



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

**PUBLIC**

Friday, August 28, 2020

9:30 a.m.

GRCA Zoom Virtual Meeting

Meeting will stream live on GRCA's Board

Webcast Page

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**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**

THAT the minutes of the General Membership Meeting of June 26, 2020 be approved as circulated.
7. **Business Arising from Previous Minutes**
8. **Hearing of Delegations**
  - a. Lee Anne Evans - Snyder's Flats Conservation Area 9
9. **Presentations**
10. **Correspondence**

THAT Correspondence from Haldimand County regarding Support for Conservation Areas, and from Halton Region regarding the 2021 Budget Direction be received as information.

  - a. Haldimand County - Support for Conservation Authorities 10

b.	Halton Region - 2021 Budget Direction	13
<b>11.</b>	<b>1st and 2nd Reading of By-Laws</b>	
	See agenda item 12a.	
<b>12.</b>	<b>Reports:</b>	
a.	GM-08-20-53 - Proposed By-law Changes - Electronic Participation	14
	THAT By-law 3-2020 be read a first and second time;	
	AND THAT By-law 3-2020 be read a third time and adopted by the General Membership, to take effect on August 28, 2020;	
	AND THAT By-law 2-2020 be repealed on August 28, 2020;	
	AND THAT a copy of By-law 3-2020 be forwarded to the Ministry of Natural Resources and Forestry and the Ministry of Environment, Conservation and Parks and posted publicly on Grand River Conservation Authority's website.	
b.	GM-08-20-47 - Cash and Investment Status	50
	THAT Report Number GM-08-20-47 Cash and Investment Status – July 2020 be received as information.	
c.	GM-08-20-55 - Financial Summary to June 30	52
	THAT the Financial Summary for the period ending June 30, 2020 be approved.	
d.	GM-08-20-56 - Financial Summary to July 31	77
	THAT the Financial Summary for the period ending July 31, 2020 be approved.	
e.	GM-08-20-51 - Budget 2021 - Timelines and Preliminary Considerations	101
	THAT Report Number GM-08-20-51 – Budget 2021 – Timelines and Preliminary Considerations be received as information.	
f.	GM-08-20-52 - Snowmobiling Agreements on GRCA Lands	104
	THAT Report Number GM-08-20-52 – Snowmobiling Agreements on GRCA Lands be received as information.	
g.	GM-08-20-49 - Development, Interference with Wetlands and Alterations to Shorelines Regulation	108
	THAT Report Number GM-08-20-49 - Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation be received as information.	

- h. GM-08-20-50 - Updating Ontario's Water Quantity Management Framework (ERO #019-1340) GRCA Response 110
- THAT Report Number GM-08-20-50 – Updating Ontario’s Water Quantity Management Framework (ERO # 019-1340) GRCA Response be received as information.
- i. GM-08-20-46 - Completion of the Haldimand County Lake Erie Shoreline Hazard Mapping Study 121
- THAT updated mapping and technical report of Lake Erie shoreline flood, erosion, and dynamic beach hazards prepared by W.F. Baird & Associates Coastal Engineers be approved for use in planning matters and permit applications in the Grand River watershed;
- AND THAT amendments to Grand River Conservation Authority’s Ontario Regulation 150/06 mapping of the natural hazards and their associated regulated areas and allowances be approved.
- j. GM-08-20-54 - Current Watershed Conditions 125
- THAT Report Number GM-08-20-54 – Current Watershed Conditions as of August 19, 2020 be received as information.

**13. Committee of the Whole**

**14. General Business**

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

See agenda item 12a.

**16. Other Business**

**17. Closed Meeting**

THAT the General Membership enter a closed meeting to discuss the security of property of the municipality or local board and labour relations or negotiations.

- a. Minutes of the Previous Closed Meeting
- b. GM-08-20-C04 - Update on Snyder's Flats Conservation Area
- c. Labour Relations or Negotiations

**18. Next Meeting - September 25, 2020 at 9:30 a.m.**

19. **Adjourn**

**Regrets only to:**

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

**From:** [Lee Anne Evans](#)  
**To:** [Eowyn Spencer](#)  
**Subject:** Fwd: Preventative Signage and Lifesaving Equipment  
**Date:** Sunday, August 16, 2020 2:04:35 PM

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**From:** Brooke Evans <  
**Date:** August 15, 2020 at 9:49:08 PM EDT  
**To:** Lee Anne Evans  
**Subject:** Preventative Signage and Lifesaving Equipment

Hello, As you may or may not already know two drownings occurred in the same pond at Snyder's Flats Conservation Area this summer. Emerald Pulman, age 5, and Tejaswi Reddy, age 25 both drowned in the pond while not swimming. Emerald's, father, Terry Pulman, and myself, LeeAnne Evans ( I witnessed Tejaswi's drowning) are advocating for new marked signage, and safety measures to be put in place at the three beach areas that surround the main pond. We are also requesting that you consider a main sign in the parking lot with a map of the Conservation Area showing, and labeling the beach areas (perhaps A,B,C). This will help Emergency Services with an accurate and direct way to locate an emergency. Signs posted at the beach with the corresponding letter, and the address of Snyder's Flats would also assist in prompt and efficient attention. At present there are "no swimming" signs posted, but no signs indicating the dangerous water conditions in the pond. Our understanding is that this pond was previously a gravel pit and/or rock quarry, and, as such, is very deep in areas. A few years ago, the Grand River overflowed into the pond, drastically changing, not only the land surrounding the pond, but the pond itself. The beach at the pond appears to be a gradual slope into the water, but in fact, has areas where there are steep drop offs. People wadding, dogs drinking, fisherman fishing in knee deep water, swimmers, wandering children or adults could all be caught off guard with the sudden drop into the deep water. When we previously asked for changes to be considered Terry, and myself were both met with the statement from the GRCA stating that there is no swimming allowed, therefore the GRCA was not prepared to consider installing life saving equipment. As I mentioned previously, neither death occurred with the person intending to swim. Emergencies can and have happened around water when people did not intend to swim. Unfortunately swimming does happen in the pond daily, even with the "no swimming" signs posted. Lifesaving rings for emergencies would be a welcomed addition to these areas, of course with appropriate signage as to not give off the impression that swimming is permitted, but instead as a means to help in the event of an emergency. I have been informed by GRCA staff that consistent signage is something that needs to be considered at all GRCA parks and passive use areas. I understand the need for consistency, but would like you to consider that all bodies of water are in fact different, and as such may require unique signage. An example of this is a sign at Snyder's Flats that is posted near an adjacent pond stating "NO SWIMMING, DANGER DEEP WATER". We understand that the GRCA has attempted to clarify properties by deeming them either Conservation Parks, or Conservation areas. It is our belief that it is not well understood by the majority of the public, and that one gets a sense of assurance that a Conservation Areas is safely maintained and monitored for changes, and that appropriate signage would follow. Please consider this request for change. We would both like the opportunity to speak on this subject at your next board meeting . We look forward to working with you to help prevent future drownings at this location, Looking forward to your response, LeeAnne Evans

June 25, 2020

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1



Dear Premier:

**RE: Support for Conservation Authorities**

Please be advised that on June 16, 2020, Haldimand County Council adopted the following resolution:

1. WHEREAS Haldimand County is a member of the Grand River, Long Point Region and Niagara Peninsula Conservation Authorities (CAs) and is represented on their Board(s) of Directors;
2. AND WHEREAS the municipally appointed Board of Directors determines the policies, priorities and budget of the CAs;
3. AND WHEREAS Haldimand County has been well served by the Grand River, Long Point Region and Niagara Peninsula CAs;
4. AND WHEREAS the Grand River, Long Point Region and Niagara Peninsula CAs are watershed based organizations providing programs and services that contribute to a safer, sustainable environment and address climate change;
5. AND WHEREAS the CAs have flood management programs employing a watershed-based approach that monitors stream flow, water levels and climatic conditions, forecasts flooding, issues flood warnings, regulates development activities in natural hazards, educates the public about flooding, operates flood management infrastructure, protects natural cover and manages stormwater that helps reduce the impacts of flooding;
6. AND WHEREAS Haldimand County has experienced recent disastrous and unprecedented flooding, with indications that these inundations may constitute the new normal, making the programs of the CAs all the more important;
7. AND WHEREAS the CAs are partners with municipalities in developing the science and policy to manage drinking water source protection;

8. AND WHEREAS the CAs own, manage and operate a valuable network of conservation areas that provide access to green space and family friendly recreation activities for our growing communities, contributes to the local economy, provides jobs for youth and promotes health and wellness for our residents. It also provides outdoor experiential education to local school children and encourages communities to embrace and value our natural and scenic assets;
9. AND WHEREAS the CAs undertake tree planting and landscape restoration and aid landowners to make changes on their properties in support of naturalization or water quality protection within their watersheds;
10. AND WHEREAS the CAs provide Haldimand County with technical expertise in support of its planning and infrastructure delivery, education and health programs;
11. AND WHEREAS CAs are important partners in on-the-ground and cost-effective initiatives to address climate change;
12. AND WHEREAS smaller municipalities like Haldimand County do not have capacity or the financial resource to employ staff with the technical expertise that the CAs provide;
13. AND WHEREAS Haldimand County has service agreements with each CA for planning and other services;
14. AND WHEREAS the CA must be able to charge fees, and derive revenue from its facilities, programs and services as appropriate to reduce the burden to the tax levy;
15. AND WHEREAS the Ontario government has cut 50% from their \$7.4 million Natural Hazards Transfer Payment Grant (Section 39) to Ontario conservation authorities that supports flood and erosion control infrastructure, flood forecasting and warning, watershed planning projects and technical studies, and the new act has the effect of downloading additional responsibilities to the CAs to be paid for by municipalities;
16. NOW THEREFORE BE IT RESOLVED THAT Haldimand County Council requests that the Province restore or improve their funding of Conservation Authorities (CAs) to provide a more stable funding base that would prevent any downloading of costs to municipalities and allow maintenance of hazard programs;
17. AND THAT the Province ensures that the programs and services of the CAs maintain their watershed focus and allow for the flexibility of including programs and services important to local circumstances;

18. AND THAT the Province includes experts from CAs, staff of the Ministries of Natural Resources and Forestry, Environment Conservation and Parks, as well as Municipal Affairs and Housing and municipalities when developing the draft regulations;
19. AND THAT the Province not dictate the form, content or duration of the Memorandums of Understanding or agreements, allowing for municipalities to support non-mandatory programs in a manner that suits local circumstances;
20. AND THAT this resolution be forwarded to the Premier; the Minister of the Environment, Conservation and Parks; the Minister of Natural Resources and Forestry; the Minister of Municipal Affairs and Housing; the local MPP; the Grand River, Long Point Region and Niagara Peninsula CAs; Conservation Ontario, and the Association of Municipalities of Ontario.

Should you require further information, please contact the undersigned at 905-318-5932, extension 6349.

Sincerely,



Evelyn Eichenbaum  
Manager, Citizen & Legislative Services/Clerk

EE/tc

cc The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks  
The Honourable John Yakabuski, Minister of Natural Resources and Forestry  
The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Toby Barrett, MPP, Haldimand & Norfolk  
Grand River Conservation Authority  
Long Point Region Conservation Authority  
Niagara Peninsula Conservation Authority  
Conservation Ontario  
Association of Municipalities of Ontario



Finance  
Office of the Commissioner  
Halton Region  
1151 Bronte Road  
Oakville, ON L6M 3L1

July 16, 2020

**VIA EMAIL**

Ms. Helen Jowett, Chair  
Grand River Conservation Authority  
400 Clyde Road, PO Box 729  
Cambridge, ON N1R 5W6

Dear Chair Jowett:

The Council of the Regional Municipality of Halton approved the 2021 Budget Directions at its meeting, held Wednesday, July 15, 2020 as attached in this letter (Report No. FN-26-20 Re: 2021 Budget Directions), and adopted the following resolution:

**RESOLUTION: FN-26-20 – 2021 Budget Directions**

4. THAT a letter from the Commissioner of Finance and Regional Treasurer identifying the 2021 Budget Directions target of the following budget increases and a copy of Report No. FN-26-20 be forwarded to the respective boards as follows:
  - a. Halton Regional Police Service 3.7% increase
  - b. Conservation Halton 3.7% increase
  - c. Credit Valley Conservation 3.7% increase
  - d. Grand River Conservation Authority 3.7% increase
  - e. Royal Botanical Gardens 2.0% increase

To achieve the budget directions approved by Regional Council, the budget guideline for Grand River Conservation Authority is a net expenditure increase of no more than 3.7%. This maintains the Region's key priority of an effective tax increase less than or equal to inflation of 2%, assuming assessment growth in the 2021 Budget of 1.7%, totaling 3.7%. As part of the 2021 Budget process, Halton Region Finance staff will meet with Grand River Conservation Authority Finance staff during the upcoming months to discuss Grand River Conservation Authority's 2021 budget submission.

Sincerely,

Cyndy Winslow  
Acting Commissioner of Finance & Regional Treasurer

Cc: Samantha Lawson, Chief Administrative Officer, Grand River Conservation Authority  
Gary Carr, Halton Regional Chair  
Jane MacCaskill, Chief Administrative Officer, Halton Region

# Grand River Conservation Authority

**Report number:** GM-08-20-55  
**Date:** August 28, 2020  
**To:** Members of the Grand River Conservation Authority  
**Subject:** Proposed By-law Changes – Electronic Participation

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## **Recommendation:**

THAT By-law 3-2020 be read a first and second time;

AND THAT By-law 3-2020 be read a third time and adopted by the General Membership, to take effect on August 28, 2020;

AND THAT By-law 2-2020 be repealed on August 28, 2020;

AND THAT a copy of By-law 3-2020 be forwarded to the Ministry of Natural Resources and Forestry and the Ministry of Environment, Conservation and Parks and posted publicly on Grand River Conservation Authority's website.

## **Summary:**

In April 2020, the General Membership updated the GRCA By-law 2-2020 to allow electronic participation during any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction that may prevent the General Membership from meeting in person.

The by-law was updated to allow members to participate in electronic meetings, including to be counted towards quorum, vote and participate in meetings closed to the public. Additional changes included ensuring that electronic meetings are open to the public, including allowing registered delegations and hearings and appeals as permitted under the By-law.

Electronic meetings have been held successfully since April. The GRCA is not currently equipped to host in-person meetings with all members present, while maintaining physical distancing. Similarly, a hybrid model of some members attending in person and others attending electronically presents some challenges that require further discussion and consideration.

At this time, staff recommend that meetings of the Members continue to be held electronically and that the by-law be updated to reflect this change. Options for meeting in person and hybrid participation meetings will continue to be explored and discussed at a staff level and will be presented to the Members by December 2020.

## **Report:**

In April 2020, the General Membership updated the GRCA By-law 2-2020 to allow electronic participation during any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, Therefore, as long as at least one (1)

municipality within a Conservation Authority's jurisdiction maintains a declared emergency, meetings can be conducted electronically.

The by-law was updated to allow members to participate in electronic meetings, including to be counted towards quorum, vote and participate in meetings closed to the public. Additional changes included ensuring that electronic meetings are open to the public, including allowing registered delegations and hearings and appeals as permitted under the By-law.

The recently passed COVID-19 Economic Recovery Act, 2020 (Act) allows municipal councils to pass by-laws to continue holding electronic meetings and consider allowing voting proxies. Electronic meetings for Conservation Authorities were not expressly prohibited previously and some Conservation Authorities have allowed them even prior to the pandemic.

Electronic meetings of the Members have been held successfully since April. The GRCA is not currently equipped to host in-person meetings of the general membership with all members present, while maintaining physical distancing. The current meeting room setup would have to be modified based on capacity, traffic flow and physical distancing, and additional furniture and information technology equipment procured.

A hybrid model of some members attending in person and others attending electronically also presents some challenges that require further discussion and consideration. This would require modifications to the meeting room and information technology to be procured. With 26 Members, there may be logistical challenges from a meeting management perspective to be addressed as well.

To allow for thorough consideration of options, staff recommend that meetings of the general membership continue to be held electronically even if declared emergencies have concluded in all areas of the watershed and that the by-law be updated to reflect this practice. Staff will consider what physical changes should be implemented to ensure Board Member and staff safety as we continue to manage the pandemic.

**Financial implications:**

Costs related to physical changes to the meeting room and procurement of equipment will be incurred.

**Other department considerations:**

The approved updated by-law will be forwarded to the Ministry of Natural Resources and Forestry and the Ministry of Environment, Conservation and Parks and posted publicly on the Grand River Conservation Authority's website.

**Prepared by:**

Karen Armstrong  
Deputy CAO, Secretary-Treasurer

**Approved by:**

Samantha Lawson  
Chief Administrative Officer



# **Grand River Conservation Authority**

## **By-Law No. 23-2020**

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**GRAND RIVER CONSERVATION AUTHORITY**  
**By-Law No. 23-2020**

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## Administrative By-Law

### Introduction

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

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

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

### **Powers of authorities**

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

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

(b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;

(c) to acquire by purchase, lease or otherwise and to expropriate any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;

(d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;

(e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;

(f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;

(g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;

(h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;

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

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

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

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

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

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

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

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

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

(p) to cause research to be done;

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

## A. Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **B. Governance**

### **1. Members**

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

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

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

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

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

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

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

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

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

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

**d) *Member Accountability***

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

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

Members are responsible for:

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

**e) *Applicable Legislation***

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

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

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

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

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

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

## **2. Officers**

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

### **Chair**

- Is a Member of the Authority;
- Presides and preserves order and decorum and decides on questions of order at all meetings of the General Membership (and Executive Committee if applicable);
- Calls special meetings if necessary;
- Attends all meetings of the Authority;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Is a member of the Conservation Ontario Council and the Grand River Conservation Foundation;
- Performs other duties when directed to do so by resolution of the Authority.

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

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

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

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

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

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

#### Secretary-Treasurer

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

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

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

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

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

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

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

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

In the event of a vacancy occurring in the office of Chair or Vice-Chair, the Authority shall appoint one of its Members to fill the vacancy at the next special meeting or General Meeting of the Authority, as chosen by election on accordance with the Authority's Procedure for Election of Officers (Appendix 3).

## **6. Appointment of Auditor**

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

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

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

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

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

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

## **9. Borrowing Resolution**

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

## **10. Corporate Policies**

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

## **11. Levy Notice**

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

## **12. Signing Officers**

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

- i. Agreements, contracts, property leases or other documents required to be signed by the Authority shall be signed by the Chief Administrative Officer or the Secretary-Treasurer when properly authorized by resolution of the Authority;
- ii. Property leases, licenses, access agreements or other documents related to ongoing approved programs shall be signed by the Chief Administrative Officer or the Secretary-Treasurer;
- iii. Commitments to purchase goods and services may be signed by authorized buyers in accordance with the approved Purchasing Policy of the Authority;
- iv. Electronic Fund Transfers (EFTs) may be initiated by staff in accordance with proper authorization in the Purchasing Policy of the Authority or resolution of the Authority;
- v. Electronic signatures are considered acceptable except where expressly prohibited under the Electronic Commerce Act, 2000;

- vi. Permits issued under Regulations made under the Conservation Authorities Act may be signed by the Chief Administrative Officer or Secretary-Treasurer if so authorized by resolution of the Authority to sign and execute such documents on behalf of the Authority.
- vii. Notwithstanding the above, other documents required to be signed by the Authority may be signed by the Chief Administrative Officer, Secretary-Treasurer, or designate when properly authorized by policies, procedures, or resolution of the Authority.

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

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

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

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

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

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

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

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

#### **Audit Committee**

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

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

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

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the Secretary-Treasurer. In addition, an honorarium will be approved by the Authority for the Chair and Vice-chair(s) as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day. The following activities shall be eligible for per diem allowance under this clause:

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

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

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

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

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

## 15. Retention of Records

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

- Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- Human Resources Files for all employees and Members as applicable;
- Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- Electronic Communications including emails
- Contracts and Agreements entered into by the Authority;
- Strategic Plans and other documents providing organizational direction
- Projects of the Authority;
- Technical Studies and data gathered in support of Programs of the Authority;
- Legal Proceedings involving the Authority;

- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **C. Meeting Procedures**

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

#### **1. Rules of Procedure**

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

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

#### **2. Declared State of Emergency – Electronic Meetings**

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person,

- a) a Member may participate in meetings electronically and shall have the ability to:
  - i. register a vote;
  - ii. be counted towards determining quorum; and
  - iii. participate in meetings closed to the public.
- b) any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the General Membership can reasonably address the issue.
- c) the Authority shall make electronic meetings of the Authority open to the public.
- d) any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.

#### Delegations

Registered delegations will be invited to defer their attendance to a future meeting or may choose to provide a written submission to the Membership instead.

If a delegation requests to address the Membership at an electronic meeting they may do so, provided they have registered as a delegation through the Office of the CAO at least eight calendar days in advance of the meeting. Presentation materials may be shared with the Authority members provided the delegation provides them at least eight calendar days in advance of the meeting. All matters pertaining to number of speakers, length of presentation and content presented by delegations shall be in accordance with the delegations section of this by-law.

### 3. Notice of Meeting

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

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

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

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

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

### 4. Special Meetings

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

A special meeting may be held to amend the by-law.

Members of the Authority can participate electronically in any special meeting that occurs ~~during an emergency~~. A member of the Authority that is participating electronically in a special meeting will be counted in determining whether a quorum of members is present at any time during the meeting.

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

### 5. Meetings Open to Public

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

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

## **6. Agenda for Meetings**

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

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

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

## **7. Quorum**

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

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

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

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

## **8. Order of Business**

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

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

## **9. Debate**

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

- a) A Member shall be recognized by the Chair prior to speaking;
- b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c) All questions and points of discussion shall be directed through the Chair;
- d) Where a motion is presented, it shall be moved and seconded before debate;
- e) Any Member may require the question or motion under debate to be read at any time during the debate, except while a Member is speaking;
- f) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- g) A Member is allowed a time limit of ten minutes to speak on any given point, and extensions of five minute intervals may be granted at the discretion of the Chair;
- h) Any Member may ask a question of the previous speaker through the Chair;
- i) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- j) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- k) When a motion is under consideration, only one amendment is permitted at a time.

## **10. Matters of Precedence**

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

- a) a point of order;
- b) matter of privilege;
- c) a matter of clarification;

- d) a motion to suspend a rule of procedure or to request compliance with the rules of procedure;
- e) a motion that the question be put to a vote;
- f) a motion to adjourn.

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

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

### **11. Electronic Meetings and Participation**

Electronic meetings are permitted and must follow/accommodate all Section C. Meeting Procedures identified in this by-law.

A Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time. Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to participate in the meeting electronically.

### **112. Members' Attendance**

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

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

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

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

### **123. Delegations**

Any person or organization who wishes to address the Authority may make a request in writing or email to the Secretary-Treasurer. The request should include a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s). If such request is received 10 days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.

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

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

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

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

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

## **14. Section 28 Hearings and Permit Issuance**

### Hearings

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

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

### Permit Issuance

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

#### **154. Annual Meeting**

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

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

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

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

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

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

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

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

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

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

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

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

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

### **167. Voting**

In accordance with Section 16 of the Act:

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

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

On a tie vote, the motion is lost.

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

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

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

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

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

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

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

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

#### **187. Notice of Motion**

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

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

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

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

#### **198. Motion to Reconsider**

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

#### **2019. Duties of the Meeting Chair**

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

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

- e) Announce the results of the vote on any motions so presented;
- f) Adjourn the meeting when business is concluded.

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

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

### **219. Conduct of Members**

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

No Member at any meeting of the Authority shall:

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

### **224. Minutes of Meetings**

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

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

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

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

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

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

By-law number ~~12~~-2020 is hereby repealed;

By-law number ~~23~~-2020 shall come into force on the ~~24~~<sup>8</sup>th day of ~~April~~<sup>ugust</sup>, 2020

READ A FIRST AND SECOND TIME

\_\_\_\_\_  
Date

READ A THIRD TIME AND FINALLY PASSED

\_\_\_\_\_  
Date

Signed:

\_\_\_\_\_  
Chair

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

## E. Appendices to the Administrative By-law

### Appendix 1 - Code of Conduct

#### 1. Background

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

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

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

#### 2. General

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

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

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

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

#### 3. Gifts and Benefits

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

#### 4. Confidentiality

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **8. Influence on Staff**

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

## **9. Business Relations**

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

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

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

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

## **11. Harassment**

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

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

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

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

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

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

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

## Appendix 2 - Conflict of Interest

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

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

### 2. *Disclosure of Pecuniary Interest*

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

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

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

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

### 4. *Closed Meetings*

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

### 5. *Member Absent*

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

### 6. *Disclosure Recorded in Minutes*

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

### 7. *Pecuniary Interest Registry*

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

## **8. Breach of Conflict of Interest Policy**

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

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

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

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

## Appendix 3 - Procedure for Election of Officers

### 1. *Voting*

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

### 2. *Acting Chair*

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

### 3. *Scrutineer(s)*

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

### 4. *Election Procedures*

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

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

If one Nominee:

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

If More than One Nominee:

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

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

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

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

# Grand River Conservation Authority

**Report number:** GM-08-20-47  
**Date:** August 28, 2020  
**To:** Members of the Grand River Conservation Authority  
**Subject:** Cash and Investment Status – July 2020

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## **Recommendation:**

THAT Report Number GM-08-20-47 Cash and Investment Status – July 2020 be received as information.

## **Summary:**

The cash position included Notes Receivable of the Grand River Conservation Authority as at July 31, 2020 was \$30,567,831 with outstanding cheques written in the amount of \$129,551.

## **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  
July 31, 2020**

BANK ACCOUNTS	Location	Type	Amount	Interest Rate
	CIBC	Current Account	8,623,892	0.65%
	RBC	Current Account	59,667	nil
	Wood Gundy	Current Account	0	nil
	CIBC - SPP Holding	Current Account	814,191	0.65%
	<b>TOTAL CASH - CURRENT ACCOUNT</b>		<b>9,497,750</b>	

INVESTMENTS	Date Invested	Location	Type	Amount	Face Value Interest Rate	Yield Rate	Date of Maturity	2020 Total Interest Earned/ Accrued
		CIBC Renaissance	High Interest Savings Account	757,911	0.30%	0.30%	not applicable	3,094
		One Investment Savings	High Interest Savings Account	4,289,170	0.915%	0.915%	not applicable	52,648
	September 3, 2015	CIBC	Step up bond	2,000,000	2.15%	2.40%	September 3, 2025	48,652
	March 1, 2016	CIBC	Bond	1,300,000	1.70%	2.25%	March 1, 2023	28,716
	August 24, 2017	Bank of Montreal	Bond	1,550,000	1.61%	2.01%	October 28, 2021	30,781
	May 17, 2019	Bank of Nova Scotia	Bond	800,000	1.90%	2.15%	December 2, 2021	17,027
	June 17, 2019	Cdn Western Bank	Bond	1,542,000	2.788%	2.09%	September 13, 2021	32,307
	October 23, 2019	Cdn Western Bank	Bond	2,010,000	2.800%	2.78%	September 6, 2024	55,625
	December 23, 2019	Laurentian Bank	Bond	3,821,000	3.450%	2.57%	June 27, 2023	99,259
	January 16, 2020	Cdn Western Bank	Bond	3,000,000	2.597%	2.45%	September 6, 2024	70,166
	<b>TOTAL INVESTMENTS</b>			<b>21,070,081</b>				<b>\$438,275</b>
	<b>TOTAL CASH AND INVESTMENTS</b>			<b>\$30,567,831</b>				
	* Reserve Balance at December 31st, 2019			20,891,930				

**Investment By Institution**

	% of Total Portfolio
C.I.B.C.	19%
Bank of Nova Scotia	4%
Bank of Montreal	7%
Royal Bank	0%
Laurentian	18%
Cdn Western Bank	31%
One Investment Program	20%
	<u>100%</u>

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

# Grand River Conservation Authority

**Report number:** GM-08-20-55  
**Date:** August 28, 2020  
**To:** Members of the Grand River Conservation Authority  
**Subject:** Financial Summary for the Period Ending June 30, 2020

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## **Recommendation:**

THAT the Financial Summary for the period ending June 30, 2020 be approved.

## **Summary:**

There was no general meeting held in July 2020. This financial summary represents the report distributed to staff for purposes of keeping staff up to date on GRCA's financial position in light of the pandemic. The Financial Summary includes the 2020 *actual* year-to-date income and expenditures. The budget approved at the February 28, 2020 General Meeting is included in the *Budget* column. The *Current Forecast* column reflects adjustments to the budget based on events to date. While known savings and revenue adjustments are reflected in the forecast, potential cost and/or revenue adjustments are not reflected in the forecast due to the uncertainty created by the pandemic with the exception of the Conservation Area Program. The forecast reflects a projected year-end net deficit of \$850,000 for the Conservation Area Program. Potential financial impacts of the pandemic are also outlined in the report narrative below.

The revenue sources significantly impacted by the Pandemic are:

- Conservation Area Fees
- Forestry Revenue
- Outdoor Education Fees
- Donations

Resource planning fees, property rental income, and hunting permit revenue sources were previously projected to potentially be significantly impacted by the pandemic. The actual results to date suggest that budgeted amounts should be achievable if this positive trend continues.

## **Report:**

- A. Government Grants decreased by \$15,000
  - Provincial funding related Conservation Services-Upper Grand rural water quality grants (RWQP) decreased by \$15,000 due to reduced activity.
- B. Self-Generated Revenue decreased by \$2,607,000.
  - Conservation Area revenue decreased by \$2,900,000 due to: (1) seasonal camping opening on June 15<sup>th</sup> instead of May 1<sup>st</sup>, (2) delayed opening of day use park access, overnight camping, and tubing, and (3) a number of other amenities not being offered in 2020 (pools, boat rentals, concessions).

- Outdoor Education revenue decreased by \$37,000 made up of \$25,000 reduced school program revenue and \$12,000 reduced community program revenue.
- Hydro Generation revenue increased by \$245,000 due to increased hydro production.
- Foundation donations decreased by \$135,000 made up of \$25,000 reduced funding to the outdoor education program and \$110,000 reduced funding for conservation area capital projects.
- Miscellaneous income increased by \$220,000 due to the refund of Parkhill hydro FIT project expenses by to Independent Electricity System Operator (IESO).

C. Operating Expenditures decreased by \$2,120,000.

- Water Resources Planning and environment expenses decreased by \$136,000 made up of \$68,000 decrease in compensation and benefit expenses (vacancies and unpaid leaves/layoffs), \$20,000 decrease in administrative expenses (travel and staff development) and \$48,000 decrease in other operating expenses (water quality monitoring and lab supplies).
- Flood Forecasting and Warning expenses decreased by \$7,000 due to compensation and benefit expense savings (unpaid leave/layoff).
- Water Control Structures expenses decreased by \$40,000 made up of \$18,000 decrease in compensation and benefit expenses (unpaid leave/layoff), \$14,000 decrease in administrative expenses (travel, staff development, and communications) and \$8,000 decrease in other operating expenses (utilities).
- Resource Planning expenses decreased by \$20,000 made up of \$20,000 decrease in compensation and benefit expenses (unpaid leave/layoff), \$20,000 decrease in administrative expenses (travel, staff development, and communications) and \$20,000 increase in other operating expenses (legal costs).
- Conservation Services expenses decreased by \$82,000 made up of \$30,000 decrease in compensation and benefit expenses (unpaid leave/layoff), \$7,000 decrease in administrative expenses (travel, staff development, and motor pool charges) and \$45,000 decrease in other operating expenses (upper grand rural water quality grants).
- Communication expenses decreased by \$40,000 made up of \$26,000 decrease in compensation and benefit expenses (unpaid leave/layoff and vacancy), and \$14,000 decrease in other operating expenses (exhibits and special events).
- Outdoor Education expenses decreased by \$112,000 made up of \$97,000 decrease in compensation and benefit expenses (unpaid leave/layoff and reduced casual staff expenses) and \$15,000 decrease in other operating expenses due to reduced community outdoor education and school program expenses.
- Corporate Services expenses decreased by \$51,000 made up of \$6,000 decrease in compensation and benefit expenses (unpaid leave/layoff), \$15,000 decrease in board administrative expenses (travel and meals) and \$30,000 decrease in staff administrative expenses (travel, staff development, and communications).

- Conservation Lands expenses increased by \$50,000 made up of \$40,000 increase in compensation and benefit expenses due to unallocated central services and construction staffing costs, \$10,000 increase in costs related to managing COVID (i.e. signage).
- Property Rentals expenses decreased by \$17,000 due to decrease in compensation and benefit expenses (vacancy).
- Hydro Production expenses increased by \$20,000 due to increase in repairs and maintenance operating expenses.
- Conservation area expenses decreased by \$1,685,000 made up of \$1,100,000 decrease in compensation and benefit expenses (reduced student staffing, vacancy), \$20,000 decrease in administrative expenses (travel and staff development) and \$565,000 net decrease in other operating expenses. Decrease in other operating expenses included decreased utility costs, merchant fees, registration fees, and decrease in expenses related to amenities eliminated. The decreased costs are partially offset by increases in purchases in soft body armour and COVID related expenses (PPE, supplies, and signage).

D. Net Decrease to Capital Expenses is \$1,153,000.

- Flood Forecasting and Warning expenses increased by \$147,000 due to the purchase of hardware (data loggers) which is being funded with reserves.
- Conservation Area expenses decreased by \$1,300,000 due to deferral of capital projects (from \$2,150,000 to \$850,000).

E. Net Increase to Transfer to Reserves is \$503,000.

- Transfer from gauge reserve increased by \$147,000 in order to fund hardware (data loggers) for the flood forecasting and warning program.
- Transfer from work in process reserve decreased by \$30,000 since expenses related upper grand RWQP decreased.
- Transfer to land sale proceeds reserve increased by \$193,000 given refund of Parkhill hydro FIT project costs by the IESO that were funded by borrowing from the land sale proceeds and are now being repaid to the reserve.
- Transfer to general capital reserve increased by \$252,000 due to \$225,000 additional net revenue for hydro generation as a result of increased production and \$27,000 refunded Parkhill FIT project costs.
- Transfer to conservation area reserve decreased by \$300,000 since the budgeted allocation of conservation area revenue to reserves is being reversed due to reduced conservation area revenue projected for 2020.
- Transfer from conservation area decreased by \$475,000 due to the cancellation of 2020 conservation capital expenditures.

### COVID Pandemic Impacts

The revenue sources significantly impacted by the Pandemic are:

- Conservation Areas
- Forestry (Tree Planting Program)
- Outdoor Education
- Donations

### Conservation Area Operations:

A projected year-end deficit of \$850,000 is reflected in the combined May and June forecast adjustments. The projected revenue for the year is \$4,800,000, representing a

combined May and June forecast adjustment of \$4.2M revenue reduction to the \$9.0M budgeted revenue amount. The revenue reduction is attributed to a delayed opening for day use, a delay in the seasonal camping opening date from May 1 to June 15<sup>th</sup>, membership card sales decline, no overnight camping offered between May 1st and July 9th, capacity limits on day use and overnight camping, limited Tubing, and the cancellation of various other park amenities. This forecast also incorporates cost savings of \$1,685,000 due to reduced activity, which includes wage savings resulting from the delay in hiring students and fewer students hired overall along with staff vacancies and temporary unpaid leaves. Some staff positions in this program were part of the implementation of phase II temporary unpaid staffing leaves and layoffs but were recalled given the increased activity in parks. The budget included the transfer of \$300,000 of revenue to the conservation area reserve for future capital projects. This transfer will not be made due to the reduced revenue projection. The forecast deficit of \$850,000 for the Conservation Areas is subject to change depending on activity for the remaining season which could vary from forecast amounts due to weather, COVID impacts, and/or cost variations.

The Conservation Area capital budget is \$2,150,000. Fee revenue of \$700,000 was allocated as funding for this budget. At present, most large projects are being deferred and capital spending is targeted to come in around \$850,000. Given the pandemic any operating revenue will first be used to offset operating expenses, therefore, funding for any capital spending in 2020 should be funded with the conservation area reserve. The conservation area reserve balance as at December 31, 2019 was approximately \$2,900,000.

#### Forestry Operations (Tree Planting Program)

Previous forecast adjustments (May) reflect cancellation of spring tree planting. The fall tree planting is expected to proceed. The forecast net deficit of \$15,000 for forestry, as per schedule 5 attached, represents the expected year-end net result if the fall tree planting program proceeds as planned.

#### Outdoor Education Operations

This program continues to carry a high degree of uncertainty related to revenue projections that are being impacted by the pandemic. As a result, the combined forecast adjustments for May and June represent the impact of known adjustments, which includes reduced revenue for the school program until end of August, the cancellation of the summer day camp program, reduced foundation funding being allocated to outdoor education programming and reduced community outdoor education activities for the year. The cost savings reflected in the forecast include phase II staff cost savings to the end of July. These adjustments result in a forecast net deficit of \$91,000 for the program. See schedule 8 for details. If the program is unable to resume operating for the remainder of the year it is estimated that the net result would be close to breakeven given that cost savings could effectively offset lost revenue.

#### Donations

An additional \$135,000 reduction in foundation donations was included in the forecast adjustments for June. Reductions of \$25,000 for the outdoor education school and community program due to reduced activity and \$110,000 for conservation area capital projects were incorporated due to deferred projects.

The projections for resource planning revenue, property rental income and the hunting program have improved since April as outlined below.

### Resource Planning Operations

Planning Revenue was running 10% under budget at the end of May. At the end of June year to date revenue was 5% under budget, at the end of July year to date revenue is about 1% under budget and the total budget for resource planning was set at the same level as the prior year actual results. This increased activity suggests that by year end budgeted revenue may be achieved.

### Property Rental Program

The sources of revenue are the cottage lot program, agricultural leases, residential leases and miscellaneous license/rental agreements. To date these revenue sources have not been impacted by the pandemic, and given that we are now more than half way through the year the projected results are optimistic and no adjustments to revenue have been forecast and are no reduction to future revenue is projected.

### Hunting Program

The hunting program revenue budget is \$66,000. The current COVID provincial protocols suggest that the fall hunting season will be able to proceed.

### Municipal General Levy

No change in status from last month's forecast. At this time it is assumed that 100% of municipal general levy will be collected. It is anticipated that the reallocation of general levy will be necessary to offset deficits in applicable program areas. The reallocation of general levy is an exercise that will be undertaken in the latter part of the year as the financial impacts of the pandemic are realized and staff consider general levy reallocations in combination with other deficit management options including cost reductions realized, use of reserves, and other potential sources of funding.

### Capital Spending

The revised capital spending estimate for Conservation Areas is about \$850,000. The capital spending for water control structures, flood hardware/software, and head office are not being adjusted at this time and deferral of capital projects will be considered as appropriate.

### Significant Cost Savings Measures implemented to date

- Phase I Staffing adjustments (implemented spring 2020) – 25 union staff comprised of short-term seasonal staff at Burford Nursery and casual staff with the outdoor education program were either not recalled for the season or placed on unpaid leave/layoff in early April 2020. Given provincial government directives at the time, tree planting was cancelled and outdoor education classes and March Break day camp programs were cancelled.
- Phase II Staffing adjustments (implemented May 2020) – 51 positions were placed into a temporary unpaid leave/layoff.
- Phase III Staffing adjustment (implemented July 2020) – 2 positions were placed into a temporary unpaid leave/layoff.
- Certain vacant staff positions are being left vacant or were vacant for a portion of the year.
- Restrictions on travel and staff development expenses.
- Deferral of Road Maintenance work on Cottage Lot Roads.

### Update on Staff Positions:

Of the 51 phase II staffing adjustments (unpaid leave/layoff) 28 staff continue to be on layoff/leave as of August 4<sup>th</sup>. Of the 23 staff that returned to work 16 staff have been

returned to their original positions and 7 staff are working in alternate positions. . Phase III staffing adjustments placed two managers on unpaid layoff/leave during July. The number of students hired for the conservation area program was increased during July by approximately 40 (from 80 to 120 students) due to opening up overnight camping, tubing and access to washrooms and beaches.

The Financial Summary is attached.

**Financial implications:**

The financial summary outlines a forecast net deficit of \$271,000. Overall, the financial situation has improved substantially due to improved revenue projections and the cost saving measures implemented. The forecast does not incorporate projected revenue and cost adjustments where a high degree of uncertainty exists nor does it reflect potential compensation savings between August and December that may be realized from staffing adjustments given that return to work dates are unknown.

**Other department considerations:**

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

**Prepared by:**

Sonja Radoja  
Manager Corporate Services

**Approved by:**

Karen Armstrong  
Secretary-Treasurer/Deputy CAO

**GRAND RIVER CONSERVATION AUTHORITY**  
**FINANCIAL SUMMARY - FORECAST - for YTD ending June 30th, 2020**  
 General Meeting - August 28th,2020

**FORECAST - MAY 31 2020 - NET SURPLUS/(DEFICIT) (\$419,000)**

**CHANGES - June 2020**

Sch 1	Water Resources-Planning and Environmen	<b>\$68,000</b>	Compensaton and Benefit Expenses decreased	<b>\$136,000</b>
		<b>\$20,000</b>	Admin Expenses decreased (travel, staff development)	
		<b>\$48,000</b>	Other Operating Expenses decreased (WQ monitoring, lab supplies)	
Sch 2	Flood Forecasting & Warning	<b>\$7,000</b>	Compensaton and Benefit Expenses decreased	<b>\$7,000</b>
		<b>(\$147,000)</b>	Capital Expenses increased (data loggers)	
		<b>\$147,000</b>	Funding from Gauge Reserve increased	
Sch 3	Water Control Structures	<b>\$18,000</b>	Compensaton and Benefit Expenses decreased	<b>\$40,000</b>
		<b>\$14,000</b>	Admin Expenses decreased (travel, staff development,communications)	
		<b>\$8,000</b>	Other Operating-Utilities Expenses decreased	
Sch 4	Resource Planning	<b>\$20,000</b>	Compensaton and Benefit Expenses decreased	<b>\$20,000</b>
		<b>\$20,000</b>	Admin Expenses decreased (travel, staff development,communications)	
		<b>(\$20,000)</b>	Other Operating-Legal Expenses increased	
Sch 6	Conservation Services	<b>\$30,000</b>	Compensaton and Benefit Expenses decreased	<b>\$37,000</b>
		<b>\$7,000</b>	Admin Expenses decreased (travel, staff development, Motor Pool)	
		<b>\$45,000</b>	Other Operating - Upper Grand Expenses decreased	
		<b>(\$15,000)</b>	Provincial Funding for Upper Grand Expenses decreased	
		<b>(\$30,000)</b>	Reserve Funding for Upper Grand Expenses decreased	
Sch 7	Communications	<b>\$26,000</b>	Compensation and Benefit Expenses decreased	<b>\$40,000</b>
		<b>\$14,000</b>	Other Operating Expenses decreased (exhibits, special events)	
Sch 8	Outdoor Education	<b>\$97,000</b>	Compensation and Benefit Expenses decreased	<b>\$50,000</b>
		<b>\$15,000</b>	Other School Operating Expenses	
		<b>(\$25,000)</b>	School Revenue decreased	
		<b>(\$12,000)</b>	Community Revenue decreased	
		<b>(\$25,000)</b>	Foundation Donation decreasead	
Sch 9	Corporate Services	<b>\$6,000</b>	Compensation and Benefit Expenses decreased	<b>\$51,000</b>
		<b>\$15,000</b>	Administrative Board Expenses decreased (travel, meals)	
		<b>\$30,000</b>	Administrative Staff Expenses decreased (travel, staff development, communications)	
Sch 10	Conservation Lands	<b>(\$40,000)</b>	Compensation and Benefit Expenses increased	<b>(\$50,000)</b>
		<b>(\$10,000)</b>	Other Operating expensese increased	
Sch 11	Property Rentals	<b>\$17,000</b>	Compensation and Benefit Expenses decreased	<b>\$17,000</b>
Sch 12	Hydro Production	<b>\$220,000</b>	Miscellaneous Income increased (Parkhill Expenses Refunded)	<b>\$0</b>
		<b>(\$193,000)</b>	Transfer to Land Sales Proceeds Reserve increased	
		<b>(\$27,000)</b>	Transfer to Capital Reserve increased	
		<b>\$160,000</b>	Shand Hydro Revenue increased	
		<b>\$85,000</b>	Conestogo Hydro Revenue increased	
		<b>(\$20,000)</b>	Other Operating expenses increased	
		<b>(\$225,000)</b>	Transfer to Capital Reserve increased	
Sch 13	Conservation Areas	<b>\$1,100,000</b>	Compensation and Benefit Expenses decreased	<b>(\$200,000)</b>
	<i>(PROJECTION: \$4.8M Revenue, \$850,000 deficit)</i>	<b>\$20,000</b>	Admin Expenses decreased	
		<b>\$565,000</b>	Other Operating Expenses decreased	
		<b>\$1,300,000</b>	Capital Expenses decreased	
		<b>(\$110,000)</b>	Donation Revenue decreased	
		<b>\$300,000</b>	Transfer to Conservation Areas for future capital projects decreased	
		<b>(\$475,000)</b>	Use of Conservation Area Reserve decreased	
		<b>(\$2,900,000)</b>	Conservation Area Revenue decreased (from \$9.0M Budget to \$4.8M-decr revenue \$4.2M=\$1.3M MAY AJE+\$2.9M JUNE AJE)	

**FORECAST - June 2020- NET SURPLUS/(DEFICIT) (\$271,000)**

**GRAND RIVER CONSERVATION AUTHORITY  
STATEMENT OF OPERATIONS  
FOR THE PERIOD ENDING June 30, 2020**

SCHEDULE		Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>REVENUE</b>							
<b><u>Municipal</u></b>							
General Municipal Levy (Operating)	various	10,586,000	10,977,000	7,318,000	10,977,000	10,977,000	0
General Municipal Levy (Capital)	various	1,050,000	950,000	633,333	950,000	950,000	0
Special Municipal Levy	various	118,292	150,000	0	150,000	150,000	0
Other	various	956,144	813,000	1,044,825	813,000	813,000	0
		<b>12,710,436</b>	<b>12,890,000</b>	<b>8,996,158</b>	<b>12,890,000</b>	<b>12,890,000</b>	<b>0</b>
<b><u>Government Grants</u></b>							
MNRF Transfer Payments	various	449,688	449,688	0	449,688	449,688	0
Source Protection Program-Provincial	various	1,083,095	720,000	359,023	720,000	720,000	0
Other Provincial	various	1,201,774	1,564,500	435,648	1,564,500	1,549,500	(15,000)
Federal	various	317,025	335,000	317,508	335,000	335,000	0
		<b>3,051,582</b>	<b>3,069,188</b>	<b>1,112,179</b>	<b>3,069,188</b>	<b>3,054,188</b>	<b>(15,000)</b>
<b><u>Self Generated</u></b>							
User Fees and Sales							
<i>Enquiries and Permits</i>	4	493,601	494,000	299,970	494,000	494,000	0
<i>Plan Input and Review</i>	4	398,599	400,000	203,312	365,000	365,000	0
<i>Nursery and Woodlot Management</i>	5	565,592	465,000	90,989	105,000	105,000	0
<i>Consulting</i>	4	0	0	3,726	0	0	0
<i>Conservation Lands Income</i>	10	64,309	71,000	2,322	71,000	71,000	0
<i>Conservation Areas User Fees</i>	13	9,382,429	9,000,000	2,006,499	7,700,000	4,800,000	(2,900,000)
<i>Nature Centres and Camps</i>	8	1,016,191	1,018,000	237,844	476,000	439,000	(37,000)
<i>Merchandising and Sales</i>	8	1,045	0	0	0	0	0
Property Rentals	11	2,898,664	2,873,000	1,648,125	2,873,000	2,873,000	0
Hydro Generation	12	556,791	515,000	298,438	515,000	760,000	245,000
Land Sales	10	0	0	854,423	855,000	855,000	0
Grand River Conservation Foundation	various	557,000	522,000	10,474	413,000	278,000	(135,000)
Donations	various	123,674	126,000	33,030	105,000	105,000	0
Landowner Contributions	5	192,807	200,000	30,374	30,000	30,000	0
Investment Income	14	662,026	490,000	178,140	490,000	490,000	0
Miscellaneous Income	various	68,405	8,000	0	8,000	228,000	220,000
<b>Total Self-Generated Revenue</b>		<b>16,981,133</b>	<b>16,182,000</b>	<b>5,897,666</b>	<b>14,500,000</b>	<b>11,893,000</b>	<b>(2,607,000)</b>
<b>TOTAL REVENUE</b>		<b>32,743,151</b>	<b>32,141,188</b>	<b>16,006,003</b>	<b>30,459,188</b>	<b>27,837,188</b>	<b>(2,622,000)</b>

**GRAND RIVER CONSERVATION AUTHORITY  
STATEMENT OF OPERATIONS  
FOR THE PERIOD ENDING June 30, 2020**

SCHEDULE	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change	
<b>EXPENSES</b>							
<b>OPERATING</b>							
Water Resources Planning & Environment	1	2,102,660	2,235,700	1,023,661	2,061,700	1,925,700	(136,000)
Flood Forecasting and Warning	2	707,577	764,700	444,910	754,700	747,700	(7,000)
Water Control Structures	3	1,682,136	1,749,700	768,110	1,729,700	1,689,700	(40,000)
Resource Planning	4	1,831,122	2,063,800	1,013,769	2,028,800	2,008,800	(20,000)
Forestry & Conservation Land Property Taxes	5	1,349,662	1,446,500	385,789	874,500	874,500	0
Conservation Services	6	823,054	867,200	376,625	812,200	730,200	(82,000)
Communications & Foundation	7	555,204	701,500	292,414	647,500	607,500	(40,000)
Environmental Education	8	1,348,262	1,376,600	451,045	975,600	863,600	(112,000)
Corporate Services	9	3,872,876	3,595,675	1,524,595	3,583,675	3,532,675	(51,000)
Conservation Lands	10	1,812,124	2,011,900	1,096,299	2,015,900	2,065,900	50,000
Property Rentals	11	1,591,534	1,563,200	328,113	1,497,200	1,480,200	(17,000)
Hydro Production	12	161,079	90,000	55,797	90,000	110,000	20,000
Conservation Areas	13	7,696,633	7,985,000	1,986,090	7,335,000	5,650,000	(1,685,000)
Miscellaneous	14	68,658	70,000	(43,527)	70,000	70,000	0
Information Systems	16	1,107,988	1,320,000	634,396	1,320,000	1,320,000	0
Motor Pool	16	829,916	929,000	297,085	929,000	929,000	0
Less: Internal Charges (IS & MP)	16	(1,937,904)	(2,249,000)	(931,481)	(2,309,000)	(2,309,000)	0
<b>Total OPERATING Expenses</b>		<b>25,602,581</b>	<b>26,521,475</b>	<b>9,703,690</b>	<b>24,416,475</b>	<b>22,296,475</b>	<b>(2,120,000)</b>
<b>CAPITAL</b>							
Water Resources Planning & Environment	1	91,334	110,000	0	110,000	110,000	0
Flood Forecasting and Warning	2	132,046	190,000	246,688	190,000	337,000	147,000
Water Control Structures	3	2,468,201	2,700,000	257,911	2,700,000	2,700,000	0
Nature Centres	8	0	0	0	0	0	0
Conservation Areas	13	3,095,027	2,150,000	255,390	2,150,000	850,000	(1,300,000)
Corporate Services	9	0	0	0	0	0	0
Information Systems	16	114,710	200,000	40,404	200,000	200,000	0
Motor Pool	16	440,620	550,000	74,756	550,000	550,000	0
Less: Internal Charges (IS & MP)	16	(580,501)	(245,000)	(1,474,472)	(185,000)	(185,000)	0
<b>Total Capital Expenses</b>		<b>5,761,437</b>	<b>5,655,000</b>	<b>(599,323)</b>	<b>5,715,000</b>	<b>4,562,000</b>	<b>(1,153,000)</b>
<b>SPECIAL</b>							
Water Resources Planning & Environment	1	226,907	240,000	70,484	240,000	240,000	0
Flood Forecasting and Warning	2	486,193	516,000	143,074	516,000	516,000	0
Forestry	5	149,638	100,000	40,647	100,000	100,000	0
Conservation Services	6	1,000,805	916,000	282,002	878,000	878,000	0
Environmental Education	8	0	50,000	1,646	50,000	50,000	0
Conservation Land Purchases/Land Sale Expenses	10	858,302	0	29,512	0	0	0
Conservation Lands	10	419,473	750,000	248,703	750,000	750,000	0
Miscellaneous	14	32,213	35,000	0	0	0	0
Source Protection Program	15	1,083,095	720,000	359,023	720,000	720,000	0
<b>Total SPECIAL PROJECTS Expenses</b>		<b>4,256,626</b>	<b>3,327,000</b>	<b>1,176,570</b>	<b>3,254,000</b>	<b>3,254,000</b>	<b>0</b>
<b>Total Expenses</b>		<b>35,620,644</b>	<b>35,503,475</b>	<b>10,280,937</b>	<b>33,385,475</b>	<b>30,112,475</b>	<b>(3,273,000)</b>
<b>Gross Surplus</b>		<b>(2,877,493)</b>	<b>(3,362,287)</b>	<b>5,725,066</b>	<b>(2,926,287)</b>	<b>(2,275,287)</b>	<b>651,000</b>
<b>Prior Year Surplus Carryforward</b>		<b>469,695</b>	<b>377,287</b>	<b>377,287</b>	<b>377,287</b>	<b>377,287</b>	<b>0</b>
<b>Net Funding FROM/(TO) Reserves</b>		<b>2,785,085</b>	<b>2,985,000</b>	<b>0</b>	<b>2,130,000</b>	<b>1,627,000</b>	<b>(503,000)</b>
<b>NET SURPLUS</b>		<b>377,287</b>	<b>0</b>	<b>6,102,353</b>	<b>(419,000)</b>	<b>(271,000)</b>	<b>148,000</b>

GRAND RIVER CONSERVATION AUTHORITY  
Schedule 1 - Water Resources - Planning and Environment  
FOR THE PERIOD ENDING June 30, 2020

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b>Expenditures and Funding to Reserves</b>						
Compensation and Benefits	1,604,949	1,664,000	669,267	1,495,000	1,427,000	(68,000)
Administration Expenses	274,940	289,300	223,636	289,300	269,300	(20,000)
Insurance Expenses	96,848	107,300	102,144	102,300	102,300	
Other Operating Expenses	125,923	175,100	28,614	175,100	127,100	(48,000)
<b>Total OPERATING Expenditures</b>	<b>2,102,660</b>	<b>2,235,700</b>	<b>1,023,661</b>	<b>2,061,700</b>	<b>1,925,700</b>	<b>(136,000)</b>
Instrumentation	25,892	60,000	0	60,000	60,000	
Water Quality Monitoring Equipment	65,442	50,000	0	50,000	50,000	
<b>Total CAPITAL Expenditures</b>	<b>91,334</b>	<b>110,000</b>	<b>0</b>	<b>110,000</b>	<b>110,000</b>	
Grand River Water Management Plan	21,986	0	0	0	0	
Upper Blair Drainage	80,097	100,000	17,420	100,000	100,000	
Dunnville Fishway	18,632	0	7,052	0	0	
Waste Water Optimization Program	106,192	140,000	46,012	140,000	140,000	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>226,907</b>	<b>240,000</b>	<b>70,484</b>	<b>240,000</b>	<b>240,000</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>2,420,901</b>	<b>2,585,700</b>	<b>1,094,145</b>	<b>2,411,700</b>	<b>2,275,700</b>	<b>(136,000)</b>
<b>Funding</b>						
<b>Municipal</b>						
General Municipal Levy (Operating)	2,137,500	2,138,200	1,425,467	2,138,200	2,138,200	
General Municipal Levy (Capital)	60,000	35,000	23,333	35,000	35,000	
Special Levies	118,292	150,000	0	150,000	150,000	
<b>Government Grants</b>						
MNRF Transfer Payments	4,200	0	0	0	0	
Other Provincial	14,707	177,500	198,638	177,500	177,500	
Federal	121,986	0	143,808	0	0	
<b>Self Generated</b>						
Foundation	18,632	0	0	0	0	
Miscellaneous	2,500	0	0	0	0	
<b>Funding From Reserves</b>						
Grand River Watershed Management Plan	0	10,000	0	10,000	10,000	
Gauges	0	75,000	0	75,000	75,000	
<b>TOTAL FUNDING</b>	<b>2,477,817</b>	<b>2,585,700</b>	<b>1,791,246</b>	<b>2,585,700</b>	<b>2,585,700</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>56,916</b>	<b>0</b>	<b>697,101</b>	<b>174,000</b>	<b>310,000</b>	<b>136,000</b>

GRAND RIVER CONSERVATION AUTHORITY  
Schedule 2 - Flood Forecasting and Warning  
FOR THE PERIOD ENDING June 30, 2020

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	407,090	470,700	206,793	460,700	453,700	(7,000)
Administration Expenses	251,806	236,000	210,994	236,000	236,000	
Other Operating Expenses	48,681	58,000	27,123	58,000	58,000	
<b>Total OPERATING Expenditures</b>	<b>707,577</b>	<b>764,700</b>	<b>444,910</b>	<b>754,700</b>	<b>747,700</b>	<b>(7,000)</b>
Hardware	115,542	88,000	212,003	88,000	235,000	147,000
Stream Gauges	16,504	102,000	34,685	102,000	102,000	
<b>Total CAPITAL Expenditures</b>	<b>132,046</b>	<b>190,000</b>	<b>246,688</b>	<b>190,000</b>	<b>337,000</b>	<b>147,000</b>
Floodplain Mapping Projects	486,193	516,000	143,074	516,000	516,000	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>486,193</b>	<b>516,000</b>	<b>143,074</b>	<b>516,000</b>	<b>516,000</b>	
<b>Total FUNDING to RESERVES</b>	<b>205,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,530,816</b>	<b>1,470,700</b>	<b>834,672</b>	<b>1,460,700</b>	<b>1,600,700</b>	<b>140,000</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	523,045	600,362	400,241	600,362	600,362	
General Municipal Levy (Capital)	190,000	165,000	110,000	165,000	165,000	
Municipal Other	76,185	13,000	14,923	13,000	13,000	

**Government Grants**

MNRF Transfer Payments	143,000	164,338	0	164,338	164,338	
Other Provincial	34,883	275,000	111,028	275,000	275,000	
Federal	94,910	120,000	0	120,000	120,000	

**Government Grants**

Self Generated	54,170	0	0	0	0	
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**Funding From Reserves**

Floodplain Mapping Projects	280,215	133,000	0	133,000	280,000	147,000
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<b>TOTAL REVENUE</b>	<b>1,396,408</b>	<b>1,470,700</b>	<b>636,192</b>	<b>1,470,700</b>	<b>1,617,700</b>	<b>147,000</b>
<b>Net Surplus/(Deficit)</b>	<b>(134,408)</b>	<b>0</b>	<b>(198,480)</b>	<b>10,000</b>	<b>17,000</b>	<b>7,000</b>

GRAND RIVER CONSERVATION AUTHORITY  
 Schedule 3 - Water Control Structures  
 FOR THE PERIOD ENDING June 30, 2020

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	1,168,065	1,205,000	522,384	1,185,000	1,167,000	(18,000)
Administration Expenses	16,910	29,200	4,316	29,200	15,200	(14,000)
Property Taxes	161,219	170,700	3,796	170,700	170,700	
Other Operating Expenses	335,942	344,800	237,614	344,800	336,800	(8,000)
<b>Total OPERATING Expenditures</b>	<b>1,682,136</b>	<b>1,749,700</b>	<b>768,110</b>	<b>1,729,700</b>	<b>1,689,700</b>	<b>(40,000)</b>
<b>Total CAPITAL Expenditures</b>	<b>2,468,201</b>	<b>2,700,000</b>	<b>257,911</b>	<b>2,700,000</b>	<b>2,700,000</b>	
<b>Total FUNDING to RESERVES</b>	<b>41,000</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>4,191,337</b>	<b>4,449,700</b>	<b>1,026,021</b>	<b>4,429,700</b>	<b>4,389,700</b>	<b>(40,000)</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	1,323,550	1,464,350	976,233	1,464,350	1,464,350	
General Municipal Levy (Capital)	800,000	750,000	500,000	750,000	750,000	

**Government Grants**

MNRF Transfer Payments	207,000	285,350	0	285,350	285,350	
Provincial	1,028,240	1,035,000	64,917	1,035,000	1,035,000	
Federal	0	145,000	0	145,000	145,000	

**Funding From Reserves**

Water Control Structures	637,000	770,000	0	770,000	770,000	
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<b>TOTAL REVENUE AND FUNDING FROM RESERVES</b>	<b>3,995,790</b>	<b>4,449,700</b>	<b>1,541,150</b>	<b>4,449,700</b>	<b>4,449,700</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>(195,547)</b>	<b>0</b>	<b>515,129</b>	<b>20,000</b>	<b>60,000</b>	<b>40,000</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 4 - Resource Planning**  
**FOR THE PERIOD ENDING June 30, 2020**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b><u>Expenditures and Funding to Reserves</u></b>						
Compensation and Benefits	1,543,228	1,786,600	762,984	1,751,600	1,731,600	(20,000)
Administration Expenses	198,359	222,500	178,757	222,500	202,500	(20,000)
Other Operating Expenses	89,535	54,700	72,028	54,700	74,700	20,000
<b>Total OPERATING Expenditures</b>	<b>1,831,122</b>	<b>2,063,800</b>	<b>1,013,769</b>	<b>2,028,800</b>	<b>2,008,800</b>	<b>(20,000)</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,831,122</b>	<b>2,063,800</b>	<b>1,013,769</b>	<b>2,028,800</b>	<b>2,008,800</b>	<b>(20,000)</b>
<b><u>Funding</u></b>						
<b>Municipal</b>						
General Municipal Levy (Operating)	1,051,032	1,169,800	779,867	1,169,800	1,169,800	
<b>Government Grants</b>						
MNRF Transfer Payments	58,988	0	0	0	0	
<b>Self Generated</b>						
Solicitor Enquiry Fees	64,950	59,000	28,810	59,000	59,000	
Permit Fees	428,651	435,000	271,160	435,000	435,000	
Plan Review Fees	398,599	400,000	203,312	365,000	365,000	
<b>Funding from Reserves</b>						
Planning Enforcement						
<b>TOTAL REVENUE</b>	<b>2,002,220</b>	<b>2,063,800</b>	<b>1,290,009</b>	<b>2,028,800</b>	<b>2,028,800</b>	
<b>Net Surplus/(Deficit)</b>	<b>171,098</b>	<b>0</b>	<b>276,240</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 5 - Forestry & Conservation Lands Property Taxes**  
**FOR THE PERIOD ENDING June 30, 2020**

	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>Actual YTD</b>	<b>Previous Forecast</b>	<b>Current Forecast</b>	<b>Forecast Change</b>
<b>How much does it cost, and who pays for it?</b>						
<b><u>Expenditures and Funding to Reserves</u></b>						
Compensation and Benefits	573,407	619,000	179,205	391,000	391,000	
Administration Expenses	47,793	54,300	43,408	54,300	54,300	
Property Taxes	161,047	183,200	12,355	183,200	183,200	
Other Operating Expenses	567,415	590,000	150,821	246,000	246,000	
<b>Total OPERATING Expenditures</b>	<b>1,349,662</b>	<b>1,446,500</b>	<b>385,789</b>	<b>874,500</b>	<b>874,500</b>	
Ecological Restoration	149,638	100,000	40,647	100,000	100,000	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>149,638</b>	<b>100,000</b>	<b>40,647</b>	<b>100,000</b>	<b>100,000</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,499,300</b>	<b>1,546,500</b>	<b>426,436</b>	<b>974,500</b>	<b>974,500</b>	<b>0</b>
<b><u>Funding</u></b>						
<b>Municipal</b>						
General Municipal Levy (Operating)	704,400	739,500	246,500	739,500	739,500	
Municipal Other	20,950	0	0	0	0	
<b>Government Grants</b>						
Provincial	47,613	0	6,854	0	0	
Federal	2,534	0	0	0	0	
<b>Self Generated</b>						
Nursery	453,268	450,000	90,989	90,000	90,000	
Landowner Contributions (Tree Planting)	192,807	200,000	30,374	30,000	30,000	
Donations - Foundation	55,659	57,000	0	0	0	
Donations - Other	76,774	100,000	13,691	100,000	100,000	
<b>TOTAL REVENUE</b>	<b>1,554,005</b>	<b>1,546,500</b>	<b>388,408</b>	<b>959,500</b>	<b>959,500</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>54,705</b>	<b>0</b>	<b>(38,028)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>0</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 6 - Conservation Services**  
**FOR THE PERIOD ENDING June 30, 2020**

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	719,469	715,000	294,673	660,000	630,000	(30,000)
Administration Expenses	91,263	100,200	78,885	100,200	93,200	(7,000)
Other Operating Expenses	12,322	52,000	3,067	52,000	7,000	(45,000)
<b>Total OPERATING Expenditures</b>	<b>823,054</b>	<b>867,200</b>	<b>376,625</b>	<b>812,200</b>	<b>730,200</b>	<b>(82,000)</b>
RWQP Grants	853,294	800,000	256,279	800,000	800,000	
Brant/Brantford Childrens Water Festival	31,117	26,000	5,352	5,000	5,000	
Haldimand Childrens Water Festival	15,721	20,000	2,459	3,000	3,000	
Species at Risk	72,688	40,000	13,707	40,000	40,000	
AGGP-UofG Research-Buffers	24,908	30,000	3,360	30,000	30,000	
Great Lakes Agricultural Stewardship Initiative	3,077	0	845	0	0	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>1,000,805</b>	<b>916,000</b>	<b>282,002</b>	<b>878,000</b>	<b>878,000</b>	<b>0</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,823,859</b>	<b>1,783,200</b>	<b>658,627</b>	<b>1,690,200</b>	<b>1,608,200</b>	<b>(82,000)</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	737,200	759,200	506,133	759,200	759,200	
Municipal Other	859,009	800,000	1,029,902	800,000	800,000	

**Government Grants**

Other Provincial	3,077	77,000	38,704	77,000	62,000	(15,000)
Federal	97,595	70,000	169,397	70,000	70,000	

**Self Generated**

Donations - Foundation	110,283	20,000	6,266	3,000	3,000	0
Donations - Other	15,540	26,000	19,339	5,000	5,000	0
Miscellaneous	1,100	0	0	0	0	

**Funding From Reserves**

Cambridge Desiltation Pond	687	1,000	0	1,000	1,000	
Upper Grand Restoration	0	30,000	0	30,000	0	(30,000)

<b>TOTAL REVENUE</b>	<b>1,824,491</b>	<b>1,783,200</b>	<b>1,769,741</b>	<b>1,745,200</b>	<b>1,700,200</b>	<b>(45,000)</b>
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<b>Net Surplus/(Deficit)</b>	<b>632</b>	<b>0</b>	<b>1,111,114</b>	<b>55,000</b>	<b>92,000</b>	<b>37,000</b>
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GRAND RIVER CONSERVATION AUTHORITY  
 Schedule 7 - Communications  
 FOR THE PERIOD ENDING June 30, 2020

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	485,367	601,000	227,001	547,000	521,000	(26,000)
Administration Expenses	69,781	77,000	58,202	77,000	77,000	-
Other Operating Expenses	56	23,500	7,211	23,500	9,500	(14,000)
<b>Total OPERATING Expenditures</b>	<b>555,204</b>	<b>701,500</b>	<b>292,414</b>	<b>647,500</b>	<b>607,500</b>	<b>(40,000)</b>
<b>Total FUNDING to RESERVES</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>605,204</b>	<b>701,500</b>	<b>292,414</b>	<b>647,500</b>	<b>607,500</b>	<b>(40,000)</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	733,900	701,500	467,667	701,500	701,500	
<b>TOTAL REVENUE</b>	<b>733,900</b>	<b>701,500</b>	<b>467,667</b>	<b>701,500</b>	<b>701,500</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>128,696</b>	<b>0</b>	<b>175,253</b>	<b>54,000</b>	<b>94,000</b>	<b>40,000</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 8 - Environmental Education**  
**FOR THE PERIOD ENDING June 30, 2020**

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	972,399	980,000	272,341	636,000	539,000	(97,000)
Administration Expenses	88,021	85,800	73,535	85,800	85,800	
Insurance Expense	11,114	12,800	15,623	15,800	15,800	
Property Taxes	12,002	14,000	414	14,000	14,000	
Other Operating Expenses	264,726	284,000	89,132	224,000	209,000	(15,000)
<b>Total OPERATING Expenditures</b>	<b>1,348,262</b>	<b>1,376,600</b>	<b>451,045</b>	<b>975,600</b>	<b>863,600</b>	<b>(112,000)</b>
Guelph Lake Nature Centre		50,000	1,646	50,000	50,000	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>0</b>	<b>50,000</b>	<b>1,646</b>	<b>50,000</b>	<b>50,000</b>	
Guelph Nature Centre	111,000	0	0	0	0	
<b>Total FUNDING to RESERVES</b>	<b>111,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,459,262</b>	<b>1,426,600</b>	<b>452,691</b>	<b>1,025,600</b>	<b>913,600</b>	<b>(112,000)</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	331,900	308,600	205,733	308,600	308,600	
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**Government Grants**

Provincial	64,652	0	0	0	0	
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**Self Generated**

Donations - Foundation	46,130	100,000	0	100,000	75,000	(25,000)
Nature Centre Revenue - Schools	604,500	602,000	213,445	443,000	418,000	(25,000)
Nature Centre Revenue - Community	40,142	34,000	7,273	19,000	7,000	(12,000)
Nature Centre Revenue - Day Camp	371,549	382,000	17,126	14,000	14,000	0
Merchandise Revenue	1,045	0	0	0	0	

<b>TOTAL REVENUE</b>	<b>1,459,918</b>	<b>1,426,600</b>	<b>443,577</b>	<b>884,600</b>	<b>822,600</b>	<b>(62,000)</b>
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<b>Net Surplus/(Deficit)</b>	<b>656</b>	<b>0</b>	<b>(9,114)</b>	<b>(141,000)</b>	<b>(91,000)</b>	<b>50,000</b>
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GRAND RIVER CONSERVATION AUTHORITY  
Schedule 9 - Corporate Services  
FOR THE PERIOD ENDING June 30, 2020

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b>Expenditures and Funding to Reserves</b>						
Compensation and Benefits	1,833,313	1,904,000	843,050	1,884,000	1,878,000	(6,000)
Administration Expenses	290,695	359,000	196,813	359,000	314,000	(45,000)
Insurance	53,968	59,000	66,601	67,000	67,000	
Other Operating Expenses	1,762,628	1,343,675	443,665	1,343,675	1,343,675	
LESS: Recovery of Corporate Services Expenses	(67,728)	(70,000)	(25,534)	(70,000)	(70,000)	
<b>Total OPERATING Expenditures</b>	<b>3,872,876</b>	<b>3,595,675</b>	<b>1,524,595</b>	<b>3,583,675</b>	<b>3,532,675</b>	<b>(51,000)</b>
Personnel	135,000	0	0	0	0	
<b>Total FUNDING to RESERVES</b>	<b>135,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>4,007,876</b>	<b>3,595,675</b>	<b>1,524,595</b>	<b>3,583,675</b>	<b>3,532,675</b>	<b>(51,000)</b>
<b>Funding</b>						
<b>Municipal</b>						
General Municipal Levy (Operating)	3,043,473	3,095,488	2,063,659	3,095,488	3,095,488	
			2			
<b>Government Grants</b>						
MNRF Transfer Payments	36,500	0	0	0	0	
<b>Self Generated</b>						
Miscellaneous	108	0	0	0	0	
<b>Funding From Reserves</b>						
Personnel	0	15,000	0	15,000	15,000	
Building	730,000	125,000	0	125,000	125,000	
<b>TOTAL REVENUE</b>	<b>3,810,081</b>	<b>3,235,488</b>	<b>2,063,661</b>	<b>3,235,488</b>	<b>3,235,488</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>(197,795)</b>	<b>(360,187)</b>	<b>539,066</b>	<b>(348,187)</b>	<b>(297,187)</b>	<b>51,000</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 10 - Conservation Lands**  
**FOR THE PERIOD ENDING June 30, 2020**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b>Expenditures and Funding to Reserves</b>						
Compensation and Benefits	1,156,641	1,129,000	567,768	1,129,000	1,169,000	40,000
Administration Expenses	110,343	159,600	97,419	159,600	159,600	
Insurance	131,963	147,300	151,506	151,300	151,300	
Other Operating Expenses	413,177	576,000	279,606	576,000	586,000	10,000
<b>Total OPERATING Expenditures</b>	<b>1,812,124</b>	<b>2,011,900</b>	<b>1,096,299</b>	<b>2,015,900</b>	<b>2,065,900</b>	<b>50,000</b>
Land Purchases/Land Sale Expenses	858,302	0	29,512	0	0	
Emerald Ash Borer	398,748	600,000	196,967	600,000	600,000	
Trails - Capital Maintenance	20,725	150,000	51,736	150,000	150,000	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>1,277,775</b>	<b>750,000</b>	<b>278,215</b>	<b>750,000</b>	<b>750,000</b>	
Forestry/Master Plans	232,324	0	0	855,000	855,000	
<b>Total FUNDING to RESERVES</b>	<b>232,324</b>	<b>0</b>	<b>0</b>	<b>855,000</b>	<b>855,000</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>3,322,223</b>	<b>2,761,900</b>	<b>1,374,514</b>	<b>3,620,900</b>	<b>3,670,900</b>	<b>50,000</b>
<b>Funding</b>						
<b>Government Grants</b>						
Federal	0	0	4,303	0	0	
<b>Self Generated</b>						
Luther Misc Income	39,519	46,000	1,442	46,000	46,000	
Other Areas Income	24,790	25,000	880	25,000	25,000	
Timber Sales	112,324	15,000	0	15,000	15,000	
Land Sale Proceeds	0	0	854,423	855,000	855,000	0
Donations - Foundation	111,188	200,000	32	200,000	200,000	
Donations - Other	31,360	0	0	0	0	
<b>Funding From Reserves</b>						
Land	826,942	600,000	0	600,000	600,000	
Forestry (EAB)	398,748	0	0	0	0	
Gravel	0	1,000	0	1,000	1,000	
<b>TOTAL REVENUE</b>	<b>1,544,871</b>	<b>887,000</b>	<b>861,080</b>	<b>1,742,000</b>	<b>1,742,000</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>(1,777,352)</b>	<b>(1,874,900)</b>	<b>(513,434)</b>	<b>(1,878,900)</b>	<b>(1,928,900)</b>	<b>(50,000)</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 11 - Property Rentals**  
**FOR THE PERIOD ENDING June 30, 2020**

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	536,530	573,000	182,533	501,000	484,000	(17,000)
Administration Expenses	72,337	74,500	64,320	74,500	74,500	
Insurance Expense	16,796	18,000	23,611	24,000	24,000	0
Property Taxes	89,535	88,000	2,315	88,000	88,000	
Other Operating Expenses	876,336	809,700	55,334	809,700	809,700	
<b>Total OPERATING Expenditures</b>	<b>1,591,534</b>	<b>1,563,200</b>	<b>328,113</b>	<b>1,497,200</b>	<b>1,480,200</b>	<b>(17,000)</b>
Property Development	0	0	0	0	0	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Demolitions/R&M Savings	193,000	0	0	0	0	
<b>Total FUNDING to RESERVES</b>	<b>193,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,784,534</b>	<b>1,563,200</b>	<b>328,113</b>	<b>1,497,200</b>	<b>1,480,200</b>	<b>(17,000)</b>

**Funding**

**Self Generated**

Belwood	982,893	985,000	601,030	985,000	985,000	
Conestogo	1,178,913	1,192,000	695,913	1,192,000	1,192,000	
Agricultural	248,785	235,000	137,008	235,000	235,000	
Residential	170,559	145,000	73,336	145,000	145,000	
Miscellaneous	317,514	316,000	140,838	316,000	316,000	

**Funding FROM Reserves**

Property Development	170,513	0	0	0	0	
Cottage Lot Program (Ice Storm)/Contaminated Site	76,082	0	0	0	0	
Wells/Septic/Demolitions	35,319	150,000	0	150,000	150,000	

<b>TOTAL REVENUE</b>	<b>3,180,578</b>	<b>3,023,000</b>	<b>1,648,125</b>	<b>3,023,000</b>	<b>3,023,000</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>1,396,044</b>	<b>1,459,800</b>	<b>1,320,012</b>	<b>1,525,800</b>	<b>1,542,800</b>	<b>17,000</b>

GRAND RIVER CONSERVATION AUTHORITY  
 Schedule 12 - Hydro Production  
 FOR THE PERIOD ENDING June 30, 2020

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	50,363	64,500	27,167	64,500	64,500	
Other Operating Expenses	110,716	25,500	28,630	25,500	45,500	20,000
<b>Total OPERATING Expenditures</b>	<b>161,079</b>	<b>90,000</b>	<b>55,797</b>	<b>90,000</b>	<b>110,000</b>	<b>20,000</b>
Parkhill Hydro Turbine Project	0	0	1,479	0	0	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>0</b>	<b>0</b>	<b>1,479</b>	<b>0</b>	<b>0</b>	
General Capital Reserve					252,000	252,000
Land Sale Proceeds	135,000	105,000	0	105,000	298,000	193,000
<b>Total FUNDING to RESERVES</b>	<b>135,000</b>	<b>105,000</b>	<b>0</b>	<b>105,000</b>	<b>550,000</b>	<b>445,000</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>296,079</b>	<b>195,000</b>	<b>57,276</b>	<b>195,000</b>	<b>660,000</b>	<b>465,000</b>

**Revenue**

**Self Generated**

Hydro Production-Belwood	269,799	240,000	171,135	240,000	400,000	160,000
Hydro Production-Conestogo	286,992	235,000	120,883	235,000	320,000	85,000
Hydro Production-Guelph	0	40,000	6,420	40,000	40,000	
Miscellaneous Income	10,000	0	0	0	220,000	220,000
<b>TOTAL REVENUE</b>	<b>566,791</b>	<b>515,000</b>	<b>298,438</b>	<b>515,000</b>	<b>980,000</b>	<b>465,000</b>
<b>Net Surplus/(Deficit)</b>	<b>270,712</b>	<b>320,000</b>	<b>241,162</b>	<b>320,000</b>	<b>320,000</b>	<b>0</b>

GRAND RIVER CONSERVATION AUTHORITY  
Schedule 13 - Conservation Areas  
FOR THE PERIOD ENDING June 30, 2020

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

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>Expenditures and Funding to Reserves</b>						
Compensation and Benefits	4,337,734	4,480,000	829,920	3,830,000	2,730,000	(1,100,000)
Administration Expenses	231,797	216,000	168,683	216,000	196,000	(20,000)
Property Tax	54,307	68,000	2,120	68,000	68,000	
Other Operating Expenses	3,072,795	3,221,000	985,367	3,221,000	2,656,000	(565,000)
<b>Total OPERATING Expenditures</b>	<b>7,696,633</b>	<b>7,985,000</b>	<b>1,986,090</b>	<b>7,335,000</b>	<b>5,650,000</b>	<b>(1,685,000)</b>
<b>Total CAPITAL Expenditures</b>	<b>3,095,027</b>	<b>2,150,000</b>	<b>255,390</b>	<b>2,150,000</b>	<b>850,000</b>	<b>(1,300,000)</b>
Future Capital Projects, Stabilization	977,000	300,000	0	300,000	0	(300,000)
<b>Total FUNDING to RESERVES</b>	<b>977,000</b>	<b>300,000</b>	<b>0</b>	<b>300,000</b>	<b>0</b>	<b>(300,000)</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>11,768,660</b>	<b>10,435,000</b>	<b>2,241,480</b>	<b>9,785,000</b>	<b>6,500,000</b>	<b>(3,285,000)</b>
<b>Funding</b>						
<b>Government Grants</b>						
Provincial	0	0	0	0	0	
<b>Self Generated</b>						
Brant	1,132,481	1,075,000	295,653	900,000	600,000	(300,000)
Byng Island	1,159,463	1,075,000	299,257	900,000	600,000	(300,000)
Belwood Lake	364,810	350,000	151,694	310,000	310,000	0
Conestogo Lake	557,340	530,000	191,640	455,000	305,000	(150,000)
Elora Gorge	1,759,579	1,800,000	142,767	1,500,000	700,000	(800,000)
Elora Quarry	325,786	270,000	0	270,000	0	(270,000)
Guelph Lake	1,108,732	1,050,000	207,070	880,000	600,000	(280,000)
Laurel Creek	501,776	500,000	165,897	425,000	275,000	(150,000)
Pinehurst Lake	938,277	900,000	224,716	750,000	450,000	(300,000)
Rockwood	1,219,383	1,150,000	193,399	1,050,000	700,000	(350,000)
Shade's Mills	314,802	300,000	134,406	260,000	260,000	0
Total Fee Revenue	9,382,429	9,000,000	2,006,499	7,700,000	4,800,000	(2,900,000)
Donations-Foundation	186,907	110,000	4,088	110,000	0	(110,000)
<b>Funding From Reserves</b>						
Conservation Areas Current Year Capital Projects	2,200,000	1,325,000	0	1,325,000	850,000	(475,000)
<b>TOTAL REVENUE</b>	<b>11,769,336</b>	<b>10,435,000</b>	<b>2,010,587</b>	<b>9,135,000</b>	<b>5,650,000</b>	<b>(3,485,000)</b>
<b>Net Surplus/(Deficit)</b>	<b>676</b>	<b>0</b>	<b>(230,893)</b>	<b>(650,000)</b>	<b>(850,000)</b>	<b>(200,000)</b>

GRAND RIVER CONSERVATION AUTHORITY  
Schedule 14 - Miscellaneous  
FOR THE PERIOD ENDING June 30, 2020

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Other Miscellaneous	68,658	70,000	(43,527)	70,000	70,000	
<b>Total OPERATING Expenditures</b>	<b>68,658</b>	<b>70,000</b>	<b>(43,527)</b>	<b>70,000</b>	<b>70,000</b>	
Mill Creek Rangers	32,213	35,000	0	0	0	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>32,213</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Interest Income	461,836	350,000	0	350,000	350,000	
<b>Total FUNDING to RESERVES</b>	<b>461,836</b>	<b>350,000</b>	<b>0</b>	<b>350,000</b>	<b>350,000</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>562,707</b>	<b>455,000</b>	<b>(43,527)</b>	<b>420,000</b>	<b>420,000</b>	<b>0</b>

**Funding**

**Government Grants**

Provincial	8,602	0	12,373	0	0	
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**Self Generated**

Interest Income-Operating	200,190	140,000	0	140,000	140,000	
Interest Income-Reserves	461,836	350,000	178,140	350,000	350,000	
Miscellaneous	527	8,000	0	8,000	8,000	
Grand River Conservation Foundation	24,111	35,000	88	0	0	0

<b>TOTAL REVENUE</b>	<b>695,266</b>	<b>533,000</b>	<b>190,601</b>	<b>498,000</b>	<b>498,000</b>	<b>0</b>
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<b>Net Surplus/(Deficit)</b>	<b>132,559</b>	<b>78,000</b>	<b>234,128</b>	<b>78,000</b>	<b>78,000</b>	<b>0</b>
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GRAND RIVER CONSERVATION AUTHORITY  
 Schedule 15 - Source Protection Program  
 FOR THE PERIOD ENDING June 30, 2020

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

**Expenditures**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	491,580	490,000	217,550	490,000	490,000	
Administration Expenses	51,137	55,000	19,579	55,000	55,000	
Other Operating Expenses	106,914	75,000	39,411	75,000	75,000	
Water Budget - Technical Studies	433,464	100,000	82,393	100,000	100,000	
Water Quality - Technical Studies	0	0	90	0	0	
<b>TOTAL EXPENDITURES</b>	<b>1,083,095</b>	<b>720,000</b>	<b>359,023</b>	<b>720,000</b>	<b>720,000</b>	<b>0</b>

**Funding**

**Government Grants**

Provincial	1,083,095	720,000	359,023	720,000	720,000	
<b>TOTAL FUNDING</b>	<b>1,083,095</b>	<b>720,000</b>	<b>359,023</b>	<b>720,000</b>	<b>720,000</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 16 - Information Systems and Motor Pool**  
**FOR THE PERIOD ENDING June 30, 2020**

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

**Expenditures**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>Information Systems</b>						
Compensation and Benefits	907,648	1,083,000	480,384	1,083,000	1,083,000	
Administrative Expenses	18,136	25,500	8,955	25,500	25,500	
Software and Hardware Maintenance	141,164	157,500	126,066	157,500	157,500	
Supplies and Services	41,040	54,000	18,991	54,000	54,000	
<b>Total OPERATING Expenditures</b>	<b>1,107,988</b>	<b>1,320,000</b>	<b>634,396</b>	<b>1,320,000</b>	<b>1,320,000</b>	
<b>Capital Expenses</b>	<b>114,710</b>	<b>200,000</b>	<b>40,404</b>	<b>200,000</b>	<b>200,000</b>	
<b>LESS Internal Charges</b>	<b>(1,309,990)</b>	<b>(1,320,000)</b>	<b>(1,281,040)</b>	<b>(1,320,000)</b>	<b>(1,320,000)</b>	
<b>NET Unallocated Expenses</b>	<b>(87,292)</b>	<b>200,000</b>	<b>(606,240)</b>	<b>200,000</b>	<b>200,000</b>	<b>0</b>
<b>Motor Pool</b>						
Compensation and Benefits	270,134	309,000	112,712	309,000	309,000	
Administrative Expenses	18,678	26,000	17,730	26,000	26,000	
Insurance	44,736	43,500	47,522	43,500	43,500	
Motor Pool Building and Grounds Maintenance	25,864	10,500	5,415	10,500	10,500	
Equipment, Repairs and Supplies	258,454	286,000	74,367	286,000	286,000	
Fuel	212,050	254,000	39,339	254,000	254,000	
<b>Total OPERATING Expenditures</b>	<b>829,916</b>	<b>929,000</b>	<b>297,085</b>	<b>929,000</b>	<b>929,000</b>	
<b>Capital Expenses</b>	<b>440,620</b>	<b>550,000</b>	<b>74,756</b>	<b>550,000</b>	<b>550,000</b>	
<b>LESS Internal Charges</b>	<b>(1,208,415)</b>	<b>(1,174,000)</b>	<b>(1,124,913)</b>	<b>(1,174,000)</b>	<b>(1,174,000)</b>	
<b>NET Unallocated Expenses</b>	<b>62,121</b>	<b>305,000</b>	<b>(753,072)</b>	<b>305,000</b>	<b>305,000</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>(25,171)</b>	<b>505,000</b>	<b>(1,359,312)</b>	<b>505,000</b>	<b>505,000</b>	<b>0</b>
<b>Funding</b>						
<b>Self Generated</b>						
Donations-Foundation	4,090	0	-	0	0	
Miscellaneous	0	0	0	0	0	
<b>TOTAL REVENUE</b>	<b>4,090</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Gross Surplus (Deficit)	29,261	(505,000)	1,359,312	(505,000)	(505,000)	
Funding From Reserves	2,489,144	2,999,000	0	2,999,000	2,999,000	0
Funding to Reserves	(2,518,405)	(2,494,000)	0	(2,494,000)	(2,494,000)	
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>1,359,312</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Grand River Conservation Authority

**Report number:** GM-08-20-56  
**Date:** August 28, 2020  
**To:** Members of the Grand River Conservation Authority  
**Subject:** Financial Summary for the Period Ending July 31, 2020

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## **Recommendation:**

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

## **Summary:**

The Financial Summary includes the 2020 *actual* year-to-date income and expenditures. The budget approved at the February 28, 2020 General Meeting is included in the *Budget* column. The *Current Forecast* column reflects adjustments to the budget based on events to date. While known savings and revenue adjustments are reflected in the forecast, potential cost and/or revenue adjustments are not reflected in the forecast due to the uncertainty created by the pandemic with the exception of the Conservation Area Program. The forecast reflects a projected year-end net deficit of \$650,000 for the Conservation Area Program. Potential financial impacts are also outlined in the report narrative below.

The revenue sources significantly impacted by the Pandemic are:

- Conservation Area Fees
- Forestry Revenue
- Outdoor Education Fees
- Donations

Resource planning fees, property rental income, and hunting permit revenue sources were previously projected to potentially be significantly impacted by the pandemic. The actual results to date suggest that budgeted amounts are achievable if this positive trend continues.

## **Report:**

- A. Government Funding increased \$25,000.
  - Federal funding increased by \$25,000 due to receipt of 'Temporary 10% Business Wage Subsidy available to non-profits and capped at \$25,000 per employer.
- B. Self-Generated Revenue increased by \$963,000.
  - Conservation Lands Income increased by \$723,000 related to residential rental property disposition and proceeds transferred to Land Sale Proceeds reserve.
  - Property Rental Income increased by \$40,000 representing \$30,000 increase in Cottage Lot Income, \$30,000 in Agricultural leases income, \$10,000 decrease in residential rental income and \$10,000 decrease in miscellaneous revenue.

- Conservation Area revenue increased by \$200,000 due to revised projection of annual sales volume. Strong July membership sales and higher than expected day use revenue in August is driving the increased projection.

C. Operating Expenditures decreased by \$196,000.

- Water Resources Planning and environment expenses decreased by \$43,000 due to decrease in compensation and benefit expenses (vacancies and unpaid leaves/layoffs).
- Flood Forecasting and Warning expenses decreased by \$6,000 due to compensation and benefit expense savings (unpaid leave/layoff).
- Water Control Structures expenses decreased by \$18,000 due to decrease in compensation and benefit expenses (unpaid leave/layoff).
- Resource Planning expenses decreased by \$20,000 due to decrease in compensation and benefit expenses (unpaid leave/layoff).
- Conservation Services expenses decreased by \$25,000 due to decrease in compensation and benefit expenses (unpaid leave/layoff).
- Communication expenses decreased by \$23,000 due to decrease in compensation and benefit expenses (unpaid leave/layoff and vacancy).
- Outdoor Education expenses decreased by \$38,000 due to decrease in compensation and benefit expenses (unpaid leave/layoff).
- Corporate Services expenses decreased by \$15,000 due to decrease in compensation and benefit expenses (unpaid leave/layoff and group benefit premium savings).
- Conservation Lands expenses decreased by \$8,000 due to decrease in compensation and benefit expenses (unpaid leave/layoff)

D. Special Project Expenses increased by \$33,000 related to expenses for preparing various lands for sale. These expenses are funded by Land Sale Proceeds reserve.

E. Net Increase to Transfer to Reserves is \$690,000.

- Transfer to land sale proceeds reserve increased by \$690,000 due to \$723,000 in proceeds from land sale transferred into reserve offset by \$33,000 in expenses funded by reserve in accordance with provincial regulations.

COVID Pandemic Impacts

The revenue sources significantly impacted by the Pandemic are:

- Conservation Areas
- Forestry (Tree Planting Program)
- Outdoor Education
- Donations

Conservation Area Operations:

The projected year-end deficit has been reduced by \$200,000 (from \$850,000 to \$650,000) due to an increase in the revenue projection from \$4.8 million to \$5.0 million. The month of July saw much higher membership revenue than expected. Membership revenue of \$100,000 was realized for July compared to \$65,000 for the prior year. This was particularly unexpected since all membership passes were given a three month extension due to the pandemic, therefore, sales were expected to be down significantly. This outcome suggests many new customers were added versus customers just renewing their pass. Overnight camping is on track with projections. Day use revenue is

starting to track higher than projected in August. The uncertainty of park usage caused by the pandemic combined with the inherent fluctuations in volume caused by weather makes projections subject to variability in either a positive or negative direction. The current annual projection of \$5.0 million is considered conservative. If the August increasing revenue trend continues and the weather is good, further increased revenue adjustments may be in order for the year. Another positive item is that the GRCA was advised on August 7<sup>th</sup> by Project Learning Tree Canada that almost 50 student positions will be considered eligible for student grants. We had previously been approved for only 5 positions. Staff are in the process of completing detailed applications. There is the potential for up to \$100,000 in funding. The forecast this month has not incorporated this potential funding opportunity. This forecast did not incorporate any cost adjustments. While the monthly July expenses were less than the July projected spending, some of this difference may simply be due to timing of expenses. Further analysis is required and an adjustment will be made to the September forecast as considered applicable. If costs continue to track below projected expenses this will help to further reduce the projected deficit for the program. Overall, conditions at present point towards the likelihood that the projected deficit for the Conservation Areas can be reduced.

#### Forestry Operations (Tree Planting Program)

Previous forecast adjustments (May) reflect cancellation of spring tree planting. The fall tree planting is expected to proceed. The forecast net deficit of \$15,000 for forestry, as per schedule 5 attached, represents the expected year-end net result if the fall tree planting program proceeds. The forecast includes \$120,000 for fall tree planting revenue. Staff are in the process of finalizing orders related to both external customers (private land owners and municipalities) as well as internal sales. At present, orders exceed the \$120,000 revenue in the forecast by at least \$50,000. Next month's forecast will include a revenue adjustment and any applicable offsetting cost increases.

#### Outdoor Education Operations

This program continues to carry a high degree of uncertainty related to revenue projections that are being impacted by the pandemic. As a result, the forecast adjustments to date represent the impact of known adjustments, which includes reduced revenue for the school program until end of August, the cancellation of the summer day camp program, reduced foundation funding being allocated to outdoor education programming and reduced community outdoor education activities for the year. The cost savings reflected in the forecast include phase II staff cost savings to the end of August. These adjustments result in a forecast net deficit of \$53,000 for the program. See schedule 8 for details. If the program is unable to resume operating for the remainder of the year it is estimated that the net result would be close to breakeven given that cost savings could effectively offset lost revenue.

#### Donations

No adjustments to donations are applicable in July. In the forecast there is still \$25,000 in foundation donations for the outdoor education program that is subject to change depending on program activity.

The projections for resource planning revenue and property rental income continue to improve.

#### Resource Planning Operations

Planning Revenue at the end of July is about the same as prior year to date July results. This increased activity suggests that by year end budgeted revenue should be achieved.

### Property Rental Program

This month's forecast includes a net increase to property revenue of \$40,000 due to cottage lot revenue increase (rate increase higher than budgeted) and agricultural lease income increased (increased volume).

### Municipal General Levy

There is no change in status with respect to municipal general levy from last month's forecast. At this time it is assumed that 100% of municipal general levy will be collected. It is anticipated that the reallocation of general levy will be necessary to offset deficits in applicable program areas. The reallocation of general levy is an exercise that will be undertaken in the latter part of the year as the financial impacts of the pandemic are realized and staff consider general levy reallocations in combination with other deficit management options including cost reductions realized, use of reserves, and other potential sources of funding.

### Capital Spending

There is no change this month to the revised capital spending estimate for Conservation Areas of \$850,000. The capital spending for water control structures, flood hardware/software, and head office are not being adjusted at this time and deferral of capital projects will be considered as appropriate.

### Significant Cost Savings Measures implemented to date

- Phase I Staffing adjustments (implemented spring 2020) – 25 union staff comprised of short-term seasonal staff at Burford Nursery and casual staff with the outdoor education program were either not recalled for the season or placed on unpaid leave/layoff in early April 2020. Given provincial government directives at the time, tree planting was cancelled and outdoor education classes and March Break day camp programs were cancelled.
- Phase II Staffing adjustments (implemented May 2020) – 51 positions were placed into a temporary unpaid leave/layoff.
- Phase III Staffing adjustment (implemented July 2020) – 2 positions were placed into a temporary unpaid leave/layoff.
- Certain vacant staff positions are being left vacant or were vacant for a portion of the year.
- Restrictions on travel and staff development expenses.
- Deferral of Road Maintenance work on Cottage Lot Roads.

### Update on Staff Positions:

Of the 51 phase II staffing adjustments (unpaid leave/layoff) 28 staff were on layoff/leave as of August 4<sup>th</sup>. Of the 23 staff that returned to work 16 staff have been returned to their original positions and 7 staff are working in alternate positions. An additional 15 positions are being recalled by the end of August. The recall of union positions will follow the process outlined in the collective agreement. Phase III staffing adjustments placed two managers on unpaid layoff/leave during July. The number of students hired for the conservation area program was increased during July by approximately 40 (from 80 to 120 students) due to opening up overnight camping, tubing and access to washrooms and beaches.

The Financial Summary is attached.

**Financial implications:**

The financial summary outlines a forecast net surplus of \$190,000. Overall, the financial situation has improved substantially due to improved revenue projections and the cost saving measures implemented. The forecast does not incorporate projected revenue and cost adjustments where a high degree of uncertainty exists nor does it reflect potential compensation savings between September and December that may be realized from staffing adjustments given that some return to work dates are unknown.

**Other department considerations:**

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

**Prepared by:**

Sonja Radoja  
Manager, Corporate Services

**Approved by:**

Karen Armstrong  
Secretary-Treasurer/Deputy CAO

**GRAND RIVER CONSERVATION AUTHORITY**  
**FINANCIAL SUMMARY - FORECAST - for YTD July 31, 2020**

General Meeting - August 28, 2020

<b>FORECAST - JUNE 30 2020 - NET SURPLUS/(DEFICIT)</b>			<b>(\$271,000)</b>
<b><u>CHANGES - July 2020</u></b>			
Sch 1	Water Resources-Planning and Environment	<b>\$43,000</b> Compensaton and Benefit Expenses decreased	<b>\$43,000</b>
Sch 2	Flood Forecasting & Warning	<b>\$6,000</b> Compensaton and Benefit Expenses decreased	<b>\$6,000</b>
Sch 3	Water Control Structures	<b>\$18,000</b> Compensaton and Benefit Expenses decreased	<b>\$18,000</b>
Sch 4	Resource Planning	<b>\$20,000</b> Compensaton and Benefit Expenses decreased	<b>\$20,000</b>
Sch 6	Conservation Services	<b>\$25,000</b> Compensaton and Benefit Expenses decreased	<b>\$25,000</b>
Sch 7	Communications	<b>\$23,000</b> Compensation and Benefit Expenses decreased	<b>\$23,000</b>
Sch 8	Outdoor Education	<b>\$38,000</b> Compensation and Benefit Expenses decreased	<b>\$38,000</b>
Sch 9	Corporate Services	<b>\$15,000</b> Compensation and Benefit Expenses decreased <b>\$25,000</b> Federal Funding increased (temporary business wage subsidy-cap \$25,000)	<b>\$40,000</b>
Sch 10	Conservation Lands	<b>\$8,000</b> Compensation and Benefit Expenses increased <b>\$723,000</b> Land Sales Proceeds Revenue increased <b>(\$33,000)</b> Expenses related to Land Sale Disposals <b>(\$690,000)</b> Transfer to Land Sale Proceeds Reserve increased	<b>\$8,000</b>
Sch 11	Property Rentals	<b>\$30,000</b> Cottage Lot Program Revenue increased <b>\$30,000</b> Agricultural Leases Revenue increased <b>(\$10,000)</b> Residential Rental Revenue decreased <b>(\$10,000)</b> Miscellaneous Property Revenue decreased	<b>\$40,000</b>
Sch 13	Conservation Areas	<b>\$200,000</b> Conservation Area Revenue increased (from \$4.8M to \$5.0M)	<b>\$200,000</b>
	<i>(PROJECTION: \$5.0M Revenue, \$650,000 deficit)</i>		
<b>FORECAST - July 31 2020- NET SURPLUS/(DEFICIT)</b>			<b>\$190,000</b>

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

SCHEDULE		Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>REVENUE</b>							
<b><u>Municipal</u></b>							
General Municipal Levy (Operating)	various	10,586,000	10,977,000	7,318,000	10,977,000	10,977,000	0
General Municipal Levy (Capital)	various	1,050,000	950,000	633,333	950,000	950,000	0
Special Municipal Levy	various	118,292	150,000	0	150,000	150,000	0
Other	various	956,144	813,000	1,044,825	813,000	813,000	0
		<b>12,710,436</b>	<b>12,890,000</b>	<b>8,996,158</b>	<b>12,890,000</b>	<b>12,890,000</b>	<b>0</b>
<b><u>Government Grants</u></b>							
MNRF Transfer Payments	various	449,688	449,688	449,688	449,688	449,688	0
Source Protection Program-Provincial	various	1,083,095	720,000	393,470	720,000	720,000	0
Other Provincial	various	1,201,774	1,564,500	1,003,463	1,549,500	1,549,500	0
Federal	various	317,025	335,000	342,508	335,000	360,000	25,000
		<b>3,051,582</b>	<b>3,069,188</b>	<b>2,189,129</b>	<b>3,054,188</b>	<b>3,079,188</b>	<b>25,000</b>
<b><u>Self Generated</u></b>							
User Fees and Sales							
<i>Enquiries and Permits</i>	4	493,601	494,000	363,570	494,000	494,000	0
<i>Plan Input and Review</i>	4	398,599	400,000	238,098	365,000	365,000	0
<i>Nursery and Woodlot Management</i>	5	565,592	465,000	91,392	105,000	105,000	0
<i>Consulting</i>	4	0	0	3,726	0	0	0
<i>Conservation Lands Income</i>	10	64,309	71,000	4,143	71,000	71,000	0
<i>Conservation Areas User Fees</i>	13	9,382,429	9,000,000	3,252,926	4,800,000	5,000,000	200,000
<i>Nature Centres and Camps</i>	8	1,016,191	1,018,000	237,844	439,000	439,000	0
<i>Merchandising and Sales</i>	8	1,045	0	0	0	0	0
Property Rentals	11	2,898,664	2,873,000	2,227,119	2,873,000	2,913,000	40,000
Hydro Generation	12	556,791	515,000	365,650	760,000	760,000	0
Land Sales	10	0	0	854,423	855,000	1,578,000	723,000
Grand River Conservation Foundation	various	557,000	522,000	10,474	278,000	278,000	0
Donations	various	123,674	126,000	28,805	105,000	105,000	0
Landowner Contributions	5	192,807	200,000	30,374	30,000	30,000	0
Investment Income	14	662,026	490,000	183,773	490,000	490,000	0
Miscellaneous Income	various	68,405	8,000	0	228,000	228,000	0
<b>Total Self-Generated Revenue</b>		<b>16,981,133</b>	<b>16,182,000</b>	<b>7,892,317</b>	<b>11,893,000</b>	<b>12,856,000</b>	<b>963,000</b>
<b>TOTAL REVENUE</b>		<b>32,743,151</b>	<b>32,141,188</b>	<b>19,077,604</b>	<b>27,837,188</b>	<b>28,825,188</b>	<b>988,000</b>

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

SCHEDULE	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change	
<b>EXPENSES</b>							
<b>OPERATING</b>							
Water Resources Planning & Environment	1	2,102,660	2,235,700	1,109,642	1,925,700	1,882,700	(43,000)
Flood Forecasting and Warning	2	707,577	764,700	485,557	747,700	741,700	(6,000)
Water Control Structures	3	1,682,136	1,749,700	876,901	1,689,700	1,671,700	(18,000)
Resource Planning	4	1,831,122	2,063,800	1,167,445	2,008,800	1,988,800	(20,000)
Forestry & Conservation Land Property Taxes	5	1,349,662	1,446,500	436,207	874,500	874,500	0
Conservation Services	6	823,054	867,200	389,358	730,200	705,200	(25,000)
Communications & Foundation	7	555,204	701,500	321,186	607,500	584,500	(23,000)
Environmental Education	8	1,348,262	1,376,600	469,666	863,600	825,600	(38,000)
Corporate Services	9	3,872,876	3,595,675	1,720,940	3,532,675	3,517,675	(15,000)
Conservation Lands	10	1,812,124	2,011,900	1,211,423	2,065,900	2,057,900	(8,000)
Property Rentals	11	1,591,534	1,563,200	401,158	1,480,200	1,480,200	0
Hydro Production	12	161,079	90,000	64,383	110,000	110,000	0
Conservation Areas	13	7,696,633	7,985,000	2,675,966	5,650,000	5,650,000	0
Miscellaneous	14	68,658	70,000	16,592	70,000	70,000	0
Information Systems	16	1,107,988	1,320,000	710,482	1,320,000	1,320,000	0
Motor Pool	16	829,916	929,000	371,333	929,000	929,000	0
Less: Internal Charges (IS & MP)	16	(1,937,904)	(2,249,000)	(1,081,815)	(2,309,000)	(2,309,000)	0
<b>Total OPERATING Expenses</b>		<b>25,602,581</b>	<b>26,521,475</b>	<b>11,346,424</b>	<b>22,296,475</b>	<b>22,100,475</b>	<b>(196,000)</b>
<b>CAPITAL</b>							
Water Resources Planning & Environment	1	91,334	110,000	0	110,000	110,000	0
Flood Forecasting and Warning	2	132,046	190,000	250,335	337,000	337,000	0
Water Control Structures	3	2,468,201	2,700,000	392,531	2,700,000	2,700,000	0
Nature Centres	8	0	0	0	0	0	0
Conservation Areas	13	3,095,027	2,150,000	274,570	850,000	850,000	0
Corporate Services	9	0	0	0	0	0	0
Information Systems	16	114,710	200,000	42,501	200,000	200,000	0
Motor Pool	16	440,620	550,000	74,756	550,000	550,000	0
Less: Internal Charges (IS & MP)	16	(580,501)	(245,000)	(1,332,041)	(185,000)	(185,000)	0
<b>Total Capital Expenses</b>		<b>5,761,437</b>	<b>5,655,000</b>	<b>(297,348)</b>	<b>4,562,000</b>	<b>4,562,000</b>	<b>0</b>
<b>SPECIAL</b>							
Water Resources Planning & Environment	1	226,907	240,000	76,149	240,000	240,000	0
Flood Forecasting and Warning	2	486,193	516,000	150,775	516,000	516,000	0
Forestry	5	149,638	100,000	40,778	100,000	100,000	0
Conservation Services	6	1,000,805	916,000	283,602	878,000	878,000	0
Environmental Education	8	0	50,000	1,793	50,000	50,000	0
Conservation Land Purchases/Land Sale Expenses	10	858,302	0	32,105	0	33,000	33,000
Conservation Lands	10	419,473	750,000	284,165	750,000	750,000	0
Miscellaneous	14	32,213	35,000	0	0	0	0
Source Protection Program	15	1,083,095	720,000	393,470	720,000	720,000	0
<b>Total SPECIAL PROJECTS Expenses</b>		<b>4,256,626</b>	<b>3,327,000</b>	<b>1,264,316</b>	<b>3,254,000</b>	<b>3,287,000</b>	<b>33,000</b>
<b>Total Expenses</b>		<b>35,620,644</b>	<b>35,503,475</b>	<b>12,313,392</b>	<b>30,112,475</b>	<b>29,949,475</b>	<b>(163,000)</b>
<b>Gross Surplus</b>		<b>(2,877,493)</b>	<b>(3,362,287)</b>	<b>6,764,212</b>	<b>(2,275,287)</b>	<b>(1,124,287)</b>	<b>1,151,000</b>
<b>Prior Year Surplus Carryforward</b>		<b>469,695</b>	<b>377,287</b>	<b>377,287</b>	<b>377,287</b>	<b>377,287</b>	<b>0</b>
<b>Net Funding FROM/(TO) Reserves</b>		<b>2,785,085</b>	<b>2,985,000</b>	<b>0</b>	<b>1,627,000</b>	<b>937,000</b>	<b>(690,000)</b>
<b>NET SURPLUS</b>		<b>377,287</b>	<b>0</b>	<b>7,141,499</b>	<b>(271,000)</b>	<b>190,000</b>	<b>461,000</b>

GRAND RIVER CONSERVATION AUTHORITY  
Schedule 1 - Water Resources - Planning and Environment  
FOR THE PERIOD ENDING July 31, 2020

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b>Expenditures and Funding to Reserves</b>						
Compensation and Benefits	1,604,949	1,664,000	754,328	1,427,000	1,384,000	(43,000)
Administration Expenses	274,940	289,300	224,291	269,300	269,300	
Insurance Expenses	96,848	107,300	102,144	102,300	102,300	
Other Operating Expenses	125,923	175,100	28,879	127,100	127,100	
<b>Total OPERATING Expenditures</b>	<b>2,102,660</b>	<b>2,235,700</b>	<b>1,109,642</b>	<b>1,925,700</b>	<b>1,882,700</b>	<b>(43,000)</b>
Instrumentation	25,892	60,000	0	60,000	60,000	
Water Quality Monitoring Equipment	65,442	50,000	0	50,000	50,000	
<b>Total CAPITAL Expenditures</b>	<b>91,334</b>	<b>110,000</b>	<b>0</b>	<b>110,000</b>	<b>110,000</b>	
Grand River Water Management Plan	21,986	0	0	0	0	
Upper Blair Drainage	80,097	100,000	18,108	100,000	100,000	
Dunnville Fishway	18,632	0	7,052	0	0	
Waste Water Optimization Program	106,192	140,000	50,989	140,000	140,000	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>226,907</b>	<b>240,000</b>	<b>76,149</b>	<b>240,000</b>	<b>240,000</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>2,420,901</b>	<b>2,585,700</b>	<b>1,185,791</b>	<b>2,275,700</b>	<b>2,232,700</b>	<b>(43,000)</b>
<b>Funding</b>						
<b>Municipal</b>						
General Municipal Levy (Operating)	2,137,500	2,138,200	1,425,467	2,138,200	2,138,200	
General Municipal Levy (Capital)	60,000	35,000	23,333	35,000	35,000	
Special Levies	118,292	150,000	0	150,000	150,000	
<b>Government Grants</b>						
MNRF Transfer Payments	4,200	0	0	0	0	
Other Provincial	14,707	177,500	198,638	177,500	177,500	
Federal	121,986	0	143,808	0	0	
<b>Self Generated</b>						
Foundation	18,632	0	0	0	0	
Miscellaneous	2,500	0	0	0	0	
<b>Funding From Reserves</b>						
Grand River Watershed Management Plan	0	10,000	0	10,000	10,000	
Gauges	0	75,000	0	75,000	75,000	
<b>TOTAL FUNDING</b>	<b>2,477,817</b>	<b>2,585,700</b>	<b>1,791,246</b>	<b>2,585,700</b>	<b>2,585,700</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>56,916</b>	<b>0</b>	<b>605,455</b>	<b>310,000</b>	<b>353,000</b>	<b>43,000</b>

GRAND RIVER CONSERVATION AUTHORITY  
Schedule 2 - Flood Forecasting and Warning  
FOR THE PERIOD ENDING July 31, 2020

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	407,090	470,700	232,619	453,700	447,700	(6,000)
Administration Expenses	251,806	236,000	217,957	236,000	236,000	
Other Operating Expenses	48,681	58,000	34,981	58,000	58,000	
<b>Total OPERATING Expenditures</b>	<b>707,577</b>	<b>764,700</b>	<b>485,557</b>	<b>747,700</b>	<b>741,700</b>	<b>(6,000)</b>
Hardware	115,542	88,000	212,003	235,000	235,000	-
Stream Gauges	16,504	102,000	38,332	102,000	102,000	
<b>Total CAPITAL Expenditures</b>	<b>132,046</b>	<b>190,000</b>	<b>250,335</b>	<b>337,000</b>	<b>337,000</b>	<b>0</b>
Floodplain Mapping Projects	486,193	516,000	150,775	516,000	516,000	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>486,193</b>	<b>516,000</b>	<b>150,775</b>	<b>516,000</b>	<b>516,000</b>	
<b>Total FUNDING to RESERVES</b>	<b>205,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,530,816</b>	<b>1,470,700</b>	<b>886,667</b>	<b>1,600,700</b>	<b>1,594,700</b>	<b>(6,000)</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	523,045	600,362	400,241	600,362	600,362	
General Municipal Levy (Capital)	190,000	165,000	110,000	165,000	165,000	
Municipal Other	76,185	13,000	14,923	13,000	13,000	

**Government Grants**

MNRF Transfer Payments	143,000	164,338	164,338	164,338	164,338	
Other Provincial	34,883	275,000	455,718	275,000	275,000	
Federal	94,910	120,000	0	120,000	120,000	

**Government Grants**

Self Generated	54,170	0	0	0	0	
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**Funding From Reserves**

Floodplain Mapping Projects	280,215	133,000	0	280,000	280,000	-
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<b>TOTAL REVENUE</b>	<b>1,396,408</b>	<b>1,470,700</b>	<b>1,145,220</b>	<b>1,617,700</b>	<b>1,617,700</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>(134,408)</b>	<b>0</b>	<b>258,553</b>	<b>17,000</b>	<b>23,000</b>	<b>6,000</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 3 - Water Control Structures**  
**FOR THE PERIOD ENDING July 31, 2020**

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	1,168,065	1,205,000	619,767	1,167,000	1,149,000	(18,000)
Administration Expenses	16,910	29,200	5,036	15,200	15,200	
Property Taxes	161,219	170,700	6,565	170,700	170,700	
Other Operating Expenses	335,942	344,800	245,533	336,800	336,800	
<b>Total OPERATING Expenditures</b>	<b>1,682,136</b>	<b>1,749,700</b>	<b>876,901</b>	<b>1,689,700</b>	<b>1,671,700</b>	<b>(18,000)</b>
<b>Total CAPITAL Expenditures</b>	<b>2,468,201</b>	<b>2,700,000</b>	<b>392,531</b>	<b>2,700,000</b>	<b>2,700,000</b>	
<b>Total FUNDING to RESERVES</b>	<b>41,000</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>4,191,337</b>	<b>4,449,700</b>	<b>1,269,432</b>	<b>4,389,700</b>	<b>4,371,700</b>	<b>(18,000)</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	1,323,550	1,464,350	976,233	1,464,350	1,464,350	
General Municipal Levy (Capital)	800,000	750,000	500,000	750,000	750,000	

**Government Grants**

MNRF Transfer Payments	207,000	285,350	285,350	285,350	285,350	
Provincial	1,028,240	1,035,000	288,042	1,035,000	1,035,000	
Federal	0	145,000	0	145,000	145,000	

**Funding From Reserves**

Water Control Structures	637,000	770,000	0	770,000	770,000	
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<b>TOTAL REVENUE AND FUNDING FROM RESERVES</b>	<b>3,995,790</b>	<b>4,449,700</b>	<b>2,049,625</b>	<b>4,449,700</b>	<b>4,449,700</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>(195,547)</b>	<b>0</b>	<b>780,193</b>	<b>60,000</b>	<b>78,000</b>	<b>18,000</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 4 - Resource Planning**  
**FOR THE PERIOD ENDING July 31, 2020**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b><u>Expenditures and Funding to Reserves</u></b>						
Compensation and Benefits	1,543,228	1,786,600	916,378	1,731,600	1,711,600	(20,000)
Administration Expenses	198,359	222,500	179,039	202,500	202,500	
Other Operating Expenses	89,535	54,700	72,028	74,700	74,700	
<b>Total OPERATING Expenditures</b>	<b>1,831,122</b>	<b>2,063,800</b>	<b>1,167,445</b>	<b>2,008,800</b>	<b>1,988,800</b>	<b>(20,000)</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,831,122</b>	<b>2,063,800</b>	<b>1,167,445</b>	<b>2,008,800</b>	<b>1,988,800</b>	<b>(20,000)</b>
<b><u>Funding</u></b>						
<b>Municipal</b>						
General Municipal Levy (Operating)	1,051,032	1,169,800	779,867	1,169,800	1,169,800	
<b>Government Grants</b>						
MNRF Transfer Payments	58,988	0	0	0	0	
<b>Self Generated</b>						
Solicitor Enquiry Fees	64,950	59,000	35,055	59,000	59,000	
Permit Fees	428,651	435,000	328,515	435,000	435,000	
Plan Review Fees	398,599	400,000	238,098	365,000	365,000	
<b>Funding from Reserves</b>						
Planning Enforcement						
<b>TOTAL REVENUE</b>	<b>2,002,220</b>	<b>2,063,800</b>	<b>1,388,395</b>	<b>2,028,800</b>	<b>2,028,800</b>	
<b>Net Surplus/(Deficit)</b>	<b>171,098</b>	<b>0</b>	<b>220,950</b>	<b>20,000</b>	<b>40,000</b>	<b>20,000</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 5 - Forestry & Conservation Lands Property Taxes**  
**FOR THE PERIOD ENDING July 31, 2020**

	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>Actual YTD</b>	<b>Previous Forecast</b>	<b>Current Forecast</b>	<b>Forecast Change</b>
<b>How much does it cost, and who pays for it?</b>						
<b><u>Expenditures and Funding to Reserves</u></b>						
Compensation and Benefits	573,407	619,000	214,645	391,000	391,000	
Administration Expenses	47,793	54,300	44,077	54,300	54,300	
Property Taxes	161,047	183,200	23,898	183,200	183,200	
Other Operating Expenses	567,415	590,000	153,587	246,000	246,000	
<b>Total OPERATING Expenditures</b>	<b>1,349,662</b>	<b>1,446,500</b>	<b>436,207</b>	<b>874,500</b>	<b>874,500</b>	
Ecological Restoration	149,638	100,000	40,778	100,000	100,000	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>149,638</b>	<b>100,000</b>	<b>40,778</b>	<b>100,000</b>	<b>100,000</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,499,300</b>	<b>1,546,500</b>	<b>476,985</b>	<b>974,500</b>	<b>974,500</b>	<b>0</b>
<b><u>Funding</u></b>						
<b>Municipal</b>						
General Municipal Levy (Operating)	704,400	739,500	246,500	739,500	739,500	
Municipal Other	20,950	0	0	0	0	
<b>Government Grants</b>						
Provincial	47,613	0	6,854	0	0	
Federal	2,534	0	0	0	0	
<b>Self Generated</b>						
Nursery	453,268	450,000	91,392	90,000	90,000	
Landowner Contributions (Tree Planting)	192,807	200,000	30,374	30,000	30,000	
Donations - Foundation	55,659	57,000	0	0	0	
Donations - Other	76,774	100,000	13,691	100,000	100,000	
<b>TOTAL REVENUE</b>	<b>1,554,005</b>	<b>1,546,500</b>	<b>388,811</b>	<b>959,500</b>	<b>959,500</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>54,705</b>	<b>0</b>	<b>(88,174)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>0</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 6 - Conservation Services**  
**FOR THE PERIOD ENDING July 31, 2020**

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	719,469	715,000	308,863	630,000	605,000	(25,000)
Administration Expenses	91,263	100,200	79,028	93,200	93,200	-
Other Operating Expenses	12,322	52,000	1,467	7,000	7,000	-
<b>Total OPERATING Expenditures</b>	<b>823,054</b>	<b>867,200</b>	<b>389,358</b>	<b>730,200</b>	<b>705,200</b>	<b>(25,000)</b>
RWQP Grants	853,294	800,000	259,479	800,000	800,000	
Brant/Brantford Childrens Water Festival	31,117	26,000	5,352	5,000	5,000	
Haldimand Childrens Water Festival	15,721	20,000	2,459	3,000	3,000	
Species at Risk	72,688	40,000	12,107	40,000	40,000	
AGGP-UofG Research-Buffers	24,908	30,000	3,360	30,000	30,000	
Great Lakes Agricultural Stewardship Initiative	3,077	0	845	0	0	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>1,000,805</b>	<b>916,000</b>	<b>283,602</b>	<b>878,000</b>	<b>878,000</b>	<b>0</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,823,859</b>	<b>1,783,200</b>	<b>672,960</b>	<b>1,608,200</b>	<b>1,583,200</b>	<b>(25,000)</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	737,200	759,200	506,133	759,200	759,200	
Municipal Other	859,009	800,000	1,029,902	800,000	800,000	

**Government Grants**

Other Provincial	3,077	77,000	38,704	62,000	62,000	
Federal	97,595	70,000	169,397	70,000	70,000	

**Self Generated**

Donations - Foundation	110,283	20,000	6,266	3,000	3,000	
Donations - Other	15,540	26,000	15,114	5,000	5,000	
Miscellaneous	1,100	0	0	0	0	

**Funding From Reserves**

Cambridge Desiltation Pond	687	1,000	0	1,000	1,000	
Upper Grand Restoration	0	30,000	0	0	0	

<b>TOTAL REVENUE</b>	<b>1,824,491</b>	<b>1,783,200</b>	<b>1,765,516</b>	<b>1,700,200</b>	<b>1,700,200</b>	<b>0</b>
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<b>Net Surplus/(Deficit)</b>	<b>632</b>	<b>0</b>	<b>1,092,556</b>	<b>92,000</b>	<b>117,000</b>	<b>25,000</b>
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**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 7 - Communications**  
**FOR THE PERIOD ENDING July 31, 2020**

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	485,367	601,000	254,776	521,000	498,000	(23,000)
Administration Expenses	69,781	77,000	59,199	77,000	77,000	-
Other Operating Expenses	56	23,500	7,211	9,500	9,500	-
<b>Total OPERATING Expenditures</b>	<b>555,204</b>	<b>701,500</b>	<b>321,186</b>	<b>607,500</b>	<b>584,500</b>	<b>(23,000)</b>
<b>Total FUNDING to RESERVES</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>605,204</b>	<b>701,500</b>	<b>321,186</b>	<b>607,500</b>	<b>584,500</b>	<b>(23,000)</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	733,900	701,500	467,667	701,500	701,500	
<b>TOTAL REVENUE</b>	<b>733,900</b>	<b>701,500</b>	<b>467,667</b>	<b>701,500</b>	<b>701,500</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>128,696</b>	<b>0</b>	<b>146,481</b>	<b>94,000</b>	<b>117,000</b>	<b>23,000</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 8 - Environmental Education**  
**FOR THE PERIOD ENDING July 31, 2020**

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	972,399	980,000	286,978	539,000	501,000	(38,000)
Administration Expenses	88,021	85,800	74,275	85,800	85,800	
Insurance Expense	11,114	12,800	15,623	15,800	15,800	
Property Taxes	12,002	14,000	2,328	14,000	14,000	
Other Operating Expenses	264,726	284,000	90,462	209,000	209,000	
<b>Total OPERATING Expenditures</b>	<b>1,348,262</b>	<b>1,376,600</b>	<b>469,666</b>	<b>863,600</b>	<b>825,600</b>	<b>(38,000)</b>
Guelph Lake Nature Centre		50,000	1,793	50,000	50,000	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>0</b>	<b>50,000</b>	<b>1,793</b>	<b>50,000</b>	<b>50,000</b>	
Guelph Nature Centre	111,000	0	0	0	0	
<b>Total FUNDING to RESERVES</b>	<b>111,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,459,262</b>	<b>1,426,600</b>	<b>471,459</b>	<b>913,600</b>	<b>875,600</b>	<b>(38,000)</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	331,900	308,600	205,733	308,600	308,600	
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**Government Grants**

Provincial	64,652	0	0	0	0	
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**Self Generated**

Donations - Foundation	46,130	100,000	0	75,000	75,000	0
Nature Centre Revenue - Schools	604,500	602,000	213,445	418,000	418,000	0
Nature Centre Revenue - Community	40,142	34,000	7,273	7,000	7,000	0
Nature Centre Revenue - Day Camp	371,549	382,000	17,126	14,000	14,000	0
Merchandise Revenue	1,045	0	0	0	0	

<b>TOTAL REVENUE</b>	<b>1,459,918</b>	<b>1,426,600</b>	<b>443,577</b>	<b>822,600</b>	<b>822,600</b>	<b>0</b>
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<b>Net Surplus/(Deficit)</b>	<b>656</b>	<b>0</b>	<b>(27,882)</b>	<b>(91,000)</b>	<b>(53,000)</b>	<b>38,000</b>
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GRAND RIVER CONSERVATION AUTHORITY  
Schedule 9 - Corporate Services  
FOR THE PERIOD ENDING July 31, 2020

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b>Expenditures and Funding to Reserves</b>						
Compensation and Benefits	1,833,313	1,904,000	982,695	1,878,000	1,863,000	(15,000)
Administration Expenses	290,695	359,000	202,327	314,000	314,000	
Insurance	53,968	59,000	66,601	67,000	67,000	
Other Operating Expenses	1,762,628	1,343,675	494,851	1,343,675	1,343,675	
LESS: Recovery of Corporate Services Expenses	(67,728)	(70,000)	(25,534)	(70,000)	(70,000)	
<b>Total OPERATING Expenditures</b>	<b>3,872,876</b>	<b>3,595,675</b>	<b>1,720,940</b>	<b>3,532,675</b>	<b>3,517,675</b>	<b>(15,000)</b>
Personnel	135,000	0	0	0	0	
<b>Total FUNDING to RESERVES</b>	<b>135,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>4,007,876</b>	<b>3,595,675</b>	<b>1,720,940</b>	<b>3,532,675</b>	<b>3,517,675</b>	<b>(15,000)</b>
<b>Funding</b>						
<b>Municipal</b>						
General Municipal Levy (Operating)	3,043,473	3,095,488	2,063,659	3,095,488	3,095,488	
<b>Government Grants</b>						
MNRFP Transfer Payments	36,500	0	0	0	0	
Provincial						
Federal	0	0	25,000	0	25,000	25,000
<b>Self Generated</b>						
Miscellaneous	108	0	0	0	0	
<b>Funding From Reserves</b>						
Personnel	0	15,000	0	15,000	15,000	
Building	730,000	125,000	0	125,000	125,000	
<b>TOTAL REVENUE</b>	<b>3,810,081</b>	<b>3,235,488</b>	<b>2,088,659</b>	<b>3,235,488</b>	<b>3,260,488</b>	<b>25,000</b>
<b>Net Surplus/(Deficit)</b>	<b>(197,795)</b>	<b>(360,187)</b>	<b>367,719</b>	<b>(297,187)</b>	<b>(257,187)</b>	<b>40,000</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 10 - Conservation Lands**  
**FOR THE PERIOD ENDING July 31, 2020**

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	1,156,641	1,129,000	658,891	1,169,000	1,161,000	(8,000)
Administration Expenses	110,343	159,600	97,945	159,600	159,600	
Insurance	131,963	147,300	151,506	151,300	151,300	
Other Operating Expenses	413,177	576,000	303,081	586,000	586,000	
<b>Total OPERATING Expenditures</b>	<b>1,812,124</b>	<b>2,011,900</b>	<b>1,211,423</b>	<b>2,065,900</b>	<b>2,057,900</b>	<b>(8,000)</b>
Land Purchases/Land Sale Expenses	858,302	0	32,105	0	33,000	33,000
Emerald Ash Borer	398,748	600,000	231,281	600,000	600,000	
Trails - Capital Maintenance	20,725	150,000	52,884	150,000	150,000	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>1,277,775</b>	<b>750,000</b>	<b>316,270</b>	<b>750,000</b>	<b>783,000</b>	<b>33,000</b>
Forestry/Master Plans	232,324	0	0	0	0	
Land Sale Proceeds	0	0	0	855,000	1,545,000	690,000
<b>Total FUNDING to RESERVES</b>	<b>232,324</b>	<b>0</b>	<b>0</b>	<b>855,000</b>	<b>1,545,000</b>	<b>690,000</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>3,322,223</b>	<b>2,761,900</b>	<b>1,527,693</b>	<b>3,670,900</b>	<b>4,385,900</b>	<b>715,000</b>

**Funding**

**Government Grants**

Federal	0	0	4,303	0	0	
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**Self Generated**

Luther Misc Income	39,519	46,000	3,263	46,000	46,000	
Other Areas Income	24,790	25,000	880	25,000	25,000	
Timber Sales	112,324	15,000	0	15,000	15,000	
Land Sale Proceeds	0	0	854,423	855,000	1,578,000	723,000
Donations - Foundation	111,188	200,000	32	200,000	200,000	
Donations - Other	31,360	0	0	0	0	

**Funding From Reserves**

Land	826,942	600,000	0	600,000	600,000	
Forestry (EAB)	398,748	0	0	0	0	
Gravel	0	1,000	0	1,000	1,000	
<b>TOTAL REVENUE</b>	<b>1,544,871</b>	<b>887,000</b>	<b>862,901</b>	<b>1,742,000</b>	<b>2,465,000</b>	<b>723,000</b>
<b>Net Surplus/(Deficit)</b>	<b>(1,777,352)</b>	<b>(1,874,900)</b>	<b>(664,792)</b>	<b>(1,928,900)</b>	<b>(1,920,900)</b>	<b>8,000</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 11 - Property Rentals**  
**FOR THE PERIOD ENDING July 31, 2020**

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	536,530	573,000	229,608	484,000	484,000	
Administration Expenses	72,337	74,500	64,466	74,500	74,500	
Insurance Expense	16,796	18,000	23,611	24,000	24,000	
Property Taxes	89,535	88,000	7,234	88,000	88,000	
Other Operating Expenses	876,336	809,700	76,239	809,700	809,700	
<b>Total OPERATING Expenditures</b>	<b>1,591,534</b>	<b>1,563,200</b>	<b>401,158</b>	<b>1,480,200</b>	<b>1,480,200</b>	
Property Development	0	0	0	0	0	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Demolitions/R&M Savings	193,000	0	0	0	0	
<b>Total FUNDING to RESERVES</b>	<b>193,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,784,534</b>	<b>1,563,200</b>	<b>401,158</b>	<b>1,480,200</b>	<b>1,480,200</b>	<b>0</b>

**Funding**

**Self Generated**

Belwood	982,893	985,000	850,419	985,000	1,000,000	15,000
Conestogo	1,178,913	1,192,000	1,001,594	1,192,000	1,207,000	15,000
Agricultural	248,785	235,000	142,194	235,000	265,000	30,000
Residential	170,559	145,000	83,570	145,000	135,000	(10,000)
Miscellaneous	317,514	316,000	149,342	316,000	306,000	(10,000)

**Funding FROM Reserves**

Property Development	170,513	0	0	0	0	
Cottage Lot Program (Ice Storm)/Contaminated Site	76,082	0	0	0	0	
Wells/Septic/Demolitions	35,319	150,000	0	150,000	150,000	
<b>TOTAL REVENUE</b>	<b>3,180,578</b>	<b>3,023,000</b>	<b>2,227,119</b>	<b>3,023,000</b>	<b>3,063,000</b>	<b>40,000</b>
<b>Net Surplus/(Deficit)</b>	<b>1,396,044</b>	<b>1,459,800</b>	<b>1,825,961</b>	<b>1,542,800</b>	<b>1,582,800</b>	<b>40,000</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 12 - Hydro Production**  
**FOR THE PERIOD ENDING July 31, 2020**

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	50,363	64,500	33,266	64,500	64,500	
Other Operating Expenses	110,716	25,500	31,117	45,500	45,500	
<b>Total OPERATING Expenditures</b>	<b>161,079</b>	<b>90,000</b>	<b>64,383</b>	<b>110,000</b>	<b>110,000</b>	
Parkhill Hydro Turbine Project	0	0	1,479	0	0	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>0</b>	<b>0</b>	<b>1,479</b>	<b>0</b>	<b>0</b>	
General Capital Reserve				252,000	252,000	
Land Sale Proceeds	135,000	105,000	0	298,000	298,000	
<b>Total FUNDING to RESERVES</b>	<b>135,000</b>	<b>105,000</b>	<b>0</b>	<b>550,000</b>	<b>550,000</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>296,079</b>	<b>195,000</b>	<b>65,862</b>	<b>660,000</b>	<b>660,000</b>	<b>0</b>

**Revenue**

**Self Generated**

Hydro Production-Belwood	269,799	240,000	211,114	400,000	400,000	0
Hydro Production-Conestogo	286,992	235,000	150,166	320,000	320,000	0
Hydro Production-Guelph	0	40,000	4,370	40,000	40,000	
Miscellaneous Income	10,000	0	0	220,000	220,000	0
<b>TOTAL REVENUE</b>	<b>566,791</b>	<b>515,000</b>	<b>365,650</b>	<b>980,000</b>	<b>980,000</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>270,712</b>	<b>320,000</b>	<b>299,788</b>	<b>320,000</b>	<b>320,000</b>	<b>0</b>

GRAND RIVER CONSERVATION AUTHORITY  
Schedule 13 - Conservation Areas  
FOR THE PERIOD ENDING July 31, 2020

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	4,337,734	4,480,000	1,270,333	2,730,000	2,730,000	
Administration Expenses	231,797	216,000	171,863	196,000	196,000	
Property Tax	54,307	68,000	3,945	68,000	68,000	
Other Operating Expenses	3,072,795	3,221,000	1,229,825	2,656,000	2,656,000	
<b>Total OPERATING Expenditures</b>	<b>7,696,633</b>	<b>7,985,000</b>	<b>2,675,966</b>	<b>5,650,000</b>	<b>5,650,000</b>	
<b>Total CAPITAL Expenditures</b>	<b>3,095,027</b>	<b>2,150,000</b>	<b>274,570</b>	<b>850,000</b>	<b>850,000</b>	
Future Capital Projects, Stabilization	977,000	300,000	0	0	0	
<b>Total FUNDING to RESERVES</b>	<b>977,000</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>11,768,660</b>	<b>10,435,000</b>	<b>2,950,536</b>	<b>6,500,000</b>	<b>6,500,000</b>	<b>0</b>

**Funding**

**Government Grants**

Provincial	0	0	0	0	0	
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**Self Generated**

Brant	1,132,481	1,075,000	386,621	600,000	600,000	0
Byng Island	1,159,463	1,075,000	371,033	600,000	520,000	(80,000)
Belwood Lake	364,810	350,000	264,513	310,000	400,000	90,000
Conestogo Lake	557,340	530,000	271,803	305,000	385,000	80,000
Elora Gorge	1,759,579	1,800,000	316,346	700,000	650,000	(50,000)
Elora Quarry	325,786	270,000	0	0	0	0
Guelph Lake	1,108,732	1,050,000	455,521	600,000	740,000	140,000
Laurel Creek	501,776	500,000	216,437	275,000	275,000	0
Pinehurst Lake	938,277	900,000	366,764	450,000	500,000	50,000
Rockwood	1,219,383	1,150,000	370,656	700,000	620,000	(80,000)
Shade's Mills	314,802	300,000	233,232	260,000	310,000	50,000
Total Fee Revenue	9,382,429	9,000,000	3,252,926	4,800,000	5,000,000	200,000

Donations-Foundation	186,907	110,000	4,088	0	0	0
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**Funding From Reserves**

Conservation Areas Current Year Capital Projects	2,200,000	1,325,000	0	850,000	850,000	0
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<b>TOTAL REVENUE</b>	<b>11,769,336</b>	<b>10,435,000</b>	<b>3,257,014</b>	<b>5,650,000</b>	<b>5,850,000</b>	<b>200,000</b>
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<b>Net Surplus/(Deficit)</b>	<b>676</b>	<b>0</b>	<b>306,478</b>	<b>(850,000)</b>	<b>(650,000)</b>	<b>200,000</b>
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GRAND RIVER CONSERVATION AUTHORITY  
Schedule 14 - Miscellaneous  
FOR THE PERIOD ENDING July 31, 2020

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

**Expenditures and Funding to Reserves**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Other Miscellaneous	68,658	70,000	16,592	70,000	70,000	
<b>Total OPERATING Expenditures</b>	<b>68,658</b>	<b>70,000</b>	<b>16,592</b>	<b>70,000</b>	<b>70,000</b>	
Mill Creek Rangers	32,213	35,000	0	0	0	
<b>Total SPECIAL PROJECT Expenditures</b>	<b>32,213</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Interest Income	461,836	350,000	0	350,000	350,000	
<b>Total FUNDING to RESERVES</b>	<b>461,836</b>	<b>350,000</b>	<b>0</b>	<b>350,000</b>	<b>350,000</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>562,707</b>	<b>455,000</b>	<b>16,592</b>	<b>420,000</b>	<b>420,000</b>	<b>0</b>

**Funding**

**Government Grants**

Provincial	8,602	0	12,373	0	0	
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**Self Generated**

Interest Income-Operating	200,190	140,000	0	140,000	140,000	
Interest Income-Reserves	461,836	350,000	183,773	350,000	350,000	
Miscellaneous	527	8,000	0	8,000	8,000	
Grand River Conservation Foundation	24,111	35,000	88	0	0	0

<b>TOTAL REVENUE</b>	<b>695,266</b>	<b>533,000</b>	<b>196,234</b>	<b>498,000</b>	<b>498,000</b>	<b>0</b>
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<b>Net Surplus/(Deficit)</b>	<b>132,559</b>	<b>78,000</b>	<b>179,642</b>	<b>78,000</b>	<b>78,000</b>	<b>0</b>
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**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 15 - Source Protection Program**  
**FOR THE PERIOD ENDING July 31, 2020**

	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>Actual YTD</b>	<b>Previous Forecast</b>	<b>Current Forecast</b>	<b>Forecast Change</b>
<b>How much does it cost, and who pays for it?</b>						
<b>Expenditures</b>						
Compensation and Benefits	491,580	490,000	236,716	490,000	490,000	
Administration Expenses	51,137	55,000	22,508	55,000	55,000	
Other Operating Expenses	106,914	75,000	41,741	75,000	75,000	
Water Budget - Technical Studies	433,464	100,000	92,415	100,000	100,000	
Water Quality - Technical Studies	0	0	90	0	0	
<b>TOTAL EXPENDITURES</b>	<b>1,083,095</b>	<b>720,000</b>	<b>393,470</b>	<b>720,000</b>	<b>720,000</b>	<b>0</b>
<b>Funding</b>						
<b>Government Grants</b>						
Provincial	1,083,095	720,000	393,470	720,000	720,000	
<b>TOTAL FUNDING</b>	<b>1,083,095</b>	<b>720,000</b>	<b>393,470</b>	<b>720,000</b>	<b>720,000</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 16 - Information Systems and Motor Pool**  
**FOR THE PERIOD ENDING July 31, 2020**

	Actual 2019	Budget 2020	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b>Expenditures</b>						
<b>Information Systems</b>						
Compensation and Benefits	907,648	1,083,000	552,194	1,083,000	1,083,000	
Administrative Expenses	18,136	25,500	9,205	25,500	25,500	
Software and Hardware Maintenance	141,164	157,500	128,939	157,500	157,500	
Supplies and Services	41,040	54,000	20,144	54,000	54,000	
<b>Total OPERATING Expenditures</b>	<b>1,107,988</b>	<b>1,320,000</b>	<b>710,482</b>	<b>1,320,000</b>	<b>1,320,000</b>	
<b>Capital Expenses</b>	<b>114,710</b>	<b>200,000</b>	<b>42,501</b>	<b>200,000</b>	<b>200,000</b>	
<b>LESS Internal Charges</b>	<b>(1,309,990)</b>	<b>(1,320,000)</b>	<b>(1,283,923)</b>	<b>(1,320,000)</b>	<b>(1,320,000)</b>	
<b>NET Unallocated Expenses</b>	<b>(87,292)</b>	<b>200,000</b>	<b>(530,940)</b>	<b>200,000</b>	<b>200,000</b>	<b>0</b>
<b>Motor Pool</b>						
Compensation and Benefits	270,134	309,000	143,077	309,000	309,000	
Administrative Expenses	18,678	26,000	18,339	26,000	26,000	
Insurance	44,736	43,500	47,522	43,500	43,500	
Motor Pool Building and Grounds Maintenance	25,864	10,500	5,961	10,500	10,500	
Equipment, Repairs and Supplies	258,454	286,000	102,345	286,000	286,000	
Fuel	212,050	254,000	54,089	254,000	254,000	
<b>Total OPERATING Expenditures</b>	<b>829,916</b>	<b>929,000</b>	<b>371,333</b>	<b>929,000</b>	<b>929,000</b>	
<b>Capital Expenses</b>	<b>440,620</b>	<b>550,000</b>	<b>74,756</b>	<b>550,000</b>	<b>550,000</b>	
<b>LESS Internal Charges</b>	<b>(1,208,415)</b>	<b>(1,174,000)</b>	<b>(1,129,933)</b>	<b>(1,174,000)</b>	<b>(1,174,000)</b>	
<b>NET Unallocated Expenses</b>	<b>62,121</b>	<b>305,000</b>	<b>(683,844)</b>	<b>305,000</b>	<b>305,000</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>(25,171)</b>	<b>505,000</b>	<b>(1,214,784)</b>	<b>505,000</b>	<b>505,000</b>	<b>0</b>
<b>Funding</b>						
<b>Self Generated</b>						
Donations-Foundation	4,090	0	-	0	0	
Miscellaneous	0	0	0	0	0	
<b>TOTAL REVENUE</b>	<b>4,090</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Gross Surplus (Deficit)	29,261	(505,000)	1,214,784	(505,000)	(505,000)	
Funding From Reserves	2,489,144	2,999,000	0	2,999,000	2,999,000	0
Funding to Reserves	(2,518,405)	(2,494,000)	0	(2,494,000)	(2,494,000)	
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>1,214,784</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Grand River Conservation Authority

**Report number:** GM-08-20-51  
**Date:** August 28, 2020  
**To:** Members of the Grand River Conservation Authority  
**Subject:** Budget 2021 – Timelines and Preliminary Considerations

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## **Recommendation:**

THAT Report Number GM-08-20-51 – Budget 2021 – Timelines and Preliminary Considerations be received as information.

## **Summary:**

The first draft of 2021 Budget will be provided at the September 25<sup>th</sup>, 2020 General Meeting. The 2021 budget schedule is attached. The budget will need to take into consideration the potential impact of the pandemic on 2021 operations.

The operating programs that are subject to a high degree of uncertainty as a result of the Pandemic are:

- Conservation Areas
- Outdoor Education

General Municipal levy considerations include pressure that member municipalities may place on levy increases and the release of the new regulations related to the Conservation Authorities Act including timelines for implementation.

## **Report:**

The pandemic, combined with pending updated regulations for Conservation Authorities, creates challenges for the upcoming budget process. There is uncertainty as relates to program service delivery levels especially for the Conservation Areas and Outdoor Education Program. There is also uncertainty about the General Municipal Levy.

### **Conservation Areas**

At present, an \$650,000 operating loss is projected for the program in 2020. Results for 2021 are anticipated to be more favourable if the program can start up as per the normal operating season (May 1) and not be subject to delayed openings as experienced during 2020.

A more reliable budget estimate for the park operations will be forthcoming once we have a full summer of actual results to refer to. If an operating deficit is projected, decisions will need to be made regarding how to fund a park operating deficit. Options will include use of reserves, other offsetting self-generated revenue (i.e. hydro generation, property rental program surplus), general levy allocation,

### **Outdoor Education**

At present, there are no school contracts in place for the 2020/21 school year. If the schools decide at some point during the fall to purchase services, those services will

likely take a different form than the current program (i.e. virtual classes). In the absence of any new information, the first draft of the budget will assume the status quo program delivery and corresponding general levy allocation for 2021. Decisions regarding the future format and scope of the program will need to be made and incorporated into future budget drafts as appropriate. This will include an assessment of the school, community and day camp programs.

General Municipal Levy

The province has not yet released the updated regulations related to the changes to the Conservation Authorities Act. It is anticipated that once released, there will be a phase-in period for implementing the new regulations. As a result, the first draft of the 2021 budget will assume that the current general municipal levy allocations are still applicable. The first draft of the budget will identify the levy increase required to break-even. For the past few years, staff have held the levy increase to 2.5% in accordance with Board direction.

It is uncertain if the financial challenges that member municipalities are confronting as a result of the pandemic will translate to requests for a change to programs funded with general municipal levy and/or how the current environment should be considered in setting a target levy increase. Conservation Authorities to date have not received any substantive direct funding subsidies from the province as a result of the pandemic.

The budget schedule is attached.

**Financial implications:**

The first draft of the 2021 budget will be provided at the September 25<sup>th</sup>, 2020 General Membership meeting.

**Other department considerations:**

Managers and applicable supervisory staff provide input during the budget process.

**Prepared by:**

Sonja Radoja  
Manager Corporate Services

**Approved by:**

Karen Armstrong  
Secretary-Treasurer/Deputy CAO

# Grand River Conservation Authority

## Budget 2021 Timetable

August 28, 2020

- Sept 25, 2020: Draft #1 to General Meeting
- Oct 23, 2020: Draft #2 to General Meeting (as required)
- Nov 27, 2020: Draft #3 to General Meeting (as required)
- Dec 18, 2020: Status Report to General Meeting (if necessary)
- Oct/20-Feb/21: Presentations to municipal councils
- Jan 22, 2021: Draft #4 to General Meeting
- Jan 26, 2021: Official Notice to Municipalities of Budget Vote
- Feb 26, 2021: Board Approval, Final 2021 Budget & Levy

# Grand River Conservation Authority

**Report Number:** GM-08-20-52  
**Date:** August 28, 2020  
**To:** Members of the Grand River Conservation Authority  
**Subject:** Snowmobiling Agreements on GRCA Lands

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## **Recommendation:**

THAT Report Number GM-08-20-52 – Snowmobiling Agreements on GRCA Lands be received as information.

## **Summary:**

The GRCA has had long-standing agreements with 6 snowmobile clubs. Last year, the Clubs requested revisions to these agreements which would substantially increase the GRCA's obligations, liability and risk as a private landowner compared to how the previous agreements were written. Discussions have been underway, however a mutually agreeable solution has not been reached. If the Clubs were able to consider modifications to their requested revisions and obtain additional insurance, staff would consider permitting a reduced trail network. Otherwise, no snowmobiling will be permitted on GRCA lands.

## **Report:**

### **Background**

For many years, snowmobiling has been a permitted recreational activity through licence agreements with the following Snowmobile Clubs: District 9 (Conestogo, Arthur Snowblazers and the Fergus, Elora, Belwood snowmobile clubs); District 5 (Elmira Snowmobile Club); and District 4 (Orangeville & District Snowmobile Association and the Hillsburgh Snow Roamers).

The Snowmobile Clubs together with their dedicated volunteers have provided an outdoor recreation experience on approximately 62 kilometres of trail across 34 GRCA properties. The trail network within the Grand River watershed is shown on Figure 1. The majority of the trails are located on passive lands, meaning the properties are non-revenue generating and are not staffed. The use of a GRCA-owned seasonal cottage at Conestogo Lake for a Clubhouse is included in one of the agreements.

Last summer, the Clubs were informed that their insurance does not provide coverage for the Clubs' obligations as outlined in the agreements. The Clubs subsequently requested revisions to the agreements. Consideration of the requested revisions could not be completed in time for the 2019/2020 snowmobile season and the trails were re-routed off of GRCA property.

### **Report**

Staff committed to continuing discussions with the District 9 Manager on behalf of the Clubs to determine if a mutually agreeable solution could be reached to permit snowmobile use on GRCA properties for the 2020-2021 season.

Potential options explored are outlined below. One option was for the Clubs to obtain additional insurance coverage, however to date the Clubs have not found an insurance package that would cover the obligations as stipulated in the current agreements, nor are they able to afford additional insurance costs.

Another option was to revisit the requested revisions proposed by the Clubs to see if alternative wording would be acceptable. However, to date the Clubs have advised their requested revisions reflect what their insurance covers, so they were unable to consider any modifications.

Another option was for the GRCA to accept the requested revisions with no modifications. In the existing agreements, the Clubs were wholly responsible for the operation and use of the trail by the Clubs and to ensure the trails were safe for all authorized users, without any limitations on their insurance and indemnification/hold harmless clause.

The requested revisions would limit the Clubs liability to their own negligence, and further limit their liability to negligence for those operations usual to a snowmobile trail. Furthermore, it is proposed to exclude coverage for the willful misconduct and or negligence on the part of the GRCA. The GRCA would be an additional insured, but only with respect to liability arising from the operations of the Club.

These changes in risk allocation through insurance and indemnities would substantially increase the GRCA's obligations, liability and risk as a private landowner compared to how the previous agreements were written. To reduce the overall risk with this option, the GRCA explored proceeding with trails that are currently only used by snowmobilers; prohibiting other users from trails that are currently multi-use or reducing the overall number of trails on GRCA properties.

As the majority of the trails utilized by the Clubs are multi-use, including a rail trail, moving forward with trails solely used by snowmobilers is not feasible. A reduced trail network would lower the overall risk, however measures would still need to put in place to mitigate the GRCA's obligations, liability and risk.

Such measures would need to be identified and incorporated into a program. It is anticipated that risk assessments and increased trail inspections would be required. A financial review would be needed to determine additional expenses related to staffing, signage and equipment needs. There is also potential for increased costs for insurance premiums in the event of a claim or if a claim exceeds coverage.

Typically, compensation for increased costs would be considered through a review of the licensing fees, which are currently minimal and are reflective of the GRCA's current risk/obligations. The annual fee per Club ranges from approximately \$200 to \$400. The combined total for all Clubs for the 2019-2020 season would have been approximately \$2000 plus HST.

Further to the review of options, a mutually agreeable solution has not been reached. GRCA staff are not supportive of accepting the requested revisions even for a reduced trail network due to the risk and associated costs to the GRCA with no additional compensation. Staff must also consider the increased pressures and challenges on the use of passive lands from all users, which further places demands on staffing and costs.

If the Clubs were able to consider modifications to their requested revisions and obtain additional insurance, staff would further consider permitting a reduced trail network.

**Financial implications:**

The Snowmobile Agreements generate approximately \$2000 per year in unrestricted revenue.

If agreements were renewed with the revisions requested by the Snowmobile Clubs, the GRCA would have increased obligations, liability and risk, which would translate into increased costs and potential for claims.

**Other department considerations:**

Conservation Area staff, Arboriculture and Central Services staff assist with the monitoring and maintenance of the multi-use trails.

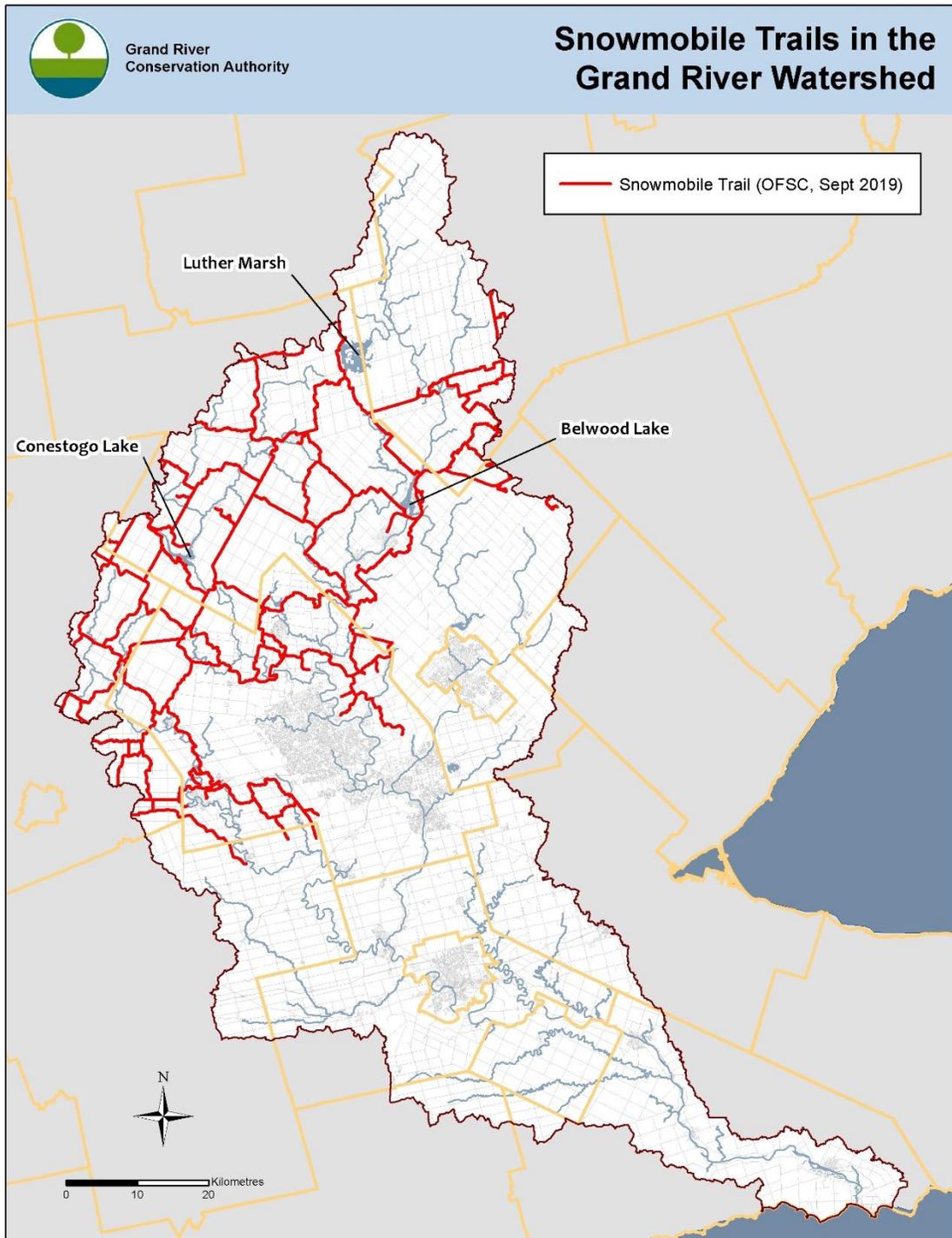
**Prepared by:**

Beth Brown  
Manager of Property

**Approved by:**

Samantha Lawson  
Chief Administrative Officer

Figure 1 – Snowmobile Trails in the Grand River Watershed (as of September 2019)



# Grand River Conservation Authority

**Report number:** GM-08-20-49  
**Date:** August 28, 2020  
**To:** Members of the Grand River Conservation Authority  
**Subject:** Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation

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## **Recommendation:**

THAT Report Number GM-08-20-49 – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation be received as information.

## **Summary:**

To provide the General Membership of the Grand River Conservation Authority with a quarterly summary of permits approved and issued by staff which conform to current Grand River Conservation Authority policies for the Administration of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation Ontario Regulation 150/06.

## **Report:**

Permit Report April, May and June 2020

<b>Municipality</b>	<b>Total</b>
City of Brantford	19
City of Cambridge	19
City of Guelph	12
City of Hamilton	6
City of Kitchener	8
City of Waterloo	11
County of Brant	23
Haldimand County	17
Norfolk County	3
Town of Erin	8
Town of Milton	1
Town of North Perth	1
Township of Amaranth	4
Township of Blandford-Blenheim	6
Township of Centre Wellington	17
Township of Guelph/Eramosa	11

<b>Municipality</b>	<b>Total</b>
Township of Mapleton	6
Township of Melancthon	3
Township of North Dumfries	21
Township of Perth East	1
Township of Puslinch	15
Township of Southgate	3
Township of Wellesley	6
Township of Wellington North	5
Township of Wilmot	9
Township of Woolwich	15

**Total Permits in Q2: 250**

**Financial implications:**

Not Applicable.

**Other department considerations:**

Not Applicable.

**Prepared by:**

Fred Natolochny  
Supervisor of Resource Planning

**Approved by:**

Nancy Davy  
Director of Resource Management

# Grand River Conservation Authority

**Report number:** GM-08-20-50  
**Date:** August 28, 2020  
**To:** Members of the Grand River Conservation Authority  
**Subject:** Updating Ontario's Water Quantity Management Framework (ERO # 019-1340) GRCA Response

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## **Recommendation:**

THAT Report Number GM-08-20-50 – Updating Ontario's Water Quantity Management Framework (ERO # 019-1340) GRCA Response be received as information.

## **Summary:**

On June 18, 2020, the Ministry of the Environment, Conservation and Parks (MECP) released a policy proposal paper on the Environmental Registry (ERO # 019-1340) recommending regulatory changes for managing water takings to protect the long-term sustainability of surface water and groundwater and to ensure these important resources are responsibly managed and safeguarded now and for future generations.

The public comment period for the proposed changes closed on August 2, 2020. The proposal paper and supporting material can be found on the Environmental Registry of Ontario (<https://ero.ontario.ca/notice/019-1340>).

In the policy proposal the MECP identifies four goals and desired outcomes the Ministry is aiming to achieve:

<b>Goal</b>	<b>Desired Outcome</b>
<b>Goal 1:</b> Establish clear provincial priorities of water use	Increased transparency so the public and water takers can learn about the criteria the ministry considers in water taking decisions to resolve situations where there are competing demands for water. Clearer and consistent direction on when and how priorities are considered and applied.
<b>Goal 2:</b> Update our approach to managing water takings in stressed areas	More proactive measures to manage water takings based on assessments and circumstances within an area, including for managing drought.
<b>Goal 3:</b> Make water taking data more accessible	Greater access to water quantity data for water managers and the public. Increased water literacy in Ontario.
<b>Goal 4:</b> Give host municipalities more input into water bottling decisions	More say by municipalities before proposed new or expanded water takings for water bottling are considered in their jurisdiction.

Water quantity management was considered in the 2014 Water Management Plan for the Grand River Watershed. An issues paper was created during development of the 2014 Water Management Plan in consultation with municipalities identifying water quantity management issues in the Grand River Watershed. Information from the 2014 water management plan was used as the basis to develop a GRCA response to the EBR posting.

The Grand River Conservation Authority (GRCA) strongly supports updating Ontario's Water Quantity Management Framework to enhance the protection of and ensure the sustainability of the quantity of surface water and groundwater, specifically in areas where water constraints and/or conflicts are identified.

An overarching goal of updating the Water Quantity Management Framework should be to enable *proactive water management planning*, specifically in water quantity stressed areas. Individual case by case assessments of water taking applications in these areas is insufficient. Area based water quantity management is key to identify and resolve potential conflicts and cumulative impacts proactively to avoid over allocation or conflicts.

An important component of *proactive water management planning* is for the MECP to recognize municipal water supply master planning studies when issuing Permits To Take Water (PTTW). Water Supply Master Plans (WSMP) identify municipal water supply needs as a result of longer term population growth (25-50 year time horizon) determined through the Places to Grow Act. These longer-term municipal water supply needs must be considered in overall water management planning. The MECP's recognition of WSMPs can be achieved by including in regulation that completed Environmental Assessments, i.e., WSMP, must be considered when making PTTW decisions.

The full GRCA response to MECP ERO # 019-1340 is attached to this report and was submitted on July 31<sup>st</sup> prior to the August 2<sup>nd</sup> submission deadline. Staff made municipal water managers aware of the EBR posting and consulted with municipal water managers who also submitted municipal responses to this posting.

**Financial implications:**

Not applicable.

**Other department considerations:**

None anticipated.

**Prepared by:**

Martin Keller  
Source Protection Program Manager

**Approved by:**

Dwight Boyd  
Director of Engineering



July 31, 2020

Ontario Ministry of the Environment, Conservation and Parks  
135 St. Clair West, 1<sup>st</sup> Floor  
Toronto, ON  
[waterpolicy@ontario.ca](mailto:waterpolicy@ontario.ca)

*Submitted Online via Environmental Registry of Ontario (ERO) website*

**RE: Updating Ontario's Water Quantity Management Framework (ERO # 019-1340)**

Thank you for the opportunity to provide comments on the Provincial proposal to update Ontario's Water Quantity Management Framework. On June 18, 2020, the Ministry of the Environment, Conservation and Parks (MECP) released a policy proposal paper on the Environmental Registry (ERO # 019-1340) recommending regulatory changes for managing water takings to protect the long-term sustainability of surface water and groundwater and to ensure these important resources are responsibly managed and safeguarded now and for future generations.

The public comment period for the proposed changes is open until August 2, 2020. The proposal paper and supporting material can be found on the Environmental Registry of Ontario (<https://ero.ontario.ca/notice/019-1340>).

In the policy proposal the MECP identifies four goals and desired outcomes the Ministry is aiming to achieve:

Goal	Desired Outcome
<b>Goal 1:</b> Establish clear provincial priorities of water use	Increased transparency so the public and water takers can learn about the criteria the ministry considers in water taking decisions to resolve situations where there are competing demands for water. Clearer and consistent direction on when and how priorities are considered and applied.

Goal	Desired Outcome
<b>Goal 2:</b> Update our approach to managing water takings in stressed areas	More proactive measures to manage water takings based on assessments and circumstances within an area, including for managing drought.
<b>Goal 3:</b> Make water taking data more accessible	Greater access to water quantity data for water managers and the public. Increased water literacy in Ontario.
<b>Goal 4:</b> Give host municipalities more input into water bottling decisions	More say by municipalities before proposed new or expanded water takings for water bottling are considered in their jurisdiction.

The Grand River Conservation Authority (GRCA) strongly supports updating Ontario’s Water Quantity Management Framework to enhance the protection of and ensure the sustainability of the quantity of surface water and groundwater, specifically in areas where water constraints and/or conflicts are identified.

An overarching goal of updating the Water Quantity Management Framework should be to enable *proactive water management planning*, specifically in water quantity stressed areas. Individual case by case assessments of water taking applications in these areas is insufficient. Area based water quantity management is key to identify and resolve potential conflicts and cumulative impacts proactively to avoid over allocation or conflicts.

An important component of *proactive water management planning* is for the MECP to recognize municipal water supply master planning studies when issuing Permits To Take Water (PTTW). Water Supply Master Plans (WSMP) identify municipal water supply needs as a result of longer term population growth (25-50 year time horizon) determined through the Places to Grow Act. These longer-term municipal water supply needs must be considered in overall water management planning. The MECP’s recognition of WSMPs can be achieved by including in regulation that completed Environmental Assessments, i.e., WSMP, must be considered when making PTTW decisions.

There are numerous, well known water quantity issues in the Grand River watershed and more broadly, in the Lake Erie Source Protection Area. Examples include areas with conflicts/constraints between irrigation demand and environmental flow needs, in areas of the Norfolk Sand Plains including the Whitemans Creek subwatershed.

Over time in the Grand River watershed, water management issues have risen in various forms such as concerns with environmental flow needs, municipal water

security, and the cumulative impacts of below water table aggregate extraction. Attempts to address these specific issues have been documented in a number of reports (attached) over the last few years and decades; however, ultimately they require provincial involvement/direction:

- Grand River Watershed Water Management Plan. Prepared by the Project Team, Water Management Plan. Grand River Conservation Authority, Cambridge, ON. 2014 [https://www.grandriver.ca/en/our-watershed/resources/Documents/WMP/Water\\_WMP\\_Plan\\_Complete.pdf](https://www.grandriver.ca/en/our-watershed/resources/Documents/WMP/Water_WMP_Plan_Complete.pdf)
- Low Flow Reliabilities in Regulated River Reaches in the Grand River Watershed. Grand River Watershed Water Management Plan. Prepared by D. Boyd and S. Shifflett. Grand River Conservation Authority, Cambridge, ON. 2014. [https://www.grandriver.ca/en/our-watershed/resources/Documents/WMP/GRCA-Reservoir-Yield-Tech-Report-May2016\\_FINAL.pdf](https://www.grandriver.ca/en/our-watershed/resources/Documents/WMP/GRCA-Reservoir-Yield-Tech-Report-May2016_FINAL.pdf)
- Considerations for 'Securing' current and planned sources of municipal water supply. A discussion paper. Grand River Watershed Water Management Plan. Prepared by Lorrie Minshall for the Project Team, Grand River Conservation Authority, Cambridge, ON. 2013. [https://www.grandriver.ca/en/our-watershed/resources/Documents/WMP/Water\\_WMP\\_Report\\_MunicipalWater.pdf](https://www.grandriver.ca/en/our-watershed/resources/Documents/WMP/Water_WMP_Report_MunicipalWater.pdf)
- Cumulative Effects Assessment (Water Quality and Quantity) Best Practices Paper for Below-Water Sand and Gravel Extraction Operations in Priority Subwatersheds in the Grand River Watershed, prepared by Grand River Conservation Authority, September 2010. [https://www.grandriver.ca/en/Planning-Development/resources/Documents/Planning\\_AggregateBestPractices.pdf](https://www.grandriver.ca/en/Planning-Development/resources/Documents/Planning_AggregateBestPractices.pdf)
- Evaluation of Ecological Flow Assessment Techniques for Selected Streams in the Grand River Watershed, prepared by GRCA, Parish Geomorphic, Trout Unlimited Canada, University of Guelph, and University of Waterloo, September 2005. (low resolution file attached, high resolution file available upon request)
- Establishing Environmental Flow Requirements SYNTHESIS REPORT – Conservation Ontario – 2005 prepared for the Ontario Ministry of the Environment. (low resolution file attached, high resolution file available upon request)
- Grand River Basin Water Management Study. Grand River Implementation Committee, Ontario Ministry of the Environment, 1982. [https://www.grandriver.ca/en/our-watershed/resources/Documents/Water\\_History\\_1982BasinStudy.pdf](https://www.grandriver.ca/en/our-watershed/resources/Documents/Water_History_1982BasinStudy.pdf)

It is important to recognize that historically MECP played an active role in water supply planning since the Ministry operated municipal water supplies under the Ontario Water Resources Commission. Historical water planning documents provide important contextual information, particularly in the Grand River watershed where municipal supplies are dependent on both surface water and groundwater sources and the river also receives treated effluent from sewage treatment plants. An updated provincial water quantity framework should be adaptable to local water management infrastructure and challenges.

In locations where an area based framework is implemented, a review and assembly of historical water management documents relevant to that area should be undertaken so these documents are discoverable by technical reviewers at the MECP, providing the reviewer full context of water management considerations in a given area.

The following are Grand River Conservation Authority Comments on each of the identified goals.

**Goal 1: Establish clear provincial priorities of water use**

The GRCA supports amending the Water Taking and Transfer Regulation (Ontario Regulation 387/04) to identify priorities of water use. Establishing priorities of water use in regulation provides increased clarity and is a better concept for fair sharing of water than the currently used “first come first served” principle, specifically in areas where there may be water constraints or conflict.

Specifically, GRCA supports that water for the environment and drinking water is given equal weight as the highest priority water use, with an allowance for future water needs and a changing climate. However, consideration will have to be given as to how conflicts for competing needs within the same category would be resolved; e.g., a proposed new drinking water taking from shallow groundwater that may result in reduced base flow in surface water. There are also questions about how agricultural irrigation will be balanced with environmental needs in sensitive areas, and how environmental water requirements will be defined, specifically for groundwater. Considerations will need to be given to surface water and groundwater interactions, specifically preserving groundwater discharges to maintain important habitats (upwelling) and river baseflows. To identify and manage impacts to groundwater discharge or upwellings, aquifer based areas of assessment and management may need to be considered.

Similarly, how will conflicts between increased municipal use for commercial / industrial needs be balanced with commercial / industrial needs not on municipal water? Municipal water supplies normally support a large percentage of commercial and

industrial uses in addition to drinking water, and the same uses may be captured under category 1 and category 2 depending on the source of water.

GRCA supports the priorities of use be applied to new water taking applications and applications for renewed permits for increased takings. Renewals for the same water taking amount should be exempt from the new priorities of use criteria, unless an area based analysis is completed that demonstrates a review of renewals should consider new technical information.

Key stakeholders, including conservation authorities and municipalities, should be involved in a consultative process when creating the area based water quantity management framework. Conservation authority involvement should be at the area based assessment level so the MECP as the regulator has the necessary information. Individual PTTW application involvement by a conservation authority should be in key watershed areas, such as where Tier 3 Water Budget studies have been completed (e.g., within WHPA-Q). Criteria on which PTTW applications would be circulated for input to conservation authorities should be identified through the creation of the area based assessment framework. With respect to regulated reaches of a river downstream of large multipurpose reservoirs, the area assessment should include permits drawing water from the regulated reach of the river.

GRCA supports municipal drinking water needs as a highest priority category for current, planned, and longer-term growth; specifically, completed Environmental Assessments such as WSMPs identifying longer-term municipal water supply needs must be considered by the MECP when making PTTW decisions. Specific direction to that effect must be included in regulation.

It will be important to align the priorities established in regulation with the priorities used for managing water takings as part of Ontario's Low Water Response Program. GRCA encourages the MECP to work with MNR to better coordinate the programs for more consistent implementation across the Province. GRCA also encourages the categories of priority of water use be included in the PTTW to allow for quick decision making and actions during drought conditions. Proactive water management planning is preferred to avoid the need to react through the low water response program.

## **Goal 2: Update our approach to managing water takings in stressed areas**

The GRCA supports enhancing the existing authority in subsection 4(2) of the regulation to add explicit direction for Permit to Take Water Directors to consider the effects of a group of water takings on water availability and ecosystems within an area. Clear direction in the regulation is required to more specifically define where cumulative assessment is necessary. Direction as to when to complete and apply an area based

assessment should be within the regulation to provide clarity to both applicants and stakeholders during the permitting process. Staff at GRCA are willing to participate in pilot studies or provide advice to MECP as the province develops approaches to manage and plan water use in pre-existing stressed areas.

Area assessments are required in situations where multiple water takers are drawing from the same or interconnected water sources and in areas already defined as stressed or water limited. Under the Source Water Protection program, many areas of stress were defined throughout the province based on water availability, water use and environmental water requirements. Some of these areas have water quantity risk areas (WHPA-Q, IPZ-Q) defined as a result of Tier 3 water budget studies, although these water quantity risk areas were focused on municipal supplies only. Other areas were assessed at the subwatershed level (Tier 2 water budget studies) and include areas under stress for a variety of reasons including non-municipal water use, low water availability and high environmental water needs. Water Budgets from the Source Water Protection program are a good starting point to define areas that should be managed on an area basis. Additional work is required to update water budget components and better assess environmental water needs.

Detailed groundwater models have been developed in these areas. Examples in the Lake Erie Source Protection Region include the Region of Waterloo, City of Guelph and Township of Guelph/Eramosa, Township of Centre Wellington, Whitemans Creek, and Long Point Region Tier 3 water budget models. Where the information exists, consideration should be given to aquifer based area assessment, where the aquifer defines the area and a water balance can be completed on an aquifer basis to manage water takings from a given aquifer. Newly developed information, such as information contained in the Tier 3 models hold the potential to approach managing water takings differently.

The Ministry of Natural Resources and Forestry is working on the acquisition of additional topographic and bathymetric LiDAR across the province. The LiDAR base information will compliment future environmental flow assessments and hydraulic modeling of environmental flow thresholds. The LiDAR information will provide a portion of the based information required by hydraulic environmental flow models like the United States Army Corps of Engineers Ecosystem Functions Model (HEC-EFM). <https://www.hec.usace.army.mil/software/hec-efm/>

In addition to subwatershed based assessments, assessments within watersheds where surface water flows are managed by dams and reservoirs should be also carried out to ensure water takings are sustainable. These assessments need to include input from all dam operators on a system or river and take into account dam operating strategies

and water management plans. Takings from both surface water and groundwater feeding baseflows should be considered when assessing flow regulated watercourses.

Area based assessments will require multi-stakeholder involvement from local areas. The MECP should utilize established multi-stakeholder water management groups for their knowledge of local water quantity issues. Established water management groups could include Low Water Response Teams, watershed Water Managers groups, and Source Water Protection Committees, among others. Most of these groups are connected via conservation authorities in many of the water stressed areas of the province. Conservation Authorities could play a role in bringing multi-stakeholders together within the area assessment process.

The province should consider how opportunities could be created to allow and facilitate local area knowledge transfer between CA and municipal staff and MECP technical reviewers and how knowledge developed as part of source water protection studies can be incorporated into technical reviews of PTTW.

The GRCA supports the MECP coordinating with the MNRF to better align the Ontario Low Water Response Program with the Water Taking regulations and ensuring roles and responsibilities are clearly articulated in respect to drought response. This will strengthen drought response in the province, which has suffered from conflicting responsibilities between ministries and other stakeholders in the past.

To better prepare water users for drought, proactive drought planning should be included within the stress assessment area studies and some flexibility built into water taking permits to make it easier to utilize less drought susceptible sources or to access communal water sources during a drought. Barriers to permitting a backup well or onsite storage ponds should be reduced so that best practices can be adopted as part of proactive planning.

### **Goal 3: Make water taking data more accessible**

The GRCA supports open available access to Provincial water quantity and monitoring information and further recognizes and supports the ministry's commitment to meet this goal within two years of amending the regulations.

All water data and information should be made publicly available in a format that is readily accessible unless the release of such data contravenes Provincial or Municipal Freedom of Information Protection of Privacy legislation.

Consideration should be given to data that may not be easily understandable or could be easily misunderstood by the public (i.e., water held back in a dam reservoir on a

daily basis by a Conservation Authority is reported as a “water taking”; during a flood these volumes are large and could be misconstrued). Appropriate guidelines for use of the data and metadata will be important.

What is useful to a Conservation Authority is Provincial water data that is timely, well documented and available through web services. This will require an architected solution that is not too dissimilar from the Province's Kisters Water Information System. The Provincial Kisters Water Information System is capable of accepting, housing and distributing water use information using modern web services approaches and could accomplish the desired outcome of making data more readily available and discoverable. An example of how permitted water use data can be used locally is the Water Use Inventory Report for the Grand River Watershed, 2011 ([https://www.grandriver.ca/en/our-watershed/resources/Documents/Water\\_Supplies\\_WaterUse\\_2011.pdf](https://www.grandriver.ca/en/our-watershed/resources/Documents/Water_Supplies_WaterUse_2011.pdf))

“How would you like to see water quantity data presented” and “what data” are important questions. Answers to these questions should be guided primarily by availability of water related data that is collected by the Province and its various Ministries. The task of making 'partner data' available should only be contemplated once the task of making Provincial water data available is complete. The complexities of making other organizations' data available in a portal, for example, will bog the process down. Alternatively, the Province may want to consider a web services solution whereby the partner data is held and maintained at the source by the data custodian and is consumed by a Provincial data portal via web services in real-time. This would ensure that the most relevant and most up-to-date partner data is available to the public and other users. The province should avoid aggregating data using a quarterly or annual bulk upload schedule as this will cause confusion. A move towards more real-time collection and distribution of water use information would be beneficial to the low water response program.

Sharing water data would be a tremendous step forward for the Province. Data and documents should not be just viewable, but also downloadable. Data can be presented in any number of ways and its presentation should be guided by engaging the various audiences for the information. Regardless of how it is presented, data should be made available in its digital form and complete with metadata. The data being contemplated here is of marginal value unless it is accompanied with comprehensive metadata in order that users of data can make informed decisions on the suitability of the data for the intended use.

In addition to the data, guidance and reports to support monitoring data should also be provided to provide a frame of reference for how to use, and appropriateness of use of, the data.

#### **Goal 4: Give host municipalities more input into water bottling decisions**

GRCA agrees that decisions on water taking applications should be based on science. The responsibility to gather the necessary scientific information and oversee the scientific assessment about potential impacts of a proposed water taking should remain with the MECP. In many cases, municipalities may not have the scientific information available to provide evidence that a proposed water bottling application may impact the aquatic ecosystem, or water quality.

GRCA agrees that water availability, including current or future municipal water supply and environmental needs, must be considered by the MECP when making PTTW decisions. Recognizing completed Environmental Assessments such as WSMPs in the PTTW decision making process is a key consideration and should be included in regulation.

It is not clear why a proposed water taking for water bottling purposes would be the only water use category where a municipal resolution would be required in support of a PTTW application. BluMetric's findings confirm that water takings for water bottling purposes in most cases only comprise a small amount of the overall water takings in an area. If needed at all, a requirement for a municipal resolution should include all applications for large proposed water takings. Decisions regarding water takings should be science based and remain with the regulatory authority MECP.

The currently provided definition of a "host municipality" is also problematic, as it may not refer to the municipality with the affected water utility or nearby municipal wells. E.g., The Township of Puslinch (Wellington County), which does not own a municipal drinking water supply, would be considered the "host municipality" for a water taking application by Nestle (soon to be Ice River) at its Aberfoyle plant, but is close to City of Guelph water supply wells and within the Guelph-Guelph/Eramosa Wellhead Protection Area Quantity (WHPA-Q). In any two tier system such as the Region of Waterloo, the regional government is responsible for water supply, but the lower-tier municipalities would be considered the "host municipality". Should a decision be made to pursue this proposal, the MECP should consider defining "host municipality" as the municipality with the authority to pass by-laws respecting water production, treatment and storage under the Municipal Act.

# Grand River Conservation Authority

**Report number:** GM-08-20-46  
**Date:** August 28, 2020  
**To:** Members of the Grand River Conservation Authority  
**Subject:** Completion of Lake Erie Shoreline Hazard Mapping for Haldimand County

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## **Recommendation:**

THAT updated mapping and technical report of Lake Erie shoreline flood, erosion, and dynamic beach hazards prepared by W.F. Baird & Associates Coastal Engineers be approved for use in planning matters and permit applications in the Grand River watershed;

AND THAT amendments to Grand River Conservation Authority's Ontario Regulation 150/06 mapping of the natural hazards and their associated regulated areas and allowances be approved.

## **Summary:**

On behalf of Haldimand County and the adjacent conservation authorities, GRCA hired W.F. Baird & Associates Coastal Engineers to update flood, erosion, and dynamic beach hazard mapping for the County's Lake Erie shoreline, including parts of the jurisdictions of the Grand River, Long Point, and Niagara Peninsula conservation authorities. The hazard mapping is complete and public consultation has been undertaken to support amendments to the regulated area mapping for Ontario Regulation 150/06.

## **Report:**

In April 2018, report GM-04-18-46 recommended the hire of W.F. Baird & Associates Coastal Engineers to update hazard mapping along the Lake Erie shoreline of Haldimand County, which spans of parts of the jurisdictions of the Grand River Conservation Authority (GRCA), Long Point Region Conservation Authority (LPRCA), and Niagara Peninsula Conservation Authority (NPCA). Coordinated by GRCA, the study was guided by a Project Team of County and conservation authority staff and members of the consulting team.

Mapping of shoreline flood, erosion, and dynamic beach hazards supports municipal and conservation authority land use planning and permitting decisions in at-risk communities (e.g., Dunnville, Port Maitland) and shoreline resort areas. Previous shoreline hazard mapping for the County within GRCA's jurisdiction was prepared in the late 1980s to early 1990s. Since that time, the provincial technical guidance has been updated (2001), and there have been legislative changes, including an updated Provincial Policy Statement (2020) under the Planning Act, and new regulations under the Conservation Authorities Act. Current and consistent hazard mapping across conservation authority jurisdictions within the County was needed to assist the County in implementing shoreline-related land use planning policies. The updated hazard mapping also assists the County in municipal infrastructure decisions and emergency preparedness in the shoreline hazard area. New shoreline flood zone mapping has been created and

implemented using new base information created for the shoreline hazard mapping project.

The County has 87 km of Lake Erie shoreline. About 25 km of the shoreline, from Haldimand Road 50 to Pyle Road, is within GRCA's jurisdiction. The Lake Erie flood hazard extends about 9 km upstream of the Dunnville Dam. Dunnville and Port Maitland are the largest population centres within the study area. The rest of the lakeshore area is mostly agricultural, with strip residential developments along the shoreline and residential nodes with a mix of seasonal and year-round developments (e.g., Blott Point, Low Point, and Grant Point). There are also seasonal trailer parks, campgrounds, and Provincial Parks within the lakeshore area. GRCA's portion of the shoreline was divided into 19 reaches of relatively uniform characteristics. Across GRCA's jurisdiction, the shoreline ranges from rocky nearshore shelves and headlands, to low banks of sand and cobbles, to higher eroding bluffs (approx. 8 m high).

The study was completed between March 1, 2018, and February 29, 2020, with funding from the County and the National Disaster Mitigation Program (NDMP), and funds and in-kind support from GRCA and LPRCA.

The updated mapping and associated technical information also supports municipal and conservation authority flood and erosion-related emergency response and mitigation planning.

### *Shoreline Hazard Mapping*

The study drew on new sources of elevation data, updated flood levels and erosion rates, and addressed current provincial technical guidelines. The scope of work included:

- Development of a digital terrain model and base mapping using new and existing elevation data (2015-2018), including topographic and bathymetric LiDAR collected by the Ontario Ministry of Agriculture, Food and Rural Affairs, and the federal Department of Fisheries and Oceans, respectively.
- Preparation of shoreline flood, erosion and dynamic beach hazard mapping per the Ministry of Natural Resources (MNR) Technical Guide for the Great Lakes – St. Lawrence River System and Large Inland Lakes (2001).
- A statistical analysis of Lake Erie static levels and surge, using the 30+ years of water level data collected since the 100-year return period event was documented by MNR in the 1989 Great Lakes System Flood Levels and Water Related Hazards report. Since the updated 100-year still-water levels (static + surge) were within 1 cm of the previously documented flood levels, the new hazard mapping used the 100-year flood level from MNR (1989).
- Update of Average Annual Recession Rates (erosion) using imagery from 2015/2017 and historical imagery dating back 42-70 years. The recession rate was determined as the average of the recession rates for transects in each reach of the shoreline, plus one standard deviation.

The updated shoreline flood, erosion, and dynamic beach hazard mapping results in a net increase of about 222 ha in the area regulated under Ontario Regulation 150/06. About 60 land parcels that were not previously regulated, now fall within the regulation limit, while 29 parcels are no longer regulated. The increase in regulated area is mostly due to an inland shift in the erosion hazard, and to a lesser extent, to improved base mapping in low-lying areas and an expanded area mapped as dynamic beach. Newly regulated parcels are distributed across the study area, with the exception of a group of 24 parcels east of Evans Point, where the erosion hazard has moved inland. Change in the hazard limits within GRCA's jurisdiction:

- Erosion Hazard Limit – The erosion hazard limit has moved inland in most, but not all, locations. The erosion hazard limit is mostly unchanged along the bluffs east of the Grand River. The approach used to account for variability within each reach is a factor in the increased setback.
- Flood Hazard Limit – The 100-year flood elevation has not changed. The limit of the flood hazard is very similar to the previous extent. There are some changes due to plotting of the elevation on more precise topographic mapping. The hazard limit has increased on the east side of the lower Grand River where the land is very flat. This is due to more precise mapping and interpretation by the consultant.
- Dynamic Beach – There is a small reduction in the inland extent, and an increase in the along-shore extent, of the dynamic beach in Port Maitland on the west side of the Grand River (4 newly regulated parcels). The first reach on the east side of the Grand River in Port Maitland is now identified as dynamic beach. While this dynamic beach is a newly mapped feature, the shoreline in this area was already within the flood hazard

A technical report was produced to document mapping methodologies. The report also includes flood depth mapping for flood preparedness and information on flood-proofing, shore protection, and emergency access.

#### *Public Consultation*

A Community Liaison Group (CLG) was established to provide a forum for shoreline property owners and residents to be informed about the study. Haldimand County sent letters to local stakeholder groups requesting participation in the CLG. The CLG met with the Project Team three times (August 2018, September 2019, and February 2020) to receive project updates, share information on local flooding and erosion conditions, and review draft display materials for the Public Education Centres (PEC).

Two PECs were held at the Selkirk Centennial Community Centre. News releases stated that the PECs would fulfill the requirements for public consultation for any resulting amendments to regulated area mapping of Ontario Regulations 150/06, 155/06 and 178/06 made under the Conservation Authorities Act. An initial PEC was held in September 2018 to introduce the study, describe hazard mapping and methods, and share resources to help people protect their property from flooding and erosion. Thirty-four people signed in to the PEC and two comment forms were submitted. The second PEC was held in September 2019 when final draft hazard mapping was available for review by property owners via laptops. Forty-six people signed in to the PEC and two comment forms were submitted. The PECs followed an open house format and posters were made available on the County's project web page following the meetings.

#### *Flood Risk Assessment*

The study included an update to Haldimand County's flood risk assessment. This included estimating potential flood damages and identifying buildings and roads at risk of flooding over a range of flood event sizes. Using a template provided by Public Safety Canada, risks were identified for the 100-year flood, or the flood with a 1% chance of occurring in any given year. County-wide, about 316 buildings would be impacted by flooding at the 100-year event level, with estimated building (and contents) damages of \$50M, estimated lost productivity of \$35M, and estimated temporary accommodation costs of \$4M. The estimated damages are greatest for Dunnville and Port Maitland, due to the number of impacted structures and potential damages to commercial and industrial properties in Dunnville. Maps were developed showing buildings and roads that would be inundated during a 100-year event, to support flood preparedness planning.

### *Next Steps*

The updated hazard line mapping will be used to define the limits of the hazard for regulation purposes. GRCA along with Long Point Region CA and Niagara Peninsula Region CA will work with Haldimand County to include the updated natural hazard mapping in the County Official Plan.

The new digital hazard mapping and supporting technical report will be made available on the Open Data section of the GRCA web site. The GRCA Open Data Licence (V2) and the availability of the mapping and the supporting technical report satisfies GRCA's obligation to make this information freely available to the Federal and Provincial Governments, the County, neighboring CAs and the general public.

Valued-added emergency preparedness flood zone mapping has already been prepared and shared with Haldimand County. The County has made the flood zone mapping available to the public via the GIS mapping tool on the County's web site.

### **Financial implications:**

Total project expenses for the two-year study were \$226,151. Expenses were cost shared 50% by Public Safety Canada (NDMP funding), 37.5% by Haldimand County, 6.25% by LPRCA (cash and in-kind), and 6.25% by GRCA (cash and in-kind). GRCA's cash contribution of \$6,310 will be drawn from land sale reserves.

### **Other department considerations:**

Staff from the Engineering Division coordinated the study and undertook technical review. Staff from Resource Management, Information Systems, and Communications also were involved in the study. Updated map products from this study will support municipal emergency response planning.

### **Prepared by:**

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Fred Natolochny  
Supervisor of Resource Planning

### **Approved by:**

Dwight Boyd  
Director of Engineering

# Grand River Conservation Authority

**Report number:** GM-08-20-54  
**Date:** August 28, 2020  
**To:** Members of the Grand River Conservation Authority  
**Subject:** Current Watershed Conditions as of August 19, 2020

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## **Recommendation:**

THAT Report Number GM-08-20-54 – Current Watershed Conditions as of August 19, 2020 be received as information.

## **Summary:**

Hot and dry conditions in July lowered stream flow throughout the watershed, caused dry soil conditions and resulted in the Low Water Response Team declaring the watershed in a Level 1 low water condition. By late July low stream flow and very low precipitation in the Whitemans Creek and McKenzie Creek subwatersheds resulted in a Level 2 low water declaration in these areas.

Early August saw a return of rain, with very intense storms that delivered a month's worth of rain over a few days. Runoff from these rains passed through the watershed quickly and a period of fairly dry weather set in again. Temperatures remain above seasonal and water use remains high.

Lake Erie continues to be very high and the risk of shoreline flooding remains high. The reservoirs are within or slightly above their normal operating range. There are high levels of augmentation downstream of the reservoirs due to dry conditions. The seasonal forecast is for above normal temperatures and near to below normal precipitation into early fall.

## **Report:**

### **Precipitation**

July was a dry month across the watershed. Most climate stations recorded between 45 and 60% of normal. The southern watershed was particularly dry with the Brantford climate station recording only 25% of the long term average. July had extended periods without rain and with very high temperatures, which resulted in very dry soil conditions and lower stream flow. A few convective storms produced some localized high rainfall amounts, but generally the entire watershed was dry.

August started wet. The first week of August saw much of the watershed receiving almost a month's worth of rain over a couple of days. The storm track was over the central and northern parts of the watershed. Conditions in the southern watershed continue to be dry resulting in low stream flows and high water use in parts of Brant and Norfolk Counties.

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

**Table 1: Precipitation Averages at Watershed Climate Stations**

Station	Monthly Precipitation		Percentage of Long Term Average					
	19-Aug (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	79.8	85.8	186%	50%	86%	91%	111%	103%
Conestogo	86.6	88.1	197%	48%	81%	90%	101%	94%
Guelph	104.6	78.1	268%	103%	98%	91%	110%	111%
Luther	105.8	87.5	242%	75%	111%	114%	115%	107%
Woolwich	66.0	75.6	175%	45%	93%	94%	101%	103%
Laurel	73.2	77.7	188%	56%	81%	84%	97%	102%
Shades	64.8	74.1	175%	60%	66%	74%	95%	107%
Brantford	23.0	67.9	68%	26%	58%	84%	106%	109%

Environment Canada precipitation gauge at Brantford Airport was offline for a period of time, values in the table are from a combination of Brant Park and the Brantford Airport

### Air Temperatures

July was hot. The average watershed temperature in July was almost 3 degrees above the long-term average. The monthly average air temperature at the Shand Dam climate station was 22.6 degrees, or about 2.6 degrees above the long-term average. Daytime high temperatures were in the high 20's and low 30's, while overnight low temperatures were in the high teens. Numerous heat warnings were issued through out the month with some periods of very high temperatures lasting upwards of 6 consecutive days.

August temperatures have been more moderate, but still well above the long term average. The average temperature across the watershed has been approximately a degree above the long term average to date this month. Daytime high temperatures have been in the high 20's, while overnight low temperatures have be in the low to mid-teens.

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

### Lake Erie Water Levels

During June and July the average lake level was approximately 0.73m above the long-term average. In the first half of August, the average lake level was 174.94m or 0.56m below the critical level. The most probable forecast from the Canadian Hydrographic Survey is for water levels to continue to decrease over the next few months, but stay well above the long-term average.

The Lake Erie Conditions Statement was updated on August 11<sup>th</sup>. Although levels are below the record highs seen in 2019, there remains a heightened risk of shoreline flooding and erosion.

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

### Low Water Response

The Grand River Low Water Response Team met on July 8th and July 29th to discuss dry conditions in the watershed. On July 9th the watershed was put into a Level 1 low water condition and water users were asked to reduce water use by 10%. This condition was upgraded to Level 2 on July 29th for the Whitemans Creek, McKenzie Creek and

Mt. Pleasant Creek subwatersheds. At Level 2, the team asks water users to voluntarily reduce use by 20%.

The Grand River Low Water Response Team is comprised of representatives from municipalities, agriculture, golf course operators, aggregate operations, water bottlers, First Nations and provincial ministries. It meets as needed to carry out the Ontario Low Water Response Program in the Grand River Watershed.

### **Reservoir Conditions**

Conestogo and Guelph reservoirs are at their normal operating level for this time of the year. The large rainfall event in the first week of August resulted in higher than normal runoff in the northern Grand watershed resulting in slightly higher than normal water levels in the Shand and Luther reservoirs. Water levels in these reservoirs is being lowered gradually to bring water levels back to the normal range. Water stored in the reservoirs is being used to augment river flows downstream. Reservoir levels are shown in **Figures 4** and **5** for the four large reservoirs.

Levels at Shand Dam are above their normal operating range at this time. Levels are being returned to their normal operating range while managing discharge from Shand Dam to accommodate bridge pier repairs being completed by the Township of Centre Wellington through the Elora reach of the Grand River.

Dry conditions in parts of July and August resulted in high augmentation levels in areas downstream of the large reservoirs. During very dry periods, augmentation accounted for upwards of 85% of flow through Kitchener, 50% of the flow through Brantford and 70% of the flow on the Speed River through Guelph. Augmentation on the Grand and Speed Rivers are shown in **Figure 6**.

### **Long Range Outlook**

The three-month forecast for August through October from Environment Canada is for above normal temperature and near normal to below normal precipitation.

The Ministry of Natural Resources and Forestry is predicting above normal temperatures and dry conditions for the late summer into fall.

### **Flood Preparedness**

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

### **Financial implications:**

Not applicable

### **Other department considerations:**

Not applicable

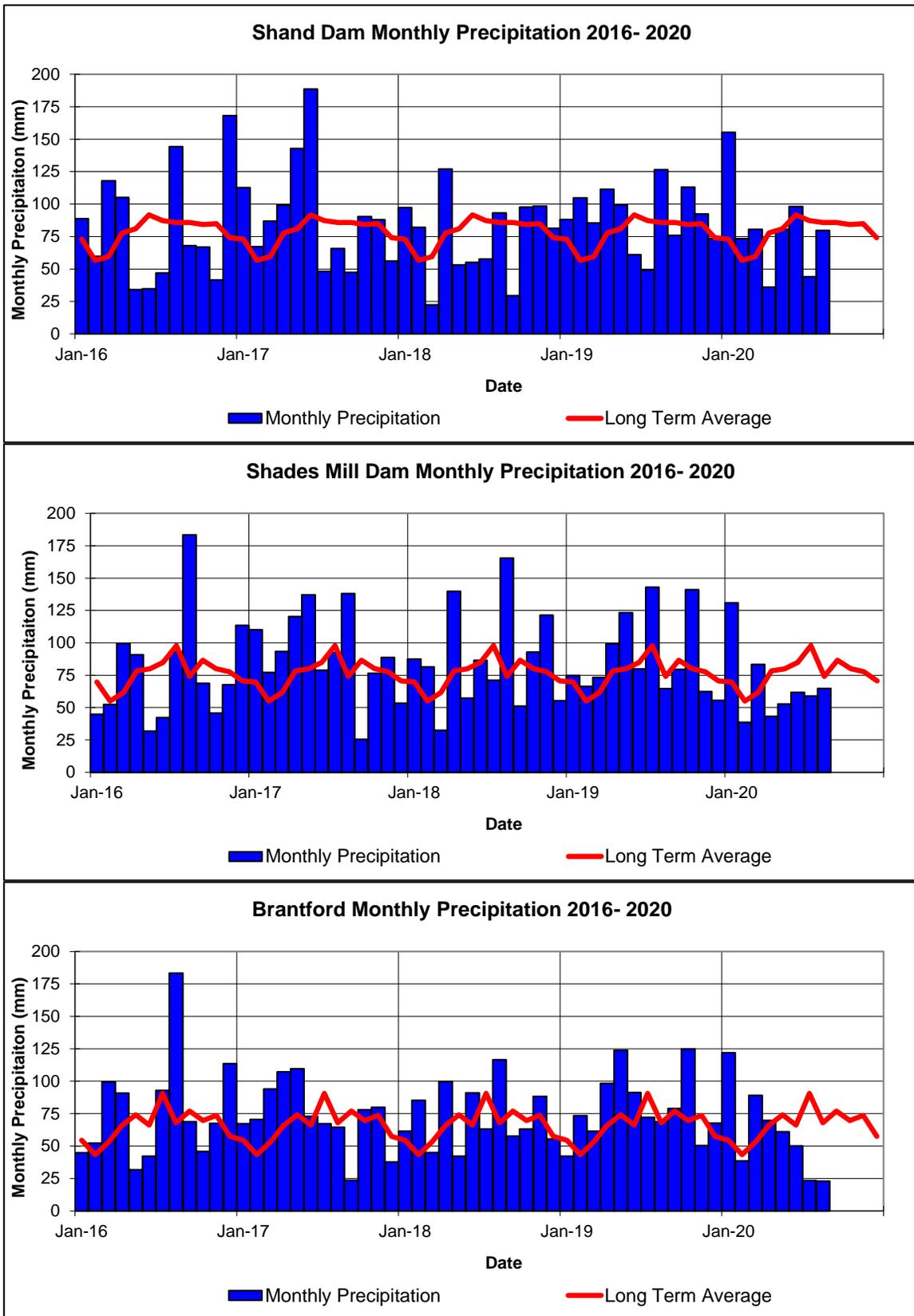
### **Prepared by:**

Stephanie Shifflett, P.Eng.  
Water Resources Engineer

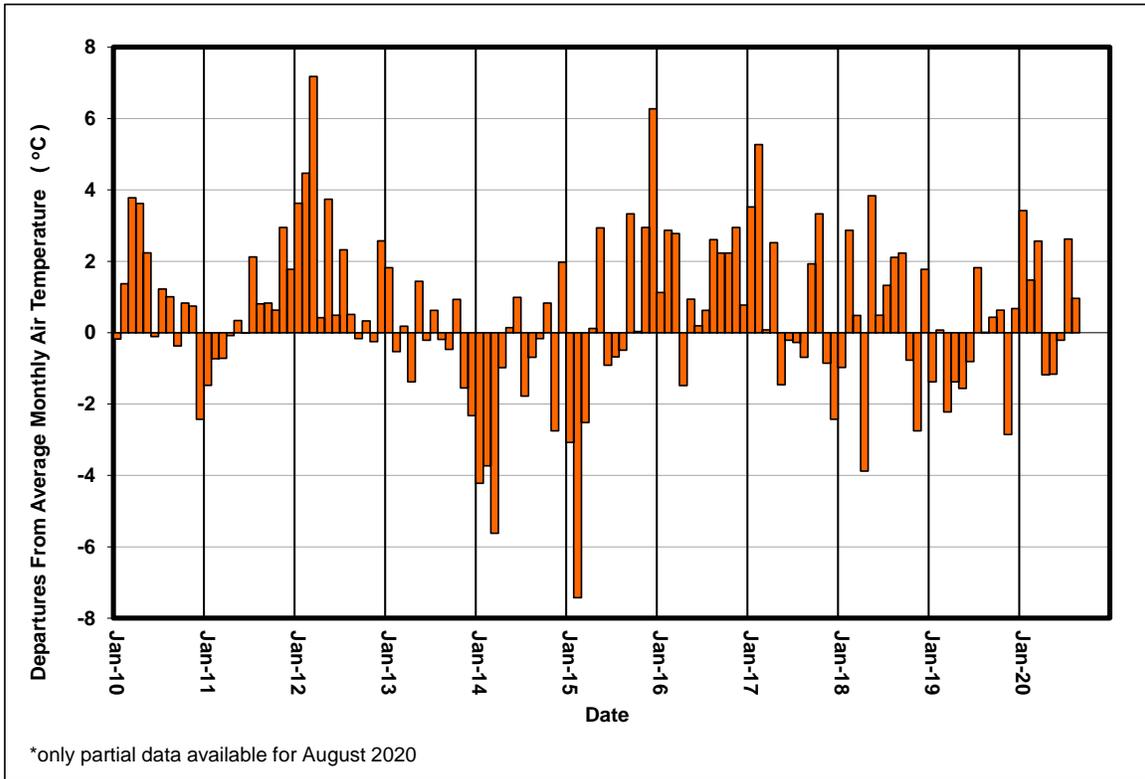
### **Approved by:**

Dwight Boyd, P.Eng.  
Director of Engineering

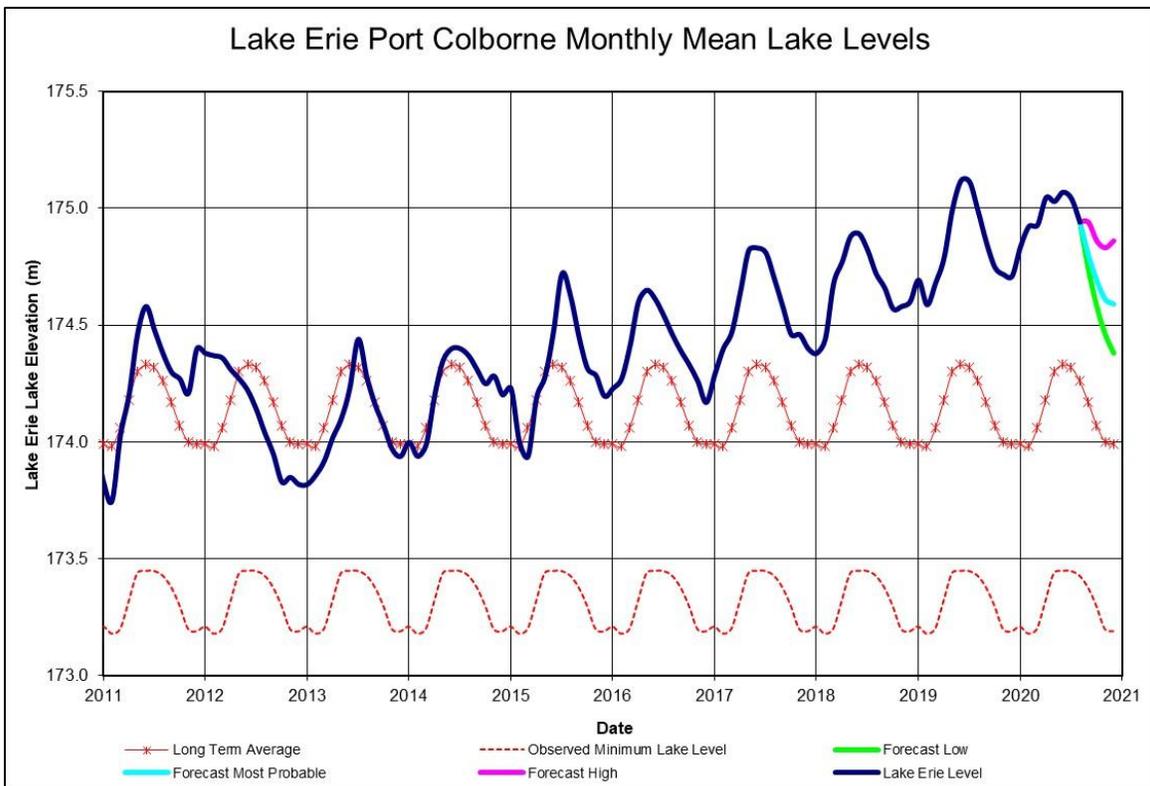
**Figure 1: Precipitation at Shand Dam, Shades Mill Dam and Brantford 2016 to August 19, 2020**



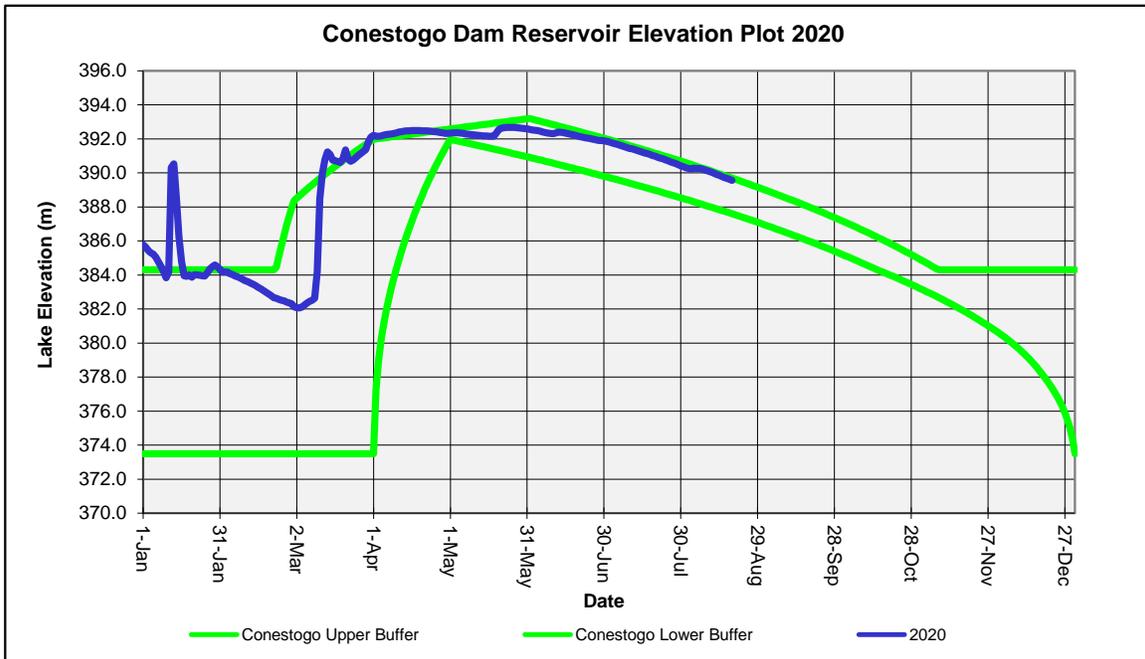
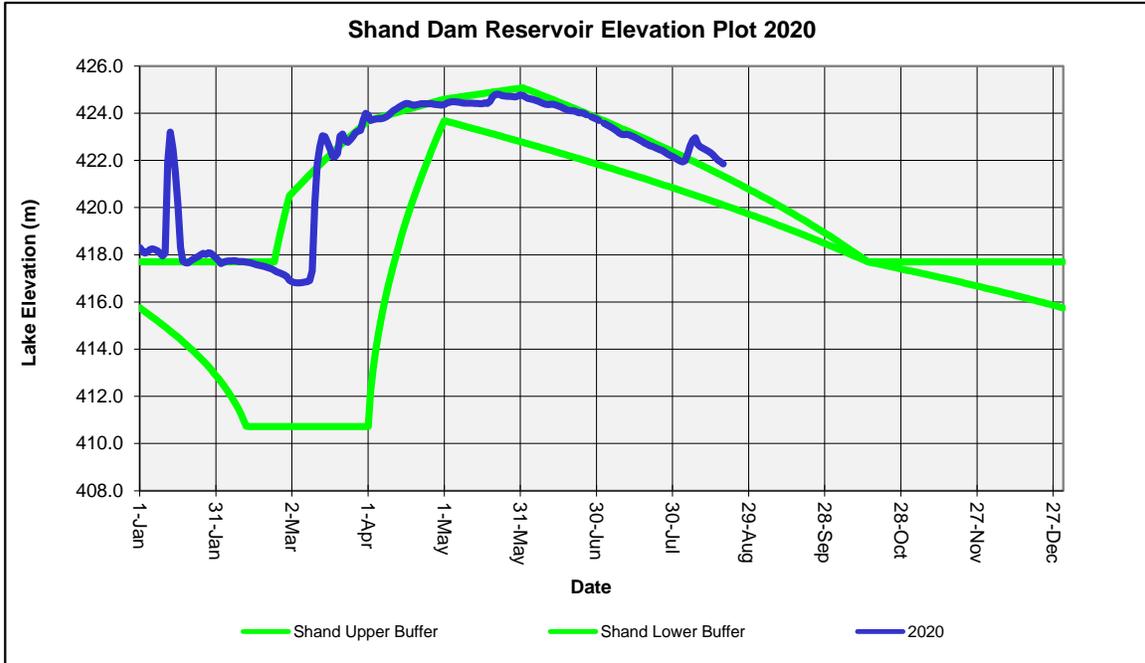
**Figure 2: Departures from Average Air Temperatures at Shand Dam**



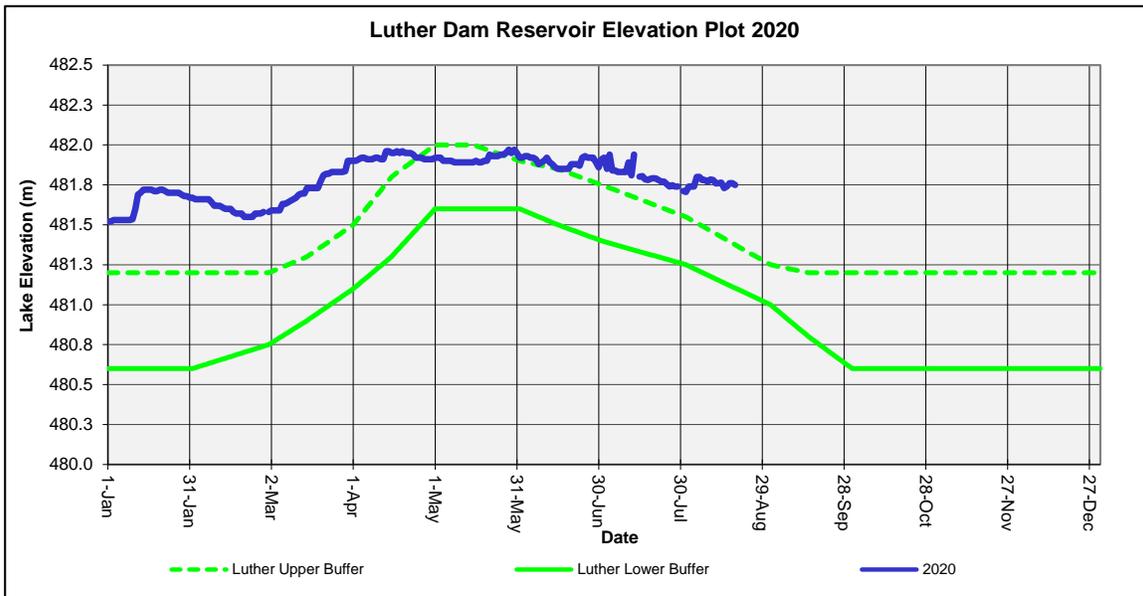
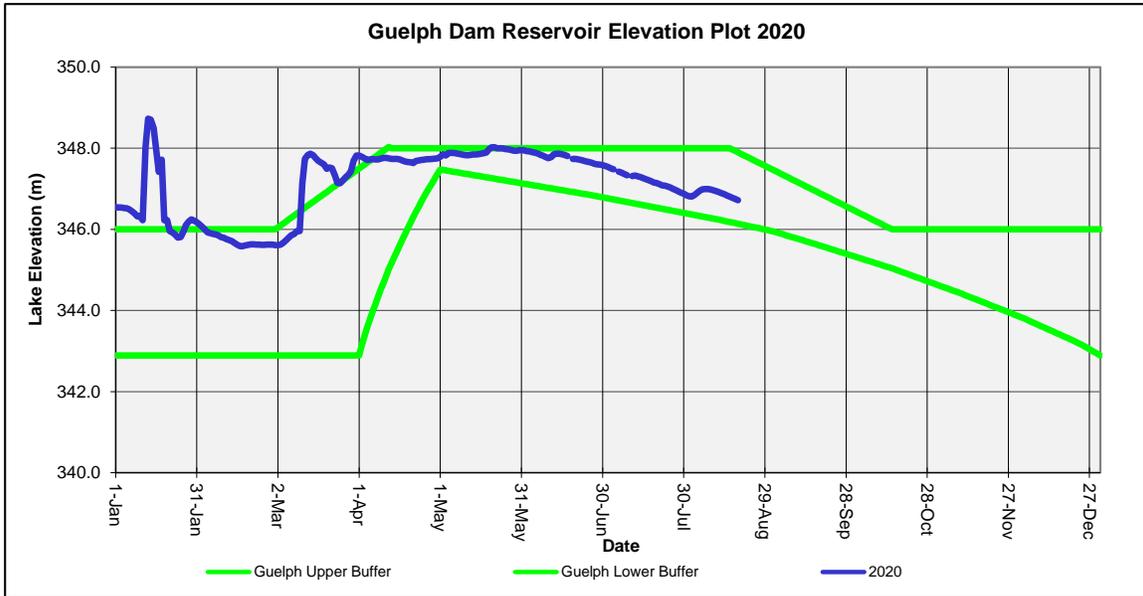
**Figure 3: Forecasted Lake Erie Levels**



**Figure 4: Shand and Conestogo Reservoir Elevation Plots**



**Figure 5: Guelph and Luther Reservoir Elevation Plots**



### Luther Dam Operating Curves

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

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

**Figure 6: Grand and Speed River Flow Augmentation Plots**

