



Grand River Conservation Authority

Agenda - General Meeting

PUBLIC

Friday, March 26, 2021

9:30 a.m.

GRCA Zoom Virtual Meeting

[Link to Live Stream](#)

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 Annual General Meeting of February 26, 2021 be approved as circulated.

7. **Business Arising from Previous Minutes**

8. **Hearing of Delegations**

9. **Presentations**

10. **Correspondence**

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

See agenda item 12.a.

12. Reports:

- a. GM-03-21-26 - Proposed Bylaw 1-2021 12
- THAT By-law 1-2021 be read a first, second and third time and adopted by the General Membership, to take effect on March 26, 2021;
- AND THAT By-law 3-2020 be repealed on March 26, 2021;
- AND THAT a copy of By-law 1-2021 be forwarded to the Ministry of Environment, Conservation and Parks and posted publicly on Grand River Conservation Authority's website.
- b. GM-03-21-20 - Cash and Investment Status 52
- THAT Report Number GM-03-21-20 Cash and Investment Status – February 2021 be received as information.
- c. GM-03-21-27 - Financial Summary 54
- THAT the Financial Summary for the period ending February 28th, 2021 be approved.
- d. GM-03-21-22 - Replacement Compact Backhoe and Tractor Purchase 73
- THAT the Grand River Conservation Authority purchase one 2021 JCB 3CX Compact Backhoe Loader from Advance Construction Equipment Limited in the amount of \$110,000.00 excluding HST, and one 2021 John Deere 4052R, 4WD tractor with a cab and front loader from Premier Equipment Limited in the amount of \$61,185.72 excluding HST.
- e. GM-03-21-23 - Replacement Truck Purchase 75
- THAT the Grand River Conservation Authority purchase one 2021 Dodge Ram 1500 Pickup Truck from Blue Mountain Chrysler in the amount of \$31,896.00 excluding HST, one 2021 Chevrolet Silverado 2500 Pickup Truck from Scherer's Chevrolet in the amount of \$42,741.55 excluding HST, and one 2021 Chevrolet Silverado 3500 Pickup Truck from Scherer's Chevrolet in the amount of \$45,029.45 excluding HST.
- f. GM-03-21-24 - 2021 Road Surface Treatment Tender Results 78
- THAT Grand River Conservation Authority award the tender for the 2021 road surface treatments to Cornell Construction Limited of Brantford, Ontario up to the amount of \$265,100.00 excluding HST;
- AND THAT a total project budget of \$292,000.00 excluding HST be approved.

- g. GM-03-21-21 - Development, Interference with Wetlands and Alterations to Shorelines Regulation Permit Application 188/20 80
- THAT the Grand River Conservation Authority approve permit application number 188/20 subject to:
- Conditions:
1. The submission and approval of final plans to the satisfaction of Grand River Conservation Authority staff.
 2. Retaining walls to be designed and installed by a qualified professional as indicated in the Slope Stability Assessment report prepared by Chung and Vander Doelen Engineering Ltd.
- h. GM-03-21-25 - Province of Ontario Consultation on Growing the Size of the Greenbelt 87
- THAT Report Number GM-03-21-25 Province of Ontario Consultation on Growing the Size of the Greenbelt be provided to the Ministry of Municipal Affairs through Environmental Registry Posting #019-3136.
- i. GM-03-21-29 - March 2021 Flood Event 101
- THAT Report Number 03-21-29 – March 2021 Flood Event be received as information.
- j. GM-03-21-28 - Current Watershed Conditions 112
- THAT Report Number GM-03-21-28 – Current Watershed Conditions as of March 17, 2021 be received as information.

13. Committee of the Whole

14. General Business

15. 3rd Reading of By-Laws

16. Other Business

17. Closed Meeting

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

- a. Minutes of the Previous Closed Session

18. Next Meetings

19. **Adjourn**

Regrets only to:

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

Grand River Conservation Authority

Report number: GM-03-21-26
Date: March 26, 2021
To: Members of the Grand River Conservation Authority
Subject: Proposed By-law 1-2021

Recommendation:

THAT By-law 1-2021 be read a first, second and third time and adopted by the General Membership, to take effect on March 26, 2021;

AND THAT By-law 3-2020 be repealed on March 26, 2021;

AND THAT a copy of By-law 1-2021 be forwarded to the Ministry of Environment, Conservation and Parks and posted publicly on Grand River Conservation Authority's website.

Summary:

Not Applicable

Report:

As reported in December, Report GM-12-20-94 Amendments to the Conservation Authorities Act through Bill 229, a number of changes have been enacted that need to be incorporated into the By-law.

By-law 3-2020 has been updated to reflect these legislative changes and a couple of other minor changes have also been made. Attachment C is the updated version of the by-law, version 1-2021, incorporating the changes summarized as follows:

Section	Summary of Change
Introduction – Powers of Authorities	Minor amendments: integrating research with the power to “study and investigate”, to require consent of the occupant or owner of the land before CA staff can enter land, and remove the power to expropriate land.
B 1.C. Powers of General Membership	Clarifying hearing and appeal language
B 4. Maximum Term for Chair and Vice-Chair(s)	Updated to incorporate new legislative language that the maximum term is limited to 2 years. Further appointments must rotate amongst participating municipalities and a member from a specific municipality cannot be elected to succeed an outgoing Chair or Vice-Chair appointed by the same municipality. *Requests for exceptions may be made to the Minister. Please see Attachment A for the requirements for an exception request.

Section	Summary of Change
B 6. Appointment of Auditor	Clarification that the audit must be conducted in accordance with generally accepted accounting principles recommended by PSAB.
B 8. Financial Statements and Report of the Auditor	New requirement that the Report of the Auditor must be posted to the website within 60 days of being received.
C 2. Declared State of Emergency – Electronic Meetings	New wording to reflect that meetings are webcast and will be available for later viewing
C 14. Section 28 Hearings and Permit Issuance	Clarifying wording on permits and hearings
C 22. Minutes of Meetings	New wording to specify that draft meeting minutes are included in agenda packages and will be available to Board members and posted publicly on the website within 30 days of the previous meeting

In addition to the changes that have been incorporated in By-law 1-2021, there was an additional change pertaining to municipal appointments. At least 70% of a municipality's appointees must be selected from that municipality's councillors. Current members may complete the remaining duration of their appointment but as new members are appointed, participating municipalities must appoint in accordance with the new requirements of apply to the Minister for an exception. Attachment B outlines the requirements for an application for an exception request.

An additional requirement has been identified outside of the legislative changes for Conservation Authorities to provide copies of an Order in Council and/or agreements pertaining to the number of members. The GRCA does have an Order in Council (OIC) stipulating the number of members by participating municipality, OIC#2610-94, and this will be forwarded to the Minister by April 3, 2021 as required.

Financial implications:

Not applicable

Other department considerations:

Once the final By-law is approved by the Board, it will be forwarded to the Ministry of 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

**Template: Subsection 17(1.3) of the *Conservation Authorities Act (CAA)*
Application for Minister’s Exception (Chair and Vice-Chair Provisions)**

Please complete the following table and submit to the Minister at minister.mecp@ontario.ca, along with:

- a covering letter, and
- clear statement of the request from the authority membership through a resolution of the authority or from the council of the participating municipality through a council resolution (as applicable)
- meeting minutes and details of a recorded vote on that resolution.

Item	Details from Applicant
Name of participating municipality or conservation authority submitting application	
Composition of Authority:	
Total number of the authority membership	
Number of participating municipalities in the authority	
For each participating municipality, the number of appointed municipal council members and non-municipal council members	
Proposal details:	
Statement of the request for an exception (e.g. seeking an exception under clause 17(1.3) (a), 17(1.3) (b) of the CAA or both etc.). (see Appendix for these legislative provisions)	
Which participating municipality(ies) does the candidate for chair and/or vice-chair represent(s).	
Whether the candidates for chair and/or vice-chair are members of municipal council or non-elected municipal appointees.	
Service time to date of the chair and/or vice-chair incumbents in the role whose terms are proposed to be extended.	
Detailed rationale, including local circumstances, for the Minister to consider as to why an exception is needed.	

Appendix: Relevant wording in the *Conservation Authorities Act*

Chair, vice-chair

17 (1) At the first meeting held in each year or at such other meeting as may be specified by the authority's by-laws, the authority shall appoint a chair and one or more vice-chairs from among the members of the authority. 1996, c. 1, Sched. M, s. 43; 2017, c. 23, Sched. 4, s. 14.

Term of chair, vice-chair

(1.1) A chair or vice-chair appointed under subsection (1) shall hold office for a term of one year and shall serve for no more than two consecutive terms. 2020, c. 36, Sched. 6, s. 4.

Representation from each municipality

(1.2) An authority in respect of which more than one participating municipality has been designated shall appoint chairs and vice-chairs from among the members appointed to the authority by each participating municipality on a rotating basis so as to ensure that a member appointed to the authority by a particular participating municipality cannot be appointed to succeed an outgoing chair or vice-chair appointed to the authority by the same participating municipality. 2020, c. 36, Sched. 6, s. 4.

Exception

(1.3) Despite subsections (1.1) and (1.2), upon application by an authority or a participating municipality, the Minister may grant permission to the authority or participating municipality to, subject to such conditions or restrictions as the Minister considers appropriate,

- (a) appoint a chair or vice-chair for a term of more than one year or to hold office for more than two consecutive terms; or
- (b) appoint as chair or vice-chair of the authority a member who was appointed to the authority by the same participating municipality that appointed the outgoing chair or vice-chair. 2020, c. 36, Sched. 6, s. 4.

**Template: Subsection 14(1.2) of the *Conservation Authorities Act* (CAA)
Application for Minister’s Exception
(less than 70% municipal council members appointed to an authority)**

Please complete the following table and submit to the Minister at minister.mecp@ontario.ca, along with:

- a covering letter, and
- clear statement of the request from the council of the participating municipality through a council resolution.
- meeting minutes and details of a recorded vote on that resolution.

Item	Details from Applicant
Name of participating municipality submitting application	
Composition of Authority:	
Total number of the authority membership	
Number of participating municipalities in the authority	
Proposal details:	
The number of members the participating municipality is proposing to appoint who are not members of municipal council, and the total number of members the participating municipality appoints to the authority.	
Change in the number of non-elected members the participating municipality is proposing to appoint as compared to previous appointees by the municipality.	
Proposed length of term for each proposed appointment of a non-elected member.	
Detailed rationale, including local circumstances, for Minister to consider as to why an exception is needed.	

Appendix: Relevant wording in the *Conservation Authorities Act*

Members of authority

14 (1) Subject to subsection (3), members of an authority shall be appointed by the respective councils of the participating municipalities in the numbers set out in subsection 2 (2) for the appointment of representatives. 2017, c. 23, Sched. 4, s. 12 (1); 2020, c. 36, Sched. 6, s. 2 (1).

Members of council appointed

(1.1) When appointing members of an authority, the council of a participating municipality shall ensure that at least 70 per cent of its appointees are selected from among the members of the municipal council, subject to subsection (1.2). 2020, c. 36, Sched. 6, s. 2 (2).

Exception

(1.2) Upon application by a participating municipality, the Minister may grant permission to the municipality to select less than 70 per cent of its appointees to an authority from among the members of the municipal council, subject to such conditions or restrictions as the Minister considers appropriate. 2020, c. 36, Sched. 6, s. 2 (2).



Grand River Conservation Authority

By-Law No. 31-20201

GRAND RIVER CONSERVATION AUTHORITY
By-Law No. 31-2020

INDEX

Administrative By-Law	<u>44</u>
Introduction.....	<u>44</u>
A. Definitions.....	<u>66</u>
B. Governance	<u>77</u>
1. Members.....	<u>77</u>
2. Officers	<u>99</u>
3. Absence of Chair and Vice-Chair(s)	<u>1040</u>
4. Maximum Term for Chair and Vice-Chair(s).....	<u>1040</u>
5. Election of Chair and Vice-Chairs.....	<u>1040</u>
6. Appointment of Auditor	<u>1144</u>
7. Appointment of Financial Institution.....	<u>1144</u>
8. Financial Statements and Report of the Auditor	<u>1144</u>
9. Borrowing Resolution	<u>1144</u>
10. Corporate Policies	<u>1144</u>
11. Levy Notice.....	<u>1144</u>
12. Signing Officers	<u>1144</u>
13. Advisory Boards and Other Committees	<u>1242</u>
14. Remuneration of Members	<u>1342</u>
15. Retention of Records.....	<u>1343</u>
16. Records Available to Public.....	<u>1444</u>
17. By-law Review	<u>1444</u>
18. By-law Available to Public	<u>1444</u>
19. Enforcement of By-laws and Policies	<u>1444</u>
20. Indemnification of Members, Officers and Employees	<u>1444</u>
C. Meeting Procedures.....	<u>1515</u>
1. Rules of Procedure.....	<u>1515</u>
2. Declared State of Emergency – Electronic Meetings	<u>1545</u>
3. Notice of Meeting.....	<u>1645</u>
4. Special Meetings	<u>1646</u>
5. Meetings Open to Public	<u>1746</u>
6. Agenda for Meetings	<u>1747</u>

7. Quorum.....	<u>1817</u>
8. Order of Business.....	<u>1848</u>
9. Debate.....	<u>1848</u>
10. Matters of Precedence	<u>1948</u>
11. Electronic Meetings and Participation	<u>1949</u>
12. Members' Attendance.....	<u>1949</u>
13. Delegations.....	<u>2049</u>
14. Section 28 Hearings and Permit Issuance.....	<u>2020</u>
15. Annual Meeting.....	<u>2120</u>
16. Meetings with Closed "In Camera" Sessions.....	<u>2124</u>
17. Voting	<u>2222</u>
18. Notice of Motion.....	<u>2323</u>
19. Motion to Reconsider.....	<u>2423</u>
20. Duties of the Meeting Chair	<u>2423</u>
21. Conduct of Members	<u>2424</u>
22. Minutes of Meetings	<u>2524</u>
D. Approval of By-law and Revocation of Previous By-law(s).....	<u>2625</u>
E. Appendices to the Administrative By-law.....	<u>2726</u>
Appendix 1 - Code of Conduct.....	<u>2726</u>
Appendix 2 - Conflict of Interest.....	<u>3130</u>
Appendix 3 - Procedure for Election of Officers.....	<u>3332</u>

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 research, study and investigate the watershed and to support the development and implementation of~~determine~~ programs and services ~~whereby the natural resources of the watershed may be conserved, restored, developed and managed~~intended to further the purposes of this Act;

(b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land, with consent of the occupant or owner, 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 applicable decision to the Minister- through the Mining and Lands Tribunal or the Local Planning Appeal 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~~^{two} one-year terms. Appointments must rotate amongst participating municipalities and a member from a specific municipality cannot be elected to succeed an outgoing Chair or Vice-Chair appointed by the same municipality.

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. [The Authority shall ensure that the annual audit is prepared in accordance with generally accepted accounting principles recommended by the Public Sector Accounting Board.](#)

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 [within 60 days of the Annual General Meeting.](#)

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:

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;

- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic Communications including emails
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction
- viii. Projects of the Authority;
- ix. Technical Studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the Authority;
- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

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

16. Records Available to Public

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

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

17. By-law Review

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

18. By-law Available to Public

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

19. Enforcement of By-laws and Policies

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

20. Indemnification of Members, Officers and Employees

The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a

party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if;

- such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities, and,
- in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.

C. Meeting Procedures

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

1. Rules of Procedure

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

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

2. 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.
- e) All electronic meetings of the Board of Directors, and other meetings as directed by the Chair, will be webcast except in times of technological failure (e.g. Internet outage, system crash). Meeting recordings shall be made publicly available for later viewing. Failure to webcast or produce a recording does not call the meeting into question.

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. 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. 1st & 2nd readings of By-laws
10. Presentation of Reports
11. Committee of the Whole
12. Election of officers
13. Presentation of annual budget
14. General business
15. Adoption of Projects (if applicable)
16. 3rd 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.

12. 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.

13. 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 ~~(42)~~ 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.~~

When a hearing is held, a letter of decision including the reasons for the decision and a copy of the resolution that includes the mover and seconder of the resolution shall be sent to the applicant by registered mail or email. A copy 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~~ will retain a record of the permit, 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.~~

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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.

22. 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. [Copies of all non-confidential minutes shall be posted as part of the agenda package on the Authority's website within 30 days following the previous meeting.](#)

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 ~~23~~-2020 is hereby repealed;

By-law number ~~31~~-202~~0~~1 shall come into force on the ~~28~~6th day of ~~August~~March, 202~~0~~1

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-03-21-20
Date: March 26, 2021
To: Members of the Grand River Conservation Authority
Subject: Cash and Investment Status – February 2021

Recommendation:

THAT Report Number GM-03-21-20 Cash and Investment Status – February 2021 be received as information.

Summary:

The cash position included Notes Receivable of the Grand River Conservation Authority as at February 28, 2021 was \$33,748,343 with outstanding cheques written in the amount of \$30,252.

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
February 28, 2021**

BANK ACCOUNTS	Location	Type	Amount	Interest Rate
	CIBC	Current Account	11,938,653	0.65%
	RBC	Current Account	106,916	nil
	Wood Gundy	Current Account	0	nil
	CIBC - SPP Holding	Current Account	397,671	0.65%
TOTAL CASH - CURRENT ACCOUNT			12,443,240	

INVESTMENTS	Date Invested	Location	Type	Amount	Face Value Interest Rate	Yield Rate	Date of Maturity	2021 Total Interest Earned/ Accrued
		CIBC Renaissance	High Interest Savings Account	2,972,509	0.25%	0.25%	not applicable	7,384
		One Investment Savings	High Interest Savings Account	4,309,594	0.165%	0.165%	not applicable	7,111
	March 1, 2016	CIBC	Bond	1,300,000	1.70%	2.25%	March 1, 2023	31,966
	August 24, 2017	Bank of Montreal	Bond	1,550,000	1.61%	2.01%	October 28, 2021	25,384
	May 17, 2019	Bank of Nova Scotia	Bond	800,000	1.90%	2.15%	December 2, 2021	15,674
	June 17, 2019	Cdn Western Bank	Bond	1,542,000	2.788%	2.09%	September 13, 2021	22,659
	October 23, 2019	Cdn Western Bank	Bond	2,010,000	2.800%	2.78%	September 6, 2024	55,625
	December 23, 2019	Laurentian Bank	Bond	3,821,000	3.450%	2.57%	June 27, 2023	99,259
	January 16, 2020	Cdn Western Bank	Bond	3,000,000	2.597%	2.45%	September 6, 2024	73,383
TOTAL INVESTMENTS				21,305,103				\$338,445

TOTAL CASH AND INVESTMENTS	\$33,748,343
* Reserve Balance at December 31st, 2020	23,899,839

<u>Investment By Institution</u>	<u>% of Total Portfolio</u>
C.I.B.C.	20%
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-03-21-27

Date: March 26, 2021

To: Members of the Grand River Conservation Authority

Subject: Financial Summary for the Period Ending February 28th, 2021

Recommendation:

THAT the Financial Summary for the period ending February 28th, 2021 be approved.

Summary:

The Financial Summary includes the 2021 *actual* year-to-date income and expenditures. The budget approved at the February 26, 2021 General Meeting is included in the *Budget* column. The *Current Forecast* column indicates an estimate of income and expenditures for the whole year. At this time a surplus of NIL at year-end is anticipated.

Report:

The Financial Summary is attached.

Financial implications:

The activity summarized will result in a NIL surplus at December 31, 2021.

Other department considerations:

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

Prepared by:

Sonja Radoja
Manager Corporate Services

Approved by:

Karen Armstrong
Secretary-Treasurer/Deputy CAO

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING February 28th, 2021**

SCHEDULE		Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
REVENUE								
Municipal								
General Municipal Levy (Operating)	various	10,977,000	10,977,000	11,275,000	0	11,275,000	11,275,000	0
General Municipal Levy (Capital)	various	950,000	950,000	950,000	0	950,000	950,000	0
Special Municipal Levy	various	150,000	71,943	130,000	4,680	130,000	130,000	0
Other	various	813,000	639,589	800,000	767,317	800,000	800,000	0
		12,890,000	12,638,532	13,155,000	771,997	13,155,000	13,155,000	0
Government Grants								
MNRF Transfer Payments	various	449,688	449,688	449,688	0	449,688	449,688	0
Source Protection Program-Provincial	various	720,000	681,421	640,000	74,600	640,000	640,000	0
Other Provincial	various	1,564,500	863,182	1,267,500	714,927	1,267,500	1,267,500	0
Federal	various	335,000	352,880	215,000	167,013	215,000	215,000	0
		3,069,188	2,347,171	2,572,188	956,540	2,572,188	2,572,188	0
Self Generated								
User Fees and Sales								
<i>Enquiries and Permits</i>	4	494,000	565,822	494,000	183,848	494,000	494,000	0
<i>Plan Input and Review</i>	4	400,000	410,804	400,000	144,426	400,000	400,000	0
<i>Nursery and Woodlot Management</i>	5	465,000	174,627	365,000	721	365,000	365,000	0
<i>Consulting</i>	4	0	0	0	0	0	0	0
<i>Conservation Lands Income</i>	10	71,000	78,542	71,000	2,041	71,000	71,000	0
<i>Conservation Areas User Fees</i>	13	9,000,000	6,124,125	7,200,000	605,941	7,200,000	7,200,000	0
<i>Nature Centres and Camps</i>	8	1,018,000	233,439	500,000	58,000	500,000	500,000	0
<i>Merchandising and Sales</i>	8	0	605	0	0	0	0	0
Property Rentals	11	2,873,000	3,041,678	2,898,000	1,033,177	2,898,000	2,898,000	0
Hydro Generation	12	515,000	799,841	530,000	45,750	530,000	530,000	0
Land Sales	10	0	3,419,145	0	0	0	0	0
Grand River Conservation Foundation	various	522,000	161,820	285,000	0	285,000	285,000	0
Donations	various	126,000	0	100,000	28,656	100,000	100,000	0
Landowner Contributions	5	200,000	47,289	200,000	102	200,000	200,000	0
Investment Income	14	490,000	488,691	565,000	7,069	565,000	565,000	0
Miscellaneous Income	various	8,000	295,185	8,000	1,507	8,000	8,000	0
Total Self-Generated Revenue		16,182,000	15,841,613	13,616,000	2,111,238	13,616,000	13,616,000	0
TOTAL REVENUE		32,141,188	30,827,316	29,343,188	3,839,775	29,343,188	29,343,188	0

GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING February 28th, 2021

SCHEDULE	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change	
EXPENSES								
OPERATING								
Water Resources Planning & Environment	1	2,235,700	1,617,996	2,059,700	196,009	2,059,700	2,059,700	0
Flood Forecasting and Warning	2	764,700	658,712	828,800	88,179	828,800	828,800	0
Water Control Structures	3	1,749,700	1,590,655	1,785,700	172,617	1,785,700	1,785,700	0
Resource Planning	4	2,063,800	1,984,531	2,082,200	223,906	2,082,200	2,082,200	0
Forestry & Conservation Land Property Taxes	5	1,446,500	858,656	1,365,000	55,014	1,365,000	1,365,000	0
Conservation Services	6	867,200	685,337	635,200	65,565	635,200	635,200	0
Communications & Foundation	7	701,500	565,010	524,500	49,792	524,500	524,500	0
Environmental Education	8	1,376,600	602,324	840,600	58,369	840,600	840,600	0
Corporate Services	9	3,595,675	3,491,047	3,627,629	458,619	3,627,629	3,627,629	0
Conservation Lands	10	2,011,900	1,814,213	2,048,900	188,611	2,048,900	2,048,900	0
Property Rentals	11	1,563,200	1,218,702	1,478,200	187,186	1,478,200	1,478,200	0
Hydro Production	12	90,000	114,429	92,000	9,383	92,000	92,000	0
Conservation Areas	13	7,985,000	5,573,218	7,200,000	190,614	7,200,000	7,200,000	0
Miscellaneous	14	70,000	30,321	70,000	0	70,000	70,000	0
Information Systems	16	1,320,000	1,202,902	1,382,000	211,026	1,382,000	1,382,000	0
Motor Pool	16	929,000	714,759	936,000	87,175	936,000	936,000	0
Less: Internal Charges (IS & MP)	16	(2,249,000)	(1,917,661)	(2,318,000)	(298,201)	(2,318,000)	(2,318,000)	0
Total OPERATING Expenses		26,521,475	20,805,151	24,638,429	1,943,864	24,638,429	24,638,429	0
CAPITAL								
Water Resources Planning & Environment	1	110,000	5,932	110,000	688	110,000	110,000	0
Flood Forecasting and Warning	2	190,000	298,606	190,000	20,495	190,000	190,000	0
Water Control Structures	3	2,700,000	1,365,239	1,500,000	102,801	1,500,000	1,500,000	0
Nature Centres	8	0	0	0	0	0	0	0
Conservation Areas	13	2,150,000	795,020	1,500,000	18,459	1,500,000	1,500,000	0
Corporate Services	9	0	0	0	0	0	0	0
Information Systems	16	200,000	79,333	170,000	53,341	170,000	170,000	0
Motor Pool	16	550,000	476,828	450,000	0	450,000	450,000	0
Less: Internal Charges (IS & MP)	16	(245,000)	(645,826)	(163,000)	294,391	(163,000)	(163,000)	0
Total Capital Expenses		5,655,000	2,375,132	3,757,000	490,175	3,757,000	3,757,000	0
SPECIAL								
Water Resources Planning & Environment	1	240,000	241,858	220,000	15,828	220,000	220,000	0
Flood Forecasting and Warning	2	516,000	214,001	360,000	14,568	360,000	360,000	0
Forestry	5	100,000	25,635	100,000	1,306	100,000	100,000	0
Conservation Services	6	916,000	663,161	1,060,000	109,764	1,060,000	1,060,000	0
Environmental Education	8	50,000	54,753	0	0	0	0	0
Conservation Land Purchases/Land Sale Expenses	10	0	59,047	0	1,458	0	0	0
Conservation Lands	10	750,000	354,007	658,000	61,256	658,000	658,000	0
Miscellaneous	14	35,000	0	0	0	0	0	0
Source Protection Program	15	720,000	681,421	640,000	74,600	640,000	640,000	0
Total SPECIAL PROJECTS Expenses		3,327,000	2,293,883	3,038,000	278,780	3,038,000	3,038,000	0
Total Expenses		35,503,475	25,474,166	31,433,429	2,712,819	31,433,429	31,433,429	0
Gross Surplus		(3,362,287)	5,353,150	(2,090,241)	1,126,956	(2,090,241)	(2,090,241)	0
Prior Year Surplus Carryforward		377,287	377,287	316,241	377,287	316,241	316,241	0
Total Funding FROM Reserves (Funding)		6,234,000	3,351,954	5,150,000	350,402	5,150,000	5,150,000	0
Total Funding TO Reserves		(3,249,000)	(8,766,150)	(3,376,000)	(3,810)	(3,376,000)	(3,376,000)	0
Net Funding FROM/(TO) Reserves		2,985,000	(5,414,196)	1,774,000	346,592	1,774,000	1,774,000	0
NET SURPLUS		0	316,241	0	1,850,835	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 1 - Water Resources - Planning and Environment
 FOR THE PERIOD ENDING February 28th, 2021

	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?							
Expenditures and Funding to Reserves							
Compensation and Benefits	1,664,000	1,225,680	1,519,000	191,359	1,519,000	1,519,000	
Administration Expenses	289,300	240,903	268,300	1,959	268,300	268,300	
Insurance Expenses	107,300	102,144	107,300	-	107,300	107,300	
Other Operating Expenses	175,100	49,269	165,100	2,691	165,100	165,100	
Total OPERATING Expenditures	2,235,700	1,617,996	2,059,700	196,009	2,059,700	2,059,700	
Instrumentation	60,000	4,912	60,000	688	60,000	60,000	
Water Quality Monitoring Equipment	50,000	1,020	50,000	0	50,000	50,000	
Total CAPITAL Expenditures	110,000	5,932	110,000	688	110,000	110,000	
Upper Blair Drainage	100,000	58,808	80,000	5,031	80,000	80,000	
Dunnville Fishway	0	7,052	0	0	0	0	
Waste Water Optimization Program	140,000	175,998	140,000	10,797	140,000	140,000	
Total SPECIAL PROJECT Expenditures	240,000	241,858	220,000	15,828	220,000	220,000	
GRWMP and Work in Progress Subwatershe Studies	0	15,000	0	0	0	0	
Gauges and Work in Progress Subwatershed Studies	0	30,000	0	0	0	0	
Transition Reserve		500,000	186,000	0	186,000	186,000	
Total FUNDING to RESERVES	0	545,000	186,000	0	186,000	186,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,585,700	2,410,786	2,575,700	212,525	2,575,700	2,575,700	0
Funding							
Municipal							
General Municipal Levy (Operating)	2,138,200	2,138,200	2,158,200	0	2,158,200	2,158,200	
General Municipal Levy (Capital)	35,000	35,000	35,000	0	35,000	35,000	
Special Levies	150,000	71,943	130,000	4,680	130,000	130,000	
Municipal Other	0	0	0	0	0	0	
Government Grants							
MNRF Transfer Payments	0	0	0	0	0	0	
Other Provincial	177,500	32,190	177,500	166,448	177,500	177,500	
Federal	0	143,808	0	0	0	0	
Self Generated							
Foundation	0	1,368	0	0	0	0	
Miscellaneous	0	0	0	0	0	0	
Funding From Reserves							
Grand River Watershed Management Plan	10,000	0	0	0	0	0	
Gauges	75,000	5,684	75,000	0	75,000	75,000	
TOTAL FUNDING	2,585,700	2,428,193	2,575,700	171,128	2,575,700	2,575,700	0
Net Surplus/(Deficit)	0	17,407	0	(41,397)	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 2 - Flood Forecasting and Warning
 FOR THE PERIOD ENDING February 28th, 2021

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

Expenditures and Funding to Reserves

	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	470,700	360,568	484,800	51,289	484,800	484,800	
Administration Expenses	236,000	250,650	236,000	12,228	236,000	236,000	
Other Operating Expenses	58,000	47,494	108,000	24,662	108,000	108,000	
Total OPERATING Expenditures	764,700	658,712	828,800	88,179	828,800	828,800	
Hardware	88,000	253,850	88,000	19,129	88,000	88,000	
Stream Gauges	102,000	44,756	102,000	1,366	102,000	102,000	
Total CAPITAL Expenditures	190,000	298,606	190,000	20,495	190,000	190,000	
Floodplain Mapping Projects	516,000	214,001	360,000	14,568	360,000	360,000	
Total SPECIAL PROJECT Expenditures	516,000	214,001	360,000	14,568	360,000	360,000	
Total FUNDING to RESERVES	0	140,000	0	0	0	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,470,700	1,311,319	1,378,800	123,242	1,378,800	1,378,800	0

Funding

Municipal

General Municipal Levy (Operating)	600,362	600,362	664,462	0	664,462	664,462	
General Municipal Levy (Capital)	165,000	165,000	165,000	0	165,000	165,000	
Municipal Other	13,000	11,821	0	7,328	0	0	

Government Grants

MNRF Transfer Payments	164,338	164,338	164,338	0	164,338	164,338	
Other Provincial	275,000	5,000	270,000	278,373	270,000	270,000	
Federal	120,000	112,012	45,000	0	45,000	45,000	

Funding From Reserves

Floodplain Mapping Projects & Gauges	133,000	232,168	70,000	0	70,000	70,000	-
--------------------------------------	---------	---------	--------	---	--------	--------	---

TOTAL REVENUE	1,470,700	1,290,701	1,378,800	285,701	1,378,800	1,378,800	
Net Surplus/(Deficit)	0	(20,618)	0	162,459	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 3 - Water Control Structures
FOR THE PERIOD ENDING February 28th, 2021

	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?							
Expenditures and Funding to Reserves							
Compensation and Benefits	1,205,000	1,089,653	1,241,000	166,837	1,241,000	1,241,000	
Administration Expenses	29,200	8,654	29,200	1,423	29,200	29,200	
Property Taxes	170,700	169,112	170,700	0	170,700	170,700	
Other Operating Expenses	344,800	323,236	344,800	4,357	344,800	344,800	
Total OPERATING Expenditures	1,749,700	1,590,655	1,785,700	172,617	1,785,700	1,785,700	
Total CAPITAL Expenditures	2,700,000	1,365,239	1,500,000	102,801	1,500,000	1,500,000	
Total FUNDING to RESERVES	0	159,000	0		0	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	4,449,700	3,114,894	3,285,700	275,418	3,285,700	3,285,700	0
Funding							
Municipal							
General Municipal Levy (Operating)	1,464,350	1,464,350	1,500,350	0	1,500,350	1,500,350	
General Municipal Levy (Capital)	750,000	750,000	750,000	0	750,000	750,000	
Government Grants							
MNRF Transfer Payments	285,350	285,350	285,350	0	285,350	285,350	
Provincial	1,035,000	585,745	700,000	169,172	700,000	700,000	
Federal	145,000	0	0	0	0	0	
Funding From Reserves							
Water Control Structures	770,000	30,000	50,000	0	50,000	50,000	
TOTAL REVENUE AND FUNDING FROM RESERVES	4,449,700	3,115,445	3,285,700	169,172	3,285,700	3,285,700	0
Net Surplus/(Deficit)	0	551	0	(106,246)	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 4 - Resource Planning
 FOR THE PERIOD ENDING February 28th, 2021

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

Expenditures and Funding to Reserves

	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	1,786,600	1,666,157	1,805,000	220,710	1,805,000	1,805,000	
Administration Expenses	222,500	183,640	222,500	822	222,500	222,500	
Other Operating Expenses	54,700	134,734	54,700	2,374	54,700	54,700	
Total OPERATING Expenditures	2,063,800	1,984,531	2,082,200	223,906	2,082,200	2,082,200	
Planning Enforcement/Transition	0	0	35,000	0	35,000	35,000	
Total FUNDING to RESERVES	0	0	35,000	0	35,000	35,000	

TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,063,800	1,984,531	2,117,200	223,906	2,117,200	2,117,200	
---	------------------	------------------	------------------	----------------	------------------	------------------	--

Funding

Municipal

General Municipal Levy (Operating)	1,169,800	1,169,800	1,223,200	-	1,223,200	1,223,200	
------------------------------------	-----------	-----------	-----------	---	-----------	-----------	--

Government Grants

MNRF Transfer Payments	0	0	0	0	0	0	
------------------------	---	---	---	---	---	---	--

Self Generated

Solicitor Enquiry Fees	59,000	61,715	59,000	14,305	59,000	59,000	
Permit Fees	435,000	504,107	435,000	169,543	435,000	435,000	
Plan Review Fees	400,000	410,804	400,000	144,426	400,000	400,000	

Funding from Reserves

Planning Enforcement							
----------------------	--	--	--	--	--	--	--

TOTAL REVENUE	2,063,800	2,146,426	2,117,200	331,408	2,117,200	2,117,200	
----------------------	------------------	------------------	------------------	----------------	------------------	------------------	--

Net Surplus/(Deficit)	0	161,895	0	107,502	0	0	
------------------------------	----------	----------------	----------	----------------	----------	----------	--

GRAND RIVER CONSERVATION AUTHORITY
Schedule 5 - Forestry & Conservation Lands Property Taxes
FOR THE PERIOD ENDING February 28th, 2021

	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?							
<u>Expenditures and Funding to Reserves</u>							
Compensation and Benefits	619,000	383,527	515,500	42,841	515,500	515,500	
Administration Expenses	54,300	46,884	54,300	3,039	54,300	54,300	
Property Taxes	183,200	172,924	183,200	-	183,200	183,200	
Other Operating Expenses	590,000	255,321	612,000	9,134	612,000	612,000	
Total OPERATING Expenditures	1,446,500	858,656	1,365,000	55,014	1,365,000	1,365,000	
Ecological Restoration	100,000	25,635	100,000	1,306	100,000	100,000	
Total SPECIAL PROJECT Expenditures	100,000	25,635	100,000	1,306	100,000	100,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,546,500	884,291	1,465,000	56,320	1,465,000	1,465,000	0
<u>Funding</u>							
Municipal							
General Municipal Levy (Operating)	739,500	739,500	788,000	0	788,000	788,000	
Municipal Other	0	4,681	0	0	0	0	
Government Grants							
Provincial	0	13,751	0	0	0	0	
Self Generated							
Nursery	450,000	139,006	350,000	721	350,000	350,000	
Landowner Contributions (Tree Planting)	200,000	47,289	200,000	102	200,000	200,000	
Donations - Foundation	57,000	17,812	27,000	0	27,000	27,000	
Donations - Other	100,000	0	100,000	10,556	100,000	100,000	
TOTAL REVENUE	1,546,500	962,039	1,465,000	11,379	1,465,000	1,465,000	0
Net Surplus/(Deficit)	0	77,748	0	(44,941)	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 6 - Conservation Services
FOR THE PERIOD ENDING February 28th, 2021

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

Expenditures and Funding to Reserves

	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	715,000	603,645	527,000	65,349	527,000	527,000	
Administration Expenses	100,200	79,225	86,200	216	86,200	86,200	
Other Operating Expenses	52,000	2,467	22,000	-	22,000	22,000	
Total OPERATING Expenditures	867,200	685,337	635,200	65,565	635,200	635,200	
RWQP Grants	800,000	623,109	800,000	90,588	800,000	800,000	
Brant/Brantford Childrens Water Festival	26,000	5,583	0	0	0	0	
Haldimand Childrens Water Festival	20,000	5,254	0	0	0	0	
Species at Risk	40,000	12,107	40,000	14,028	40,000	40,000	
AGGP-UofG Research-Buffers	30,000	7,727	30,000	0	30,000	30,000	
Great Lakes SHSM Event	0	0	0	3,986	0	0	
Precision Agriculture-OMFRA	0	0	90,000	737	90,000	90,000	
Great Lakes Agricultural Stewardship Initiative	0	9,381	100,000	425	100,000	100,000	
Total SPECIAL PROJECT Expenditures	916,000	663,161	1,060,000	109,764	1,060,000	1,060,000	
Transition	0	0	67,000	0	67,000	67,000	
Total FUNDING to RESERVES	-	-	67,000	-	67,000	67,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,783,200	1,348,498	1,762,200	175,329	1,762,200	1,762,200	0
Funding							
Municipal							
General Municipal Levy (Operating)	759,200	759,200	671,200	0	671,200	671,200	
Municipal Other	800,000	623,087	800,000	759,989	800,000	800,000	
Government Grants							
Other Provincial	77,000	6,229	120,000	36,353	120,000	120,000	
Federal	70,000	22,986	170,000	211,784	170,000	170,000	
Self Generated							
Donations - Foundation	20,000	17,837	0	0	0	0	
Donations - Other	26,000	0	0	18,100	0	0	
Miscellaneous	0	-500	0	0	0	0	
Funding From Reserves							
Cambridge Desiltation Pond	1,000	552	1,000	0	1,000	1,000	
Upper Grand Restoration	30,000	0	0	0	0	0	
TOTAL REVENUE	1,783,200	1,429,391	1,762,200	1,026,226	1,762,200	1,762,200	0
Net Surplus/(Deficit)	0	80,893	0	850,897	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 7 - Communications
 FOR THE PERIOD ENDING February 28th, 2021

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

Expenditures and Funding to Reserves

	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	601,000	498,265	439,000	48,263	439,000	439,000	
Administration Expenses	77,000	59,534	62,000	1,529	62,000	62,000	
Other Operating Expenses	23,500	7,211	23,500	0	23,500	23,500	
Total OPERATING Expenditures	701,500	565,010	524,500	49,792	524,500	524,500	
Transition	0	0	55,000	0	55,000	55,000	
Total FUNDING to RESERVES	-	-	55,000	-	55,000	55,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	701,500	565,010	579,500	49,792	579,500	579,500	0

Funding

Municipal

General Municipal Levy (Operating)	701,500	701,500	579,500	0	579,500	579,500	
TOTAL REVENUE	701,500	701,500	579,500	0	579,500	579,500	0
Net Surplus/(Deficit)	0	136,490	0	(49,792)	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 8 - Environmental Education
 FOR THE PERIOD ENDING February 28th, 2021

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

Expenditures and Funding to Reserves

	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation & Benefits	980,000	357,754	610,000	42,989	610,000	610,000	
Administration Expenses	85,800	80,272	57,000	2,499	57,000	57,000	
Insurance Expense	12,800	15,623	16,000	0	16,000	16,000	
Property Taxes	14,000	12,007	14,000	0	14,000	14,000	
Other Operating Expenses	284,000	136,668	143,600	12,881	143,600	143,600	
Total OPERATING Expenditures	1,376,600	602,324	840,600	58,369	840,600	840,600	
Guelph Lake Nature Centre	50,000	54,753	0	0	0	0	
Total SPECIAL PROJECT Expenditures	50,000	54,753	0	0	0	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,426,600	657,077	840,600	58,369	840,600	840,600	0

Funding

Municipal

General Municipal Levy (Operating)	308,600	308,600	340,600	0	340,600	340,600	
------------------------------------	---------	---------	---------	---	---------	---------	--

Self Generated

Donations - Foundation	100,000	9,675	0	0	0	0	
Nature Centre Revenue - Schools	602,000	209,040	500,000	58,000	500,000	500,000	
Nature Centre Revenue - Community	34,000	7,273	0	0	0	0	
Nature Centre Revenue - Day Camp	382,000	17,126	0	0	0	0	
Merchandise Revenue	0	605	0	0	0	0	

Funding from Reserves

Laurel Creek & Taquanyah Nature Centre	0	54,753	0	0	0	0	
--	---	--------	---	---	---	---	--

TOTAL REVENUE	1,426,600	607,072	840,600	58,000	840,600	840,600	0
Net Surplus/(Deficit)	0	(50,005)	0	(369)	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 9 - Corporate Services
 FOR THE PERIOD ENDING February 28th, 2021

	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?							
Expenditures and Funding to Reserves							
Compensation and Benefits	1,904,000	2,335,913	2,011,000	324,289	2,011,000	2,011,000	
Administration Expenses	359,000	239,501	379,000	18,384	379,000	379,000	-
Insurance	59,000	66,784	70,000	0	70,000	70,000	
Other Operating Expenses	1,343,675	906,035	1,237,629	121,297	1,237,629	1,237,629	-
LESS: Recovery of Corporate Services Expenses	(70,000)	(57,186)	(70,000)	(5,351)	(70,000)	(70,000)	
Total OPERATING Expenditures	3,595,675	3,491,047	3,627,629	458,619	3,627,629	3,627,629	0
Building	0	165,000	0	0	0	0	-
Personnel	0	77,000	0	0	0	0	
Total FUNDING to RESERVES	0	242,000	0	0	0	0	0
TOTAL EXPENDITURES AND FUNDING TO RESERVES	3,595,675	3,733,047	3,627,629	458,619	3,627,629	3,627,629	0
Funding							
Municipal							
General Municipal Levy (Operating)	3,095,488	3,095,488	3,349,488	0	3,349,488	3,349,488	
Government Grants							
Federal	0	25,000	0	0	0	0	
Self Generated							
Miscellaneous	0	(34)	0	0	0	0	
Funding From Reserves							
Personnel	15,000	0	15,000	0	15,000	15,000	
Building	125,000	0	0	0	0	0	0
TOTAL REVENUE	3,235,488	3,120,454	3,364,488	0	3,364,488	3,364,488	0
Net Surplus/(Deficit)	(360,187)	(612,593)	(263,141)	(458,619)	(263,141)	(263,141)	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 10 - Conservation Lands
FOR THE PERIOD ENDING February 28th, 2021

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

	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Expenditures and Funding to Reserves							
Compensation and Benefits	1,129,000	1,128,138	1,163,000	133,261	1,163,000	1,163,000	
Administration Expenses	159,600	117,149	152,600	2,157	152,600	152,600	
Insurance	147,300	151,506	157,300	0	157,300	157,300	
Other Operating Expenses	576,000	417,420	576,000	53,193	576,000	576,000	
Total OPERATING Expenditures	2,011,900	1,814,213	2,048,900	188,611	2,048,900	2,048,900	
Land Purchases/Land Sale Expenses	0	59,047	0	1,458	0	0	
Emerald Ash Borer	600,000	298,063	400,000	61,256	400,000	400,000	
Trails - Capital Maintenance	150,000	55,944	258,000		258,000	258,000	
Total SPECIAL PROJECT Expenditures	750,000	413,054	658,000	62,714	658,000	658,000	
Forestry/Master Plans/Transition	0	135,621	7,000	0	7,000	7,000	
Land Sale Proceeds	0	3,419,145	0	0	0	0	
Total FUNDING to RESERVES	0	3,554,766	7,000	0	7,000	7,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,761,900	5,782,033	2,713,900	251,325	2,713,900	2,713,900	0
Funding							
Government Grants							
Federal	0	0	0	4,303	0	0	
Self Generated							
Luther Misc Income	46,000	55,547	46,000	483	46,000	46,000	
Other Areas Income	25,000	22,995	25,000	1,558	25,000	25,000	
Timber Sales	15,000	35,621	15,000	0	15,000	15,000	
Land Sale Proceeds	0	3,419,145	0	0	0	0	
Donations - Foundation	200,000	56,779	258,000	0	258,000	258,000	
Funding From Reserves							
Land	600,000	59,047	0	0	0	0	
Forestry (EAB)	0	298,063	400,000	0	400,000	400,000	
Gravel	1,000	0	1,000	0	1,000	1,000	
TOTAL REVENUE	887,000	3,947,197	745,000	6,344	745,000	745,000	0
Net Surplus/(Deficit)	(1,874,900)	(1,834,836)	(1,968,900)	(244,981)	(1,968,900)	(1,968,900)	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 11 - Property Rentals
FOR THE PERIOD ENDING February 28th, 2021

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

Expenditures and Funding to Reserves

	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	573,000	473,235	590,000	75,088	590,000	590,000	
Administration Expenses	74,500	65,204	74,500	6,552	74,500	74,500	
Insurance Expense	18,000	19,956	24,000	0	24,000	24,000	
Property Taxes	88,000	122,933	88,000	0	88,000	88,000	
Other Operating Expenses	809,700	537,374	701,700	105,546	701,700	701,700	
Total OPERATING Expenditures	1,563,200	1,218,702	1,478,200	187,186	1,478,200	1,478,200	
Cottage Lot Program-Belwood	0	45,000	0	0	0	0	
Cottage Lot Program-Conestogo	0	45,000	0	0	0	0	
Demolitions/R&M Savings	0	185,000	0	0	0	0	
Total FUNDING to RESERVES	0	275,000	0	0	0	0	0
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,563,200	1,493,702	1,478,200	187,186	1,478,200	1,478,200	0

Funding

Self Generated

Belwood	985,000	1,005,031	1,000,000	457,510	1,000,000	1,000,000	
Conestogo	1,192,000	1,205,294	1,207,000	493,260	1,207,000	1,207,000	
Agricultural	235,000	262,738	270,000	0	270,000	270,000	
Residential	145,000	129,319	105,000	18,371	105,000	105,000	
Miscellaneous	316,000	439,296	316,000	64,036	316,000	316,000	
Funding FROM Reserves							
Cottage Lot Program (Ice Storm)/Contaminated Site/EAB	0	60,865	0	0	0	0	
Wells/Septic/Demolitions	150,000	0	100,000	0	100,000	100,000	
TOTAL REVENUE	3,023,000	3,102,543	2,998,000	1,033,177	2,998,000	2,998,000	0
Net Surplus/(Deficit)	1,459,800	1,608,841	1,519,800	845,991	1,519,800	1,519,800	0

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 12 - Hydro Production
 FOR THE PERIOD ENDING February 28th, 2021

	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?							
Expenditures and Funding to Reserves							
Compensation and Benefits	64,500	60,790	66,500	9,383	66,500	66,500	
Other Operating Expenses	25,500	53,639	25,500		25,500	25,500	
Total OPERATING Expenditures	90,000	114,429	92,000	9,383	92,000	92,000	
General Capital Reserve	0	392,074	0	0	0	0	
General Capital/Land Sale Proceeds	105,000	193,193	120,000	0	120,000	120,000	
Total FUNDING to RESERVES	105,000	585,267	120,000	0	120,000	120,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	195,000	699,696	212,000	9,383	212,000	212,000	0
Revenue							
Government Grants							
Provincial	0	220,267	0	0	0	0	
Self Generated							
Hydro Production-Belwood	240,000	405,230	240,000	19,668	240,000	240,000	
Hydro Production-Conestogo	235,000	323,081	235,000	26,082	235,000	235,000	
Hydro Production-Guelph	40,000	36,209	40,000	0	40,000	40,000	
Hydro Production-Elora	0	35,321	15,000	0	15,000	15,000	
Miscellaneous Income	0	0	0	0	0	0	
TOTAL REVENUE	515,000	1,020,108	530,000	45,750	530,000	530,000	0
Net Surplus/(Deficit)	320,000	320,412	318,000	36,367	318,000	318,000	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 13 - Conservation Areas
FOR THE PERIOD ENDING February 28th, 2021

	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?							
Expenditures and Funding to Reserves							
Compensation and Benefits	4,480,000	2,920,276	4,200,000	189,881	4,200,000	4,200,000	
Administration Expenses	216,000	192,530	195,000	7,281	195,000	195,000	
Property Tax	68,000	59,463	65,000		65,000	65,000	
Other Operating Expenses	3,221,000	2,400,949	2,740,000	(6,548)	2,740,000	2,740,000	
Total OPERATING Expenditures	7,985,000	5,573,218	7,200,000	190,614	7,200,000	7,200,000	
Total CAPITAL Expenditures	2,150,000	795,020	1,500,000	18,459	1,500,000	1,500,000	
Future Capital Projects	300,000	295,000	0		0	0	
Total FUNDING to RESERVES	300,000	295,000	0	0	0	0	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	10,435,000	6,663,238	8,700,000	209,073	8,700,000	8,700,000	0
Funding							
Government Grants							
Provincial	0	0	0	0	0	0	
Federal	0	49,074	0	0	0	0	
Self Generated							
Brant	1,075,000	640,586	750,000	16,204	750,000	750,000	
Byng Island	1,075,000	557,665	650,000	13,756	650,000	650,000	
Belwood Lake	350,000	406,156	450,000	70,757	450,000	450,000	
Conestogo Lake	530,000	376,974	450,000	32,993	450,000	450,000	
Elora Gorge	1,800,000	1,103,265	1,250,000	22,312	1,250,000	1,250,000	
Elora Quarry	270,000	0	100,000	0	100,000	100,000	
Guelph Lake	1,050,000	907,211	1,050,000	76,765	1,050,000	1,050,000	
Laurel Creek	500,000	313,477	400,000	97,109	400,000	400,000	
Pinehurst Lake	900,000	621,032	750,000	65,037	750,000	750,000	
Rockwood	1,150,000	827,494	950,000	85,865	950,000	950,000	
Shade's Mills	300,000	370,265	400,000	125,143	400,000	400,000	
Total Fee Revenue	9,000,000	6,124,125	7,200,000	605,941	7,200,000	7,200,000	
Donations-Foundation	110,000	58,349	0		0	0	
Donations - Other	0	0	0		0	0	
Miscellaneous Income	0	295,556	0		0	0	
Funding From Reserves							
Conservation Areas - Capital Projects	1,325,000	137,000	1,500,000		1,500,000	1,500,000	
TOTAL REVENUE	10,435,000	6,664,104	8,700,000	605,941	8,700,000	8,700,000	0
Net Surplus/(Deficit)	0	866	0	396,868	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 14 - Miscellaneous
FOR THE PERIOD ENDING February 28th, 2021

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

Expenditures and Funding to Reserves

	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Other Miscellaneous	70,000	30,321	70,000	0	70,000	70,000	
Total OPERATING Expenditures	70,000	30,321	70,000	0	70,000	70,000	
Mill Creek Rangers	35,000	0	0	0	0	0	
Total SPECIAL PROJECT Expenditures	35,000	0	0	0	0	0	
Interest Income	350,000	406,630	425,000	0	425,000	425,000	
Total FUNDING to RESERVES	350,000	406,630	425,000	0	425,000	425,000	
TOTAL EXPENDITURES AND FUNDING TO RESERVES	455,000	436,951	495,000	0	495,000	495,000	0

Funding

Government Grants

Provincial	0	0	0	12,373	0	0	
------------	---	---	---	--------	---	---	--

Self Generated

Interest Income-Operating	140,000	82,061	140,000	0	140,000	140,000	
Interest Income-Reserves	350,000	406,630	425,000	7,069	425,000	425,000	
Miscellaneous	8,000	163	8,000	367	8,000	8,000	
Grand River Conservation Foundation	35,000	0	0	0	0	0	

TOTAL REVENUE	533,000	488,854	573,000	19,809	573,000	573,000	0
----------------------	----------------	----------------	----------------	---------------	----------------	----------------	----------

Net Surplus/(Deficit)	78,000	51,903	78,000	19,809	78,000	78,000	0
------------------------------	---------------	---------------	---------------	---------------	---------------	---------------	----------

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 15 - Source Protection Program
 FOR THE PERIOD ENDING February 28th, 2021

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

Expenditures

	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	490,000	465,268	490,000	65,335	490,000	490,000	
Administration Expenses	55,000	37,152	50,000	93	50,000	50,000	
Other Operating Expenses	75,000	78,580	90,000	9,172	90,000	90,000	
Water Budget - Technical Studies	100,000	100,331	10,000	0	10,000	10,000	
TOTAL EXPENDITURES	720,000	681,421	640,000	74,600	640,000	640,000	0

Funding

Government Grants

Provincial	720,000	681,421	640,000	74,600	640,000	640,000	
TOTAL FUNDING	720,000	681,421	640,000	74,600	640,000	640,000	0
Net Surplus/(Deficit)	0	0	0	0	0	0	0

GRAND RIVER CONSERVATION AUTHORITY
Schedule 16 - Information Systems and Motor Pool
FOR THE PERIOD ENDING February 28th, 2021

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

Expenditures

	Budget 2020	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Information Systems							
Compensation and Benefits	1,083,000	1,011,651	1,115,000	136,876	1,115,000	1,115,000	
Administrative Expenses	25,500	13,713	25,500	3,803	25,500	25,500	
Software and Hardware Maintenance	157,500	143,594	187,500	64,644	187,500	187,500	
Supplies and Services	54,000	33,944	54,000	5,703	54,000	54,000	
Total OPERATING Expenditures	1,320,000	1,202,902	1,382,000	211,026	1,382,000	1,382,000	
Capital Expenses	200,000	79,333	170,000	53,341	170,000	170,000	
LESS Internal Charges	(1,320,000)	(1,298,340)	(1,307,000)	0	(1,307,000)	(1,307,000)	
NET Unallocated Expenses	200,000	(16,105)	245,000	264,367	245,000	245,000	
Motor Pool							
Compensation and Benefits	309,000	266,672	309,000	38,003	309,000	309,000	
Administrative Expenses	26,000	20,578	26,000	1,010	26,000	26,000	
Insurance	43,500	47,522	50,600	0	50,600	50,600	
Motor Pool Building and Grounds Maintenance	10,500	10,417	10,400	571	10,400	10,400	
Equipment, Repairs and Supplies	286,000	232,218	286,000	37,754	286,000	286,000	
Fuel	254,000	137,352	254,000	9,837	254,000	254,000	
Total OPERATING Expenditures	929,000	714,759	936,000	87,175	936,000	936,000	
Capital Expenses	550,000	476,828	450,000	0	450,000	450,000	
LESS Internal Charges	(1,174,000)	(1,265,147)	(1,174,000)	(3,810)	(1,174,000)	(1,174,000)	
NET Unallocated Expenses	305,000	(73,560)	212,000	83,365	212,000	212,000	
TOTAL EXPENDITURES	505,000	(89,665)	457,000	347,732	457,000	457,000	0
Funding							
Self Generated							
Donations-Foundation	0	0	0	0	0	0	0
Miscellaneous	0	0	0	1,140	0	0	0
TOTAL REVENUE	0	0	0	1,140	0	0	0
Gross Surplus (Deficit)	(505,000)	89,665	(457,000)	(346,592)	(457,000)	(457,000)	
Funding From Reserves	2,999,000	2,473,822	2,938,000	350,402	2,938,000	2,938,000	
Funding to Reserves	(2,494,000)	(2,563,487)	(2,481,000)	(3,810)	(2,481,000)	(2,481,000)	
Net Surplus/(Deficit)	0	0	0	0	0	0	0

Grand River Conservation Authority

Report number: GM-03-21-22
Date: March 26, 2021
To: Members of the Grand River Conservation Authority
Subject: Replacement Compact Backhoe and Tractor Purchase

Recommendation:

THAT the Grand River Conservation Authority purchase one 2021 JCB 3CX Compact Backhoe Loader from Advance Construction Equipment Limited in the amount of \$110,000.00 excluding HST, and one 2021 John Deere 4052R, 4WD tractor with a cab and front loader from Premier Equipment Limited in the amount of \$61,185.72 excluding HST.

Summary:

N/A

Report:

The 2021 Motor Pool budget included the purchase of two tractors to replace two units, a compact backhoe loader that is 17 years old and a loader tractor that is 15 years old.

Specifications were developed based upon the performance requirements of the area to which the equipment would be assigned including the need for a compact piece of equipment which can navigate tight working conditions, a cab, and adequate lifting capacity for the soil found at the Byng Island Conservation Area and the Laurel Creek Conservation Area. Two unique tractor specifications were issued as a request for quotations (RFQ).

The RFQ for replacement tractors was publicly advertised on January 21, 2021 on the Biddingo electronic procurement website. Despite being publicly advertised, only one bid was received for the backhoe loader tractor and two bids were received for the loader tractor by the closing date of February 11, 2021. As described in the RFQ, the bid package was evaluated based on the following criteria:

- 10% Location of Parts and Service Facility
- 10% Past Experience with the Manufacturer
- 40% Conformance to the Specification
- 40% Price Quotation

Bids were reviewed by Brandon Heyer, Manager of Central Services, Mark Slade, Supervisor of Central Services and Jim Himsl, Fleet Coordinator. Bid and evaluations have been summarized below:

One (1) 55kW (74 HP), 4WD, Backhoe Loader with Integrated Cab

Dealer	Make/Model	Bid Amount (HST excluded)
Advance Construction Equipment Limited	JCB 3CX Compact	\$110,000.00

Despite there being only one bid, staff scored it against the required specification and are satisfied with the submission as it aligns with our requirements and predetermined budget.

One (1) 30.7 kW PTO (41.2 HP) Tractor with Cab and Front Loader

Dealer	Make/Model	Bid Amount (HST excluded)	Ranking based on score
Premier Equipment Limited	4052R	\$61,185.72	1
ESM Farm Equipment Limited	Boomer 50	\$48,500.00	2

Despite there being only two bids, staff scored the submissions against the predetermined RFQ criteria. The bid with the lowest score did not fully meet the RFQ specification.

Financial implications:

The total combined amount of \$171,185.72 excluding HST is included in the 2021 Motor Pool budget and will be funded from the Motor Pool Reserve. The unit being replaced will be disposed through public auction and any proceeds from that sale will be allocated to the Motor Pool Reserve.

Other department considerations:

Conservation Area staff aided in the development of the specification for these pieces of equipment. This equipment is crucial to operations and maintenance of Conservation Areas as there is limited availability of rental equipment and/or contractors during the peak season.

Prepared by:

Brandon Heyer
Manager of Central Services

Approved by:

Karen Armstrong
Deputy CAO/Secretary-Treasurer

Grand River Conservation Authority

Report number: GM-03-21-23
Date: March 26, 2021
To: Members of the Grand River Conservation Authority
Subject: Replacement Truck Purchase

Recommendation:

THAT the Grand River Conservation Authority purchase one 2021 Dodge Ram 1500 Pickup Truck from Blue Mountain Chrysler in the amount of \$31,896.00 excluding HST, one 2021 Chevrolet Silverado 2500 Pickup Truck from Scherer's Chevrolet in the amount of \$42,741.55 excluding HST, and one 2021 Chevrolet Silverado 3500 Pickup Truck from Scherer's Chevrolet in the amount of \$45,029.45 excluding HST.

Summary:

N/A

Report:

The 2021 Motor Pool budget includes the purchase of three trucks to replace three pickup trucks.

Specifications were developed based upon the performance requirements of the area to which the equipment would be assigned. Three truck specifications were issued as part of the Request for quotations (RFQ). The 2021 RFQ for Replacement Vehicles was publicly advertised on January 21, 2021 on the Biddingo electronic procurement website. Five bid packages were received by the closing date of Thursday, February 11, 2021. As described in the RFQ, bid packages were evaluated based on the following criteria:

- 10% Location of Parts and Service Facility
- 10% Past Experience with the Manufacturer
- 40% Conformance to the Specification
- 40% Price Quotation

Bids were reviewed by Brandon Heyer, Manager of Central Services, Mark Slade, Supervisor of Central Services and Jim Himsel, Fleet Coordinator. Bids and ranking based on evaluation scores have been summarized below:

#1 – 2021, ½ Ton pickup Truck, Regular Cab, Short Box, 2WD

Dealer	Make/Model	Bid Amount (HST excluded)	Ranking Based on score
Blue Mountain Chrysler	Ram 1500, Reg. Cab, Short Box, 2WD Pickup Truck.	\$31,896.00	1
Bennett GM	Chevrolet Silverado 1500	\$34,047.36	2

Dealer	Make/Model	Bid Amount (HST excluded)	Ranking Based on score
Scherer Chevrolet	Chevrolet Silverado 1500	\$34,595.55	3
Finch Auto Group	Chevrolet Silverado 1500	\$35,864.00	4
Parkway Ford	Ford F150	\$40,255.00	5

#2 – 2021, ¾ Ton Pickup Truck, Extended Cab, 4WD, Short Wheel Base

Dealer	Make/Model	Bid Amount (HST excluded)	Ranking Based on score
Scherer Chevrolet	Chevrolet Silverado 2500 - 4x4	\$42,741.55	1
Bennett GM	Chevrolet Silverado 2500 - 4x4	\$43,490.06	2
Parkway Ford Ltd.	F250 XL 4x4	\$44,925.00	3
Finch Auto Group	Chevrolet Silverado 2500 - 4x4	\$45,214.00	4
Blue Mountain Chrysler	Ram 2500 4x4	\$47,016.00	5

#3 – 2021, 1 Ton Pickup Truck, Extended Cab, 4WD, Long Wheelbase

Dealer	Make/Model	Bid Amount (HST excluded)	Ranking Based on Score
Scherer Chevrolet	Chevrolet Silverado 2500 4x4	\$45,029.45	1
Bennett GM	Chevrolet Silverado 2500 4x4	\$45,512.40	2
Parkway Ford Ltd.	F250 XL 4x4	\$46,419.00	3
Blue Mountain Chrysler	Ram 2500 4x4	\$47,645.00	4
Finch Auto Group	Chevrolet Silverado 2500 4x4	\$47,647.00	5

Financial implications:

The total combined amount of \$119,667.00 excluding HST is included in the 2021 Motor Pool budget and will be funded from the Motor Pool Reserve. The units being replaced

will be disposed through public auction and any proceeds from that sale will be allocated to the Motor Pool Reserve.

Other department considerations:

Staff in various GRCA departments were consulted in the preparation of the specifications to ensure the replacement trucks accommodate the various specific uses.

Prepared by:

Brandon Heyer
Manager of Central Services

Approved by:

Karen Armstrong
Deputy CAO/Secretary-Treasurer

Grand River Conservation Authority

Report number: GM-03-21-24
Date: March 11, 2021
To: Members of the Grand River Conservation Authority
Subject: 2021 Road Surface Treatment Tender Results

Recommendation:

THAT the Grand River Conservation Authority award the tender for the 2021 road surface treatments to Cornell Construction Limited of Brantford, Ontario up to the amount of \$265,100.00 excluding HST;

AND THAT a total project budget of \$292,000.00 excluding HST be approved.

Summary:

N/A

Report:

The Grand River Conservation Authority (GRCA) constructs and maintains approximately 146 kilometres of paved roadways and 11.6 hectares of paved parking lots. Conservation Area roads and cottage lot roads are heavily used during the operating season and it is necessary to ensure these roads are maintained to provide safe driving surfaces.

GRCA roads are maintained to provide an appropriate driving surface based on the nature of the areas that the roads serve. Each year deteriorated portions of roadway are leveled and compacted using either in-house resources or external contractors. Once the road base has been prepared, the road is resurfaced using a combination of emulsified asphalt and aggregate to form a paved surface. Application of this surfacing material requires specialized equipment and there are few companies that specialize in this type of work.

The tender for the 2021 road surface treatments was publicly advertised on the Biddingo electronic procurement website. There were eleven registered document takers but only one bid was received which is a typical bid response for this niche type of road construction. The tender submission was opened at 11:00 a.m. on March 9, 2021 with an opening committee consisting of Karen Armstrong, Deputy CAO, Brandon Heyer, Manager of Central Services, Mark Slade, Supervisor of Central Services, and Paul Lucier, Supervisor of Maintenance and Operations. The tender submission was opened in the presence of the opening committee through Microsoft Teams. The results of the tender process are shown in Table 1 below:

Table 1: Road Surface Treatment Tender Results

Contractor Name	Tender Amount	HST	Total Tender Amount
Cornell Construction Limited	\$265,100.00	\$34,463.00	\$299,563.00

The bid from Cornell Construction Limited meets the requirements outlined in the tender package. This company has successfully completed the annual road surface treatment contract for the GRCA in previous years including 2015, 2016, 2018, and 2019 (road surface treatment was not completed by external contractors in 2017 or 2020).

Exact quantities are unknown at this time however it is anticipated that approximately 500 sq.m. of patching and 19,000 sq.m. of double surface treatment will be required at the Belwood Lake and Conestogo Lake cottage lot roads and approximately 16,000 sq.m. of double surface treatment will be required for the roads at Brant, Byng, Conestogo, Elora Gorge, Guelph Lake, Shade’s Mills, and Rockwood Conservation Areas. The total contract price will be based on actual field measured quantities and invoiced at the unit rates provided in the tender.

The unit rates tendered by Cornell Construction Limited have not changed significantly compared to previous years. Staff recommend that the tender for the 2021 road surface treatment be awarded to Cornell Construction Limited, in the amount of \$265,100.00 excluding HST.

The tender did not include a contingency amount, thus it is proposed that the total project budget be approved with an internal contingency added. The total proposed project budget is shown in Table 2.

Table 2: Project Budget

Tender Amount	\$265,100.00
10% Contingency	\$26,510.00
13% HST (Tender + Contingency)	\$37,909.30
Subtotal	\$329,519.30
13% HST Rebate	\$37,909.30
Total Project Budget	\$291,610.00

Financial implications:

Funding for road resurfacing is included in both the Conservation Area Capital and Property (Cottage Lot) budgets. The amount tendered by Cornell Construction Limited is within the amount budgeted for this purpose.

Other department considerations:

N/A

Prepared by:

Paul Lucier
Supervisor of Maintenance and
Operations

Brandon Heyer
Manager of Central Services

Approved by:

Karen Armstrong
Deputy CAO/Secretary-Treasurer

Grand River Conservation Authority

Report number: GM-03-21-21
Date: March 26, 2021
To: Members of the Grand River Conservation Authority Board
Subject: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation Permit Application 188/20 for consideration (Mile Hill Road, County of Brant)

Recommendation:

THAT the Grand River Conservation Authority approve permit application number 188/20 subject to:

Conditions:

1. The submission and approval of final plans to the satisfaction of Grand River Conservation Authority staff.
2. Retaining walls to be designed and installed by a qualified professional as indicated in the Slope Stability Assessment report prepared by Chung and Vander Doelen Engineering Ltd.

Summary:

A permit application under Ontario Regulation 150/06 has been submitted to the Grand River Conservation Authority (GRCA) for the construction of a dwelling within lands defined as Riverine Erosion Hazard. The site has a steep but stable slope which is not subject to toe erosion.

The Grand River Conservation Authority Policies for the Administration of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation 150/06 (GRCA Policies), do not include policies that consider development within the Riverine Erosion Hazard using specific criteria that could be considered for steep and stable slopes and technical assessments such as a site assessment of the hazard, geotechnical reports and evaluation of emergency access. The current proposal has demonstrated the development may occur while satisfying the general policies (Section 7.1.2) of the GRCA.

This application is being presented to the General Membership for their consideration. A permit is presented for consideration where there is a gap in the policies that would allow for the approval of a permit under Ontario Regulation 150/06.

Report:

Permit Approval Process

In 2012, following legislative amendments, the General Membership authorized staff to issue permits which meet Board approved policies. The permit process also includes applications that may be presented to the General Membership for their consideration where staff recommend approval due to specific criteria. The criteria includes an application that:

- 1) is not covered by an approved Authority Policy;
- 2) has factors in addition to the policy considerations which should be considered;
- 3) precedes a decision or settlement of a legal proceeding or tribunal.

The current permit application is not contemplated by an approved policy and it is being recommended by staff for approval.

Permit Application 188/20

Riverview Highlands (1045) Holdings Ltd. applied to the GRCA for a permit under Ontario Regulation 150/06 for the construction of a dwelling and attached garage at 191 Mile Hill Road, Paris, County of Brant (attached Plan 1).

Site Considerations

The subject lands are presently vacant and entirely regulated under Ontario Regulation 150/06 (attached Regulation Map 1). The lands are identified as Riverine Erosion Hazard, as GRCA has mapped all slopes steeper than 5H:1V as an erosion hazard in accordance with Provincial guidance. The GRCA policy document states that steep but stable slopes, not subject to toe erosion, “typically resist slumping and rotational slippage, but may become unstable as a consequence of the increased loading forces of development, depending on the soil structure and underlying geology.”

The study submitted in support of the proposal is entitled Slope Stability Assessment, Proposed Residence 187 Mile Hill Road, Paris, Ontario prepared by Chung and Vander Doelen Engineering Ltd., dated August 10, 2017. A subsequent addendum to the report was submitted entitled Addendum to Slope Stability Assessment, Proposed Residence 187 Mile Hill Road, Paris Ontario prepared by Chung and Vander Doelen Engineering Ltd., dated August 27, 2020. The addendum report was submitted to address questions raised by the GRCA staff in association with the initial report.

Through the site specific geotechnical study, it has been determined that the lands have a sufficient factor of safety against rotational failure and loading forces will be reduced. Retaining walls are proposed to create steps in the slope to allow for development. To prevent surficial slippage of the slope, the retaining walls will need to be properly constructed and maintained. In accordance with the report, staff recommend the design of the retaining walls be undertaken by a qualified professional as a condition of the permit approval.

Policy Considerations

The GRCA policies identify riverine slopes of greater than 5H:1V as a hazard and prohibit new development. There currently are no policies in place that address a situation where the slope is steep but stable, there is no toe erosion, and loading forces from the development will not negatively affect the slope. The policies do not consider site specific examination to assess risk within the Riverine Erosion Hazard.

In the absence of policies specific to these circumstances, a geotechnical report provided by the proponent was submitted. The geotechnical report addresses relevant GRCA slope hazard policies for proposed development in the allowance of the Riverine Erosion Hazard (Section 8.2). The allowance is the regulated area adjacent to the hazard, usually at the top of the slope. GRCA staff have used the Riverine Erosion Hazard Allowance policies and the site specific geotechnical information provided by the proponent to review this proposal. The allowance policies include, and have been addressed, as follows:

- a) there is no feasible alternative site outside the Regulated Area;

The existing lot is regulated by the GRCA and there is no alternative location outside of the regulated area.

- b) the proposed development is not subject to a Riverine Erosion Hazard or Riverine Flooding Hazard;

The site specific geotechnical assessment determined the site is not subject to Riverine Erosion Hazard as the slope is steep but stable and is outside of the Grand River Floodplain.

- c) there is no impact on existing and future slope stability;

The site specific geotechnical assessment determined that the proposed development will not impact the factor of safety for rotational failures. The slope is stable at the current slope inclination of 3H:1V.

- d) the risk of creating new Riverine Erosion Hazards or aggravating existing Riverine Erosion Hazards as a result of the development is negligible;

The site specific geotechnical assessment determined the slope is stable and the proposed development will not create new slope hazards with the proper design and maintenance of the retaining walls by a qualified professional, as per the recommendations of the Slope Stability Assessment prepared by Chung and Vander Doelen Engineering Ltd (2017, addendum 2020).

- e) the potential of increased loading forces on the top of the slope is addressed through appropriate structural design;

The site specific geotechnical assessment determined that the proposed development will result in a greater factor of safety against rotational slope failures due to a decrease in loading. The factor of safety post development is anticipated to be 2.20 to 2.50, whereas the Provincially required factor of safety for residential development is 1.30 to 1.50. The new factor of safety will meet the Provincial standards.

- f) the potential for surficial erosion is addressed by a drainage plan;

A drainage plan has been provided by the proponent to address the potential for surficial erosion as a result of the proposed development.

- g) access into and through the valley for preventative actions or maintenance during an emergency will not be prevented; and

The site fronts on a municipal road and development will not impede access into and through the valley for preventative actions or maintenance during an emergency.

- h) an appropriate setback from the Riverine Erosion Hazard, as established in Sections 8.2.3- 8.2.10.

The geotechnical report determined that the site is not within or adjacent to an erosion hazard and as such no setback is required.

Conclusion

It has been concluded that this proposal addresses the intent of GRCA Policy Section 8.2 Riverine Erosion Hazard and meets GRCA General Policies Section 7.1.2 specifically that the risk to public safety is not increased nor is the susceptibility to natural hazards increased or new hazards created provided the final design is in accordance with the report prepared by Chung and Vander Doelen Engineering Ltd., dated August 27, 2020. The conditions of final plans and retaining walls to be designed

and installed by a qualified professional will allow staff to ensure the proposed development address the intent of the geotechnical report.

Financial implications:

N/A

Other department considerations:

GRCA Engineering staff have been involved in the technical review of this project. Due to questions raised in a number of recent applications, and potential changes to the application of Conservation Authorities Regulations, a review of the mapping criteria for erosion hazards will be undertaken in the future.

GRCA policies applicable to erosion hazards will also require a review to determine the extent of changes to the slope policies that may be required. The scope of a review will include other Conservation Authorities since they also regulate development in or near natural hazards. A review of other mapping criteria and associated policies will be part of a future review. In addition, the provincial technical guideline for natural hazards includes riverine erosion and this document will be considered in a review as well.

GRCA Resource Planning staff have been involved in the review of this project and would assist with the review of mapping criteria and the policy review.

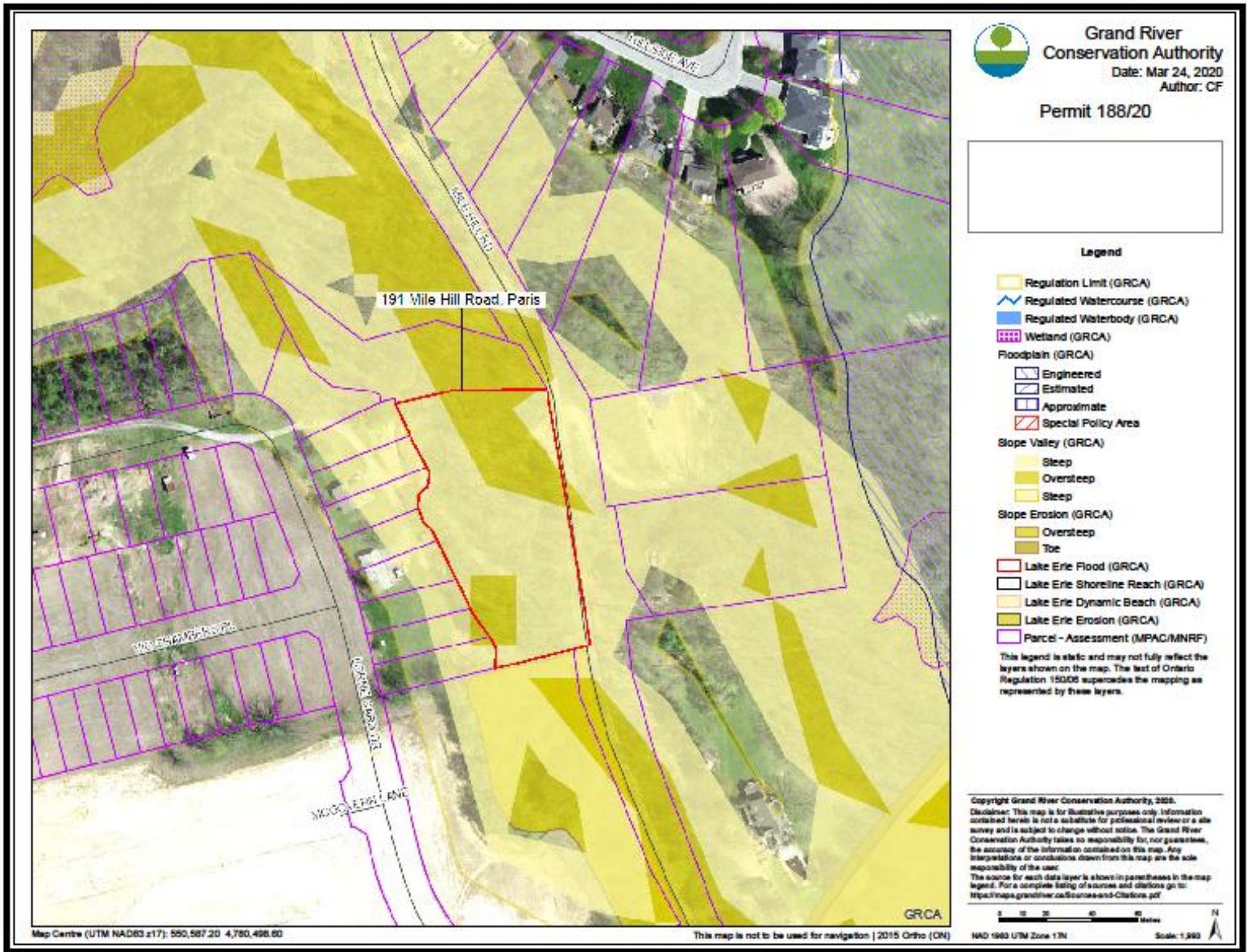
Prepared by:

Ashley Graham
Resource Planner

Approved by:

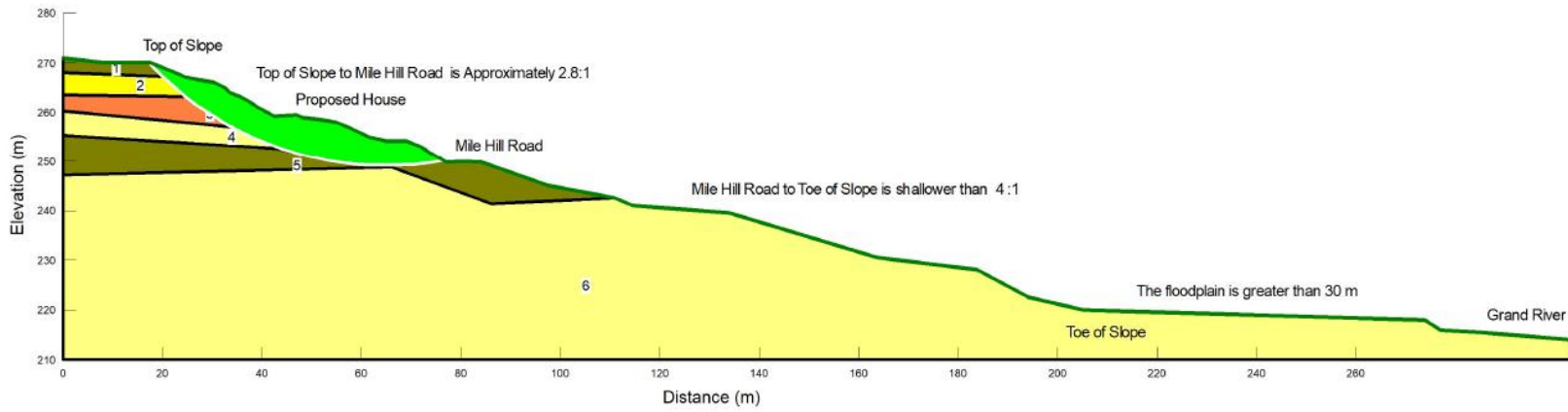
Nancy Davy
Director of Resource Management

Fred Natolochny
Supervisor of Resource Planning

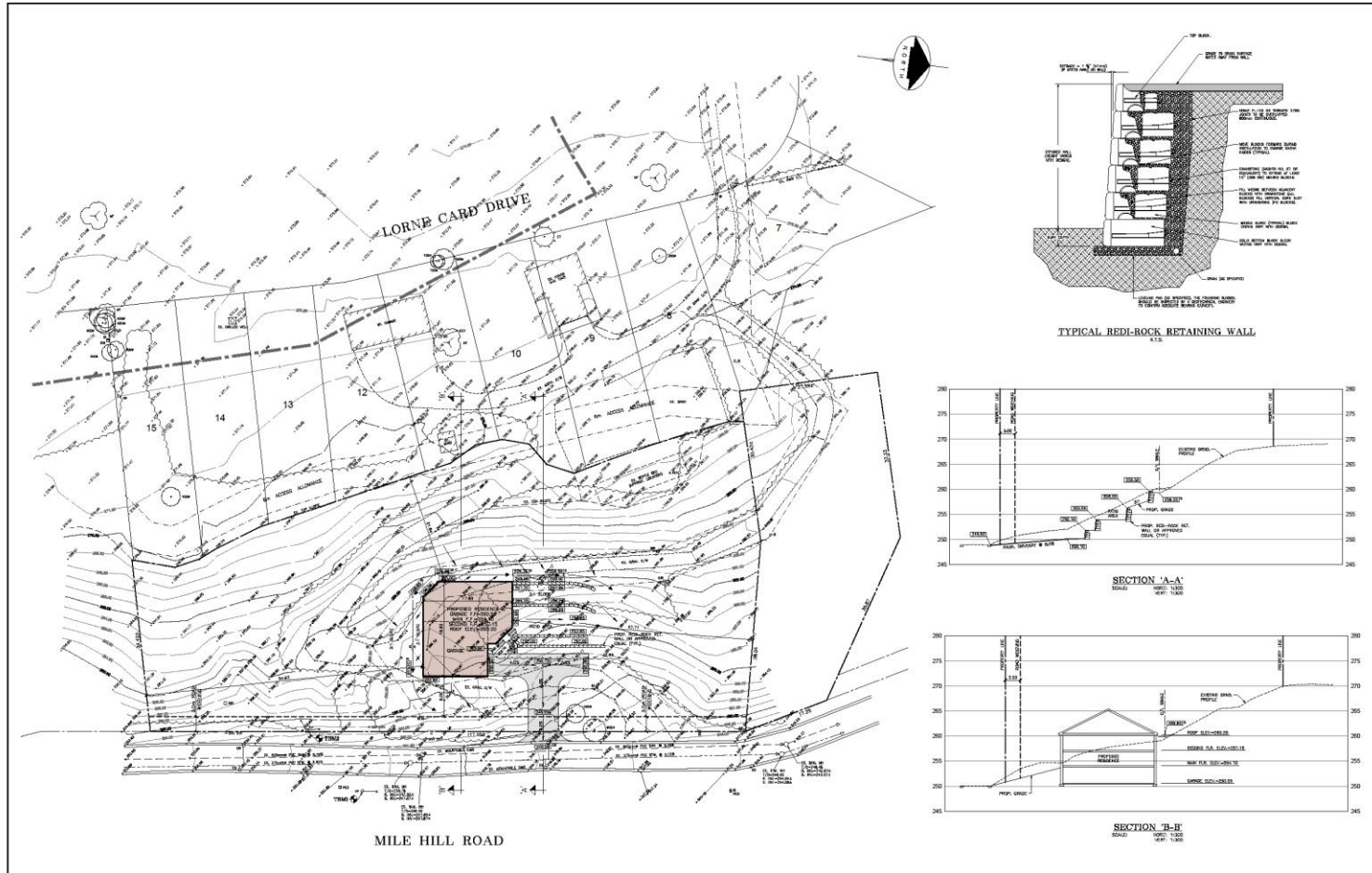


FoS 2.278

Diagram Showing the Whole Slope
Addendum to G17398, Slope Stability Assessment, Proposed Residence.



Chung and Vander Doelen Engineering Ltd



LEGEND:

- CENTER ELEVATION
- PROPOSED SLOPING
- PROPOSED BANK ELEVATIONS
- PROPOSED BANK
- CONTOUR, STREAM

NOTES:

1. ALL ELEVATIONS SHOWN ARE METRIC.
2. DIMENSIONS TO BE VERIFY COMPLIANCE WITH LOCAL BYLAW OR MUNICIPAL ORDINANCE (WHERE APPLICABLE).

T.B.M. No. 1 ELEV. = 252.04m (CSD)
 SEE IN SURVEY FILE ON THE WEST SIDE OF MILE HILL ROAD AS SHOWN.

T.B.M. No. 2 ELEV. = 253.80m (CSD)
 SEE IN SURVEY FILE ON THE WEST SIDE OF MILE HILL ROAD AS SHOWN.

1	AS PER OPA COMMENTS	24/11/22	K.P.B.
2			
3			
4			

J.H. COHOON ENGINEERING LIMITED
 CONSULTING ENGINEERS

PROJ: PROPOSED RESIDENTIAL DEVELOPMENT PART OF LOTS 11 & 12 CONCESSION 1 GEOGRAPHIC TOWNSHIP OF BRANTFORD COUNTY OF BRANT

CLNT: RIVERVIEW HIGHLANDS (1038) HOLDINGS LTD.

SITE DEVELOPMENT PLAN

DATE:	R.M.P.	SCALE:	1:500
DRAWN:	K.P.B.	JOB NO.:	7778
CHECKED:	R.M.P.	SHEET:	1 of 1
DATE:	MAY 29/17	DATE PL.:	7778-SP1

Grand River Conservation Authority

Report number: GM-03-21-25

Date: March 26, 2021

To: Members of the Grand River Conservation Authority

Subject: Province of Ontario Consultation on Growing the Size of the Greenbelt

Recommendation:

THAT Report Number GM-03-21-25 Province of Ontario Consultation on Growing the Size of the Greenbelt be provided to the Ministry of Municipal Affairs through Environmental Registry Posting #019-3136.

Summary:

The Government of Ontario is seeking feedback on a document '***Consultation on growing the size of the Greenbelt***' to expand the existing Greenbelt to include the Paris Galt moraine and the potential for additional Urban River Valleys including the Speed and Eramosa Rivers in the City of Guelph and City of Cambridge.

The Study Area includes Wellington County, Region of Waterloo, Brant County, City of Brantford, City of Guelph (see Appendix 1) and an area generally identified as the Paris Galt moraine. This report summarizes key factors and comments for the province to consider in any future proposals to expand the Greenbelt and Urban River Valleys.

Inclusion of a map of the Paris Galt moraine in planning documents will provide landowners, municipalities and other stakeholders with an important tool for implementation of current and future policies that protect and enhance this natural heritage and water resource area. Expansion of the Greenbelt could offer some modified policies to recognize or protect the water resource and natural heritage systems including identification of the Paris Galt moraine. Protective policies for the moraine in the Places to Grow Growth Plan for the Greater Golden Horseshoe are in the process of being incorporated into municipal Official Plans. Before the implementation of additional provincial policies for the Greenbelt, it would be beneficial to have a clear outline of the policy gaps that will exist after the Official Plans are updated. The framework of provincial and municipal policies need to work together in a streamlined manner, to help protect and enhance the water resources and natural heritage attributes of Paris Galt moraine.

This report outlines the following key items and supporting background information for the province to consider prior to further consultation on the Greenbelt Expansion.

The province should:

1. provide a policy analysis that clearly identifies the policy gaps or benefits between the current land use planning framework (with Growth Plan policies implemented in municipal Official Plans) and the Greenbelt Plan to ensure all stakeholders and the public are fully informed on the benefits or challenges with each policy framework.
2. consider policy amendments to the Greenbelt Plan to allow any official plan policies which offer more protection to Natural Heritage and Water Resource Systems to supersede any less restrictive policies of the Greenbelt Plan;

3. provide their data and information to municipalities to identify all components of Water Resource Systems including key hydrologic features and areas such as the Paris Galt moraine;
4. consider deferral of the Greenbelt expansion allowing municipalities the opportunity to incorporate the most recent protective policies for the moraine from the Growth Plan into their Official Plans;
5. work with affected municipalities, GRCA and other stakeholders within the Grand River watershed to prepare an acceptable map for municipal Official Plans of the Paris Galt moraine (as a key hydrologic area as defined by the Growth Plan and Greenbelt Plan);
6. in their review and approval of Official Plans, include an analysis of any gaps in the protection of Natural Heritage and Water Resource Systems that could be addressed by the province through future amendments to the Growth Plan or an expansion to the Greenbelt Plan;
7. implement future amendments to the Greenbelt policies to remove or clarify that conservation authority lands are not public lands;
8. review the Urban River Valley designation for some portions of the Speed River and Eramosa River taking into account difference in this study area and the GTA and the objectives of this designation may already be in place through the Provincial Policy Statement, Growth Plan policies and municipal Official Plan policies. Some of these lands are environmentally sensitive and contain hazards and some infrastructure or access by the public would not be appropriate; and
9. further consultation with the public, municipalities, conservation authorities and other stakeholders on any proposals to modify the boundaries of the existing Greenbelt and the Greenbelt Plan be provided.

Report:

The province (Ministry of Municipal Affairs and Housing) is seeking feedback on growing the size of the Greenbelt in the area of the Paris Galt Moraine including additional Urban River Valley greenbelt designations in the City of Guelph and City of Cambridge. In addition, the province is proposing that the technical criteria for the extent of the Urban River Valley designation may be modified from 60m from the waters' edge to a greater extent to include more lands defined as public lands in the Greenbelt policies. The consultation summary indicates that the maps are for discussion purposes and do not represent a proposed boundary of the Greenbelt.

The Grand River Conservation Authority's (GRCA) Board report GM-03-21-25 and responses to the questions posed by the province will be submitted through the Environmental Registry. Comments are requested by April 19, 2021.

The consultation summary includes the following provincial consultation principles for the Greenbelt expansion:

1. There is no consideration for removal requests or land exchanges
2. There are no changes to existing Greenbelt policies
3. Lands to be considered for expansion must:
 - Support the objectives, vision and goals of the Greenbelt Plan
 - Follow the amendment process in the Greenbelt Act, 2005
 - Connect physically and/or functionally to the current Greenbelt
 - Consider impacts on existing Provincial priorities in Provincial Policy Statement and Growth Plan for the Greater Golden Horseshoe

Background

The Greenbelt Plan was originally approved in 2005 and it was updated in 2017. It currently applies to areas around the Greater Golden Horseshoe (GGH) with limited areas in the

Grand River watershed. It provides policy direction on the protection of agricultural and natural resource systems (including water resource systems) in relation to population growth and expansion of urban boundaries and it outlines permitted land uses and studies that may be required with development applications within these systems. The Greenbelt Plan prohibits settlement area expansions into the Greenbelt.

A Place to Grow Growth Plan for the Greater Golden Horseshoe (Growth Plan) applies to most of the municipalities in the Grand River watershed (except the Counties of: Perth, Oxford, Norfolk and Grey) and it identifies where and how growth will occur. This plan also outlines permitted land uses and studies that may be required with development applications within the natural heritage systems and water resource areas.

In 2017, there were substantial amendments to the Growth Plan for the GGH and many of the protective policies of the Greenbelt Plan for natural heritage, water resources, and agriculture were included as policies in the Growth Plan. Watershed municipalities are in the process of completing Municipal Comprehensive Reviews (MCRs) and public consultation processes to bring their Official Plans into conformity with the updated Growth Plan policies. In 2020, the Growth Plan policies were amended to update growth projections for municipalities and extend the planning horizon for growth strategies to 2051 and this information will be included in the MCR process. The MCR process must be completed by June 2022 and plans submitted to the province for their review and approval.

In 2018, the GRCA also provided comments to the Province on their proposal for *Protecting Water for Future Generations: Growing the Greenbelt in the Outer Ring* as outlined in Report GM-02-18-09.

Moraines in the Watershed

Moraines are a prominent feature in the Grand River watershed. Three primary moraine systems in the watershed include the Waterloo, Orangeville, and Paris Galt moraines. Moraines, which are often characterized by coarse-grained materials and rolling topography, promote rainwater or snowmelt to infiltrate into the ground, and either discharge water into local wetlands and streams, or recharge water into the aquifers beneath the ground.

The general rolling topography of moraines provides the ability to direct water on the landscape into the ground. This can attenuate the amount of water on the landscape and reduce the potential for flooding. Aquifers underlying the moraines are receptors for a portion of the infiltrated surface water and in turn, provide water for municipal and private drinking water supplies, and baseflow to cold water streams which often support sensitive species and vegetation. Stream headwaters and wetlands are commonly found on the shoulders of moraines, where the water table intersects with the ground surface of the moraine.

Values of the moraines as a recharge feature

The combination of often higher topography and permeable soils of moraines creates ideal conditions for recharge to the underlying groundwater system, and also the creation of headwaters for streams and creeks. These conditions also contribute to:

- **Flood Attenuation:** Closed drainage depressions help to reduce downstream flooding by holding water on the landscape and focusing surface water into the ground. Urbanization of moraines can shift the moraines' function from recharge to runoff and result in excess surface water and flooding.
- **Grand River Water Quality and Quantity:** A portion of the water that is recharged along the Paris Galt moraines discharges as groundwater into the Grand River between Cambridge and Paris. This reach and further downstream exhibits increased flows, improved water quality, and reduced river temperatures from groundwater inputs into the river.

- **Water Supplies:**
 - The City of Brantford relies on water from the Grand River for all of its municipal water supply. Water quality improvements and augmentation through the high groundwater discharge areas in the Cambridge to Brantford reach benefit the quality of the City's drinking water supply.
 - The community of St. George obtains a portion of its municipal water supply from an aquifer located to the east of the Galt moraine. Some of the waters recharging into the moraine move deeper into the groundwater system and flow to the east towards the community of St. George, helping to maintain its groundwater supply.
 - Drinking Water Private Supply: Aquifers located across the Paris Galt moraines provide water supply to a large number of private wells for domestic and agricultural use. An example is Puslinch Township, where there are no municipal supplies; the Township's residents and businesses are reliant on private water supplies from groundwater. Often smaller groundwater takings, such as those for domestic supply, utilize the groundwater available in the shallower aquifers.
 - Commercial and Industrial Water Supply: Larger commercial and industrial takings often draw water from the deeper bedrock aquifers. Shallower water takings include aggregate operations for wash ponds.
- **Stream Baseflow** (groundwater discharge): Recharge into the Paris Galt moraines, and the subsequent groundwater flow provides significant groundwater discharge to the following reaches:
 - Eramosa River/Blue Springs Creek,
 - Mill Creek,
 - Speed River between Guelph and Cambridge,
 - Jones and Blue Creek in Brant County, and
 - Grand River near the south end of Cambridge to Brantford

Baseflow from groundwater augments streamflow, especially in summer months during drought, and provides cool groundwater temperatures that provide habitat for cold water dependent species and vegetation.

Appendix 2 includes additional information regarding the Paris Galt moraines, and other moraine characteristics including recharge functions, groundwater resilience, and their relationship to stream headwaters and wetlands.

Study Area Approach

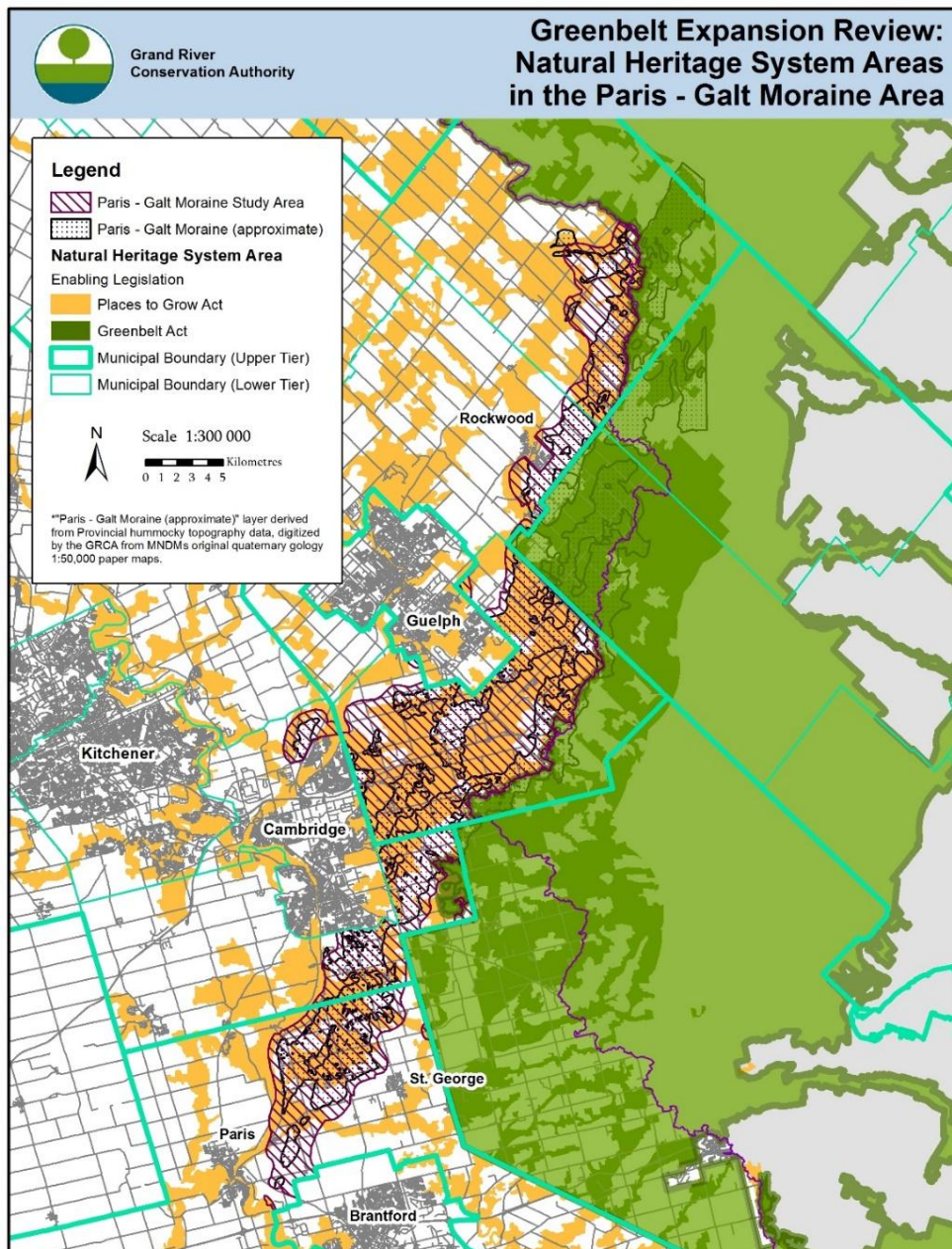
The province is seeking feedback on growing the size of the Greenbelt in the area of the Paris Galt Moraine including additional Urban River Valley greenbelt designations in the City of Guelph and City of Cambridge (see maps in Appendix 1). It appears the province may have gathered or created some new information related to the protection of water resources including the Galt Paris Moraine as part of their consultation on the proposed expansion of the Greenbelt. The individual components or data sets the province has compiled for their study area has not been provided for public review at this time. Any new information related to the mapping of the moraine would also be beneficial for municipalities for their MCR processes and associated Water Resource Systems mapping/policy development.

At this time, the province has not released a Technical Guideline on identification of the Water Resource Systems (key hydrologic areas and features) to support municipalities in their implementation of the watershed planning and other policies of the Growth Plan and/or Greenbelt Plan. GRCA review of the Paris Galt moraine includes a review of maps that include hummocky topography. This information is identified as the Paris Galt Moraine (approximate) on Map 1. This map also includes the study area boundary from the provincial consultation information. In some areas the proposed greenbelt expansion is greater than this version of the moraine mapping. There may be information the province has included or other sources of data that should be considered in mapping the moraine.

The Province, municipalities, conservation authorities and other stakeholders should work together to develop acceptable water resource and natural heritage systems maps for inclusion in municipal official plans.

The Provincial mapping of the Natural Heritage System (NHS) for the Growth Plan does not apply until it has been implemented in the applicable upper-or single-tier official plan and municipalities are reviewing this mapping through their MCR process. The Greenbelt Expansion study area appears to include portions of the proposed provincial NHS. However, there are a number of areas mapped by the province as potential NHS that are immediately adjacent to the study area (physically and/or functionally connected) and are *not* included in the approximate limit of the proposed Greenbelt area (see Map 1). It is unclear how the province is considering the NHS and associated features and areas in this review.

Map 1 – Greenbelt Study Area, Natural Heritage System and Paris Galt Moraine



Since the data and methodology the province used to develop the limits of the study area and the various components or maps that make up the study area is not publicly available, it is challenging to evaluate the proposed study area. The consultation document study area map included as Appendix 1 indicates that the moraine map was derived from various provincial sources including Ministries of: Municipal Affairs and Housing; Environment, Conservation and Parks; and Energy, Northern Development and Mines. There are a number of sources of data related to the Paris Galt and other moraines as well as other water resources such as: source water protection maps, GRCA wetland and watercourse maps etc. This information should be compiled in any future review to ensure that the most current data set for any potential expansion of the Greenbelt within the Grand River watershed is utilised.

Greenbelt Expansion

The Study Area identifies the general location of the Paris Galt Moraine and the province is seeking input on the potential expansion of the Greenbelt to include this important water resource area and other components that make up the Greenbelt.

A summary of policy differences between the Growth Plan and Greenbelt Plan with respect to water resources, natural heritage and urban river valleys is included in Appendix 3. As noted above, the policies in these two plans are very similar for Natural Heritage and Water Resource Systems. For example, the Growth Plan requires that water functions are protected from large scale development (e.g. subdivisions, condominiums and site plans), and the Greenbelt Plan requires that these functions are protected using different criteria for development proposals (e.g. buildings with a footprint of more than 500m², four or more new lots and major recreational uses). Another key difference in the two Plans is how they deal with settlement area expansions. The Growth Plan notes that settlement area expansions should avoid moving into the Natural Heritage System, whereas the Greenbelt Plan prohibits it. In addition, under the Greenbelt Plan, settlement areas outside of the Greenbelt are not permitted to expand into the Greenbelt.

In some cases, the Greenbelt Plan policies may be less restrictive than municipal policies and the areas mapped as a natural heritage system more narrowly defined e.g. use of provincially significant criteria would exclude areas defined as locally significant natural heritage features. In addition, actions or studies required under the Greenbelt Plan are already in place and are being implemented by local watershed municipalities (e.g. integrated watershed planning, natural heritage systems studies, subwatershed planning and master plans for storm water, water and wastewater).

GRCA has concerns that the Greenbelt Plan policies will supersede policies in local municipal official plans and that there may be a reduction in the protection to some sensitive features and areas.

Although the province has stated in their consultation document that they are not considering modifications to the greenbelt policies, if the Greenbelt expansion consultation process proceeds, this position should be reconsidered. The Greenbelt implementation policies should be amended to allow the most protective policies for natural heritage and Water Resource Systems – whether in the Greenbelt Plan or in municipal official plans – to apply. For example, the Region of Waterloo's Official Plan (ROP) policies currently require cumulative impact assessments for new/expanded aggregate extraction. This is a key issue in some subwatersheds covered by the Study Area such as the middle Grand River and Eramosa Rivers and other parts of the Grand River watershed.

The Water Resource System identification and review of the NHS mapping required by the Growth Plan is underway through the municipal MCR process. The updated municipal official plan policies and maps should include key hydrologic areas such as the Paris Galt moraine, significant groundwater recharge areas, vulnerable aquifers as well as key hydrologic features such as wetland and streams. The best available provincial, municipal,

conservation authority and other sources of technical information and data should be provided to develop or refine maps in these plans. Examples of other sources of information include source water protection mapping for significant groundwater recharge areas, subwatershed studies, GRCA wetland and watercourse mapping etc. The municipal MCR process and subsequent provincial review and approval of their Official Plan should be completed prior to further review of an expansion of the Greenbelt.

With the MCR reviews underway, analysis of any potential policy and mapping gaps that may be necessary to further protect water resources in the study area can be identified. Any gaps in protection may be addressed by the province through their review and approval of Official Plans or future amendments to the Growth Plan or an expansion to the Greenbelt Plan.

Urban River Valley designation

The consultation document also proposes that portions of the Speed and Eramosa rivers in the Cities of Guelph and Cambridge be considered for the Urban River Valley (URV) designation of the Greenbelt Plan. The policies in the Greenbelt plan for Urban River Valleys speak to the protection of river valleys on 'publicly' owned lands.

The Greenbelt plan states "These urban river valleys may be the setting for a network of uses and facilities, including recreational, cultural and tourist amenities and *infrastructure*, which are needed to support urban areas" and "The addition of these major watercourses and coastal wetlands has reinforced the important linkages between the Greenbelt and Lake Ontario, as well as their connections to southern Ontario's broader regional natural heritage systems." In the context of the Greenbelt and Lake Ontario and a portion of Lake Simcoe, where the urban area is predominantly between the lake and the Greenbelt, the Urban River Valleys act as a direct connection or corridor between these features.

It is important to note that river valleys are also subject to many protective policies and regulations now. These include policies in the Provincial Policy Statement, Growth Plan, Source Protection Plan, municipal and conservation authority policies and associated regulations. Municipal official plan policies include natural hazard, natural heritage features and/or systems, and local plans include provisions for parks, heritage, tourism and recreation land uses. In addition, Ontario Regulation 150/06 (Development Interference with Wetlands and Alterations to Shorelines and Watercourses regulation) that enables review of future proposals in natural hazard areas, will consider potential impacts to people and property.

The policies for the Urban River Valleys in the Greenbelt plan are included in current land use planning documents. Therefore, the inclusion of portions of the Speed and Eramosa Rivers does not appear to be necessary to achieve the desired outcomes in the Greenbelt Plan.

An important consideration of the Urban River Valley designation is the requirement that the Greenbelt policies associated with the designation apply only to 'publicly' owned lands within 60m of the waters' edge. The URV designation is implemented using current Official Plan designations and review of potential impacts associated with existing or future development activities on public or privately owned lands would be subject to the local Official plan policies. The Urban River Valley lands are often lands already designated in official plans as parks, open space, recreation, conservation and/or environmental protection.

Section 6.2 of the Greenbelt Plan states that publicly owned lands include conservation authority owned lands and the URV policies would then apply to these lands. The *Public Lands Act* does not include conservation authority owned lands. As stated in previous submissions to the province, GRCA lands along the rivers noted above should not be included within the URV designation. GRCA already carries out actions suggested through

the URV policies such as undertaking watershed planning, ecological restoration, fish habitat improvements and park and trail initiatives. Due to sensitive environmental features or hazards, some of these lands are not appropriate for access by the public, infrastructure etc.

If the province considers future amendments to the Greenbelt policies the reference to conservation authority lands as public lands should be removed or clarified in the definition section.

GRCA would be pleased to work with watershed municipalities and the province to provide technical expertise and any data or information that may assist in the implementation of the Growth Plan requirements and review of changes to the boundaries of the Greenbelt Plan.

Financial implications:

Not applicable.

Other department considerations:

Staff in the Engineering and Resource Management divisions provided input and technical input on this report.

Prepared by:

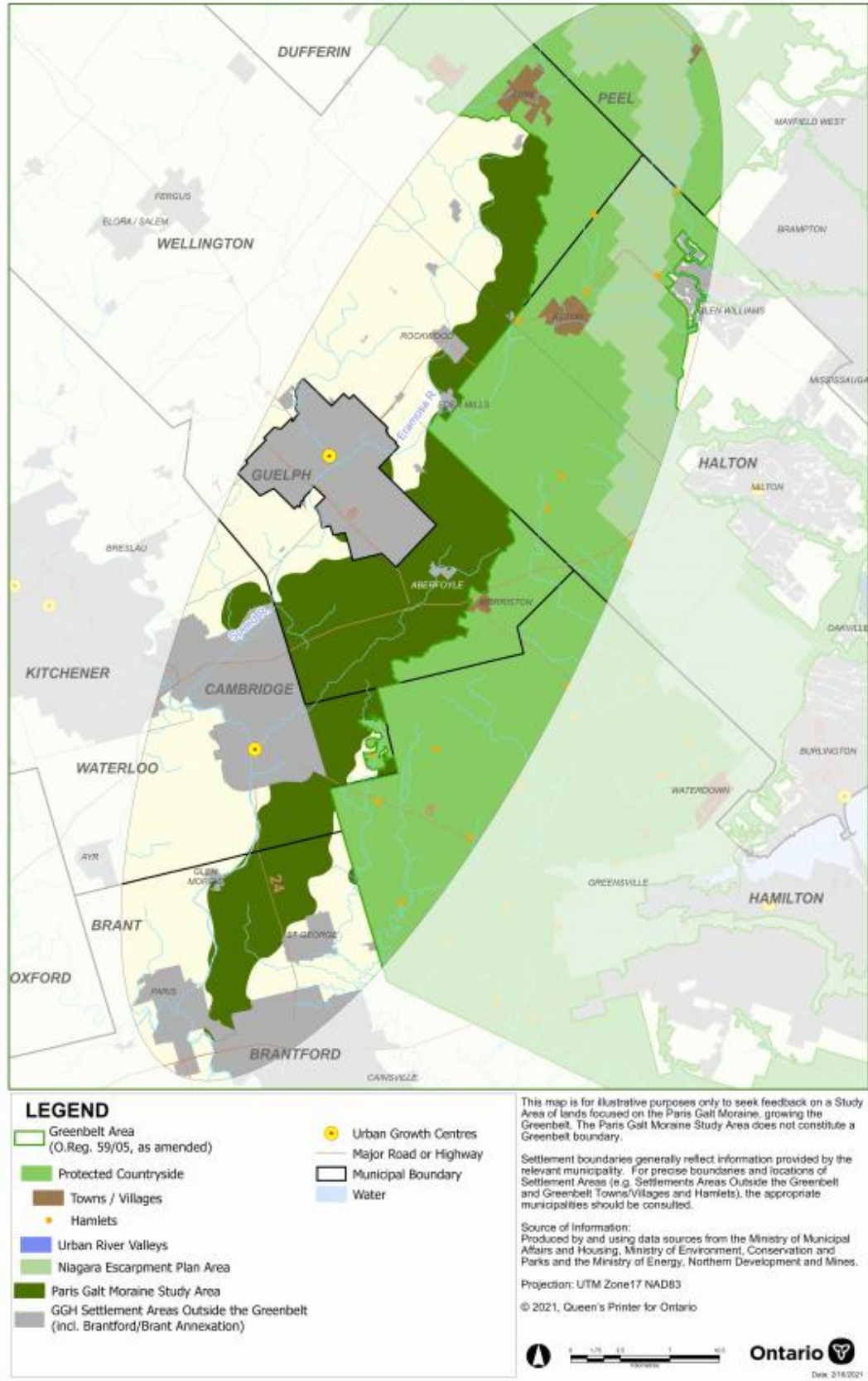
Sonja Strynatka
Senior Hydrogeologist

Nancy Davy
Director of Resource Management

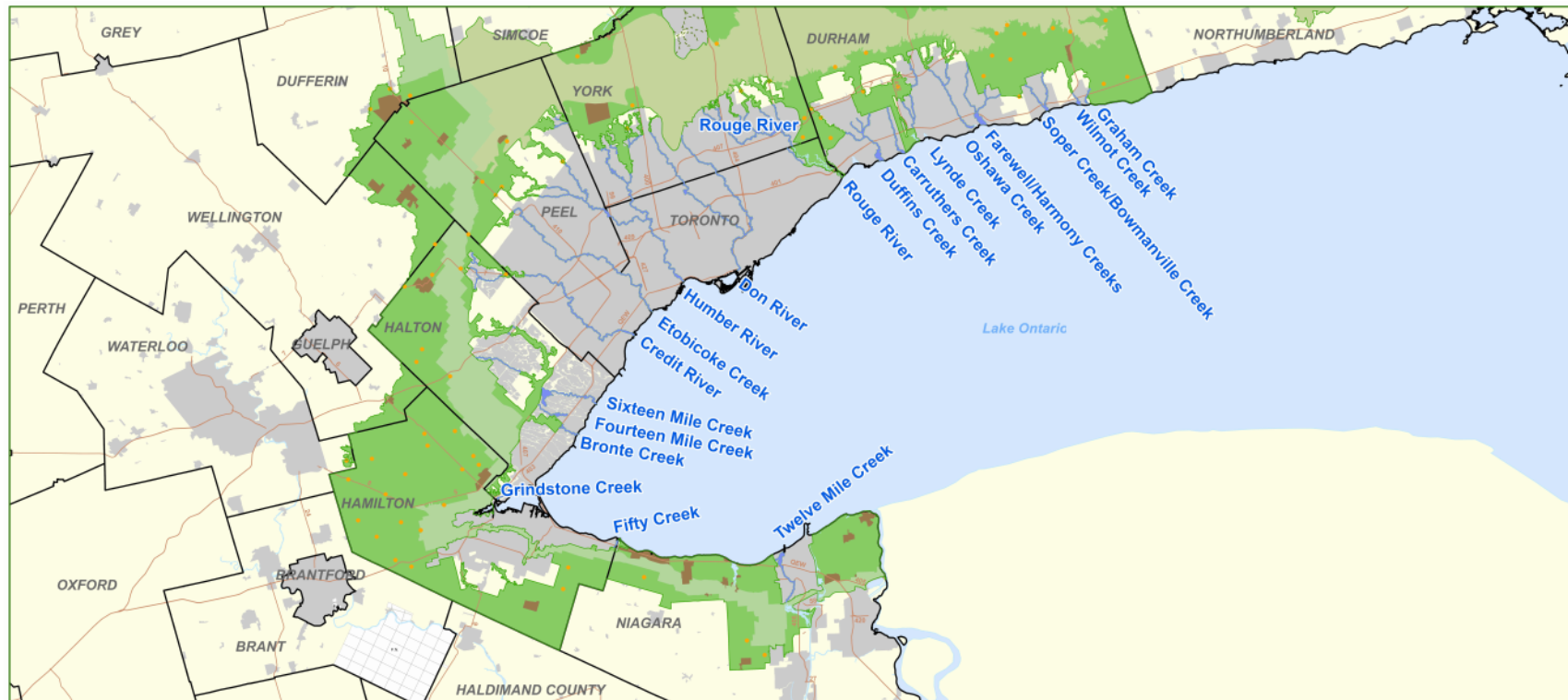
Approved by:

Samantha Lawson
Chief Administrative Officer

Appendix 1 – Growing the Greenbelt Study Area and Urban River Valleys (2021)



Appendix 1 Greenbelt Area – Existing Urban River Valleys (2021)



LEGEND

Greenbelt Area (O.Reg 59/05, as amended)	GGH Settlement Areas Outside the Greenbelt (incl. Brantford/Brant Annexation)
Protected Countryside	External Connections
Towns / Villages	Municipal Boundary
Hamlets	Major Road or Highway
Urban River Valleys	Water
Niagara Escarpment Plan Area	First Nations
Oak Ridges Moraine Area	

This map is for illustrative purposes only to seek ideas for adding, expanding and further protecting Urban River Valleys.

Settlement boundaries generally reflect information provided by the relevant municipality. For precise boundaries and locations of Settlement Areas (e.g. Settlements Areas Outside the Greenbelt and Greenbelt Towns/Villages and Hamlets), the appropriate municipalities should be consulted.

Source of Information:
Produced by and using data sources from the Ministry of Municipal Affairs and Housing, Ministry of Natural Resources and Forestry and the Ministry of Agriculture, Food and Rural Affairs.

Projection: UTM Zone17 NAD83
© 2021, Queen's Printer for Ontario

Ontario

Appendix 2 – GRCA Moraine Information and Consultation Questions on Growing the Greenbelt

Consultation Document Questions

The province has requested input on the questions noted below. GRCA will prepare responses to these questions using information included in the GRCA Board report and other technical information if required. These responses will be submitted through the ERO posting with this Board report.

1. What are your thoughts on the initial focus area of the Study Area of the Paris Galt Moraine?
2. What are the considerations in moving from a Study Area to a more defined boundary of the Paris Galt Moraine?
3. What are your thoughts on the initial focus area of adding, expanding and further protecting Urban River Valleys?
4. Do you have suggestions for other potential areas to grow the Greenbelt?
5. How should we balance or prioritize any potential Greenbelt expansion with the other provincial priorities mentioned above?
6. Are there other priorities that should be considered?

Moraine functions and features in the Grand River watershed

Moraines in the Watershed

Moraines are a prominent feature in the Grand River watershed. Three primary moraine systems in the watershed include the Waterloo, Orangeville, and Paris Galt moraines. Moraines, which are characterized by often coarse-grained materials and rolling topography, promote rainwater or snowmelt to infiltrate into the ground, and either discharge into local wetlands and streams, or recharge into the aquifers beneath the ground.

The general rolling topography of moraines provides the ability to direct water on the landscape into the ground which can attenuate the amount of water on the landscape and reduce the potential for flooding. Aquifers underlying the moraines are receptors for the a portion of the infiltrated surface water and in turn, provide water for municipal and private drinking water supplies, and baseflow to cold water streams which often support sensitive species and vegetation. Stream headwaters and wetlands are commonly found on the shoulders of moraines, where the water table intersects with the ground surface of the moraine.

Extent of the Paris Galt Moraines

The Paris Galt moraine system extends from the northeast, in the Caledon area of the Region of Peel, to an area southwest of Port Rowan on the Lake Erie shoreline; a distance of approximately 150 km and up to 8 km wide. In the Grand River watershed, the Paris Galt moraines are found in Region of Waterloo, Counties of Wellington, Brant, and Norfolk, and City of Guelph.

Recharge Function

The recharge capability of the Paris Galt moraines is one of its major hydrogeologic characteristics. The often sandy composition and hilly portions of the Paris Galt moraines are commonly identified as significant recharge areas within the Grand River watershed.

The rolling topography results in closed drainage depressions (no outlet to a watercourse) that trap rainfall and snowmelt, thus preventing runoff to nearby streams, and resulting in enhanced recharge.

Values of the moraines as a recharge feature

The combination of often higher topography and permeable soils of moraines creates ideal conditions for recharge to the underlying groundwater system, and also the creation of headwaters for streams and creeks. These conditions also contribute to:

- **Flood Attenuation:** Closed drainage depressions help to reduce downstream flooding by holding water on the landscape and focusing surface water into the ground. Urbanization of moraines can shift the moraines' function from recharge to runoff and result in excess surface water and flooding.
- **Grand River Water Quality and Quantity:** A portion of the water that is recharged along the Paris Galt moraines discharges as groundwater into the Grand River between Cambridge and Brantford. This reach exhibits increased flows, improved water quality, and reduced river temperatures from groundwater inputs into the river.
- **Water Supplies:**
 - The City of Brantford relies on water from the Grand River for all of its municipal water supply. Water quality improvements and augmentation through the Cambridge to Brantford reach benefit the quality of the City's drinking water supply.
 - The community of St. George obtains a portion of its municipal water supply from an aquifer located to the east of the Galt moraine. Some of the waters recharging into the moraine move deeper into the groundwater system and flow to the east towards the community of St. George, helping to maintain its groundwater supply.
 - Drinking Water Private Supply: Aquifers located across the Paris Galt moraines provide water supply to a large number of private wells for domestic and agricultural use. An example is Puslinch Township, where there are no municipal supplies; the Township's entire population and businesses are reliant on private water supplies from groundwater. Often smaller groundwater takings, such as those for domestic supply, utilize the groundwater available in the shallower aquifers.
 - Commercial and Industrial Water Supply: Larger commercial and industrial takings often draw water from the deeper bedrock aquifers. Shallower water takings include aggregate operations for wash ponds.
- **Stream Baseflow** (groundwater discharge): Recharge into the Paris Galt moraines, and the subsequent groundwater flow provides significant groundwater discharge to the following reaches:
 - Eramosa River/Blue Springs Creek,
 - Mill Creek,
 - Speed River between Guelph and Cambridge
 - Jones and Blue Creek in Brant County, and
 - Grand River near the south end of Cambridge to Brantford

Baseflow from groundwater augments streamflow, especially in summer months during drought, and provides cool groundwater temperatures that provide habitat for cold water dependent species and vegetation.

- **Groundwater Resilience:** Within the Paris Galt moraines, groundwater availability is buffered during times of drought (i.e. continued stream baseflow) because of the storage capabilities in aquifers.
- **Stream headwaters, wetlands and forests:** The Paris Galt moraine is characterized by relatively intact natural cover. Forested areas and wetlands contribute to infiltration on the moraine and help maintain significant groundwater recharge areas. Stream headwaters and wetlands are often located on the shoulders of the moraines, where the water table connects with the ground surface. Groundwater discharge to streams contributes to healthy cold water aquatic ecosystems.

Appendix 3 – Policy Comparison – Growth Plan and Greenbelt Plan

Feature/Topic	Growth Plan	Greenbelt Plan
General	Policies focused on directing growth such as where and how to grow including protection for natural heritage, water resource and agricultural systems.	Policies focused on protecting natural heritage (includes water resource systems), agriculture, open space and rural lands from impacts of growth
	Watershed planning/subwatershed planning is required to inform decisions on growth and development	
Water Resources	A Water Resource System in both plans include: <ol style="list-style-type: none"> 1. Key hydrologic <u>features</u> (streams, inland lakes, seepage areas, springs, wetlands) 2. Key hydrologic <u>areas</u> (significant groundwater recharge areas, highly vulnerable aquifers and significant surface water contribution areas) Municipalities will undertake watershed planning to identify the Water Resource System	
	Large scale development (i.e. plans of subdivision, condos, site plans) must demonstrate water functions are protected	Major development (footprint larger than 500m ² , four or more new lots or major recreational use) must demonstrate water functions are protected
Natural Heritage	A Natural Heritage System includes: <ol style="list-style-type: none"> 1. Key natural heritage features (habitat of endangered species and threatened species, fish habitat, wetlands, life science areas of natural and scientific interest, significant valleylands, significant woodlands, significant wildlife habitat, sand barrens, savannahs, tallgrass prairies and alvars) 2. Key hydrologic features (streams, inland lakes, seepage areas, springs and wetlands) 3. Key hydrologic areas (significant groundwater recharge areas, highly vulnerable aquifers and significant surface water contribution areas) 	
	Settlement Areas should avoid expansions into key hydrologic areas and the Natural Heritage System where possible	Settlement areas are prohibited from expanding into the Natural Heritage System
External connections/ Linkages and Urban River Valleys	The Natural Heritage System and subwatershed planning support identification and protection of linkages	External Connections and Natural System policies support linkages between prime agricultural areas and connections to external systems beyond the Greenbelt
	Public Open Space polices encourage a system of publicly accessible parkland with access signage, trails etc.	Urban River Valley designation applies to 'public' land and encourage support for connections and allow for infrastructure

Feature/Topic	Growth Plan	Greenbelt Plan
Settlement area boundary expansions	<p>Settlement area expansions may be permitted under a municipal comprehensive review if growth cannot be accommodated by intensification and in designated greenfield areas</p> <p>Expansions must align with water and wastewater master plans, stormwater master plans and subwatershed plans</p> <p>Key hydrologic features and areas and natural heritage systems should be avoided</p>	<p>Settlement areas outside of the Greenbelt are not permitted to expand into the Greenbelt</p> <p>Expansions must maintain the rural and/or existing character of the <i>settlement area</i></p> <p>Only modest expansions of towns and villages are permitted (5% increase in size to a max of 10 ha; only 50% of added lands can be residential)</p> <p>No expansions of Hamlets are permitted</p> <p>Expansions into the Natural Heritage System of Protected Countryside is prohibited</p>
Mineral aggregates	<p>Extraction is permitted in the Natural Heritage and Water Resource Systems, but not in significant wetlands, significant woodlands and habitat of endangered and threatened species</p> <p>Aggregate operations are permitted outside of the areas noted above, as outlined in various policies</p>	<p>Municipalities cannot establish aggregate policies that are more restrictive than the Greenbelt Plan</p> <p>Aggregate operations are permitted and must set maximum allowable disturbed areas for their licences, maximize rehabilitated areas and minimize disturbed areas throughout operation</p>

Grand River Conservation Authority

Report number: GM-03-21-29

Date: March 18, 2021

To: Members of the Grand River Conservation Authority

Subject: March 2021 Flood Event

Recommendation:

THAT Report Number 03-21-29 – March 2021 Flood Event be received as information.

Summary

This report provides a detailed overview of the March 8th-12th, 2021 weather event that triggered flooding across the Grand River watershed from March 11th-14th.

A weather system that brought warm, double digit daytime temperatures moved into the Grand River watershed on March 8th and continued through to March 12th before returning to more seasonal conditions below freezing. Temperatures were recorded between 16-18 degrees in parts of the watershed on March 10th-11th, with temperatures remaining in the 10 degree range overnight.

These conditions resulted in a snowmelt driven flood event across the northern half of the watershed. Watershed-wide rainfall that had been forecast to accompany this event did not materialize as expected. The central portion of the watershed through Waterloo Region did receive between 6-12mm of rain during the afternoon on March 11th when an intense band of rain crossed the watershed, causing some localized urban flooding.

A total of six flood messages were issued during this event starting with an initial message on March 8th at 3:00 pm. These flood messages provided advance warning to municipalities and the general public.

Runoff associated with this event caused flooding in several communities across the watershed including Grand Valley, Waldemar, Drayton, New Hamburg and Ayr. Minor flooding also occurred in West Montrose. Minor flooding was also experienced in many low-lying areas of the watershed that typically flood during spring runoff.

GRCA's major reservoirs were used extensively to reduce downstream flooding, reducing river flows downstream of these reservoirs by 50-95%.

New flood zone mapping was issued to municipal staff in Grand Valley and Waldemar prior to the event to support flood preparedness and response in those communities. Township-wide flood zone mapping was issued to municipal staff in Woolwich for the large watercourses within their jurisdiction. The approach taken in Woolwich is being tested and refined before introducing municipality-wide flood zone mapping that will support flood response plans in flood prone watershed communities. Development and implementation of flood zone mapping is an important component of planning for succession both at the GRCA and at individual municipalities. The flood zone mapping forms a basis for emergency preparedness and response to floods capturing knowledge of which areas are impacted at various flood magnitudes.

While some staff were working in the GRCA Administration Centre, this event was primarily managed by staff working remotely. New technologies and approaches have been implemented during COVID-19 to maintain business continuity remotely, where necessary, during the pandemic.

Report

A weather system that brought warm, double digit daytime temperatures moved into the Grand River watershed on March 8th and continued through to March 12th before returning to more seasonal conditions below freezing. Temperatures were recorded between 16-18 degrees in parts of the watershed on March 10th-11th with temperatures remaining in the 10 degree range overnight.

Figure 1 illustrates the hourly air temperature at Shand Dam from March 8th-12th, including the frontal nature of overnight warm conditions on March 10th-11th. The warm daytime temperatures on March 8th-9th were followed by cool overnight temperatures resulting in a more gradual initial melt. This diurnal pattern helped degrade ice in the river allowing it to melt and move downstream. There were no reports of significant ice jams or ice jam related flooding.

These conditions resulted in a snowmelt driven flood event across the northern half of the watershed. Watershed-wide rainfall that had been forecast to accompany this event did not materialize as expected. The central portion of the watershed through Waterloo Region did receive between 6-12mm of rain during the afternoon on March 11th when an intense band of rain crossed the watershed, causing some localized urban flooding. Figure 2 provides a weather radar map, illustrating the area of the watershed that received rainfall during this event.

The snow pack heading into the event was generally average across the watershed. With no mid-winter melt events this year, the snow pack had been accumulating since mid-December. Figure 3 provides a map illustrating the snow pack water content measured on March 1st and the long-term averages for the same date.

GRCA staff completed river watch reports on March 8th prior to the event. As part of this process, field staff monitor ice and flow conditions for specific reaches of river, and check equipment to ensure equipment is functional and reporting accurately prior to the event. Observations from field are compiled and reviewed to provide real-time awareness of ice jams and other potential issues. Figure 4 illustrates the ice conditions map prepared based on March 8th river watch observations. No ice jams were noted heading into the event and the gradual melt allowed ice to move out of the river system smoothly.

Flood Messages issued during flood

A total of six flood messages were issued from March 8th to March 14th, including:

- Flood Message #1 - Issued Monday March 8, 2021 at 3:00 PM
- Flood Message #2 - Issued Tuesday March 9, 2021 at 4:00 PM
- Flood Message #3 - Issued Thursday March 11, 2021 at 3:30 PM
- Flood Message #4 - Issued Thursday March 11, 2021 at 9:00 PM
- Flood Message #5 - Issued Friday March 12, 2021 at 3:30 PM
- Flood Message #6 - Issued Sunday March 14, 2021 at 10:00 AM

Forecasting snowmelt events like this one can prove challenging. A stronger flow response than forecast was observed in the late afternoon of March 11th. Flood management staff closely monitored conditions, updated flood coordinators in specific

affected municipalities and issued a second flood warning message the evening of March 11th to increase warning levels in the communities of Drayton, Grand Valley, Waldemar, West Montrose, New Hamburg and Ayr.

The flow response from the Irvine River changed rapidly on the evening of March 11th suggesting there may have been an ice or debris blockage on this waterway.

The flood zone approach is a precautionary means of warning municipalities about areas that may be impacted during a flood event and accounts for variabilities in flood forecasts and unexpected conditions. This approach proved useful during this event, particularly due to the unexpected flow response from the Irvine River.

Flood Warnings were issued by email, automated voice phone call, personal phone calls to specific flood co-ordinators in affected areas, posted to the GRCA website, GRCA social media feeds, and issued directly to the media. Flood Message #6 was a flood termination message. A watershed conditions statement was included with message #6 reminding residents of the risks around our local waterways due to higher than normal river flows expected through the week following the event.

Role of the GRCA website

The GRCA website played an important role delivering information to the public and emergency responders. During the period of March 8th-15th, pages were viewed more than 99,337 times. This compares to 54,092 page views for the same period in 2020. Statistics indicate that the GRCA website received approximately 18,000 page views on March 11th during the peak of this event.

Website statistics from the recent event are presented by Figure 5 which shows page view data over a 7-day period with the y-axis of the chart presenting the number of page views. A comparison is provided for year to date compared to 2020. The flood in January 2020 was a much larger flood and generated more website visits.

Resultant flooding and flood reduction provided by major dams

Table 1 presents a summary of observed, regulated flows (where flow regulation exists) and natural flows with the effect of reservoir flow reduction removed.

This event primarily resulted in snowmelt driven flooding. The impact of this event was limited due to a number of factors, including little to no rainfall and a gradual increase in temperatures during this event. If forecast rainfall had accompanied this event, flooding would have been much more severe.

Flooding during this event occurred in the communities of Grand Valley, Waldemar, West Montrose, Drayton, St. Jacobs, New Hamburg and Ayr.

Flooding in the communities of Grand Valley and Waldemar occurred in Flood Zone 1. These areas include Highway 25 through Grand Valley and a number of properties within the floodplain in Grand Valley. In Waldemar, impacted areas included 10th Line as well as a number of properties in the floodplain adjacent to the river.

In the community of West Montrose flooding occurred in Flood Zone 1, which includes the West Montrose Trailer Park.

Table 1: Peak River flows at selected locations during event

Location	Water Course	Natural	Regulated	Flood Frequency		Flow
		Flow (m ³ /s)	Flow (m ³ /s)	Natural (yr)	Regulated (yr)	Reduction %
Legatt-Grand Valley	Grand River	180	--	5 to 10 yr		
Marsville	Grand River	226	--	2 to 5 yr		
Shand Dam	Grand River	239	61	5 to 10 yr		75%
Elora	Grand River	239	61	5 to 10 yr	< 2yr	75%
Irvine Salem	Irvine River	92	--	< 2yr		
West Montrose	Grand River	350	127	2 to 5 yr	< 2yr	64%
Bridgeport	Grand River	727	245	2 to 5 yr	< 2yr	66%
Doon	Grand River	706	246	2 to 5 yr	< 2yr	65%
Galt	Grand River	748	270	2 to 5 yr	< 2yr	64%
Paris	Grand River	748	270	2 to 5 yr	< 2yr	64%
Brantford	Grand River	844	370	< 2yr	< 2yr	56%
Caledonia	Grand River	841	398	< 2yr	< 2yr	53%
York	Grand River	841	398	< 2yr	< 2yr	53%
Dunnville*	Grand River	841	423	< 2yr	< 2yr	50%
Above Drayton	Conestogo River	227	--	5 to 10 yr		
Drayton	Conestogo River	261	--	10 to 20 yr		
Moorefield	Moorefield Creek	57	--	2 to 5 yr		
Conestogo Dam	Conestogo River	315	15	2 to 5 yr		
Glen Allan	Conestogo River	315	15	2 to 5 yr	< 2yr	95%
St. Jacobs	Conestogo River	359	129	2 to 5 yr	< 2yr	64%
Floradale	Canagagigue Creek	35	--		< 2yr	
Woolwich Dam	Canagagigue Creek	37	3		< 2yr	92%
Below Elmira	Canagagigue Creek	51	18		< 2yr	66%
Armstrong Mills	Speed River	25	--	< 2yr		
Guelph Dam	Speed River	30	2	< 2yr		93%
Victoria Rd Gauge	Speed River	30	2	< 2yr	< 2yr	93%
Eramosa River	Eramosa River	7	--	< 2yr		
Speed River Edinburgh	Speed River	37	12	< 2yr	< 2yr	69%
Speed River Beaverdale	Speed River	46	20	< 2yr	< 2yr	57%
Speed River Preston	Speed River	46	20	< 2yr	< 2yr	57%
Nithburg	Nith River	194	--	2 to 5 yr		
New Hamburg	Nith River	223	--	2 to 5 yr		
Ayr	Nith River	245	--	2 to 5 yr		
Canning	Nith River	212	--	2 to 5 yr		
Whitemans Creek	Whitemans Creek	20	--	< 2yr		
McKenzie Creek	McKenzie Creek	11	--	< 2yr		
Note: Regulated Flow is with reservoir regulation						
Natural Flow is without reservoir regulation						
* Dunnville Natural Flow is calculated using peak flows due to a change in timing of the peak						

In the community of Drayton, flooding impacted Flood Zone 2, which includes the fairgrounds and a small number of properties in the floodplain, close to the fairgrounds.

In the community of St. Jacobs, the low level bridge at Three Bridges Road, upstream of St. Jacobs, was closed. This low-level bridge is typically closed during flood events.

In the communities of New Hamburg and Ayr, flooding impacted Flood Zone 2, which includes a number of residential properties and businesses in the floodplain.

In other areas of the watershed, river flows were about one third of the magnitude of flows experienced during the January 2020 flood event, particularly through the central

and southern portions of the Grand River. In these reaches, low-lying areas that typically experience spring flooding were affected during this event.

GRCA's major reservoirs were used extensively during this event, reducing river flows downstream of these reservoirs by 50-95%. Along the Grand River, downstream of Shand Dam, flows were reduced by 50-75%. Along the Speed River, downstream of Guelph Dam, flows were reduced by 57-93% and along the Conestogo River, downstream of Conestogo Dam, flows were reduced by 64-95%. Along the Canagagigue Creek, through Elmira, flows were reduced by 66-92%.

The ability to provide this level of flow reduction is related to time of year. Reservoirs have the largest amount of flood storage capacity available in the spring to manage spring floods. The multipurpose reservoirs store runoff to summer levels during the spring so that stored water can be released over the summer, augmenting river flows during the low flow portion of the year. The available flood storage in March and April aligns with the time of year that flood risk is highest.

Staffing of Flood Operations Centre

While there were a limited number of staff in the Flood Operations Centre at the GRCA Administration Centre, the majority of flood management staff were working remotely during this event. New approaches and technology have been implemented to facilitate business continuity during the pandemic. The new technologies, like Microsoft Teams software, functioned well and allowed for remote management and collaboration of flood management staff during the flood.

Staff worked well into the evening and overnight on March 11th to monitor the event and take necessary actions. A Senior Operator and Duty Officer were available continuously during the event. Engineering and Communications staff monitored conditions and responded to public inquiries and media calls through the event and over the weekend.

Lessons learned and actions initiated

New processes and protocols are being implemented and tested to manage communication and logging of actions during flood events. The Microsoft Teams software functioned effectively, facilitating the ability to work remotely, collaborate and organize information in a video conference environment.

New technology was tested during this event to facilitate photos from field staff populating a map with images from the field in real time. Images taken by field staff are automatically transferred to a database where photos have GIS coordinates and are presented on a map of the watershed. Flood management staff can click on a point on the map to open the photo along with additional details. An example of this map from the last flood event is presented as Figure 6 and reflects just one example of new approaches being tested and refined. While not all photos were captured using this method during this event, experience was gained with the new technology and it will be adapted and refined for future flood events.

Flood debrief meetings will be organized with municipal emergency management staff to discuss the recent event and receive any feedback or suggestions. These debriefs are important opportunities to learn and implement improvements to the overall system and approaches.

This particular flood event provided critical insight for future flood modeling. It is rare that a flood event driven purely by snowmelt occurs in this watershed. There were challenges modeling the flow response from this melt event, particularly due to its gradual nature, occurring over multiple days. Post-event modeling will focus on how to improve

forecasting of snowmelt events so forecast models are better prepared to manage this sort of event in the future.

Improvements were implemented during this event to better organize forecast weather information, specifically the incorporation of hourly forecast air temperature information that should improve snowmelt models as compared to historic approaches that used daily high and low temperatures only. Processes are now in place to test and organize hourly forecast air temperature information for direct incorporation into the flood forecasting model, improving the efficiency of this process.

This event was used as a training event for flood management staff to further develop skills and improve capacity to manage future flood events.

Financial implications:

Not applicable. Requests that have budget implications result from the recent flood will be dealt with as budget forecast adjustments or as separate board reports brought back to the board.

Other department considerations:

Not applicable

Prepared by:

Scott Robertson, P. Eng.
Senior Water Resources Engineer

Cam Linwood,
Communications Coordinator

Stephanie Shifflett, P. Eng.
Water Resources Engineer

Vahid Taleban, P. Eng.
Water Resources Engineer

Approved by:

Dwight Boyd, P. Eng.
Director of Engineering

Figure 1. Shand Dam Hourly Temperatures and Rainfall March 8th to March 12th

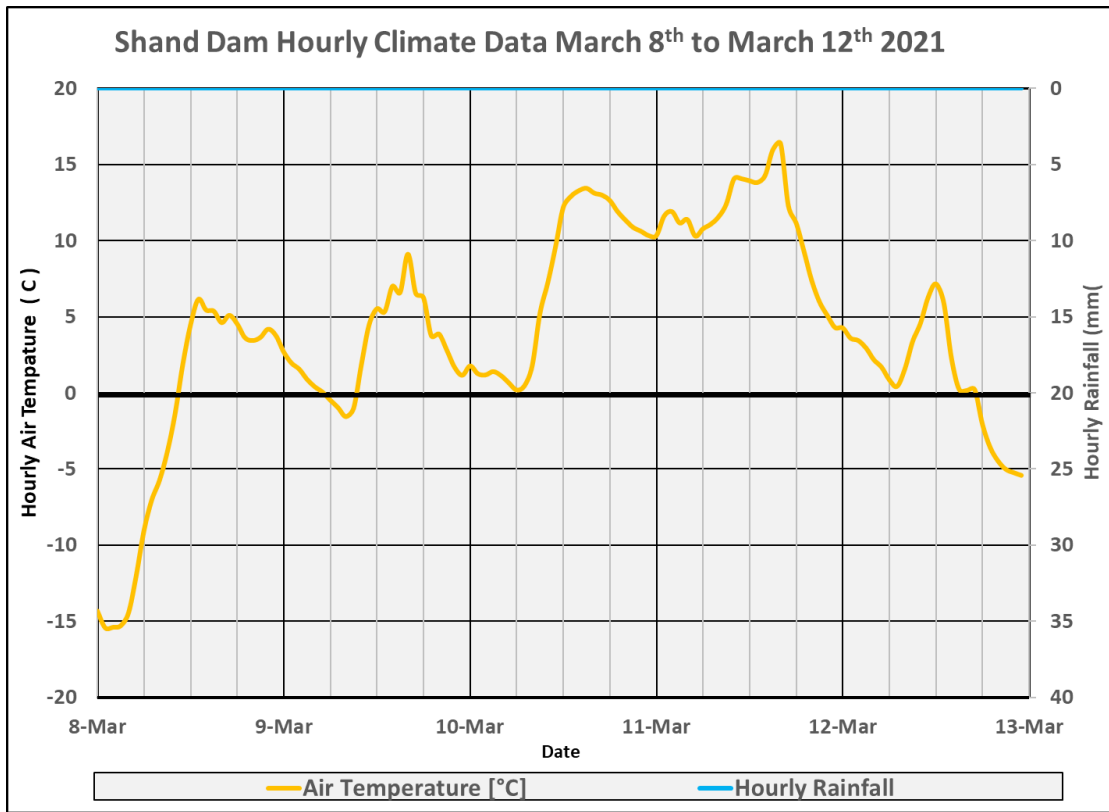


Figure 2. Weather Radar Illustrating March 11th Rainfall

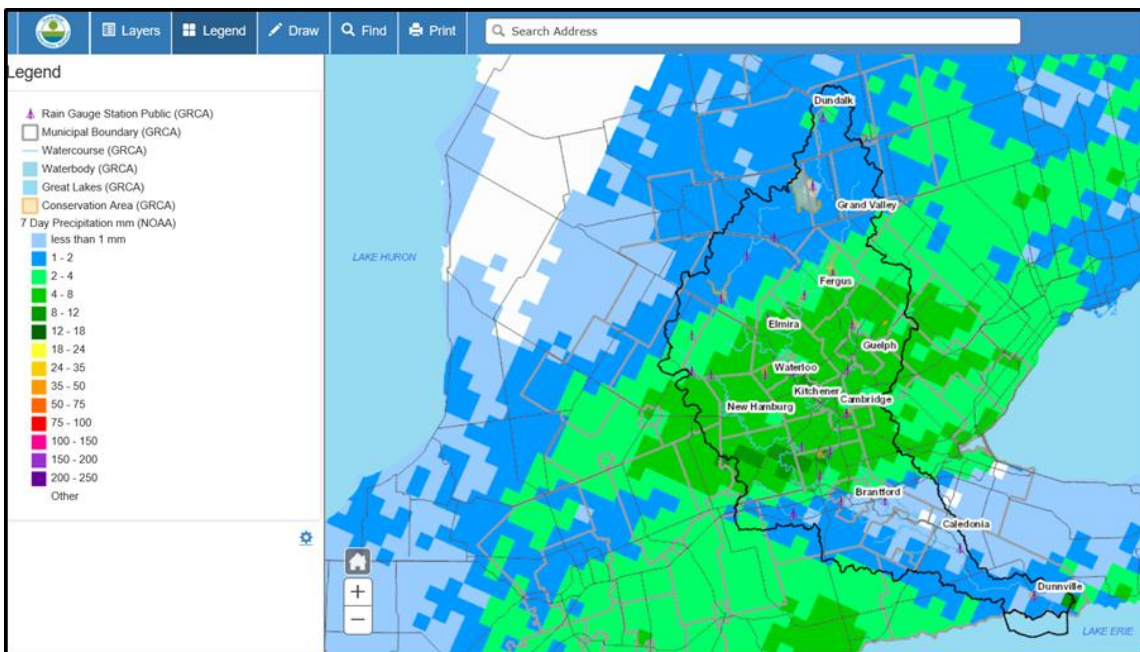


Figure 3. Watershed March 1st Snow Survey Map Prior to Flood Event

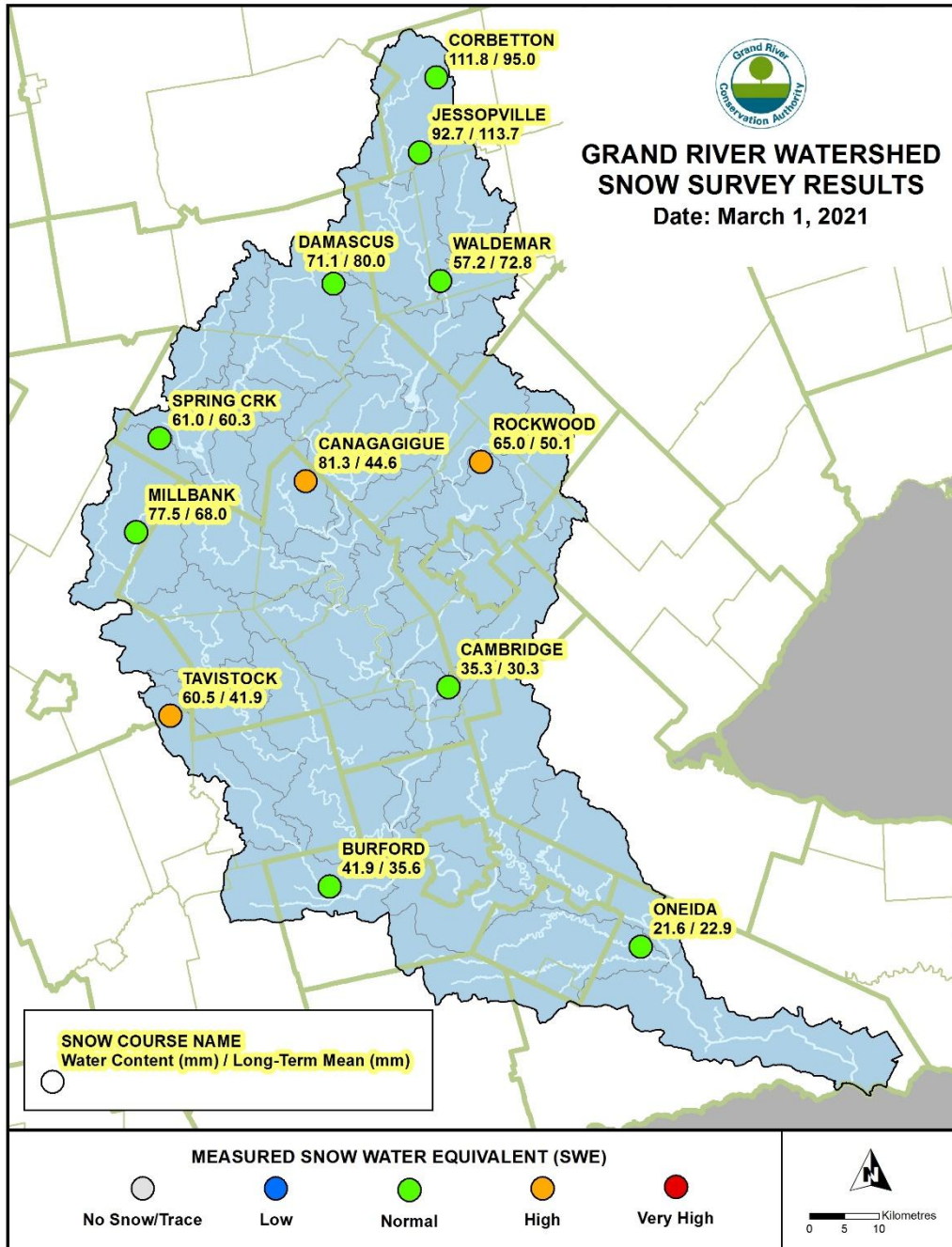


Figure 4. River Watch Ice Conditions Map March 8th Prior to Flood Event

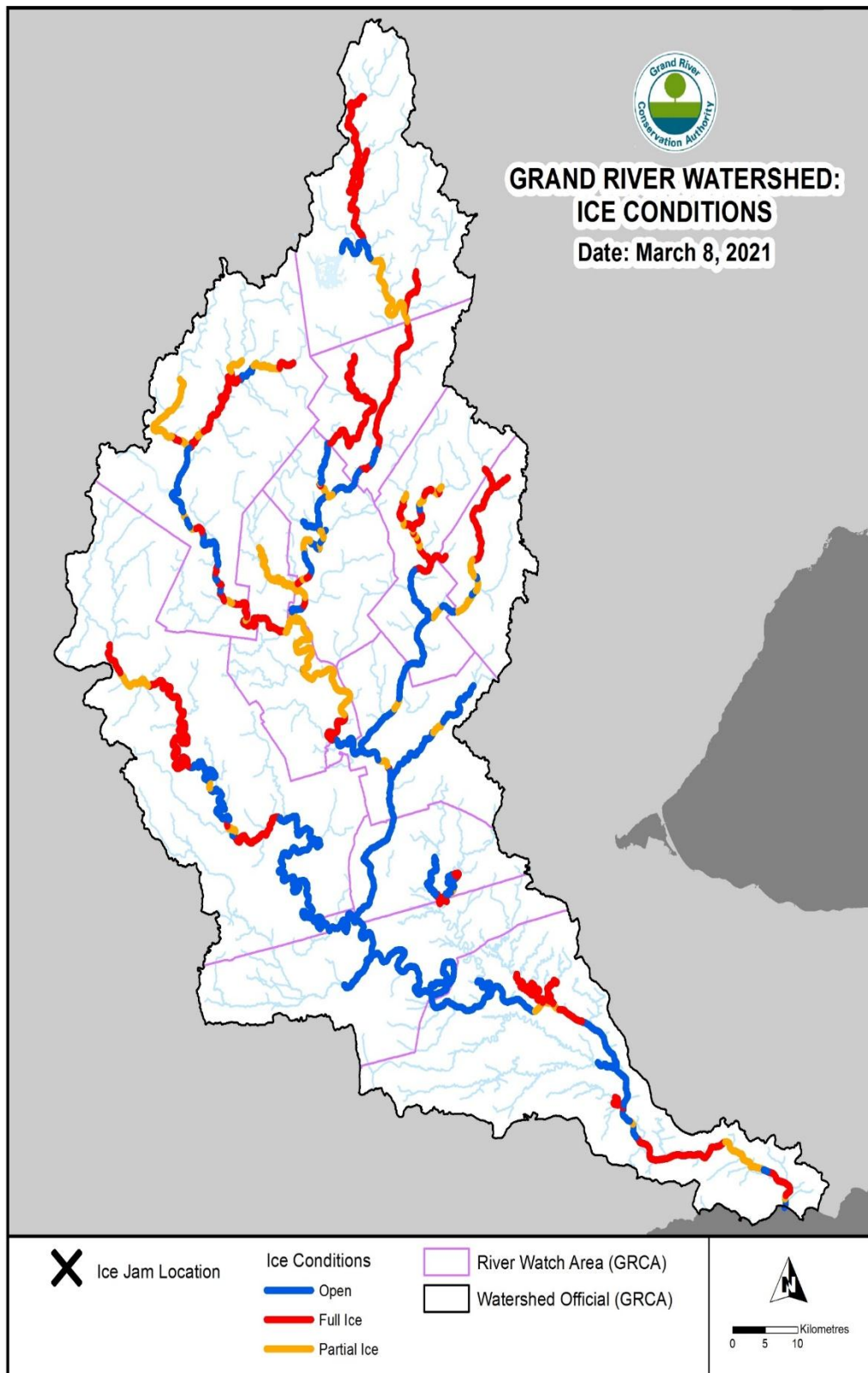


Figure 5. GRCA Website Statistics During March 8th-14th 2021 Flood Event

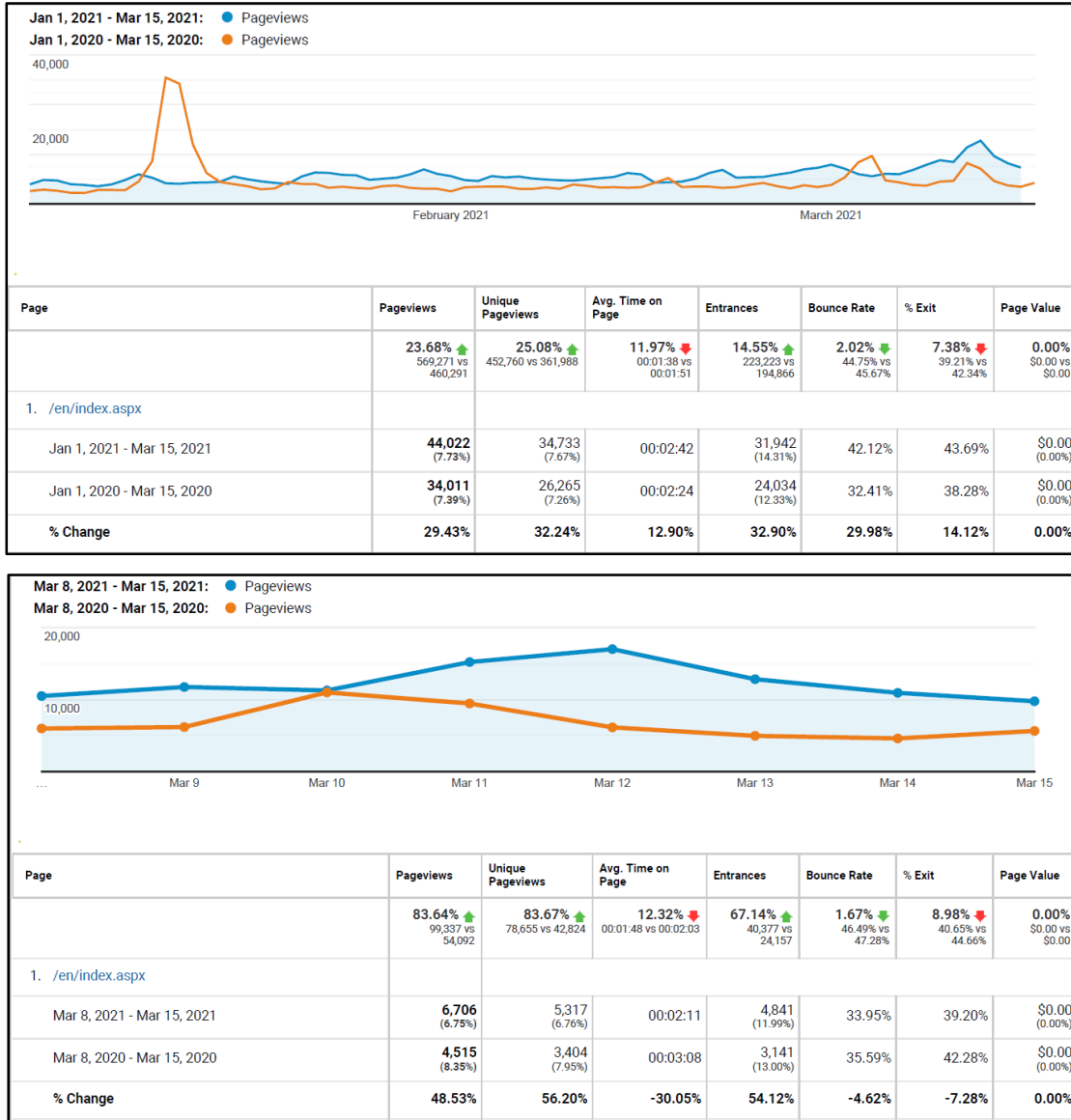
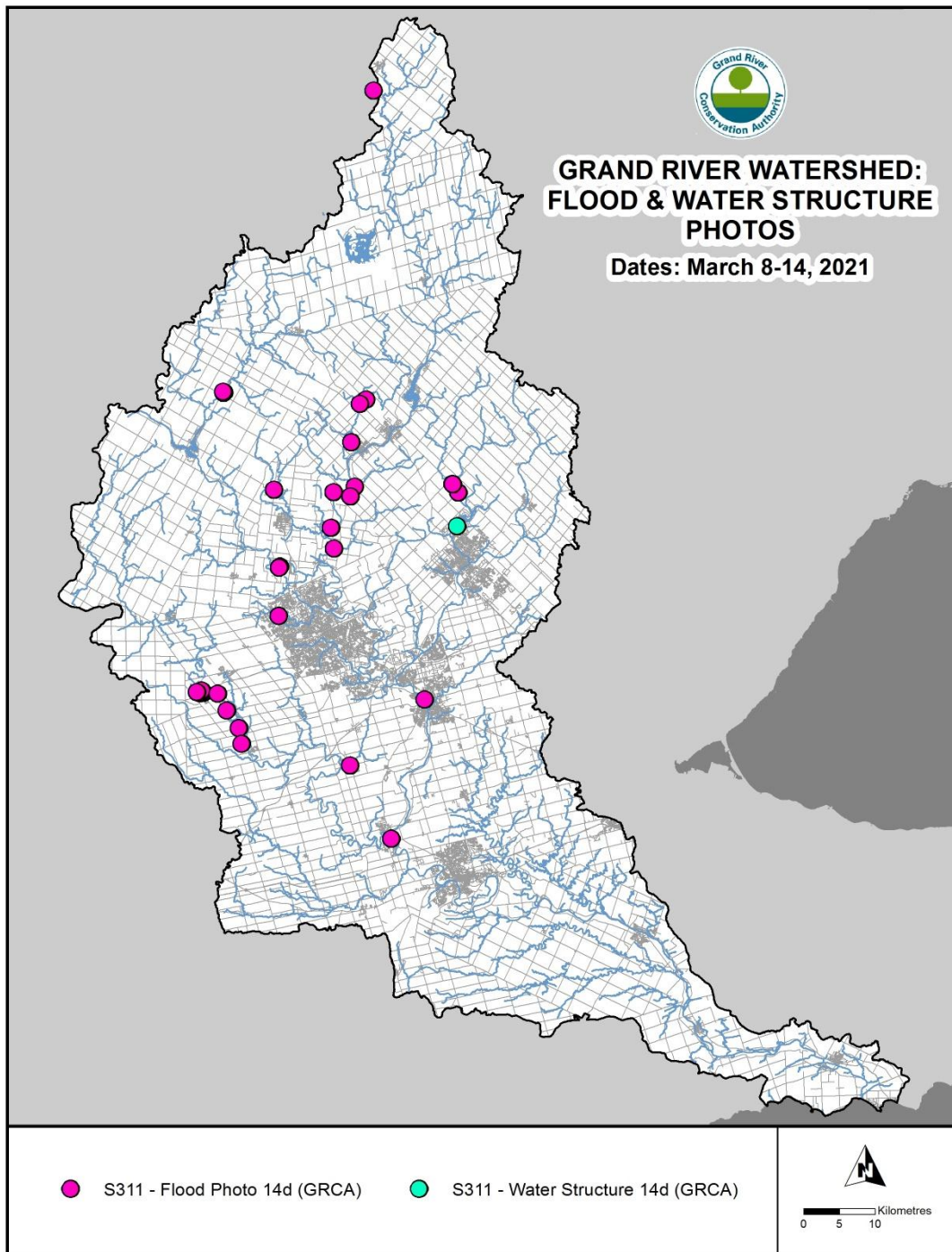


Figure 6. Event Map Flood and Water Structure Photos March 8th to 14th 2021



Grand River Conservation Authority

Report number: GM-03-21-28
Date: March 26, 2021
To: Members of the Grand River Conservation Authority
Subject: Current Watershed Conditions as of March 17, 2021

Recommendation:

THAT Report Number GM-03-21-28 – Current Watershed Conditions as of March 17, 2021 be received as information.

Summary:

February was a cold month with lots of snow and very little rainfall. The snowpack built up throughout the month resulting in an above average snowpack by the start of March. The first half of March was very dry with almost no measurable precipitation. Warm temperatures during the second week of the month melted most of the snowpack, resulting in high river flows and some flooding. A total of six flood messages were issued.

The large reservoirs were used to manage high river flows and reduce flooding during the melt event. The spring filling cycle for the reservoirs has begun. Runoff from the melt event and from later spring rains over the next two months will be used to fill the reservoirs following normal reservoir operations.

Lake Erie continues to be high and is currently free of ice. The seasonal forecast from Environment Canada is for above normal temperature and near normal precipitation, while the Ministry of Natural Resources and Forestry weather forecasters are predicting a cool and wet April followed by a warm and dry May.

Report:

Precipitation

February was a fairly dry month across the watershed with a watershed wide average of 94% of normal precipitation. Almost all of the precipitation during the month was snow, although some rain was recorded right at the end of the month. February ended with an above average snowpack.

There has been almost no measurable precipitation in March. The most rain was recorded on March 11 when a series of thunderstorms came through the central part of the watershed. Precipitation was very localized to the area around Cambridge. Precipitation since the start of the year has only been approximately half of the long term average.

Most of the snowpack melted during the second week of March. The March 15th snow survey showed snow is limited to areas with high tree cover in the northern parts of the watershed.

Table 1 includes monthly and recent precipitation trends for select watershed climate stations. Monthly precipitation at the Shades Mill climate station from 2017 to 2021 is

shown in **Figure 1** and the results of the February 16, 2021 snow survey is shown in **Figure 2**.

Table 1: Precipitation Averages at Watershed Climate Stations

Station	Monthly Precipitation		Percentage of Long Term Average					
	17-Mar (mm)	Long Term Average (mm)	Current Half Month	Last Full Month	Last 3 Full Months	Last 6 Full Months	Last 12 Full Months	Last 15 Full Months
Shand	4.2	59.5	14%	111%	104%	105%	106%	104%
Conestogo	2.4	62.2	8%	69%	93%	95%	96%	95%
Guelph	2.2	57.6	8%	104%	107%	110%	113%	109%
Luther	6.0	64.0	19%	124%	117%	115%	110%	109%
Woolwich	5.0	50.4	20%	80%	98%	97%	95%	101%
Laurel	9.6	59.3	32%	74%	91%	92%	94%	100%
Shades	10.8	61.5	35%	96%	89%	94%	101%	105%
Brantford	0.7	53.1	3%	93%	97%	101%	107%	107%

Air Temperatures

February was a cold month with temperatures approximately 1.5 degrees below normal. This was in contrast to the previous three months, when temperatures were over 2 degrees above normal. February also had the most extreme cold temperatures so far this year with some overnight low temperatures in the minus twenties.

March is a transition month when temperatures normally fluctuate between very cold and fairly warm. The average air temperature at the Shand Dam climate station was over a degree above the long term average for the first half of the month. The temperature at Shand fluctuated between minus 17 to plus 16 during a period of only 6 days.

Figure 3 presents recent mean monthly air temperature departures from the long-term average recorded at Shand Dam.

Lake Erie Water Levels

During February the average lake level was approximately 0.60m above the long-term average, which was approximately 0.35m below the same month in 2020. In the first half of March, the average lake level was approximately 174.61m which is about 0.55m above the long-term average. Lake Erie is free of ice.

A Lake Erie Conditions Statement message warning of increase flood risk due to high lake levels remains in effect.

Figure 4 presents current and forecast Lake Erie level from the Canadian Hydrographic Service.

Flood Operations

The GRCA flood operations centre was active in March. Six flood messages were issued from March 8th to the 14th. Warm temperatures during the second week of the month resulted in melting of most of the snowpack, high runoff to the river system and the loss of most river ice. A flood watch message was issued on March 8th prior to the melt. It was followed by four combined flood watch and warning messages and a final flood termination message on March 14th. A water safety message remains in effect. Details of the melt event are included in a separate report.

Reservoir Conditions

The large reservoirs were used during the recent melt event to capture melt water and reduce downstream flooding. They are all near the upper end of their normal operating range for this time of year.

The months of March and April are the main filling months for the reservoirs. During these month water levels vary depending on the timing of the melt of the snowpack and the arrival of spring rains. Filling of the reservoirs must be balanced with maintaining sufficient flood storage. As the spring progresses, available water will be taken into storage following normal reservoir operating procedures.

Reservoir levels are shown in **Figures 6** and 7 for the four large reservoirs.

Long Range Outlook

The three-month forecast for March through May from Environment Canada is for above normal temperatures and normal precipitation.

The Ministry of Natural Resources and Forestry is predicting a cool and wet spring, although most of the cool temperatures and higher rainfall will be during the month of April. They are predicting a warm and dry May.

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. Internal staff training of river watch and reservoir operators was complete on March 3rd.

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 Shades Mill Dam 2017 to March 17, 2021

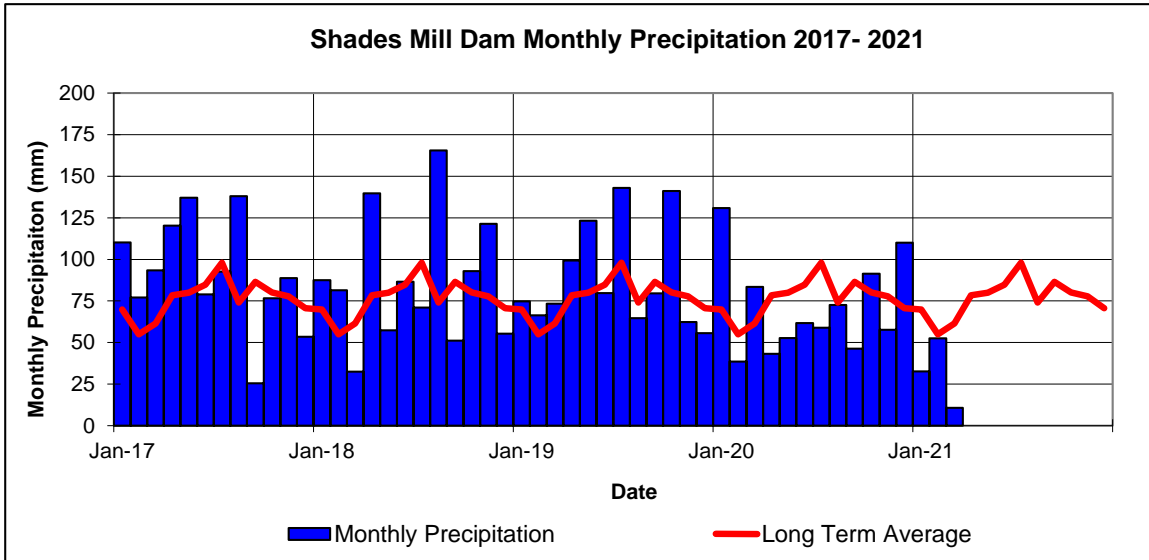


Figure 2: Snow water content as of the March 15, 2020

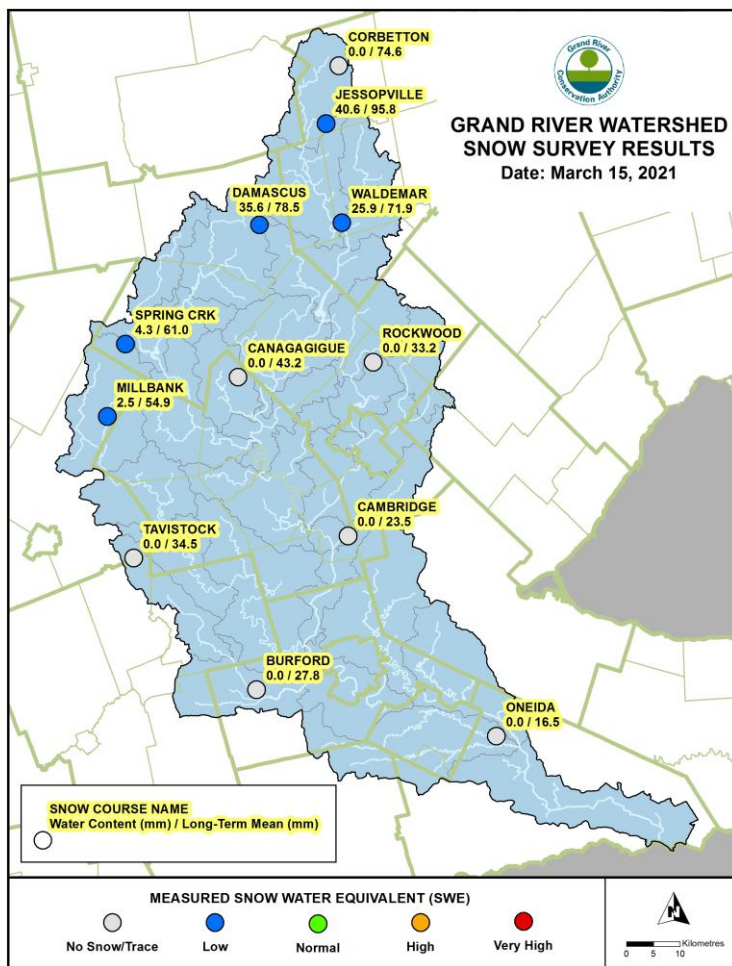


Figure 3: Departures from Average Air Temperatures at Shand Dam

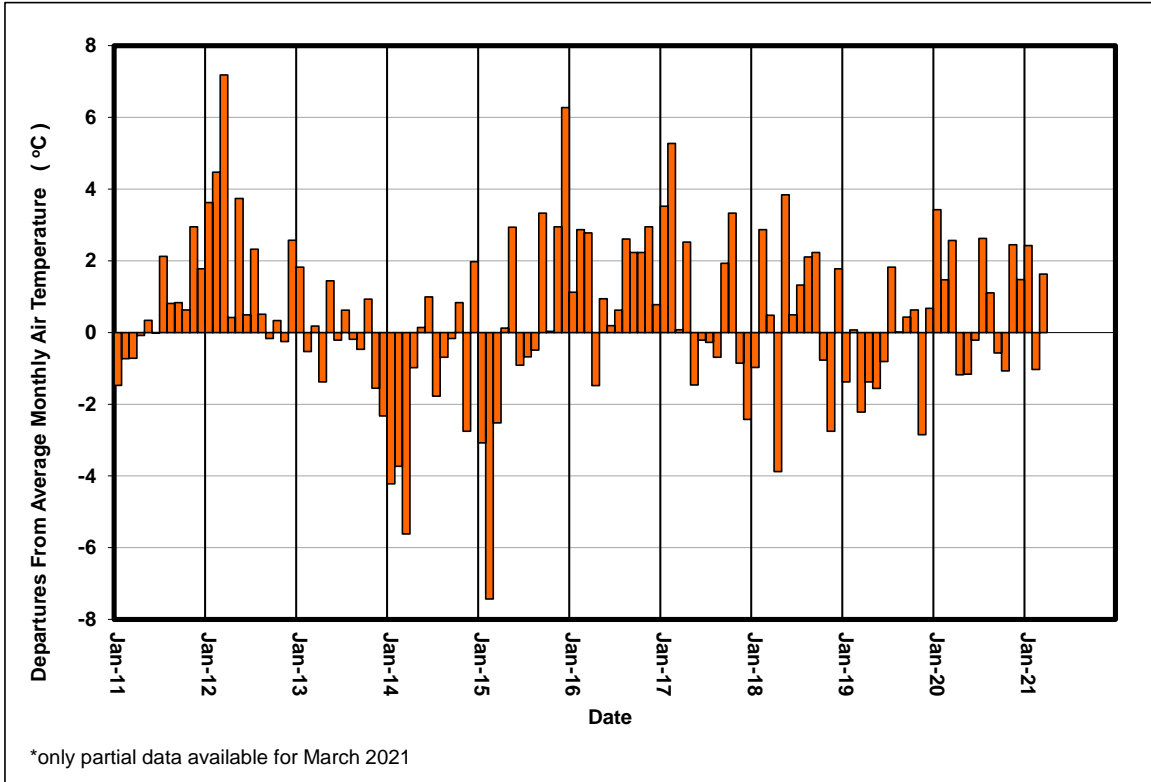


Figure 4: Forecasted Lake Erie Levels

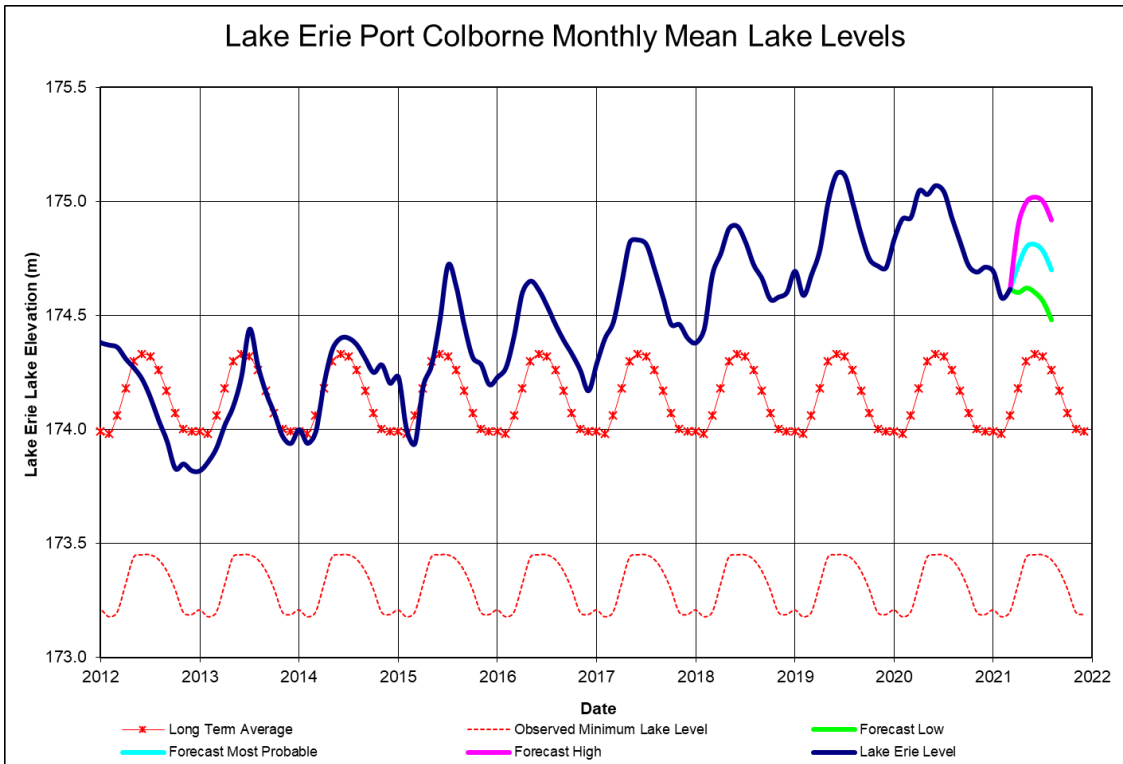


Figure 5: Shand and Conestogo Reservoir Elevation Plots

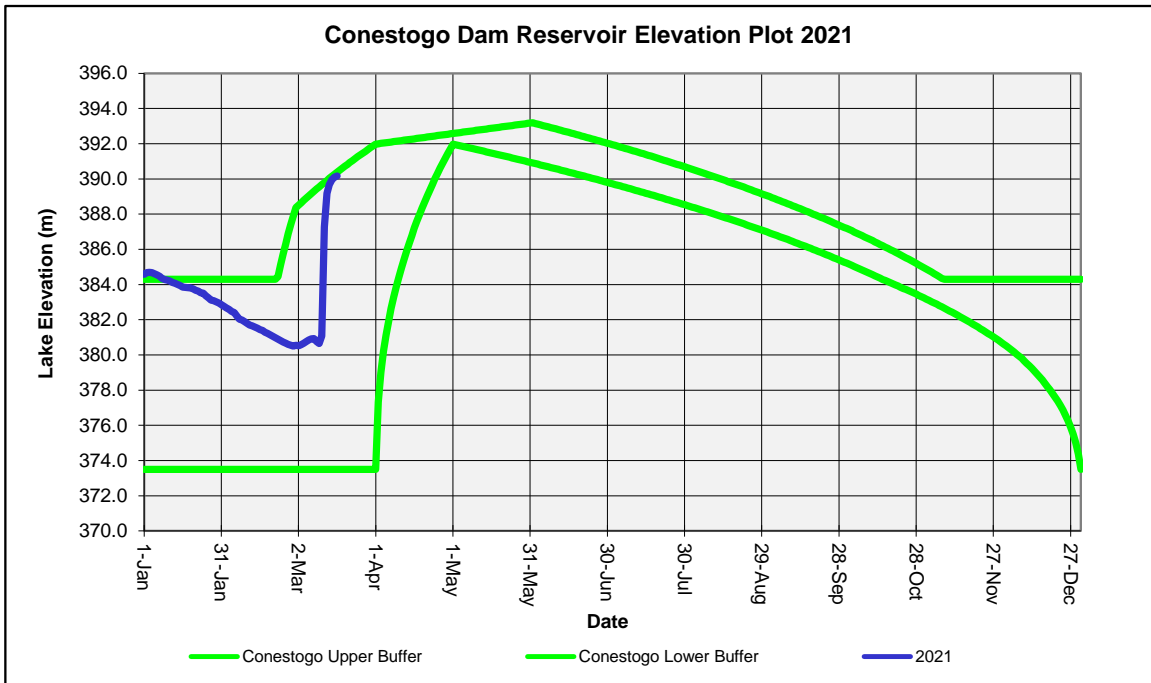
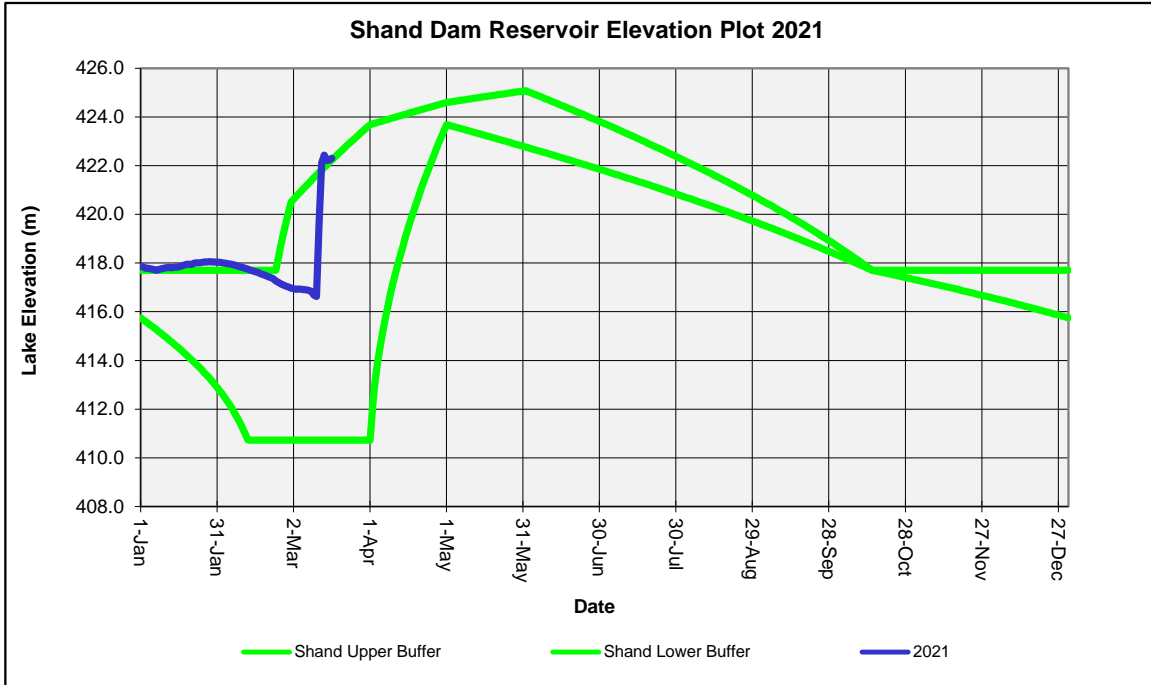
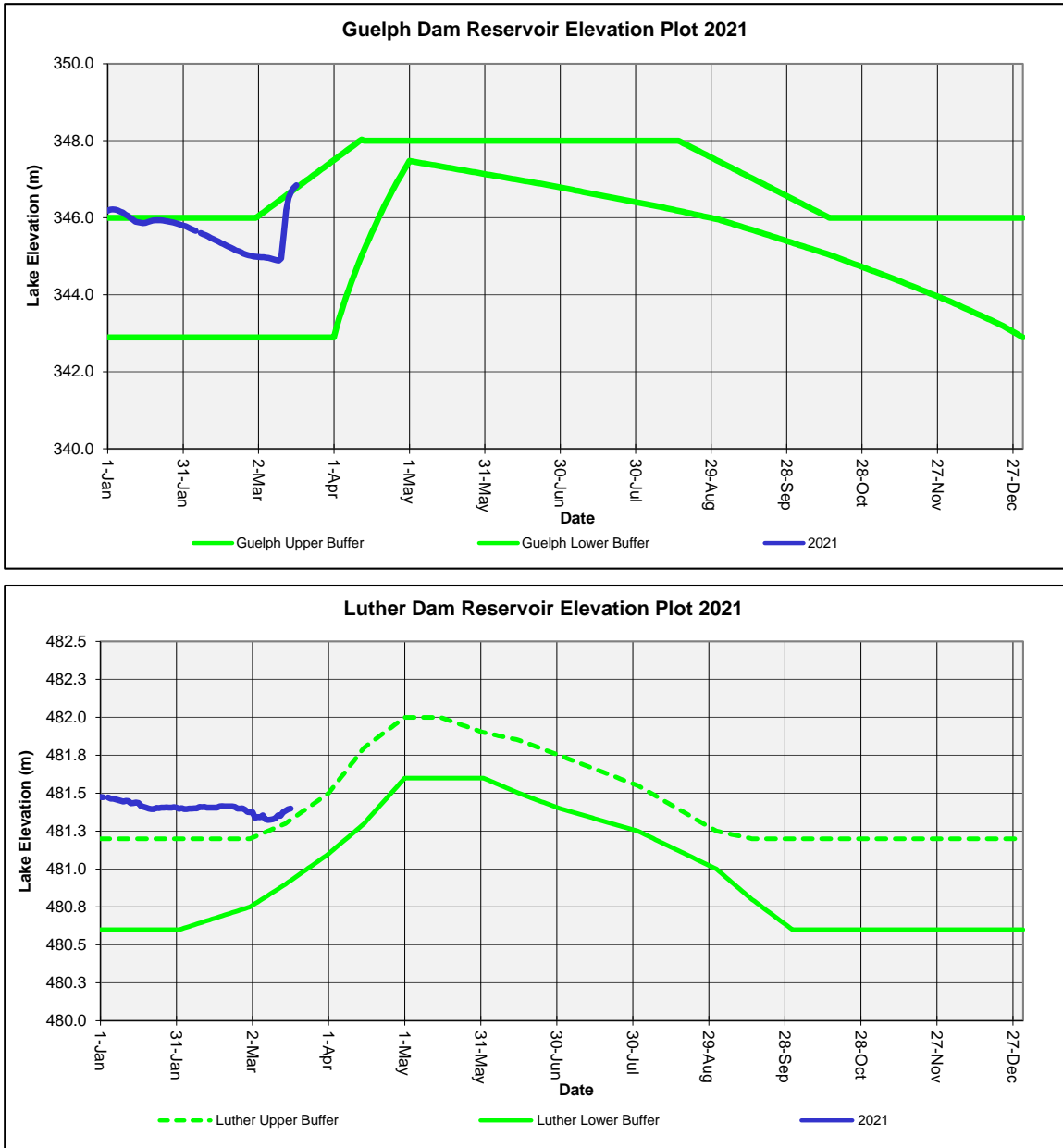


Figure 6: Guelph and Luther Reservoir Elevation Plots



Luther Dam Operating Curves

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

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