation Foundation for a term of three years:
- Ankur Gupta;
- AND THAT the following Members be re-appointed to the Grand River Conservation Foundation for a term of three years:
- Floyd Davis
 - Paul General
 - Kathy Reston;
- AND THAT the following Members be re-appointed to the Grand River Conservation Foundation for a term of one year:
- Joel Doherty
 - James den Ouden
- f. GM-06-21-41 - Cash and Investment Status 112
- THAT Report Number GM-06-21-41 – Cash and Investment Status – May 2021 be received as information.
- g. GM-06-21-51 - Financial Summary for the period ending May 31, 2021 114
- THAT the Financial Summary for the period ending May 31, 2021 be approved.
- h. GM-06-21-47 - Maintenance Agreement - County of Brant 135
- THAT the Grand River Conservation Authority enter into a maintenance agreement with the County of Brant for the lands known as the Paris Properties described as Part of Lots 32,33,34 and 35, Concession 1, South Dumfries, Paris, County of Brant.
- i. GM-06-21-46 - Provincial Offences Act Officer Appointments 138
- THAT the Grand River Conservation Authority appoints Brad Kuntz and Kaitlyn Rosebrugh as Provincial Offences Act Officers to enforce section 29 of the Conservation Authorities Act.
- j. GM-06-21-45 - Elora Gorge Conservation Area - Grand Valley Trails Association Access Request 140
- THAT Report Number GM-06-21-45 – Elora Gorge Conservation Area - Grand Valley Trail Association Access Request be received as information.

- k. GM-06-21-48 - GRCA Hunting Program Update 146
THAT the Grand River Conservation Authority remove the Crawford Tract from the list of Grand River Conservation Authority properties that are available for permitted hunting effective September 1, 2021.
- l. GM-06-21-44 - Emerald Ash Borer Strategy - Implementation Update 151
THAT Report Number GM-06-21-44 – Emerald Ash Borer Strategy – Implementation Update be received as information.
- m. GM-06-21-50 - New Hamburg Regulatory Floodplain Mapping Updates 161
THAT the updated New Hamburg Floodplain Mapping Update completed by the GRCA be endorsed for use when dealing with planning matters and permit applications in the Study Area.

AND THAT amendments to the Grand River Conservation Authority’s Ontario Regulation 150/06 mapping be approved to incorporate the revisions to the floodplain and associated regulated allowance.
- n. GM-06-21-53 - Current Watershed Conditions 166
THAT Report Number GM-06-21-52 – Current Watershed Conditions as of June 15, 2021 be received as information.

13. Committee of the Whole

14. General Business

15. 3rd Reading of By-Laws

16. Other Business

17. Closed Meeting

THAT the General Membership enter a closed meeting to discuss a confidential matter.

- a. Minutes of the Previous Closed Session
- b. GM-06-21-C08 - Property Agreement - Township of Woolwich

18. Next Meeting

General Membership - August 27, 2021 at 9:30 a.m.

19. Adjourn

Regrets only to:

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



Grand River Conservation Authority Minutes - General Membership Meeting

Date: May 28, 2021
Time: 9:30 am
Location: GRCA Zoom Virtual Meeting
Link to be distributed via email prior to meeting

Members Present Marcus Adili, Les Armstrong, Bruce Banbury, Robert Bell, Richard Carpenter, John Challinor II, Brian Coleman, Bernie Corbett, Kevin Davis, Cathy Downer, Jim Erb, Susan Foxtan, Guy Gardhouse, Joan Gatward, Michael Harris, Helen Jowett, Daniel Lawrence, Geoff Lorentz, Ian MacRae, Joe Nowak, Jerry Smith, Warren Stauch, Bruce Whale, Chris White

Regrets Kathryn McGarry, Jane Mitchell
Staff Samantha Lawson, Karen Armstrong, Dwight Boyd, Beth Brown, Krista Bunn, Nancy Davy, Brandon Heyer, Sonja Radoja, Lisa Stocco, Pam Walther-Mabee, Eowyn Spencer, Sonja Strynaska

1. Call to Order

The Meeting was called to order by the Chair at 9:31 a.m.

2. Certification of Quorum

The Secretary-Treasurer certified quorum with 23 Members present. A total of 24 Members attended the meeting.

3. Chair's Remarks

The Chair welcomed the Members and made the following remarks:

- On May 13, the Ministry of Environment, Conservation and Parks posted their Regulatory Proposal Consultation Guide: Regulation Defining Core Mandate and improving governance, oversight and accountability of Conservation Authorities on the Environmental Registry of Ontario for 45 days to solicit public comments. You will recall that this is Phase 1 of the new regulations that the province is proposing in order to implement the changes to the Conservation Authorities Act that were passed through Bill 229 in December of 2020. Staff will be presenting later on in the

meeting to provide us with a high level overview of the guide, seeking preliminary feedback from the Board, and talking about next steps. A meeting of the ad-hoc committee appointed in January will be held on June 17 to further discuss the proposed regulations

- On May 18, Samantha and I attended a Chair's Meeting hosted by Conservation Ontario. The intent of this meeting was to discuss any preliminary concerns or questions CAs had in relation to the ERO posting by the MECP and to discuss messaging of the collective Conservation Authority press response.
- The GRCA was successful in obtaining funding from the National Disaster Mitigation Program (NDMP) for two projects. The first relating to updating hydraulic models and floodplain mapping for the Conestogo and Speed Rivers (downstream of dams) and the second project will be to support flood damage assessments in the communities of Grand Valley/Waldemar and Drayton
- Gypsy moth emergence has started across much of the watershed. The first aerial treatments at Brant and Pinehurst Conservation Areas occurred on May 25. Staff are anticipating that the second treatment will likely happen between May 31 and June 2. GRCA is only spraying GRCA properties.
- Seasonal camping may open on June 3, following provincial direction on the current stay-at-home order. Overnight camping, also subject to provincial restrictions, may be allowed to open on June 14.

4. Review of Agenda

21-73

Moved By Susan Foxton

Seconded By Bernie Corbett

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

Carried

5. Declarations of Pecuniary Interest

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

6. Minutes of the Previous Meetings

21-74

Moved By John Challinor II

Seconded By Jerry Smith

THAT the minutes of the General Membership Meeting of April 23, 2021 be approved as circulated.

Carried

7. Business Arising from Previous Minutes

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

8. Hearing of Delegations

There were no Delegations.

9. Presentations

K.Davis joined the meeting at 9:38

9.1 Ministry of Environment, Conservation and Parks ERO Posting - Phase 1 Regulatory Proposals

- S.Lawson presented an overview of the MECPs Environmental Registry posting for Phase 1 Regulatory proposals for changes to the Conservation Authorities Act.
- In December 2020, Bill 229 was passed by the Province, and included changes to the CA Act to address governance, transparency, accountability and consistency for Ontario conservation authorities. The Province announced that regulatory changes would be released in two phases, the first to include updates for mandatory programming and services, transition plans for complying with updated regulations, creation of advisory boards, and implementation of Section 29. The second phase, to be released at a later date, will include information on levy allocations and standards for the delivery of non-mandatory programs and services.
- S.Lawson advised that GRCA staff would be reviewing the guidelines in detail, and will be holding a meeting of the GRCA ad-hoc committee to gain further input to guide appropriate input to the province on the proposed regulatory changes. A detailed report will be brought to the June Board meeting for approval, prior to submitting comments to the Province.
- Board members discussed the potential impacts of the proposed changes in terms of mandatory and non-mandatory programming and requirements for municipal agreements, and provided input for consideration when drafting GRCA comments.
- C.White advised that if Board members have any additional feedback following the meeting that they can provide it to or discuss it with S.Lawson or himself for discussion at the Ad Hoc Committee meeting.

10. Correspondence

21-75

Moved By Les Armstrong

Seconded By Guy Gardhouse

THAT Correspondence from Kerry Game regarding a request for a permit fee refund be received as information.

Carried

10.1 Kerry Game - Permit fee refund request

- B.Coleman noted that the Board should consider granting the refund requested by Kerry Game.
- Board members discussed the request, and the Chair noted that permits for development in regulated areas are governed by legislation.
- In response to questions from the Board, S.Lawson reiterated that development regulations specify permit areas, and as such the permit is required for development within 120 metres of a watercourse or wetland. The GRCA has not refunded a permit in the past in this type of scenario, as these are legislated by the province.

21-76

Moved By Brian Coleman

Seconded By Richard Carpenter

THAT the General Membership grant a permit fee refund as requested in correspondence received from Kerry Game.

Defeated

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

None.

12. Reports:

12.1 GM-05-21-36 - Cash and Investment Status

21-77

Moved By Cathy Downer

Seconded By Ian MacRae

THAT Report Number GM-05-21-36 Cash and Investment Status – April 2021 be received as information.

Carried

12.2 GM-05-21-39 - Financial Summary

- B.Corbett inquired about grant funding for tree planting through the 2 Billion Trees program, and S.Lawson advised that Conservation Ontario is coordinating an application on behalf of Conservation Authorities, and the GRCA is supporting the application
- J.Challinor inquired about the forecast year-end surplus. S.Radoja highlighted that the forecast is currently based on actual savings from vacant staffing positions and may be adjusted based on the timing of positions being filled. Conservation Areas will be impacted by restrictions under the stay-at-home order. Planning may realize strong revenues as well, and other programs are currently on track to meet estimated targets.
- S.Lawson added that with the current restrictions in place the GRCA looks forward to the province entering phase 1 of the roadmap to reopen, so that camping can reopen for the season. Opportunities to open additional recreational activities with the Conservation Areas will be reviewed as provincial restrictions ease.

21-78

Moved By Joan Gatward

Seconded By John Challinor II

THAT the Financial Summary for the period ending April 30, 2021 be approved.

Carried

12.3 GM-05-21-38 - Provincial Offences Act Officer Appointments

21-79

Moved By Marcus Adili

Seconded By Richard Carpenter

THAT the Grand River Conservation Authority appoints Spencer Roberts, Matt Beauvais, and Jacob Benham as Provincial Offences Act Officers to enforce section 29 of the Conservation Authorities Act.

Carried

12.4 GM-05-21-37 - Groundwater Monitoring in the Grand River Watershed

- Sonja Strynatka presented an overview of the Groundwater monitoring program in the Grand River watershed, highlighting the diverse and complex geology of the watershed, aquifer systems, and the importance of groundwater as an essential resource
- The presentation also provided information on changing quality and quantities of groundwater, with change being driven by climate change, land-use and increased population.
- S.Strynatka discussed the long-term monitoring of groundwater, which began in 2002 in partnership with the province. The data compiled from years of monitoring supports a proactive approach to water management, and helps inform resource management decisions.
- Board members thanked staff for the presentation, and discussed potential impacts of changes in groundwater levels, specific moraines and aquifers in the watershed, and municipalities that rely on groundwater for clean drinking water.
- There was further discussion about low water response in the watershed, and D.Boyd noted that the province is responsible for low water response in partnership with other stakeholders, and highlighted that the province has recently updated legislation relating to water-taking. The province looks more at the broad impact of permitted water-taking, while Source Water Protection looks more specifically at the impact of municipal water supply and viability. Groundwater research helps inform the source water program.
- W.Stauch added that the information presented today could be more widely shared with the public to increase knowledge and awareness of the importance of this program.

21-80

Moved By Richard Carpenter

Seconded By Marcus Adili

THAT Report Number GM-05-21-37 – Groundwater Monitoring in the Grand River Watershed be received as information.

Carried

12.5 GM-05-21-40 - Current Watershed Conditions

- D.Boyd provided a brief overview of current conditions, noting significantly dryer conditions than normal across the watershed but to lack of precipitation, and no appreciable rain during the spring snowmelt. Conditions are being carefully monitored. Reservoirs are currently lower than normal for this time of year, and will be carefully managed to maintain and augment flows throughout the season.
- J.Gatward inquired about criteria used to determine low water alerts, and D.Boyd noted that the team looks at a combination of precipitation, stream flow, and reservoir conditions. The low water response team is led by the province, and engages municipal stakeholders, landowners, and high-water use sectors to determine required responses.

21-81

Moved By Helen Jowett

Seconded By Bernie Corbett

THAT Report Number GM-05-21-40 – Current Watershed Conditions as of May 19, 2021 be received as information.

Carried

13. Committee of the Whole

Not required.

14. General Business

There was no General Business.

15. 3rd Reading of By-Laws

None.

16. Other Business

None

17. Closed Meeting

21-82

Moved By Cathy Downer

Seconded By Warren Stauch

THAT the General Membership enter a closed meeting to discuss a confidential matter.

Carried

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

21-84

Moved By Les Armstrong

Seconded By John Challinor II

THAT the General Membership return to open session.

Carried

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

17.1 Minutes of the Previous Closed Session

Moved By Jerry Smith

Seconded By Susan Foxtan

THAT the Minutes of the previous closed session be approved as circulated.

Carried

17.2 GM-05-21-C04 - Easement - Region of Waterloo

Moved By Warren Stauch

Seconded By Bruce Whale

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

THEREFORE BE IT RESOLVED THAT Grand River Conservation Authority grant an easement over a portion of lands municipally known as 131 Grand Avenue South AND 170 Water Street South in the City of Cambridge, described as Part of Lots 1-7, Plan 462 AND Part of Lots 8 to 12 Plan D11 formerly in the City of Galt, now in the City of Cambridge, Region of Waterloo, to be more particularly described on a Reference Plan to be deposited, for the installation and maintenance of an underground watermain, for the nominal consideration of \$2.00.

Carried

17.3 GM-05-21-C05 - Easement - City of Cambridge

Moved By Susan Foxtan

Seconded By Marcus Adili

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

THEREFORE BE IT RESOLVED THAT Grand River Conservation Authority grant an easement over a portion of lands described as Part of Lot 1, Concession 1, Beasley's Lower Block, in the Town of Preston, formerly in the Township of Waterloo, now in the City of Cambridge, Region of Waterloo, to be more particularly described on a Reference Plan to be deposited, for the installation and maintenance of a multi-use trail, for the nominal consideration of \$2.00.

Carried

17.4 GM-05-21-C06 - Snyder's Flats Conservation Area Update

Moved By Joe Nowak

Seconded By Marcus Adili

THAT the Grand River Conservation Authority Board receive GM-05-21-C06 – Snyder's Flats Conservation Area Update as information.

Carried

17.5 Litigation or Potential Litigation

Motion 21-83 passed in closed session in accordance with *the Municipal Act* Section 239.6.

17.6 Security of Property - Verbal Report

No motion required.

18. Next Meetings

- Ad-Hoc Committee - CA Act Regulations - June 17, 2021 at 3:00 p.m. Following the May 28 meeting of the General Membership, the Ad-Hoc committee meeting was rescheduled to June 15.
- GRCA General Membership - June 25, 2021 at 9:30 a.m.

19. Adjourn

The meeting was adjourned at 11:38 a.m.

21-89

Moved By Bernie Corbett

Seconded By Cathy Downer

THAT the meeting of the General Membership be adjourned.

Carried

Chair

Secretary-Treasurer

Ministry of Natural
Resources and Forestry

Office of the Minister

Room 6630, Whitney Block
99 Wellesley Street West
Toronto ON M7A 1W3
Tel: 416-314-2301

Ministère des Richesses
naturelles et des Forêts

Bureau du ministre

Édifice Whitney, bureau 6630
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June 10, 2021

Samantha Lawson
Chief Administrative Officer
Grand River Conservation Authority
slawson@grandriver.ca

Dear Ms. Lawson:

The Grand River Conservation Authority (GRCA) plays a vital role in the province, helping to protect the public from natural hazards including flooding, erosion and dam failure. Thank you for your continued good work in these priority areas.

To help your organization continue its vital work, the Ministry of Natural Resources and Forestry (MNR) is prepared to provide the GRCA with financial support through the Water and Erosion Control Infrastructure Program, as well as a grant under section 39 of the *Conservation Authorities Act*.

The MNR is prepared to provide the GRCA with funding in the 2021-22 fiscal year through transfer payments up to:

- \$641,847 to undertake nine projects related to significant dam repairs and studies; and
- \$449,688 in support of flood and erosion operational activities, and the provision of Natural Hazard Information to the municipal planning process.

Please note that the approval of the above-mentioned transfer payment is conditional on MNR and the GRCA entering into an agreement, satisfactory to Ontario, that outlines the terms and conditions of the funding. Your regular program contacts will be in contact shortly to provide you with the draft agreements.

Please also note that nothing in this letter is intended to be, or should be, construed as a binding agreement or give rise to legal rights or liabilities, all of which shall be subject to the execution and delivery of an agreement satisfactory to Ontario.

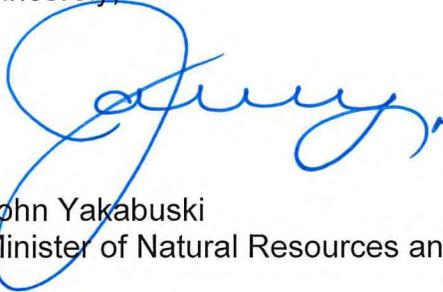
At this time, please do not publicly announce your approval for funding. It is important that the funding approval is kept confidential until after an agreement has been executed and the funding has been announced by Ontario.

If you have any questions or need more information, please contact Dave Burritt, Supervisor, Surface Water Monitoring Centre, at dave.burritt@ontario.ca.

We will continue to work with you – and all our partners – to protect the people of Ontario from flooding, erosion and dam failure hazards.

Thank you for your ongoing support and leadership.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Yakabuski". The signature is fluid and cursive, with a large initial "J" and "Y".

John Yakabuski
Minister of Natural Resources and Forestry

c: Dave Burritt, Supervisor, Surface Water Monitoring Centre



Grand River Conservation Authority Minutes – Ad Hoc CA Act Regulations Committee

Date: June 15, 2021
Time: 3:00 p.m.
Location: GRCA Zoom Virtual Meeting
Members Present: John Challinor II, Susan Foxton, Michael Harris, Helen Jowett, Chris White
Staff: Samantha Lawson, Karen Armstrong

1. Call to Order

2. Certification of Quorum

3. Chair's Remarks

4. Review of Agenda

Moved by: John Challinor II

Seconded by: Michael Harris

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

Carried.

5. Declarations of Pecuniary Interest

None.

6. Report & Presentation:

6.1. CAO's Report Ministry of Environment, Conservation and Parks ERO Posting - Phase 1 Regulatory Proposals

S. Lawson provided a detailed presentation regarding the proposed regulatory changes to the Conservation Authorities Act, as described in the MECPs phase 1 regulatory proposals guidelines document.

The presentation highlighted changes to regulations that will have direct and significant impacts to Ontario conservation authorities. The proposed regulatory changes will identify specifications for mandatory and non-mandatory programs and services, changes to levy allocations as a result of new mandatory programs and changes to how non-mandatory

programs are funded, and will add requirements for agreements with member municipalities, timelines for compliance with updated regulations, as well as a number of governance updates including a requirement to establish a community advisory board.

S.Lawson identified areas of concern with each of the proposed updates, and discussed the comments that GRCA staff are proposing to submit to the province before the end of the comment period.

Board members discussed the proposed changes and the draft comments prepared by GRCA staff and presented by S.Lawson. A number of concerns were addressed, and Members offered suggestions to highlight the significant impact of some of the proposed changes.

Board members discussed the mandatory programs and services. Concern was expressed by the members regarding the enabling of the Province to require levy dollars to support the role of the GRCA in Source Water Protection. This program is currently funded by the Province until March 2022. S.Lawson confirmed that the Province has not indicated if it will fund the Source Water Protection program beyond the March 2022.

Board members recommend that staff prepare a strategy for approaching municipalities to discuss for non-mandatory program and services MOUs. Consideration will have to be provided to which non-mandatory program and services should be approached at a watershed scale (21 participating municipalities) rather than rested in specific programs and services. Board members also recommended that staff look at the viability of grouping program and services, where possible, when proposing agreements/financial costs to municipalities.

Board members discussed the proposed requirement for conservation authorities to establish Community Advisory Boards. Board members highlighted that currently there are many opportunities for the public to engage with the Board of Directors on a variety of issues and that the GRCA recognizes the value in public consultation. For example, members of the public can register to appear as a delegation before the Board and submit correspondence to the Board. Board members recommended that staff include the request that this regulation should include an exemption should the conservation authority have equivalent processes in place to engage the public, or alternatively that conservation authorities have the ability to choose to have a community advisory board rather than establish it as a requirement.

It was acknowledged by the Board members that the timeline to prepare the transition plan, negotiate the required MOUs and modify the budget is intensive. S.Lawson confirmed that the Transition Plan was to be submitted to the Province by December 31, 2021 and that all the MOUs and the new budget have to be in place by January 1, 2023. Given that there are 21 participating municipalities and even more lower and upper tier municipalities in the watershed, the number of MOUs required for the GRCA is significant.

An internal Transition Plan Committee will be established and will include S.Lawson, J.Farwell, K. Armstrong, S.Radoja, and others, as required and applicable.

S.Lawson will incorporate comments from this Committee into the report that will be brought to the June 25, 2021 Board meeting for discussion and approval, prior to submitting comments to the province. Comments are due by June 27, 2021.

*M.Harris exited the meeting at 3:45 p.m.

S.Lawson requested that this Committee remain active for the purpose of providing ongoing input as the phase 1 regulations are finalized and implemented, and to provide input when phase 2 regulations are released. Members were in agreement and recommended that a Terms of Reference for the Ad-Hoc CA Act Committee be drafted and submitted to the Board for approval.

A draft MOU template is being prepared by Conservation Ontario and will be shared with this Committee for review. There are many differences between CAs so the template will have to be modified to fit the GRCA. Board members noted that it will be important to educate municipal councils about what led to the MOUs and further discussion will be required about how to present them to municipalities. Additional, consideration should be given to developing guidance that clearly explains which GRCA programs fit into the various categories under the new regulations.

With respect to the financial impact of the proposed changes, S.Lawson indicated that she is working with S.Radoja on this analysis and further Board direction will be required on some items.

S.Lawson noted that the second phase of proposed regulatory changes is expected to be released for public consultation in the fall. A regulation pertaining to the levy, including a requirement to establish a minimum levy, is planned to be included in the second phase. The timing of the levy regulation presents a challenge as it is an important aspect of conversations with municipalities.

7. Other Business

8. Next Meetings – At the Call of the Chair

9. Adjourn

The meeting was adjourned at 4:20 p.m.

Grand River Conservation Authority

Report number: GM-06-21-49

Date: June 25, 2021

To: Members of the Grand River Conservation Authority

Subject: Environmental Registry Posting 019-2986: Regulatory proposal (phase1) under the Conservation Authorities Act

Recommendation:

THAT Report Number GM-06-21-49 - Environmental Registry Posting 019-2986: Regulatory proposal (phase1) under the Conservation Authorities Act be received as information,

AND THAT Grand River Conservation Authority Report GM-06-21-49 be submitted to the Province through the Environmental Registry.

Summary:

The Province is consulting on proposed regulations that would be made under the *Conservation Authorities Act* to implement changes that were made through Bill 139, 108 and 229. These regulations are to help protect people and property from the risk of natural hazards, the conservation and management of conservation authority owned lands, their role in drinking water source protection and to improve governance and oversight in conservation authority operations.

Report:

In 2015, the Province initiated a review of the *Conservation Authorities Act*. Since then, Bill 139 (2017), Bill 108 (2019) and Bill 229 (2020) have been passed that included several amendments to the Act. The purpose of these amendments were to provide greater transparency, consistency, accountability and governance for Conservation Authorities. Many of these changes have not yet been proclaimed or are to be further defined through regulations.

After the passing of Bill 229 in December 2020, the Ministry of the Environment, Conservation and Parks (MECP) created a working group that included stakeholders who have an interest in conservation authority governance and operations. These stakeholders included representatives from the municipal, agricultural and development industries, five general managers from amongst the 36 conservation authorities (including GRCA) and members of Conservation Ontario. The purpose of the working group was to provide feedback and advice on updates and development to enabling regulations. The MECP stated that it would be release the regulations in two phases over the first half of 2021.

On May 13, 2021 the MECP posted the phase 1 regulations to the Environmental Registry of Ontario for public comment for 45 days (closing on June 27).

The first phase of regulations included the following:

- 1) Mandatory programs and services that a conservation authority would be required to provide.
- 2) A requirement for conservation authorities to enter into agreements with participating municipalities to apply levy dollars for the delivery non-mandatory programs and services.
- 3) The requirement for a transition plan, which will include an inventory of both mandatory and non-mandatory programs and services, the consultation process with participating municipalities to negotiate agreements for non-mandatory programs and services, timelines to achieve plan milestones and regular reporting on the status of the plan's development and implementation to MECP.
- 4) Requirement for conservation authorities to establish a community advisory board, that includes members of the public, to provide advice to the Authority.
- 5) The consolidation of the Conservation Areas regulations made under Section 29 of the *Conservation Authorities Act* into one Minister's regulation. These regulations sets out prohibited activities and activities that require a permit under the Act.

The Ministry of Natural Resources and Forestry (MNRF) will be updating and issuing a public consultation guide regarding proposed updates and changes to the Regulation under section 28 of the *Conservation Authorities Act*. It is anticipated that this document will be released to the public before the end of the summer. A separate Environmental Registry posting will be uploaded and a report with proposed comments will be coming to the Board.

The second phase of proposed regulations will be coming out in the next few months and it will include:

- 1) Details on municipal levies related to mandatory and non-mandatory programs and services.
- 2) Standards and requirements for the delivery of non-mandatory programs and services.

Staff have participated in webinars provided by MECP staff on the proposed phase 1 regulations. To gain greater insight, staff have also met with other conservation authorities and Conservation Ontario. The following report provides a brief summary of the regulations and analysis by GRCA staff. Technical and more detailed comments are attached to this report and will be included in the submission to the MECP.

1. Mandatory Programs and Services

In June 2019, the *More Homes, More Choice Act, 2019* amended the *Conservation Authorities Act* to identify the categories of mandatory programs and services which conservation authorities are required to provide where applicable in their specific jurisdictions. The *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020* re-enacted this provision.

These categories of programs and services are related to:

- A. Risk of natural hazards.
- B. Conservation and management of lands owned or controlled by a conservation authority, including any interests in land registered on title.
- C. Conservation authority duties, functions and responsibilities as a Source Protection Authority under the *Clean Water Act, 2006*.
- D. Lake Simcoe Region Conservation Authority duties, functions and responsibilities under the *Lake Simcoe Protection Act, 2008*. **Not**

applicable to GRCA

- E. Conservation authority duties, functions and responsibilities under other legislation prescribed by regulation. Proposed to be: ***Not applicable to GRCA***
- i. On-site sewage systems approvals by North Bay-Mattawa Conservation Authority as prescribed under the *Building Code Act, 1992*.
- F. Other programs or services prescribed by the regulation within a year of the end of the transition period. Proposed to be:
- i. Core Watershed-based Resource Management Strategy
 - ii. Provincial Water Quality and Quantity Monitoring

These programs and services are mandated by the Province (mandatory) and may be funded by provincial grants and/or conservation authority self-generated revenue (e.g. user fees). Where such revenue sources cannot finance the entire costs of those programs, the costs must be raised through the municipal levy.

A. Risk to Natural Hazards

It is proposed by the MNRF that each conservation authority would be required to implement a program/service to help manage the risk posed by the natural hazards within their jurisdiction, including: flooding erosion, dynamic beaches, hazardous sites as defined in the Provincial Policy Statement (PPS) 2020 and low water/drought as part of Ontario's Low Water response. This program shall be designed to :

- Identify natural hazards;
- Assess risk associated with natural hazards including impacts of climate change;
- Manage risks associated with natural hazards; and
- Promote public awareness of natural hazards.

Managing risks associated with natural hazards may include prevention, protection, mitigation, preparedness and response.

Comments

Overall the scope of this mandatory program/service is comprehensive and very similar to the scope of the GRCA's current program for natural hazards. The GRCA's natural hazard program includes the administration of permits under Section 28, land-use planning input on behalf of the MNRF, flood forecasting and warning, operation and maintenance of flood control infrastructure, ice management services, low water monitoring and communications, management of information (including collection and provision) and communication/public awareness/education.

1. The Province has proposed that the natural hazard mandatory program include land use planning input i.e. Official Plan review using the provincial One Window process. In addition, conservation authorities would provide input to the Province on new or updated floodplain Special Policy Areas (SPAs) and may be involved in *Planning Act* appeals to the Local Planning Appeal Tribunal related to natural hazard policies.

It's our understanding that the One Window process only occurs with upper or single tier municipalities in our watershed and it would involve providing information to the Ministry of Municipal Affairs and Housing which would co-ordinate and determine conservation authority comments on Official Plan policies and mapping along with input from other provincial ministries.

In order for conservation authorities to effectively implement the identification and management of natural hazards, the review of Local/Lower Tier Official Plans (OP) for natural hazards and input into review of applications for new or amended Two Zone floodplain policy areas should be included in this mandatory program category. The land use Official Plan policies and maps are closely aligned with the conservation authority regulation. The administration of natural hazard permits issued by the GRCA under section 28 and consistent policies and maps are essential for a streamlined review and approval process and to avoid disputes on applications at the permit stage. The review of local official plans is currently included as an eligible activity under MNRF provincial funding arrangements (S. 39 grants) and the province should continue to support this program.

2. At this time it is not clear how conservation authorities would participate in the review of new or amended SPAs and Two-Zone Floodplain Policy Areas as part of this mandatory program. There are many SPAs and Two Zone Policy Areas in the Grand River watershed. In both of these floodplain policy areas, conservation authorities provide expert input on water resource engineering and policies to ensure that the land use planning and conservation authorities consideration of permits in the floodplain are aligned and streamlined. The Province, through the Ontario Flooding Strategy, has initiated some work to update limited sections of the technical guide for natural hazards (2002) and this work includes climate change considerations for flood hazards only. This is a good first step and we encourage the Province to prioritize updating the series of all natural hazard technical guidelines to include modernized technical requirements and information. This should include climate change considerations for all hazards as well as policy implementation guidance to enable the consistent and successful implementation of the natural hazard program.
3. Under the proposed regulation municipal levy would only be available for the operation and maintenance of any water control infrastructure (including soft or hard structures) owned or controlled by the conservation authority that mitigates risk to life and property damage from flooding or supports low flow augmentation. Municipal levy would not apply to water control infrastructure that does not have a demonstrated flood management or flow augmentation role. The implication of the regulation is that only seven of the GRCA's 27 dams would qualify for levy support. Agreements would be required with the benefiting (or participating) municipalities for the 20 dams located throughout the watershed that would not qualify for levy support through this proposed regulation.

Currently, the Province provides funding support through the Water and Erosion Control Infrastructure (WECl) program. This program provides significant support to the GRCA's maintenance and repair program for our water control infrastructure. We would request that the Province continue to provide this support to the conservation authorities even though municipal levy can be used to support this program. Major repairs to the large dams could require significant funds. The GRCA has reserves to assist with providing funding support, but municipalities may be required to debenture to cover the costs of major maintenance projects.

B. Management of Conservation Authority owned Lands

The mandatory program and services related to the conservation and management of lands owned or controlled by a conservation authority, including any interest in

land registered on title, relate to conservation authority as the owner of its lands but also to land owned by others where the conservation authority has an 'interest' or right related to that other person's property, granted by the property owner.

Each conservation authority will be required to implement the mandatory programs and services related to the conservation and management of lands owned or controlled by the authority, including any interests in land registered on title, within their jurisdiction.

Land uses, such as provision of recreation opportunities and/or environmental education, on conservation authority owned land are not mandatory programs or services- including the management and maintenance of lands for these purposes.

Comments

There are several new requirements proposed for the management of conservation authorities land. These include development of strategies, management plans and policies related to acquisition, disposition, use, classification and property management. The GRCA owns approximately 48,000 acres within the watershed and the proposed regulation will require management plans for all GRCA owned properties. The Province has indicated that in order to maintain program efficiencies, similar classified properties can be grouped together under one management plan.

It is positive that the Province has recognized the importance of land management and stewardship activities such as forest management, restoration, invasive species management and monitoring etc. as part of the mandatory program. This will ensure these natural areas contribute to a healthy local, regional, watershed and provincial water and natural heritage ecosystem. For example, conservation authority forest management for some woodlands will maintain or improve their natural heritage values and the management of plantations will transition monoculture forests to diverse woodland species and habitats to achieve the natural heritage values identified in the consultation paper.

A gap that will cause some challenges in managing GRCA lands is that this mandatory program/service exclude any support for recreational activities, including our passive land program which provide recreational trails to watershed constituents and visitors from other parts of the province free of charge. The GRCA manages several properties throughout the watershed that provide passive recreational opportunities and whose use is only increasing as populations grow, urban boundaries expand and most recently, increased access due to the pandemic. The majority of the GRCA's passive lands have recreational trails and require the support of maintenance and risk management programs. In order to continue to provide the passive lands program, municipalities may have to enter into an agreement with the GRCA and provide funding to continue with the program or the Authority will have to look for alternative funding, such as user or parking fees to generate funds to properly manage the use of these properties.

The inefficiencies and costs created by having to negotiate multiple agreements or get 100% buy-in to allow non-mandatory activities to be added to municipal levy, implement user fees, collect user fees in remote areas, establish financial tracking mechanisms to distinguish between mandatory versus non-mandatory costs could result in the closure of some properties if the requirements to operate them becomes inpracticable.

Currently, any conservation authority lands that were acquired with the assistance of provincial funding require provincial approval to dispose of them. Revenue generated from these sales are required to go into a land sale reserve that is restricted for use by the Province. With the updated mandatory programs and services regulation, GRCA requests that the province also consider updating its disposition and revenue policies related to the sale of conservation authority lands. In particular, to include the option for conservation authorities to utilize the land sale reserve to support the development and implementation of land management strategies, management plans and other property services. The cost to develop these strategies and plan may be significant and it would provide some relief to supporting this program solely on levy dollars.

C. Services related to Source Protection Authority responsibilities under the Clean Water Act, 2006

Under the Clean Water Act, 2006 conservation authorities are required to exercise and perform the power and duties of a drinking water source protection authority. Each conservation authority therefore would be required to implement programs and services related to those responsibilities as source protection authorities under the Act.

The mandatory programs and services identified under this section are generally consistent with current responsibilities the GRCA has as part of the Lake Erie Source Protection Region. However, the consultation guide includes some potential new responsibilities for source protection authorities, such as completing municipal related land use mapping necessary (e.g., managed lands, impervious surfaces) to determine the risk posed by prescribed drinking water threats, and responding to requests to review proposals in wellhead protection areas and intake protection zones. In Lake Erie Region which includes the Grand River watershed, these tasks are undertaken by the municipality as the drinking water system owner, with support from source protection authority staff where requested.

Currently, the Province provides funding support for this program. This new regulation would enable the Province to shift the program funding to municipal levy.

D. Core Watershed-based Resource Management Strategy and Provincial Water Quality and Quantity Monitoring

The Conservation Authority Act also allows for the prescribing of 'other' programs and services not listed in previous mandatory categories. These 'other' programs and services must be prescribed within a year after the end of the transition period. Within this year municipalities and conservation authorities are to create an inventory of their programs and services and enter into agreements with municipalities for municipal funding of non-mandatory programs and services through a municipal levy, where applicable.

The Province has proposed to include two additional mandatory programs; core watershed-based resource management strategy and provincial water quality and quantity monitoring.

A core watershed-based resource management strategy will provide an opportunity to develop and improve integrated planning processes with a longer-term perspective for the delivery of the mandatory programs and services that the GRCA must deliver. To capture the value of the broader watershed and resource management perspective, this strategy will be required to document the current state of the relevant resources (principally water resources) within the GRCA's jurisdiction.

The results of this strategy may inform an adaptive management approach to address the issues or threats that these mandatory programs and service maybe addressing such as mitigating the risk from the impacts of natural hazards.

The Province is also proposing a mandatory program for provincial water quality and quantity monitoring, which all 36 conservation authorities have been participating in on a voluntary basis with the Provincial Water Quality Monitoring Network (stream water quality) for over 50 years and in the Provincial Groundwater Network (groundwater levels and chemistry) for over 20 years. The conservation authorities' role would be to install and maintain equipment, collect samples/data, and send samples to the ministry laboratory for chemical analysis.

Comments

The inclusion of a watershed-based Resource Management Strategy that includes the mandatory programs and may include non-mandatory programs is positive. In the Grand River watershed some municipalities and First Nations draw a portion of or all their drinking water supply from the Grand River or one of its tributaries. The GRCA provides programs that provide watershed and local benefits that are important components of improving the health of watersheds and developing the resilience of our communities in light of climate change. These programs contribute to improvements to the ecosystem, improve water quality, and address pressures associated with various land use activities and should be included in a watershed based strategy e.g. Subwatershed Studies, Rural Water Quality Program, waste water optimization, tree planting etc.

The provincial guide only makes reference to the Provincial Water Quality Monitoring Network and the Provincial Groundwater monitoring network. While these networks are important, in additional networks are operated and necessary to manage water. The guide omits reference to the rain, climate, stream gauge and snow course site networks operated by the conservation authority and information shared with the Province. Also it is important that the federal-provincial hydrometric (stream gauge) network be identified in the guide. The federal-provincial stream gauge network includes 22 of the stream gauges operated in the Grand River watershed. Information from these gauges is important for flood forecasting and warning, low water response and reservoir operations programs. Also many water quality analyses could not be completed without the combination of stream flow and water quality information. Operation of some municipal intakes and sewage treatment plants rely on stream flow and water quality information for compliance with certificate of approval (COA's) for these facilities. In addition, the GRCA operates a continuous water quality monitoring network which is important to monitoring water quality trends, calibrating water quality models relied on by municipalities and to specific municipal COA's for certain municipal water facilities.

The *Conservation Authorities Act* includes a provision that additional programs or services may be included if they are prescribed by the Province in a regulation on or before the first anniversary of the proposed transition date of January 1, 2023. (CA Act Section 21.1.2). The consultation paper appears to state that the regulation of the two additional programs identified may occur after the transition period. The Province is encouraged to release any regulations related to these two programs in the near future in order to ensure they are included in upcoming discussions with watershed municipalities and other stakeholders.

It is also required that the Province clarify that the tables provided in the consultation guide of non-mandatory programs/services and corresponding funding mechanisms are examples and not a comprehensive list.

2. Non-Mandatory Programs and Services

The MECP is proposing to create one regulation that would require conservation authorities and participating municipalities to enter into agreements on the use of municipal levies to finance in whole or in part the non-mandatory programs and services. Also, it is proposed that a transition plan for conservation authorities/municipal agreements would be developed and implemented.

Municipal Agreements:

The proposed Agreements and Transition Period regulation could require that the agreements do the following:

- Include a provision that the participating municipality agrees to pay its apportioned levy for the non-mandatory program or service.
- Set out the termination date of the agreement.
- Certain time periods may also be specified for the purposes of reviewing and renewing any such agreements that are reached.
- Include provisions governing early termination and governing notice and resolution of breaches of the agreement.
- Include transparency provisions (e.g., that agreements are available to the public online).

The Ministry is proposing that agreement arrangements between conservation authorities and municipalities could be flexible according to program or service circumstances (i.e. an agreement for a program or service could be with one or more participating municipalities or could be separate agreements per participating municipality including all the conservation authority-determined programs or services that a municipality may agree to fund, etc.). The flexibility is intended to support efficiency, expedite the agreement(s) and be cost effective in any potential legal or accounting fees.

Comments

It is important that MECP ensure this proposed regulation is written at a high level in order to capture the essential principles but that the regulation also maintain the flexibility needed to ensure that conservation authorities and municipalities are able to negotiate effective agreements in a timely manner.

The regulation should not preclude a conservation authority from entering into an agreements for the funding of non-mandatory program and services with non-participating municipalities within the watershed.

The GRCA has a number of adjacent conservation authorities and where possible, efforts will be made to coordinate the negotiations of non-mandatory programs and service agreement with the shared municipalities. This will help with efficiencies of negotiations and increase consistency amongst the conservation authorities with the shared municipalities.

The GRCA will also work with municipalities to consolidate non-mandatory program and services into one agreement, where possible. This will help with the tracking and reporting requirements moving forward once the agreements have been signed.

3. Transition Plan

The Province is proposing to establish a requirement of a transition plan for conservation authorities/municipal agreements to be developed and submitted to the MECP by December 31, 2021. As the plan is implemented quarterly status reports are required to be submitted to the Ministry. Any changes to the transition plan must also be submitted.

The proposed regulation would require each conservation authority to develop and implement a transition plan that includes:

- A workplan and timeline outlining the steps the conservation authority plans to take to develop and enter into agreements with its participating municipalities.
- The preparation of an inventory of all of the authority's programs and services, with clear indication for each program and service which of the three categories it fits into (mandatory programs and services where municipal levy could be used without any agreement; non-mandatory programs and services at the request of a municipality with municipal funding through a MOU; non-mandatory programs and services an authority determines are advisable), and how they are funded (e.g., provincial, federal, municipal funding, municipal levy, and self generated revenue).
- The consultation process with participating municipalities on the inventory.
- A list of any new mandatory programs and services the authority will need to provide to meet the requirements of the mandatory program and services regulation.
- A list of non-mandatory programs and services for which the authority will seek municipal agreement to fund via municipal levies, including estimated amounts requested/required from the participating municipalities to do so.
- A list of non-mandatory programs and services that do not require municipal agreements (if the programs and services are funded by revenue that is not from a municipal levy).
- Steps taken and/or to be taken to enter into these agreements.
- Make the plan available to the public (posted on website)
- New proposed financial structure to be in place for the authority and municipal fiscal year of 2023.

Comments

The GRCA has 21 participating municipalities within the watershed. Along with developing and implementing the transition plan, the MECP is also requiring quarterly reporting on the status of the plan implementation. In order to meet the requirement of having this new financial structure in place for the 2023 budget, municipal agreements will have to be completed in late spring/early summer of 2022 to allow for enough time to complete the GRCA budget process. The timeline the Province has proposed is highly ambitious, but staff will work towards meeting this target. It is appreciated that the MECP is proposing to include the granting of extensions to the regulation through a written request to the Ministry.

In order to meet proposed timelines, the process for proclaiming the regulations must continue to move forward. It is also important that the Province release the Phase 2 consultation document/regulations as it is important for conservation authorities to be able to present the full picture to municipalities when negotiating for non-mandatory program agreements. Finally, the Province must clearly indicate whether it will continue to support/fund Source Water Protection past March 2022. Source Water Protection

responsibilities will now be identified as a mandatory program and the incorporation of this program into the operational levy would have an impact on the allocation of the levy to other programs.

4. Community Advisory Boards

The Province is proposing to proclaim a section of the *Conservation Authorities Act* that would enable a Lieutenant Governor in Council (LGIC) regulation governing the establishment of advisory boards, including the ability to require conservation authorities to establish one or more advisory boards and prescribing related requirement with respect to composition, functions, powers, duties, activities and procedures.

Comments

Currently, there are several opportunities for the public and other stakeholders to provide comments and input on a variety of topics related to the GRCA. The Province should consider the opportunity for conservation authorities to be exempt from this requirement if they are able to demonstrate that they meet the objectives of this regulation through other committee/public opportunities for engagement.

The operational requirements for the Community Advisory Board will be similar to the administrative and staffing support of the Board of Directors. The financial support for the Community Advisory Board should be considered a mandatory program and service so that it will be supported through the levy.

5. Section 29 Minister's Regulation (CA Landholdings)

Once the new section 29 of the *Conservation Authorities Act* is proclaimed, a Minister's regulation is proposed to consolidate the current individual authority section 29 'Conservation Area' regulations regarding activities on lands owned by conservation authorities into one regulation.

Current section 29 regulations manage activities on all authority owned land including the used by the public of the lands and services available; the prohibition of certain activities; setting fees for access and use of lands including recreation facilities; administrating permits for certain land uses; and protecting against property damage and for public safety.

Comments

Over the past decade, the GRCA has documented increased challenges with the management of it's properties. With the increasing population and urbanization around the GRCA's land holdings, there has been a notable increase in use and misuse. While the majority of GRCA property users are respectful of the space, there has been an increase in unauthorized access, use and property damage. It is requested that the Province consider a working group to discuss the challenges that conservation authorities are dealing with on the increased use/misuse of property and help to facilitate solutions.

With the consolidation of the section 29 regulations to one regulation this will help to improve consistency amongst the 36 conservation authorities.

Conclusion

Increasing transparency and clarity in how conservation authorities levy municipalities for mandatory and non-mandatory programs and services is an important step in ensuring a continuing collaborative working relationship between conservation authorities and municipalities.

GRCA supports the Province's intent to require conservation authorities to incorporate modern transparency standards into their operations. For example, posting transition plans and non-mandatory service agreements for the public (website) and ensuring that municipalities and conservation authorities review agreements for non-mandatory programs and services after a set period of time (6-8 year review period is preferred to provide financial stability to programs and services).

The timelines proposed in the consultation guide about the development and implementation plan are ambitious. The GRCA has 21 participating municipalities that will require agreements for any non-mandatory programs. Every effort will be made to meet the proposed timelines; however, we are pleased to see that exceptions will be considered. To be able to enter into negotiations with municipalities with as much clarity as possible as relates to both classification of programs and phase two regulation guidelines is important to ensuring successful and efficient negotiations. The GRCA has established a Transition Reserve that will assist with the financial costs to developing and implementing the required transition plan.

The Made-in-Ontario Environment Plan includes the following statement about the core role of conservation authorities: Work in collaboration with municipalities and stakeholders to ensure that conservation authorities focus and deliver on their core mandate of protecting people and property from flooding and other natural hazards, and conserving natural resources.

In addition to the core mandate, the GRCA undertakes importance watershed-based programs that provide a wide range of benefits to watershed residents. Conservation Authority programs and services protect water, provide natural spaces and build watershed resilience. This investment helps watershed residents and the province to avoid future costs around challenges such as flood damages, business disruptions and public health issues. The rapidly growing population in the GRCA watershed is relying on clean and sustainable water, breathable air, green spaces, healthy soils, forests, wetlands and a rich mix of wildlife, birds and fish for drinking water, food, fuel, commerce and industry, public health and many other uses. Being in nature restores people and helps them to stay active and healthy.

Financial implications:

At this time, the financial impacts of the new regulations are uncertain.

Other department considerations:

Not applicable

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PART ONE: Programs and Services Delivered by Conservation Authorities

1. Mandatory Conservation Authority Programs and Services Regulation

<p>A. Mandatory Programs and Services Related to the Risk of Natural Hazards</p>	<p>5</p>	<p>It is proposed by the Ministry of Natural Resources and Forestry that each conservation authority would be required to implement a program or service to help manage the risk posed by the natural hazards within their jurisdiction, including: flooding, erosion, dynamic beaches, hazardous sites as defined in the Provincial Policy Statement, 2020 (PPS, 2020) and low water/drought as part of Ontario’s Low Water response. This program shall be designed to:</p> <ul style="list-style-type: none"> • identify natural hazards; • assess risks associated with natural hazards including impacts of climate change; • manage risks associated with natural hazards; and • promote public awareness of natural hazards. <p>Managing risks associated with natural hazards may include prevention, protection, mitigation, preparedness and response.</p>	<p>See GRCA Board Report for additional comments on this section.</p>
	<p>6</p>	<p>Mandatory Programs and Services related to the Risk of Natural Hazards include:</p> <ol style="list-style-type: none"> 1. Administration of permits issued under section 28.1 of the Conservation Authorities Act, including associated enforcement activities (sections 28.1 and 28.1.2 once proclaimed). Where appropriate, conservation authority administration of permits may include coordinated involvement in other review or approval processes in accordance with applicable law (e.g. conservation authorities’ role in commenting on Environmental Assessment Act, Drainage Act, Aggregate Resources Act, Niagara Escarpment Planning and Development Act proposals.) 	<p>It appears that this list of coordinated involvement in other review or approval processes has inadvertently missed the Planning Act and future documents should include this reference. The province should ensure that conservation authorities are able to continue to comment on all natural hazard related planning or development applications.</p> <p>The most transparent and effective method to advise landowners, municipalities and other stakeholders of natural hazards often occurs through conservation authority involvement in other approval processes. GRCA supports this proactive approach to identify natural hazards at the earliest stages of project planning, changes in land use, and other initiatives.</p>
		<ol style="list-style-type: none"> 2. Land-use planning input on behalf of the Ministry of Natural Resources and Forestry related to the Natural Hazards policies of the PPS, 2020 under the Planning Act (excluding policies associated with wildland fires) in accordance with 	<p>In addition to the One-Window approach and input and review of floodplain Special Policy Areas (SPAs), early involvement in other planning and technical processes should be included as components of the mandatory program.</p>

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		<p>Provincial One Window Planning Service protocols, including, when appropriate, Planning Act appeals to the Local Planning Appeal Tribunal related to Natural Hazard policies, and input into review of applications for new or amended Special Policy Areas.</p>	<p>In order for conservation authorities to effectively implement the identification and management of natural hazards, the review of Local/Lower Tier Official Plans (OP) for Natural Hazards and input into review of applications for new or amended Two Zone floodplain policy areas should be included as mandatory programs. The review of local OPs is currently included as an eligible activity under MNRF provincial funding arrangements (S. 39 Grants). The province should continue to fund these reviews.</p> <p>The land use Official Plan policies and maps are closely aligned with the conservation authority regulation. The administration of natural hazard permits issued by the GRCA (S. 28 of the Conservation Authorities Act) and consistent policies and maps are essential for a streamlined review and approval process and to avoid disputes on applications at the end of an approval process i.e. permit stage. In many circumstances the Local/lower tier official plans include more detailed natural hazard policies and maps. Early and direct input with municipalities and the public through the local OP review process will ensure issues are addressed before the approval of the local plan.</p> <p>In some areas of the GRCA watershed, SPAs are included in the local/ lower tier Official Plan and the One Window process to review SPAs wouldn't apply in these circumstances e.g. City of Waterloo, City of Cambridge. There are many Two Zone Policy Areas in the Grand River watershed. In both of these floodplain policy areas, conservation authorities provide expert input on water resource engineering and policies to ensure that the land use planning and conservation authorities consideration of permits in the floodplain are aligned and streamlined.</p> <p>The province has outlined the components of the mandatory programs for natural hazards and is proposing that this include assessing risks associated with natural hazards including impact and the potential impact of changing climatic conditions on natural hazards. Natural hazard examples are flooding, erosion, unstable soils etc. We strongly encourage the province to prioritize updating the series of all provincial natural hazard technical guidelines to include modernized technical requirements and information. These updates should include climate change</p>
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			<p>considerations for all hazards as well as policy implementation guidance for SPAs, Safe Access etc. This will enable the consistent and successful implementation of the natural hazard program. Updating the provincial safe access guidelines (2002) is necessary to clarify the flooding depths and velocities that are acceptable for public safety i.e. ingress and egress for people, vehicles and municipal and provincial emergency responders.</p>
	6	<p>3. Flood forecasting and warning in accordance with and, at a minimum, to the extent described by approved provincial standards.</p>	<p>The current provincial document is a guideline. If the province is proposing new standards this should be undertaken through a technical review and consultation process.</p> <p>The provincial Flood Forecasting and Warning Guidelines provide details on the elements of a flood forecasting and warning system. These guidelines are currently being updated by the province. Completion of updated guidelines is important to the provincial flooding strategy and to the implementation of Flood Forecasting and Warning as a core mandatory service.</p> <p>Monitoring should be included with Flood Forecasting and Warning as it is under the low water program. Monitoring programs associated with flood forecasting and warning are needed to deliver this service.</p>
	6	<p>4. Operation and maintenance of:</p> <ul style="list-style-type: none"> • any water control infrastructure (including soft or hard structures) owned or controlled by the conservation authority that mitigates risk to life and property damage from flooding or supports low flow augmentation; • any erosion control infrastructure owned or controlled by the conservation authority; • the completion of operational and asset management plans; and • infrastructure operations, maintenance, rehabilitation/repair and the undertaking of any associated necessary technical or engineering studies, including dam safety studies and emergency preparedness plans. 	<p>Currently the WECL program funds decommissioning of dams. It's requested that funding for decommissioning of dams be continued and apply to all dams operated by a conservation authority.</p> <p>Classification of Water Control infrastructure is recommended. The following three categories are suggested:</p> <ol style="list-style-type: none"> 1. Purpose built flood control infrastructure with a flood and/or flow augmentation function, 2. Water control infrastructures that provide a level of benefit from a flood, ice management or flow augmentation should be considered for provincial WECL funding provided the above noted benefits can demonstrated or quantified.

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			<p>3. Flood control infrastructure that has no or very little benefit from a flood or flow augmentation function or role. This sort of infrastructure may not be eligible for provincial funding with the exception of funding related to decommissioning of this type of infrastructure. This sort of infrastructure may provide a local amenity to the community or support a local municipal benefit such as fire suppression. Separate MOU agreements are anticipated for this type of infrastructure with the participating municipalities/local municipality. If the conservation authority (CA) owns the lands surrounding the dam and reservoir then it would be included in the land management strategy of the CA under the local CA's land management program.</p> <p>The existing provincial Water and Erosion Control Infrastructure (WECI) committee could assist with analysis of actual funding. The funding allocation model has worked well, and it's expected that an analysis would show the current funding rules are working and purpose-built water control structures receive most of the funding. There are benefits to keeping the current funding rules and guidelines as it creates flexibility. In years where there may be less demand for funding of maintenance of the larger purpose-built infrastructure, there would be flexibility to fund projects for lower priority water control infrastructure.</p> <p>Transition plans should allow time for classification of water control infrastructure into the three categories suggested in the above and allow CA's and municipalities adapt to the new funding model. The Provincial WECI committee could assist with development of a transition plan.</p> <p>It is important to recognize floodplain mapping assists dam owners to create operational and emergency preparedness plans contributing to improved dam safety across the province and management of the flood hazard.</p> <p>The Independent Advisor's Report on Flooding, Doug McNeil's report and The Provincial Flood strategy should be referenced when developing policy and transition plans regarding flood control infrastructure. It's important to respect the</p>
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			intended outcomes of the Provincial Advisor’s Report and the Provincial Flood Strategy when considering changes to the WECI program and funding rules.
	6	<p>5. Ice management services (preventative or remedial) as appropriate and as supported by an authority approved ice management plan, including:</p> <ul style="list-style-type: none"> • development and updating of plans; • control of ice, including potential standby equipment (e.g. icebreaker put in place in advance of ice season to prevent ice formation); and • addressing ice-related erosion. 	<p>It is positive to see the importance of ice management recognized.</p> <p>Ice breaker services are typically provided by the Federal government (Coast Guard) in response to a provincial request from the municipalities. The CA role is to advise municipalities when a request for coast guard assistance is prudent and having a clear process in place is a CA responsibility. Revising the wording from icebreaker services to ice management services would provide clarity. The GRCA doesn’t provide some of the services listed under ice management e.g. control of ice (blasting), addressing ice-related erosion on private land.</p>
	7	6. Low water monitoring and communications in accordance with and, at a minimum, to the extent described by approved provincial standards.	<p>Low water response was not included in the table of mandatory programs. This is a MNRF led program that CA delivers, the table on page 18 should be amended to include Low Water Response.</p> <p>The current provincial document is a guideline. If the province is proposing new standards this should be undertaken through a technical review and consultation process. A review of the current guidelines is recommended to incorporate the province’s new water quantity framework for the permit to take water program with the low water response program.</p> <p>MNRF is the author of the low water response guideline, MECP is responsible for the Permit to Take Water program and the new provincial Water Quantity management framework. When the original low water response program was created there was a Provincial Water Directors Committee. That committee no longer exists but there is a need to integrate approaches to water management across ministries. It’s recommended the province consider reconvening the Provincial Water Directors Committee to facilitate cooperation and coordination of approaches to water management across ministries.</p>
	7	7. Collection, provision, and management of information as needed to support the conservation authorities	This section captures many of the aspects needed to cover natural hazards and water management planning. In addition to the items noted other components

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		<p>to:</p> <ul style="list-style-type: none"> • delineate and map hazard areas; • develop plans and policies to guide appropriate management and use of hazard lands within the conservation authority’s jurisdiction, including shorelines and rivers; • study surface water flows and levels (e.g. low/peak flow, water budget, surface/groundwater interactions, flood hazard); • study stream morphology; • study the potential impact of changing climatic conditions on natural hazards; and • study design to mitigate natural hazards. 	<p>would be part of this program such as development of new information e.g. engineered flood modelling, public consultation, development of strategies to identify and share natural hazard areas and information. Regulated features that would be included in this list are lakes and wetlands.</p> <p>Engineering or technical models are important tools not only to the hazard program but also to the Source Water and Watershed management programs. Models are needed along with monitoring data to make or recommend decisions with respect to water management. Management and maintenance of models is an important consideration as part of the delivering a hazard management and watershed strategy programs and services.</p>
	7	8. Communications, public awareness and education regarding the risk of natural hazards present within the jurisdiction of the authority to public safety, and to consult on program components as required.	It is important that provincial hazard management technical guidelines are updated to reflect current technology and approaches use to define hazards. The current provincial guidelines need to be updated to reflect current technology and approaches.
B. Mandatory Programs and Services Related to the Management of Conservation Authority Land	7		See GRCA Board report for comments on this section.
	9	<p>5. Management and maintenance of conservation authority owned or controlled lands (based in the management plans) related to:</p> <ul style="list-style-type: none"> • Land management and stewardship activities related to protecting natural heritage systems/features/values to ensure the property is maintained in accordance with the authority approved management plan for natural heritage management. 	GRCA supports inclusion of the development of management plans for GRCA landholdings and land management and stewardship activities such as forest management, restoration, invasive species management and monitoring as part of the mandatory program. This will ensure these natural areas contribute to a healthy local, regional, watershed and provincial water and natural heritage ecosystem. For example, conservation authority forest management for some woodlands will maintain or improve on their natural heritage values and the management of

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		<ul style="list-style-type: none"> • Employing best management practices to protect and conserve provincially significant conservation lands and natural heritage features as appropriate including environmentally or ecologically sensitive lands (for habitat restoration/rehabilitation, invasive species control, fish and wildlife monitoring). • Monitoring and enforcement actions to ensure the maintenance of the property boundaries and also the land title from encroachments as well as to ensure the ecological integrity of conservation authority owned properties, to address illegal activity, with a goal also of reduction of liability and risk associated with the use of the properties. • Identification, mapping and assessments as appropriate to determine maintenance and repair needs as well as whether changes are required to any management plan. 	plantations will transition monoculture forests to diverse woodland species and habitats to achieve the natural heritage values identified in the consultation paper.
C. Mandatory Programs and Services Related to Source Protection Authority Responsibilities under the Clean Water Act, 2006	10	<p>The Province’s Clean Water Act, 2006 is part of a multi-barrier approach to ensure safe and sustainable drinking water for Ontarians. We continue to ensure that our drinking water sources are among the best protected in the world through requiring collaborative, watershed-based source protection plans that are locally driven and based in science and focused on prevention. Source protection plans contain a series of locally developed policies that reduce, eliminate or manage the risks of various activities to sources of drinking water.</p> <p>Under the Clean Water Act, 2006 conservation authorities are required to exercise and perform the powers and duties of a drinking water source protection authority. Each conservation authority therefore would be required to implement programs and services related to those responsibilities as source protection authorities under the Clean Water Act, 2006.</p>	See GRCA Board Report for additional comments on this section.
	11	Mandatory Programs and Services for Conservation Authorities related to Source Protection Authority Responsibilities under the Clean Water Act, 2006 are as follows:	The proposal includes some potential new responsibilities for some source protection authorities, such as completing municipal related land use mapping necessary (e.g., managed lands, impervious surfaces) to determine the risk posed by prescribed drinking water threats.

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		<p>2. Preparing amendments to assessment reports and source protection plans (Sections 34, 35 and 36 of the Clean Water Act, 2006)...</p> <ul style="list-style-type: none"> • Completing related land use mapping necessary (e.g. managed lands, impervious surfaces) to determine the risk posed by various prescribed drinking water threats, new local or provincially-identified threats, and to address changes to the Clean Water Act, 2006, O. Reg. 287/07: General Regulation or Director’s Technical Rules made by the Province... 	<p>In Lake Erie Region which includes the GRCA, these tasks are undertaken by the municipality as the drinking water system owner, with support from source protection authority staff where requested.</p> <p>The proposed regulation should allow for municipalities or conservation authorities to complete these tasks in accordance with the approved source protection plan policies or by agreement.</p>
	11	<p>3. Implementing source protection plan policies (Sections 38 and 45 of the Clean Water Act, 2006, and section 33 of O. Reg. 287/07)...</p> <ul style="list-style-type: none"> • Responding to requests to review proposals in wellhead protection areas and intake protection zones to identify the source protection policies that apply and note potential effect(s) of the project on source water where required (such as under the Planning Act, Environmental Assessment Act or associated applications under the Environmental Protection Act and Ontario Water Resources Act). 	<p>This section of the proposal includes some potential new responsibilities for some source protection authorities, such as responding to requests to review proposals in wellhead protection areas and intake protection zones.</p> <p>In Lake Erie Region which includes the GRCA, these tasks are undertaken by the municipality as the drinking water system owner, with support from source protection authority staff where requested.</p> <p>The proposed regulation should allow for municipalities or conservation authorities to complete these tasks in accordance with the approved source protection plan policies or by agreement.</p>
F. Mandatory Programs and Services Prescribed in Regulation	16	<p>Introduction:</p> <p>The Conservation Authorities Act also allows for the prescribing of ‘other’ programs and services not listed in previous mandatory categories. These ‘other’ programs and services must be prescribed within a year after the end of the transition period. Within this year municipalities and conservation authorities are to create an inventory of their programs and services and enter into agreements for municipal funding of non- mandatory programs and services through a municipal levy, where applicable.</p>	<p>See GRCA Board Report for additional comments on this section.</p>
	16	<p>1. Core Watershed-based Resource Management Strategy:</p> <p>A watershed-based resource management strategy can provide a means to develop an improved integrated planning process with a longer-term perspective for the delivery of the mandatory programs and services that all conservation authorities must deliver. The results may inform an adaptive management approach to address the issues or threats</p>	<p>The inclusion of a watershed-based Resource Management Strategy that includes the mandatory programs and can include non-mandatory programs is positive. The GRCA provides programs that provide watershed and local benefits that are important components of improving the health of watersheds developing the resilience of our communities in light of climate change. These programs contribute</p>

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		<p>that these mandatory programs and services may be addressing such as mitigating the risk from the impacts of natural hazards. A successful strategy should also help ensure effective and efficient use of funding, especially of the municipal levy.</p> <p>To capture the value of the broader watershed and resource management perspective that conservation authorities have, the ministry is proposing that each conservation authority be required to develop a core watershed-based resource management strategy that documents the current state of the relevant resources (principally water resources) within their jurisdictions in the context of the mandatory programs and services described in this section of the Guide.</p> <p>The benefit to having a watershed-based resource management strategy is that it can potentially:</p> <ul style="list-style-type: none"> • Identify changes over time, causal relationships, issues, and stressors for input into a plan of action; • Identify the best, most cost-effective management approach to mitigate the risk or issue; • Propose key or strategic management activities; • Monitor the authority’s performance in meeting any key management activities; and • Monitor outcomes of proposed key or strategic management activities. <p>Aspects of watershed-based resource management are already embedded in the proposed mandatory programs and services listed in the above sections of this Guide. Conservation authorities currently undertake much of this work, generally related to natural hazard management, with extensive current monitoring, data collection, management and modelling used to track conditions and with existing technical studies.</p> <p>For example, the mandatory programs and service for the risk of natural hazards requires conservation authorities to undertake watershed-based collection, provision, and management of information as needed, including to study:</p>	<p>to improvements to the ecosystem, improve water quality, and address pressures associated with various land use activities. GRCA supports the inclusion of programs that provide information and benefits beyond municipal boundaries in this Strategy e.g. Subwatershed Studies, Rural Water Quality Program, natural heritage systems, tree planting etc.</p> <p>This is also important as a big picture strategy can help support prioritizing infrastructure funding opportunities to get the best value for taxpayer dollars which is an important outcome of this strategy.</p> <p>This approach aligns well with the current Grand River water management plan. As stated in other comments aspects of the monitoring program have been recognized however there are gaps in the water quantity monitoring identified in the proposal.</p> <p>An important component of implementing a watershed-based resource management strategy is a technical advisory committee. The water managers committee in the Grand River Watershed has been an important and effective committee over several decades and was important to the creation of the GRCA watershed wide water management plan. The water managers committee is composed of municipal, provincial and federal water managers that have a stake or interest in water management in the Grand River watershed and Lake Erie. It’s important to recognize the need for technical committees which are separate and distinct from the community advisory committee described in the proposal.</p>
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		<ul style="list-style-type: none"> • surface water flows and levels (e.g. low/peak flow, water budget, surface / groundwater interactions, flood hazard); • stream morphology; and • the potential impact of changing climatic conditions on natural hazards. <p>The resource management strategy could also be informed by the development of the mandatory authority land acquisition and disposition strategy or policy detailed above. As part of this, an authority may, for example, review information from an existing watershed plan or study for acquiring natural hazard land, or assess municipal plans that delineate natural heritage systems for acquiring heritage features or review Ministry of Natural Resources and Forestry information on wildlife corridors to connect authority owned land with other lands.</p> <p>Another example that may contribute to the strategy are “watershed characterizations” completed for source protection plans under the Clean Water Act, 2006.</p> <p>The Ministry is proposing that the core watershed-based resource management strategy could include the following components:</p> <ul style="list-style-type: none"> • guiding principles and objectives; • characterization of the current state and management of the natural resources related to the mandatory programs and services, in specific watersheds (if appropriate) or at the authority’s jurisdictional scale; • scope of the strategy; • details of existing technical studies, monitoring frameworks, relevant provincial policy and direction; • analysis and plan of potential actions for more effectively implementing the mandatory programs and services on an integrated basis; and • annual reporting on the accomplishments, outcomes, impacts of the strategy. <p>The strategy would include provisions for review and periodic updating to support the design and implementation of the mandatory programs and services the strategy is intended to support.</p>	
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	18	Mandatory Programs and Services that would be incorporated in the strategy:			<p>A review of the Programs and Services will be undertaken over the next few months as the Transition Plan is developed and through MOU discussions. Some examples of areas of clarification are noted below:</p> <p>In addition to the floodplain mapping noted in this chart under municipal roles, the Natural Hazard mapping created by conservation authorities would also be included in the strategy as part of the mandatory program. These maps include all natural hazards e.g. floodplain, erosion, shoreline etc.</p> <p>Comments related to the water quantity monitoring program are noted below. Activities and infrastructure associated with water quantity monitoring is eligible for funding through MNRF grants through the mandatory flood forecasting and warning program.</p>
		PROGRAM AND/OR ACTIVITY	CONSERVATION AUTHORITY (CA) ROLE	POTENTIAL FUNDING MECHANISMS	
		RELATED TO THE RISK OF NATURAL HAZARDS			
		Provincial Flood Forecasting and Warning Program	Ministry of Natural Resources and Forestry (MNRF) lead, CA delivers	MNRF Grant, Municipal Levy	
		Flood and Erosion Control Infrastructure Operation	CA Lead	MNRF Grant, Municipal Levy,	
		Natural Hazard (floodplain etc.) Mapping For Land Use Planning	Municipal lead, CA delivers	MNRF Grant, Municipal Levy,	
		S.28 Permitting	CA Lead	Municipal Levy, Permit Fees	
		PROGRAM AND/OR ACTIVITY	CONSERVATION AUTHORITY (CA) ROLE	POTENTIAL FUNDING MECHANISMS	
		Studies and Supporting Natural Hazard Program	CA lead	MNRF Grant, Municipal Levy,	
		RELATED TO THE CONSERVATION/MANAGEMENT OF AUTHORITY OWNED LANDS			
		Land Acquisition Strategy or Policy	CA lead	Municipal Levy, Self-generated revenue	
		Land Management for the Protection of Natural Heritage	CA Lead	Municipal Levy, Self-generated revenue	
"OTHER" MANDATORY PROGRAMS AND SERVICES					

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		Water Quantity and Quality Monitoring	Ministry of the Environment, Conservation and Parks lead, CAs monitoring/data	Municipal Levy	
	19	<p>Potential Non-Mandatory Extension of the Strategy’s Scope</p> <p>The ministry further recognizes that there is significant variation in the circumstances of individual conservation authorities and the programs and services they offer. Depending on the circumstances of a conservation authority, such a resource management strategy could be extended to cover a broader range of natural resource areas than the core mandate of mandatory programs and services set out in this Guide.</p> <p>Additional non-mandatory resource management components could be included in the strategy and be based in a similar process of resource assessment, technical studies and/or monitoring including using existing information (for example in municipal plans or leveraged from the natural hazard or other mandatory programs), and thus expand the benefit of the strategy’s integrated perspective.</p> <p>As noted above, if municipal funding is required to finance (in whole or in part) the development of such additional components, such as non-mandatory resource management components there are two mechanisms: if the non-mandatory program is one being delivered by the authority on behalf of a participating municipality through a MOU, the MOU could be amended accordingly. Similarly, where the component of the strategy is to support a non-mandatory program or service the authority has determined is advisable to further the purposes of the Act, the authority’s agreement with participating municipalities can ensure the necessary funding for the strategy to play that role.</p> <p>Funding from others (such as other provincial grant programs, federal government programs, foundations or funding from conservation organizations etc.) could also support</p>			<p>During the consultation period for this posting, officials from the province indicated that the “Potential Non-Mandatory Extension of the Strategy’s Scope” tables that outline specific programs and services, roles and funding mechanisms for mandatory, non-mandatory and other advisable programs and services should be considered as a list of example programs or activities, roles and funding option. The province needs to confirm that these are examples.</p>

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		<p>the development of non-mandatory resource management monitoring/studies to add into an authority's watershed-based resource management strategy.</p> <p>Funding partners may want to consider whether as part of paying for a non-mandatory program and service the authority would need to include it in the strategy, so as to provide the integrated perspective to the design and implementation of that non- mandatory program or service.</p>	
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	19	Non-Mandatory Programs and Services on Behalf of a Municipality <i>(examples)</i>			<p>This table outlines example or potential programs that may be provided for a municipality through a MOU. It is important to note that some programs listed in these tables may have components related to mandatory programs. For example, subwatershed studies include identification of natural hazards such as floodplains and water quantity control requirements to avoid flooding after development occurs, and ensuring flows are managed to avoid erosion in receiving watercourses.</p> <p>Emergency Management Services (EMS) Mapping and Municipal Emergency response plans are the responsibly and lead by the municipality. Flood extent mapping and flood zone mapping are components of a Flood Forecasting and Warning system and led by the CA.</p>
		PROGRAM AND/OR ACTIVITIES	CONSERVATION AUTHORITY ROLE	POTENTIAL FUNDING MECHANISMS	
		RELATED TO PRIVATE LAND STEWARDSHIP EXTENSION SERVICES			
		Restoration and Stewardship (Urban, Rural, Agriculture)	CA lead/delivery	Municipal Agreement/MOU Other, (OMAFRA Grants)	
		Tree Planting and Forest Management	CA lead/delivery	Agreement/ MOU	
		Wetland Enhancement and Restoration	CA lead/delivery	Agreement/ MOU	
		Invasive Species Management	CA lead/delivery	Agreement/ MOU, Other	
		ON BEHALF OF A MUNICIPALITY RELATED TO PLANNING, LAND USE			
		Sub-watershed planning	Municipal lead, CA delivery	Municipal MOU	
		Stormwater Management	Municipal lead, CA delivery	Municipal MOU	
		Development Services (to municipalities)	Municipal lead, CA delivery	Municipal MOU	
		Natural Heritage Mapping	Municipal lead, CA delivery	Municipal MOU	
		Emergency Management Services (EMS) Mapping	Municipal lead, CA delivery	Municipal MOU	

		<p>Non-Mandatory Programs and Services an Authority Determines Are Advisable</p> <table border="1"> <thead> <tr> <th style="width: 35%;">PROGRAM AND/OR ACTIVITIES</th> <th style="width: 20%;">CONSERVATION AUTHORITY ROLE</th> <th style="width: 45%;">POTENTIAL FUNDING MECHANISMS</th> </tr> </thead> <tbody> <tr> <td colspan="3">AS AN AUTHORITY DETERMINES IS ADVISABLE</td> </tr> <tr> <td>Non-Mandatory Research</td> <td>CA Lead</td> <td>Municipal Agreement, Other</td> </tr> <tr> <td>Development Services to Landowners and Others</td> <td>CA Lead</td> <td>Municipal Agreement, Fees</td> </tr> <tr> <td>Ecological Monitoring Outside of Conservation Authority Owned Land</td> <td>CA Lead</td> <td>Municipal Agreement, Other</td> </tr> <tr> <td>“May do’ Roles Under other Provincial Acts (e.g. commenting roles)</td> <td>CA input Other Ministry mandates</td> <td>Municipal Agreement, Other – Grants</td> </tr> <tr> <td colspan="3">ON CONSERVATION AUTHORITY OWNED LAND</td> </tr> <tr> <td>Purchase of Land for a CA</td> <td>CA Lead</td> <td>Municipal Agreement, Self-generated revenue, Other</td> </tr> <tr> <td>Resource Development on CA Owned land (Forest Management, Hydro Generation)</td> <td>CA Lead</td> <td>CA Self-generated revenue, Other (Managed Forest Tax Incentive Program)</td> </tr> <tr> <td>Land Management on CA Owned Land for Recreation Purposes</td> <td>CA Lead</td> <td>CA Self-generated revenue, Other</td> </tr> <tr> <td>Land management on CA Owned Land for Education, Training and Cultural Purposes.</td> <td>CA Lead</td> <td>CA Self-generated revenue, Other</td> </tr> </tbody> </table>	PROGRAM AND/OR ACTIVITIES	CONSERVATION AUTHORITY ROLE	POTENTIAL FUNDING MECHANISMS	AS AN AUTHORITY DETERMINES IS ADVISABLE			Non-Mandatory Research	CA Lead	Municipal Agreement, Other	Development Services to Landowners and Others	CA Lead	Municipal Agreement, Fees	Ecological Monitoring Outside of Conservation Authority Owned Land	CA Lead	Municipal Agreement, Other	“May do’ Roles Under other Provincial Acts (e.g. commenting roles)	CA input Other Ministry mandates	Municipal Agreement, Other – Grants	ON CONSERVATION AUTHORITY OWNED LAND			Purchase of Land for a CA	CA Lead	Municipal Agreement, Self-generated revenue, Other	Resource Development on CA Owned land (Forest Management, Hydro Generation)	CA Lead	CA Self-generated revenue, Other (Managed Forest Tax Incentive Program)	Land Management on CA Owned Land for Recreation Purposes	CA Lead	CA Self-generated revenue, Other	Land management on CA Owned Land for Education, Training and Cultural Purposes.	CA Lead	CA Self-generated revenue, Other	
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	20	<p>2. Provincial Water Quality and Quantity Monitoring, including:</p> <ul style="list-style-type: none"> a. Provincial stream monitoring program b. Provincial groundwater monitoring program <p>At this time, the ministry is proposing mandatory programs and services for conservation authorities related to water quality and groundwater quantity monitoring to be prescribed in this category with the possibility of additional programs and services prescribed later within the timeframe enabled by the Conservation Authorities Act.</p> <p>The ministry is responsible for long term monitoring of water quality of both groundwater and surface water and groundwater levels across the province to understand the state of the environment, to track changes over time, and to have the information available to support work to investigate environmental issues as they arise. The data obtained and analyzed provides scientific support for policy creation and amendment and for environmental assessments and permissions (Environmental Compliance Approvals and Permits to Take Water).</p> <p>All 36 conservation authorities currently participate in the ministry’s programs related to monitoring water quality and groundwater quantity on a voluntary basis: with the Provincial Water Quality Monitoring Network (stream water quality) for over 50 years and in the Provincial Groundwater Monitoring Network (groundwater levels and chemistry) for over 20 years.</p> <p>The ministry manages the water monitoring programs by providing technical leadership, coordination, guidance, data administration, laboratory analysis, instrumentation and training to support the conservation authority role in this work. Conservation authorities install and maintain equipment, collect samples/data, and send samples to the ministry laboratory for chemical analysis.</p>	<p>This section is solely focused on the monitoring program MECP delivers with assistance from the conservation authorities (CAs). The monitoring programs delivered by MNRF with assistance of CAs and the monitoring programs delivered by CAs have been omitted.</p> <p>The CAs operate, rain gauge networks, climate monitoring networks (air temperature, wind, solar radiation), snow survey sites, reservoir monitoring gauges and river monitoring gauges. These monitoring networks are needed to support the flood forecasting and warning program to monitor trends over time for watershed management climate and stream flow trending and to support several water management analysis and modeling including water quality modeling and analysis.</p> <p>The MNRF administers the Federal Provincial cost share agreement for hydrometric stations (stream gauge). The annual program budget is approximately 6 million dollars. The stream gauges operated under this agreement are needed to deliver the flood forecasting and warning program, the low water response program, support the dam safety program. In addition, information is needed for model calibration and verification to: administer the permit to take water program, provide information to complement the water quality monitoring programs and to complete water quality analysis and support compliance with MECP certificates of approval issued to water takers and municipal sewage treatment plant operators. It is important the Federal and Provincial cost share agreement be recognized in the proposal.</p> <p>The GRCA also operates a continuous water quality monitoring network which is important to MECP in their review and approval of municipal sewage treatment plant Certificate of Approval process. This network is important to monitor the water quality trends in the river and to calibrate and verify the GRCA’s Grand River Simulation Model (GRSM) water quality model used to simulate water quality conditions in the river and used to help answer questions around assimilative capacity of the river and appropriate treatment requirements for municipal sewage treatment plant for MECP and municipalities. While operation and costs associated with this monitoring may fall under non mandatory programs and services it’s</p>
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		<p>Mandatory Programs and Services for Provincial Water Quality and Quantity Monitoring for conservation authorities include:</p> <p>a) Provincial stream monitoring program</p> <ul style="list-style-type: none"> • Collection of stream water samples and submission to the ministry for water chemistry analysis. • Collection of in-situ water quality data using equipment provided by the ministry including deploying and calibrating equipment, liaising with the ministry on equipment maintenance and repair, and providing the ministry with the data collected. • Collection of additional water samples in areas that participate in the current pesticide monitoring program or may participate in a future parameter specific initiative. • Participation in annual program meetings, regional meetings and training sessions as required. <p>b) Provincial groundwater monitoring program</p> <ul style="list-style-type: none"> • Groundwater level, precipitation, barometric pressure and soil moisture data downloaded and provided to the ministry. • Collection of groundwater samples and submission to the ministry for water chemistry analysis according to program protocols. • Maintenance and participation in the repair of program wells and associated equipment. • Confirmation that Landowner Agreements between conservation authorities and private landowners are in place for program wells that are on private lands. • Maintenance of groundwater collection sites. • Participation in program committee meetings, regional meetings and training sessions as required. • Participation in the Protocol-for-Actions (Exceedance Protocol) when a program well reports an exceedance of an Ontario Drinking Water Quality Standard. • Participation in the decommissioning or construction of monitoring wells that are part of the program. 	<p>important to recognize the integration of these networks to the watershed scale resource management strategy and the importance to the Source Water Protection Program in the Grand River watershed where several municipalities and Six Nations of the Grand River rely on the Grand River as a source of drinking water. Information and analysis supported by this monitoring network leads to cost effective solutions important to the local economy.</p> <p>Future provincial documents related to this section of the proposal should include the full range of monitoring programs.</p>
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Conservation Authority Costs Not Related to Delivery of Programs and Services	22		See GRCA Board Report for comments on this section.
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2. Non-Mandatory Conservation Authority Programs and Services

A. Regulation for Municipal Agreements and transition period	23	Regulatory authority for agreements for municipal funding of non-mandatory programs and services and the regulatory authority for a transition period/plan to develop the agreements is proposed to be combined into one Minister’s regulation - Regulation for Municipal Agreements and Transition Period.	
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		<p>Municipal Agreements</p> <p>The un-proclaimed amendments to the Conservation Authorities Act provide requirements for the agreements between conservation authorities and participating municipalities for the use of municipal levies to finance in whole or in part the non- mandatory programs and services that the authority has determined are advisable to further the purposes of the Act.</p> <p>The proposed Agreements and Transition Period regulation could require that the agreements do the following:</p> <ul style="list-style-type: none"> • Include a provision that the participating municipality agrees to pay its apportioned levy (determined under sections 25 or 27 of the Act in accordance with the regulations) for the non-mandatory program or service. • Set out the termination date of the agreement. <ul style="list-style-type: none"> ○ Certain time periods may also be specified for the purposes of reviewing and renewing any such agreements that are reached, such as review by the parties to the agreement at intervals to align with municipal elections and subsequent conservation authority appointments with some consideration to the authority and municipal budget cycles (e.g., 6 months after municipal election). 	See GRCA Board Report for additional comments on this section.
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		<ul style="list-style-type: none"> • Include provisions governing early termination and governing notice and resolution of breaches of the agreement. • Include transparency provisions (e.g., that agreements are available to the public online). <p>The ministry is proposing that agreement arrangements between conservation authorities and municipalities could be flexible according to program or service circumstances (i.e. an agreement for a program or service could be with one or more participating municipalities or could be separate agreements per participating municipality including all the conservation authority-determined programs or services that a municipality may agree to fund, etc.). The flexibility is intended to support efficiency, expedite the agreement(s) and be cost effective in any potential legal or accounting fees.</p>	
	24	Transition Plans	See GRCA Board Report for comments on this section
PART TWO: Governance and Oversight of Conservation Authorities			
1. Regulation to Require “Community” Advisory Boards	27		See GRCA Board Report for comments on this section.
PART THREE: Other Regulatory Matters			
1. Section 29 Minister’s Regulation	29		See GRCA Board Report for comments on this section.

Grand River Conservation Authority

Report number: GM-06-21-43
Date: June 25, 2021
To: Members of the Grand River Conservation Authority
Subject: Conservation Ontario Governance Accountability and Transparency Initiative

Recommendation:

WHEREAS the provincial government has passed legislative amendments related to the governance of Conservation Authorities;

AND WHEREAS the Grand River Conservation Authority remains committed to fulfilling accountable and transparent governance;

THEREFORE BE IT RESOLVED THAT the Grand River Conservation Authority endorse the three key actions developed by the Conservation Ontario Steering Committee to update Conservation Authority By-laws, to report proactively on priorities, and to promote/demonstrate results;

AND THAT staff be directed to work with Conservation Ontario to implement these actions and to identify additional improvements and best management practices.

Summary:

Recent amendments to the Conservation Authorities Act (CAA) include a number of provisions that relate to governance in support of a provincial government commitment to improving Conservation Authority accountability and transparency. Conservation Ontario (CO) and the Conservation Authorities share the provincial government's commitment to governance accountability and transparency.

CO developed a Governance Accountability and Transparency Initiative (GATI) Steering Committee to advise on additional actions going forward to demonstrate commitment to transparency and governance accountability. The Steering Committee drafted a proposed framework which was adopted at the CO Annual General Meeting on April 12, 2021, which focuses on three (3) key actions:

1. Update Administrative By-Laws to comply with amendments to the Act;
2. Proactive reporting on governance accountability and transparency priorities; and
3. Promote and demonstrate evidence of accountability and transparency results.

CO Council has asked that all Conservation Authorities endorse the key actions and an ongoing commitment to accountable and transparent governance.

Report:

Background

Recent amendments to the Conservation Authorities Act (CAA) include a number of provisions that relate to governance in support of a provincial government commitment to improving Conservation Authority accountability and transparency.

Conservation Ontario (CO) and the Conservation Authorities share the provincial government's commitment to governance accountability and transparency. As required by amendments to the CAA in Bill 139 (December 2017), the Grand River Conservation Authority approved revised Administrative By-laws in compliance with the prescribed deadline of December 2018.

The province continued to emphasize the importance of governance accountability and transparency through additional amendments to the CAA through Schedule 6 of Bill 229 which received Royal Assent on December 8, 2020. Some amendments came into effect immediately, others were proclaimed on February 2, 2021, and the Ministry of Environment, Conservation and Parks has indicated that additional amendments will be proclaimed later in 2021, some through updated or new regulations.

A summary of key amendments was presented at the December 2020 General Membership meeting in Report #12-20-94 Amendments to the Conservation Authorities Act through Bill 229 and further discussion occurred at the March 2021 General Membership meeting as it pertains to the proclaimed changes that were incorporated into the By-law. Details on those changes can be found in Report #03-21-26 Proposed By-law 1-2021.

Current

In response to the proclaimed amendments to the CAA, CO circulated a list of recommended Conservation Authority Best Management Practices to guide key actions for the Conservation Authorities. Out of eight (8) required and/or recommended practices, the GRCA has implemented five (5) items. Of the three (3) that are outstanding, further discussion with the General Membership is required to provide staff direction on next steps. A summary of the changes to the CAA that pertain to governance, CO's recommended actions and the status of the actions at the GRCA is included in Attachment A.

Conservation Ontario developed a Governance Accountability and Transparency Initiative (GATI) Steering Committee comprised of Conservation Authority CAOs/General Managers to advise on additional actions going forward to demonstrate conservation authorities commitment to transparency and governance accountability. The Steering Committee drafted a proposed CO Governance Accountability Transparency Initiative which was adopted at the CO Annual General Meeting on April 12, 2021. The initiative focuses on three (3) key actions:

1. Update Administrative By-Laws to comply with amendments to the Act;
2. Proactive reporting on governance accountability and transparency priorities; and
3. Promote and demonstrate evidence of accountability and transparency results.

The complete details of the proposed GATI is provided in Attachment B. With respect to items requiring action at the GRCA, the GRCA publicly posts all of the documents listed in Action 3 ii) on the website. Information requested by CO is provided on a regular and timely basis.

Next Steps

Staff will continue to work on the outstanding items listed in Attachments A and B, as applicable and with Board direction.

At Conservation Ontario's Annual General Meeting on April 12th, 2021, Conservation Ontario Council passed the following resolution asking all Conservation Authorities to endorse the proposed GATI (Attachment B):

WHEREAS the provincial government has passed legislative amendments related to the governance of Conservation Authorities;

AND WHEREAS the Conservation Authorities remain committed to fulfilling accountable and transparent governance;

THEREFORE BE IT RESOLVED THAT Conservation Ontario Council endorse the Governance Accountability and Transparency Initiative and that the resolution be sent to the Minister of Environment, Conservation and Parks;

AND THAT Conservation Ontario Council request that all Conservation Authorities endorse a commitment to pursue governance accountability and transparency measures.

Financial implications:

There are no significant financial considerations or impacts as a result of this initiative.

Other department considerations:

Not applicable.

Prepared by:

Karen Armstrong
Deputy CAO, Secretary-Treasurer

Approved by:

Samantha Lawson
Chief Administrative Officer

Attachment A: Governance Clauses Proclaimed with Actions Required and GRCA Status

Section and Change to the Act	Proposed CO Action and GRCA Status
<p>Section 14 (1.1): Council of a participating municipality shall ensure that at least 70 per cent of its appointees are selected from among the members of the municipal council.</p> <p>Section 14 (1.2) Exception: Minister may grant permission to a municipality to select less than 70 per cent of its appointees to an authority from among the members of the municipal council, subject to such conditions or restrictions as the Minister considers appropriate.</p>	<p>Proposed CO BMP Immediate circulation of letters to municipalities notifying them of changes, exception process, and next scheduled appointment date, and an update to By-Law to reflect the change.</p> <p>GRCA Status - COMPLETE GRCA staff will further remind the municipalities of the changes during the next scheduled appointment process.</p>
<p>Section 14 (2.2): CAs are required to make public and provide to the Minister copies of municipal member agreements in respect to the total number of municipally appointed members.</p>	<p>Proposed CO BMP Send existing agreements to the Minister, with a copy to CO and make them available on the website.</p> <p>GRCA Status - COMPLETE</p>
<p>Section 14(4): Minister’s power to appoint a member from the agricultural sector with limitations added to the member’s voting rights.</p>	<p>Proposed CO BMP Include reference to the prospective new member in the By-Law.</p> <p>GRCA Status - PENDING In the event that the Minister appoints this type of member, the by-law would be updated as quickly as possible. With Board direction, a future by-law update could include a reference to an agricultural appointee with limited voting rights.</p>
<p>Sections 15 (2.1) and Sections 15 (2.2): Authority will make agendas and minutes available to public within specific time parameters.</p>	<p>Proposed CO BMP Make agendas and minutes available to public on CA website. Ensure agendas are available in advance of meetings and minutes are available within 30 days after the meeting. Update to the By-law accordingly.</p> <p>GRCA Status - COMPLETE C.6 of the By-Law stipulates that agendas for meetings are made available to the public on the GRCA’s website at least five (5) calendar days in advance of regular meetings.</p> <p>C.22 of the By-Law stipulates that draft minutes of the previous meeting are posted on the GRCA website as part of the agenda package within 30 days of the Meeting.</p>

Section and Change to the Act	Proposed CO Action and GRCA Status
<p>Section 17 1.1): Limiting the term of the chair or vice-chair to one year with a maximum of two consecutive terms.</p> <p>Section 17(1.2): Requirement to rotate chair and vice-chair positions among CA’s participating municipalities.</p> <p>Section 17(1.3) Exception: Minister may grant an exception to the above-mentioned sections, which would allow a chair/vice-chair to hold office for more than two one year terms, or a member to succeed an outgoing chair, vice-chair, appointed from the same participating municipality.</p>	<p>Proposed CO BMP Review Chair/Vice Chair election history, adjust elections accordingly or request an exception, and update the By-law as appropriate.</p> <p>GRCA Status - PENDING Discussion will occur at an upcoming board meeting and direction will be sought with respect to application for an exception, as applicable The next Chair and Vice-Chair elections are scheduled for January 2022.</p>
<p>Section 21(1): Minor amendments to the ‘powers of authorities’: integrating the CA power to “cause research to be done” with the CA power to “study and investigate the watershed” in order to support the programs and services the CA delivers.</p>	<p>Proposed CO BMP Update to the By-law as appropriate.</p> <p>GRCA Status - COMPLETE In the By-law, the Introduction was amended accordingly.</p>
<p>Subsections under sections 23.1 and 23.2: Enable the Minister to issue a binding directive to a CA following an investigation and enable the province, upon recommendation by the Minister, to appoint a temporary administrator to assume control of a CA’s operations following an investigation or the issuance of a binding directive, if the directive is not followed. Immunity is provided for the administrator.</p>	<p>Proposed CO BMP Consider including reference to these new sections in the By-Law.</p> <p>GRCA Status - PENDING Discussion will occur at an upcoming board meeting and direction will be sought with respect to including this in the by-law.</p>
<p>Section 38(1): Conservation authorities will transition to the use of generally accepted accounting principles for local government and ensure that key conservation authority documents are made available to the public.</p> <p>Section 38(4): Within 60 days of receiving audit report, must make available to public on its website and any other means the authority considers appropriate</p>	<p>Proposed CO BMP Review current audit practices and make any required adjustments to align with legislative requirements. Make audit report available to public on CA website within 60 days of receipt.</p> <p>GRCA Status - COMPLETE The GRCA is already fully compliant with this requirement in practice and the By-law was updated in section B.6 to incorporate that the audit is conducted in compliance with GAAP recommended by the Public Sector Accounting Board.</p>

Attachment B: Governance Accountability and Transparency Initiative

Conservation Authorities are committed to Governance Accountability and Transparency and will demonstrate that they have fulfilled requirements recently established in legislative amendments to the *Conservation Authorities Act* including a number of governance-related sections which were proclaimed on February 2, 2021.

CO Governance Accountability and Transparency Initiative

Working with Conservation Ontario, conservation authorities have identified 3 key actions that demonstrate their commitment to governance accountability and transparency including:

1. Updates to CA Administrative By-Laws

Ensure CA Administrative By-Laws are updated in fulfillment of legislative amendments to the *Conservation Authorities Act* being proclaimed over the course of 2021. This will be accomplished through the following activities:

- i) Notwithstanding that some CAs have already updated their bylaws further to the Feb 2nd proclamations; ASAP review understanding with MECP staff regarding sections to be proclaimed, scheduling, and the need for updates to CA administrative bylaws; and obtain any other confirmations as required.
- ii) Subject to i), undertake a comprehensive update of the *Conservation Authority Best Management Practices (BMP) and Administrative By-Law Model* (Conservation Ontario, April 2018 as amended), obtain legal review of amendments as necessary, and provide training to CAOs as necessary
- iii) Track all 36 CAs re: status of updated administrative bylaws
- iv) Provide ability for CAs to share sample policies in support of the new clauses.

2. Proactive Reporting on Governance Accountability and Transparency Priorities

Ensure proactive reporting on GAT priorities as initially identified as those governance-related clauses in the CAA that were proclaimed on February 2, 2021. This will be accomplished through the following activities:

- i) Identification and communication of Required Actions and BMP Actions for each of the newly proclaimed governance-related clauses.
- ii) Implementation of a tracking system to enable easy reporting on the status of the Actions and for collection of information that will enable the analysis of CA issues/impacts raised in relation to implementation of the clauses.
- iii) Bi-annual reports to Conservation Ontario Council on the status of priority Actions.

3. Promotion/Demonstration of Results

Evidence of governance accountability and transparency results will be promoted and demonstrated through advocacy materials and websites. This will be accomplished through the following activities:

- i) Promote the initiative and prepare analyses of results and appropriate advocacy materials, as necessary
- ii) Develop QA/QC checklist of governance material that should be available on CA websites to permit ease of public access. The checklist is proposed to include:
 - a. Members (individuals and Member agreements)
 - b. Administrative by-laws
 - c. Annual Meeting Schedule with information on how to participate
 - d. Agendas – full package
 - e. Minutes (to be posted within 30 days of meeting)
 - f. Audited financial statement
 - g. Annual Fee schedule
 - h. Other corporate documentation as available including Strategic Plans, Annual Reports, Watershed Report Cards
- iii) CO to track implementation of the QA/QC checklist and create CO webpage promoting Initiative and that this information can be found on CA webpages

Grand River Conservation Authority

Report number: GM-06-21-42
Date: June 25, 2021
To: Members of the Grand River Conservation Authority
Subject: Human Resources Policies Update

Recommendation:

THAT the Human Resources Policies dated June 2021 be approved and implemented.

Summary:

Staff complete periodic reviews of GRCA’s Human Resources Policies and changes are made to:

- Reflect organizational changes;
- Provide greater clarity with respect to current practice;
- Reflect policy changes that have been approved by the General Membership since the last policy update;
- Reflect policy changes that are required due to recent changes in legislation; and
- Include policy changes recommended by staff but not yet implemented.

Report:

The updated Human Resources Policies (HR Policies) are being submitted for General Membership approval in accordance with the Grand River Conservation Authority By-law No. 1-2021, Section B.10 pertaining to Human Resources Policies which states:

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

The last update of HR Policies was approved by the General Membership in September 2019.

Some minor edits were made throughout the document. The significant recommended changes include:

Human Resources Policy Section Number	Summary of Significant Changes (new or modified)
1. General Conduct	
1.4.15 Social/New Media	Modified: Addition of prohibited conduct on social media as it relates to potential harassment or discrimination.
1.4.16 Recording Conversations in the Workplace	Addition: Reference added to prohibiting recording conversations of other staff while at work.

Human Resources Policy Section Number	Summary of Significant Changes (new or modified)
1. General Conduct	
1.4.17 Failure to Comply	Modified: Addition of wording for employees to consult with management to discuss alternate considerations under the policy
10. Staff Purchasing Policy and Guidelines	
10.6 Purchasing Limits/ Authorized Buyers	Modified: updated job titles.
11. Purchase Orders	
11.1 Use of Purchase Orders	Modified: Removed reference to hard copy purchase requisitions.
18. Paid Holidays	
18.2 Working on a Paid Holiday	Modified: Updated to include additional supervisory job titles.

Financial implications:

The updated HR Policies will not result in any change to the approved budget.

Other department considerations:

Not applicable.

Prepared by:

Krista Bunn
Manager of Human Resources

Approved by:

Karen Armstrong
Deputy CAO, Secretary-Treasurer



HUMAN RESOURCES POLICIES

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1. GENERAL CONDUCT OF GRCA EMPLOYEES

1.1 General Conduct

1.1.1 General Policies

Employees of the GRCA shall:

- Give value for value received;
- Treat other Employees and the general public courteously and respectfully;
- Perform all duties in an efficient and professional manner;
- Observe and comply with the laws of Canada and Ontario and the Human Resources Policies of GRCA;
- Comply with the Regulations of the Workplace Safety and Insurance Board at all times as posted;
- Comply with the Ontario Human Rights code as it applies to discrimination and harassment in the workplace.

1.1.2 Conflict of Interest

Employees must carry out their duties and conduct themselves in such a manner that objectivity and impartiality are construed in both fact and appearance. Employees shall act in the best interests of GRCA and it is the responsibility of the Employee to identify and report any potential or actual conflict of interest to their Supervisor.

An Employee will not use gifts in the solicitation of business for GRCA.

1.1.3 Outside Activities-General

Employees of GRCA shall not engage in any outside activity, office or employment which, in the opinion of the Chief Administrative Officer, interferes with the performance of his/her duties, or which conflicts with the interests of GRCA.

1.1.4 Outside Activities-Financial Interest

Employees of GRCA shall disclose to the Chief Administrative Officer any financial interests where the Employee directly owns or indirectly owns, is beneficially entitled to or has an interest in any land, building, leases, mortgages, goods, services, or contract which is offered for option, sale, lease or assignment to GRCA.

1.1.5 Outside Activities-Payment for Services

Employees may act as a consultant, lecturer, advisor or work in his/her trade and accept remuneration for such activity, providing such activity:

- Is approved by the Chief Administrative Officer;
- Does not interfere with the performance of his/her duties as an Employee and is not engaged in during his/her hours of work;
- Does not conflict with the interest of GRCA.

1.1.6 Acceptance of Gifts

Employees of GRCA shall not accept any gifts, payments, services, privileges or favours from any person or business organization that has dealings with GRCA except in instances where the value of such item is nominal, received infrequently, the item has no resale value and acceptance of such

items does not impair the ability (in fact or appearance) to perform one's duties in an objective and impartial manner.

Such gifts must always be of a form and substance such that an impartial observer could not construe them as an improper incentive. Employees should not accept gifts that do not conform to the above policy.

An Employee will disclose the receipt of any gift, favour, etc. to their Supervisor.

1.1.7 Entertainment

Employees of GRCA engaged in any entertainment associated with business practices should ensure such entertainment:

- is infrequent
- legitimately serves a definite business purpose
- is appropriate to the business and responsibilities of the individuals involved
- is consistent with public sector practices

Such activities must always be of a form and substance such that an impartial observer could not construe them as an improper incentive.

1.1.8 Outside Activities-Elections within the GRCA watershed

Employees may stand as a candidate for election to Federal office, Provincial office, or Municipal Council in the area over which GRCA has jurisdiction, provided that:

- He/she has been granted leave of absence without pay for the period commencing on the day provided for the nomination of candidates and ending on the polling day
- If elected, he/she resigns his/her position
- Where an Employee has been granted leave of absence and was not elected, the period of leave of absence shall not be included in determining the length of service for any purpose, and the service before and after such period shall be deemed to be continuous for all purposes.

1.1.9 Outside Activities-Elections outside the GRCA watershed

Employees may:

- Stand as a candidate for election to any Municipal office in any area outside the area over which GRCA has jurisdiction
- Hold any Municipal office in any area outside the area over which GRCA has jurisdiction

1.1.10 Confidentiality

Any confidential information obtained or developed by an Employee in the course of employment, must not be directly or indirectly disclosed to any third parties nor used outside of employment with the GRCA, unless written consent of the GRCA is first obtained from the Chief Administrative Officer prior to disclosure or use.

Collection, use and disclosure of Personal Information must be in compliance with the *Municipal Freedom of Information and Protection of Privacy Act* (see also Human Resources Policy No.1.4.8).

1.2 Workplace Harassment, Violence and Discrimination

1.2.1 General Policies

In accordance with the Ontario Human Rights Code, GRCA is committed to providing a workplace that is safe and free from harassment and discrimination where everyone is treated with respect and dignity.

GRCA will not tolerate any behaviour which denies individuals their dignity and respect and which is offensive, embarrassing or humiliating. All GRCA Employees have a responsibility to respect the dignity and human rights of their co-workers. Harassment of another Employee in the carrying out of duties or in the provision of goods and services constitutes a disciplinary infraction and will be dealt with severely.

In addition, GRCA will not tolerate acts of workplace harassment, sexual harassment or workplace violence as defined in the Ontario Occupational Health & Safety Act.

Please refer to the complete Human Resource Policy 1.2 for greater detail and the GRCA Health & Safety Policies 34.1 and 34.2 for further information.

1.3 Smoking, Alcohol and Drugs

1.3.1 Smoking

Smoking and vaping of tobacco products and/or marijuana (cannabis) by employees is prohibited in all of GRCA's facilities that are considered to be enclosed public places or enclosed workplaces, as defined in the Smoke-Free Ontario Act, in all GRCA owned, leased or rented vehicles, and in all of GRCA's non-enclosed workplaces or outdoor areas within 9 metres of an enclosed workplace. Smoking and vaping of tobacco products is permitted but restricted to the designated smoking area directly outside of GRCA's head office building or other designated smoking areas as applicable. See Health and Safety Policy 8.7 Drugs and Alcohol in the Workplace for direction regarding smoking of medically prescribed marijuana.

1.3.2 Alcohol and Drugs

Employees are expected to perform their work duties safely and be fit for duty. It is the expectation that all employees are fit to safely and reliably perform their work duties throughout their shift and are free from impairment due to alcohol and/or drugs. Accordingly, all employees are prohibited from conducting their job responsibilities while under the influence of alcohol, recreational marijuana, or illegal drugs.

Employees concerned about or experiencing alcohol and drug problems are encouraged to seek assistance from GRCA's Employee Assistance Program (EAP), Human Resource department, their primary care physician or appropriate community service before job performance is affected or violations occur. It is the employee's responsibility to self-identify if they have a dependency or addiction to drugs or alcohol. Once an employee self identifies, the GRCA will seek assistance and accommodate the employee at work and through appropriate medical programs. If an employee is found to be under the influence prior to or after an accident that puts the GRCA, staff, or the public at risk, the employee may be disciplined up to termination, subject to any accommodation obligation which might apply in the individual circumstances.

The following are expressly prohibited while on GRCA business or premises:

- the use, possession, distribution, purchase and/or sale of illegal drugs, recreational marijuana or drug paraphernalia;
- the unauthorized use, possession, distribution, purchase or sale of alcoholic beverages;
- possession and use of prescribed medications not authorized for personal use

Medical marijuana will be treated the same as all other regularly prescribed medication. GRCA has the same expectations from employees who use medical marijuana as who use all other types of medication and will accommodate individuals up to the point of undue hardship. Use medications responsibly, be aware of potential side effects. Employees must notify their supervisor of any potential unsafe side effects where applicable that may impair their ability to effectively perform the essential functions of the job and/or may endanger the safety of the individual or other individuals in the workplace.

All information provided in regard to this policy is considered confidential and will be treated as such, keeping an employee's privacy as a top concern second only to safety.

Disciplinary action up to and including termination will be taken for violations of this policy and its related practices.

For additional information on this subject, please refer to Health and Safety Policy 8.7 Drugs and Alcohol in the Workplace

1.4 Acceptable Use of Information and Information Technology Resources

1.4.1 General

GRCA uses a variety of computing and communications systems in carrying out its business. All communication and information transmitted by, received from or stored in these systems is the property of GRCA and, as such, is intended to be used for job-related purposes only.

All Employees must read, understand and conform to this policy before receiving access to the various systems in use at GRCA. Any questions should be directed to the Employee's Supervisor or the Manager of Information Systems and Technology (IS&T).

1.4.2 Access

GRCA will provide computer accounts to GRCA Employees as required. External people, such as volunteers or contractors, may also be provided accounts as appropriate, and this will be determined on a case-by-case basis and all aspects of this Policy will apply to those users. The Employee managing the temporary or contract staff assumes responsibility for the identification of access requirements and use of the account. Accounts will be revoked on request of the user or Manager or when the Employee terminates employment at GRCA.

1.4.3 Passwords

Initial passwords are assigned by the IS&T Department and Employees must change the provided passwords as soon as possible. GRCA reserves the right to override any Employee-selected passwords and/or codes. Employees are required to provide the GRCA with any such codes or passwords to facilitate access as needed. Periodically, Employees may be required to change their passwords. At no time should an Employee allow a temporary, contractor or another Employee use of their user name or password. In the case where an Employee does provide another person access to

their account, they will be responsible for the actions of the individual using their account. Passwords should not be stored in computer data files, on the network, or be displayed openly at any workstation.

1.4.4 Physical Security

Access to server rooms and communications closets will be limited to Employees who require access for the normal performance of their jobs. Computers with sensitive information installed on the local disk drive(s) should be secured in a locked room or office during non-business hours. Equipment which is to be removed from GRCA property must be approved in advance by the IS&T Department and an inventory of this equipment maintained by IS&T. Any equipment that is to be removed from the premises must be documented in accordance with Human Resources Policy No. 7.2 Moveable Assets. If the Employee leaves the employment of GRCA, he or she must return the equipment to GRCA prior to the last day of employment. To ensure protection of data, disposal of any surplus Information Technology equipment must be carried out by the IS& T Department.

1.4.5 Network and Systems Security

The IS&T Department implements and maintains tools and procedures to provide adequate protection from intrusion into GRCA's computer systems from external sources. No computer that is connected to the network can have stored, on its disk(s) or in its memory, information that would permit access to other parts of the network. Employees should not store personal, business or other credit card/account information, or passwords within word processing or other data documents.

All Employees are responsible for protecting the network against malware and/or virus attack by ensuring that tools installed on their devices, such as firewalls and anti-virus applications, are not disabled. Staff should lock their devices or log off of the network when they will be away from their workstation for an extended period.

1.4.6 Employee-owned Electronic Devices

Employees may be authorized to access certain GRCA services such as email, calendars, contacts, etc. from Employee-owned electronic devices such as computers, tablets, smartphones, etc. Such access must be authorized by the Manager of the IS&T Department and the business use of such devices will be subject to the Monitoring section of this Policy. The Employee will be responsible to ensure compliance to the Passwords, Message Content, and Network and Systems Security sections of this Policy at all times when accessing GRCA services or conducting GRCA business on personally-owned devices. GRCA reserves the right to withdraw this privilege at any time without notice.

1.4.7 Software

Only legally licensed software will be installed on GRCA's computers, smartphones and other end-node devices. Users are expected to read, understand and conform to the license requirements of any software product(s) they use or install. Employees are expected to use the standard software provided by the IS&T Department, or identify applications they need in the course of their work. Employees are not permitted to install software, applications, demos or upgrades without the approval of the IS&T Department. Employees must use the standard email and messaging systems provided by GRCA for official email communications.

1.4.8 Data

Information and data created or obtained in the course of employment with GRCA is the exclusive property of GRCA. Release of data owned or licensed by GRCA to others shall be in accordance with GRCA's data licensing policies, which can be obtained from the IS&T Department.

Collection, use and disclosure of Personal Information must be in compliance with the *Municipal Freedom of Information and Protection of Privacy Act* (see also Human Resources Policy 1.1.10).

1.4.9 Protection of Data and Backup Procedures

All network files are backed up on a regular basis, and backup copies are stored off-site. Data stored on other devices, including local PC's, is not routinely backed up, and as a result, important data and applications should not be stored locally on these devices.

Employees are responsible for ensuring that GRCA information, data and communication remain within the control of GRCA at all times. The storage of GRCA information on personal or non-GRCA-controlled environments, including devices maintained by a third party with whom GRCA does not have a contractual agreement, is prohibited unless such storage has been approved by the Manager of the IS&T Department.

1.4.10 Email Retention

All emails sent and received through GRCA's email system will be automatically archived by a centralized secure email archiving application. Archived emails will be retained in accordance with regulatory requirements.

1.4.11 Monitoring

GRCA provides the server, storage and network infrastructure, email system, personal computing devices (including PC's, smartphones and tablets) and other devices for employees' use on GRCA business. GRCA reserves the right to monitor the use of its Information and Information Technology Resources at any time, with or without notice, to ensure that such use is appropriate and in accordance with this Policy.

GRCA understands that occasional personal use of Information and Information Technology Resources by employees may take place. Employees should note that such use, which includes but is not limited to personal emails, documents and other files is subject to all other sections of this Policy and will not be deemed personal or private.

While GRCA does not routinely monitor individual usage of its Information and Information Technology Resources, the normal operation and maintenance of these resources require backup of data and communication, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the provision of service. Personal monitoring of a particular employee's usage by the IS&T Department will only take place if required by law or if there is a reasonable belief that the Information and Information Technology Resources are being used inappropriately. Such personal monitoring and/or disclosure must be approved in advance by the Chief Administrative Officer or the Human Resources Department.

1.4.12 Legal Proceedings

Electronic files, including emails, text messages, photos, etc sent or received by Employees may be used in legal proceedings or subject to disclosure under applicable legislation. Employees should be

aware that email messages are considered official written correspondence and are potentially the subject of discovery, subpoena, Freedom of Information requests, etc.

1.4.13 Message Content

The email system is not to be used to solicit or promote commercial ventures, religious or political causes or other non-job-related solicitations. The system is not to be used to create any offensive or disruptive messages. Human Resources Policy No. 1 Code of Conduct shall be considered the prevailing authority in the event of possible misconduct. In addition, the email system may not be used to send or receive copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization.

Employees are not authorized to retrieve or read any email messages that are not sent to them and cannot use a password, access a file, or retrieve any stored information unless authorized to do so under the Monitoring section of this Policy.

1.4.14 Internet Use

The Internet is to be used for business purposes only. Employees with Internet access are expressly prohibited from accessing, viewing, uploading/downloading, or printing material that is in violation of the laws of Ontario, Canada and/or Human Resources Policy No.1 Code of Conduct. In addition, the internet may not be used to send or receive copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization. Employees should be mindful that there is no assurance that e-mail texts and attachments sent within GRCA and on the Internet will not be seen, accessed or intercepted by unauthorized parties. Any Public Wifi Access points that have been established for use by GRCA's visitors may be subject to limited access or a click-through acceptable use agreement, as determined by the IS&T Department, to ensure appropriate use consistent with this Policy.

1.4.15 Social/New Media

The GRCA makes use of various forms of social/ new media to promote programs, communicate topics of interest, educate and engage with the public (e.g. flood warnings, fire bans, promotion of GRCA programs, park events, etc.).

It is the responsibility of the Strategic Communications Department or their delegate(s) to manage the GRCA's official presence on social/new media networks and channels and to act as the official representative(s) of the GRCA for the purpose of posting content, answering questions, participating in discussions, etc. The GRCA acknowledges that other staff may be interested in following and/or contributing to GRCA's official social media activities.

From time to time, posts on the GRCA's social media accounts or about the GRCA can become contentious or difficult. The Strategic Communications department monitors its social media channels on an ongoing basis. Employees should refrain from participating in these types of online discussions, as they require a corporate and strategic approach. For further information, please refer to the GRCA's Social Media Framework.

Employees may wish to make their own posts about the GRCA, its activities and/or their program on their personal social media channels, and are encouraged to contact the Strategic Communications Department and/or their supervisor for guidance.

Staff members participating in social media for personal purposes, must not represent themselves as an official spokesperson of the GRCA. To ensure their personal posts or comments are not perceived as official GRCA communiques, staff should:

- not use a GRCA email address or user identification for personal social media activities;
- not use the GRCA's logo or other protected images on personal posts on social networks, blogs, etc.;
- not disclose any information entrusted to the GRCA that is confidential or protected by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- not violate any copyrights, trademarks, or intellectual property rights that involve the GRCA and its partners; and
- not attempt to convey the GRCA's policies, practices or position on an issue when participating in personal social media activities.

When making posts or comments on any social media channel, whether public or private, staff shall conduct themselves professionally at all times. Be advised that inappropriate comments, videos, photographs, links, etc. on social media should be avoided.

In keeping with Human Resource policies on workplace harassment, violence and discrimination, defamatory or discriminatory content will not be tolerated and is meant to protect the health and safety of employees.

Staff shall abide by these guidelines whether they mention the GRCA by name or not. Even if the GRCA is not mentioned specifically, a link could be made to the GRCA, which could negatively affect the organization's reputation and may be considered a breach of this policy.

This policy is intended to ensure that the image, brand and reputation of the GRCA are not negatively impacted.

Staff should also be aware that members of the public may use mobile phones and other devices to take photographs or make recordings. Staff should always represent the GRCA positively and professionally. Staff who are photographed or recorded acting inappropriately or unprofessionally may be considered to have breached this policy.

Staff are encouraged to refer to the GRCA's Social Media Framework to further their understanding of the GRCA's use of social media as a corporate communications tool. If an employee is uncertain about this policy or has questions about the Framework, they should speak with their Supervisor/Manager/Director.

1.4.16 Recording Conversations in the Workplace

Staff are prohibited from recording conversations (video and/or audio) of other staff members while at work (notwithstanding the GRCA's Video Surveillance Policy and Procedure). Exceptions for recording conversations with knowledge and consent include:

- Public meetings and workshops
- Education and training materials
- Communications and media materials

Authorization from HR can be requested in advance for any exceptional circumstances.

1.4.17 Failure to Comply

Failure to comply with the Acceptable Use of Information and Information Technology Resources Policy may result in disciplinary action up to and including termination of employment. Any Employee who does not understand any part of this Policy is responsible for obtaining clarification from his/her Supervisor or the Manager of the IS&T Department.

If an employee feels that a particular use of your computer, email, or Internet access should be permissible, but does not seem to be covered by this policy, they should consult with their Supervisor/Manager/Director.

1.5 Storage of Personal Property

GRCA will not assume any responsibility for personal articles that are damaged, lost or stolen on GRCA premises, property or from vehicles. Personal property, including but not limited to trailers, boats and vehicles, are not to be stored at the workplace, including remote worksites, except where such services are also available to the public in which case the same rules and fees are applicable.

2. GENERAL CONDITIONS OF EMPLOYMENT

2.1 Attendance

All Non-Union Employees shall work the days and hours as set out in Human Resources Policy No. 17. Bargaining Unit Employees shall work the hours as set out in the Collective Agreement.

All Employees shall complete and electronically submit individual weekly, monthly or such other attendance and work records as provided by the Payroll Department. These records shall show the Employee's name and location, time (days and hours worked), nature of work and periods of absence with reasons.

The work record shall be checked for accuracy and authorized by the Supervisor prior to being forwarded to the Payroll Department.

2.2 Police Record Check and Offence Declaration

Employees may be required to provide a criminal reference check and/or vulnerable sector screening prior to employment or upon request. Please refer to the full Police Record Check & Offence Declaration document for further information.

2.3 Resignation

A Regular Employee, other than the Secretary Treasurer/Deputy CAO, a Director or a Manager, may resign from GRCA's service by giving his/her immediate Supervisor two (2) weeks' notice in writing of his/her intention to resign with the last official day of work clearly defined. He/she may, by written notice and with the approval of the Chief Administrative Officer, withdraw the notice of resignation at any time before its effective date if no person has been appointed or selected for appointment to the position.

The Secretary Treasurer/Deputy CAO, a Director or a Manager shall give at least one (1) months' notice in writing to his/her immediate Supervisor.

The Chief Administrative Officer shall give at least two (2) months' notice in writing to the Chair and provide a copy to the Manager of Human Resources.

A Regular Employee who is absent from duty without authorization for a period of five (5) days may be declared in writing by the Chief Administrative Officer, to have abandoned his/her position and cease to be an Employee of GRCA.

2.4 Redundant Positions and Layoff

The Chief Administrative Officer must approve the layoff of any Regular, Full-time Employee and the elimination of any position, excluding student positions.

A Manager, Director or the Secretary Treasurer/Deputy CAO may approve the layoff of any Seasonal, Temporary, Part-time or student Employee in their Department.

2.5 Complaint Procedures

An Employee with a complaint or concern related to the workplace must discuss the complaint with their immediate Supervisor as soon as possible after circumstances giving rise to the complaint have occurred. If satisfaction is not obtained, the Employee should then refer the complaint in writing to the next level of command and then, if necessary, to the Secretary Treasurer/Deputy CAO and the Chief Administrative Officer, in that order.

3. OFFENCES AND PENALTIES

3.1 Termination and/or Suspension

Unless otherwise stipulated in the Conservation Authorities Act and amendments thereto:

The Chief Administrative Officer may:

- Dismiss any Employee for just cause, which includes failure to observe and comply with the Human Resources Policies of GRCA;
- Release from employment any Employee during the probationary period of employment;
- Dismiss any Employee who is in violation of any federal law while in the workplace;
- Suspend up to five (5) days without pay in cases where, in the opinion of the Chief Administrative Officer, the circumstances do not amount to cause for removal from employment or dismissal of an Employee who:
 - habitually fails to comply with attendance regulations and directives
 - is absent without permission during their scheduled hours of work
 - reports for duty while incapable of performing assigned duties;
 - misuses GRCA property
 - fails to comply with the instructions of his/her immediate Supervisor
 - other
- Suspend without pay any Employee required to operate an Employee-owned or GRCA vehicle on GRCA business upon any occurrence in license suspension and/or driving prohibition as defined by law, covering that period of time that he/she cannot perform all regular duties unless:
 - It is possible to change jobs or negotiate an arrangement whereby the duties requiring a valid license can be assumed by another Employee with the approval of the Chief Administrative Officer.
 - He/she can use a taxicab or other form of public transportation at his/her own expense
- Dismiss any Employee required to operate an Employee-owned or GRCA vehicle on GRCA business upon a second license suspension and/or driving prohibition as defined by law.

Exceptions may be granted in unusual circumstances, i.e. sufficient time must have elapsed since the prior suspension to enable it to be treated as a first offence by the courts.

A Director or Secretary Treasurer/Deputy CAO may:

- Suspend any Seasonal Employee in the Division for up to five (5) days from employment without pay for causes outlined in Human Resources Policies No. 1 and No. 3.1.
- Suspend a Regular Employee without pay, for a period of up to a maximum of four (4) days for causes outlined in Human Resources Policies No. 1 and No. 3.1.

A Manager or Supervisor may:

- After two (2) written warnings, suspend any Seasonal or Temporary Employee under his/her supervision for up to three (3) days from employment without pay for causes outlined in Human Resources Policies No. 1 and No. 3.1 provided that a copy of the warning plus a copy of the report listing cause is given to the Director, or his/her designate for approval prior to suspension;
- After two (2) written warnings outlining the cause, suspend a Regular Employee from service without pay for a period of up to four (4) days. This suspension along with a copy of the warning in report form must be given to a Director or Secretary Treasurer/Deputy CAO or his/her designate for approval prior to suspension;
- Recommend through the established chain of command to the Chief Administrative Officer, the dismissal of a Regular Employee in report form along with copies of the warnings given.

3.2 Hearing

Before dismissing or removing a Regular Non-Union Employee from employment for causes as outlined in Human Resources Policy No. 3.1 above, the Chief Administrative Officer, or designate, may hold a hearing at which he/she is entitled to be present and make representation.

3.3 Driving Privileges

Employees required to drive Employee-owned or GRCA vehicles shall inform their immediate supervisor of any loss of driving privilege and/or driving prohibition. Failure to do so will result in immediate dismissal upon discovery.

3.4 Disciplinary Notices

In all cases where disciplinary notices are given in writing, a copy shall be forwarded to the Manager of Human Resources and placed in the Employee's Human Resources file.

4. ESTABLISHMENT OF NEW POSITIONS AND HIRING PROCEDURES

4.1 Establishment of New Positions

The establishment of a new position may occur where the need for such a position is identified by the Manager and/or Director. An Employment Requisition Form must be completed and submitted for approval by the Secretary Treasurer/Deputy CAO, Director, Manager of Human Resources and Chief Administrative Officer, if the position is:

- Seasonal, Temporary or Part-time and can be accommodated in the current approved budget,
or

- Regular Full-time, including the conversion of a Seasonal, Part-time or Temporary position to Regular Full-time, and is accommodated in the current approved budget, or
- Regular Full-time and specifically identified as a change in a previously approved monthly forecast/ financial summary.
- Any other situation that would result in an increase to the staffing levels.

A Manager or Director may approve a student position if it can be accommodated in the current approved budget.

4.2 Filling of Vacant or New Positions

When a position becomes vacant or a new position is approved, the Supervisor shall fill the position as soon as practicable. The Human Resources Department will provide written confirmation of the terms of employment to the Employee.

A Temporary Employee, as defined in Human Resources Policy No. 14, may have the length of his/her term of service renewed annually or extended with the approval of the Manager, Director, Secretary Treasurer/Deputy CAO and the Chief Administrative Officer. The Human Resources Department will provide written confirmation of the terms of employment to the Employee.

A position in a higher classification level may be filled on a provisional basis by a person lacking the necessary experience or training and that Employee will be paid at a rate to be approved by the Chief Administrative Officer. Subject to the approval of the Chief Administrative Officer, the Employee will be assigned to the classification level established for that position upon attaining the experience or training necessary to enable him/her to adequately fulfill the responsibilities attached to the position.

Salaried Regular positions, which become temporarily vacant due to illness, injury, leave of absence, etc., may be filled on a temporary or interim basis at the discretion of the Chief Administrative Officer.

Vacant or new positions may be filled on a temporary basis at the discretion of the Chief Administrative Officer.

Vacant or new Non-Union Salaried Regular positions may be open for competition at the discretion of the Chief Administrative Officer. The following procedures for hiring will apply:

- The vacant position may be advertised internally to the Employees of GRCA and external advertising may run concurrently.
- The interview team will consist of a minimum of the Supervisor of the open position and a Human Resources representative.
- An offer of employment shall be prepared by the Human Resources Department and approved by the applicable Manager or Director.
- A Human Resources representative will present the offer of employment to the selected applicant.

Prior to hiring, the selected applicant must provide required documentation such as a valid driver's license, proof of eligibility to work in Canada, registration/designation, degree, diploma and/or certificate, as applicable. For persons unable to provide this documentation, the following conditions will apply:

- For immediately necessary documentation, the selected applicant will not be allowed to commence employment and other candidates will be considered;
- For documentation not immediately necessary, the selected applicant will be allowed to commence employment, however, such documentation must be presented to the Human Resources Department within thirty-one (31) calendar days from the start date of his/her employment. Failure to do so shall result in termination of employment.

Upon hiring, Employees will be required to maintain current designations, licences, memberships, etc. that are requirements of their position.

4.3 Working Relationships

The GRCA will not discriminate in its hiring practices against or in favour of, the close family of any Employee, former Employee or Member of the Board, except where such hiring will result in an Employee being in a conflict of interest related to a reporting relationship or a financial or administrative matter.

For purposes of this policy, close family shall mean a spouse (including common-law spouse), child, sibling or parent. Circumstances may exist wherein a relationship between employees is outside of this definition but could be perceived to be a conflict of interest. As per Human Resources Policy No. 1.1.2, it is the responsibility of the Employee to identify and report any potential or actual conflict of interest to their Supervisor.

4.4 Employment Reference Check Policy

Grand River Conservation Authority recognizes and acknowledges that current and former employees may depend on the provision of timely and accurate reference information. This policy outlines the acceptable provision of reference information by GRCA employees. This policy serves to fulfill the following purposes:

- To provide fair and equal treatment of existing and former employees of GRCA when they apply for work at other organizations, and;
- To protect GRCA from legal liability arising from issues surrounding the provision of references.

Requirements:

1. Requests for employment references for current or former GRCA employees must be handled by the Human Resources Department, Division Directors, Managers, the CAO and Supervisors to whom the employee directly or indirectly reported. No other employee is authorized to release references or any other information concerning current or former employees.
2. The supervisor/manager must confirm a positive reference from Human Resources prior to hiring a student who previously worked at the GRCA, in a different capacity/location.
2. A copy of any reference letter provided must be kept in the employee's file.
3. No references shall be provided to prospective employers without the written consent of the employee for whom a reference has been requested. If current and former employees would like a reference to be provided, they must consent to the provision of references in writing by signing the *Reference Check Release Form – GRCA*.
4. Information disclosed, in good faith, to prospective employers, will include:
 - Dates of employment
 - Title of positions held and duration
 - Performance management information i.e. job performance, attendance record, etc.

- Whether or not the former employee is eligible for re-hire
5. Information not provided by GRCA to prospective employers of former GRCA employees includes:
 - Conjecture, assumption, speculation, opinions, or any other disclosures that could be construed as subjective in nature and/or are unsupported by signed documentation.
 - Any information that is not related to the employment of the former employee (e.g. lifestyle, personal problems, race, gender, etc.)
 - Any information not requested by the organization seeking the reference in question.
 6. GRCA reserves the right to provide the requested reference and employee information either in writing or over the telephone. All prospective employers seeking the reference will be asked to acknowledge the confidentiality of the information requested.
 7. GRCA discourages employees from providing personal references, on behalf of the GRCA, for individuals who are currently or who have been employed by GRCA.

NOTE: Requests for references for current or former volunteers, high school co-op students and participants in the naturalist-in-training program may be handled by a non-supervisory regular full-time employee upon receiving consent in writing by signing the *Reference Check Release Form – Other* and with approval from the Supervisor or Manager, as applicable. Alternatively, a reference letter may be prepared by a non-supervisory regular full-time employee and approved in advance by the Supervisor or Manager, as applicable. All documentation related to reference checks must be forwarded to Human Resources.

5. UNIFORMS, CLOTHING AND SAFETY EQUIPMENT

5.1 Uniforms

Uniforms and clothing are issued to GRCA staff primarily for enforcement, safety and public identification. It is therefore imperative that uniforms be worn in their entirety while working, so that a professional appearance is maintained at all times while carrying out the duties of their position.

Each Supervisor who has staff members required to wear uniforms, or other issued clothing will be responsible to ensure that Employees follow the requirements for proper, complete, and consistent wearing of said uniforms or clothing.

When required by virtue of their position and as approved by the Employee's Director and Manager of Human Resources, clothing will be issued to Employees for work. A list specifying approved uniform entitlement will be maintained by Human Resources and the items will be funded by the Uniform account. Any issuance of items above what is approved or for positions not included in the listing will be approved at the discretion of the Employee's Director.

5.2 Wearing of Uniform Clothing

Each Employee is responsible for keeping all GRCA uniforms and clothing issued in good repair and clean condition at the Employee's own expense.

All staff issued uniform and work clothing must wear it at all times during work hours unless approval to deviate from this policy is obtained from his or her Supervisor.

P.O.A. Officers and other staff as designated will receive replacement of issued clothing as required to maintain one complete duty uniform.

Upon leaving the service of GRCA, all GRCA insignias from issued clothing must be removed and returned to the GRCA. POA badges must be returned to the Supervisor when the employee is no longer working in a POA role.

All clothing issued to Seasonal and Part-time staff is the property of GRCA and shall be returned in a clean condition upon leaving the service of GRCA.

Uniform clothing must not be worn in combination with non-uniform clothing at any time without approval of Manager/Director. No insignias shall be worn on any non-uniform clothing. No uniform clothing shall be worn without insignia.

Uniforms are a key element in the way GRCA employees see each other and the way others see GRCA employees. Standards are important to present an overall impression of professionalism. Uniformed employees, when dressed in their uniforms, whether on duty or off duty are subject to public scrutiny. Grand River Conservation Authority branded clothing should not be worn in places that would not represent the positive image of Grand River Conservation Authority. Some examples of activities where uniform clothing shall not be worn include, but are not limited to, the following:

- Do not participate in personal labour action activities;
- Do not participate in personal political activities;
- Do not engage in selling or soliciting activities of a personal nature;
- Do not engage in any other action or behaviour which society would deem inappropriate for a uniformed employee;
- Do not wear uniforms/clothing outside of work;
- If at work and attending to a personal errand the uniform must be covered up (ie personal shirt or jacket over the corporate shirt);
- Do not wear GRCA uniforms in personal online profile pictures or posts or other social media. Exercise good judgement while working, and do not knowingly pose for social media posts or pictures that are not required for work purposes;
- Do not use uniform clothing items for casual wear;
- Do not alter the original look of the uniform (work or dress) in any way;

GRCA insignias shall be worn on uniform or work clothing only as follows:

Shoulder patches shall be centered on the shoulder one-quarter inch (“ $\frac{1}{4}$ ”) below the shoulder seam or embroidered on the front left chest of jackets, shirts, coveralls, etc.. Uniforms for staff without POA designation will have GRCA logo crests on the shoulders until such designation changes.

- Cap badges shall be centered on the front of the cap.
- Security identification on uniforms shall be as directed by the Private Security and Investigative Services Act, 2005 and Regulations. The term “SECURITY”, in upper case letters not less than 1.5 centimetres high and in a contrasting colour must be (a) permanently affixed to the chest of the outermost piece of the uniform; and (b) affixed between two and three centimetres below the GRCA logo crest.

5.3 Boot Allowance

5.3.1 Regular Full Time Employees:

The Employer will contribute up to three hundred dollars (\$300) over two (2) calendar years on receipt of a proper invoice towards the cost of CSA-approved safety boots for all Regular Full-time Employees

whenever deemed necessary or required by law with written approval of the applicable Director and Human Resources. For staff employed in the arboricultural operations group who are required to wear specialized forestry safety boots, the Employer will contribute up to five (\$500) per employee towards the cost of Employer-approved safety boots with a receipt, over two (2) calendar years, or less as required, with approval from the Supervisor and Human Resources.

5.3.2 Seasonal Employees:

The Employer will contribute up to one hundred and fifty dollars (\$150), once the Employee has attained seniority (one thousand and forty (1,040) hours), and not more than once each one thousand and forty (1040) regular hours worked, on receipt of a proper invoice towards pairs of CSA-approved safety boots for seasonal Employees whenever deemed necessary or required by law with written approval of the applicable Director and Human Resources.

5.3.3 Temporary Full-Time Employees:

The Employer will contribute up to one hundred and fifty dollars (\$150.00), where the term of employment is equal to or greater than six (6) months in length, towards the cost of CSA-approved safety boots for Temporary Full-Time Employees whenever deemed necessary or required by law with written approval of the applicable Director and Human Resources. The one hundred and fifty dollars (\$150) will be payable after the Employee has worked six (6) months, and not more than once during the term of the temporary contract with a receipt that is dated within the term of the employment.

5.4 Safety Equipment

GRCA will provide safety equipment such as hard hats, work gloves, safety goggles, safety glasses, coveralls, rain wear (high visibility), waders, and first aid supplies whenever deemed necessary or required by law.

Employees who are required to wear prescription safety glasses on a regular basis are eligible to receive up to a maximum of two hundred (\$200) dollars every two (2) years towards the purchase of a pair of prescription safety eye glasses in accordance with GRCA conditions and as authorized in advance, by the Employee's Manager. An original receipt from an optometrist must be provided and attached to the Prescription Safety Glasses Claim Form and submitted to Human Resources.

Prescription safety glasses must meet the following conditions:

- Lens material must be Duralite (polycarbonate) or Plastolite (CR39) material only – no glass lenses are permitted at a work site.
- If ultraviolet protection is required, Plastolite material requires UV400 dye. It may also be coated for scratch resistance. Duralite material does not require either.
- All safety glasses must be equipped with permanent CSA-approved side shields.
- All safety glass frames must be CSA-approved.

6. USE OF EMPLOYEE-OWNED VEHICLES

Whenever possible, GRCA owned or leased vehicles shall be used to transport Employees and goods of GRCA.

Employee owned vehicles may be used during emergencies or for occasional non-recurring travel, with the approval of the immediate Supervisor.

The approval may be given to an Employee for continuous use of his/her vehicle while carrying out any business of GRCA of a like nature.

Notwithstanding the above, the prior authorization by the immediate Supervisor is necessary under the following conditions:

- If the round trip distance exceeds four hundred (400) kilometers;
- If the Employee has been assigned a GRCA owned or leased vehicle for his/her use;
- If the Employee is taking, as a passenger, another Employee who has been assigned a GRCA owned or leased vehicle;

In each case, the distance shall be computed and reimbursed in accordance with Human Resources Policy No.23.

Employees using personal vehicles for GRCA business shall have a valid driver's license, provide proof of Public Liability and Property Damage Insurance to the Accounting Department and abide with policies as set out in the Health and Safety Manual relating to use of Employee owned vehicles.

7. USE OF GRCA-OWNED OR LEASED EQUIPMENT

7.1. Vehicles and Equipment

Employees in the service of GRCA whose duty requires them to drive or have charge of a GRCA vehicle to use, or to have charge of GRCA equipment:

- Shall not permit unauthorized persons to operate vehicles or equipment.
- Must comply with rules relating to GRCA vehicles and equipment as outlined in the GRCA Health and Safety Manual.
- Will be responsible for the payment of all and any fines imposed for traffic, parking or other violations.
- May be assessed the cost of repairs if a result of improper maintenance, operation and care of vehicle and equipment in their charge.

Only active Employees of GRCA are authorized to drive GRCA vehicles. All drivers must have the proper license specified for the class of vehicle. In the case of students and others to whom the new graduated licensing system in the province of Ontario applies, drivers must hold a G2 license. GRCA reserves the right to request Drivers Abstracts from time to time, for Employees who drive GRCA owned vehicles.

GRCA owned equipment shall not be available for use beyond GRCA approved projects, except as outlined in Human Resources Policy 7.2 when a vehicle is assigned to an employee.

Employees requiring a Motor Pool GRCA owned vehicle overnight must get prior approval from their Manager or Director.

No Employee shall install any extra equipment in, or disfigure a vehicle in the Employee's charge.

7.2 GRCA Vehicles Assigned to Employees

GRCA vehicles will be assigned to Employees on the basis of economic benefit to GRCA and not as part of the Employee's compensation. Any GRCA vehicles not conforming to this policy will be reassigned to motor pool.

All GRCA vehicles owned, rented or leased and assigned to an Employee will be the direct responsibility of the Employee.

For rented or leased vehicles, all drivers must comply with the terms of the rent/lease agreement in all respects.

GRCA owned service vehicles which are assigned to Employees, are not to be driven for personal use, except between the Employee's residence and place of work (work place). Since this is personal use, it is not to be included in paid work hours.

Time spent travelling between an employee's residence and to a place other than the employee's normal workplace (work site or point of call) for performing work for the GRCA is not to be included in paid work hours, unless the employee is called out after hours.

The mileage associated with driving the GRCA vehicle between the Employee's residence and place of work (personal use) is a taxable benefit and is reported on T4 forms. However, time spent travelling between an employee's residence and the worksite (point of call) is not considered personal mileage and is therefore not required to be reported. A log book must be kept to record daily personal mileage and a form summarizing monthly personal mileage must be submitted to Payroll. The employee(s) assigned a GRCA owned service vehicle is responsible to support claims for business travel versus personal travel as reported to Revenue Canada on the T4 slip. Any tax assessment liability would be the responsibility of the employee.

Vehicles assigned to a Conservation Area will not be used as a personal vehicle except where the employee obtains permission from the immediate Supervisor to take the vehicle home; for example while serving as a Duty Officer. In instances where this occurs, personal use mileage must be recorded and reported to Payroll in the same manner as outlined above.

8 MOVEABLE ASSETS POLICY

8.1 Policy

Movable assets shall be managed in an efficient, effective and economic manner ensuring that proper control and security measures are in place to safeguard GRCA's assets.

8.2 Purpose

To outline acquisition, tracking, reporting, controls, and security, required for moveable assets.

8.3 Definitions

Moveable assets are defined as tangible moveable property owned by GRCA that are either in use or being held for later use, trade-in or disposal. Moveable assets include tools and maintenance equipment, communications equipment, computer equipment, concession and recreation equipment, furniture and office equipment, lab and scientific equipment, motor pool vehicles and equipment.

Consumables are other moveable GRCA property or materials, not defined as moveable assets above such as materials, sanitation supplies and office supplies.

8.4 Guiding Principle

The amount of management effort put into safeguarding items should be directly related to the risk of loss and value of those assets.

8.5 Mandatory Requirements

(A) Acquisition

All moveable assets must be acquired in accordance with GRCA Human Resources Policy No. 10 – Staff Purchasing Policy and Guidelines.

Moveable assets shall be identified at the time of purchase. The purchase order or supplier invoice should be flagged as including a moveable asset(s) so that proper set up in the moveable asset database will be initiated.

Managers should advise the Manager of Corporate Services if there are assets on loan or inherited that should be added to the moveable asset database.

(B) Moveable Assets Tracking

All moveable assets above the minimum values will be tagged with a unique GRCA number and assigned to a category as outlined in Appendix A and entered into the moveable assets database. Motor pool items are assigned unique M numbers. The Accounting department oversees the distribution of GRCA tags.

Local operating units may establish a lower minimum for tracking purposes if considered necessary.

The minimum details recorded in the moveable asset database shall include:

- GRCA Tag #
- item name
- serial #
- location of asset
- date of purchase
- supplier
- \$ value

The functions of ordering, receiving and record keeping must be kept separate as practicable.

(C) Custody

Generally, assets are not to be utilized for personal use. Exceptions may be made where there is no additional cost associated with an asset that is assigned to an individual, such as a computer, a cell phone, or other personal device. Any personal use of an asset requires prior authorization from the manager of the department responsible for custody of the assets.

Moveable assets will be assigned to specific locations within GRCA and individual Employees at those locations will be responsible for the care and control of those assets.

GRCA assets must not be assigned to non-GRCA staff unless authorized by the Manager of Corporate Services in writing.

The database will track all transfers of assets between locations or assignments to individual Employees and the Accounting department should be notified.

Security measures must be in place to ensure the safekeeping of assets.

(D) Disposal

Methods of disposal include: public sale (auction or other), transfer of ownership, scrap sales, and discarding of assets.

Accounting must be notified of all disposals.

In cases of theft, loss or destruction an "Incident Report" must be completed and the database updated accordingly.

(E) Inventories

At least once every three years staff will be requested to confirm the moveable assets assigned to them with the exception of motor pool which has alternate controls and tracking in place.

Annually, a sampling of moveable assets will be subject to a physical inventory count by the Accounting department. The accounting staff person carrying out the physical count will not be the Employee assigned custody of the asset.

All moveable assets assigned to an Employee must be accounted for and returned to GRCA upon the departure of the Employee.

Annually, a report shall be provided to the Manager of Corporate Services detailing additions and disposals by category/sub-category

An explanation must be provided for any variance of five percent (5%) or greater in the value of the closing inventory of each category due to stolen inventory and lost inventory which has been written off. The Manager of Corporate Services will discuss appropriate remedial action with the manager(s) of the program area(s) impacted.

(F) Responsibilities

The Accounting Department is responsible for administering this policy and associated procedures as well as for the monitoring and oversight of assets.

Accounting is responsible for maintaining the Moveable Assets Database. The Motor Pool database is dynamically populated by the moveable asset database and monitored by the Fleet Coordinator. The IS department maintains a separate database (spreadsheet) for IS equipment and reports additions/transfers/disposals on a monthly basis to the accounting department and these two databases are reconciled annually.

The immediate supervisor is responsible for ensuring that staff receives appropriate direction for safeguarding assets in their staff's possession.

The Manager of Corporate Services or designate:

- Shall establish procedures as necessary to ensure adequate controls are in place to ensure the safeguarding of the assets.
- Shall approve the removal of movable assets from the database, upon disposition.
- Shall provide a complete listing of moveable assets to the Secretary Treasurer/Deputy CAO annually.

(G) Controls

Controls to ensure the safeguarding of moveable assets include:

- Maintaining the moveable asset databases
- Assigning staff responsibility for safeguarding assets
- Carrying out periodic inventory counts
- Reviewing annual changes in moveable assets dollar amounts to identify trends and take remedial action where appropriate
- Segregation of duties between ordering, authorizing and tracking where practicable.

8.6 Equipment Categories

APPENDIX A LIST OF EQUIPMENT CATEGORIES			
CATEGORY		MINIMUM VALUE	INVENTORIES
1	Furniture, Furnishings & Office Equipment	Over \$300 Under \$300	Yes Local Discretion
2	Motor Pool	All	Yes
3	Computer and Communications Equipment	All	Yes
4	Lab and Scientific Equipment	Over \$300 Under \$300	Yes Local Discretion
5	Tools and Maintenance Equipment	Over \$300 Under \$300	Yes Local Discretion
6	Concession and Recreation Equipment	Over \$300 Under \$300	Yes Local Discretion

9. PETTY CASH

A) Funds from petty cash will be used for the following purposes:

- For purchases less than two hundred dollars (\$200) as per Human Resources Policy No. 10.
- For making change when accepting payment of accounts receivable or rent from lessees of the GRCA.
- For advances not exceeding two hundred (\$200) dollars for anticipated GRCA expenses (lunch meetings, etc.). The Employee must sign a form acknowledging the advance and agree to repay it with cash or a paid invoice within twenty-four (24) hours. When repaid, the form will be surrendered to the Employee.

(B) No advances shall be made to any Employee for personal purposes.

Any variance from this Regulation must be approved by an Authorized Buyer as defined in Human Resources Policy No. 10.

10. PURCHASING POLICY AND GUIDELINES

10.1 General Policies

Authorized Buyers shall procure the required quality and quantity of goods and services in a fair, transparent and timely manner at the best value to GRCA, over the life of the product or service. This best value to GRCA will be estimated by considering all factors including, but not limited to price, quality, service, terms and warranties, within the financial controls outlined in this regulation. GRCA reserves the right to refuse to enter into any purchase contracts with vendors that have commenced litigation or other actions against GRCA.

Authorized Buyers shall mean the Chief Administrative Officer or Secretary-Treasurer/Deputy CAO, and their designates as described in this Policy.

Authorized Signing Officers shall mean those persons designated to have signing approval under the by-laws approved by the General Membership of GRCA.

Authorized Buyers not adhering to the purchasing regulations as written shall be subject to penalties specified by the Chief Administrative Officer or Secretary-Treasurer/Deputy CAO, including loss of purchasing privileges and possible dismissal.

10.2 Purchasing Limits and Authorization

Authorized Buyers and their designates shall adhere to the following purchasing limits and procedural requirements:

- Dollar amounts are excluding sales taxes and before any discounts or rebates
 - For purchases of goods and services where delivery is expected over a long period of time, or at irregular intervals (under contract, blanket or open orders), the purchase amount is deemed to be the total estimated cost for the contract period
 - All Purchase Orders in support of projects are subject to section 10 and 11
 - Purchase Orders and/or vendor Invoices will be approved in accordance with section 10.6
 - Any changes must be supported by change order requests in accordance with section 11.5
- i) Purchases less than two hundred dollars (\$200)
- Purchase orders not required
 - May be paid by the employee and refunded by GRCA via an expense claim or from petty cash. The original sales invoice must be attached to the travel expense claim form or submitted to the designated petty cash custodian for reimbursement (reference section 9 – Petty Cash)
- ii) Purchases between two hundred dollars (\$200) and less than one thousand (\$1,000)
- Purchase orders are optional (based on Manager preference)
 - Vendors should quote the PO number or GRCA staff contact who initiated the purchase (in absence of a PO) on the invoice
- iii) Purchases between one thousand dollars (\$1000) and less than twenty five thousand (\$25,000) dollars
- Purchase Orders will be utilized in accordance with section 11
 - Quotes and/or bid request process should be considered

- Vendors should quote the PO number on the invoice.
- iv) Purchases between twenty five thousand dollars (\$25,000) and less than one hundred thousand dollars (\$100,000)
- Purchase Orders will be utilized in accordance with section 11
 - A minimum of three (3) written quotations or bid requests (reference section 10.8) must be obtained from suppliers
 - If three (3) written quotations or bids cannot be obtained, the reasons must be documented and noted on the Purchase Order
 - Reasons for accepting other than the lowest quotation must be documented and retained on file for post-audit purposes
- v) Purchases greater than one hundred thousand dollars (\$100,000) before sales taxes must be obtained by one of the following open public processes in accordance with section 10.8 – Bid Request Formats and requires Board approval:
- Public Tender
 - Invitation to Tender
 - Use of a prequalification process is required
 - Request for Proposals (RFP)
 - Request for Quotation (RFQ)
- vi) Special Procedure for Purchases from Nurseries for Tree Planting Programs
Due to the relatively small number of tree nurseries with sufficient capacity to service GRCA's needs, and the need to grow nursery stock in advance of the tree-planting season, the purchasing procedure for the procurement of trees required for tree planting programs will be as follows:
- Staff will invite appropriate pre-qualified nurseries to participate in this program based on a five-year rolling forecast of GRCA's requirements;
 - Purchase Orders will be placed each year for the year's planting requirements, subject to minor adjustments each year;
 - Trees will be priced at market value, based on published prices from other nurseries;
 - The market price analysis will be retained with the Purchase Order for backup.

10.3 Purchases from Employees

For purposes of this policy, Employees shall include:

- GRCA staff members, their immediate family and any relative, whether by blood or marriage;
- Any business, incorporated or not, with which any of the above hold either alone or collectively more than ten percent (10%) interest.

Purchases from Employees may be allowed, if approved by the Chief Administrative Officer or Secretary-Treasurer/Deputy CAO who will ensure that all other purchasing policies and procedures have been adhered to.

The Chief Administrative Officer or Secretary-Treasurer/Deputy CAO shall not approve a purchase from an Employee if in his/her discretion:

- It can be reasonably assumed the completing of a purchase contract would detract from a staff member's ability to carry out his/her normal duties under the contract of employment

- The contract is similar in nature to responsibilities and duties contained in the staff member’s employment contract
- It can reasonably be assumed an Employee had particular knowledge that would allow the competitive process to be undermined

10.4 Purchases by Employees

No private use of GRCA-owned supplies is permitted and items for personal use cannot be purchased through GRCA unless specific authorization is obtained from the Chief Administrative Officer or Deputy CAO/Secretary Treasurer.

10.5 Procurement of Consulting Services

Consulting Services include professional and technical services. Legal services do not apply to this section.

GRCA procedures for consultant selection are summarized in table 10.1.

Approval of the Secretary-Treasurer/Deputy CAO must be obtained whenever the estimated consulting fees are between twenty thousand dollars (\$25,000) and less than fifty thousand dollars (\$50,000) or the Chief Administrative Officer when fees are between fifty thousand dollars (\$50,000) and one hundred thousand dollars (\$100,000).

General Membership approval of consultants must be obtained whenever the estimated fees are likely to be greater than one hundred thousand dollars (\$100,000).

Table 10.1 SUMMARY OF CONSULTANT SELECTION PROCEDURES		
Small Regular Assignments Between \$25,000 And less than \$50,000 (within approved Budget)	Large Regular Assignments Between \$50,000 And less than \$100,000 (within approved Budget)	Complex Assignments \$100,000 and over (within approved Budget)
<ul style="list-style-type: none"> - Approval of Terms of Reference by Secretary Treasurer/Deputy CAO - Identify qualified consultants - Select consultant - Request proposal - Negotiate fee and scope of work - Approval of Consultant by Secretary Treasurer/Deputy CAO - Execute Agreement 	<ul style="list-style-type: none"> - Approval of Terms of Reference by Chief Administrative Officer - Identify qualified consultants - Invite proposals - Evaluate proposals - Negotiate fee and scope of work - Approval of Consultant by Chief Administrative Officer - Execute Agreement 	<ul style="list-style-type: none"> - Approval of Terms of Reference by Chief Administrative Officer - Identify qualified consultants - Invite proposals - Evaluate proposals (may interview consultants) - Negotiate fee and scope of work - Approval of Consultant by General Membership - Execute Agreement
<p>For small assignments costing less than \$25,000 section 10.2 (iii) will apply. Applicable agreements must be attached to the purchase requisition.</p>		

10.6 Purchasing Limits/Authorized Buyers

All purchases will be approved by an Authorized Buyer. Limits for purchase approvals are as follows:

Staff	Approval Limit (aggregate value of purchase before sales tax)
Chief Administrative Officer Secretary Treasurer/Deputy CAO	\$25,000 and greater
Directors and Managers (and others as approved by the Chief Administrative Officer)	Under \$25,000
All Other Authorized Buyers*	Under \$3,000

*Other Authorized Buyers Include:

- Area Superintendents
- Property Analyst
- Property Superintendent
- Supervisor of Resource Planning
- Supervisor of Conservation Outreach
- Supervisor of Natural Heritage
- Supervisor of Forestry Operations
- Superintendent of Arboriculture
- Supervisor of Maintenance and Operations
- Project Supervisor
- Architect/Supervisor of Information Technology Operations
- Executive Director (Foundation)
- Senior Engineer(s)
- Water Control Structures Maintenance Supervisor
- Executive Assistant

The above positions constitute the list of Authorized Buyers who can approve purchase requisitions, generate purchase orders or approve invoices within their authorization limit and in accordance with section 10.2.

Purchasing authority for items included in the annual approved budget shall relate only to the program under which the Authorized Buyer is employed, unless Management approves a designated buyer for centralized purchasing of designated supplies, equipment and services on behalf of GRCA.

10.7 Preliminary Efforts

The following procedures can be utilized as considered appropriate, prior to conducting bid request efforts:

- **Request for Information (RFI)**

A RFI is used to determine the interest of the marketplace to provide goods or services which the GRCA is contemplating purchasing. An RFI can also be used to canvass the marketplace for insights into a specific need. Presumably, results would lead to a subsequent bid request document that incorporates the information acquired.

- **Request for Expression of Interest (RFEI)**

A RFEI can be used to develop a list of potential vendors for a specific project, often for procurement of a good or service. This in turn will be used if a formal bid process is embarked upon. The RFEI is not a bid opportunity document.

- **Request for Pre-Qualification (RFPQ)**

A RFPQ can be used to screen vendors or contractors for a project. Respondents are evaluated in order to develop a short list of the most qualified vendors or contractors. Weighted evaluation criteria must be used. The RFPQ leads to a subsequent bid request process.

10.8 Bid Request Formats

i) **Public Tender**

A Public Tender can be used for purchases greater than one hundred thousand dollars (\$100,000) before sales taxes to obtain the best price when the specifications of the required goods or services are clearly defined.

The Tender Opening Committee shall be comprised of:

- Either the Chief Administrative Officer, Secretary-Treasurer/Deputy CAO, Manager of Corporate Services or Financial Controller
- The applicable Manager or division Director
- The Project Manager

In the event of a break in board meetings beyond one month, tenders that fall within the approved budget/forecast may be approved by a committee comprised of:

- The Chief Administrative Officer
- Secretary Treasurer/Deputy CAO
- Chair
- Vice-Chair

ii) **Invitation to Tender**

An Invitation to Tender can be used as a competitive tendering process where qualified suppliers or contractors are invited to submit sealed bids for construction or for supply of specific and clearly defined goods or services during a specified timeframe. Use of a prequalification process is required.

iii) **Request for Proposal**

A Request for Proposals (RFP) will be used for purchases greater than one hundred thousand dollars (\$100,000) before sales taxes to obtain best value solution to resolve a problem or to obtain a good or service when the exact specifications of the solution are not known. Weighted evaluation criteria must be used.

The Evaluation Committee shall be comprised of a minimum of:

- The Secretary-Treasurer/Deputy CAO or Director
- The appropriate Manager
- The Project Manager.
- If a consultant has been retained to assist with the RFP, the consultant may be invited to act as a resource to the Evaluation Committee, as required

iv) **Request for Quotation**

A Request for Quotation (RFQ) can be used for purchases greater than one hundred thousand dollars (\$100,000) before sales taxes to obtain the best value when the specifications of the

required goods or services are clearly defined. A minimum of three quotations are requested, and copies are kept on file for audit or reference purposes. Weighted evaluation criteria must be used.

Table 10.2 SUMMARY OF BID REQUEST PROCEDURES		
PUBLIC TENDER & INVITATION TO TENDER	REQUEST FOR PROPOSALS (RFP)	REQUEST FOR QUOTATION (RFQ)
1. A Project Manager will be appointed by the Chief Administrative Officer, Secretary-Treasurer/Deputy CAO, or Director and will prepare the bid document (i.e. Tender, Invitation to Tender, RFP, or RFQ)		
2. Approval of Terms of Reference by Secretary Treasurer/Deputy CAO or CAO		
3. Log and safeguard all bid documents received		
4. Bid Documents will be reviewed in the presence of the defined opening committee (committee composition based on bid request format –Section 10.8 i. to iv.)		
	<i>The Evaluation Committee (RFP) or Project Manager (RFQ) may conduct interviews and/or request additional information or clarification.</i>	
5. If purchases are greater than \$100,000 before HST, Approval of General Membership is required for the awarding of the successful bid		
6. GRCA Signing Officers shall sign the appropriate documents as required		
<i>Bid requests are mandatory for purchases greater than one hundred thousand dollars (\$100,000) before sales tax and are optional for purchases less than one hundred thousand dollars (\$100,000) before sales tax.</i>		

The Project Manager will:

- Set a budget for the project
- Advise the Financial Controller or designate when the project starts (open project)
- Initiate all Purchase Orders, and track all Purchase Orders compared to budget
Advise the Manager of Corporate Services or designate when the project has been completed (close project)

10.9 Emergency Purchases

Emergency situations may arise where the normal requirements of the Purchasing Policy would put the health or safety of people at risk, or cause a risk of significant property damage. Emergencies include, without limitation:

- an imminent or actual danger to the life, health or safety of an official or an employee while acting on the GRCA's behalf
- an imminent or actual danger to the life, health or safety of the public due to a flood, a spill, a pollutant, a fire, extreme weather or other occurrence
- an unexpected and serious failure of a flood or erosion control structure owned or operated by GRCA
- an unexpected interruption of an essential public service that poses a serious risk to the public (e.g. flood forecasting and warning system)
- an imminent or actual danger of destruction of real property belonging to the GRCA or others.

In an emergency, the following shall apply:

Emergency Purchases under \$25,000

In certain emergency circumstances, work or purchases may be authorized by the Authorized that exceeds their approved purchasing limit to a maximum of \$25,000. As soon as possible after the work or purchase has been authorized, the appropriate authorized buyer must be notified and the Purchase Order must be approved in accordance with section 10.6.

Emergency Purchases over \$25,000

Any Director or Manager shall be authorized to make emergency purchases in excess of \$25,000. As soon as possible after the work or purchase has been authorized, the CAO, Secretary-Treasurer/Deputy CAO or “acting” designate must be notified and the Purchase Order must be approved in accordance with section 10.6. A report may be presented to the General Membership where the expenditure exceeded one hundred thousand dollars (\$100,000) at the next scheduled meeting, outlining the nature of the emergency and the goods and services purchased under this exception.

11. PURCHASE ORDERS

11.1 Use of Purchase Orders

Consistent use shall be made of electronic purchase requisitions according to the conditions outlined in section 10.2 and in accordance with exceptions indicated in section 11.4

Electronic Purchase Requisitions

- Any staff person can initiate an electronic purchase requisition, which must then be delegated to the authorized buyer(s) for approval in a hierarchal manner in accordance with section 10.6. Once the purchase requisition is approved, Accounting will generate the Purchase Order (PO) and forward a copy via e-mail to the staff person who initiated the purchase requisition. Suppliers may be forwarded a PDF of the PO. Suppliers must quote the PO number on their invoice and will be asked to submit invoices electronically to accountspayable@grandriver.ca.
- Once the PO has been completely fulfilled, the staff person who initiated the requisition will advise of PO completion when submitting the final supplier invoice to Accounting.

11.2 Use of Purchase Cards

Purchase cards may be issued to Superintendents, the Secretary-Treasurer/Deputy CAO, and others as authorized by the Chief Administrative Officer.

The following limitations on the use of Purchase Cards apply:

- Two thousand, five hundred dollars (\$2,500) per transaction
- Fifteen thousand dollars (\$15,000) per month

The cardholder matches all original vouchers to the monthly statement, indicates the appropriate general ledger accounts to allocate expenses to, obtains approval from the appropriate Manager or Director who approves the statement and forwards the package to Accounting for processing.

11.3 Use of Blanket Purchase Orders:

Blanket Purchase Orders should be used when the total dollar value that will be expended is known or can be reasonably estimated for the duration of the fiscal year, and where the purchase relates to regularly stocked items or recurring similar services (i.e. budgeted expenditure).

11.4 Conditions Where Purchase Orders Are Not Required

It would not normally be considered necessary to issue Purchase Orders for the following expenditures:

- Purchases of less than one thousand dollars (\$1000) in accordance with section 10.2 ii)
- Purchases of professional services including, insurance, audit, and legal where an alternative agreement exists (a signed contract/ agreement for a specific service, an engagement letter, etc.)
- Specific payments related to land purchases and easements, payroll and employee benefits, membership dues and subscriptions, travel expenses, postage, and other similar administrative expenditures
- Recurring purchases including utility, communications or tax charges where they are charged to pre-approved accounts

11.5 Approval Requirements for Expenditures Exceeding Original Purchase Order Limit

Original Purchase Order under \$100,000 (before HST)

A change request will be completed via email or memo and sent for approval using the same hierarchal authorization levels as obtained for the initial purchase order.

Original Purchase Order over \$100,000 (before HST)

Where any purchase of goods or services has been authorized under the staff purchasing policy and guidelines, the Chief Administrative Office or Deputy CAO/Secretary Treasurer may authorize disbursement of additional funds provided that the additional funds:

- (a) Do not exceed the greater of \$100,000 or ten percent 10% of the original contract
- (b) Are available within the program budget or board approved forecast adjustment, or board approved project budget
- (c) Are required to complete works that are necessary as part of the original contract

If all conditions in 11.5 (a), (b), and (c) are not met, approval of the General Membership is required.

12. STAFF ORGANIZATION

12.1 General Responsibilities of Officers and Senior Staff

(A) Chair/Vice-Chair(s)

The Chair and Vice-Chair are elected annually by the General Membership and are officers of GRCA charged with responsibilities set out in the By-laws of the GRCA

(B) Chief Administrative Officer

The Chief Administrative Officer is appointed by, and reports to the General Membership of GRCA consistent with the By-laws of GRCA.

The Chief Administrative Officer has full charge and direction of all Employees of GRCA, including the approval of position specifications and salary administration, and is responsible for directing and co-ordinating the implementation of programs, policies and decisions which GRCA approves or adopts.

The Chief Administrative Officer provides information and liaison to Member Municipalities, Provincial/Federal bodies, and members of the public and client groups as requested by GRCA and conducts the official correspondence of GRCA.

(C) Secretary-Treasurer

The Secretary-Treasurer is appointed by the General Membership of GRCA and fulfills the requirements of the Secretary-Treasurer as defined in the Conservation Authorities Act and the By-laws of GRCA. The Secretary-Treasurer reports to the Chief Administrative Officer.

12.2 Management Committee

The Management Committee is composed of the Chief Administrative Officer, the Secretary-Treasurer, the Directors, Managers and others named by the Chief Administrative Officer.

The Management Committee meets at the call of the Chief Administrative Officer. The Chief Administrative Officer or his/her designate shall act as Chair.

The function of this Committee in general terms shall be to discuss, co-ordinate and recommend to the Chief Administrative Officer an appropriate course of action to be taken by GRCA regarding matters which impact on GRCA. All such matters must be within staff jurisdiction.

Special functions of this Committee shall be:

- To review the material being presented to the Committees of GRCA and to contribute recommendations to the Chief Administrative Officer that will reflect the best interests of GRCA;
- To review budget estimates;
- To review the progress of various projects and programs of GRCA;
- To review new or revised policies and procedures.

12.3 Acting Chief Administrative Officer

In the absence of the Chief Administrative Officer for any reason, the Secretary Treasurer/Deputy CAO is "Acting" Chief Administrative Officer. If both the Chief Administrative Officer and Secretary Treasurer/Deputy CAO are absent, they will appoint an alternate "Acting" Chief Administrative Officer.

13. REGULAR SERVICE EMPLOYEE REQUIREMENTS

13.1 General Requirements:

Regular Employees shall mean all Salaried and Hourly-Rated Employees in Regular Service positions who have satisfactorily completed the required probationary period.

Applicants hired for Regular Service shall:

- Serve a probationary period of six (6) months which may be extended for a further period in exceptional cases as authorized by the Chief Administrative Officer;

- Be evaluated during the probationary period as to performance and ability;

A probationary review shall be conducted with the Employee, upon notification and receipt of the Probationary Appraisal form from the Manager of Human Resources, by his/her Supervisor at least two (2) weeks prior to completion of the probationary period. A report of this interview (Probationary Review Report) must be filed by the appropriate Manager with the Manager of Human Resources, prior to the expiration of the probationary period outlining recommendations.

All Regular Employees shall be entitled to annual vacations, sick leave and statutory holidays with pay and to other Employee benefits in accordance with the Human Resources Policies of GRCA.

All Regular Employees shall participate in GRCA's Group Insurance Plan. The mandatory effective date for enrollment is six (6) months from the start date in a Regular, Full-time position, excepting those Employees who can claim exemption through their spouse, etc.

For the purposes of employee benefits, the probationary period may be waived at the discretion of the Secretary Treasurer/Deputy CAO for Regular Employees. Approval from the insurer is required.

All Employees appointed to Regular Service must be enrolled in the Ontario Municipal Employees Retirement System (OMERS) pension fund on the date of appointment with no probationary waiting period.

14. SEASONAL, TEMPORARY, PART-TIME AND CASUAL EMPLOYEE and STUDENT REQUIREMENTS

14.1 Seasonal Service

- Seasonal Employees, excluding summer students, shall mean all Employees hired by GRCA on a Seasonal basis.
- Seasonal Employees shall:
 - Receive remuneration only for the actual time worked;
 - Receive vacation pay each pay period at the rates stipulated in the current Employment Standards Act;
 - Contribute to employment insurance in accordance with the current Employment Insurance Act as required;
 - Contribute to the Canada Pension Plan;
 - Contribute to OMERS Pension Plan as applicable;
 - Receive remuneration for Paid Holidays that fall within their working season in accordance with the Employment Standards Act and the Collective Agreement (where applicable); and
 - Contribute to the Group Health and Dental Insurance Plan if applicable

14.2 Temporary Service

A temporary position typically relates to employment for a specific project for a defined period of time usually less than fifteen (15) months however, under certain circumstances, this term could be longer. In addition, a temporary Employee is defined as an Employee who fills in for a full time or seasonal Employee who is absent due to an approved leave of absence, illness, vacation, temporary transfer or accident. Jobs that become vacant while Employees are on layoff, may be filled by a temporary Employee.

A Temporary Employee shall:

- Receive remuneration only for the actual time worked;
- Receive vacation pay each pay period at the rates stipulated in the current Employment Standards Act;
- Contribute to employment insurance in accordance with the current Employment Insurance Act as required;
- Contribute to the Canada Pension Plan;
- Contribute to OMERS Pension Plan as applicable;
- Receive remuneration for Paid Holidays in accordance with the Employment Standards Act and the Collective Agreement (where applicable); and
- Contribute to the Group Health and Dental Insurance Plan if applicable

14.3 Part-Time Hourly-Rated Service

Part-Time Hourly-Rated Employees shall mean all Employees working regularly scheduled hours less than a normal work week as established by the immediate Supervisor.

A Part-Time Hourly-Rated Employee shall:

- Receive remuneration only for the actual time worked;
- Receive vacation pay each pay period at the rates stipulated in the current Employment Standards Act;
- Contribute to employment insurance in accordance with the current Employment Insurance Act as required;
- Contribute to the Canada Pension Plan;
- Contribute to OMERS Pension Plan as applicable; and
- Receive remuneration for Paid Holidays in accordance with the Employment Standards Act and the Collective Agreement (where applicable).

14.4 Casual Part-Time Service

Casual Part-Time Employees shall mean all Employees who work on an intermittent basis where no minimum or regularly scheduled hours are established.

A Casual Part-Time Employee shall:

- Receive remuneration only for the actual time worked;
- Receive vacation pay each pay period worked at the rates stipulated in the current Employment Standards Act;
- Contribute to employment insurance in accordance with the current Employment Insurance Act as required;
- Contribute to the Canada Pension Plan;
- Contribute to OMERS Pension Plan as applicable; and
- Receive remuneration for Paid Holidays in accordance with the Employment Standards Act and the Collective Agreement (where applicable).

14.5 Students

Students employed during the school vacation period are Non-Union, and therefore excluded from the bargaining unit. Students are employed on an hourly basis for a normal workweek of five (5) days and work either thirty-five (35) or forty (40) hours per week at such times as scheduled by the immediate Supervisor. Students may have the opportunity to work beyond the school vacation period up until Oct. 15. If they do so and work less than 30 hours per week their status remains as a student,

however, if they are not going back to school or they are working more than 30 hours per week they will convert to a unionized temporary Labourer job level 2 for this period of time. Co-op students, both paid and unpaid, may be hired by the GRCA.

Students shall receive compensation for a Paid Holiday in accordance with Employment Standards.

15 SALARY AND WAGE ADMINISTRATION

15.1 Establishment of Salary and Wages

15.1.1 Salary and Wage Scales

A Salary Scale shall be established which shall be applicable to Non-Union Employees.

A Wage Scale to be contained in the Collective Agreement shall be established for Bargaining Unit Employees.

15.1.2 Pay-for-Performance

Employees may progress through the steps in their Salary/Wage Grade based on satisfactory performance as evaluated by their individual Supervisors and approved by the Manager and/or Director. Employees are assessed based upon the preceding year's performance and is tied to the Staff Development Program. The effective date of Pay-For-Performance grid step increases is July 1st of each year.

Employee salary and wage increases must be:

- Approved by the Chief Administrative Officer;
- Within budgetary limits;
- Within the approved Salary & Wage Scale for the positions.

When applicable, wage scale adjustments shall be effective on the first day of January each year or at such other times as approved by the Board or as specified in the Collective Agreement for Bargaining Unit Employees.

Salary scales shall be reviewed annually and at such other times as may be deemed necessary by the Chief Administrative Officer to take into consideration market conditions and the cost of living index as published by Statistics Canada and recommendations for adjustment shall be made through a Confidential Report to the General Membership for approval.

Bargaining Unit Employees shall adhere to the terms and conditions of the Collective Agreement with respect to increment adjustments.

Reclassification of positions may occur where the nature of the responsibilities attached to a position change and where the job evaluation system indicates a change. This change must be approved by the Chief Administrative Officer.

The pay period shall be on a bi-weekly basis, and payment is subject to procedures as set by the Chief Administrative Officer.

The Payroll Department will not issue any remuneration, in advance of the day it is due.

15.2 Staff Development Program

Full-Time, Regular Part-Time, Seasonal and Temporary Employees are required to participate in a Review Meeting with their Supervisor on an annual basis. Annual Staff Development Review Meeting forms will be completed and returned to Human Resources by February 28th for Directors and Managers and April 30th for all other Employees.

An Employee, who is active on January 1st of any year, is eligible for consideration for a grid step on July 1st of the same year (i.e. has completed six (6) months continuous full-time service).

The Staff Development Program is based on the premise that:

- GRCA is responsible for assisting in the development of its Employees; and
- Employees have the right to know how they are performing and how their career is progressing.

16. STAFF POSITION LISTING

Human Resources maintains a current listing of positions and their corresponding wage grades and salary and wage scales.

17. HOURS OF WORK

17.1 Minimum Hours of Work

The following minimum hours of work shall apply to all non-union Employees in GRCA's service:

NON-UNION SALARIED – Regular hours are thirty-five (35) per week, normally Monday to Friday from 8:30 a.m. to 4:30 p.m. with one (1) hour lunch break, and at such other times as directed by the Chief Administrative Officer, Secretary Treasurer/Deputy CAO or the appropriate Director.

NON-UNION OPERATIONS DIVISION FIELD STAFF (including Area Superintendents, Supervisor of Central Services, Nursery Superintendent and the Superintendent of Arboriculture Operations) – Shall work a minimum of eighty (80) hours per pay period (ten (10) – eight (8) hour days) during peak season and a minimum seventy (70) hours per pay period (ten (10) – seven (7) hour days) during off-season. Peak season is normally April 1 to October 31, but the appropriate Manager may modify dates for individual areas.

Area Superintendents shall:

- work Saturday and Sunday when scheduled;
- work normal working hours unless otherwise directed as set out in approved work schedules for each Conservation Area and other times as deemed necessary by the appropriate Manager or the Employee's immediate Supervisor.

Salaried "Temporary" Employees shall work the regular days and hours of work established at the time of hiring. Hours of work must also be designated on the hiring form by the hiring Supervisor.

Students are non-union and therefore excluded from the Bargaining Unit. Students are employed for the school vacation period on an hourly basis for a normal workweek of five (5) days and either thirty-five (35) or forty (40) hours per week at such times as scheduled by the immediate Supervisors. Students may have the opportunity to work beyond the school vacation period for less than 30 hours per week. If they are working under 30 hours per week their status will remain student. If they are not

going back to school or they are working more than 30 hours per week they will convert to a unionized temporary Labourer job level 2.

17.2 Hours of Work - Bargaining Unit Employees

Hours of work for bargaining unit Employees will be as described in the Collective Agreement between GRCA and Ontario Public Service Employees Unit (OPSEU – Local 259).

17.3 Overtime Non-Union

Non-Union Employees, excluding Operations Field Staff as listed above, will receive compensating time off in lieu of overtime on an hour for hour basis, for approved overtime to a maximum net accrual of thirty-five (35) hours. Exceptions whereby Operations Field Staff receive pay for overtime must be authorized by the Chief Administrative Officer.

Claims beyond thirty-five (35) hours in Human Resources Policy No. 17.3 must be authorized by the Chief Administrative Officer.

17.4 Compensating Time Off for Overtime: Non-Union Staff

Approved overtime credits for the purpose of compensating time off shall be forfeited unless taken prior to December 31st of the year in which it was earned.

Where overtime hours are earned, they must be recorded on the electronic time sheet of the Employee on the day in which they were earned, and the eligible accumulation reported in the electronic accrual balances.

When overtime hours are used for time off, they must be recorded as such on the electronic time sheet. An Employee shall not be recorded as present if he/she is not at work.

Overtime shall be pre-approved by the Manager or a Supervisor who is authorized by the Manager for that purpose and the approval shall be given before the overtime is performed. In an emergency where it is not practical to approve overtime before it is performed, for example for Senior Flood Operators and Duty Officers, the overtime shall be approved after the work has been performed.

17.5 Overtime – Bargaining Unit Employees

Overtime for bargaining unit Employees will be as more specifically described in the Collective Agreement between GRCA and Ontario Public Service Employees Unit (OPSEU – Local 259).

17.6 Standby

Non-union Employees who are assigned to standby duty by the appropriate Manager and approved by the Chief Administrative Officer shall receive thirty-five (\$35.00) dollars per day. Employees who perform work while on standby duty will receive compensating time off based on actual time worked resulting from standby calls.

17.7 Flex-Time Schedules

17.7.1 Flex Hours

A Manager may approve a 'flex-hours' schedule that differs from the regular hours of operation for GRCA on the recommendation of the appropriate Supervisor. Core hours of work shall be maintained between 9:30 a.m. to 3:00 p.m. with not less than thirty (30) minutes for a lunch break.

An Employee's schedule, as approved by the Manager, will remain the same each week unless a change is approved. (see Human Resources Policy No. 17.9).

17.7.2 Flex Work Week

A Manager may approve a 'flex work week' schedule. A staff member must submit a written proposal and implementation of a flex work schedule must ensure that operational needs continue to be met.

The implementation of any variation in hours shall not result in any additional overtime work or additional payment by reason only of such variation, nor shall it be deemed to prohibit the right of the GRCA to schedule any hours of work permitted by the terms of employment.

Work hours may be flexed over no more than four (4) weeks and the arrangement should clearly define the hours of work over the relevant time period. This work arrangement may, if appropriate, be applied on a seasonal basis. Attendance reporting shall be mutually agreed between the Employee and GRCA.

Where a flex work week arrangement is proposed for a Bargaining Unit Employee, the Union must be informed of the proposal and consent to any individual arrangement.

17.7.3 Flex Schedule Review

Alternative work arrangements may be defined in length, and/or reviewed in accordance with the written agreement. At a minimum, a review must occur every two (2) years. GRCA retains the right to terminate the arrangement upon providing four (4) weeks of written notice to the Employee and signed by the Supervisor and the Manager in consultation with the Human Resources Department.

17.8 Inclement Weather/Office Closures

The safety and health of Employees and Volunteers is of primary concern to GRCA. Employees and Volunteers will not be expected to work in adverse weather conditions that place their health and safety at significant risk.

17.8.1 Definition - Inclement Weather

Intense adverse weather conditions such as heavy snow, ice, rain, or fog, excessive heat, humidity or wind, or other similar weather conditions that create significant risk to the health and safety of Employees and Volunteers.

17.8.2 Management Practices

Responsibility of Employee - In situations of inclement weather, each Employee is responsible for making a reasonable effort to arrive at his/her work location and/or his/her clients. If the Employee is unable to attend work due to inclement weather, he/she must contact his/her Supervisor (or designate) immediately. An Employee will not be disciplined for failing to attend work due to inclement weather, if he/she has satisfactorily followed the procedures contained in this policy.

17.8.3 Family Demands

Those Employees who are unable to attend work due to family responsibilities resulting from inclement weather (i.e. Schools, daycare facilities being closed, etc.) must contact their Supervisor (or designate) immediately. In this case, the Employee may request an Emergency day as outlined in Human Resources Policy No.20.2.

17.8.4 Payment

In consultation with the Employee, the Supervisor will select one of the following options for addressing the Employee's lost work time (whole or partial day) due to inclement weather (excluding operation closures):

- Loss of pay for the lost work hours
- Vacation (where the Employee is eligible and if the absence is equal to one half or one whole day)
- Accumulated Overtime
- Making up the lost time (at home on the day of the inclement weather or working additional hours outside the Employees normal working hours, with the Supervisor's approval)
- Sick days (i.e. short term disability) are not to be used for making up time lost due to inclement weather.

17.8.5 Operation Closures

If weather conditions are such that travel to and from work is extremely hazardous, the Chief Administrative Officer may declare operations closed for a day or part thereof. The most senior Supervisor (or designate) at the office location has the authority to close the respective office location or shorten the work day and they must advise their Manager and Director of their actions.

If the Chief Administrative Officer declares operations closed for a day or any part thereof, Employees shall be paid on the same basis as if they worked their regularly scheduled hours.

17.9 Scheduled Time

In order to allow management to address the current priorities of their Departments (i.e. attend night meetings, etc.), weekly hours may be scheduled, which vary from the hours normally worked by an Employee. The scheduled time is not restricted to core hours as defined in Human Resources Policy No. 17.7, when approved by the Secretary Treasurer/Deputy CAO, Director or Manager. The hours worked outside of the normal hours will be offset by compensating time off within two (2) weeks, or the Overtime Policy will apply.

18. PAID HOLIDAYS

18.1 Paid Holidays

The following days are Paid Holidays:

- New Year's Day
- Civic Holiday
- Family Day
- Labour Day
- Good Friday
- Thanksgiving Day
- Easter Monday
- Remembrance Day
- Victoria Day
- Christmas Day
- Canada Day
- Boxing Day

- And such other days as may be authorized by the General Membership.

When any of the above-named Holidays fall on a Saturday or Sunday, the Friday preceding or the Monday succeeding such Holiday shall be designated by the Chief Administrative Officer as the day in lieu of the Holiday.

Paid Holidays reported on attendance records and work reports, must be designated as such so as to not confuse them with vacation time or time off. If these Holidays are accumulated and taken at a later date, the name of the Holiday must be listed on the report for ease of identification.

The Employment Standards Act sets out rules for entitlements, pay and premium pay for Public Holidays. The GRCA will follow these rules for all days identified in (18.1) as Paid Holidays. As outlined in the Employment Standards Act, to qualify, Employees must work their last regularly scheduled work day before and their first regularly scheduled work day after the Holiday, unless reasonable cause exists for not doing so. Paid holiday pay is based on the regular wages and vacation pay over the four (4) weeks preceding the Holiday, divided by twenty (20).

18.2 Working on a Paid Holiday

Salaried Employees who are required to work on a Paid Holiday will receive time and one-half (1 and 1/2) for the day and a day to be taken at a time mutually agreeable to the Employee and Supervisor.

Superintendents I, II and III, Supervisor of Forestry Operations, Supervisor of Arboriculture and Supervisor of Maintenance and Operations who work on any of the Paid Holidays listed above, will receive compensating time off on an hour for hour basis:

Bargaining Unit Employees, who are required to work on a Paid Holiday, will be compensated for such Holiday as per the Collective Agreement.

18.3 Christmas Eve and New Year's Eve - Early Closure

When an employee is normally scheduled to work on Christmas Eve and New Year's Eve, the employee shall be given a half-day off for both days not to exceed 3.5 hours each day, when those dates fall on weekdays.

19. ANNUAL VACATION

19.1 General

Annual vacation period shall be based on the calendar year.

Vacation periods shall be scheduled to the satisfaction of the Chief Administrative Officer or the appropriate Manager.

19.2 Regular Employees

Regular Full-time Employees may be entitled to an annual vacation period with pay as follows:

Length of Service (Based on Calendar Year)	Vacation Entitlement
1 – 4 continuous years	15 working days
5 – 9 continuous years	20 working days
10 – 14 continuous years	22 working days
15 – 20 continuous years	24 working days
21 -26 continuous years	27 working days

Length of Service (Based on Calendar Year)	Vacation Entitlement
27 continuous years	28 working days
28 continuous years and up	29 working days

Included in the calculation of a Regular Full-time Employee's length of service shall be:

- Prior Regular Service;
- Continuous Temporary Service with GRCA;
- Any service credited upon hire.

Regular Full-time Employees terminating their service during the year who have not taken their annual vacation shall be paid for their entitlement pro-rated for those months worked. If, on the date of termination, the number of vacation days already taken that year exceeds their pro-rated entitlement, the credit for the unearned vacation shall be deducted from the Employee's pay.

A Regular Full-time Employee may be permitted to transfer unused vacation days from one (1) year to another on the following basis:

- Written approval from the Chief Administrative Officer must be obtained by December 31 of the calendar year in which the unused vacation days are accumulated;
- An Employee can carry over up to ten (10) days of their annual entitlement from one (1) calendar year to the next. In the event of exceptional circumstances, the Chief Administrative Officer may grant permission for the Employee to carry over more than ten (10) days.
- Vacation carryover will only be allowed in compliance with the Employment Standards Act.

A Regular Part-Time Employee shall receive vacation in the same manner as a Regular Full-time Employee except that it shall be based on length of service and pro-rated based on regular or seasonal part-time hours of work divided by the hours of work for the equivalent full-time position (either one thousand, eight hundred and twenty (1820) hours or one thousand, nine hundred and seventy-five (1975) hours as applicable). Where no full-time position exists the hours will be divided by one thousand, eight hundred and twenty (1820) hours.

For Hourly Rated Bargaining Unit Employees, vacation entitlement and procedure will be as described in the Collective Agreement.

19.3 Seasonal Employees

Seasonal Employees shall be entitled to vacation pay as per the Employment Standards Act and outlined in Human Resources Policy No. 14

20. LEAVE OF ABSENCE

All leaves of absence must have a leave of absence request form completed and approved by the Chief Administrative Officer in advance.

20.1 Leave of Absence with Pay

The Chief Administrative Officer may grant a leave of absence with pay for not more than one (1) month in any calendar year to a Regular Employee upon special or compassionate grounds and the period of leave shall be charged against the sick pay credits of the Employee. This leave will only be granted in exceptional circumstances wherein other options have been exhausted. The length of service and past attendance record will be taken into consideration when granting such leave.

The Chief Administrative Officer may grant a leave of absence with pay for not more than one (1) month in any calendar year to a Temporary, Part-time or Seasonal Employee for sickness, special or compassionate circumstances beyond his/her control. The length of service and past attendance record will be taken into consideration when granting such leave.

20.2 Leave of Absence without Pay

20.2.1 Unpaid Leaves

The Chief Administrative Officer may grant a leave of absence without pay for not more than six (6) consecutive months, in any calendar year to a Regular Employee provided that such leave shall be:

- For multiples of one (1) week duration and that the total weeks granted be taken consecutively;
- Recommended by the appropriate Director or Secretary Treasurer/Deputy CAO who must make provisions to carry on the duties of the Employee in his/her absence;
- Considered a saving of expense for the GRCA which can be used to carry on the duties of the Employee in their absence;
- Approved at least one (1) month in advance of the period of leave;
- Granted in a fair and equitable manner in the event that two (2) Employees request to be absent at the same time;
- Not supplemented by or used in combination with sick leave credits;
- Vacation time and accrued overtime shall be exhausted prior to requesting a leave of absence without pay;
- Granted only if the Employee agrees to prepay the cost of all employee benefits provided by GRCA's benefits plan.

Leaves of absence for Bargaining Unit Employees shall be as specifically described in the Collective Agreement.

20.2.2 Sick Leave

Employees will be entitled to up to 3 unpaid days of leave per calendar year for personal illness, injury or medical emergency as per the Employment Standards Act (ESA). Note, if an employee is eligible for GRCA sick pay credits, the sick credits will be counted as ESA leave.

20.2.3 Family Caregiver Leave

As per the Employment Standards Act employees are entitled to unpaid, job protected leave of up to 8 weeks per calendar year per specified family member. Family Caregiver leave may be taken to provide care and support to a specified family member for whom a qualified health practitioner has issued a certificate indicating the family member has a serious medical condition.

20.2.4 Family Responsibility Leave

As per the Employment Standards Act employees are entitled to 3 unpaid, days of leave per calendar year for illness, injury, medical emergency or urgent matter relating to a prescribed family member.

20.2.5 Bereavement Leave

Employees are entitled to up to 2 unpaid days of leave per calendar year for the death of a prescribed family member as per the Employment Standards Act. Note, if an employee is eligible for GRCA bereavement leave, the GRCA bereavement leave will be counted as ESA bereavement leave.

20.2.6 Critical Illness Leave

Employees are entitled to unpaid, job-protected leave of up to thirty-seven (37) weeks to provide care to a critically ill child and are also entitled to take up to seventeen (17) weeks' unpaid leave to care for a critically ill adult who is 18 years or older as per the Employment Standards Act. Employees may be eligible to receive Employment Insurance (EI) special benefits for caregivers of critically ill minor children who are family members for up to 35 weeks. There is a similar benefit for family members who take leave from work to care to critically ill adults for up to 15 weeks.

20.2.7 Child Death Leave or Crime-Related Child Disappearance Leave

As per the Employment Standards Act, employees are entitled to unpaid, job-protected leave of:

- up to one-hundred and four (104) weeks if a child of the employee dies.
- up to one-hundred and four (104) weeks if a child of the employee disappears and it is probable, considering the circumstances, that the child disappeared as a result of a crime.

20.2.8 Domestic or Sexual Violence Leave

As per the Employment Standards Act, employees are entitled to take up to ten (10) days and up to fifteen (15) weeks of leave the first 5 days of which are paid at the amount prescribed by legislation, if they or their child experiences domestic or sexual violence, or threats of domestic or sexual violence.

20.2.9 Family Medical Leave

As per the Employment Standards Act, employees are eligible for up to twenty-eight (28) weeks' leave without pay in a 52 week period to provide care or support to specified family members who are terminally ill with a significant risk of death occurring within a period of 26 weeks.

20.2.10 Declared Emergency Leave

As per the Employment Standards Act, Declared Emergency Leave gives employees the right to a leave without pay if the employee will not be performing the duties of his or her position because of an emergency declared under the emergency Management and Civil Protection Act (the "EMCPA"), and one or more of the qualifying conditions exist.

20.2.11 Reservist Leave

As per the Employment Standards Act, job protected, unpaid leave exists for military reservists serving on international or domestic operations.

20.2.12 Organ Donor Leave

As per the Employment Standards Act, employees are entitled to take up to 13 weeks of unpaid job protected leave from work for organ donation; an extension of which may be required for a maximum of an additional 13 weeks of unpaid leave.

20.3 Leave of Absence – Bereavement

For the purposes of this policy, immediate family shall mean spouse, common-law spouse, child, mother, father, father-in-law, mother-in-law, sister and brother.

The Chief Administrative Officer, Secretary Treasurer/Deputy CAO or appropriate Director may grant a leave of absence with pay to a Regular Full-Time, Seasonal and Temporary Employee for bereavement. The leave of absence may be granted on the following basis, for days on which the Employee was otherwise scheduled to work:

- Five (5) days for a death in the immediate family;
- Two (2) days for the death of a grandparent, grandparent-in-law, grandchild, sister-in-law, brother-in-law, daughter-in-law or son-in-law;
- One (1) day for the death of an aunt, uncle, niece or nephew.

Bereavement leave days may be taken at the time of death, memorial service and/or interment.

Regular Part-time Employees will be eligible for bereavement leave in accordance with this Regulation for those days on which they were otherwise scheduled to work. The benefit level will equal the number of hours they were scheduled to work on that particular day(s).

20.4 Leave of Absence – Pregnancy/Parental

Pregnancy/Parental leave shall be in accordance with the Employment Standards Act.

Upon written request of an employee who is the biological birth mother and has worked continuously for the GRCA for a period of thirteen (13) weeks preceding the date of birth, GRCA shall grant an unpaid leave of absence without pay, for a period of up to one and a half (1.5) years. This one and a half (1.5) year period will be comprised of a combination of up to seventeen (17) weeks pregnancy leave and sixty one (61) weeks parental leave. For birth mothers, parental leave must normally be taken immediately following the pregnancy leave.

The employee shall give GRCA two (2) weeks' notice, in writing, of the day upon which she intends to commence her leave of absence and the date upon which she intends to return.

New parents have the right to take parental leave when the child is born or first comes into their care. Upon written request birth mothers who do not take pregnancy leave, and other new parents who have worked continuously for GRCA for a period of thirteen (13) weeks preceding the date of birth of the child, GRCA shall grant a parental leave, without pay, for a period of up to sixty-three (63) weeks. Such leave must be taken no later than seventy-eight (78) weeks after the child was born or came into their care. Such leave of absence shall be granted upon two (2) weeks written notice by the Employee of the commencement of the leave.

An Employee wishing to return early from a pregnancy leave or parental leave of absence or extend the leave shall give the employer four (4) weeks' written notice of his/her intention to return to work.

GRCA will continue to pay its share of an Employee's group benefits during pregnancy/parental leave. Similarly, if an Employee advises in writing that he/she intends to pay his/her share of the pension contribution for the leave period, they have until December 31st of the year following the year in which the employee returned to work to make those arrangements and then GRCA will pay the matching pension contribution. If an Employee elects not to pay his/her share of the pension contribution, GRCA does not pay its share either, and a period of broken service will result. If, at a future date, the Employee wishes to buy-back the period of broken service, he/she would be responsible for both the Employee and the Employer contributions.

Pregnancy/Parental Leave and Vacation Entitlement

The Employee may take vacation at the end of his/her leave or at a later time if requested and GRCA agrees. A payout can only be made if the Employee makes the request in writing.

20.5 Leave of Absence – Adoption

An unpaid parental leave for adoption will be considered for an Employee in accordance with the Employment Standards Act.

A request in writing for an unpaid leave of absence of no greater than sixty-three (63) weeks must be submitted to the Chief Administrative Officer for approval.

Unpaid leave of up to sixty-three (63) weeks is available to adoptive parents (mother or father). Requests for parental leave must be in writing and a minimum of two (2) weeks' notice provided. This leave is available no later than seventy-eight (78) weeks after the child was born or came into their care.

20.6 Personal Day

Regular full-time, seasonal full-time employees (with a season of at least five months) and temporary full time employees in a position that is at least 12 months in length will be granted two (2) paid personal days per year. A personal day must be used in its entirety and not in partial increments. An unused personal day cannot be carried from one year to the next and it is not eligible to be paid out.

Please note, the two paid Personal Days are considered a greater right or benefit than the Sick Leave, and Bereavement Leave under the Employment Standards Act (ESA) if the reasons for the leave overlaps. Therefore, for employees that are eligible for the paid personal days, they are not eligible for these ESA leave days.

21. SERVICES of EMPLOYEES AS JURORS OR WITNESSES

An Employee who is required to serve as a Juror or is subpoenaed as a Witness in a non-GRCA-related court case, will be compensated for loss of pay from their regular scheduled shift due to such jury service or appearance in court. Compensation will be based on regularly scheduled hours at straight-time hourly rate less the payment received for services as a juror or witness excluding payment received for travelling, meals or other expenses. Time spent in such service as a juror or witness shall not constitute a break. If the Employee reimburses the GRCA the total amount received for service as a Juror or Witness, excluding mileage or traveling expense, the Chief Administrative Officer may authorize the payment of full salary or wage for the period the Employee was absent while serving as a Juror or Witness. If an Employee refuses to pay the GRCA the monies received for the period of service they shall forfeit the right to claim any part of salary or wages for the period of absence from duty.

22. TRAINING AND DEVELOPMENT

Two (2) categories of training and development have been established: Job Skills Training and Corporate Training. They differ in terms of how expenditures are approved and where the funding comes from.

22.1 Job Skills Training Programs

Types of training and development in this category include technical training (job-related), professional conferences or job-related conferences, seminars and workshops.

Approval of Job Skills Training is at the discretion of the Manager, subject to:

- The applicability of the particular course;
- The availability of funding for eligible expenses;

- The ability of the Department to permit the Employee time off, if necessary, to take the course.

Approved courses are funded through the applicable Department's budget and require prior authorization by appropriate management staff. The following approval limits apply:

- Directors and Managers may approve events within Ontario, within budgetary limits, where the total cost does not exceed two thousand, five hundred dollars (\$2500);
- The Chief Administrative Officer may approve any events outside Ontario and/or any event exceeding two thousand, five hundred dollars (\$2500).

In calculating costs when determining the nature of required authorization, the following expenses should be included and estimated where necessary:

- registration fees
- travel
- accommodation
- meals
- other identifiable expenses

The Manager of Corporate Services will provide, on an annual basis, a summary report to the Chief Administrative Officer on Employee attendance at conferences, seminars and workshops including the costs incurred.

22.2 Corporate Training Programs

Types of training and development included in this category are:

- Health and Safety
- Orientation Programs
- Tuition Fees
- Corporately mandated training and development programs

Approval of Corporate Training is managed and funded by the Human Resource Department. However, attendance during working hours at such courses is at the discretion of the Employee's Director or Manager. This fund will be accessed on a first-come, first-serve basis throughout the year until the fund has been depleted. Any surplus funds forecast for end of year may be used to assist with outstanding Job Skills Training requests where the Department can demonstrate an inability to subsidize through its own budget.

22.2.1 Tuition Fees:

Subject to budget limitations, tuition fees for Regular Full-time Employees will be funded at one hundred percent (100%) up to a per course maximum amount equal to the average cost of an undergraduate university course, if in accordance with the following criteria:

- The course is conducted by an accredited educational institution or professional association;
- The course will improve the skills of the Employee in performing the duties of GRCA either immediately or in the future;
- The maximum reimbursement is two (2) courses in any calendar year;
- The employee has satisfactory job performance
- The request for financial assistance is made prior to the actual enrollment in the course;

- One-half (1/2) of the tuition fee will be reimbursed upon enrollment and requires the completion of a “Tuition Claim Form”. The Employee must provide evidence of successful completion and a claim for final reimbursement must be made within six (6) months of having completed the course;
- Financial support shall be limited to tuition fees (textbooks, other course material, supplies, other fees and/or travel expenses are not eligible expenses);
- If the Employee’s employment terminates within two (2) years of completing a subsidized program, the Employee may be required to reimburse GRCA for funding received on a pro-rata basis. (i.e. the repayable portion will be equal to the percentage of the two (2) years that the Employee is not in the employment of GRCA);
- Tuition reimbursement will be made via an A/P cheque and will not be included in taxable benefits on T4’s or T4A’s. It is the responsibility of the Employee to properly complete their Income Tax Return.

22.2.2 Graduate Programs:

Reimbursement for a graduate program (or equivalent) taken at an accredited educational institution is approved at the discretion of the Chief Administrative Officer prior to enrollment in the program. Such courses must be job-related, may exceed the dollar limits outlined above and will be considered with regard to the value of the training for the organization.

23. TRAVEL AND OTHER EXPENSES ELIGIBLE FOR REIMBURSEMENT

23.1 General

An Employee, when authorized to travel on normal duty by the appropriate Manager, and when authorized to attend conferences, meetings, a course of instruction, and trips of a similar nature, shall be entitled to reimbursements for expenses as follows:

- Distance in kilometers in accordance with approved rates when so authorized, or rail, bus or economy rate air travel, or use of GRCA owned or leased vehicle;
- Reasonable out-of-pocket expenses for overnight accommodation, meals and gratuities incurred therewith;
- Taxi fare when private automobile is not used, and such telephone or communication expenses as may be incurred on GRCA business;
- Registration or other fees, when applicable;
- Parking and Highway Toll charges;
- Such incidental expenses not covered herein as may from time to time occur.

Expense claims must be supported by original itemized receipts for accommodation and other expenses when applicable.

The Chief Administrative Officer or Secretary Treasurer/Deputy CAO must approve all expense account claim forms.

23.2 Meals

Meals will be paid by GRCA when original receipts for same are provided under the following circumstances:

- The Employee is entertaining guests of GRCA on official business and such guests and the occasion must be identified for audit purposes;
- The Employee is attending meetings and conferences under appropriate authorization;
- The Employee is required to work beyond his/her normal hours of work (i.e. early morning start, late finish) to complete the project, flood watch duty, evening meetings, etc.;
- Under other special circumstances with the prior approval of the appropriate Manager.

Note: Employees will not be entitled to reimbursement for the purchase of alcohol, unless it is being purchased for an approved “special event” such as a charity gala, etc.

23.3 Assignments to Temporary Work Locations

For purposes of calculating the number of kilometers to be reimbursed for travel when an Employee is temporarily assigned to a work station other than their regular workstation, the following rule applies:

- Where the travel is in excess of that normally incurred in traveling to and from an Employee’s home to their regular work location, the extra kilometers driven shall be reimbursed at the established rate.

For purposes of being paid for travel time the following rule applies:

- **Hourly Rated Staff:**
When an Employee is required to use their own vehicle, when temporarily assigned to a work station that is greater than fifty (50) kilometres from their normal workstation, the Employee will be reimbursed for the extra kilometers as outlined above and paid a premium calculated at one hour of the Employee’s regular wage assuming the travel occurs in addition to the normal work day. Employees must get approval from their Supervisor as to whether the travel time can be added to their day or included in their regular hours of work.
- **Salary Staff:**
Travel time not included in the workday will be treated as overtime. As per current overtime policy for salary staff, time off can be taken in lieu of overtime pay. Approval must be obtained from an Employee’s Supervisor prior to incurring such overtime.

Staff should discuss mileage reimbursement for travel related to field visits or travel to meetings, conferences, seminars, etc. with their immediate Supervisor in order to determine the appropriate method for calculating kilometers.

24. EMPLOYEE RECOGNITION PROGRAMS

24.1 Service Recognition Program

In recognition of Employees’ years of service with GRCA, the organization will host a Staff Celebration Event annually. During this event, staff will be presented with a gift in recognition of their years of service to GRCA.

Defined below are the milestones and dollar amounts applicable according to various categories of staff. Note that years of service are defined to be continuous years of service, which may include breaks in service where the break is due to seasonality of work or due to securement/procurement of funding.

For staff whose status is either Regular Full-time, Seasonal (with seniority), or Part-time (with seniority), the following cash value guidelines are applicable:

Milestone (Years of Service)	Cash Value
5 years	\$55.00
10 years	\$80.00
15 years	\$105.00
20 years	\$130.00
25 years	\$300.00
30 years	\$200.00
35 years	\$200.00

If a staff member's status is such that they still have not achieved seniority status upon reaching a milestone, a gift with a value not to exceed thirty (\$30.00) dollars will be awarded.

For students, upon returning to work for a fifth (5th) season of work, an item of GRCA corporate wear (less than fifty dollars (\$55.00) in value) will be awarded.

The purchase of gifts will be the responsibility of the Human Resources Department.

24.2 Employee Departure Program

The GRCA recognizes Employees who have retired or resigned during the past year. These Employees will be presented with a gift in recognition of their years of service and contributions to GRCA.

Defined below are the gift values applicable according to years of service and by various categories of staff. Note that years of service are defined to be continuous years of service, which may include breaks in service where the break is due to seasonality of work or due to securement/procurement of funding.

For staff whose status is either (a) Regular Full-time, (b) Seasonal (with seniority), or (c) Part-time (with seniority) the following cash value guidelines are applicable:

Years of Service	Cash Value
>5 and < 10 years	\$ 50.00
>10 and <15 years	\$ 75.00
>15 and <20 years	\$150.00
>20 years	\$200.00

The purchase of gifts will be the responsibility of the appropriate Manager and co-workers in consultation with the Human Resources Department.

25. WORKPLACE SAFETY AND INSURANCE BOARD COVERAGE

All Employees are required to participate in the Ontario Government Workplace Safety and Insurance Board (WSIB) program as provided by the Workplace Safety and Insurance Act. Any Employee who becomes injured or ill due to an occupational accident or illness that is compensable under the Workplace Safety and Insurance Act, shall receive from GRCA the wages or salary he/she is eligible to receive from the Workplace Safety and Insurance Board (WSIB), to a maximum of eighty-five (85%) percent of pre-injury earnings, during the period of absence from work to a maximum of thirty (30)

calendar days following the date of injury, in any fiscal year. The WSIB will reimburse GRCA for these lost-time wages.

GRCA will pay the portion of regular wages or salary not paid by WSIB and deduct the value from the Employee's unused sick pay credits (maximum sick pay credits – six (6) days annually).

26. PENSION PLANS FOR REGULAR SERVICE EMPLOYEES

26.1 Ontario Municipal Employees Retirement System (OMERS)

All Regular, Full-time Employees shall be required, as a condition of employment, to become a member of the Ontario Municipal Employees Retirement System (OMERS) or if such person is already a member of OMERS, to resume his/her contributions without interruption. Other Employees, who are not Regular, Full-time, may also have the option of joining OMERS. Human Resources and/or Payroll will advise all eligible Employees of their options.

26.1.1 Contributions

Each Employee shall contribute a percentage of his/her earnings as established by OMERS. GRCA shall match the Employee's contributions to the plan.

26.1.2 Normal Retirement Age

Normal retirement age, as defined by OMERS is 65 years of age. For further details, please refer to the OMERS handbook and/or contact the Human Resources Department.

26.2 Canada Pension Plan

All Employees eighteen (18) years of age and older are required to contribute a percentage of their annual earnings to the Canada Pension Plan as required by Federal Regulations to a maximum specified in the plan. GRCA will contribute a matching amount. There are dependent benefits as specified in the Act for surviving dependents. For those Employees who are eligible as specified in the Canada Pension Plan Act, total disability benefits are provided under this plan.

27. ONTARIO HEALTH INSURANCE PLAN

GRCA will contribute to the Ontario Health Insurance Plan (OHIP) for its Employees in accordance with the Ontario Health Tax Regulations

28. GROUP BENEFITS

28.1 Group Life Insurance

A Group Life Insurance Plan is carried on all Regular Full-time Employees following the probationary period of employment. GRCA pays one hundred (100%) percent of the premiums. Details of coverage are outlined in the Group Benefits Plan booklet, available from the Human Resources Department.

All Employee life insurance coverage will carry an Accidental Death and Dismemberment benefit.

28.2 Dependent Group Life Insurance

All Regular Full-time Employees with dependents will be enrolled in a Dependent Group Life Insurance Plan and GRCA will pay one hundred (100%) percent of the premiums. Details of coverage are outlined in the Group Benefits Plan booklet, available from the Human Resources Department.

28.3 Long Term Disability (LTD) Plan

All Regular Full-time Employees of GRCA shall be required to participate in the Group Long-Term Disability Plan as a condition of employment and GRCA shall pay eighty (80%) percent of the cost of the premium. Details of coverage are outlined in the Group Benefits Plan booklet, available from the Human Resources Department.

A medical report may be required from the insurance carriers. The insurer reserves the right to exclude the Employee from any LTD claim that may result from a pre-existing condition.

28.4 Dental Insurance

All Regular Full-time Employees will be eligible for enrollment in the Group Dental Insurance Plan, covering the Employee and all eligible dependents, providing up to the scale of fees and services approved by the current plan. GRCA shall contribute eighty (80%) percent of the cost of the premium. Details of coverage are outlined in the Group Benefits Plan booklet, available from the Human Resources Department.

A Seasonal Employee may elect to participate in the Group Dental Insurance Plan according to the criteria and conditions as outlined in the Collective Agreement.

28.5 Extended Health Care Insurance

All Regular, Full-time Employees will be eligible for enrollment in the Group Extended Health Care Plan and GRCA will pay eighty (80%) percent of the cost of the premiums. Details of coverage are outlined in the Group Benefits Plan booklet, available from the Human Resources Department.

A Seasonal Employee may elect to participate in the Group Extended Health Care Insurance Plan according to the criteria and conditions as outlined in the Collective Agreement.

28.6 General

If an Employee is in an unpaid state (receiving E.I. sick benefits, LTD benefits, leave of absence, etc.) GRCA will maintain the above coverage for a period of thirty (30) calendar days, one hundred (100%) percent of premium costs will be paid after thirty (30) days by the Employee.

29. TERMINATION OF SERVICE

29.1 Retirement

Eight (8) weeks' notice is required in advance of an Employee's retirement date to ensure adequate time to process OMERS and other payroll-related paperwork and begin the recruiting process for a successor, when applicable.

29.2 Termination of Service Prior to Retirement

Regular Employee status acquired by Employee will be lost, and their employment terminated for any of the following reasons:

- Voluntary resignation
- Discharge for cause
- Absence from work without a reason acceptable to GRCA for a period of more than five (5) consecutive working days.

All Employee benefits cease the first (1st) day following termination.

At the time of termination all Employees shall:

- Return all GRCA-owned equipment and tools provided for the performance of duties while in the employ of GRCA;
- Return all GRCA keys to their immediate Supervisor;
- Return all GRCA-issued clothing, insignia and identification as per Human Resources Policy No. 5.

29.3 Entitlement at Death

Where any Regular Full-time Employee who has served more than nine (9) months in a Regular Full-time position with GRCA dies, there shall be paid to their beneficiary as specified in the GRCA Group Life Insurance policy, the sum of:

- One twelfth (1/12) of the annual salary;
- Salary for the period of annual vacation credits and overtime credits;
- Cumulative sick pay credits in accordance with Human Resources Policy No.30.

30 SHORT TERM DISABILITY PLAN

30.1 Sick Pay Credits – Eligibility and Rate

All Employees appointed to Regular Full-time positions at GRCA will be eligible for GRCA's Short Term Disability Plan.

Effective December 1st of each year, all eligible Employees will receive an annual credit of six (6) days (42 hours) sick leave which will be paid at one hundred percent (100%) of the regular daily rate. These six days may be used for sick leave of the employee and/or immediate dependents. On the seventh (7th) day of illness and thereafter for subsequent and recurring illnesses, up to the time Employees are eligible to receive benefits under GRCA's Long-Term Disability Plan (one hundred and five (105) days of continuous illness or disability as per Human Resources Policy No.28.3), Employees will be paid for sick days on the following scale:

- Less than one (1) complete fiscal year of service (December 1st to November 30), seventy-five percent (75%) of regular daily rate.
- First (1st) complete year of service, eighty percent (80%) of regular daily rate.
- Second (2nd) complete year of service, eighty-five percent (85%) of regular daily rate.
- Third (3rd) complete year of service, ninety percent (90%) of regular daily rate.
- Fourth (4th) complete year of service, ninety-five percent (95%) of regular daily rate.
- All years of service thereafter, one hundred percent (100%) of regular daily rate.

Sick pay credits will not be payable to an Employee during the first three (3) months of service.

Paid Holidays and regular days off shall not form part of the illness period.

If an Employee terminates service with GRCA and returns at a later date he/she will be considered a new Employee for purposes of calculating short-term disability benefits.

Part-time Employees shall be eligible to receive, on a calendar year basis, a sick leave credit calculated by taking the regularly scheduled part-time hours divided by the number of annual hours associated with the full-time equivalent position multiplied by an annual credit of six (6) days sick

leave. Sick leave credits granted under this Policy shall not be eligible for the work incentive as outlined in Human Resources Policy No.30.3.

Seasonal Employees who have completed one week of service are eligible to receive an annual credit, based on a calendar year, of three (3) days sick leave which will be paid at one hundred (100%) of the regular daily rate. The maximum benefit that may be paid under this Policy is three (3) days per calendar year. Sick day credits granted under this Policy are not eligible for the work incentive as described in Human Resources Policy No.30.3.

Temporary Employees are eligible to receive an annual credit of three (3) days sick leave which will be paid at one hundred percent (100%) of the regular daily rate. Calculation of the three (3) sick day credits will be prorated based on term of employment within the calendar year. The maximum benefit that may be paid under this Policy is three (3) days per calendar year. Sick day credits granted under this Policy are not eligible for the work incentive as described in Human Resources Policy No.30.3.

30.2 Use of Sick Pay Credits

The number of days or part days for which an Employee receives sick pay shall be deducted from his/her annual credit and paid on the scale outlined in 30.1(B) above. A Regular Full-time Employee participating in the Group Long Term Disability Plan of GRCA shall be eligible to receive benefits under that Plan after one hundred and five (105) days of continuous sickness or illness, subject to the approval of the insurance provider, and will not be eligible to receive short term disability benefits.

After five (5) consecutive days' absence due to non-work-related illness or injury, no sick pay shall be allowed unless a certificate of a qualified medical practitioner is forwarded to Human Resources, certifying that the Employee is unable to attend to official duties.

An Employee is considered in full pay state while in receipt of sick pay under the above conditions as it may apply to receipt of other benefits.

30.3 Work Incentive

A work incentive of fifty percent (50%) of unused sick pay credits (annual six (6) day allocation) will be paid to the Employee prior to December 31st each year. The incentive will be paid at the regular rate of pay as of that date and will be subject to the mandatory deductions that apply to such payments.

Any leave of absence without pay in excess of one (1) month duration shall be deducted from the Employee's entitlement of sick pay credits at the rate of one-half (1/2) day sick pay credit for each month of leave.

The amount that GRCA may pay to supplement an Employee's wages or salary while receiving WSIB Benefits will be deducted from the Employee's entitlement of six (6) days sick leave credits.

Employees who have less than one (1) year of service on November 30, will be entitled to a pro-rated work incentive, based on the number of months worked.

31. EMPLOYEE PURCHASE PLAN – PERSONAL COMPUTERS

GRCA offers a low-interest loan to Regular Full-time Employees for the purchase of a personal computer and accessories (this includes tablets). The loan will be made as follows:

- The Employee must complete a “Computer Loan Agreement” with the invoice and original proof of payment attached and submit the documents to the Payroll Coordinator for processing.
- Upon approval of the Computer Loan Agreement by the Secretary- Treasurer, the Accounting Department will process an accounts payable cheque, made payable to the Employee, for the actual cost incurred by the Employee.

The terms of the loan are as follows:

- The amount of the loan is not to exceed two thousand dollars (\$2000);
- The loan is to be repaid over a twenty-four (24) month period through payroll deductions;
- If an Employee has an existing loan under the plan and wants to upgrade their computer, they may increase their loan up to the two thousand dollar (\$2000) level again once in a calendar year;
- The increase outlined in iii) will be treated as a separate loan and will have a twenty-four (24) month repayment schedule;
- The Employee shall be in default under the following conditions:
 - Non Payment of any installment;
 - Non-compliance with any of the terms and conditions;
 - Death, insolvency, business failure, appointment of a receiver over any part of the property, assignment for the benefit of creditors, or by the commencement of any proceeding under any bankruptcy or insolvency laws by or against the Employee;
- Upon any such default, all obligations shall be immediately due and payable;
- Any balance owing on termination of employment will be due and payable by cheque and/or will be deducted from the Employee’s final pay;
- During any approved leave of absence, including pregnancy and parental leave, loan payments must continue as per the Agreement;
- A taxable benefit, relating to the interest-free component of the loan, will be assessed in accordance with the Income Tax Act.

Seasonal Full-time Employees, with a recurring season length of at least eight months annually, are also eligible to participate in the Personal Computer loan program, beginning in their second season of employment. All of the above-listed terms will apply with the following exceptions:

- The amount of the loan is not to exceed one thousand dollars (\$1000);
- The loan is to be repaid over the working season within a twenty-four (24) month period through payroll deductions.

32. EMPLOYEE ASSISTANCE PROGRAM

GRCA recognizes that problems in and outside of the workplace may affect Employees. Such problems could be financial, emotional, legal, social or medical in nature, or any combination. As such, GRCA provides an Employee Assistance Program (EAP) to help Employees. The EAP is a confidential counseling service available to eligible Employees and family members.

Confidentiality

No information about an Employee’s use of EAP can be released to anyone without their written permission. This includes GRCA, the Employee’s family members or any other third party.

Accessibility

Service is available throughout the watershed and, as much as possible, is flexible in terms of accommodating employee's personal timetables.

Eligibility

All Regular Full-time Employees and their dependents are eligible to use the program. Seasonal Employees who work a qualifying season length of at least eight (8) calendar months per year, will be eligible to use the program beginning in their second (2nd) season of employment.

Service Provider

The EAP service is provided by Aspira. To access their services, call 1-877-234-5EAP, or visit their website at www.aspiria.ca. All services are provided by licensed professionals.

Types of Services Covered

- Counseling (e.g. couple, family and parenting)
- Assistance with personal issues such as depression and stress
- Legal consultations
- Financial advice
- Work-related problems
- Nutrition

Number of Hours of Service Provided

A total of ten (10) hours of service is available to be used by the Employee and/or eligible family member per contract year. The program's contract year runs from February 1st to January 31st of the following year.

Grand River Conservation Authority

Report number: GM-06-21-52
Date: June 28, 2021
To: Members of the Grand River Conservation Authority
Subject: 2021 Foundation Member Appointments

Recommendation:

THAT the following new Member be appointed to the Grand River Conservation Foundation for a term of three years:

- Ankur Gupta;

AND THAT the following Members be re-appointed to the Grand River Conservation Foundation for a term of three years:

- Floyd Davis
- Paul General
- Kathy Reston;

AND THAT the following Members be re-appointed to the Grand River Conservation Foundation for a term of one year:

- Joel Doherty
- James den Ouden

Summary:

Not applicable.

Report:

Under the Grand River Conservation Foundation (GRCF) by-law, membership in the Foundation requires that the Nominating Committee screen and make a recommendation to the GRCF Board, the GRCF Board must accept the recommendation and then the appointment is approved by the Grand River Conservation Authority Board. Membership in the Foundation is for a period of up to three years from the date of appointment and the member is eligible for re-appointment for an additional two (three year) terms.

The Nominating Committee has screened, interviewed and is recommending a new Member named Ankur Gupta. Mr. Gupta is currently employed with Scotia Wealth Management as an Associate Portfolio Manager with the Grand Advisory Group. He is located in the City of Kitchener and was a past Board member and Treasurer for the Kawasaki Disease Canada. Most recently, he organized a Bike for Happiness Ride along the G2G trail which raised over \$10,000 for the SickKids Foundation, Aasraa Trust in India and the G2G Rail Trail Inc. He is sport enthusiast who loves the outdoors and is a supporter of the natural environment.

At this time, the committee is also recommending that three Members be re-appointed for an additional term and two Members be appointed for one year.

In addition to the above, there are six individuals serving on the GRCF Board of Directors who are not subject to re-appointment this year. They are:

- Wayne Fyffe (Chair)
- Phil Hauser
- George Lourenco
- Malcolm Matheson (Past Chair)
- Paul Salvini (Vice Chair)
- Ted Smith

Chris White is also an ex-officio member of the GRCF Board of Directors, as Chair of the Grand River Conservation Authority.

Financial implications:

None.

Other department considerations:

Not applicable.

Submitted by:

Samantha Lawson
Interim Executive Director, GRCF

Grand River Conservation Authority

Report number: GM-06-21-41
Date: June 25, 2021
To: Members of the Grand River Conservation Authority
Subject: Cash and Investment Status – May 2021

Recommendation:

THAT Report Number GM-06-21-41 – Cash and Investment Status – May 2021 be received as information.

Summary:

The cash position included Notes Receivable of the Grand River Conservation Authority as at May 31, 2021 was \$37,036,554 with outstanding cheques written in the amount of \$235,046.

Report:

See attached.

Financial implications:

Interest rates, etc. are shown on the report.

Other department considerations:

Not applicable.

Prepared by:

Carol Anne Johnston
Senior Accountant

Sonja Radoja
Manager of Corporate Services

Approved by:

Karen Armstrong
Deputy CAO/Secretary Treasurer

**Grand River Conservation Authority
Cash and Investments Status Report
May 31, 2021**

BANK ACCOUNTS	Location	Type	Amount	Interest Rate
	CIBC	Current Account	14,794,710	0.65%
	RBC	Current Account	569,010	nil
	Wood Gundy	Current Account	0	nil
	CIBC - SPP Holding	Current Account	249,931	0.65%
	TOTAL CASH - CURRENT ACCOUNT		15,613,651	

INVESTMENTS	Date Invested	Location	Type	Amount	Face Value Interest Rate	Yield Rate	Date of Maturity	2021 Total Interest Earned/ Accrued
		CIBC Renaissance	High Interest Savings Account	4,388,575	0.25%	0.25%	not applicable	10,362
		One Investment Savings	High Interest Savings Account	4,311,328	0.165%	0.165%	not applicable	7,113
	August 24, 2017	Bank of Montreal	Bond	1,550,000	1.61%	2.01%	October 28, 2021	25,384
	May 17, 2019	Bank of Nova Scotia	Bond	800,000	1.90%	2.15%	December 2, 2021	15,674
	June 17, 2019	Cdn Western Bank	Bond	1,542,000	2.788%	2.09%	September 13, 2021	22,659
	October 23, 2019	Cdn Western Bank	Bond	2,010,000	2.800%	2.78%	September 6, 2024	55,625
	December 23, 2019	Laurentian Bank	Bond	3,821,000	3.450%	2.57%	June 27, 2023	99,259
	January 16, 2020	Cdn Western Bank	Bond	3,000,000	2.597%	2.45%	September 6, 2024	73,383
	TOTAL INVESTMENTS			21,422,903				\$309,459
TOTAL CASH AND INVESTMENTS				\$37,036,554				
* Reserve Balance at December 31st, 2020				23,899,839				

Investment By Institution

	<u>% of Total Portfolio</u>
C.I.B.C.	21%
Bank of Nova Scotia	4%
Bank of Montreal	7%
Royal Bank	0%
Laurentian	18%
Cdn Western Bank	31%
One Investment Program	20%
	100%

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

Grand River Conservation Authority

Report number: GM-06-21-51

Date: June 25, 2021

To: Members of the Grand River Conservation Authority

Subject: Financial Summary for the Period Ending May 31, 2021

Recommendation:

THAT the Financial Summary for the period ending May 31, 2021 be approved.

Summary:

The Financial Summary includes the 2021 *actual* year-to-date income and expenditures. The budget approved at the February 26, 2021 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 \$217,000 at year-end is forecast.

Report:

- A. Total Revenue increased by \$50,000.
 - Conservation Services Federal government funding for special project “Species at Risk” increased \$50,000. The GRCA received approval for an additional year of funding for this initiative.
- B. Total Expenditures increased by \$85,000.
 - Conservation Services expenses for special project “Species at Risk” increased \$50,000. The expenses relate to grants to landowners and reimbursement for staff administration of the program.
 - Hydro Production operating expenses related to repairs of the Shand dam turbine increased \$35,000.
- C. Net Transfer to Reserves decreased by \$35,000.
 - Transfer to the General Capital Forestry reserve decreased by \$35,000 in order to divert turbine revenue to fund the increase in Shand dam turbine expenses.

Self-Generated Revenue Comments:

The pandemic was expected to heavily impact the self-generated revenue sources for the following programs:

- Conservation Areas
- Resource Planning
- Environmental Education
- Forestry (Private Land Tree Planting Program)
- Property Rentals

During 2020 we did experience significant revenue declines for Conservation Areas, Environmental Education and Forestry. Resource Planning and Property Rental revenues were not impacted. As a result, the 2021 budget reflected 2020 outcomes.

To date, 2021 revenue is trending as follows:

- Conservation Areas - exceeding 2021 budget targets
- Resource Planning - exceeding 2021 budget targets
- Environmental Education - on track with budget but fall school contracts still under negotiation.
- Forestry (Private Land Tree Planting Program) - on track with budget
- Property Rentals - on track with budget

In particular, Resource Planning revenue is currently running \$200,000 (or 50%) over prior year to date activity. As a result staffing will be increased to manage the workload. Subsequent forecasts will reflect resource planning revenue and compensation expense adjustments as appropriate.

The Financial Summary is attached.

Financial implications:

The activity summarized will result in a surplus of \$217,000 at December 31, 2021. Self generated revenues are overall exceeding budgeted targets and there are no significant cost overruns to date. In particular, service demands related to resource planning have increased and staffing adjustments are being implemented to manage the workload.

Other department considerations:

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

Prepared by:

Kayleigh Keighan
Financial Controller

Sonja Radoja
Manager Corporate Services

Approved by:

Karen Armstrong
Secretary-Treasurer/Deputy CAO

GRAND RIVER CONSERVATION AUTHORITY
FINANCIAL SUMMARY - FORECAST
 General Membership June 25, 2021

FORECAST - APRIL 30 2021 - NET SURPLUS/(DEFICIT)	\$217,000
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CHANGES - May 2021

Sch 6	Conservation Services	(\$50,000) Species at Risk-Special Project expenses increased \$50,000 Federal funding increased	\$0
Sch 12	Hydro Production	(\$35,000) Other Operating Expenses (Belwood) increased \$35,000 Transfer to General Capital Reserve decreased	\$0

FORECAST - May 2021- NET SURPLUS/(DEFICIT)	\$217,000
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**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING May 31, 2021**

SCHEDULE		Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
REVENUE							
Municipal							
General Municipal Levy (Operating)	various	10,977,000	11,275,000	3,758,333	11,275,000	11,275,000	0
General Municipal Levy (Capital)	various	950,000	950,000	316,667	950,000	950,000	0
Special Municipal Levy	various	71,943	130,000	4,680	130,000	130,000	0
Other	various	639,589	800,000	1,149,817	800,000	800,000	0
		12,638,532	13,155,000	5,229,497	13,155,000	13,155,000	0
Government Grants							
MNRF Transfer Payments	various	449,688	449,688	0	449,688	449,688	0
Source Protection Program-Provincial	various	681,421	640,000	222,895	640,000	640,000	0
Other Provincial	various	863,182	1,267,500	662,082	1,267,500	1,267,500	0
Federal	various	352,880	215,000	226,087	215,000	265,000	50,000
		2,347,171	2,572,188	1,111,064	2,572,188	2,622,188	50,000
Self Generated							
User Fees and Sales							
<i>Enquiries and Permits</i>	4	565,822	494,000	369,058	544,000	544,000	0
<i>Plan Input and Review</i>	4	410,804	400,000	236,695	450,000	450,000	0
<i>Nursery and Woodlot Management</i>	5	174,627	365,000	334,356	395,000	395,000	0
<i>Conservation Lands Income</i>	10	78,542	71,000	9,069	71,000	71,000	0
<i>Conservation Areas User Fees</i>	13	6,124,125	7,200,000	2,481,210	7,200,000	7,200,000	0
<i>Nature Centres and Camps</i>	8	233,439	500,000	227,528	500,000	500,000	0
<i>Merchandising and Sales</i>	8	605	0	0	0	0	0
Property Rentals	11	3,041,678	2,898,000	1,596,484	2,898,000	2,898,000	0
Hydro Generation	12	799,841	530,000	170,018	530,000	530,000	0
Land Sales	10	3,419,145	0	0	0	0	0
Grand River Conservation Foundation	various	161,820	285,000	5,670	285,000	285,000	0
Donations	various	0	100,000	28,656	100,000	100,000	0
Landowner Contributions	5	47,289	200,000	137,740	200,000	200,000	0
Investment Income	14	488,691	565,000	76,779	565,000	565,000	0
Miscellaneous Income	various	295,185	8,000	1,512	8,000	8,000	0
Total Self-Generated Revenue		15,841,613	13,616,000	5,674,775	13,746,000	13,746,000	0
TOTAL REVENUE		30,827,316	29,343,188	12,015,336	29,473,188	29,523,188	50,000

GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING May 31, 2021

SCHEDULE	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change	
EXPENSES							
OPERATING							
Water Resources Planning & Environment	1	1,617,996	2,059,700	572,133	2,015,700	2,015,700	0
Flood Forecasting and Warning	2	658,712	828,800	243,805	803,800	803,800	0
Water Control Structures	3	1,590,655	1,785,700	495,852	1,785,700	1,785,700	0
Resource Planning	4	1,984,531	2,082,200	641,591	2,082,200	2,082,200	0
Forestry & Conservation Land Property Taxes	5	858,656	1,365,000	433,223	1,365,000	1,365,000	0
Conservation Services	6	685,337	635,200	139,762	605,200	605,200	0
Communications & Foundation	7	565,010	524,500	155,827	524,500	524,500	0
Environmental Education	8	602,324	840,600	194,506	840,600	840,600	0
Corporate Services	9	3,491,047	3,627,629	1,234,571	3,609,629	3,609,629	0
Conservation Lands	10	1,814,213	2,048,900	585,429	2,048,900	2,048,900	0
Property Rentals	11	1,218,702	1,478,200	446,510	1,478,200	1,478,200	0
Hydro Production	12	114,429	92,000	71,366	92,000	127,000	35,000
Conservation Areas	13	5,573,218	7,200,000	1,291,298	7,200,000	7,200,000	0
Miscellaneous	14	30,321	70,000	6,113	70,000	70,000	0
Information Systems	16	1,202,902	1,382,000	510,279	1,382,000	1,382,000	0
Motor Pool	16	714,759	936,000	261,128	936,000	936,000	0
Less: Internal Charges (IS & MP)	16	(1,917,661)	(2,318,000)	(771,407)	(2,318,000)	(2,318,000)	0
Total OPERATING Expenses		20,805,151	24,638,429	6,511,986	24,521,429	24,556,429	35,000
CAPITAL							
Water Resources Planning & Environment	1	5,932	110,000	11,034	110,000	110,000	0
Flood Forecasting and Warning	2	298,606	190,000	156,479	190,000	190,000	0
Water Control Structures	3	1,365,239	1,500,000	171,444	1,500,000	1,500,000	0
Nature Centres	8	0	0	0	0	0	0
Conservation Areas	13	795,020	1,500,000	142,287	1,500,000	1,500,000	0
Corporate Services	9	0	0	0	0	0	0
Information Systems	16	79,333	170,000	62,471	170,000	170,000	0
Motor Pool	16	476,828	450,000	14,001	450,000	450,000	0
Less: Internal Charges (IS & MP)	16	(645,826)	(163,000)	752,793	(163,000)	(163,000)	0
Total Capital Expenses		2,375,132	3,757,000	1,310,509	3,757,000	3,757,000	0
SPECIAL							
Water Resources Planning & Environment	1	241,858	220,000	45,581	220,000	220,000	0
Flood Forecasting and Warning	2	214,001	360,000	35,672	360,000	360,000	0
Forestry	5	25,635	100,000	1,306	100,000	100,000	0
Conservation Services	6	663,161	1,060,000	367,868	1,060,000	1,110,000	50,000
Environmental Education	8	54,753	0	14,959	0	0	0
Conservation Land Purchases/Land Sale Expenses	10	59,047	0	3,992	0	0	0
Conservation Lands	10	354,007	658,000	243,890	658,000	658,000	0
Miscellaneous	14	0	0	0	0	0	0
Source Protection Program	15	681,421	640,000	222,895	640,000	640,000	0
Total SPECIAL PROJECTS Expenses		2,293,883	3,038,000	936,163	3,038,000	3,088,000	50,000
Total Expenses		25,474,166	31,433,429	8,758,658	31,316,429	31,401,429	85,000
Gross Surplus		5,353,150	(2,090,241)	3,256,678	(1,843,241)	(1,878,241)	(35,000)
Prior Year Surplus Carryforward		377,287	316,241	377,287	316,241	316,241	0
Net Funding FROM/(TO) Reserves		(5,414,196)	1,774,000	828,125	1,744,000	1,779,000	35,000
NET SURPLUS		316,241	0	4,462,090	217,000	217,000	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 1 - Water Resources - Planning and Environment
FOR THE PERIOD ENDING May 31, 2021

	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
Expenditures and Funding to Reserves						
Compensation and Benefits	1,225,680	1,519,000	528,324	1,475,000	1,475,000	
Administration Expenses	240,903	268,300	3,025	268,300	268,300	
Insurance Expenses	102,144	107,300	26,067	107,300	107,300	
Other Operating Expenses	49,269	165,100	14,717	165,100	165,100	
Total OPERATING Expenditures	1,617,996	2,059,700	572,133	2,015,700	2,015,700	
Instrumentation	4,912	60,000	11,034	60,000	60,000	
Water Quality Monitoring Equipment	1,020	50,000	0	50,000	50,000	
Total CAPITAL Expenditures	5,932	110,000	11,034	110,000	110,000	
Upper Blair Drainage	58,808	80,000	15,777	80,000	80,000	
Dunnville Fishway	7,052	0	0	0	0	
Waste Water Optimization Program	175,998	140,000	29,804	140,000	140,000	
Total SPECIAL PROJECT Expenditures	241,858	220,000	45,581	220,000	220,000	
GRWMP and Work in Progress Subwatershe Studies	15,000	0	0	0	0	
Gauges and Work in Progress Subwatershed Studies	30,000	0	0	0	0	
Transition Reserve	500,000	186,000	0	186,000	186,000	
Total FUNDING to RESERVES	545,000	186,000	0	186,000	186,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,410,786	2,575,700	628,748	2,531,700	2,531,700	0
Funding						
Municipal						
General Municipal Levy (Operating)	2,138,200	2,158,200	719,400	2,158,200	2,158,200	
General Municipal Levy (Capital)	35,000	35,000	11,667	35,000	35,000	
Special Levies	71,943	130,000	4,680	130,000	130,000	
Government Grants						
MNRF Transfer Payments	0	0	0	0	0	
Other Provincial	32,190	177,500	166,448	177,500	177,500	
Federal	143,808	0	0	0	0	
Self Generated						
Foundation	1,368	0	0	0	0	
Funding From Reserves						
Gauges	5,684	75,000	0	75,000	75,000	
TOTAL FUNDING	2,428,193	2,575,700	902,195	2,575,700	2,575,700	0
Net Surplus/(Deficit)	17,407	0	273,447	44,000	44,000	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 2 - Flood Forecasting and Warning
FOR THE PERIOD ENDING May 31, 2021

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

Expenditures and Funding to Reserves

	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	360,568	484,800	153,846	459,800	459,800	
Administration Expenses	250,650	236,000	29,053	236,000	236,000	
Other Operating Expenses	47,494	108,000	60,906	108,000	108,000	
Total OPERATING Expenditures	658,712	828,800	243,805	803,800	803,800	
Hardware	253,850	88,000	143,019	88,000	88,000	
Stream Gauges	44,756	102,000	13,460	102,000	102,000	
Total CAPITAL Expenditures	298,606	190,000	156,479	190,000	190,000	
Floodplain Mapping Projects	214,001	360,000	35,672	360,000	360,000	
Total SPECIAL PROJECT Expenditures	214,001	360,000	35,672	360,000	360,000	
Total FUNDING to RESERVES	140,000	0	0	0	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,311,319	1,378,800	435,956	1,353,800	1,353,800	0

Funding

Municipal

General Municipal Levy (Operating)	600,362	664,462	221,487	664,462	664,462	
General Municipal Levy (Captial)	165,000	165,000	55,000	165,000	165,000	
Municipal Other	11,821	0	7,328	0	0	

Government Grants

MNRF Transfer Payments	164,338	164,338	0	164,338	164,338	
Other Provincial	5,000	270,000	278,373	270,000	270,000	
Federal	112,012	45,000	0	45,000	45,000	

Funding From Reserves

Floodplain Mapping Projects & Gauges	232,168	70,000	0	70,000	70,000	
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TOTAL REVENUE	1,290,701	1,378,800	562,188	1,378,800	1,378,800	
Net Surplus/(Deficit)	(20,618)	0	126,232	25,000	25,000	0

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 3 - Water Control Structures
 FOR THE PERIOD ENDING May 31, 2021

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

Expenditures and Funding to Reserves

	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	1,089,653	1,241,000	455,959	1,241,000	1,241,000	
Administration Expenses	8,654	29,200	3,262	29,200	29,200	
Property Taxes	169,112	170,700	0	170,700	170,700	
Other Operating Expenses	323,236	344,800	36,631	344,800	344,800	
Total OPERATING Expenditures	1,590,655	1,785,700	495,852	1,785,700	1,785,700	
Total CAPITAL Expenditures	1,365,239	1,500,000	171,444	1,500,000	1,500,000	
Total FUNDING to RESERVES	159,000	0		0	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	3,114,894	3,285,700	667,296	3,285,700	3,285,700	0

Funding

Municipal

General Municipal Levy (Operating)	1,464,350	1,500,350	500,117	1,500,350	1,500,350	
General Municipal Levy (Capital)	750,000	750,000	250,000	750,000	750,000	

Government Grants

MNRF Transfer Payments	285,350	285,350	0	285,350	285,350	
Provincial	585,745	700,000	141,925	700,000	700,000	

Funding From Reserves

Water Control Structures	30,000	50,000	0	50,000	50,000	
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TOTAL REVENUE AND FUNDING FROM RESERVES	3,115,445	3,285,700	892,042	3,285,700	3,285,700	0
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Net Surplus/(Deficit)	551	0	224,746	0	0	0
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GRAND RIVER CONSERVATION AUTHORITY
Schedule 4 - Resource Planning
FOR THE PERIOD ENDING May 31, 2021

	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
<u>Expenditures and Funding to Reserves</u>						
Compensation and Benefits	1,666,157	1,805,000	625,557	1,805,000	1,805,000	
Administration Expenses	183,640	222,500	3,565	222,500	222,500	
Other Operating Expenses	134,734	54,700	12,469	54,700	54,700	
Total OPERATING Expenditures	1,984,531	2,082,200	641,591	2,082,200	2,082,200	
Planning Enforcement/Transition	0	35,000	0	35,000	35,000	
Total FUNDING to RESERVES	0	35,000	0	35,000	35,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,984,531	2,117,200	641,591	2,117,200	2,117,200	
<u>Funding</u>						
Municipal						
General Municipal Levy (Operating)	1,169,800	1,223,200	407,733.00	1,223,200	1,223,200	
Self Generated						
Solicitor Enquiry Fees	61,715	59,000	43,065	59,000	59,000	
Permit Fees	504,107	435,000	273,238	485,000	485,000	
Plan Review Fees	410,804	400,000	236,695	450,000	450,000	
TOTAL REVENUE	2,146,426	2,117,200	963,865	2,217,200	2,217,200	
Net Surplus/(Deficit)	161,895	0	322,274	100,000	100,000	

GRAND RIVER CONSERVATION AUTHORITY
Schedule 5 - Forestry & Conservation Lands Property Taxes
FOR THE PERIOD ENDING May 31, 2021

	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?							
<u>Expenditures and Funding to Reserves</u>							
Compensation and Benefits	619,000	383,527	515,500	192,472	515,500	515,500	
Administration Expenses	54,300	46,884	54,300	3,776	54,300	54,300	
Property Taxes	183,200	172,924	183,200	471	183,200	183,200	
Other Operating Expenses	590,000	255,321	612,000	236,504	612,000	612,000	
Total OPERATING Expenditures	1,446,500	858,656	1,365,000	433,223	1,365,000	1,365,000	
Ecological Restoration	100,000	25,635	100,000	1,306	100,000	100,000	
Total SPECIAL PROJECT Expenditures	100,000	25,635	100,000	1,306	100,000	100,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,546,500	884,291	1,465,000	434,529	1,465,000	1,465,000	0
<u>Funding</u>							
Municipal							
General Municipal Levy (Operating)	739,500	739,500	788,000	0	788,000	788,000	
Municipal Other	0	4,681	0	0	0	0	
Government Grants							
Provincial	0	13,751	0	0	0	0	
Self Generated							
Nursery	450,000	139,006	350,000	291,568	350,000	350,000	
Landowner Contributions (Tree Planting)	200,000	47,289	200,000	137,740	200,000	200,000	
Donations - Foundation	57,000	17,812	27,000	0	27,000	27,000	
Donations - Other	100,000	0	100,000	10,556	100,000	100,000	
TOTAL REVENUE	1,546,500	962,039	1,465,000	439,864	1,465,000	1,465,000	0
Net Surplus/(Deficit)	0	77,748	0	5,335	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 6 - Conservation Services
FOR THE PERIOD ENDING May 31, 2021

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

Expenditures and Funding to Reserves

	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	603,645	527,000	137,623	497,000	497,000	
Administration Expenses	79,225	86,200	1,259	86,200	86,200	
Other Operating Expenses	2,467	22,000	880	22,000	22,000	
Total OPERATING Expenditures	685,337	635,200	139,762	605,200	605,200	
RWQP Grants	623,109	800,000	269,970	800,000	800,000	
Brant/Brantford Childrens Water Festival	5,583	0	228	0	0	
Haldimand Childrens Water Festival	5,254	0	0	0	0	
Species at Risk	12,107	40,000	64,901	40,000	90,000	50,000
AGGP-UofG Research-Buffers	7,727	30,000	5,965	30,000	30,000	
Precision Agriculture-OMFRA	90,000	90,000	20,916	90,000	90,000	
Great Lakes Agricultural Stewardship Initiative	9,381	100,000	5,888	100,000	100,000	
Total SPECIAL PROJECT Expenditures	663,161	1,060,000	367,868	1,060,000	1,110,000	50,000
Transition	0	67,000	0	67,000	67,000	
Total FUNDING to RESERVES	-	67,000	-	67,000	67,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,348,498	1,762,200	507,630	1,732,200	1,782,200	50,000

Funding

Municipal

General Municipal Levy (Operating)	759,200	671,200	223,733	671,200	671,200	
Municipal Other	623,087	800,000	1,142,489	800,000	800,000	

Government Grants

Other Provincial	6,229	120,000	59,829	120,000	120,000	
Federal	22,986	170,000	221,784	170,000	220,000	50,000

Self Generated

Donations - Foundation	17,837	0	0	0	0	
Donations - Other	0	0	18,100	0	0	
Miscellaneous	-500	0	0	0	0	

Funding From Reserves

Cambridge Desiltation Pond	552	1,000	0	1,000	1,000	
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TOTAL REVENUE	1,429,391	1,762,200	1,665,935	1,762,200	1,812,200	50,000
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Net Surplus/(Deficit)	80,893	0	1,158,305	30,000	30,000	0
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GRAND RIVER CONSERVATION AUTHORITY
 Schedule 7 - Communications
 FOR THE PERIOD ENDING May 31, 2021

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

Expenditures and Funding to Reserves

	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	498,265	439,000	151,712	439,000	439,000	
Administration Expenses	59,534	62,000	4,090	62,000	62,000	
Other Operating Expenses	7,211	23,500	25	23,500	23,500	
Total OPERATING Expenditures	565,010	524,500	155,827	524,500	524,500	
Transition	0	55,000	0	55,000	55,000	
Total FUNDING to RESERVES	-	55,000	-	55,000	55,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	565,010	579,500	155,827	579,500	579,500	0

Funding

Municipal

General Municipal Levy (Operating)	701,500	579,500	193,167	579,500	579,500	
TOTAL REVENUE	701,500	579,500	193,167	579,500	579,500	0
Net Surplus/(Deficit)	136,490	0	37,340	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 8 - Environmental Education
FOR THE PERIOD ENDING May 31, 2021

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

Expenditures and Funding to Reserves

	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation & Benefits	357,754	610,000	149,854	610,000	610,000	
Administration Expenses	80,272	57,000	5,340	57,000	57,000	
Insurance Expense	15,623	16,000	4,271	16,000	16,000	
Property Taxes	12,007	14,000	0	14,000	14,000	
Other Operating Expenses	136,668	143,600	35,041	143,600	143,600	
Total OPERATING Expenditures	602,324	840,600	194,506	840,600	840,600	
Guelph Lake Nature Centre	54,753	0	14,959	0	0	
Total SPECIAL PROJECT Expenditures	54,753	0	14,959	0	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	657,077	840,600	209,465	840,600	840,600	0

Funding

Municipal

General Municipal Levy (Operating)	308,600	340,600	113,533	340,600	340,600	
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Self Generated

Donations - Foundation	9,675	0	0	0	0	
Nature Centre Revenue - Schools	209,040	500,000	227,528	500,000	500,000	
Nature Centre Revenue - Community	7,273	0	0	0	0	
Nature Centre Revenue - Day Camp	17,126	0	0	0	0	
Merchandise Revenue	605	0	0	0	0	

Funding from Reserves

Laurel Creek & Taquanyah Nature Centre	54,753	0	0	0	0	
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TOTAL REVENUE	607,072	840,600	341,061	840,600	840,600	0
Net Surplus/(Deficit)	(50,005)	0	131,596	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 9 - Corporate Services
 FOR THE PERIOD ENDING May 31, 2021

	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
Expenditures and Funding to Reserves						
Compensation and Benefits	2,335,913	2,011,000	946,708	1,993,000	1,993,000	
Administration Expenses	239,501	379,000	29,074	379,000	379,000	
Insurance	66,784	70,000	17,915	70,000	70,000	
Other Operating Expenses	906,035	1,237,629	263,460	1,237,629	1,237,629	
LESS: Recovery of Corporate Services Expenses	(57,186)	(70,000)	(22,586)	(70,000)	(70,000)	
Total OPERATING Expenditures	3,491,047	3,627,629	1,234,571	3,609,629	3,609,629	
Building	165,000	0	0	0	0	
Personnel	77,000	0	0	0	0	
Total FUNDING to RESERVES	242,000	0	0	0	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	3,733,047	3,627,629	1,234,571	3,609,629	3,609,629	0
Funding						
Municipal						
General Municipal Levy (Operating)	3,095,488	3,349,488	1,116,496	3,349,488	3,349,488	
Government Grants						
Federal	25,000	0	0	0	0	
Self Generated						
Miscellaneous	(34)	0	0	0	0	
Funding From Reserves						
Personnel	0	15,000	0	15,000	15,000	
Building	0	0	0	0	0	
TOTAL REVENUE	3,120,454	3,364,488	1,116,496	3,364,488	3,364,488	0
Net Surplus/(Deficit)	(612,593)	(263,141)	(118,075)	(245,141)	(245,141)	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 10 - Conservation Lands
FOR THE PERIOD ENDING May 31, 2021

	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
Expenditures and Funding to Reserves						
Compensation and Benefits	1,128,138	1,163,000	390,726	1,163,000	1,163,000	
Administration Expenses	117,149	152,600	5,627	152,600	152,600	
Insurance	151,506	157,300	39,561	157,300	157,300	
Other Operating Expenses	417,420	576,000	149,515	576,000	576,000	
Total OPERATING Expenditures	1,814,213	2,048,900	585,429	2,048,900	2,048,900	
Land Purchases/Land Sale Expenses	59,047	0	3,992	0	0	
Emerald Ash Borer	298,063	400,000	243,890	400,000	400,000	
Trails - Capital Maintenance	55,944	258,000		258,000	258,000	
Total SPECIAL PROJECT Expenditures	413,054	658,000	247,882	658,000	658,000	
Forestry/Master Plans/Transition	135,621	7,000	0	37,000	37,000	
Land Sale Proceeds	3,419,145	0	0	0	0	
Total FUNDING to RESERVES	3,554,766	7,000	0	37,000	37,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	5,782,033	2,713,900	833,311	2,743,900	2,743,900	0
Funding						
Government Grants						
Federal	0	0	4,303	0	0	
Self Generated						
Luther Misc Income	55,547	46,000	5,481	46,000	46,000	
Other Areas Income	22,995	25,000	3,588	25,000	25,000	
Timber Sales	35,621	15,000	42,788	45,000	45,000	
Land Sale Proceeds	3,419,145	0	0	0	0	
Donations - Foundation	56,779	258,000	0	258,000	258,000	
Funding From Reserves						
Land	59,047	0	0	0	0	
Forestry (EAB)	298,063	400,000	0	400,000	400,000	
Gravel	0	1,000	0	1,000	1,000	
TOTAL REVENUE	3,947,197	745,000	56,160	775,000	775,000	0
Net Surplus/(Deficit)	(1,834,836)	(1,968,900)	(777,151)	(1,968,900)	(1,968,900)	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 11 - Property Rentals
FOR THE PERIOD ENDING May 31, 2021

	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
<u>Expenditures and Funding to Reserves</u>						
Compensation and Benefits	473,235	590,000	230,197	590,000	590,000	
Administration Expenses	65,204	74,500	9,389	74,500	74,500	
Insurance Expense	19,956	24,000	6,455	24,000	24,000	
Property Taxes	122,933	88,000	0	88,000	88,000	
Other Operating Expenses	537,374	701,700	200,469	701,700	701,700	
Total OPERATING Expenditures	1,218,702	1,478,200	446,510	1,478,200	1,478,200	
Cottage Lot Program-Belwood	45,000	0	0	0	0	
Cottage Lot Program-Conestogo	45,000	0	0	0	0	
Demolitions/R&M Savings	185,000	0	0	0	0	
Total FUNDING to RESERVES	275,000	0	0	0	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,493,702	1,478,200	446,510	1,478,200	1,478,200	0
<u>Funding</u>						
Self Generated						
Belwood	1,005,031	1,000,000	603,843	1,000,000	1,000,000	
Conestogo	1,205,294	1,207,000	694,119	1,207,000	1,207,000	
Agricultural	262,738	270,000	123,210	270,000	270,000	
Residential	129,319	105,000	45,926	105,000	105,000	
Miscellaneous	439,296	316,000	129,386	316,000	316,000	
Funding FROM Reserves						
Cottage Lot Program (Ice Storm)/Contaminated Site/EAB	60,865	0	0	0	0	
Wells/Septic/Demolitions	0	100,000	0	100,000	100,000	
TOTAL REVENUE	3,102,543	2,998,000	1,596,484	2,998,000	2,998,000	0
Net Surplus/(Deficit)	1,608,841	1,519,800	1,149,974	1,519,800	1,519,800	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 12 - Hydro Production
FOR THE PERIOD ENDING May 31, 2021

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

Expenditures and Funding to Reserves

	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	60,790	66,500	24,493	66,500	66,500	
Other Operating Expenses	53,639	25,500	46,873	25,500	60,500	35,000
Total OPERATING Expenditures	114,429	92,000	71,366	92,000	127,000	35,000
General Capital Reserve	392,074	0	0	0	0	
General Capital/Land Sale Proceeds	193,193	120,000	0	120,000	85,000	(35,000)
Total FUNDING to RESERVES	585,267	120,000	0	120,000	85,000	(35,000)
TOTAL EXPENDITURES AND FUNDING TO RESERVES	699,696	212,000	71,366	212,000	212,000	0

Revenue

Government Grants

Provincial	220,267	0	0	0	0	
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Self Generated

Hydro Production-Belwood	405,230	240,000	99,890	240,000	240,000	
Hydro Production-Conestogo	323,081	235,000	70,128	235,000	235,000	
Hydro Production-Guelph	36,209	40,000	0	40,000	40,000	
Hydro Production-Elora	35,321	15,000	0	15,000	15,000	

TOTAL REVENUE	1,020,108	530,000	170,018	530,000	530,000	0
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Net Surplus/(Deficit)	320,412	318,000	98,652	318,000	318,000	0
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GRAND RIVER CONSERVATION AUTHORITY
Schedule 13 - Conservation Areas
FOR THE PERIOD ENDING May 31, 2021

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

Expenditures and Funding to Reserves

	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	2,920,276	4,200,000	871,850	4,200,000	4,200,000	
Administration Expenses	192,530	195,000	25,074	195,000	195,000	
Property Tax	59,463	65,000		65,000	65,000	
Other Operating Expenses	2,400,949	2,740,000	394,374	2,740,000	2,740,000	
Total OPERATING Expenditures	5,573,218	7,200,000	1,291,298	7,200,000	7,200,000	
Total CAPITAL Expenditures	795,020	1,500,000	142,287	1,500,000	1,500,000	
Future Capital Projects	295,000	0		0	0	
Total FUNDING to RESERVES	295,000	0	0	0	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	6,663,238	8,700,000	1,433,585	8,700,000	8,700,000	0

Funding

Government Grants

Federal	49,074	0	0	0	0	
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Self Generated

Brant	640,586	750,000	266,288	750,000	750,000	
Byng Island	557,665	650,000	208,452	650,000	650,000	
Belwood Lake	406,156	450,000	201,181	450,000	450,000	
Conestogo Lake	376,974	450,000	201,765	450,000	450,000	
Elora Gorge	1,103,265	1,250,000	185,466	1,250,000	1,250,000	
Elora Quarry	0	100,000	6,283	100,000	100,000	
Guelph Lake	907,211	1,050,000	281,212	1,050,000	1,050,000	
Laurel Creek	313,477	400,000	262,446	400,000	400,000	
Pinehurst Lake	621,032	750,000	303,946	750,000	750,000	
Rockwood	827,494	950,000	345,457	950,000	950,000	
Shade's Mills	370,265	400,000	218,714	400,000	400,000	
Total Fee Revenue	6,124,125	7,200,000	2,481,210	7,200,000	7,200,000	
Donations-Foundation	58,349	0	5,670	0	0	
Miscellaneous Income	295,556	0	0	0	0	

Funding From Reserves

Conservation Areas - Capital Projects	137,000	1,500,000	0	1,500,000	1,500,000	
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TOTAL REVENUE	6,664,104	8,700,000	2,486,880	8,700,000	8,700,000	0
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Net Surplus/(Deficit)	866	0	1,053,295	0	0	0
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GRAND RIVER CONSERVATION AUTHORITY
 Schedule 14 - Miscellaneous
 FOR THE PERIOD ENDING May 31, 2021

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

Expenditures and Funding to Reserves

	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Other Miscellaneous	30,321	70,000	6,113	70,000	70,000	
Total OPERATING Expenditures	30,321	70,000	6,113	70,000	70,000	
Interest Income	406,630	425,000	0	425,000	425,000	
Total FUNDING to RESERVES	406,630	425,000	0	425,000	425,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	436,951	495,000	6,113	495,000	495,000	0

Funding

Government Grants

Provincial	0	0	12,373	0	0	
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Self Generated

Interest Income-Operating	82,061	140,000	0	140,000	140,000	
Interest Income-Reserves	406,630	425,000	76,779	425,000	425,000	
Miscellaneous	163	8,000	372	8,000	8,000	
TOTAL REVENUE	488,854	573,000	89,524	573,000	573,000	0
Net Surplus/(Deficit)	51,903	78,000	83,411	78,000	78,000	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 15 - Source Protection Program
FOR THE PERIOD ENDING May 31, 2021

	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
<u>Expenditures</u>						
Compensation and Benefits	465,268	490,000	188,778	490,000	490,000	
Administration Expenses	37,152	50,000	565	50,000	50,000	
Other Operating Expenses	78,580	90,000	30,298	90,000	90,000	
Water Budget - Technical Studies	100,331	10,000	3,254	10,000	10,000	
TOTAL EXPENDITURES	681,421	640,000	222,895	640,000	640,000	0
<u>Funding</u>						
Government Grants						
Provincial	681,421	640,000	222,895	640,000	640,000	
TOTAL FUNDING	681,421	640,000	222,895	640,000	640,000	0
Net Surplus/(Deficit)	0	0	0	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 16 - Information Systems and Motor Pool
FOR THE PERIOD ENDING May 31, 2021

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

Expenditures

	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Information Systems						
Compensation and Benefits	1,011,651	1,115,000	379,803	1,115,000	1,115,000	
Administrative Expenses	13,713	25,500	6,837	25,500	25,500	
Software and Hardware Maintenance	143,594	187,500	112,087	187,500	187,500	
Supplies and Services	33,944	54,000	11,552	54,000	54,000	
Total OPERATING Expenditures	1,202,902	1,382,000	510,279	1,382,000	1,382,000	
Capital Expenses	79,333	170,000	62,471	170,000	170,000	
LESS Internal Charges	(1,298,340)	(1,307,000)	0	(1,307,000)	(1,307,000)	
NET Unallocated Expenses	(16,105)	245,000	572,750	245,000	245,000	
Motor Pool						
Compensation and Benefits	266,672	309,000	105,649	309,000	309,000	
Administrative Expenses	20,578	26,000	3,336	26,000	26,000	
Insurance	47,522	50,600	12,242	50,600	50,600	
Motor Pool Building and Grounds Maintenance	10,417	10,400	2,123	10,400	10,400	
Equipment, Repairs and Supplies	232,218	286,000	96,920	286,000	286,000	
Fuel	137,352	254,000	40,858	254,000	254,000	
Total OPERATING Expenditures	714,759	936,000	261,128	936,000	936,000	
Capital Expenses	476,828	450,000	14,001	450,000	450,000	
LESS Internal Charges	(1,265,147)	(1,174,000)	(18,614)	(1,174,000)	(1,174,000)	
NET Unallocated Expenses	(73,560)	212,000	256,515	212,000	212,000	
TOTAL EXPENDITURES	(89,665)	457,000	829,265	457,000	457,000	0
Funding						
Self Generated						
Miscellaneous	0	0	1,140	0	0	
TOTAL REVENUE	0	0	1,140	0	0	
Gross Surplus (Deficit)	89,665	(457,000)	(828,125)	(457,000)	(457,000)	
Funding From Reserves	2,473,822	2,938,000	846,739	2,938,000	2,938,000	
Funding to Reserves	(2,563,487)	(2,481,000)	(18,614)	(2,481,000)	(2,481,000)	
Net Surplus/(Deficit)	0	0	0	0	0	0

Grand River Conservation Authority

Report number: GM-06-18-47
Date: June 25, 2021
To: Members of the Grand River Conservation Authority
Subject: Maintenance agreement - County of Brant

Recommendation:

THAT the Grand River Conservation Authority enter into a maintenance agreement with the County of Brant for the lands known as the Paris Properties described as Part of Lots 32,33,34 and 35, Concession 1, South Dumfries, Paris, County of Brant.

Summary:

The Brant Cycling Club presented a proposal to Brant County Council to develop a network of mountain bike trails on lands owned by the County of Brant, the GRCA and other private landowners. Brant County Council supported the proposal in principle.

The affected GRCA properties are currently not open to the public. Staff have completed a review of the proposal and are supportive in principle. Staff recommend that the GRCA enter into an agreement with the County of Brant to grant exclusive use of these properties for recreational use to enable the trail development and ongoing maintenance of these trails.

Report:

On April 27, 2021, the Brant Cycling Club, a 200-member community based organization, presented to Brant County Council a proposal to create a mountain bike trail network, open to other non-motorized uses, through approximately 180 hectares of GRCA, County of Brant and privately owned properties (see Figure 1). Council supported the proposal in principle, and authorized staff to work with the Cycling Club to research next steps including finalizing a location, reviewing the lease and stewardship agreements and undertaking community engagement.

County staff reached out to the GRCA as an affected landowner. The GRCA owned properties are not open to the public are not subject to any agreements permitting access to these lands. There are ongoing challenges with these lands, including trespassing, the creation of unsanctioned trails and unauthorized use by motorized off-road vehicles (ATVs).

The majority of the GRCA lands that would be part of this proposal contain natural hazard and natural heritage features. Staff are supportive of the creation of a trail network subject to a detailed review supported by an Environmental Impact Study.

In order to support the County of Brant in this trail development, staff recommend that the GRCA enter into a maintenance agreement with the County. The County would assume responsibility of the GRCA properties under an exclusive use agreement for recreational purposes and be responsible for the construction of the trail network, operation,

maintenance of the property and insurance. The County may with GRCA consent, enter into a “stewardship” agreement with the Brant Cycling Club to assist with the trail development and maintenance.

A permit pursuant to Ontario Regulation 150/06 under the Conservation Authorities Act must be obtained for any trail work within areas regulated by the Grand River Conservation Authority.

Financial implications:

N/A

Other department considerations:

Planning, Engineering and Natural Heritage staff were consulted.

Prepared by:

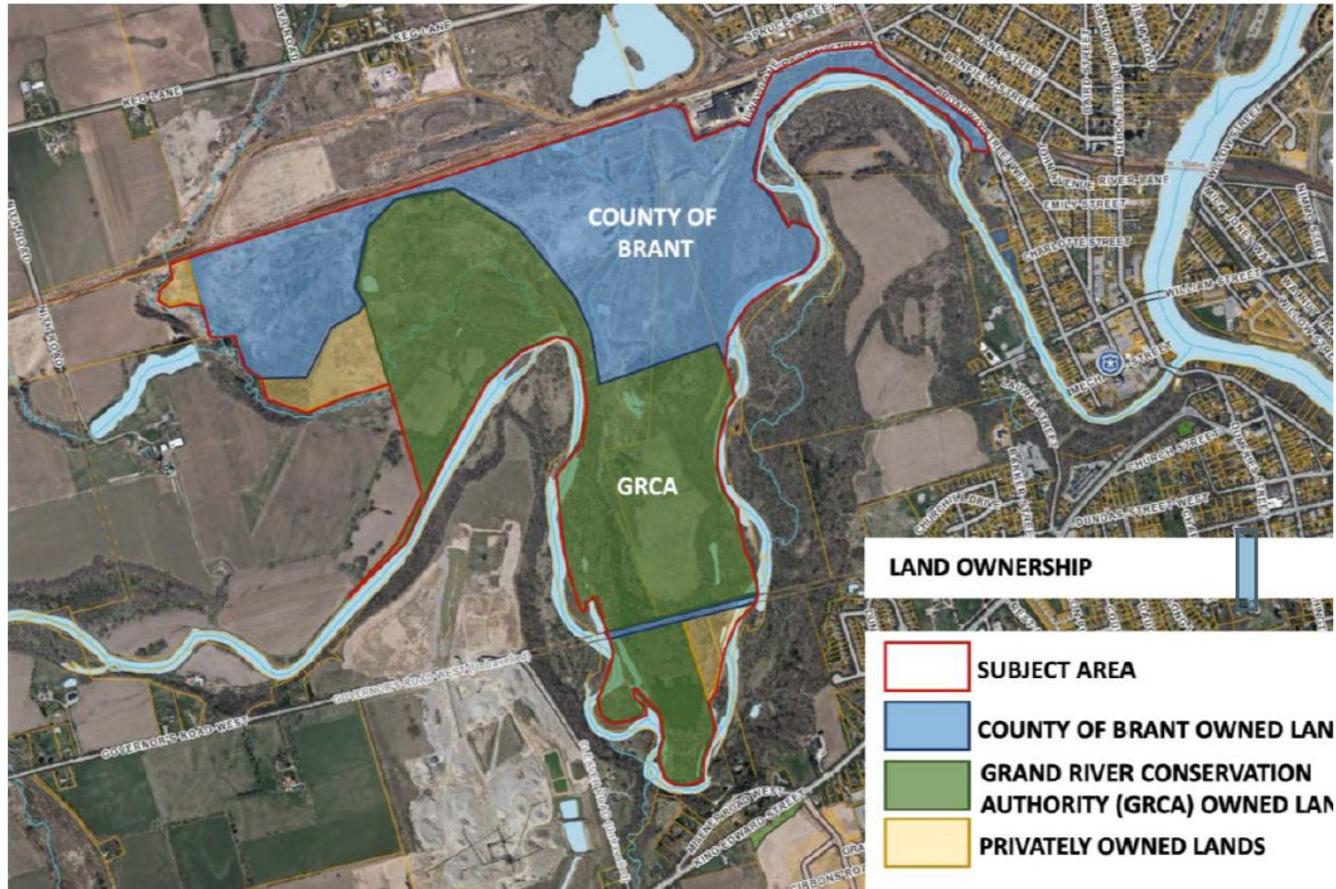
Rob Anderson
Property Analyst

Beth Brown
Manager of Property

Approved by:

Samantha Lawson
Chief Administrative Officer

Figure 1 – Land Ownership



Source – Report titled *North of the Nith River Single Track Trail Network* prepared by the Brant Cycling Club

Grand River Conservation Authority

Report number: GM-06-21-46
Date: June 25, 2021
To: Members of the Grand River Conservation Authority
Subject: Provincial Offences Act Officer Appointments

Recommendation:

THAT the Grand River Conservation Authority appoints Brad Kuntz and Kaitlyn Rosebrugh as Provincial Offences Act Officers to enforce section 29 of the Conservation Authorities Act.

Summary:

Not applicable.

Report:

The Conservation Authorities Act, section 28 (1) (d) gives an authority the ability to appoint officers for the purposes of enforcing any regulation made under Section 28 or Section 29 of the Act. Section 28 (1) (e) and Ontario Regulation 150/06, s.10 allows the Grand River Conservation Authority (GRCA) to appoint persons to act as officers with all of the powers and duties to enforce Ontario Regulation 150/06 (*Development, Interference with Wetlands and Alterations to Shorelines and Watercourses* regulation).

The Conservation Authorities Act, section 29 authorizes the GRCA to make regulations applicable to lands owned by the GRCA. Section 30.1 of the Conservation Authorities Act gives an authority the ability to appoint officers for the purposes of ensuring compliance with the Act and regulations, and R.R.O. 1990, Regulation 106 *Conservation Areas – Grand River*, s.14 authorizes the GRCA to appoint staff members as Provincial Offences (POA) Officers to enforce that specific regulation.

GRCA staff are typically appointed as POA Officers to enforce Regulations made under either Section 28 or Section 29 of the Conservation Authorities Act. The following staff were appointed to enforce Section 28 of the Conservation Authority, however over time their positions have changed and they are currently in roles that are responsible for the enforcement of Section 29.

- Brad Kuntz, appointed September 16, 2008
- Kaitlyn Rosebrugh, appointed February 23, 2018

These candidates have meet GRCA requirements for appointment and are requested to be appointed to enforce Section 29 of the Conservation Authorities Act. Their previous appointment to enforce Section 28 will in turn be rescinded.

Financial implications:

Not applicable.

Other department considerations:

Not applicable.

Prepared by:

Beth Brown
Manager of Property

Pam Walther-Mabee
Manager of Conservation Areas

Approved by:

Samantha Lawson
Chief Administrative Officer

Grand River Conservation Authority

Report number: GM-06-21-45
Date: June 25, 2021
To: Members of the Grand River Conservation Authority
Subject: Elora Gorge Conservation Area - Grand Valley Trail Association Access Request

Recommendation:

THAT Report Number GM-06-21-45 – Elora Gorge Conservation Area - Grand Valley Trail Association Access Request be received as information.

Summary:

As discussed at the April 23, 2021 General Membership meeting, the Grand Valley Trail Association (GVTA) has requested an access agreement for their members into the Elora Gorge Conservation Area.

The GVTA has, over decades, developed and utilized a trail system totalling approximately 250 kilometres in length, of which 56 kilometres are located on GRCA-owned lands. No formal agreement is in place for these trails on GRCA lands, and in 2019 GRCA staff began discussions with the GVTA with the objective of formalizing the relationship through a licence agreement. A review of the trail locations would be undertaken through this process. There is no current agreement in place for the GVTA members to enter the Elora Gorge Conservation Area and there hasn't been since 2012.

Several joint discussions between GRCA staff and the GVTA have occurred with respect to this access request and a meeting was held in September 2020 to explain the GRCA's request to relocate the trail outside of the Conservation Area. Further information was provided in February and March 2021, and staff indicated they would continue to review alternatives. Discussions have not resumed at this time.

Staff are committed to continuing discussions with the GVTA about a licence agreement for trails on other GRCA-owned properties, however, staff are not supportive of the request for an additional designated entry point into the Elora Gorge Conservation Area.

Report:

Background

As discussed at the April 23, 2021 General Membership meeting, the Grand Valley Trail Association (GVTA) has requested an additional designated entry point and access agreement for their members into the Elora Gorge Conservation Area (EGCA).

With respect to GVTA trail access through the EGCA, an agreement was in place from 2003-2008 which permitted GVTA members to utilize a designated route on the EGCA's north side (see Figure 1) and allowed for an access point at a location that is not a staffed gatehouse and is not directly linked to other trails outside of the CA property. The access point to the trail is approximately one kilometre down the roadway from a public

parking area and municipal community centre. Under this agreement, the GVTA was required to purchase 50 day pass admissions. The agreement was not renewed after 2008, however GVTA continued to pay for 50 admissions until 2012. There is no current agreement in place for the GVTA members to enter the EGCA.

Elora Gorge Conservation Area and Conservation Area Operations

The EGCA is one of the GRCA's most popular destinations, largely due to the beautiful gorge itself. There are a number of site-specific and other factors that were considered when this access request was reviewed, including: legislation, public safety, capacity management and other customers, similar requests at other properties, trespassing and undesignated entry points, agreements with GVTA, similar arrangements at other conservation authorities, and what would be required to facilitate this request.

Legislation

GRCA Conservation Areas are designated through the Board, and under Regulation 106 of the Conservation Authorities Act. Under the regulation, entry must be at designated points during operating hours, and only by permit. All visitors require a permit whether it is via day use admission, overnight camping, seasonal camping or through access agreement.

In order to help manage public safety and risk, the GRCA does not enter into agreements that allow people to enter the park at a non-designated entry point, outside of regular operating hours. Further, EGCA is closed to the public from October 15-May 1 each year and members of the public are regularly observed in the Area during this period.

The EGCA currently has two designated entry points, with two gatehouses and staff at both entrances.

Public Safety

All visitors must be advised of the dangers of the gorge and that is accomplished via signage at designated entrances, through notices in membership packages and via the permit itself, written directly upon receipt. This notification is mandated due diligence as a result of a provincial inquiry related to an accidental death on the property. This notice can only be accomplished at designated entry points and is critical to helping mitigate the risk of the gorge.

Any accidents in the gorge itself incur a surcharge of \$1000 per incident from Centre Wellington EMS. This fee is charged to the GRCA regardless of whether the visitor has a permit or is trespassing. For example, there was an incident in May 2021, where approximately 25 emergency responders assisted with a high ropes extraction. The people involved had entered at a non-designated entry point, thus they did not pay a fee to enter, did not see entry signage, nor were they provided with the warning information printed on the back of the receipt since they didn't obtain one.

Capacity Management and Other Customers

Capacity plans and limits to the EGCA have been established. Trail users should be included in the number of people accessing the Area but if they are not entering at a designated entry point, they can not be included in our visitation management strategy,

which could lead to congestion of people and, specifically in light of COVID-19, complaints to public health about the GRCA's lack of adherence to required public health measures.

Thousands of visitors come to the Elora Gorge each year and either purchase a membership pass or pay a day use admission fee to access the Conservation Area, including those who walk/hike along trails.

Similar Requests at Other Properties

All of the GRCA Conservation Areas that are located within or near (walking distance) an urban area have had requests for free access from local communities, neighbours, trail users, and municipalities. The need for a standardized approach to policy decisions for all Conservation Areas is required for consistency.

Trespassing and Undesignated Entry Points

There are a number of spots where members of the public trespass into the property, mainly by vandalizing the fence that runs the perimeter by cutting holes for access. This currently happens on both the north and south sides of the river and staff regularly have to repair the fence damage.

Many people trespass into the EGCA through a hole in the fence that regularly gets created on an unrecognized and unmaintained trail that runs along the edge of the gorge on the north side of the river. This section of the property is not inspected for hazards or maintained as a designated trail.

Agreements with GVTA

Under the previous agreements with GVTA, they purchased 50 single day use permits. It is unknown how many members GVTA has, nor how many of their members accessed EGCA, however anecdotal evidence indicates that there were far more than 50 individual person visits in a given year.

As noted, an agreement has not been in place with respect to EGCA access since 2012. In the absence of an agreement, the GVTA has placed signage and updated trail blazes inside the Conservation Area without advising anyone of their intent to access the property and without permission.

The Property Department has been engaging with GVTA since 2019 on a license agreement for their 56 kilometres of trails on other GRCA properties.

Other Conservation Authorities

Other organizations have created access relationships with trail users to enter through conservation areas located in other conservation authority watersheds. For the most part, they are located within day use conservation areas, or free for use conservation areas (not unlike other GRCA properties). In some cases, popular locations are subsidized by a local municipality for access, or previous access has been re-evaluated and denied based on popularity and the site conservation needs.

Additional Designated Entry Requirements

To allow GVTA trail access through the EGCA, two additional designated and staffed entrances would need to be constructed. The GRCA capital reserve fund is not in a position to build two additional entrances at the EGCA and there are already two

entrances into the CA, one of which was just recently completed as part of the new campground project.

The capital reserve fund is shared amongst all Conservation Areas. Constructing additional designated entrances at the EGCA would result in other Conservation Area capital spending being diverted and projects deferred and there are many competing priorities for these capital dollars. The GRCA is undertaking an asset management review of our current assets to better understand the costs of managing them.

While a specific site survey has not been obtained with respect to this request, additional building cost estimates would range from \$75,000 to \$300,000 to build each additional gatehouse, as there would be so many different components to the project such as road access to the gatehouse for staff and emergency access, utilities, accessibility, tree removal and improvements to the trail itself in that section as it is currently unmaintained. There would also be additional operating and staffing costs. Given that the EGCA is such a popular destination that often reaches capacity during summer months and weekends, the incremental revenue at these additional gatehouses is unlikely to offset the cost to build and operate them.

Next Steps

Staff are committed to continuing discussions with the GVTA about a licence agreement for trails on other GRCA-owned properties, however, staff are not supportive of the request to enter into an agreement with the GVTA to permit access at the previously agreed to location into the EGCA. GRCA staff have proposed that access can be facilitated through existing designated entry points and that membership passes can be provided at a group rate.

Separate Request - Township of Centre-Wellington

EGCA is located within the Township of Centre-Wellington. The Township has also expressed interest to create an additional designated access point for their residents at the undesignated access point on the north side of the river. There is a footpath along the edge of the gorge on the north side of the river that could connect from municipal property, continue under a county road bridge and leads to the EGCA property.

GRCA staff have met with Township staff, Mayor and Councillor MacRae to identify possible options and will continue to meet to discuss mutually beneficial alternatives.

Financial implications:

There are no significant financial implications at this time given that the GRCA is proposing that the GVTA use existing designated entry points at the gatehouses along with an offer of a group discount for membership passes. Also, to date a license agreement with GVTA for alternate trail access on other GRCA properties has not been negotiated.

Other department considerations:

Property department staff were consulted as a review is underway of GVTA trails on other GRCA-owned properties and discussions are ongoing towards a formal license agreement between GVTA and the GRCA for other locations.

Prepared by:

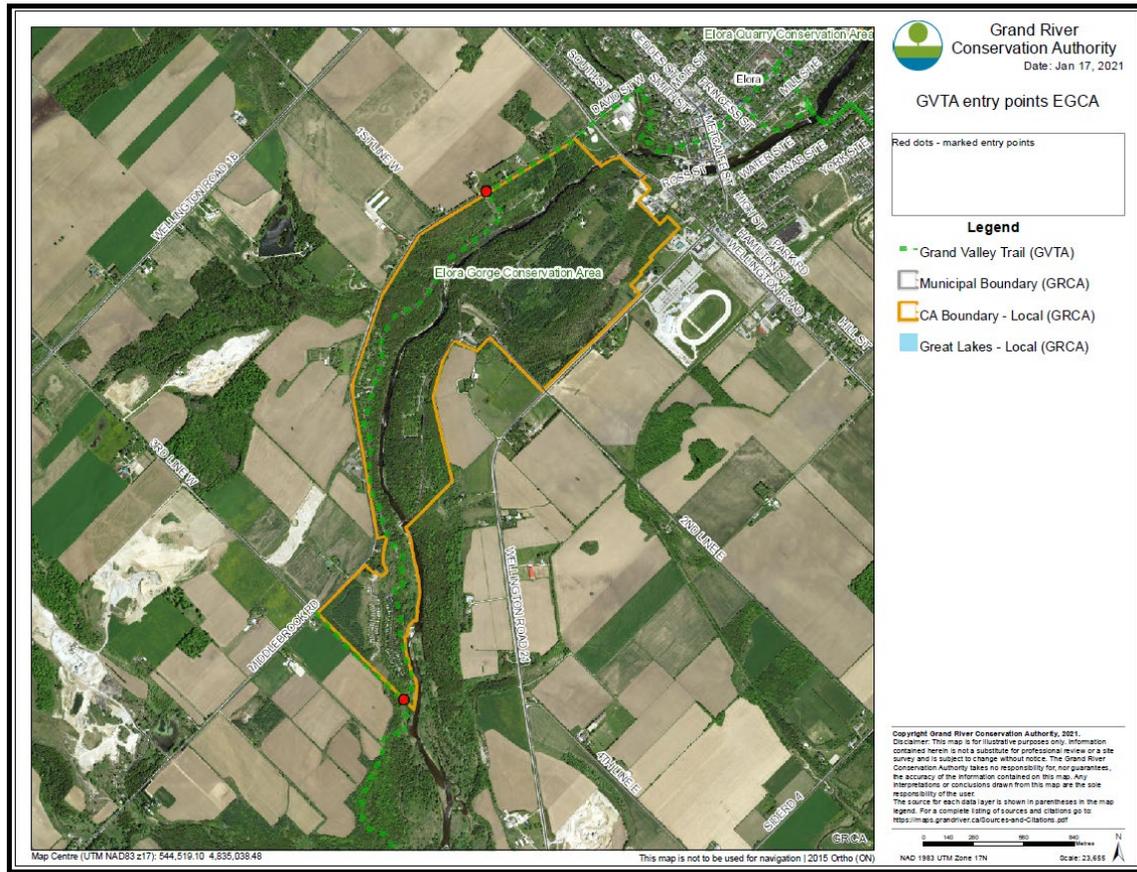
Pam Walther-Mabee
Manager of Conservation Areas

Karen Armstrong
Deputy CAO, Secretary-Treasurer

Approved by:

Samantha Lawson
Chief Administrative Officer

Figure 1 – GVTA Access at EGCA as per previous agreement



Grand River Conservation Authority

Report number: GM-06-21-48
Date: June 25, 2021
To: Members of the Grand River Conservation Authority
Subject: Hunting Program Review – Miscellaneous Properties

Recommendation:

THAT the Grand River Conservation Authority remove the Crawford Tract from the list of Grand River Conservation Authority properties that are available for permitted hunting effective September 1, 2021.

Summary:

On June 28, 2019, Report GM-06-19-71 – Hunting Program Review – Vance Tract, was presented to the General Membership. The Vance Tract property was removed from the hunting program while a broader review of the hunting program continued. A review of all miscellaneous hunting properties has now been completed, and based on an evaluation using the same criteria previously established, it is recommended that the Crawford Tract property be removed from the hunting program.

Report:

The Grand River Conservation Authority (GRCA) currently permits hunting at Luther Marsh Wildlife Management Area, Conestoga Lake Conservation Area, Belwood Lake Conservation Area and 19 other miscellaneous properties. Most of these properties are remote with few direct neighbours. Over the past few years, residential growth in and around some of these properties and other land use changes have resulted in user conflicts and complaints regarding hunting at some locations.

On June 28, 2019, Report GM-06-19-71 – Hunting Program Review – Vance Tract, was presented to the General Membership. The report focused on Vance Tract due to the numerous complaints received, while noting that a comprehensive review of the hunting program was underway and the findings and recommendations would be presented at a future meeting. The GRCA has completed a further review of the miscellaneous hunting area program properties. The last review of the hunting program occurred in 2003. At that time, properties considered for inclusion in the hunting program were required to meet all of the criteria shown below:

- A minimum size of 100 acres (40 hectares);
- No safety concerns for neighbours in proximity to the property;
- Property boundaries are clearly identifiable;
- No current activities on the property that would conflict with hunting;

- Vegetation on the property would not be harmed by hunting and is well suited for the activity; and
- The property is accessible and entry points can be clearly signed.

The current review of the hunting program assessed these criteria for relevance and determined that no new criteria were required for the evaluation. A summary of this review is listed in Appendix A. The review noted some properties where new signage is required and that will be implemented before the 2021 fall hunting season. In order to better assess some of the properties to determine if there are public safety concerns due to conflicting uses, e.g. hunting and hiking, information will be gathered over the next few months and a report will be brought to the General Membership at a later date if any additional recommended changes in property use are identified.

There will also be an evaluation of the hunting program at Luther Marsh Wildlife Management Area, Belwood Lake Conservation Area and Conestogo Lake Conservation Area and a report will come back to the Board at a later date about this review.

Crawford Tract

Like the Vance Tract, which was removed from the list of hunting properties in 2019, Crawford Tract is a 100 acre (40 hectare) property also located southwest of the City of Guelph in the Township of Puslinch (see Appendix 2). In addition to hunting, permitted uses on the property include hiking and cross-country skiing. There are a number of trails on the property used by local residents.

Over the past several years, the GRCA has received numerous complaints from neighbours involving hunting out of season, garbage left in the area, and use of firearms for target shooting. Conservation Officers with the Ministry of Natural Resources and Forestry (MNRF) and local OPP respond to firearm and hunting out of season concerns. GRCA staff respond to complaints regarding permitted activities and clean up large garbage deposits.

Staff applied the 2003 review criteria to the Crawford Tract with the following results:

1. Minimum 100 acres – the property **meets** the criteria.
2. No safety concerns for neighbours – the property **does not meet** the criteria based on the feedback from the neighbours and the close location of residential properties around the property.
3. Property boundaries are clearly identifiable – the property **meets** the criteria with the exception the southerly portion of the east boundary which traverses wetland and conifer plantation.
4. No current activities on the property that would conflict with hunting – the property **does not meet** the criteria. Hiking is a permitted activity and many local residents use the trails for this purpose all year round.

5. Vegetation would not be harmed and is well suited for the activity – the property **meets** the criteria in terms of limited harm to vegetation but it is questionable as to whether all of the property is well suited to hunting.
6. Property is accessible and entry points can be clearly signed – the property **meets** the criteria.

As noted, the Crawford Tract property did not meet two of the evaluation criteria as neighbouring properties are within close proximity to the property, neighbours have expressed concern about hunting activity on the property and there are conflicting uses. Consequently, the review concluded that the property should be removed from the list of GRCA hunting areas. It is recommended that this decision be effective on September 1, 2021, prior to the start of the fall hunting season. The change would remove one of the eighteen remaining miscellaneous properties available to the public for hunting. There continues to be other GRCA hunting opportunities at Conestogo Lake CA, Belwood Lake CA and Luther Marsh Wildlife Management Area.

Financial implications:

Hunting permits on the miscellaneous properties generate approximately \$20,000 annually. Removing the Crawford Tract from the list of available hunting properties would have minimal to no impact on revenues. The cost for the new signage required is within the approved budget for the Property Department.

Other department considerations:

The Property Department manages the Crawford Tract and staff are in support of this recommendation.

Prepared by:

Pam Walther-Mabee
Manager of Conservation Areas

Karen Armstrong
Deputy CAO/Secretary-Treasurer

Approved by:

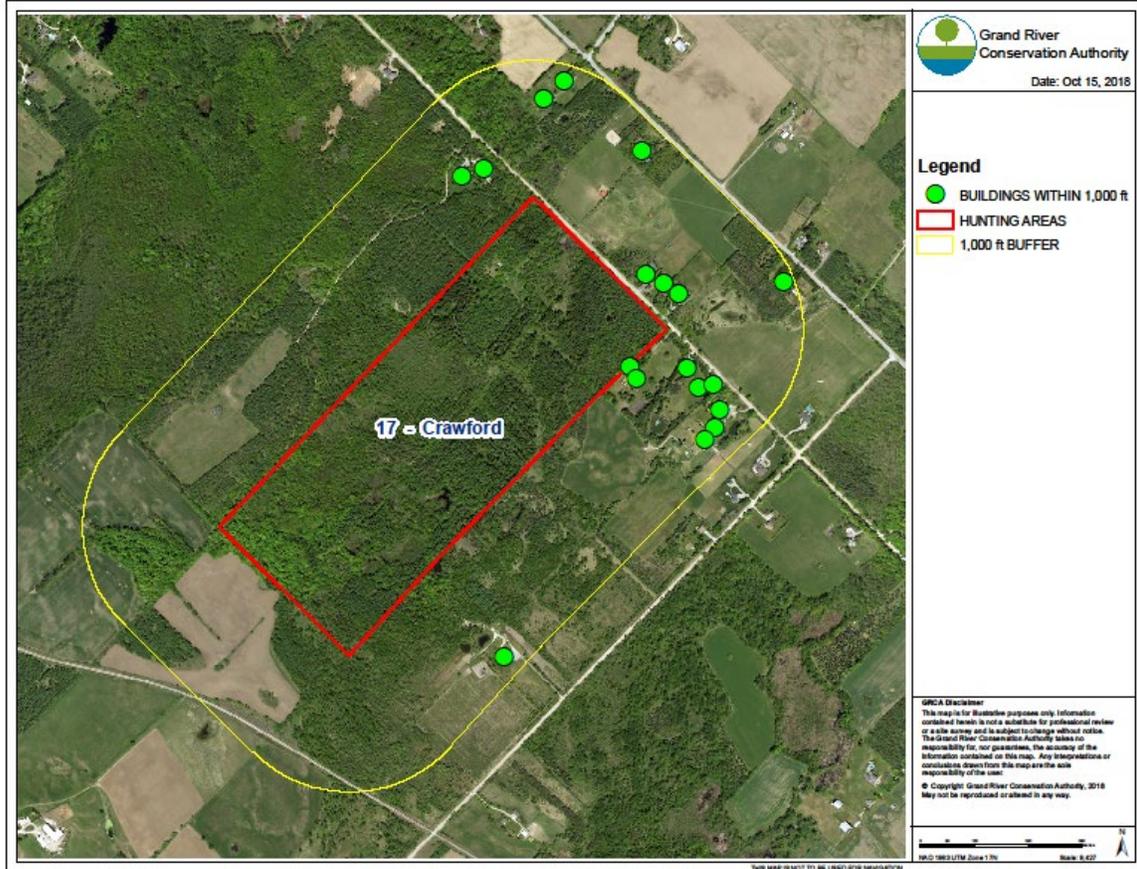
Samantha Lawson
Chief Administrative Officer

Appendix 1: Miscellaneous Hunting Properties Review and Recommendations

Misc. Hunting Area	Size (acres)	Safety Concerns	Signage in Place	Boundaries Identifiable	Enviro. Concerns	Accessible Entry Points	Recommendation For 2021
WMU 82A							
Stewart	100	No	yes	yes	No	yes	Status Quo
Robinson	100	No	yes	yes	No	yes	Status Quo
Keldon	200	No	yes	yes	No	yes	Status Quo
WMU 81A							
Lagerman	100	No	yes	yes	No	yes	Status Quo
Lama	200	No	yes	yes	No	yes	Status Quo
Young	100	No	yes	yes	No	yes	Status Quo
Smith	100	New sign needed	yes	yes	No	yes	Status Quo
Bruce-Ritchie	268	New sign needed	yes	yes	No	yes	Status Quo
Boys	100	No	yes	yes	No	yes	Status Quo
WMU 80							
Nunn	116	New sign needed	yes	yes	No	yes	Status Quo
Baxendale	227	No	yes	yes	No	yes	Status Quo
Irving	100	New sign needed	yes	yes	No	yes	Status Quo
Shaw	100	No	yes	yes	No	yes	Status Quo
Boyd	200	No	yes	yes	No	yes	Status Quo
Gordon Derrynane	150	New sign needed	yes	yes	No	yes	Status Quo
Wilson's Flats	207	No	yes	yes	No	yes	Status Quo
WMU87C							
Crawford	100	Yes	yes	yes	No	yes	PROPOSED TO CLOSE for 2021
Bond	100	No	yes	yes	No	yes	Status Quo

Note: WMU stands for wildlife management unit. It is a geographical boundary that the MNRF uses to delineate hunting geographic zones, and the number of permits that they sell within a specific zone. All hunters on GRCA lands have a GRCA permit and an MNRF permit.

Appendix 1: Miscellaneous Hunting Properties Review and Recommendations



Grand River Conservation Authority

Report number: GM-06-21-44
Date: June 25, 2021
To: Members of the Grand River Conservation Authority
Subject: Emerald Ash Borer Strategy – Implementation Update

Recommendation:

THAT Report Number GM-06-21-44 – Emerald Ash Borer Strategy – Implementation Update be received as information.

Summary:

Emerald Ash Borer (EAB) has had significant ecological impacts across eastern North America since it was first detected in 2002. The resulting loss of ash trees has impacted the Grand River Conservation Authority's (GRCA) properties and operations. The greatest demand on GRCA resources has been addressing hazard ash trees: dead or declining ash that present a risk to people or infrastructure. \$2.6 million has been spent to remove more than 16,000 hazard ash trees from GRCA lands between 2014 and March 31, 2021. An additional estimated \$430,000 will be spent to remove ash over the next several years.

Background

EAB - (*Agrilus planipennis*) is an Asian insect first detected in North America in 2002 in the Detroit-Windsor area. Once well established in an area, EAB kills the vast majority of ash trees over a couple of centimeters in diameter. It has killed hundreds of millions of ash trees (*Fraxinus* species) in North America, reducing tree cover in urban areas and lowering forest diversity and resilience. Municipalities and landowners have incurred hundreds of millions of dollars in tree removal and management costs.

Three species of EAB specific parasitic wasps from Asia and Russia have been introduced into the US and Canada. In the long term it is hoped these species along with native predators, and potential genetic resistance in some ash trees, will result in the persistence of ash in North American forests.

EAB was first detected in the Grand River watershed (the watershed) in 2010 in Kitchener, Brantford and on GRCA's Puslinch Tract. It is now present throughout the watershed and many areas have moved through 'peak mortality' – the stage where the majority of ash trees are dead or in significant decline. Staff outlined the GRCA Emerald Ash Borer Strategy in reports in 2012, 2013, 2014 and 2016 (GM-08-12-50, GM-06-13-74, GM-10-14-115, GM-07-16-87).

The principal elements of GRCA's Emerald Ash Borer strategy are:

- 1. Detection and Risk Assessment**
- 2. Hazard Tree Management**
- 3. Ash Treatments**
- 4. Replacement Planting and Forest Restoration**

5. Communications and Public Outreach
6. Strategy Monitoring and Assessment

The central focus of the strategy, and the one that has required the majority of resources, is hazard tree management to ensure the safety of people on or adjacent to GRCA properties.

1. Detection & Risk Assessment

Detection

The GRCA has been monitoring its properties to detect EAB since the beetle was first detected in North America. From 2013 through 2019 staff employed prism traps to help detect EAB presence. It was already confirmed at Puslinch Tract and Laurel Creek Conservation Area (CA) prior to GRCA starting its trapping program. Trapping in 2013 and 2014 confirmed that EAB was present throughout most of the southern two thirds of the watershed. Almost all of the watershed is now heavily infested. Some pockets of low infestation (minimal decline) remain, especially around Luther Marsh. However areas that appear relatively healthy one year can show significant signs of infestation in the next. Detection of EAB and information regarding its spread helped inform GRCA's planning and management of EAB impacts. (See Figure 1 in appendix for a map of first trapping detections on GRCA land)

Risk Assessment

EAB resulted in two primary risks on GRCA properties. The first is the hazard tree risk presented by declining and dead ash. The second risk is the potential loss of ecological services related to the loss of ash in ash-dominated forests. In addition, the drastic loss of ash in the watershed represents an overarching decline in forest diversity and resilience.

The most direct and resource demanding risk for the GRCA was the required increase in hazard tree management. A significant early challenge of the EAB Strategy was assessing this risk and quantifying the resources that would be required for ash removals in our 13 conservation areas, 700 cottage lots and associated roads, and along the 200+ km of trails and other infrastructure outside of conservation areas.

Hazard Tree Risk

As a landowner the GRCA has a Duty of Care to ensure that owned property does not represent an unreasonable risk to those using or adjacent to its properties. Hazard tree risk exists when a target (a person, infrastructure or event that could be negatively impacted by the failure of a tree or tree part) exists within striking distance of a tree. GRCA's Tree Risk Management Plan (TRMP) was developed to manage tree risk on approximately 20,000 hectares of GRCA-owned lands. The TRMP lays out a framework through which the GRCA identifies, prioritizes, mitigates, manages and documents tree risk on its lands.

EAB has significantly taxed GRCA's TRM program. Ash are very common on our properties and infestation by EAB results in a high mortality rate in all ash species. Declining ash are highly susceptible to root and butt rot which results in the trees often failing at ground level and within as little as 18 months of initial signs of decline.

Tools within the TRMP include:

Tree Risk Zone Mapping

Tree risk exists when a tree is within striking distance of a target. The level of risk varies depending on the target and the property; many GRCA properties are not open to the public while others are heavily used. In 2014 GRCA staff developed a framework that assigns risk ratings to those areas where targets exist. Within the TRMP, areas with high occupancy levels, and areas that are held to a higher Standard of Care represent higher risk to the organization and are rated accordingly. Conservation Areas and Nature Centers represent high risk zones; within a specific area a second layer of risk zone mapping identifies specific zones of risk from high (campsites, playgrounds) to low (low use trails).

Hazard Tree Inventory and Database

In order to effectively manage tree risk across GRCA's significant landholdings, GRCA staff developed and implemented a hazard tree inventory system. This inventory addresses existing and potential hazard trees at the individual level. It tracks information such as: tree health, the risk a tree poses, size, location and the estimated task time to mitigate the risk or remove the tree. Since the inventory came online in 2014 over 30,000 trees have been entered into the database nearly 20,000 of which are ash. Early EAB Strategy cost estimates were often based on general sampling that was then extrapolated across many properties. This system, and the inventory work involved in populating the database, was key in refining expense forecasts and also managing increased hazard tree levels caused by EAB. Both for EAB and ongoing hazard tree management, the inventory system allows the GRCA to better project expenses, prioritize work, manage contractors and demonstrate due diligence.

Risk Rating Protocols

In 2017 the GRCA adopted the TRAQ (Tree Risk Assessment Qualification), a methodology that allows the assessor to evaluate tree risk based on three criteria: Likelihood of Failure (the likelihood that a tree or tree part will fail), Likelihood of Impact (likelihood that the failed tree or tree part will impact a target) and Consequence of Failure (should the failed tree or tree part impact a target how negative will the outcome be). These criteria once assessed generate a Risk Rating of Extreme, High, Moderate or Low. This, in combination with an evaluation of tree health, allows staff to prioritize tree risk mitigation. Within any given year Arboriculture staff endeavor to mitigate trees with a Risk Rating of Extreme, or High and a Condition Rating (tree health) of Critical or Dead.

2. Hazard Tree Management

Hazard tree management required the majority of GRCA resources related to the impacts of EAB. Management of hazard trees was primarily carried out by GRCA and contract arborists, guided by the tree risk management protocols defined in the TRMP.

Given the nature of EAB infestation, management almost exclusively involved tree removal.

EAB-related ash removals began at Byng Island and Laurel Creek in the fall of 2014. Between 2014 and March 31, 2021 over 16,000 ash trees were removed from hazard zones across GRCA lands. Just over 11,000 removals occurred on Conservation Area and nature centre properties, 2100 on cottage lots and related roads, and 3000 on other GRCA lands. See Table 2 in appendix for more detail on ash hazard tree removals.

Additional ways hazard tree risk was managed on GRCA land include:

- closures of some areas where ash levels are high and public use is low
- agreements where hazard tree risks are being managed by a third party as required through a management or lease agreement
- hazard ash removal in conjunction with forestry operations

Trail and area closures were used at four GRCA properties: Wrigley Lake, Byng Island CA, Hosack Tract and Apps Mill. This was summarized in an April 2020 report to the board (GM-03-20-23). This deferred or eliminated an estimated \$140,000 of hazard tree removal expenses.

On the Smith Property near Fergus, removal of a high concentration of ash adjacent to neighbouring residences was incorporated into a conifer plantation thinning project eliminating an estimated \$65,000 in hazard tree removal cost.

3. Ash Treatments

Staff started to implement an ash treatment program on GRCA properties in 2013. The overarching objective is to preserve a representative sample of ash genetics, however other factors like educational value, hazard mitigation, and aesthetic values were also considered. Treatments consist of biennial injections of Treeazin. Its' active ingredient is extracted from seeds of the Indian neem tree and as such is considered an organic treatment. Injections do not present a significant risk to birds and mammals or non-target insects.

A total of 178 individual ash trees were chosen for ongoing treatments on 19 GRCA properties distributed across the watershed. Results have been fair to good. At the end of August 2020, 80% of the treated trees were surviving and 84% of those trees had good crown vigour at the time of their last treatment. Just under 20% of the treated trees have died or declined to a point where treatments were discontinued. See table 3 in appendix for more information.

Poor results on some properties are believed to be due to starting treatments too late in the infestation cycle. However, in some cases even when treatments were started early, otherwise healthy appearing trees have been lost. The exact factors or reasons for declines in some treated trees are currently not well understood.

It is anticipated that some additional treated trees will still be lost. Ongoing evaluation will occur of which trees and locations will continue to receive treatments and whether treatment frequency can be decreased as EAB pressure decreases in many areas of the watershed.

Cottage Lot Treatments

In August of 2014, GRCA initiated a program to treat ash trees on GRCA cottage lots. Lessees of cottage lots could request to have their ash trees assessed and treated by GRCA staff. The GRCA is providing Treeazin injections to cottagers at the cost of the chemical alone. A total of 9 cottagers are treating 17 trees.

4. Replacement Planting and Restoration

The loss of ash trees due to EAB in the watershed has been significant - rivalling the aesthetic and environmental impacts of Dutch elm disease. Over 11,000 hazard ash trees have been removed from GRCA Conservation Areas, many others have died and fallen outside of hazard zones. To mitigate the impacts of tree loss, replacement planting has occurred and is ongoing within our CAs and in some forested areas impacted by EAB. Between 2016 and 2018, \$152,500 was directed towards EAB-related tree planting. Tree planting and forest restoration on GRCA lands is an ongoing activity and although not always specifically identified as EAB restoration, current tree planting is still often occurring in areas negatively impacted by EAB.

Cottage Lot Program

In anticipation of expected loss of ash trees the GRCA offered the cottage lot tenants an opportunity to order trees for planting on their cottage lots. In 2015 and 2016 the pre-ordered trees were delivered to designated areas at Belwood and Conestogo Lakes. Just over 20 cottage lot tenants participated with approximately 180 trees ordered.

5. Communications and Public Outreach

While the GRCA, in relation to EAB and invasive species is not a lead organization in assisting the public and landowners, it continues to have a role in communication efforts that inform and raise awareness. This ongoing effort occurs through GRCA's website, response to media enquiries, and signage on GRCA properties.

6. Strategy Monitoring & Assessment

GRCA staff through the EAB Strategy Working Group, have on an ongoing basis assessed the EAB Strategy and management approach and adapted the approach as necessary. An adaptive approach has been especially important for EAB given the initial unknowns and relatively long term impacts of EAB infestation.

Financial Implications:

Forecasting potential expenses to address the impacts of EAB was challenging due both to the scale of GRCA property ownership and the extended timeframe of EAB caused ash mortality. Early forecasts related to tree removals were based on generalized inventory information or sampling, which was then extrapolated across a large number of properties.

In 2014 staff forecast that between 2014 and 2023 the potential cost of dealing with hazard ash trees across all GRCA properties could be nearly \$8 million and estimated the total EAB Strategy costs as \$8.6 million. In 2016, with additional ash inventory information, forecast cost of removals was lowered to \$5.1 million and total EAB Strategy costs to \$5.8 million.

As removals increased over the past number of years, actual costs of removals have been lower than estimates, allowing for some contingency costs to be removed, further

decreasing forecasts. Additional measures like area closures and removals with forestry equipment have further reduced overall costs.

Between 2014 and March 31, 2021 close to \$2.6 million has been spent to remove over 16,000 hazard ash trees; an additional \$460,000 has been spent on other elements of the strategy (see Table 1). It should be noted that some communication and restoration expenses have been covered under regular operating budgets and not accounted for below.

It is estimated that an additional \$400,000 - \$500,000 will be required for hazard ash removals between 2021 and 2024 (see table 4 in appendix). It is believed that these expenditures can be covered within regular hazard tree management budgets. This will depend on the rate of decline of the remaining ash and other factors which could influence overall hazard tree levels (eg. ice or wind storms).

Table 1 EAB Related Expenses 2014 – March 31, 2021

Year	Hazard Tree Removal (& stumping)	Planning (Inventory)	Treatment	Communica-tions	Restoration	Total EAB Spendng
2014	\$46,000	\$50,000	\$17,000			\$113,000
2015	\$322,000	\$25,000	\$12,000			\$359,000
2016	\$305,200	\$30,000	\$13,200	\$1,400	\$48,600	\$398,400
2017	\$319,900	\$15,500	\$15,000		\$57,000	\$407,400
2018	\$429,100	\$17,200	\$10,700		\$46,900	\$503,900
2019	\$528,800	\$20,700	\$16,200			\$565,700
2020	\$329,400	\$36,400	\$12,000	\$300		\$378,100
2021 (To Mar 31)	\$291,400	\$10,500		\$500		\$302,400
	\$2,571,800	\$205,300	\$96,100	\$2,200	\$152,500	\$3,027,900

% of total 85% 7% 3% 0% 5%

Sources of Revenue

Prior to April 2018, EAB expenses were funded from a combination of operating budgets, the forestry reserve and the conservation area reserve.

In 2018 the GRCA requested provincial approval to utilize funds from the land sale proceeds reserve to manage a time limited spike in hazard tree removals. Approval was received to use up to \$1.8 million of reserves between April 2018 and March 2021. The GRCA utilized \$1.66 million of reserves to cover hazard tree management in excess of existing operating budgets. A majority of these additional expenses were EAB related ash removals.

Although the majority of hazard trees removed had limited value, just over \$30,000 of revenue was realized through harvests in several forest stands dominated by ash trees and through the sale of logs removed through hazard tree work. These funds are used to cover expenses and support forest management activities.

Prepared by:

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Watershed Forester

Stephen McQuigge
Superintendent of Arboriculture

Approved by:

Nancy Davy
Director of Resource Management

Brandon Heyer
Manager of Central Services

Figure 1 First Detection of EAB in GRCA Traps

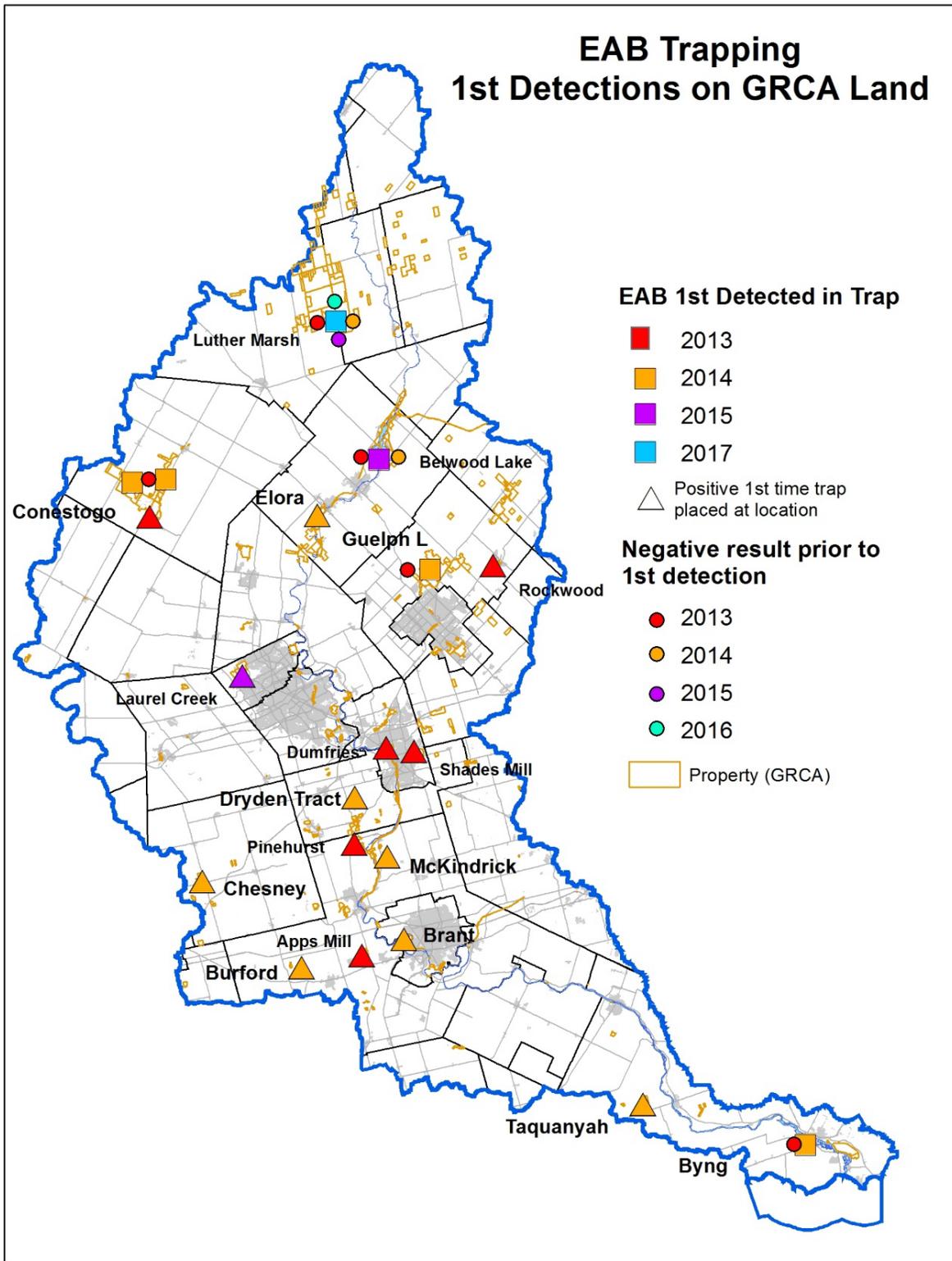


Table 2 Summary of Ash Hazard Tree Removals 2014 – March 31, 2021

	Hazard Ash Trees Removed (2014 - Mar 2021)	Remaining Ash Trees in Hazard Inventory (Mar 31, 2021)	Total
Apps Mill NC	423	18	441
Belwood Park CA	257	17	274
Brant CA	427	12	439
Byng CA	2,603	9	2,612
Conestogo CA	595	55	650
Elora CA	2,087	74	2,161
Guelph Lake CA and NC	973	272	1,245
Laurel Creek CA and NC	1,410	518	1,928
Pinehurst CA	997	24	1,021
Rockwood CA and NC	980	41	1,021
Shades Mill CA and NC and Head Office	200	99	299
Taquanyah NC	159	3	162
Luther Marsh CA	2	3	5
Conservation Area & Nature C. Total Apprx 60 Properties - 9000 ha	11,113	1,145	12,258
Trails	2505	389	2894
External Building Hazard Zones	499	105	604
Other GRCA Lands - Total Apprx 400 Properties - 11,000 ha	3,004	494	3,498
Cottage Lots	1175	129	1304
Cottage Roads - Forests	964	74	1038
Cottage Lots & Roads Total 733 Cottage Lots	2,139	203	2,342
Total All	16,256	1,842	18,098

Table 3 – Summary of Treated Ash Trees and Current Condition

Total # of Treated Trees (2013 - 2020)	178	%
Trees lost due to decline	28	16%
Trees lost from other factors	8	4%
# of Trees Receiving Ongoing Treatment	142	

Condition of Surviving Trees (@ last treatment in 2019 or 2020)	#	%
Good Crown Vigour	119	84%
Fair Crown Vigour	22	15%
Poor Crown Vigour	1	1%
Total	142	

Table 4 Estimated Cost of Remaining Hazard Ash Removals – March 31, 2021

	Remaining Ash Trees in Hazard Inventory (Mar 31, 2021)	Estimated Removal Cost (Mar 31, 2021)
Conservation Area & Nature C. Total Apprx 60 Properties - 9000 ha	1,145	\$204,430
Other GRCA Lands - Total Apprx 400 Properties - 11,000 ha	494	\$156,848
Cottage Lots & Roads Total 733 Cottage Lots	203	\$71,813
Total All	1,842	\$433,090 **

** 2014-2020 estimates have been 25% above actuals

Grand River Conservation Authority

Report number: GM-06-21-50
Date: June 25, 2021
To: Members of the Grand River Conservation Authority
Subject: New Hamburg Regulatory Floodplain Mapping Updates

Recommendation:

THAT the updated New Hamburg Floodplain Mapping Update completed by the GRCA be endorsed for use when dealing with planning matters and permit applications in the Study Area.

AND THAT amendments to the Grand River Conservation Authority's Ontario Regulation 150/06 mapping be approved to incorporate the revisions to the floodplain and associated regulated allowance.

Summary

The New Hamburg Flood Mitigation Study, undertaken in 2019-20 with support from the National Disaster Mitigation Program (NDMP), was the subject of reports GM-05-19-53, GM-08-19-81, GM-11-19-106, GM-02-20-13 and GM-04-20-20. Further to the findings previously documented, the improved hydraulic modeling of flood flows and more accurate ground surface mapping through the Study Area has resulted in the updating of Regulatory floodlines through the community.

Report

New Hamburg is one of 17 communities identified as flood damage centres in the Grand River watershed. Much of downtown New Hamburg's commercial and residential area is within the Nith River floodplain and is subject to regular flooding. Significant flood events occurred in 1948, 1954, 1975, 2008, and most recently in February 2018 and January 2020.

The study area for this project includes the Nith River through New Hamburg, from upstream of the railroad crossing to a point downstream of Holland Mills Road. Study limits are shown on the attached maps.

The existing regulatory floodplain mapping of the Nith River in New Hamburg is based on the topographic survey information and hydraulic modeling completed by Dillon Consulting in 1985 as part of Canada's Flood Damage Reduction Program. Numerous minor modifications related to development applications or infrastructure projects have occurred over the ensuing 35 years.

The 2019-20 Flood Mitigation Study included the creation of a digital terrain model using high-resolution topographic data (i.e. ground surface) collected by the Province (OMAFRA / MNR, 2018) and bathymetric data (i.e. the river bed) acquired by the GRCA in 2019. Additional survey data for key infrastructure such as bridges was combined with this comprehensive ground surface dataset into a new hydraulic model for the subject river reach, updated hydraulic modelling was completed with the latest available HEC-RAS modeling software. An update to the hydrologic modelling was not undertaken as part of this project.

Key findings of the technical work are outlined below:

- Revisions to the floodplain mapping are related to both topographical mapping improvements and changes in modelled Regulatory flood elevations.
- As shown on the attached mapping (Attachment 1) and summarized in the table below, there are no significant adjustments (total 0.043 km² increase in floodplain area) to the elevations or the delineation of the Regulatory flood hazard limits.

Table 1: Net Change in the Proposed Regulatory Floodplain Area

Element	<u>Existing Mapping</u>	<u>Proposed Mapping</u>	Net Change Area (km ²)
	Total Area (km ²)	Total Area (km ²)	
Total Regulatory Floodplain Area	2.847	2.890	0.043
Regulatory Floodplain in the Special Policy Area	0.077	0.080	0.003

The updated floodplain mapping will be included in GRCA Regulation mapping that is available to the public on the website. Ontario Regulation 150/06 is a 'text based' regulation, meaning the Regulation applies to all areas described by the Regulation, whether mapped or not. These maps illustrate regulated areas based on the best available information. Through planning or permit applications, detailed site specific topographic information may result in further refinement to the mapped regulatory floodplain.

Public Consultation

A Public Information Centre (PIC) held on March 11, 2020 for the New Hamburg Flood Mitigation Study included presentation of the draft updated floodplain mapping and served as the public consultation process for revisions to GRCA mapping under O.Reg. 150/06 of the Conservation Authorities Act. The news release and notice for this PIC identified that updates to the GRCA Regulation mapping would be completed as part of this project. Limited comments regarding the draft mapping were received during and following the PIC and no objections from the public have been received. Subsequent to the PIC, the hydraulic modeling and mapping underwent an external, third party peer review process, completed by Stantec Consulting Ltd. The peer review resulted in minor adjustments to both the modeling and the mapping.

Next Steps

Following Board endorsement of the updated regulatory floodplain map, the Regulation mapping, including the associated floodplain allowance, will be updated in the GRCA's website and notice will be posted advising of the changes.

The updated floodplain mapping will be provided to the Region of Waterloo and Township of Wilmot for incorporation into municipal planning documents (e.g., Official Plan(s) and Township Comprehensive Zoning By-law).

Financial implications:

The New Hamburg project was funded through the Federal National Disaster Mitigation Program and the Land Sale Proceeds Reserve.

Ongoing maintenance of the regulatory floodplain mapping will be incorporated into existing budgets.

Other department considerations:

Staff from the Engineering Division coordinated the study and undertook the technical work associated with the floodplain modeling and mapping updates. Staff from Information Systems, Resource Management and Communications were also involved in this project.

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Scott Robertson, P. Eng.
Senior Water Resources Engineer

Approved by:

Nancy Davy
Director of Resource Management

Dwight Boyd, P. Eng.
Director of Engineering



NEW HAMBURG REGULATORY FLOODPLAIN 2021 UPDATE

Legend

- Study Limit
- Current Regulatory Floodplain (RFP)
- Current RFP > Proposed RFP
- Proposed RFP > Current RFP
- Nith River
- 2021 Proposed Regulatory Floodplain (RFP)
- SPA

2021 Proposed Regulatory Floodplain (RFP)

- Regulatory Floodplain (RFP)
- SPA



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NEW HAMBURG REGULATORY FLOODPLAIN 2021 UPDATE

Legend

- Study Limit
- Current Regulatory Floodplain (RFP)
- Current RFP > Proposed RFP
- Proposed RFP > Current RFP
- Nith River
- 2021 Proposed Regulatory Floodplain (RFP)
- Regulatory Floodplain (RFP)
- SPA



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Grand River Conservation Authority

Report number: GM-06-21-52
Date: June 25 2021
To: Members of the Grand River Conservation Authority
Subject: Current Watershed Conditions as of June 15, 2021

Recommendation:

THAT Report Number GM-06-21-52 – Current Watershed Conditions as of June 15, 2021 be received as information.

Summary:

Conditions continue to be dry across the watershed. Less than half of the normal precipitation was recorded during the month of May, but temperatures were cool. June, by contrast, has been hot with more precipitation during the first two weeks than the entire month of May. Precipitation has not been consistent across the watershed and many areas remain quite dry. A Level 1 low water condition was declared on June 3rd and water users were asked to reduce water use by 10%.

The large reservoirs are below their normal operating levels for this time of the year due to the drier than normal spring and are being used to augment flows in the rivers downstream to maintain low flow targets. Up to 70% of the water in the Grand River through Kitchener is from water stored in the reservoirs. On the Speed River, approximately 40% of the flow downstream of Guelph is from discharges from Guelph Dam. Water quality decreased in the river system during periods of high temperatures and low flows, but is generally staying above the target of 4mg/L of dissolved oxygen.

Lake Erie continues to be high, but is well below the levels at this time last year. Groundwater levels are well below average in some parts of the watershed due to reduced recharge over the winter and early spring. The seasonal forecast from Environment Canada is for above normal temperatures and above to near normal precipitation, while the Ministry of Natural Resources and Forestry weather forecasters are predicting a warm and dry summer.

Report:

Precipitation

May was an especially dry month. All rain gauges throughout the watershed recorded less than half of the normal rainfall within the month. The rain gauge at Woolwich dam in Elmira only recorded 13.5mm in May. The highest total rainfall was recorded at Luther dam with 40.3mm of rain, which is still less than half of the normal amount for this time of the year.

Although the first half of June saw more rain than the entire month of May, many of the weather stations have recorded well under normal precipitation to date this month. June rainfall was from a watershed wide rainfall in the first few days of the month and from multiple series of localized convective storms later in the first half of the month. These

localized storms were unevenly distributed across the watershed with some areas receiving almost no rain, while others got over half of a month's worth of rain in a few hours. One such storm occurred on June 9th in Cambridge when the weather station at Shades Mill recorded 50mm of rain in one hour.

Table 1 includes monthly and recent precipitation trends for select watershed climate stations. Monthly precipitation at the Shand Dam climate station from 2017 to 2021 is shown in **Figure 1**.

Table 1: Precipitation Averages at Watershed Climate Stations

Station	Monthly Precipitation		Percentage of Long Term Average					
	15-Jun (mm)	Long Term Average (mm)	Current Half Month	Last Full Month	Last 3 Full Months	Last 6 Full Months	Last 12 Full Months	Last 15 Full Months
Shand	45.6	91.7	99%	31%	53%	96%	97%	100%
Conestogo	56.0	94.3	119%	38%	63%	88%	90%	92%
Guelph	57.3	87.1	132%	42%	72%	102%	104%	106%
Luther	26.6	91.9	58%	45%	66%	109%	103%	105%
Woolwich	18.9	76.5	49%	20%	52%	91%	86%	96%
Laurel	33.6	86.7	77%	29%	69%	87%	87%	97%
Shades	81.5	84.8	192%	42%	70%	86%	93%	102%
Brantford	20.2	66.2	61%	33%	74%	93%	98%	104%

Air Temperatures

After a fairly warm March and April, May was a cooler month. The average air temperature was about half a degree below the long term average for the month. Frost was reported in parts of the watershed during the last week of May with overnight temperatures dipping to near the freezing mark.

By contrast, the first half of June was hot. At the Shand Dam climate station, the average temperature over the first 2 weeks of June was approximately 3.4 degrees above normal. Heat warnings were in effect for a period with daytime temperatures reaching the low thirties and overnight low temperatures in the twenties.

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

Groundwater

The water level in the overburden monitoring well near Burford has been fairly stable since the start of the year. Normally, levels increase through the first five months of the year before peaking in May or June. Due to the dry winter and spring, levels have not increased during this period, essentially there was much lower than normal recharge this spring. The level at the start of June was about 0.5m below the normal range for this time of the year. The reduced recharge over the spring will result in less groundwater discharge to the river and increased demand for flow augmentation from GRCA reservoirs.

Water levels in this overburden aquifer respond to high water use in this region as well as to changes in precipitation. **Figure 3** shows the median monthly water level data for the Burford well for select years.

Lake Erie Water Levels

During May the average lake level was approximately 0.34m above the long-term average, which was approximately 0.39m below the same month in 2020. In the first half

of June, the average lake level was approximately 174.65m which is about 0.32m above the long-term average.

The long range forecast for Lake Erie is for the lake level to be fairly stable through July and then decrease to the end of the year. Forecast lake levels for 2021 are expected to stay below levels over the same period last year and may start to trend towards the long term average.

Figure 4 presents current and forecast Lake Erie level from the Canadian Hydrographic Service.

Water Quality Conditions

The following provides a summary of continuous water quality data collected by GRCA through a network of nine stations located at strategic points along the Grand and Speed River. This summary is based on data collected between the 1st of May and the 14th of June 2021.

Figures 5 and 6 show the daily minimum dissolved oxygen levels at the continuous monitoring stations on the Grand and Speed Rivers. The Provincial Water Quality Objective to support warm water fisheries is to have more than 4 mg/L of dissolved oxygen when water temperature exceeds 20°C. Warm weather, starting in mid-May, results in significant aquatic plant growth and decreasing overnight oxygen levels. Some rain and cloudy weather in late May resulted in a substantial but temporary increase in oxygen levels. Oxygen concentrations have since declined as flows have receded and water temperatures have increased. Almost all sites have managed to meet the Provincial Objective with the exception of the York water quality station in Haldimand County where overnight dissolved oxygen levels are hovering at or just below 4 mg/L.

Reservoir Conditions

The large reservoirs continue to be below their normal operating levels for this time of the year. Normal operating levels for this time of year would trend along the upper rule curve. Water levels in the Luther reservoir are along the lower end of their seasonal range indicative of a drought condition. The other four large reservoirs are closer to the middle part of their seasonal range and are decreasing. High evaporation and low inflows are contributing to low levels. Reservoir levels are shown in **Figures 7 and 8** for the four large reservoirs.

Discharges from the large reservoirs are being used to augment flows in the rivers downstream of the reservoirs. Augmentation has increased this month to ensure downstream low flow targets are being met. As of June 15th, approximately 70% of the water in the Grand River through Kitchener and 30% of the water in the Grand River through Brantford was from water stored in the reservoirs. On the Speed River approximately 40% of the water below Guelph is from water stored in the reservoirs. Augmentation levels are shown in **Figures 9 and 10** for the Grand and Speed Rivers.

Long Range Outlook

The three-month forecast for June through August from Environment Canada is for above normal temperatures and above to near normal precipitation. The Ministry of Natural Resources and Forestry is predicting a warm and dry July and August.

Low Water Response

The Grand River Low Water Response Team met on June 1st to discuss dry conditions in the watershed. Due to low precipitation over the past 3 months, the Low Water

Response Team agreed to put the entire watershed into a Level 1 low water condition as of June 4th and water users were asked to reduce water use by 10%.

The Grand River Low Water Response Team is comprised of representatives from municipalities, agriculture, golf course operators, aggregate operations, water bottlers, and provincial ministries. It meets as needed to carry out the Ontario Low Water Response Program in the Grand River Watershed.

Flood Preparedness

Conditions are being monitored closely. Drier than normal conditions require careful management of the reservoirs. Staff continue to hold weekly meetings as part of overall succession planning initiatives, dam operations and flood emergency preparedness. Staff have met with Region of Waterloo emergency management staff to provide input to their update of the Region of Waterloo municipal hazard identification and risk assessment (HIRA). Wellington County staff have also asked for input for updates to their HIRA. Staff will be delivering a presentation to the Conestogo Reservoir Cottage Association Annual General Meeting scheduled for the evening of Tuesday June 22nd to explain the reservoir operating policy and factors affecting reservoir water quality.

Financial implications:

Not applicable

Other department considerations:

Not applicable

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Figure 1: Precipitation at Shand Dam 2017 to June 15, 2021

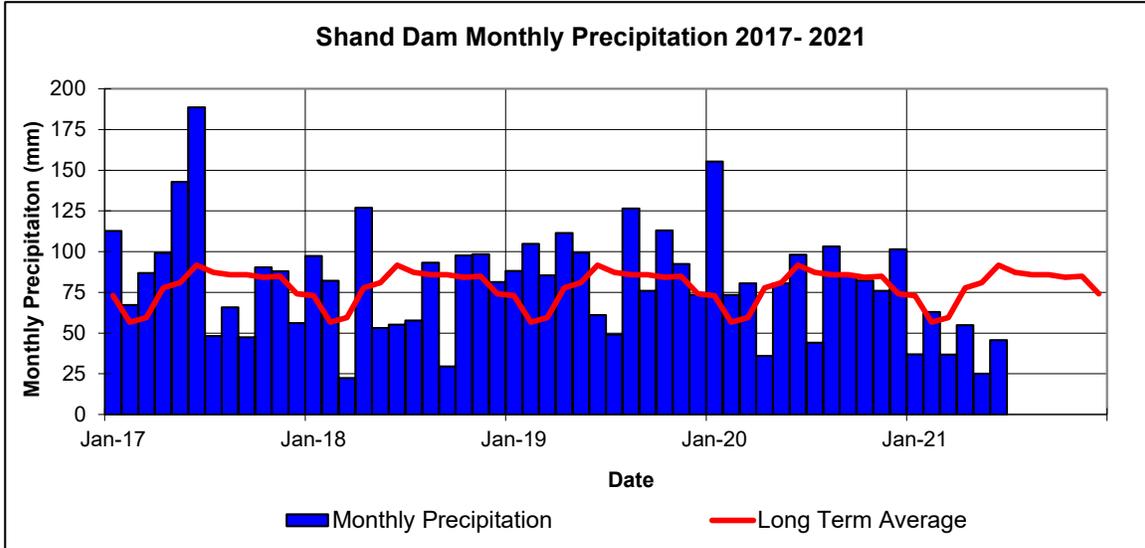


Figure 2: Departures from Average Air Temperatures at Shand Dam

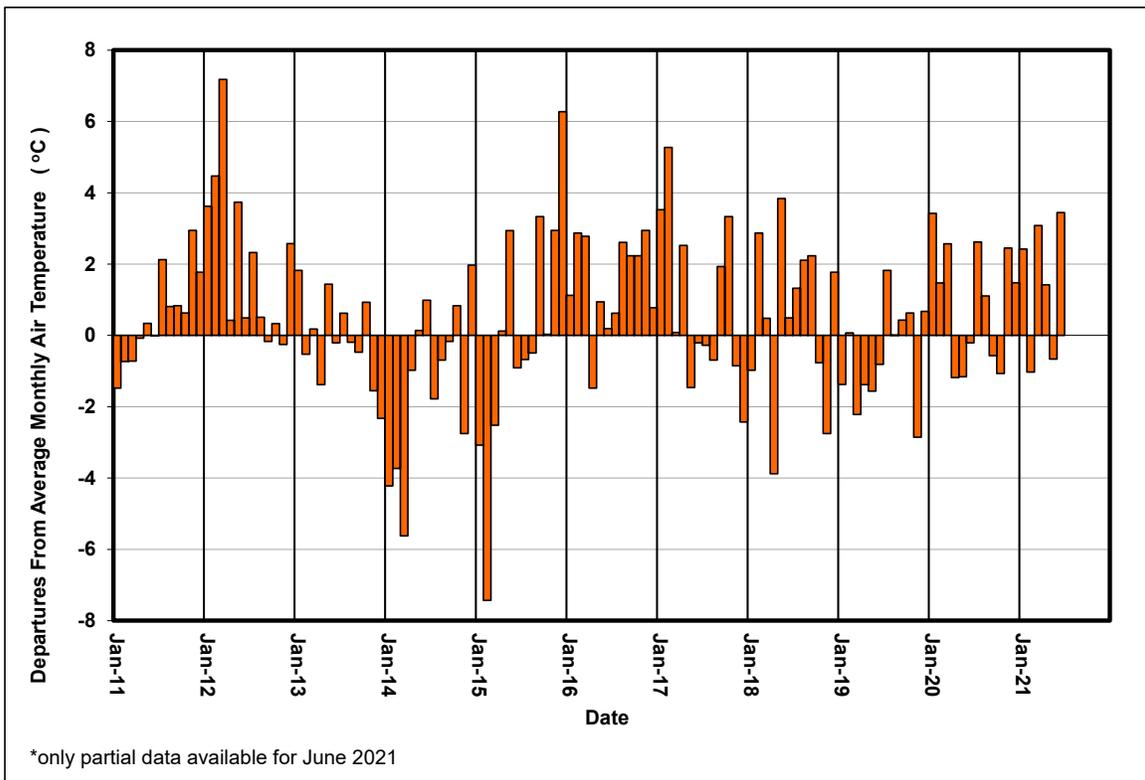


Figure 3: Groundwater Monitoring Levels in Well 65-4 near Burford

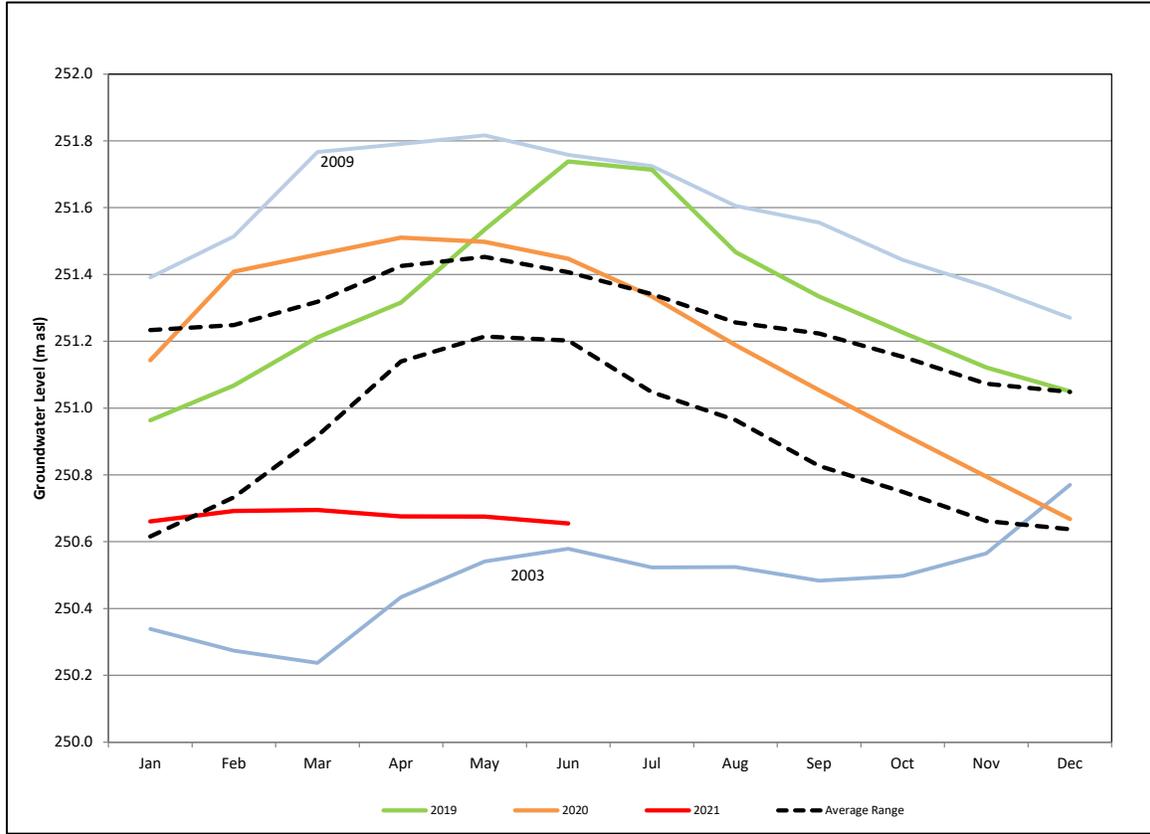


Figure 4: Forecasted Lake Erie Levels

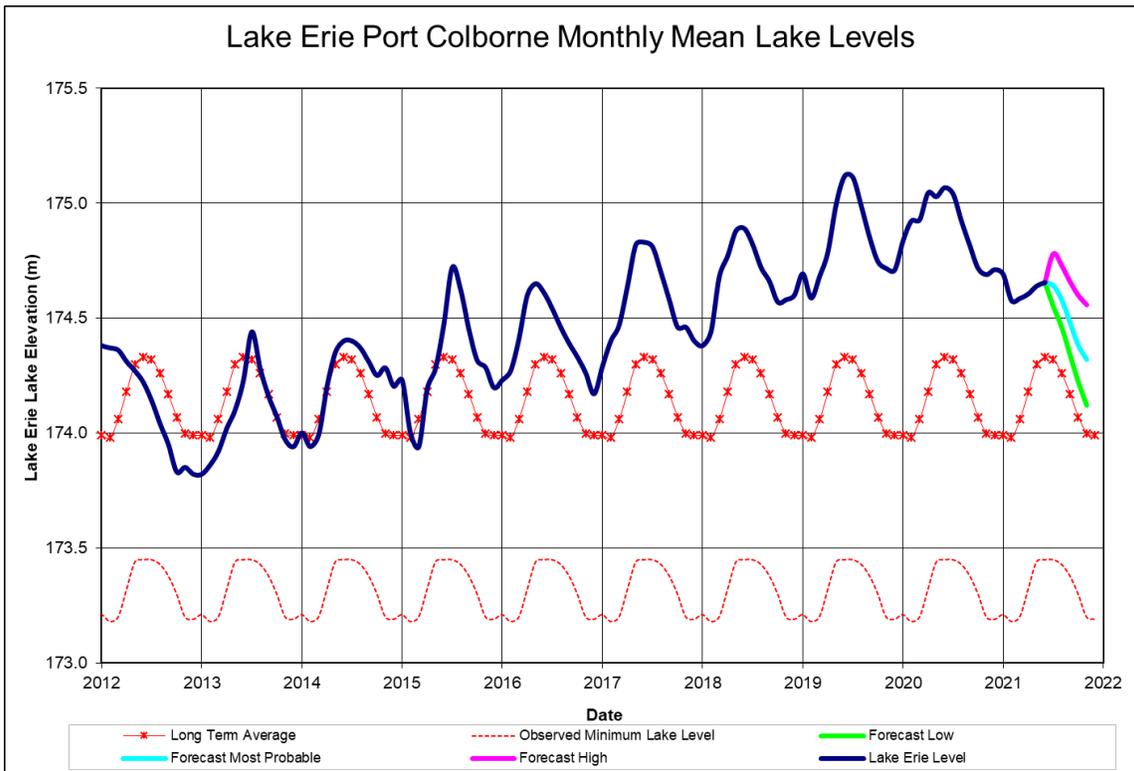


Figure 5: Daily Minimum Dissolved Oxygen in the Grand River

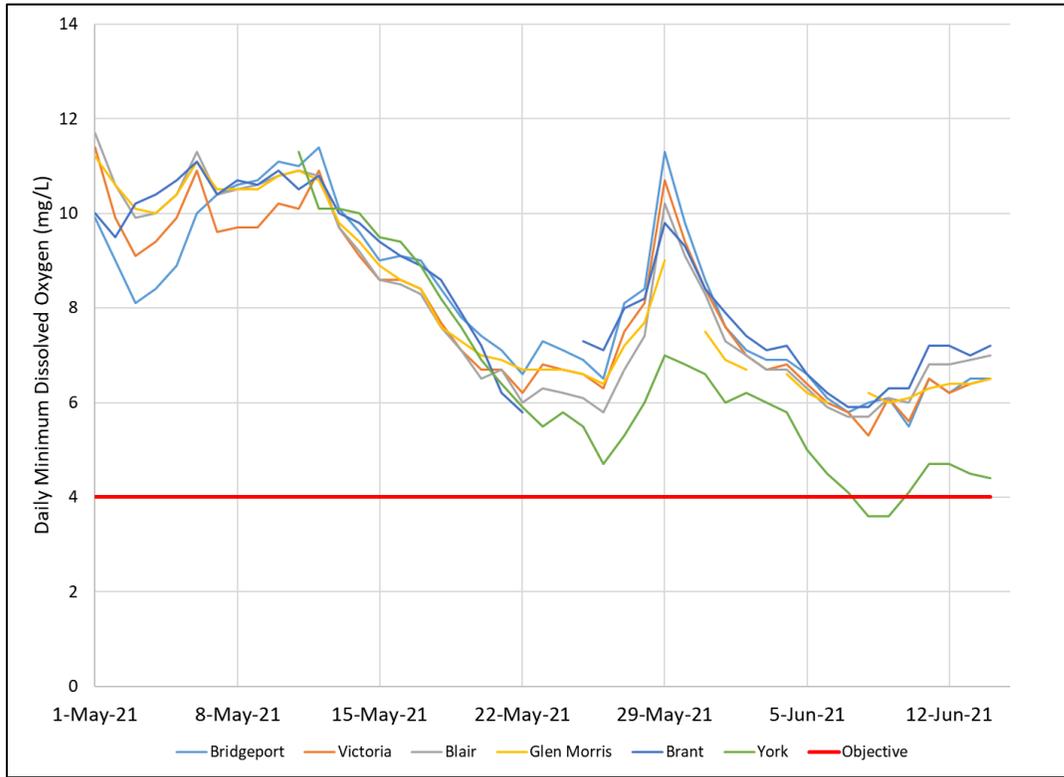


Figure 6: Daily Minimum Dissolved Oxygen in the Speed River

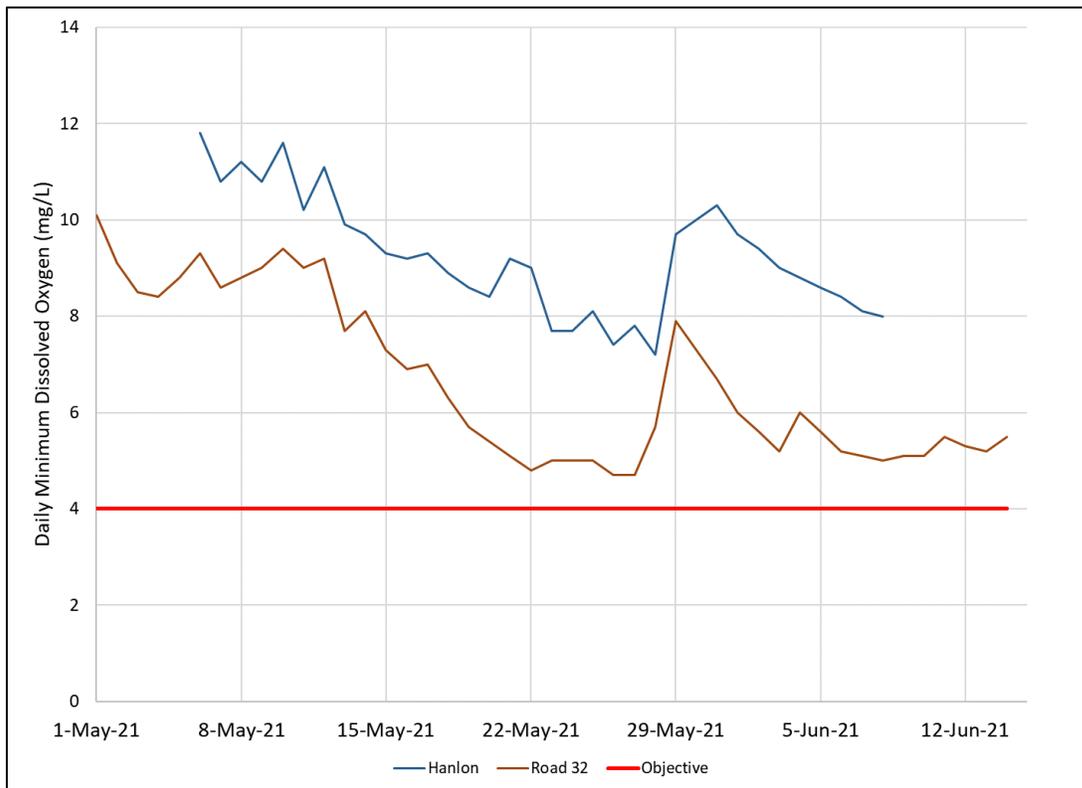


Figure 7: Shand and Conestogo Reservoir Elevation Plots

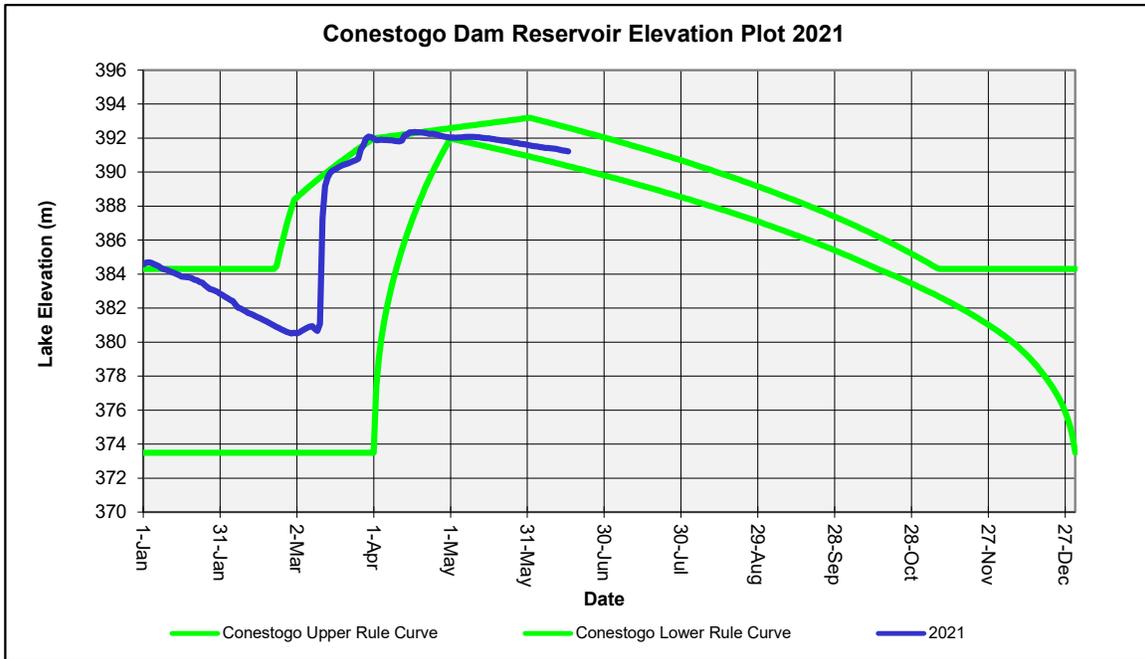
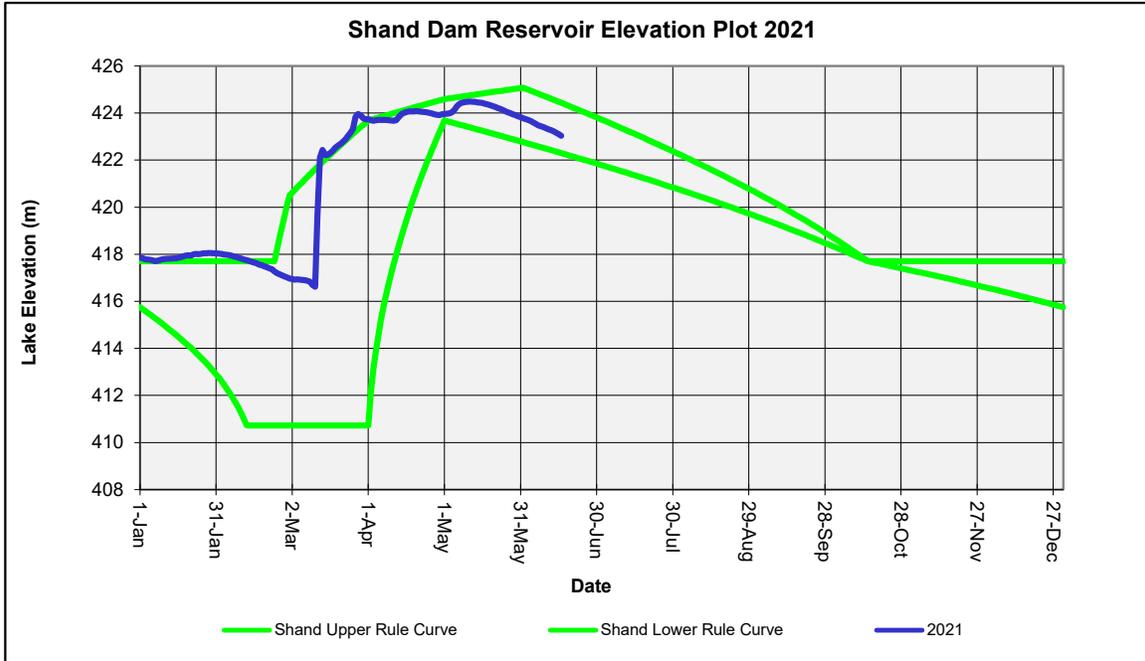
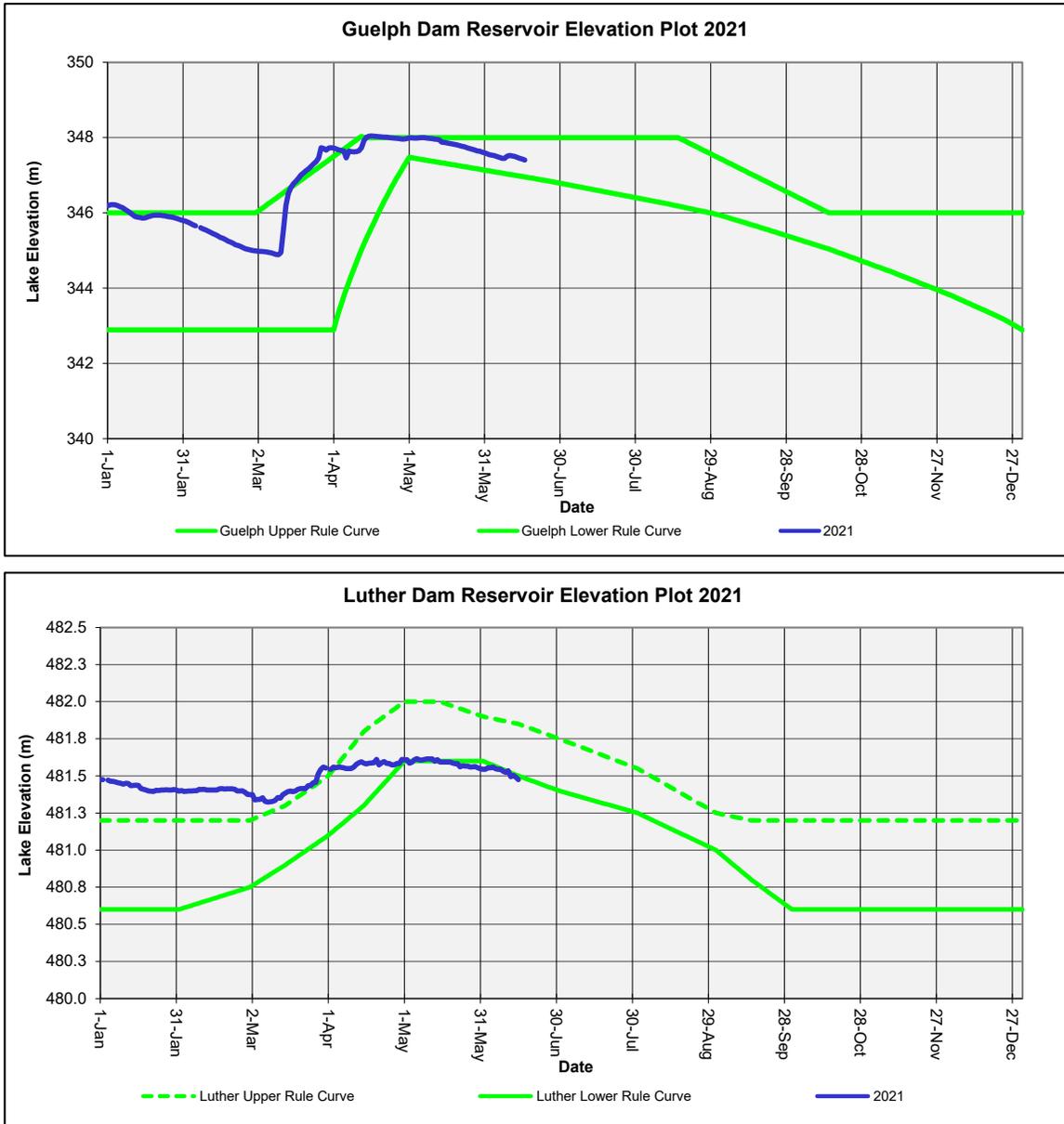


Figure 8: Guelph and Luther Reservoir Elevation Plots



Luther Dam Operating Curves

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

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

Figure 9: Grand River Flow Augmentation

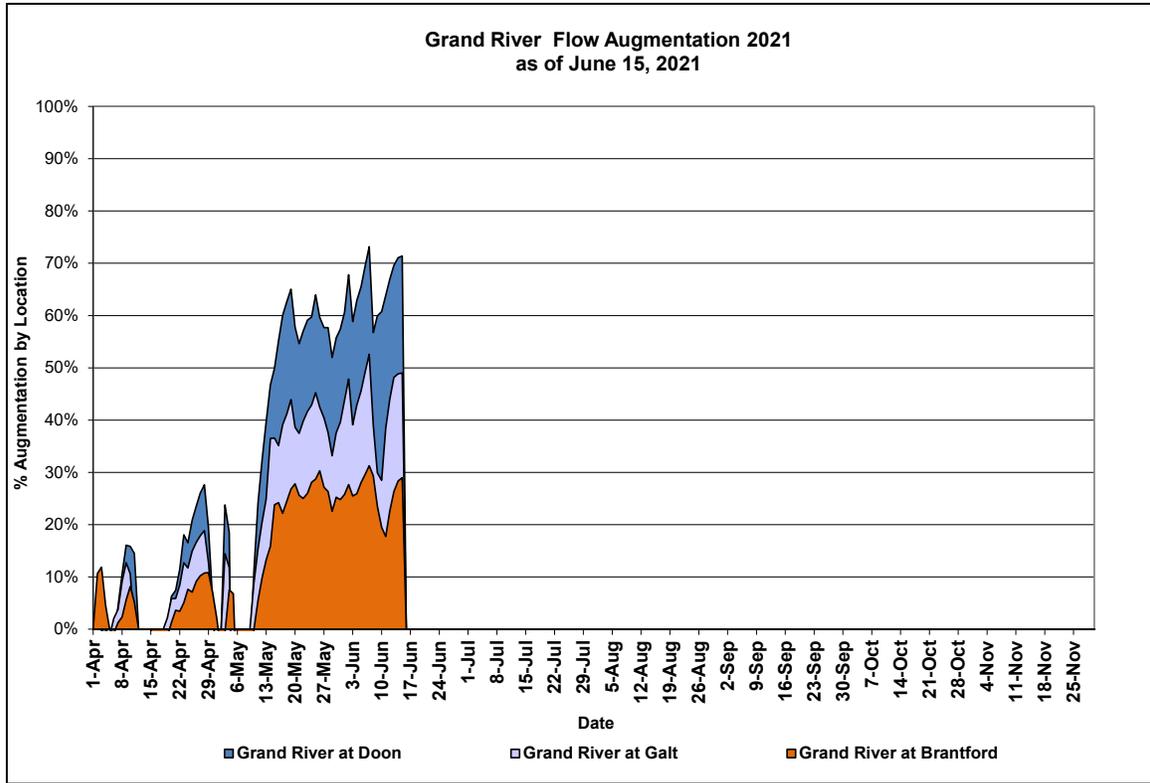


Figure 10: Speed River Flow Augmentation

