Grand River Conservation Authority
Agenda - General Meeting

Friday, November 26, 2021
Immediately following the Source Protection Authority Meeting
GRCA Zoom Virtual Meeting
Link to be distributed via email prior to meeting

Pages

1. Call to Order

2. Certification of Quorum

3. Chair's Remarks

4. Review of Agenda

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

5. Declarations of Pecuniary Interest

6. Minutes of the Previous Meetings 1

   THAT the minutes of the General Membership Meeting of October 22, 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

12. Reports:

a. Minutes of the Ad-Hoc Conservation Authorities Act Committee - October 29, 2021 9

THAT the Minutes of Ad-Hoc Conservation Authorities Act Committee meeting held on October 29, 2021 be received as information.

b. GM-11-21-80 - Draft Transition Plan - Requirement under Ontario Regulation 687/21 12

THAT the Grand River Conservation Authority Draft Transition Plan be approved;

AND THAT the Draft Transition Plan be circulated to all participating municipalities;

AND THAT the finalized Transition Plan be presented to the General Membership for approval at the December meeting.

c. GM-11-21-77 - Cash and Investment Status 19

THAT Report Number GM-11-21-77 Cash and Investment Status – October 2021 be received as information.

d. GM-11-21-88 - Financial Summary 21

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

e. GM-11-21-85 - Reserves 2021 26

See report for full motion.

f. GM-11-21-81 - Complimentary GRCA Membership Passes 2022 37

THAT Report Number GM-11-21-81 – 2022 Complimentary GRCA Membership Passes be received as information.

g. GM-11-21-83 - Conservation Area User Fees 2022 39

THAT the proposed 2022 Conservation Area user fees be approved and become effective as of January 1, 2022.

h. GM-11-21-79 - Permit, Planning and Inquiry Fee Schedule 2022 55

THAT the proposed 2022 Permit, Planning and Inquiry Fee Schedule be approved and become effective as of January 1, 2022.

i. GM-11-21-82 - Water and Sanitary Servicing Consulting Services 61

THAT the Grand River Conservation Authority retain R.J. Burnside and Associates to provide consulting services related to water and sanitary servicing for a term of three years and an option to extend the assignment for up to two additional one-year terms;

AND THAT a total budget of $157,136.86 excluding HST be approved which includes the 3 year assignment, 2 optional one-year terms and a 10% contingency.

j. GM-11-21-84 - Head Office Life Safety System Upgrades 63

THAT the Grand River Conservation Authority award the tender for the Life Safety Systems Upgrades at the GRCA Head Office to Live Electric of Cambridge, Ontario for the amount of $114,944.20 excluding HST;

AND THAT a total budget of $134,944.20 excluding HST be approved.

k. GM-11-21-86 - Update on Lands Declared Surplus - Guelph 65

THAT the Grand River Conservation Authority General Membership receive GM-11-21-86 – Update on Lands Declared Surplus as information.

l. GM-11-21-88 - Snowmobiling on GRCA Properties 68

THAT the Grand River Conservation Authority enter into a license agreement with the Lake Conestoga Snowmobilers Inc. for the use of a seasonal cottage, auxiliary structures and to establish a snowmobile trail network, provided mutually agreeable revisions to the licensing agreement are made.

m. GM-11-21-78 - Current Watershed Conditions 71

THAT Report Number GM-11-21-78 – Current Watershed Conditions as of November 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

b. Labour relations or employee negotiations

c. Litigation or potential litigation

18. Next Meetings

19. Adjourn

Regrets only to:

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

Grand River Conservation Authority
Minutes - General Membership Meeting

Date:	October 22, 2021
Time:	9:30 am
Location:	GRCA Zoom Virtual Meeting Link to be distributed via email prior to meeting
Members Present	Marcus Adili, Bruce Banbury, Robert Bell, Richard Carpenter, John Challinor II, Brian Coleman, Cathy Downer, Jim Erb, Susan Foxton, Guy Gardhouse, Joan Gatward, Helen Jowett, Daniel Lawrence, Ian MacRae, Kathryn McGarry, Jane Mitchell, Joe Nowak, Jerry Smith, Warren Stauch, Bruce Whale, Chris White
Regrets	Les Armstrong, Bernie Corbett, Kevin Davis, Michael Harris, Geoff Lorentz
Staff	Samantha Lawson, Karen Armstrong, Dwight Boyd, Beth Brown, Krista Bunn, Nancy Davy, Brandon Heyer, Sonja Radoja, Lisa Stocco, Pam Walther-Mabee, Eowyn Spencer

1. Call to Order

The Meeting was called to order by the Chair at 9:30 a.m.

2. Certification of Quorum

The Secretary-Treasurer certified quorum with 17 Members present. A total of 21 Members attended the meeting.

3. Chair's Remarks

J.Challinor, I.MacRae and K.McGarry joined the meeting at 9:31 a.m.

The Chair welcomed the Members and made the following remarks:

- On September 27, 2021 Samantha and I attended a virtual Conservation Ontario Council meeting, where the Phase 1 CA Act changes continues to be a key agenda item and discussion topic, as well as other matters pertinent to Ontario CAs.
- On October 4, 2021 the Ministry of Environment, Conservation and Parks (MECP) released the Phase 1 regulations to implement amendments to the *Conservation Authorities Act* made in 2019/2020. Samantha has a report later on this agenda for

questions and discussion, and a meeting of the CA Act Ad-hoc Committee has been scheduled for October 27, 2021 to further discuss the regulatory changes and associated timelines for coming into conformance with the legislation. Following the meeting, the Ad-hoc Committee was rescheduled to meet on October 29, 2021.

- GRCA staff are beginning to receive requests from member municipalities to present the 2022 budget. GRCA budget presentations will be provided to our participating municipal councils upon request.

4. Review of Agenda

21-150
Moved By Cathy Downer
Seconded By Jerry Smith
THAT the agenda for the General Membership Meeting be approved as circulated.

Carried

5. Declarations of Pecuniary Interest

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

6. Minutes of the Previous Meetings

21-151
Moved By Brian Coleman
Seconded By Susan Foxton
THAT the minutes of the General Membership Meeting of September 24, 2021 be approved as circulated.

Carried

7. Business Arising from Previous Minutes

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

8. Hearing of Delegations

There were no Delegations.

9. Presentations

There were no Presentations.

10. Correspondence

None.

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

None.

12. Reports:

12.1 GM-10-21-75 - Conservation Authorities Act Amendments - Phase 1 Regulations and Timelines

- S.Lawson provided a presentation to highlight details of the three provincial regulations that were released as a result of the Phase 1 amendments under the Conservation Authorities Act. The regulations include Mandatory Programs and Services; Transition Plan and Agreements; and Rules of Conduct in Conservation Areas
- Under the mandatory programs and services regulation, three categories have been defined to classify all conservation authority programs. The categories are: levy funded and regulated programs, municipal requested programs offered through local agreements and/or other outside funding sources, and other programs and services funded through special agreements, government grants, and/or self-generated revenue
- Under the mandatory programs and services regulation, key deliverables and timelines have been established by the Province. These deliverables include strategies and plans for specific components of the mandatory programs and services. These strategies and plans must be completed by December 31, 2024
- Under the rules and conduct in conservation areas regulation, individual regulations for each Ontario conservation authority pertaining to their conservation areas have been consolidated into one cohesive regulation. There is little to no impact on GRCA operations coming out of this regulation
- S.Lawson went on to further highlight the key deliverables for the transition plan, details of work requirements, including creating a programs and services inventory and identifying categories for all programs and service currently being provided. The transition to the new regulation will require a collaborative effort with watershed municipalities in order to create agreements for services, and will require time commitments to meet the requirements for creating the land management and infrastructure strategies and plans identified in the regulations
- Phase 2 regulations will focus on levy requirements and conservation authority fees, and will be helpful in creating the programs and services inventory. An anticipated release date for these additional updates has not yet been established by the Province
- Board members asked questions related to incorporating climate considerations into the planning process, tree planting programs, and identifying programs that are important to watershed citizens that can still be offered through council approved municipal agreements
- S.Lawson discussed aspects of the regulations and the transition plan that will identify opportunities to highlight the GRCA's programs, and noted that the classification process into the three categories will be challenging as many programs may have components that span different categories provided by the Province
- The next steps will include developing a draft transition plan and inventory of programs and services, initiating discussions with participating municipalities,

following provincial timelines for key deliverables, and updating the budget format to be implemented for 2024.

J.Mitchell joined the meeting at 9:39 a.m.

21-152
Moved By John Challinor II
Seconded By Joe Nowak
THAT Report Number GM-10-21-75 – Conservation Authorities Act Amendments – Phase 1 Regulations and Timelines be received as information.

Carried

12.2 GM-10-21-70 - 2022 Board Meeting Schedule

21-153
Moved By Susan Foxton
Seconded By Warren Stauch
THAT the Meeting Schedule for 2022 Grand River Conservation Authority General Membership meetings be approved.

Carried

12.3 GM-10-21-71 - Cash and Investment Status

21-154
Moved By John Challinor II
Seconded By Richard Carpenter
THAT Report Number GM-10-21-71 Cash and Investment Status – September 2021 be received as information.

Carried

12.4 GM-10-21-73 - Financial Summary

- B.Bell inquired about the status of the Guelph City Link Trail project. S.Lawson responded that the design process is underway, and a topography survey has been completed. The timing to post the tender for the project is now being discussed.

21-155
Moved By Bob Bell
Seconded By Jim Erb
THAT the Financial Summary for the period ending September 30, 2021 be approved.

Carried

12.5 GM-10-21-72 - Park Reservation System RFP Results

- J.Mitchell recalled a previous contract with CAMIS that did not meet the organization's needs, and K.Armstrong advised that previous concerns were directly addressed and considered in the RFP and demonstration process.

21-156
Moved By Guy Gardhouse
Seconded By John Challinor II
THAT staff be authorized to negotiate an agreement with CAMIS Inc. to provide a conservation area reservation system for a term of three years with the option to extend the contract for up to three additional one year terms.

Carried

12.6 GM-10-21-69 - Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation

J.Erb left the meeting at 10:00 a.m.

21-157
Moved By Richard Carpenter
Seconded By Jerry Smith
THAT Report Number GM-10-21-69 – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation be received as information.

Carried

12.7 GM-10-21-74 - September 22-23, 2021 Flood Event

- D.Boyd provided an overview of the recent flood event, noting that the last flood event of this magnitude occurred in September 1986.
- This watershed-wide flood event saw precipitation up to 120mm in some areas, with the most heavily affected areas being the head waters of the Nith River, as well as central and north-western parts of the watershed.
- The high water level came near to the top of the Wellesley dam, and an inspection of the dam has since been completed.
- A post-event debriefing is scheduled with affected municipalities and flood coordinators, as every flood event provides learning opportunities for improving procedures in emergency flood response.
- Board members commented on the event, noting the high water levels and discussed opportunities to share the details of these flood events, and how Conservation Authorities manage water-control infrastructure to reduce flood damage.
- J.Nowak shared his concern about the event at Wellesley Dam, and inquired about contact information for emergencies. D.Boyd shared that a flood coordinators guide highlights key contacts, and is prepared annually and distributed to all municipal flood coordinators and emergency response teams across the watershed. Board members will receive the most recent copy by mail following the meeting, to ensure it has been received.
- S.Foxton added that it may be beneficial for the Board to receive an update on the watershed flood warning communication system and the process

followed by staff, municipal flood coordinators, and emergency response units in such events.

- D.Boyd highlighted that it is important to maintain consistent use of reliable communications systems during floods, and that the current flood notification system works efficiently. During a flood event, the GRCA notifies municipal coordinators, who initiate a fanout notification process. The GRCA webpage and a dedicated social media account is also updated regularly to help share accurate information.

21-158
Moved By Joe Nowak
Seconded By Cathy Downer
THAT Report Number GM-10-21-74 – September 22-23, 2021 Flood Event be received as information.

Carried

12.8 GM-10-21-76 - Current Watershed Conditions

- D.Boyd advised the Board that the bi-annual Flood Coordinators Meeting is scheduled for December 2, 2021. The group began meeting twice per year as it has become more common for the watershed to experience a winter melt and increased flood risk in the later winter months. The agenda includes a guest speaker out of Michigan who brings expertise and information-sharing about dam break flooding and flood warning communications systems.

21-159
Moved By Marcus Adili
Seconded By Bruce Banbury
THAT Report Number GM-10-21-76 – Current Watershed Conditions as of October 13, 2021 be received as information.

Carried

13. Committee of the Whole
Not required.

14. General Business
There was no General Business.

15. 3rd Reading of By-Laws
None.

16. Other Business
W.Stauch provided the following update on events in local watershed communities:

- Rogers Hometown Hockey made a visit to the North Dumfries Community Centre in Ayr on the weekend of October 17. The community was decorated in red, white and black colours of the Ayr Centennials, who compete in the Greater Ontario Junior

Hockey League. On Monday, October 3, Ron MacLean and Tara Slone hosted a program on Rogers TV prior to the New York Rangers-Toronto Maple Leafs NUL game. Congratulations to Mayor Foxton and the residents of North Dumfries Township for celebrating their long hockey history.

- The Township of Woolwich and the town of Elmira celebrated the 50th reunion of the Elmira Sugar Kings Jr. B. hockey team. The reunion took place on Sunday, October 17 at the Woolwich Community Recreation Centre before a hockey game between the Ayr Centennials and the Sugar Kings. Congratulations to Mayor Shantz and the residents of Woolwich Township.
- Monday, November 15, 2021 will mark the 140th anniversary of the official opening of the iconic West Montrose Covered Bridge, the last remaining covered bridge in Ontario. The bridge will close in the New Year for extensive renovation.

17. Closed Meeting

21-160
Moved By Marcus Adili
Seconded By John Challinor II
THAT the General Membership enter a closed meeting to discuss a confidential matter.

Carried

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

21-161
Moved By Richard Carpenter
Seconded By Susan Foxton
THAT the General Membership return to open session.

Carried

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

17.1 Minutes of the previous closed session

21-162
Moved By John Challinor II
Seconded By Susan Foxton
THAT the minutes of the previous closed session be approved as circulated.

Carried

18. Next Meetings

- General Membership - November 26, 2021 at 9:30 a.m.
- Audit Committee - November 26, 2021 immediately following the General Membership

G.Gardhouse inquired about current workloads and staffing levels in the Planning department. S.Lawson provided that a high volume of permit and plan review submissions combined with various leaves and turnover has resulted in a service disruption causing delayed response times. Standard hiring processes are underway to get the department back to a full staffing complement, and staff are looking at ways to efficiently manage the high volume of submissions and inquiries. The service disruption notice and helpful information for inquiries of a general nature are posted on the website.

19. Adjourn

The meeting was adjourned at 10:53 a.m.

21-163
Moved By Marcus Adili
Seconded By Bruce Whale
THAT the meeting of the General Membership be adjourned.

Carried

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Chair

_____

Secretary-Treasurer

Grand River Conservation Authority
Agenda – CA Act Regulations Committee

Date:	October 29, 2021
Time:	9:00 a.m.
Location:	GRCA Zoom Virtual Meeting
Members Present	John Challinor II, Susan Foxton, Michael Harris, Helen Jowett, Chris White
Staff	Samantha Lawson, Karen Armstrong, Sonja Radoja, Eowyn Spencer

1. **Call to Order**
   The Chair called the meeting to order at 9:00 a.m.

2. **Certification of Quorum**
   Quorum was certified with all Members present.

3. **Chair's Remarks**
   None.

4. **Review of Agenda**

   Moved by: John Challinor II
   Seconded by: Michael Harris
   THAT the agenda for the Conservation Authorities Act Regulations Committee Meeting be approved as circulated.

   Carried.

5. **Declarations of Pecuniary Interest**
   None.

6. **Minutes of the Previous Meeting**

   Moved by: Helen Jowett
   Seconded by: John Challinor II
   THAT the minutes of the previous Conservation Authorities Act Regulations Committee Meeting held on September 9, 2021 be approved as circulated.

7. **Discussion Items:**

7.1. Draft Transition Plan

7.1.1. Part 1 – 2021-2022 Timeline & Transition Plan

7.1.2. Part 2 – 2022-2024 Timeline & Transition Plan

S.Lawson provided a brief overview of the three regulations recently released as Phase 1 of regulatory changes under the CA Act.

The mandatory programs and services regulation stipulates that conservation authorities must create an inventory of all current programs and services, and for each one determine which of three defined categories they fall into.

The categories as defined in the regulation are:

1. Levy funded/Mandatory programs and services
2. Municipal driven programs funded through municipal agreements or sources other than the general levy
3. Other programs and services offered at the discretion of the Conservation Authority and funded with external sources, partnerships, government grants or self-generated revenue

The transition plan and agreements regulation stipulates six key deliverables and associated timelines for Conservation Authorities to come into conformance with the updated legislation.

S.Lawson provided a detailed overview of the first draft transition plan, which consists of a draft timeline for completing major milestones identified in the regulation, and highlighted next steps and anticipated work plans for GRCA staff and Board through the transition process. The purpose of the transition plan is to illustrate to the Province the plan for meeting compliance by the Provincial due date of January 1, 2024.

The finalized transition plan is due to the province at the end of 2021. The first draft has been provided to the Committee for review and input, with the intention of bringing the draft before the full Board at the November meeting. Following Board approval, the transition plan will be circulated to participating (levy paying) watershed municipalities for information. To allow time for any suggested changes or updates, a finalized transition plan will be presented to the full Board for approval at the December meeting.

The Committee thanked Samantha for the effort in pulling together the draft plan in a short period of time, and continued discussing the impacts of the regulatory changes with respect to the transition plan and estimated timelines.

There was thorough discussion related to presenting the information to participating municipalities, engaging municipal staff and council, and providing information to GRCA Board members to act as drivers within council meetings. There was concern noted in regard to getting feedback from councils within the end of year timeline.

Samantha noted that at this stage, the transition plan is required to be circulated to municipalities for information only, and feedback is welcome but not required. Further, if changes are required after the plan has been submitted by December 31, 2021, they will be discussed with the Board, and if approved, will be submitted to the Ministry as part of the regularly scheduled updates. It is anticipated that a presentation for municipal councils will be prepared following the submission of the transition plan, however, staff are not yet prepared to engage council. At this time, preliminary

meetings with senior level staff at participating municipalities are being scheduled in order to identify key contacts, and discuss initial processes, timelines and deliverables.

The Committee offered suggestions for implementing the sharing of information and highlighting the importance of a collaborative effort between the CA and municipalities. Suggestions included preparing an executive summary, or informational letter to be distributed to heads of council, and to highlight GRCA Board members as representatives, to bring information or notices of motion, if needed, before respective councils at the appropriate time. It was agreed that sufficient notice would be provided to municipal councils at any time where motions or endorsements are required.

The proposed next steps are to receive endorsement of the draft transition plan from the full board in November, and then circulate the draft and cover letter to all participating municipalities. Should changes be suggested, they can be incorporated into the finalized transition plan to be approved by the Board in December.

7.2. Proforma Budget 2022 – Preliminary New Regulations Levy Estimates

S. Radoja provided a detailed overview of current programs and services and their respective funding sources. The Committee discussed the separate categories and the breakdown as provided, noting that this estimated breakdown of services will require much consideration and discussion at both the staff and Board level prior to finalization.

Moved by: John Challinor II
Seconded by: Helen Jowett

THAT the Conservation Authorities Act Ad-hoc Committee endorse the draft transition plan as presented, and recommend to the General Membership that the draft timeline and transition plan be circulated to participating municipalities following the November meeting of the General Membership.

Carried.

8. Other Business

Committee Members inquired about available resources for managing the increased workload associated with the new regulations, including creation of workplans, land management and natural hazard management strategies, and other tasks as required by the legislation. Samantha indicated that it is being discussed, and additional resources may be required as the workload evolves and the scope of the various projects becomes clearer.

9. Next Meetings – At the Call of the Chair

10. Adjourn

The meeting was adjourned at 10:19 a.m.

Grand River Conservation Authority

Report number: GM-11-21-80

Date: November 26, 2021

To: General Membership of the Grand River Conservation Authority

Subject: Draft Transition Plan – Requirement under Ontario Regulation 687/21

Recommendation:

THAT the Grand River Conservation Authority Draft Transition Plan be approved;

AND THAT the Draft Transition Plan be circulated to all participating municipalities;

AND THAT the finalized Transition Plan be presented to the General Membership for approval at the December meeting.

Summary:

Under *Ontario Regulations 687/21*, the Grand River Conservation Authority (GRCA) is required to develop a Transition Plan that outlines the process the conservation authority will go through to transition to the new funding/levy framework. The regulation requires that this Transition Plan be submitted to the Ministry of Environment, Conservation and Parks and posted to the website by December 31, 2021. This Plan will also be circulated to all participating municipalities.

Attached to this report is the draft GRCA Transition Plan with process milestones and timelines to complete the transition period by January 1, 2024.

Report:

On October 4, 2021 the Ministry of Environment, Conservation and Parks (MECP) released the Phase 1 regulations to implement amendments to the *Conservation Authorities* Act. Report GM-21-10-75: Conservation Authorities Act Amendments- Phase 1 Regulation and Timelines provides an overview of the Phase 1 Regulations and associated deliverables and timelines.

The following regulations were included in the Phase 1 release:

- *Ontario Regulation 686/21*: Mandatory Programs and Services
- *Ontario Regulation 687/21*: Transition Plans and Agreements for Programs and Services
- *Ontario Regulation 688/21*: Rules of Conduct in Conservation Areas.

Under *Ontario Regulation 687/21*: Transition Plans and Agreements for Programs and Services, the regulation requires each conservation authority to create a Transition Plan that outlines the steps to develop an inventory of programs and services (category 1-3) and to enter into agreements with participating municipalities to fund category 2: Municipal programs and services. The Transition Period starts on the date the regulation was released and finishes on January 1, 2024.

The purpose of the transition period is to prepare conservation authorities and municipalities for the change to the budgeting process based on the delivery of Category 1-3 programs and services by January 1, 2024.

The first deliverable in transition period is to development and gain approval of the Transition Plan. The Transition Plan consists of a workplan/timeline and the consultation process with

participating municipalities on the inventory of all the GRCA's programs and services. This plan is required to be submitted to the MECP and to be made available to the public by December 31, 2021. This plan must also be circulated to all participating municipalities.

The first phase is of the transition period requires an inventory of GRCA's programs and services. The inventory will list all the programs and services that the authority GRCA is providing as of February 28, 2022 and those that it intends to provide after that date. The inventory will include information about the sources of funding and categorize all programs and services based on the following: 1 – mandatory programs and services; 2 – municipal programs and services; and 3 – other programs and services.

The second phase of the Transition Period includes developing and finalizing the conservation authority/municipal agreements in accordance with any regulations governing municipal programs and services. These agreements must be complete by January 1, 2024.

Throughout the Transition Period the GRCA is required to submit six quarterly progress reports to the MECP on July 1, 2022, October 1, 2022, January 1, 2023, April 1, 2023, July 1, 2023 and October 1, 2023. The progress reports will include any comments received/changes to the inventory, an update on the progress of negotiations of agreements, and any difficulties that the GRCA is experiencing with concluding the requirements prior to the end of the Transition Period.

A final report is to be submitted to MECP and each participating municipality by January 31, 2024 including the final version of the Inventory of Programs and Services and confirmation that the authority has entered into all necessary cost apportioning agreements. This report also has to be posted on the website.

The attached provides the draft GRCA Transition Plan and timelines.

Financial Implications:

Not applicable.

Other Department Considerations:

Not applicable.

Submitted by:

Samantha Lawson

Chief Administrative Officer

Grand River Conservation Authority
Transition Plan

Date: November 26, 2021

Amendments:

Background

In 2015, the Province initiated a review of the *Conservation Authorities Act*. Since then, Bill 139 (2017), Bill 108 (2019) and Bill 229 (2020) have been passed that included several amendments to the Act. The purpose of these amendments are to provide greater transparency, consistency, accountability and governance for Conservation Authorities. On October 4, 2021 the Ministry of Environment, Conservation and Parks (MECP) released the Phase 1 regulations to implement a portion of the amendments that were made to the *Conservation Authorities Act. Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services* was part of this grouping and requires the Grand River Conservation Authority (GRCA) to have a Transition Plan that outlines the steps to be taken to develop an inventory of programs and services and to enter into agreements with participating municipalities to fund municipal driven programs and services through a levy. It also establishes the transition period and timelines to enter into those agreements.

The purpose of the Transition Plan is to prepare the GRCA and participating/watershed municipalities for the change to the budgeting process based on the delivery and funding of the three categories of programs and services. These categories include:

1. mandatory programs and services where municipal levy could be used without any agreement;
2. programs and services subject to municipal approval and municipal funding through a MOU;
3. other programs and services an Authority determines are advisable, with alternate funding (e.g., provincial, federal, municipal agreement and/or self-generated revenue)

Under Regulation 687/21, the transition period is to be completed no later than January 1, 2024.

There are two main components to the transition period. The first part is to develop a Transition Plan which consists of a workplan/timeline for the completion of major milestones during the transition period, process of consulting and negotiating with municipalities on Memorandums of Understandings (MOUs) for the delivery of municipal requested programs and services and a draft inventory of programs and services offered by the GRCA. This Transition Plan is to be completed and submitted to MECP no later than December 31, 2021 and posted to the GRCA's website.

A final version of the inventory for programs and services is required to be circulated to participating municipalities and submitted to the MECP no later than February 28, 2022. The inventory for programs and services must also be posted to the GRCA's website.

The second part of the transition period includes developing, , negotiating and finalizing agreements (MOUs) with municipalities in accordance with the regulation for municipal programs and services. These agreements must be in place (Municipal Council and the General Membership approved) by January 1, 2024.

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General Membership of the GRCA Approval Process
The General Membership of the GRCA is required to approve the Transition Plan and the Inventory of Programs and Services prior to the submission to MECP, circulation to municipalities and posting on the GRCA's website.

Recognizing the amount of work and input required by the GRCA to meet the transition date of January 1, 2024, the General Membership established an Ad-Hoc Governance Committee (Resolution No. 21-03 -January 22, 2021) to provide input and direction to staff on adapting to the changes of the *Conservation Authorities Act* and subsequent Regulations. This committee will meet regularly throughout the transition period.

Tracking of negotiations and milestones throughout the transition period will be provided to the Ad-hoc Committee for consultation and to the General Membership for approval. These quarterly reports will then be submitted to MECP and posted to the GRCA's website. Once the MOUs are approved by the General Membership and Municipal Council, these agreements will be made available to the public on the GRCA website.

The final submission report to MECP will contain all approved MOUs and the final Inventory of Programs and Services. This submission is due on January 31, 2024 and is the end of the transition period. The 2024 GRCA budget will reflect the revised funding framework.

Municipal Consultation Process
The GRCA has 38 watershed municipalities and 22 participating municipalities within its jurisdiction. Participating municipalities contribute to the general levy and also appoint members to the GRCA Board of Directors. The following are designated under the *Conservation Authorities Act* as GRCA participating municipalities:

- Town of Grand Valley
- Township of Amaranth
- Township of Melanchthon
- Township of East Garafraxa
- Township of Southgate
- Township of Mapleton
- Township of Wellington North
- Township of Centre Wellington
- Town of Erin
- Township of Guelph/Eramosa
- Township of Puslinch
- City of Guelph
- Region of Waterloo
- Municipality of North Perth
- Township of Perth East
- Halton Region
- City of Hamilton
- Oxford County
- County of Brant
- City of Brantford
- Haldimand County
- Norfolk County

DRAFT

All participating municipalities will be circulated a copy of the approved GRCA Transition Plan.

Consultation with the participating municipalities will be ongoing throughout the transition period. Key contacts and timelines/meetings will be established with all participating municipalities and other interested watershed municipalities. Input received through these discussions and negotiations will be incorporated into the Inventory of Programs and Services on a continuous basis. GRCA staff will also be available to attend any council meeting, where requested.

Adjacent Conservation Authority Consultation Process

The GRCA shares municipal boundaries with 10 adjacent Conservation Authorities. It will be important to maintain contact and consult with senior staff at adjacent Conservation Authorities during the development of their Transition Plans, Inventory of Programs and Services and also when negotiating MOUs with shared municipalities. Wherever possible, staff will strive for consistency amongst the adjacent Conservation Authorities on terminology, conditions of agreements, etc.

The GRCA shares municipal boundaries with the following Conservation Authorities:

- Maitland Valley Conservation Authority
- Credit Valley Conservation
- Niagara Conservation Authority
- Hamilton Conservation Authority
- Conservation Halton
- Nottawasaga Valley Conservation Authority
- Grey Sauble Conservation
- Saugeen Conservation
- Upper Thames Conservation Authority
- Long Point Conservation Authority

Timelines and Deliverables during the Transition Period

Chart 1 and 2 provide a list of activities, deliverables and points of contact that the GRCA will complete in order to come into conformance with the new regulations. Any changes to timelines will require consultation with the Ad-hoc Committee, approval from the GRCA General Membership and identification/justification in the quarterly reports submitted to the MECP. Should the GRCA require an extension to the transition period, a request must be submitted to MECP prior to October 1, 2023 and approved by the General Membership.

End of Transition Period

As of January 1, 2024 all required MOUs will be in place and the new funding framework will be incorporated into the GRCA 2024 budget. The transition period will end unless the GRCA has requested an extension from the MECP.

A final report is to be submitted to MECP and each participating municipality by January 31, 2024 including the final version of the Inventory of Programs and Services and confirmation that the GRCA has entered into all necessary cost apportioning agreements. This final report will also be posted on the GRCA website.

DRAFT

Year		2021				2022	
	Task	Sept.	Oct.	Nov.	Dec.	Jan	Feb
Part 1: Transition Plan	Draft Transition Plan and determine process for consultation with participating municipalities (identification of other municipalities to be consulted)	X	X	X	X		
	Preliminary meetings with participating municipal staff on new regulations, timelines and initial discussion on municipal process and needs to complete required deliverables (where possible)	X	X	X	X		
	Internal consultation and creation of Programs and Services (P&S) Inventory, categorization P&S, determine high level costing		X	X	X		
	Prepare/update list of current municipal MOUs and SLAs		X	X	X		
	Meet with Ad-hoc Committee* on draft Transition Plan and P&S Inventory, setting guiding principles and expectations for transition period		X	X	X		
	Meeting with adjacent Conservation Authorities to discuss timelines and P&S Inventory to facilitate consistent approach to January 1, 2024 deadline (where possible)		X	X	X		
	Presentations to Municipal council on new regulations and draft documents (when requested).			X	X	X	X
	Obtain approval from GRCA Board on Transition Plan			X	X		
	Circulation of Transition Plan to participating municipalities and other municipalities by request				X		
	Posting of Transition Plan to GRCA website				X		
	Submit Transition Plan to MECP				X		
	Meet with Ad-hoc Committee* on draft P&S Inventory (feedback incorporated from municipal/CA discussions)			X	X	X	
	Obtain approval from GRCA Board on P&S Inventory					X	
	Circulate P&S Inventory to participating and other municipalities						X
	Submit P&S Inventory to MECP						X
	Post P&S inventory to website						X

*Ad-Hoc Governance Committee, General Membership of the Grand River Conservation Authority

Year		2022												2023												2024
Part 2: MOUs/Agreements	Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
	Identify existing MOUs and prepare amendments to address regulations	X	X	X																						
	Draft template MOU for P&S Inventory that do not have any agreements			X	X	X	X																			
	Negotiate with participating municipalities and other municipalities on new MOUs	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X			X	X			
	Meet with Ad-hoc Committee* to provide update/seek direction on negotiation/consultation process				X				X				X				X				X			X		
	Provide status reports to GRCA Board		X				X				X			X			X		X				X			
	Meet with adjacent CAs to discuss shared MOUs (where possible)	X	X	X			X	X	X			X	X	X			X	X	X							
	Submit 1st progress report to MECP		X																							
	Submit 2nd progress report to MECP							X																		
	Submit 3rd progress report to MECP										X															
	Submit 4th progress report to MECP													X												
	Submit 5th progress report to MECP																X									
	Submit 6th progress report to MECP																			X						
	Submit 7th progress report to MECP																									
	Present to Municipal Councils on MOUs, P&S Inventory, etc.(where requested)																	X	X	X	X	X	X	X	X	
	Process for draft 2024 GRCA Budget																			X	X	X	X	X	X	X
	GRCA Board approval/ Municipal Council approval of MOUs																	X	X	X	X	X	X	X	X	
	Posting of MOUs to GRCA website																								X	
	Final Submission to MECP																									X

*Ad-Hoc Governance Committee, General Membership of the Grand River Conservation Authority

Grand River Conservation Authority

Report number: GM-11-21-77

Date: November 26, 2021

To: Members of the Grand River Conservation Authority

Subject: Cash and Investment Status – October 2021

Recommendation:

THAT Report Number GM-11-21-77 Cash and Investment Status – October 2021 be received as information.

Summary:

The cash position including Notes Receivable of the Grand River Conservation Authority as at October 31, 2021 was $41,661,453 with outstanding cheques written in the amount of $235,713.

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
October 31, 2021

BANK ACCOUNTS	Location	Type	Amount	Interest Rate
	CIBC	Current Account	19,457,401	0.65%
	RBC	Current Account	301,506	nil
	Wood Gundy	Current Account	1,563,154	nil
	CIBC - SPP Holding	Current Account	434,093	0.65%
	TOTAL CASH - CURRENT ACCOUNT		**21,756,154**	

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	293,043	0.55%	0.55%	not applicable	7,831
		One Investment Savings	High Interest Savings Account	4,322,246	0.715%	0.715%	not applicable	21,045
	May 17, 2019	Bank of Nova Scotia	Bond	800,000	1.90%	2.15%	December 2, 2021	15,674
	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
	September 15, 2021	Cdn Western Bank	Bond	1,500,000	2.597%	1.21%	September 6, 2024	5,509
	September 23, 2021	Province of Ontario	Bond	2,159,010	1.230%	1.23%	December 2, 2026	7,366
	September 23, 2021	ManuLife Financial	Bond	2,000,000	2.237%	1.34%	May 12, 2030	10,124
		TOTAL INVESTMENTS		**19,905,299**				$295,816

TOTAL CASH AND INVESTMENTS	**$41,661,453**
* Reserve Balance at December 31st, 2020	23,899,839

Investment By Institution

	% of Total Portfolio
Bank of Nova Scotia	4%
C.I.B.C.	2%
Cdn Western Bank	33%
Laurentian	19%
ManuLife Financial Bank	10%
One Investment Program	22%
Province of Ontario	11%
	100%

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

Grand River Conservation Authority

Report number: GM-11-21-88

Date: November 26, 2021

To: Members of the Grand River Conservation Authority

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

Recommendation:

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

Summary:

The Financial Summary includes the 2021 *actual* year-to-date income and expenditures. The budget approved at the February 26, 2021 General Meeting is included in the *Budget* column. The *Current Forecast* column indicates an estimate of income and expenditures for the whole year. At this time a surplus of $604,000 at year-end is forecast.

Report:

A. Self-Generated Revenue increased by $190,000
   - Permit fee revenue increased by $25,000 and solicitor enquiry fee revenue increased by $25,000 due to increased demand
   - Conservation Lands Timber revenue increased by $40,000
   - Conservation Area revenue increased by $100,000 due to revised projection of annual sales volume driven by demand for day use and membership sales

B. Operating Expenditures decreased by $185,000
   - Legal expenses decreased in Resource Planning by $25,000 related to a reduction in forecast planning enforcement costs
   - Outdoor Education compensation and benefit expenses decreased by $50,000 due to reduced staffing required to service the school contracts
   - Corporate Services operational expenditures decreased by $80,000 due to a reduction in postage, office cleaning, and consulting costs
   - Property Rental program expenses increased by $100,000 as a result of costs related to residential rental property demolitions
   - Information Systems compensation and benefit expenses decreased by $130,000 due to staff vacancy

C. Capital Expenditures decreased by $210,000
   - Motor Pool capital expenditures decreased by $210,000 due to covid related supply/delivery issues. Purchases will be deferred and included in the 2022 budget

D. Special Project Expenses decreased by $10,000
   - Increased expenditures of $10,000 related to expenses for preparing various lands for sale. These expenses are funded by Land Sale Proceeds reserve

E. Net Increase to Transfer to Reserves is $395,000
   - Increase transfer to Planning Enforcement Reserve by $25,000 driven by reduced forecast related to legal expenditures
   - Transfer to the Forestry Reserve increased by $40,000 related to revenue realized from Timber Sales

- Transfer from Land Sale Proceeds Reserve increased by $110,000 related to land disposition and demolition expenditures
- Transfer to Conservation Area Reserve increased by $100,000 as a result of the increased revenue projection
- Transfer from Computer Reserve decreased by $130,000 due to staff vacancy savings
- Transfer to Motor Pool Reserve increased by $210,000 due to reduction in budgeted motor pool capital spending

The Financial Summary is attached.

Financial Implications:

The financial summary outlines a forecast net surplus of $604,000 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:

Kayleigh Keighan
Financial Controller

Sonja Radoja
Manager of Corporate Services

Approved by:

Karen Armstrong
Secretary-Treasurer/Deputy CAO

GRAND RIVER CONSERVATION AUTHORITY

FINANCIAL SUMMARY - FORECAST

General Membership November 26, 2021

FORECAST - September 30, 2021- NET SURPLUS/(DEFICIT)				**$424,000**
		CHANGES - October 2021		
Sch 4	Resource Planning	$25,000	Permit fee revenue increased	**$50,000**
		$25,000	Solicitor enquiry fees increased	
		$25,000	Other Operating Expenses (legal) decreased	
		($25,000)	Transfer to Planning Enforcement Reserve increased	
Sch 8	Environmental Education	$50,000	Compensation and Benefit Expenses decreased	**$50,000**
Sch 9	Corporate Services	$80,000	Other Operating Expenses decreased (postage, office cleaning, consulting)	**$80,000**
Sch 10	Conservation Lands	$40,000	Woodlot thinning - Timber Revenue increased	**$0**
		($40,000)	Transfer to Forestry Reserve increased	
		($10,000)	Land disposition expenses increased	
		$10,000	Transfer from Land Sale Proceeds Reserve increased	
Sch 11	Property Rentals	($100,000)	Demolition Expenses increased	**$0**
		$100,000	Transfer from Land Sale Proceeds Reserve increased	
Sch 13	Conservation Areas	$100,000	Conservation Area Revenue increased (from $9.4M to $9.5M)	**$0**
		($100,000)	Transfer to Conservation Area Reserve increased	
Sch 16	Information Systems & Motor Pool	$130,000	Compensation and Benefit Expenses decreased	**$0**
		($130,000)	Transfer from Computer Reserve decreased	
		$210,000	Motor Pool Capital Expenses decreased	
		($210,000)	Transfer to Motor Pool Reserve increased	
FORECAST - October 31, 2021- NET SURPLUS/(DEFICIT)				**$604,000**

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

	SCHEDULE	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
REVENUE							
Municipal							
General Municipal Levy (Operating)	various	10,977,000	11,275,000	11,275,000	11,275,000	11,275,000	0
General Municipal Levy (Capital)	various	950,000	950,000	950,000	950,000	950,000	0
Special Municipal Levy	various	71,943	130,000	4,680	130,000	130,000	0
Other	various	639,589	800,000	1,265,783	800,000	800,000	0
		12,638,532	**13,155,000**	**13,495,463**	**13,155,000**	**13,155,000**	**0**
Government Grants							
MNRF Transfer Payments	various	449,688	449,688	449,688	449,688	449,688	0
Source Protection Program-Provincial	various	681,421	640,000	466,407	640,000	640,000	0
Other Provincial	various	863,182	1,267,500	1,213,610	1,372,500	1,372,500	0
Federal	various	352,880	215,000	380,565	575,500	575,500	0
		2,347,171	**2,572,188**	**2,510,270**	**3,037,688**	**3,037,688**	**0**
Self Generated							
User Fees and Sales							
Enquiries and Permits	4	565,822	494,000	633,169	619,000	669,000	50,000
Plan Input and Review	4	410,804	400,000	420,022	475,000	475,000	0
Nursery and Woodlot Management	5	174,627	365,000	416,079	395,000	435,000	40,000
Conservation Lands Income	10	78,542	71,000	58,595	71,000	71,000	0
Conservation Areas User Fees	13	6,124,125	7,200,000	9,468,053	9,400,000	9,500,000	100,000
Nature Centres and Camps	8	233,439	500,000	282,699	500,000	500,000	0
Merchandising and Sales	8	605	0	457	0	0	0
Property Rentals	11	3,041,678	2,898,000	2,764,611	2,898,000	2,898,000	0
Hydro Generation	12	799,841	530,000	488,834	530,000	530,000	0
Land Sales	10	3,419,145	0	10,000	10,000	10,000	0
Grand River Conservation Foundation	various	161,820	285,000	25,099	62,000	62,000	0
Donations	various	0	100,000	28,656	100,000	100,000	0
Landowner Contributions	5	47,289	200,000	161,037	200,000	200,000	0
Investment Income	14	488,691	565,000	307,442	565,000	565,000	0
Miscellaneous Income	various	295,185	8,000	1,342	8,000	8,000	0
Total Self-Generated Revenue		**15,841,613**	**13,616,000**	**15,069,821**	**15,833,000**	**16,023,000**	**190,000**
TOTAL REVENUE		**30,827,316**	**29,343,188**	**31,075,554**	**32,025,688**	**32,215,688**	**190,000**

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

	SCHEDULE	Actual 2020	Budget 2021	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
EXPENSES							
OPERATING							
Water Resources Planning & Environment	1	1,617,996	2,059,700	1,500,387	1,966,700	1,966,700	0
Flood Forecasting and Warning	2	658,712	828,800	647,899	803,800	803,800	0
Water Control Structures	3	1,590,655	1,785,700	1,382,416	1,785,700	1,785,700	0
Resource Planning	4	1,984,531	2,082,200	1,541,076	2,152,200	2,127,200	(25,000)
Forestry & Conservation Land Property Taxes	5	858,656	1,365,000	1,138,360	1,365,000	1,365,000	0
Conservation Services	6	685,337	635,200	380,197	570,200	570,200	0
Communications & Foundation	7	565,010	524,500	344,305	474,500	474,500	0
Environmental Education	8	602,324	840,600	499,502	790,600	740,600	(50,000)
Corporate Services	9	3,491,047	3,627,629	2,614,747	3,583,629	3,503,629	(80,000)
Conservation Lands	10	1,814,213	2,048,900	1,600,362	2,081,900	2,081,900	0
Property Rentals	11	1,218,702	1,478,200	1,300,636	1,387,200	1,487,200	100,000
Hydro Production	12	114,429	92,000	139,712	157,000	157,000	0
Conservation Areas	13	5,573,218	7,200,000	6,452,123	7,600,000	7,600,000	0
Miscellaneous	14	30,321	70,000	9,145	70,000	70,000	0
Information Systems	16	1,202,902	1,382,000	949,830	1,382,000	1,252,000	(130,000)
Motor Pool	16	714,759	936,000	701,039	936,000	936,000	0
Less: Internal Charges (IS & MP)	16	(1,917,661)	(2,318,000)	(1,650,869)	(2,318,000)	(2,318,000)	0
Total OPERATING Expenses		**20,805,151**	**24,638,429**	**19,550,867**	**24,788,429**	**24,603,429**	**(185,000)**
CAPITAL							
Water Resources Planning & Environment	1	5,932	110,000	46,100	110,000	110,000	0
Flood Forecasting and Warning	2	298,606	190,000	452,140	605,000	605,000	0
Water Control Structures	3	1,365,239	1,500,000	1,051,654	1,400,000	1,400,000	0
Nature Centres	8	0	0	0	0	0	0
Conservation Areas	13	795,020	1,500,000	361,251	600,000	600,000	0
Corporate Services	9	0	0	0	0	0	0
Information Systems	16	79,333	170,000	150,549	170,000	170,000	0
Motor Pool	16	476,828	450,000	144,792	450,000	240,000	(210,000)
Less: Internal Charges (IS & MP)	16	(645,826)	(163,000)	(748,785)	(163,000)	(163,000)	0
Total Capital Expenses		**2,375,132**	**3,757,000**	**1,457,701**	**3,172,000**	**2,962,000**	**(210,000)**
SPECIAL							
Water Resources Planning & Environment	1	241,858	220,000	120,695	220,000	220,000	0
Flood Forecasting and Warning	2	214,001	360,000	79,338	891,000	891,000	0
Forestry	5	25,635	100,000	74,332	100,000	100,000	0
Conservation Services	6	663,161	1,060,000	610,179	1,110,000	1,110,000	0
Environmental Education	8	54,753	0	29,223	0	0	0
Conservation Land Purchases/Land Sale Expenses	10	59,047	0	27,379	20,000	30,000	10,000
Conservation Lands	10	354,007	658,000	238,339	285,000	285,000	0
Miscellaneous	14	0	0	0	0	0	0
Source Protection Program	15	681,421	640,000	466,407	640,000	640,000	0
Total SPECIAL PROJECTS Expenses		**2,293,883**	**3,038,000**	**1,645,892**	**3,266,000**	**3,276,000**	**10,000**
Total Expenses		**25,474,166**	**31,433,429**	**22,654,460**	**31,226,429**	**30,841,429**	**(385,000)**
Gross Surplus		**5,353,150**	**(2,090,241)**	**8,421,094**	**799,259**	**1,374,259**	**575,000**
Prior Year Surplus Carryforward		**377,287**	**316,241**	**377,287**	**316,241**	**316,241**	**0**
Net Funding FROM/(TO) Reserves		**(5,414,196)**	**1,774,000**	**(454,584)**	**(691,500)**	**(1,086,500)**	**(395,000)**
NET SURPLUS		**316,241**	**0**	**8,343,797**	**424,000**	**604,000**	**180,000**

Grand River Conservation Authority

Report number: GM-11-21-85

Date: November 26, 2021

To: Members of the Grand River Conservation Authority

Subject: Reserves 2021

Recommendation:

THAT the *Property and Liability Insurance* Reserve be maintained at an amount equal to opening balance, less significant uninsured losses, and no interest to be allocated to this reserve for 2021;

AND THAT the *Building and Mechanical Equipment* Reserve be maintained at an amount equal to opening balance, less expenses or any unspent budgeted building maintenance and equipment amounts be transferred to this reserve for future expenditures, and no interest to be allocated to this reserve for 2021;

AND THAT the *Small Office Equipment* Reserve be maintained at an amount equal to opening balance, plus interest;

AND THAT the *Personnel* Reserve be maintained at an amount equal to opening balance, less expenditures or accruals for sick leave, vacation, staff restructuring and/or termination of employees, and no interest be allocated to this reserve for 2021;

AND THAT the *Transition* Reserve be maintained at an amount equal to opening balance, plus $350,000 budgeted transfer to reserve, plus interest;

AND THAT the *Nature Centre* Reserves be maintained at amounts equal to opening balance, less expenses related to major maintenance of the Nature Centre buildings, plus interest;

AND THAT the *Information Systems and Technology* (formerly Computer Replacement) Reserve be maintained at a level where interest income and charge-out rates equal total operating and capital costs over the long run;

AND THAT the *Cottage Lot Program* Reserve be maintained at an amount equal to the opening balance, plus unspent 2021 budgeted cottage lot expenses, less unbudgeted expenses related to EAB infestation not eligible for land sale proceeds reserve usage, plus interest;

AND THAT the *Water Management Plan* Reserve be maintained at an amount equal to opening balance, less expenses related to updating the water management plan, plus interest;

AND THAT the *Planning Enforcement* Reserve be maintained at an amount equal to opening balance, plus any savings related to budgeted and unspent legal fees, less any expenses in excess of budget related to enforcement of planning regulations, plus interest;

AND THAT the *Property Rental* Reserve be maintained at an amount equal to opening balance, less unbudgeted maintenance expenses related to rental properties, plus any unspent budgeted property repairs and maintenance expenses including demolition costs, plus interest;

AND THAT the *Forestry Management* Reserve be maintained at an amount equal to opening balance plus transfers to reserve of timber revenues, less expenses related to forest management expenses as budgeted (or forecast), plus interest;

AND THAT the *Master Plans* Reserve established in 2019 be comprised of an initial $120,000 amount placed in to the reserve plus interest;

AND THAT the *Cambridge Desiltation Pond* Reserve be maintained at an amount that reflects the funds advanced to the Authority by the City of Cambridge, less actual cost to maintain the pond, plus interest;

AND THAT the *Completion of Capital Projects* Reserve be maintained at an amount that reflects obligations under outstanding capital contracts, less payments;

AND THAT the *Gravel* Reserve be maintained at an amount that includes all gravel income to date, less eligible expenditures, consistent with the original or subsequent agreements with the Ministry of Natural Resources and Forestry, plus interest;

AND THAT the L*and Sale* Reserves be maintained at amounts that include the proceeds of land sales, less costs (including interest charges) incurred to prepare lands for sale, less net expenditures and/or borrowing authorized by the Ministry of Natural Resources and Forestry (MNRF) and as per policy statement dated June 13, 1997 (including floodplain mapping expenses), less spending on hazard tree management as approved by correspondence from MNRF dated April 25th, 2018, plus interest;

AND THAT the *General Capital* Reserve be maintained at an amount which reflects the surplus transferred in from the former Dunnville Lock reserve, less expenditures for any Water Management Capital projects approved by the General Membership, plus any repayment of the Conestogo Turbine Repairs loan, plus interest;

AND THAT the *Conservation Areas Capital/Stabilization* Reserve, increased/decreased by any surplus/deficit generated by the Conservation Areas in 2021, plus interest;

AND THAT the *Gauge* Reserve be maintained at an amount equal to opening balance less expenses related to gauge equipment as identified in the budget (or forecast) as applicable, plus interest;

AND THAT the *Watershed Restoration* Reserve be maintained at an amount equal to opening balance, plus special project funding surpluses, less expenditures for wetland acquisitions or enhancements in the watershed, less expenditures for natural heritage restoration projects and conservation services watershed restoration projects as outlined in the budget (or forecast), plus interest;

AND THAT the *Water Control Structures* Reserve be maintained at an amount equal to the opening balance, less any funding required for spending in excess of budget, plus any unspent major maintenance budget amount, plus any unspent operating budget amount that was to be funded from general levy, plus interest;

AND THAT the *Motor Pool Equipment Replacement* Reserve be maintained at a target level of approximately 25% to 30% of replacement cost of the Motor Pool fleet, plus interest;

AND THAT the *Motor Pool Insurance* Reserve be maintained at an amount equal to the opening balance, plus interest, less significant uninsured losses.

Summary:

The Grand River Conservation Authority's reserves are established by resolutions of the General Membership and are presented in the audited financial statement as a part of the "Accumulated Surplus", in accordance with Generally Accepted Accounting Principles (GAAP). Details of reserve amounts are also provided in the notes to the audited financial statements. This report outlines the nature of movements to and from reserves and provides estimates of reserve balances for 2021.

By year-end 2021, reserves are forecast to be $27.6 million which represents an increase of $1.3 million. Significant increases to reserves include: $1.3 million conservation area operating surplus, $370,000 interest income, $350,000 transition cost savings, $155,000 set aside as a

result of deferred spending on cottage lot roads maintenance, $55,000 hydro generation revenue, and $90,000 timber sales revenue. These increases are offset by decreases of $300,000 for Emerald Ash Borer (EAB) hazard tree management, $230,000 for Information Systems expenses, $167,000 gauge expenses, $190,000 for floodplain mapping projects, and $190,000 for demolition expenses related to residential properties. These amounts may be adjusted by year end if some project work is carried forward to 2022.

Report:

Reserves are established and confirmed annually by resolution of the Board. Some Reserves are required by provincial policies (Gravel and Land Sales) or agreements with other agencies (Nature Centre Capital) and some are discretionary and used to avoid constantly changing or special levies (Computer Replacement, Motor Pool Replacement, General Capital Reserve). Conservation Authorities are not allowed to directly debenture for expenditures, so it is important to anticipate needs and set aside funds for future projects in reserves. Interest is accrued to reserves where required by provincial policies and/or board direction.

A description of reserve activity during year 2021 is presented in the following two formats:

1. Breakdown by Operating, Capital, Motor Pool
2. Breakdown by “GRCA-controlled” reserves and reserves with “Outside Control”

Reserves are forecast to be $27.6 million representing an increase of $1.3 million.

Significant forecast reserve movements (approximate amounts) include:

Increases to Reserves:

• Conservation Areas Operating Surplus	$1,300,000
• Interest Income Earned	$ 370,000
• Budgeted Transition Cost Savings	$ 350,000
• Hydro Generation Revenue	$ 55,000
• Cottage Lot Program (deferred road maintenance expenses	$ 155,000
• Timber Revenue	$ 90,000

Decreases to Reserves:

• Emerald Ash Borer Expenses	$ 302,000
• Demolition of Residential Properties Expenses	$ 190,000
• Gauge Expenses	$ 170.000
• Information Systems Expenses	$ 230,000
• Floodplain Mapping Project	$ 190,000

Land Sale Proceeds Reserves

These reserves have a provincial interest and may be used for the following types of expenditures:

1. Acquisition of environmentally sensitive lands and ecologically significant lands.
2. Major maintenance of flood control structures.
3. Hazard land mapping in support of plan input or regulation programs.
4. Flood and erosion capital projects and related studies.
5. Watershed/Subwatershed management plans, which are inter-municipal in scope.
6. Other Capital Projects of provincial interest, with prior approval.

Following the 2018 June provincial election, the Lieutenant Governor in Council assigned ministerial power for conservation authorities from the Ministry of Natural Resources and Forestry (MNRF) to the Ministry of Environment, Conservation and Parks (MECP). Thus, the MECP (as per policy statement 6.3 dated June 13, 1997) retains the right to either deny use of reserves that have a provincial interest or to otherwise direct the use of such reserves.

Special Permission to Use Reserves

Over and above the uses outlined above, in April 2018, the GRCA received permission from MNRF to utilize $1.8 million of the Land Sale Proceeds reserve for hazard tree management during the period 2018 to 2021. The GRCA also obtained permission to use the Land Sale Proceeds Reserve for septic and well expenses.

The Land Sale Proceeds reserve is forecast to be approximately $6.9 million by yearend 2021.

Transition Reserve

At the January 22, 2021 general meeting (report GM-21-01-05 'Budget 2021-draft #2') the board passed a motion to create the Transition reserve at an amount equal to any undesignated surplus realized from the 2020 year-end operating results, plus any 2021 budgeted compensation cost savings. The purpose of the reserve is to fund expenditures related to the transitioning of GRCA to new provincial regulations requirements and/or fund costs related to managing expenses impacted by COVID-19 or revenue losses due to COVID-19. At the end of 2020, $500,000 was transferred to this reserve. The 2021 budget included a $350,000 transfer to this reserve, which represented 2021 compensation savings due to positions being kept vacant pending a staffing plan that incorporates the impact of the new regulations.

Status of Loan from General Capital Reserve for Conestogo Turbine Repairs

Funds totalling $421,617 were borrowed from the general capital reserve in 2006 for repairs to the Conestogo turbine. At the time of the loan it was suggested (no formal board motion) that the general capital reserve be repaid but there was no specific mention of interest. The 'Reserves 2006' board report to the Administration, Finance and Personnel committee dated November 14, 2006 stated that replenishment of the reserve would be addressed via future budgets. The Conestogo turbine loan plus accrued interest is $546,404 as at December 31, 2019. In 2020 $365,000 surplus hydro revenue was allocated to the general capital as repayment. Staff recommend that any 2021 surplus hydro revenue be allocated to the general capital reserve as repayment towards the amount taken from the reserve. A decision regarding replenishing the reserve for foregone interest can be determined via future budget/forecast exercises.

Conservation Area Reserve

This reserve was budgeted to be decreased by $1.5 million, namely, all 2021 capital spending was going to be funded with reserves. Instead, the reserve is forecast to increase by $1.2 million. The reason being that forecast revenue is expected to exceed budgeted revenue by $2.3 million (budget $7.2 million versus forecast $9.5 million) offset by $400,000 increase in operating expenses. Also, a few large capital projects were delayed in starting, so forecast capital spending reduced by $900,000 (from $1.5 million to $600,000).

Attached Schedules:

Schedule 1	Summary Reserve Report – Forecast 2021 (by GRCA controlled and Outside Control)
Schedule 2	Reserve Activity Detail – Forecast 2021 (by Operating, Capital, Motor Pool)
Schedule 3	Graph of Reserves – 2012 to 2021
Schedule 4	Purpose of Reserve and Guidelines for calculating Amounts

Financial Implications:

In 2021 it is forecast that reserves will increase by $1.3 million to $27.6 million. Reserves were budgeted to decrease $1.8 million in 2021, driven mainly by the strong overall surplus in Conservation Areas as outlined above.

Significant differences between budget and forecast are:

	Impact on Reserves Positive/(Negative)
• Conservation Area Capital Projects(deferred projects/use revenue)	$1,500,000
• Conservation Area Surplus	$1,300,000
• Cottage Lot Program(deferred road maintenance expenses)	$155,000
• Emerald Ash Borer (underspent)	$100,000
• Motor Pool (higher MP charges/lower MP operating expenses)	$290,000
• Timber Revenue	$90,000
• Demolitions & Septic/Well (deferred expenses)	($90,000)
• Hydro Generation Revenue (less transferred to reserve than budgeted)	($65,000)
• Interest Income decreased	($55,000)
Floodplain Mapping (added projects)	($145,000)

Other Department Considerations:

None.

Prepared by:

Sonja Radoja
Manager of Corporate Services

Approved by:

Karen Armstrong
Deputy CAO/Secretary-Treasurer

SUMMARY RESERVE REPORT - FORECAST 2021

General Meeting - November 26th, 2021

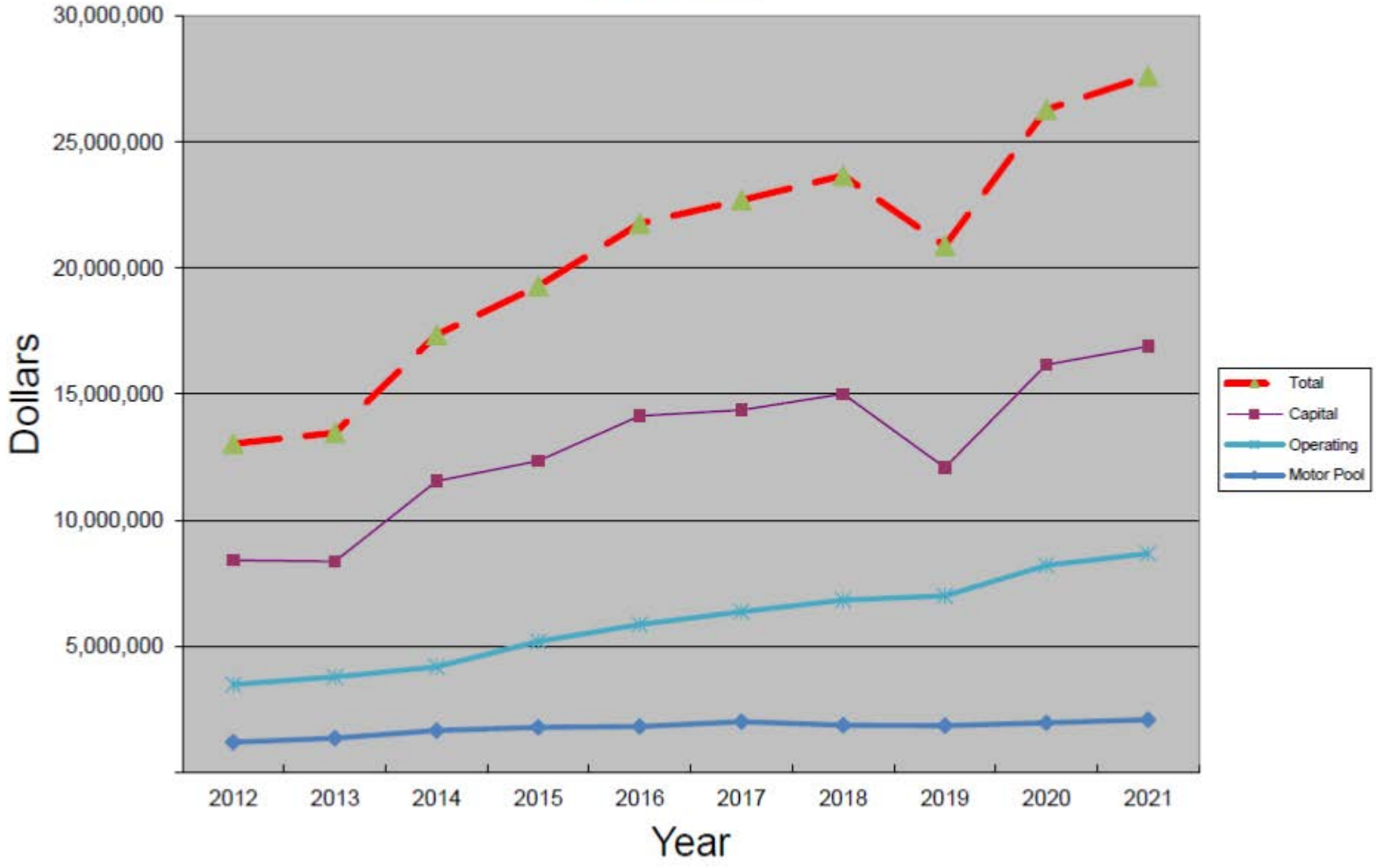
	ACTUAL 2020	"NET CHANGE" INCREASE/(DECREASE) 2020 VS 2021	DETAILS OF "NET CHANGE" FORECAST 2021 Transfer In (Interest Income)	Transfer In	Transfer Out	Description of Transfer	FORECAST 2021
Type A: GRCA Controlled							
Operating Reserves (designated)							
Property & Liability Insurance	270,383	0	0				270,383
Building & Mechanical Equipment	1,141,833	0	0			**IN-Savings on Major Maintenance Building Expenses**	1,141,833
Small Office Equipment	7,720	121	121				7,841
Personnel	1,249,112	0	0				1,249,112
Transition	500,000	359,105	9,105	350,000		**IN-Budgeted 2021 Transition Savings**	859,105
Forestry	884,703	96,973	14,185	82,788		**IN-Timber Sales Revenue**	981,676
Information Systems and Technology	1,413,357	(207,476)	23,500	1,182,000	(1,412,976)	**IN-Chargebacks; OUT-Operating/Capital costs**	1,205,881
Cottage Operations	828,776	168,019	13,019	155,000		**IN-Cottage Lot Program Expense Savings**	996,795
Grand River Watershed Management Plan	109,763	1,724	1,724				111,487
Planning Enforcement	443,713	31,971	6,971	25,000		**IN-Legal Cost Savings**	475,684
Property Rental Expenses	674,789	10,599	10,599				685,388
Watershed Restoration	117,452	1,845	1,845				119,297
Master Planning	224,096	3,520	3,520				227,616
Motor Pool Equipment	1,854,024	122,739	32,081	1,260,000	(1,169,342)	**IN-Chargebacks;OUT-Operating/Capital costs**	1,976,763
Motor Pool Insurance	88,689	1,393	1,393				90,082
Capital Reserves (designated)							
Water Control Structures	3,170,003	49,793	49,793				3,219,796
Cambridge Desiltation Pond	6,694	(896)	104		(1,000)	**OUT-Cambrige Desiltation Pond costs**	5,798
Completion of Capital Projects	162,000	0	0				162,000
Conservation Areas-Capital	1,398,000	0	0				1,398,000
Conservation Areas-Stabilization/Capital	1,704,448	1,348,737	48,737	1,300,000		**IN-Cons Area Surplus**	3,053,185
Gauges	892,326	(153,745)	13,261		(167,006)	**OUT-Gauge Expenses**	738,581
Capital Reserves (undesignated)							
General Capital Reserve	1,042,059	71,371	16,371	55,000		**IN-Hydro Generation Revenue**	1,113,430
Total Type A: GRCA Controlled	18,183,940	1,905,793	**246,329**	**4,409,788**	**(2,750,324)**		**20,089,733**
Type B: Reserves with Outside Control							
With MNRF Interest (Capital Reserves)							
Gravel	250,198	3,931	3,931				254,129
Woolner	800,106	(293,575)	8,796		(302,371)	**OUT-EAB Expenses**	506,531
Contaminated Sites	-985,739	(15,484)	-15,484				-1,001,223
Residential Property Sales	248,046	(6,185)	3,413		(9,598)	**OUT-Well Decommissioning Expenses**	241,861
Valley Lands - KW	1,001,579	(174,267)	15,733		(190,000)	**OUT-Floodplain Mapping**	827,312
Valley Lands - KW (Pioneer Towers)	1,882,421	29,562	29,562				1,911,983
Valley Lands - Guelph	3,911,576	44,001	61,380	10,000	(27,379)	**IN-Land Sale Proceeds,OUT-Land Sale Expenses**	3,955,577
Laurel Creek Land	499,653	7,848	7,848				507,501
Puslinch Land	153,622	(154,029)	2,153		(156,182)	**OUT-Demolition Expenses**	-407
Woolwich Land	4,314	(4,314)	68		(4,382)	**OUT-Demolition Expenses**	0
Elora	26,610	(26,610)	419		(27,029)	**OUT-Demolition Expenses**	0
With School Board Interest (Operating Reserves)							
App's Nature Centre	53,219	836	836				54,055
Laurel Creek Nature Centre	98,603	1,549	1,549				100,152
Guelph Lake Nature Centre	116,786	1,835	1,835				118,621
Taquanyah Nature Centre	3,795	60	60				3,855
Shade's Mills Nature Centre	57,397	901	901				58,298
Total Type B: Outside Control	**8,122,186**	(583,941)	**123,000**	**10,000**	**(716,941)**		**7,538,245**
TOTAL	**$26,306,126**	**1,321,852**	**$369,329**	**$4,419,788**	**($3,467,265)**		**$27,627,978**

Balance Dec 31 20	OPERATING RESERVES	Year-to-date Income to Res	Year-to-date Interest	Year-to-date Outputs fr Res	Balance Sept 30/21	Forecast Interest	Fcst Change Incr (Decr)	Fcst Dec 31/21	Recommended Changes	Recommended 2021 Balance
270,383	Property & Liability Insurance		-		270,383	0		270,383		270,383
1,141,833	Building & Mechanical Equipment		-		1,141,833	0		1,141,833		1,141,833
7,720	Small Office Equipment (consolidate)		91		7,811	30		7,841		7,841
1,249,112	Personnel		-		1,249,112	0		1,249,112		1,249,112
500,000	Transition	350,000	6,829		856,829	2,276		859,105		859,105
53,219	App's Nature Centre		627		53,846	209		54,055		54,055
98,603	Laurel Creek Nature Centre		1,162		99,765	387		100,152		100,152
116,786	Guelph Lake Nature Centre		1,376		118,162	459		118,621		118,621
3,795	Taquanyah Nature Centre		45		3,840	15		3,855		3,855
57,397	Shade's Mills Nature Centre		676		58,073	225		58,298		58,298
1,413,357	Information Systems and Technology	891,843	17,625	(992,819)	1,330,006	5,875	**(130,000)**	1,205,881		1,205,881
828,776	Cottage Lot Program		9,764		838,540	3,255	**155,000**	996,795		996,795
109,763	Water Management Plan		1,293		111,056	431		111,487		111,487
443,713	Planning Enforcement Reserve		5,228		448,941	1,743	**25,000**	475,684		475,684
674,789	Property Rental Expenses		7,949		682,738	2,650		685,388		685,388
884,703	Forestry Management Reserve	42,788	10,639		938,130	3,546	**40,000**	981,676		981,676
224,096	Master Plans		2,640		226,736	880		227,616		227,616
117,452	Watershed Restoration (Wetland Restoration)		1,384		118,836	461		119,297		119,297
8,195,497	**TOTAL OPERATING RESERVES**	**1,284,631**	**67,328**	**(992,819)**	**8,554,637**	**22,443**	**90,000**	**8,667,080**		**8,667,080**
-	7,369									
Balance Dec 31 20	**CAPITAL RESERVES**	**Year-to-date Income to Res**	**Year-to-date Interest**	**Year-to-date Outputs fr Res**	**Balance Sept 30/21**	**Forecast Interest**	**Fcst Change Incr (Decr)**	**Fcst Dec 31/21**	**Recommended Changes**	**Recommended 2021 Balance**
6,694	Cambrige Desiltation Pond		78	0	6,772	26	**(1,000)**	5,798		5,798
162,000	Completion of Capital Projects		0		162,000	0		162,000		162,000
250,198	Gravel		2,948		253,146	983		254,129		254,129
(985,739)	Contaminated Sites		(11,613)		(997,352)	(3,871)		(1,001,223)		(1,001,223)
800,106	Land Sale - Woolner		6,597	(302,371)	504,332	2,199		506,531		506,531
1,001,579	Land Sale - Valley Lands - KW		11,800		1,013,379	3,933	**(190,000)**	827,312		827,312
1,882,421	Land Sale-Valley Land-KW (Pioneer Tower)		22,176		1,904,597	7,392		1,911,989		1,911,989
3,911,576	Land Sale - Valley Land - Guelph	10,000	46,035	(27,379)	3,940,232	15,345		3,955,577		3,955,577
248,046	Land Sales - Residential Properties		2,560	(9,598)	241,008	853		241,861		241,861
499,653	Land Sale - Laurel		5,886		505,539	1,962		507,501		507,501
153,622	Land Sale - Puslinch		1,615	(41,182)	114,055	538	**(115,000)**	-407		-407
4,314	Land Sale - Woolwich		51	(4,382)	(17)	17		0		0
26,610	Land Sale - Elora		314	(27,029)	(105)	105		-0		-0
1,042,059	General Capital Reserve		12,276		1,054,335	4,092	**55,000**	1,113,427		1,113,427
892,326	Water Gauges		9,946	(167,006)	735,266	3,315		738,581		738,581
3,102,448	Conservation Areas -Capital & Stabilization		36,549	0	3,138,997	12,183	**1,300,000**	4,451,180		4,451,180
3,170,003	Water Control Structures		37,345		3,207,348	12,448		3,219,796		3,219,796
16,167,916	**TOTAL CAPITAL RESERVES**	**10,000**	**184,563**	**(578,947)**	**15,783,532**	**61,521**	**1,049,000**	**16,894,053**	**0**	**16,894,053**
Balance Dec 31 20	**MOTOR POOL RESERVE**	**Year-to-date Income to Res**	**Year-to-date Interest**	**Year-to-date Outputs fr Res**	**Balance Sept 30/21**	**Forecast Interest**	**Fcst Change Incr (Decr)**	**Fcst Dec 31/21**	**Recommended Changes**	**Recommended 2021 Balance**
1,854,024	Equipment Replacement	983,359	24,061	(752,701)	2,108,743	8,020	**(140,000)**	1,976,763		1,976,763
88,689	Insurance		1,045		89,734	348		90,082		90,082
1,942,713	**TOTAL MOTOR POOL RESERVE**	**983,359**	**25,106**	**(752,701)**	**2,198,477**	**8,369**	**(140,000)**	**2,066,846**	**0**	**2,066,846**
Balance Dec 31 20	**TOTAL RESERVES**	**Year-to-date Income to Res**	**Year-to-date Interest**	**Year-to-date Outputs fr Res**	**Balance Sept 30/21**	**Forecast Interest**	**Fcst Change Incr (Decr)**	**Fcst Dec 31/21**	**Recommended Changes**	**Recommended 2021 Balance**
8,195,497	Operating Reserves	1,284,631	67,328	(992,819)	8,554,637	22,443	90,000	8,667,080		8,667,080
16,167,916	Capital Reserves	10,000	184,563	(578,947)	15,783,532	61,521	1,049,000	16,894,053		16,894,053
1,942,713	Motor Pool Reserves	983,359	25,106	(752,701)	2,198,477	8,369	(140,000)	2,066,846		2,066,846
26,306,126	**TOTAL RESERVES**	**2,277,990**	**276,997**	**(2,324,467)**	**26,536,646**	**92,332**	**999,000**	**27,627,978**	**0**	**27,627,978**

Grand River Conservation Authority **SCHEDULE 3**

Reserves

2012- 2021



SCHEDULE 4

GRAND RIVER CONSERVATION AUTHORITY
PURPOSE OF RESERVES & GUIDELINES FOR CALCULATING AMOUNTS

Reserves	Purpose and Guidelines
RESERVES WITH OUTSIDE CONTROL	
Gravel	For expenses that are in accordance with MNRF policies (including land purchases) and for water treatment capital expenditures. Any gravel income would be added to this reserve.
Land Sale Proceeds	Reserve established via land sale proceeds net of selling costs and costs to prepare land for sale. Expenditures funded by this reserve must be in accordance with Ministry of Natural Resources and Forestry (MNRF) policies. Following the 2018 June provincial election the Lieutenant Governor in Council assigned ministerial power for conservation authorities from MNRF to the Ministry of Environment, Conservation and Parks (MECP).Funds were borrowed from this reserve to fund major maintenance of GRCA turbines and the reserve are was repaid with interest in 2020. During 2018 approval received from MNRF to utilize up to $1.8 million over the period 2018 to 2021 for hazard tree management.
Nature Centres	For building major maintenance and repairs.
GRCA CONTROLLED RESERVES	
Property & Liability Insurance	For losses not covered by our property and liability insurance policies and to cover deductibles as necessary. Reserve was established with premium savings realized at the time GRCA increased the deductibles.
Building and Mechanical Equipment	For head office large repairs and maintenance (office renovations, roof, roads, boiler room, air conditioning).
Small Office Equipment	For replacement of small office equipment.
Personnel	For unbudgeted expenses related to compensation and benefits including: restructuring, severance, sick leaves, vacation liability, emergency costs (i.e. flood overtime, pandemic), LTD severance.

Reserves	Purpose and Guidelines
Transition	Established in January 2021 (see 'Budget 2021-draft#2) this reserve is for expenditures related to the transitioning of GRCA to new provincial regulations requirements and/or fund costs related to managing expenses impacted by COVID-19 or revenue losses due to COVID-19.
Information Systems and Technology *(formerly called Computer Replacement)*	For computer equipment, telecommunications equipment and software. The reserve acts as a pool with operating and capital expenses funded by this reserve and then internal charges to departments used to replenish the reserve. Internal charges set to cover average annual cost (operating and capital) of information systems and technology.
Cottage Operations	For cottage lot program common area service expenses (i.e. roads and hazard tree maintenance). Allows for smoothing of costs included in annual operating budget and available to fund unanticipated unbudgeted costs.
Grand River Management Plan	For expenses related to implementing and maintaining the Grand River Management Plan. Established with surplus realized in 2008.
Planning Enforcement	For expenses related to enforcement of planning regulations.
Forest Management	For expenses related to forest management. Each year Timber Sale revenue is allocated to the reserve and surplus from the Private Land Tree Planting program including Burford Nursery may be allocated to this reserve.
Property Rental	For unanticipated unbudgeted property rental expenses. Each year if the property rental program realizes a surplus an amount may be allocated to the reserve.
Cambridge Desiltation Pond	For expenses related to maintaining the City of Cambridge Pond as per agreement. City originally advanced funds to GRCA for this work. Each year actual expenditures are funded by this reserve.
Completion of Capital Projects	For expenses related to projects underway (committed). This reserve includes funds set aside for Upper Grand Restoration Projects and each year actual expenditures funded through this reserve.
Master Plans	For expenses related to preparing master plans for GRCA lands. Established in 2019 with $120,000 input from GRCA 2018/2019 year-end surplus.

Reserves	Purpose and Guidelines
General Capital	For expenses related to GRCA water management capital projects. This reserve was originally established with funds held for the Dunnville lock project which never proceeded.
Gauges	For expenses related to construction of water monitoring gauges. Reserve established from prior years unspent flood forecasting and warning and gauge budgets.
Watershed Restoration (previously Wetland Acquisition)	For expenses related to wetland acquisitions or enhancements to wetlands in the watershed, natural heritage restoration projects, and conservation services watershed restoration projects.
Conservation Areas Capital/Stabilization	<u>Capital:</u> For capital expenses that are unanticipated and/or budgeted for. There is an annual budgeted allocation of $300,000 to this reserve for future capital projects. To the extent that capital projects were budgeted for and not completed by year-end, any unspent amount will be placed in this reserve. <u>Stabilization:</u> To fund operating deficits. This reserve is increased in years when the conservation areas achieve an overall surplus.
Water Control Structures	For expenses related to major maintenance of water control structures. To extent that capital projects were budgeted for and not completed by year-end, any unspent amount will be placed in this reserve. This reserve will also be increased by any operating surplus realized by the Dam program. Allows for smoothing of costs included in annual operating budget and available to fund unanticipated unbudgeted costs.
Motor Pool Equipment Replacement	For motor pool equipment. The reserve acts as a pool with operating and capital expenses funded by this reserve and internal charges to departments used to increase the reserve. A target amount for this reserve is approximately 25% - 30% of replacement cost. Internal charges are set to cover average annual cost (operating and capital) of motor pool operations.
Motor Pool Insurance	For expenses related to non-insured vehicle damage/loss including deductibles. Reserve was established with premium savings realized at the time GRCA increased the deductibles.

Grand River Conservation Authority

Report number: GM-11-21-81

Date: November 26, 2021

To: Members of Grand River Conservation Authority

Subject: 2022 Complimentary GRCA Membership Passes

Recommendation:

THAT Report Number GM-11-21-81 – 2022 Complimentary GRCA Membership Passes be received as information.

Summary:

Not applicable.

Report:

Each year Grand River Conservation Authority (GRCA) sells Membership Passes for its conservation areas in accordance with an approved fee schedule. The GRCA Membership Pass admits the vehicle and a maximum of six passengers to any GRCA Conservation Area for day use. The Membership Pass is valid for one year from the date of issue. The use of these passes provides good value for frequent conservation area users, saves staff time in dealing with vehicles entering the parks and allows access through automatic gates for year round access to some areas.

Complimentary Grand River Conservation Area Membership passes are typically issued each year to:

- Board Members of the Grand River Conservation Authority
- Board Members of the Grand River Conservation Foundation
- GRCA regular, part-time, seasonal, temporary and casual staff
- GRCA retirees
- Living members of GRCA's Honour Roll
- GRCA watershed MPs
- GRCA watershed MPPs
- Municipal Heads of Council

The complimentary Conservation Area Membership passes will be issued in January 2022. Additional passes can be issued on authorization of the Chair or Chief Administrative Officer.

Financial Implications:

The 2022 draft Budget allows for the issuance of these complimentary passes. The proposed price for a 2022 pass is $145 including HST.

Other Department Considerations:

Not applicable

Prepared by:

Pam Walther-Mabee
Manager of Conservation Areas

Karen Armstrong
Deputy CAO/Secretary Treasurer

Approved by:

Samantha Lawson
Chief Administrative Officer

Grand River Conservation Authority

Report number: GM-11-21-83

Date: November 26, 2021

To: Members of Grand River Conservation Authority

Subject: 2022 Conservation Area User Fees

Recommendation:

THAT the proposed 2022 Conservation Area user fees be approved and become effective as of January 1, 2022.

Summary:

Grand River Conservation Authority Conservation Areas are intended to operate on a break-even basis. As a result, user fees are set to generate sufficient revenue to offset forecast expenditures for the upcoming year, and to support capital projects and infrastructure needs. This report outlines the proposed conservation area user fees for the 2022 season. The changes proposed include:

- Increase seasonal camping fees by 3%
- Some seasonal camping sites increased by 5% per annum to assist with gradual price realignment (i.e. premium sites, waterfront sites, sites undervalued in comparison to other GRCA sites)
- Increase nightly camping fees by 1.5%-2.5% ($1.00)
- Increase day use fee by 3% ($0.25)
- Increase Membership fees by 4%, ($5 per annum)
- Membership passes provided to local libraries for signing out, costs supported by the Grand River Conservation Foundation – 2nd year of pilot program

Report:

The Grand River Conservation Authority (GRCA) operates eleven fee for use conservation areas and a wildlife management area. The Conservation Area program is intended to operate on a break even basis. User fees are determined through an analysis of estimated sales volumes for each revenue stream, with fees adjusted as necessary to cover forecast expenditures for the following year. Conservation Area fees are reviewed on an annual basis and fee changes are approved by the General Membership.

Actual visitation numbers are challenging to quantify in 2021. Conservation Area operations adapted to the pandemic, with a slow and cautious approach while maintaining capacity limits for both day use and camping throughout the season. Similar to 2020; pools and splash pads remained closed, canoe and kayak rentals did not open, and food concessions either did not operate or were provided by third parties. In 2021 the Elora Quarry was opened with limited capacity and with a ticket reservation system, which was a great success. We continued to integrate new technology to provide contact free ways for our visitors to provide payment. An e- pass parking Quick Reference (QR) code system was developed in-house to capture day visitors and membership holders who visited the conservation areas when gate staff are not present, mostly September through May, mid week type of activity where a full time gate attendant is not cost-effective. Membership sales

continued to be popular throughout the season, with over 9500 memberships purchased or renewed as of September 2021.

Capacity limits in Conservation Areas were met on many days throughout the season, and in July, a plan was developed to re-assess capacity at 4:30pm each day to determine any available capacity for the remainder of the day. This re-evaluation had a positive impact for local customers who wished to enjoy an evening walk or swim, after the peak capacity period passed.

Conservation Areas met the budget target of 7.2 million and are trending to end the year at 9.5 million while maintaining our capacity maximums. In part due to travel restrictions and increased local usage. It is impossible to predict what 2022 will bring with respect to visitation estimates.

In 2022, Conservation Areas are planning to continue to operate with visitor capacity maximums set at a level to ensure compliance with potential limits on use imposed by external agencies and various levels of government (public health orders, reopening stages etc.). It is forecasted that the Conservation Areas will continue to be popular for outdoor recreation and that instituting capacity limits on site users and restrictions on targeted activities (like camping or facility rentals), will likely be required.

Any surplus revenue is placed into a stabilization fund for conservation areas that funds capital projects and helps to offset any shortfalls in revenue in years of inclement weather or other operational impacts.

Admission Fees

Day Use Admission Fees

In 2022, day use admission fees are proposed to have a slight increase to mirror the rise in inflation and costs associated with operating conservation areas. GRCA is committed to providing a space where people to connect with nature. Fees will be posted as $6.86 plus tax, for a total of $7.75.

Table 1: Proposed 2022 Day Use Admission Fees

Day Use Type	***2021 After Tax***	***2022 Before Tax***	***2022 After Tax***
All Conservation Areas - Adult	$7.50	$6.86	$7.75
All Conservation Areas - Senior/Persons with disability	$6.00	$5.53	$6.25
All Conservation Areas - Child	$3.00	$2.88	$3.25
Elora Quarry - Parking	N/A	$13.27	$15.00
Elora Quarry – Adult	$10.50	$9.29	$10.50
Elora Quarry – Senior/Persons with disability	$7.50	$6.64	$7.50
Elora Quarry - Child	$5.50	$4.87	$5.50
Pool (per person)	$2.00	$1.77	$2.00
Auto Gate Admission	$15.00	$13.72	$15.50
ePass (Day use: Belwood, Conestogo lower park, Guelph Lake, Rockwood, Pinehurst, Luther Marsh)	$15.00	$13.72	$15.50
ePass (Luther Marsh daily hunt)	N/A	$13.27	$15/per hunter

Membership

Local residents who utilize the conservation areas on a regular basis can make use of the Grand River park membership pass, which will also have a slight increase of 4% or $5 and $4 respectively, in 2021. A membership pass will cost $145 and $124 for seniors which represents the cost of approximately 6 visits for a family of four or 9 visits for a senior couple.

Memberships are valid for one year from the date of activation and allow entry to 10 conservation areas (excluding Elora Quarry) and Luther Marsh Wildlife Management Area, for up to 6 people per visit.

In spring of 2021 a pilot program that offered membership passes to all of the municipal libraries throughout GRCAs watershed was funded from a donation from the Toyota Manufacturing Corp and through the Grand River Conservation Foundation. This program enabled public library users to sign out a membership pass for a predetermined period and use it to enter the conservation areas. This is part of the initiative of GRCA strategic plan to connect our watershed residents with nature. The program is entering the second year of the pilot project in 2022 and we will be tracking use from the local libraries to understand the interest of local patrons. Many libraries have purchased "extra" memberships, in addition to the donated membership pass, as the program is so popular.

Table 2: Proposed 2022 Membership Fees

Membership Type	***2021 After Tax***	***2022 Before Tax***	***2022 After Tax***
Family membership	$140.00	$128.32	$145.00
Senior/disability	$120.00	$109.73	$124.00
Membership replacement	$35.00	$30.97	$35.00
Bulk membership discount (5+)	$105.00	$96.24	$108.75/membership - 25% off

Elora Quarry:

In 2021 a new reservation system was developed, implemented, and supported by in house staff at the Quarry in order to manage capacity, to reduce impact to the site, to reduce impacts of vehicle lineups on municipal roads, to support efforts to curb parking at other businesses in the community, (combined with the new perimeter fence to work to define trespass), and to reduce reliance on paid off duty OPP officers for support with traffic management and trespassing issues. The reservation system allowed for 200 people in two, four hour blocks per day (morning and afternoon). By managing the numbers, feedback indicated that the customer experience was greatly improved.

A separate and incremental fee was also set for parking. The number of parking spaces are controlled, ensuring that access to the Conservation Area for EMS would always be available. The changes that were implemented proved successful. Elora Quarry staff received compliments from neighbours and the OPP regarding the new system. Customers indicated that they appreciated the increased space on the beach that was physically distanced. In addition, staff felt that they were better able to support those who were visiting and could provide excellent customer service.

Boat Launch Admission

The GRCA provides boat launch facilities at both Belwood Lake and Conestogo Lake. These two reservoirs offer the largest bodies of water suitable for power boating without traveling to either one of the great lakes or Lake Simcoe. As a result, they are exceptionally popular with the boating

community. 2020 and 2021 saw an increase in users at the boat launches, especially mid-week. The GRCA charges a separate fee, in addition to park admission, to use the boat launch, which has been set for many years at $9. The fee was increased in 2020, to $11.50 and in 2021 and proposed to increase to $12.50 (including tax). This increase is to assist with bringing the fee into realistic alignment with other boat launches throughout the province. Season pass launch permits are available at Belwood Lake and Conestogo Lake for $100.00 per season, in addition to a membership pass.

Camping Fees

a) Nightly Camping Fees

To offset expenses related to campground operations and in keeping with local competitors an increase to nightly camping fees is recommended (see Appendix A). In 2020, GRCA operated the campgrounds at around the 50% maximum occupancy mark to allow for physical distancing. In 2021, we started out at 50% occupancy, increasing to 75/80% in August as sites and facilities allowed for appropriate physical distancing, and as allowed under the provincial COVID-19 restrictions. 50 new overnight sites at Elora opened in July of 2021, and were very popular all season.

b) Seasonal Camping Fees

The seasonal camping program continues to be popular with all conservation areas experiencing full occupancy of seasonal campsites. The lottery program for allotment of open seasonal camping spots (sites that were vacated after the previous season) is in its fourth year and has been working well.

Seasonal camping fees are proposed to increase by 3%. The proposed fees are shown in Appendix B. The annual fee adjustment also helps to offset fixed cost rate increases such as insurance any hydro costs, which are increasing both because of utility pricing and due to larger camping equipment with greater power requirements.

Seasonal sites with full hook-up (hydro, water and septic) at Brant and Elora Gorge conservation areas are seeing a 5% increase. Waterfront premium seasonal campsites are also increasing by 5%. Seasonal Campsites at Conestogo Lake are also increasing by 5% to better align pricing with other GRCA seasonal camping sites that offer similar attributed sites. This gradual realignment is more realistic of the service/amenity provided and is comparable to our competitors.

Seasonal campers may also purchase a second season pass and the proposed rate is $90 in 2021. The maximum number to be purchased at a discount is 2 per seasonal campsite.

c) Additional Vehicle Permit

The GRCA allows campers to purchase a permit for an additional vehicle that can be assigned to a campsite and remain in the Conservation Area overnight. The proposed fee is that of $16.95 after tax per night, in alignment with the auto gates.

GRCA campground rules permit a maximum of two vehicles to be parked on a single campsite with the exception of Rockwood, which is one vehicle per site. Any vehicles in excess of this must be parked off the campsite in nearby parking lots. This fee increase may encourage car-pooling and the reduction of extra vehicles in the campground.

Fee Rate Comparison

Accompanying this report are comparison statistics from Ontario Parks, other Conservation Authorities, and private campground operators. Each year the GRCA compares proposed conservation area fees against competitor’s fees to ensure that the proposed fee structure is in line

with the rates charged by operators of similar facilities and services. The rate comparisons for day use admissions are shown in Appendix J. The comparators for nightly camping are shown in Appendix K and the comparators for seasonal camping are shown in Appendix L Fee rates for 2022 are not yet available for most competitors. As a result, the comparator tables show a mix of annual fees. The proposed 2022 fees generally fall in the middle of the range of fees for GRCA's competitors.

Hunting Fees

Hunting is offered within designated zones at Belwood Lake, Conestogo Lake, Luther Marsh Wildlife Management Area and at 17 miscellaneous properties throughout the central and northern portions of the watershed. In order of obtain a GRCA hunting permit a hunter must be a member of the Ontario Federation of Anglers and Hunters and possess the appropriate provincial and/or federal hunting license(s) and stamps and/or tags. The GRCA hunting permit must be displayed in the windshield when hunting on GRCA properties. The fees for the various classes of hunting permits offered by the GRCA are a shown in Table 3 below.

Table 3: Proposed 2022 Hunting Fees

Belwood Lake	***Before Tax***	***After Tax***
Seasonal Hunting Permit (migratory bird/deer/small game/fall turkey)	$265.49	$300.00
Migratory birds/Small game	$150.44	$170.00
Deer/Fall turkey	$176.99	$200.00
Deer Archery only	$150.44	$160.00
Conestogo Lake	***Before Tax***	***After Tax***
Seasonal hunting permit (migratory bird/deer/small game/fall turkey)	$309.73	$350.00
Deer / Fall turkey	$221.24	$250.00
Deer archery only	$141.59	$160.00
Migratory birds/small Game	$150.44	$170.00
Luther Marsh	***Before Tax***	***After Tax***
Day Hunting Permit	$13.27	$15.00
Seasonal Hunting Permit (Sept. - Feb.) All Game	$309.73	$350.00
Seasonal Deer and Fall Turkey Only Permit (Oct. - Dec.)	$176.99	$200.00
Seasonal Small Game/Migratory Birds Permit	$150.44	$170.00
Opening Day of Migratory Birds Permit	$22.12	$25.00
Miscellaneous Hunting Areas	***Before Tax***	***After Tax***
Seasonal Hunting Permit	$101.77	$115.00

Financial implications:

The Conservation Areas operate on a not-for-profit basis and the revenues generated by the proposed 2022 user fees are sufficient to meet the forecast expenditures assuming an average year of visitor attendance, suitable weather and planned capital expenditures. Revenue surpluses are placed in a reserve fund and may be used to augment revenues if lower than expected visitation occurs or if expenses exceed projections. There are operating budget efficiencies that are attained as a result of the integration of the Conservation Area program with other program areas such as water management, nature centres and property. The operating budget does not include the application of overhead administrative support from senior management, accounting, payroll, human resources, and communications.

Other department considerations:

N/A

Prepared by:

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APPENDIX A: PROPOSED 2022 NIGHTLY CAMPING RATES

Brant Park	***2021 After tax***	***2022 Before Tax***	***2022 After Tax***
Unserviced	$42.00	$38.05	$43.00
Premium Unserviced (Waterfront)	$50.00	$45.14	$51.00
Serviced	$50.00	$45.13	$51.00
Serviced (sewer)	$60.00	$54.87	$62.00
Byng Island	***2021 After tax***	***2022 Before Tax***	***2022 After Tax***
Premium Unserviced (Waterfront)	$50.00	$45.14	$51.00
Serviced	$50.00	$45.14	$51.00
Unserviced	$42.00	$38.05	$43.00
Conestogo Lake	***2021 After tax***	***2022 Before Tax***	***2022 After Tax***
Serviced	$50.00	$45.14	$51.00
Unserviced	$42.00	$38.05	$43.00
Elora Gorge	***2021 After tax***	***2022 Before Tax***	***2022 After Tax***
Unserviced	$42.00	$38.05	$43.00
Serviced	$50.00	$45.14	$51.00
Serviced (Electricity)	$48.00	$43.36	$49.00
Serviced (Electricity/Sewer) New 2021	$60.00	$54.87	$62.00
Guelph Lake	***2021 After tax***	***2022 Before Tax***	***2022 After Tax***
Unserviced	$42.00	$38.05	$43.00
Serviced	$50.00	$45.14	$51.00
Field Sites - Unserviced	$180.00		
Laurel Creek	***2021 After tax***	***2022 Before Tax***	***2022 After Tax***
Unserviced	$42.00	$38.05	$43.00
Serviced	$50.00	$45.14	$51.00
Pinehurst	***2021 After tax***	***2022 Before Tax***	***2022 After Tax***
Unserviced	$45.00	$40.71	$46.00
Standard Serviced	$50.00	$45.13	$51.00
Premium Serviced	$55.00	$49.56	$56.00
Rockwood	***2021 After tax***	***2022 Before Tax***	***2022 After Tax***

Unserviced	$45.00	$40.71	$46.00
Serviced	$55.00	$49.56	$56.00
Standard (Sewer) Serviced	$60.00	$54.87	$62.00

APPENDIX B: PROPOSED 2022 SEASONAL CAMPING RATES

Conservation Area	***2021 After Tax***	***% Increase***	***2022 Before Tax***	***2022 After Tax***
Additional vehicle	$90.00	N/A	$79.65	$90.00
Seasonal deposit – returning seasonal camper	$250.00	N/A	$221.24	$250.00
Seasonal deposit – new seasonal camper	N/A	N/A	$884.96	$1,000.00
Brant	***2021 After Tax***	***% Increase***	***2022 Before Tax***	***2022 After Tax***
Unserviced	$1,915.80	3%	$1,746.26	$1,973.27
Premium unserviced (waterfront)	$2,399.90	3%	$2,187.52	$2,471.90
Serviced (water)	$2,060.00	3%	$1,877.70	$2,121.80
Standard serviced	$2,647.10	3%	$2,412.84	$2,726.51
Premium serviced (EWS)	$2,952.10	5%	$2,743.10	$3,099.71
Byng	***2021 After Tax***	***% Increase***	***2022 Before Tax***	***2022 After Tax***
Premium serviced-water only (waterfront)	$2,369.00	5%	$2,201.28	$2,487.45
Premium serviced (waterfront)	$3,110.60	5%	$2,890.38	$3,266.13
Unserviced	$1,951.85	3%	$1,779.12	$2,010.41
Serviced	$2,786.15	3%	$2,539.59	$2,869.73
Standard water only	$2,090.90	3%	$1,905.86	$2,153.63
Conestogo	***2021 After Tax***	***% Increase***	***2022 Before Tax***	***2022 After Tax***
Unserviced	$1,895.20	5%	$1,989.96	$2,248.65
Serviced	$2,291.75	5%	$2,406.34	$2,719.16
Elora	***2021 After Tax***	***% Increase***	***2022 Before Tax***	***2022 After Tax***
Serviced (sewer)	$3,079.30	5%	$2,861.30	$3,233.27
Guelph Lake	***2021 After Tax***	***% Increase***	***2022 Before Tax***	***2022 After Tax***
Premium unserviced (waterfront)	$2,224.80	5%	$2,067.29	$2,336.04
Unserviced	$1,874.60	3%	$1,708.71	$1,930.84
Serviced	$2,647.10	3%	$2,412.84	$2,726.51
Laurel Creek	***2021***	***% Increase***	***2022***	***2022***

	After Tax		*Before Tax*	*After Tax*
Serviced	$2,518.35	3%	$2,295.49	$2,593.90
Pinehurst	***2021 After Tax***	***% Increase***	***2022 Before Tax***	***2022 After Tax***
Unserviced	$1,874.60	3%	$1,708.71	$1,930.84
Serviced	$2,647.10	3%	$2,412.84	$2,726.51

***Monthly Camping removed at all Conservation Areas**

APPENDIX C: PROPOSED 2022 GROUP CAMPING RATES

Byng	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Unserviced	$51.00	$46.02	$52.00
Serviced	$54.00	$49.56	$56.00
Serviced with shelter	$57.00	$54.87	$62.00
Rockwood	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Youth groups	$85.00	N/A	$90.00 + every Adult ($7.50) and/or child ($3.00)
All Other CAs	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Group serviced	$54.00	$49.56	$56.00
Group unserviced	$42.00	$46.02	$52.00
Group-unserviced; waterfront	$50.00	$49.56	$56.00
Laurel Creek Youth Group Rates	$85.00		$90.00 + every Adult ($7.50) and/or child ($3.00)

APPENDIX D: PROPOSED 2022 ADDITIONAL CAMPING FEES

Item	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Cancellation fee	$15.00	$13.27	$15.00
Reservation fee	$13.00	$11.50	$13.00
Extra vehicle	$15.00	$15.00	$16.95
Late fee (seasonal)	$100.00	$132.74	$150.00
Modification fee	$8.00	$7.08	$8.00

APPENDIX E: PROPOSED 2022 ACTIVITY FEES

Activity	**2021 After tax**	***2022 Before Tax***	***2022 After Tax***
Mini Golf - Adult (Rockwood)	$5.00	$4.42	$5.00
Mini Golf - Child (Rockwood)	$2.75	$2.65	$3.00
Movie night (Shade's Mills)	$10.00	$15.00	$15.00
Winter Equipment Rentals (Shade's Mills/Laurel Creek/Pinehurst)	**2021 After Tax**	**2022 Before Tax**	**2022 After Tax**
Ski boots (adult)	$7.91	$7.00	$7.91
Ski boots (child)	$5.65	$5.00	$5.65
Ski poles (adult)	$5.65	$5.00	$5.65
Ski poles (child)	$5.65	$5.00	$5.65
Skis (adult)	$11.30	$10.00	$11.30
Skis (child)	$5.65	$5.00	$5.65
Full ski set (skis, poles, boots) (adult)	$22.60	$20.00	$22.60
Full ski set (skis, poles, boots) (child)	$16.95	$15.00	$16.95
Snowshoes (adult & child))	$11.00	$13.30	$15.00

APPENDIX F: PROPOSED 2022 BOATING & TUBING RENTALS

Belwood	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Boat launch	$10.17	$11.06	$12.50
Season Pass	$84.75	$88.50	$100.00
Boat summer boat storage	$140	$123.89	$140.00
Byng			
Canoe/kayak - 1 hour	$15.00	$15.93	$18.00
Canoe/kayak - 4 hour	$45.00	$44.25	$50.00
Canoe/kayak - 8 hour	$75.00	$70.80	$80.00
Conestogo	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Daily boat launch	$10.17	$11.06	$12.50
Daily launch season pass	$84.75	$88.50	$100.00
Elora Gorge	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Tubing registration	$20.00	$17.70	$20.00
Complete tubing package	$50.00	$44.25	$50.00
Laurel Creek	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Canoe (4 hour rental)	$40.00	$39.83	$45.00

Canoe, paddleboard, 2 people kayak (daily)	$60.00	$57.53	$65.00
NEW Paddleboard (4 Hour)	N/A	$39.83	$45.00
NEW kayak - 2 people (4 Hour)	N/A	$39.83	$45.00
Late fee	$30.00	$26.55	$30.00
Pinehurst	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Canoe/double kayak/peddle boat (4 hour rental)	N/A	$39.82	$45.00
Daily rate	N/A	$53.10	$60.00
Rockwood	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Canoe (1 hour rental - week day)	$20.00	$22.12	$25.00
NEW Daily canoe/Kayak rate (Weekdays)	N/A	$57.52	$65.00
NEW Daily canoe/kayak rate (Weekends)	N/A	$66.37	$75.00
NEW Daily canoe/kayak rate (4 hour)	N/A	$44.25	$50.00
Shade's Mills	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Canoe and Stand-up paddleboard 4 hours	$40.00	$39.82	$45.00
Daily rate	$60.00	$57.52	$65.00

APPENDIX G: PROPOSED 2022 FACILITY RENTALS

Brant	**2021 After Tax**	**2022 Before Tax**	**2022 After Tax**
Grand Pavilion	$125.00	$110.62	$125.00
Parkview Pavilion	$100.00	$88.50	$100.00
picnic areas	$25.00	$22.12	$25.00
BBQ rental fees	$25.00	$22.12	$25.00
Belwood	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Hampton Barn	$300.00	$265.49	$300.00
Byng	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Pavilion	$200.00	$200.00	$226.00
Picnic Areas	$55.00	$55.00	$62.15
Conestogo	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Pavilion	$70.00	$61.95	$70.00
NEW Picnic areas – lower park	N/A	$30.97	$35.00
Elora Gorge	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***

Kay Marston Pavilion	$200.00	$176.99	$200.00
The Pines Pavilion	$70.00	$61.95	$70.00
Guelph Lake	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Island Pavilion	$175.00	$154.87	$175.00
Sandy Bay Pavilion	$70.00	$61.95	$70.00
Sunrise Pavilion	$70.00	$61.95	$70.00
Laurel Creek	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Critter shelter	$150.00	$132.74	$150.00
Lakeview Shelter	$100.00	$88.50	$100.00
Baseball shelter	$100.00	$88.50	$100.00
Pinehurst Lake	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Sutor Shelter	$120.00	$106.19	$120.00
White Oaks Shelter	$80.00	$70.80	$80.00
Sunset Shelter	$50.00	$44.25	$50.00
Rockwood	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Pavilion	$125.00	$110.62	$125.00
Shade's Mills	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Beach/Diamond/Trailer Shelter 1-day Rental	$100.00	$100.00	$113.00
Chalet Shelter 1-day Rental	$200.00	$200.00	$226.00

APPENDIX H: PROPOSED 2022 VENDING ITEM FEES

Item	**2021 After Tax**	***2022 Before Tax***	***2022 After Tax***
Ice - Brant and Pinehurst	$3.00	$3.10	$3.50
Ice - all other CA's	$3.50	$3.32	$3.75
Worms	$3.95	$3.54	$4.00
Fire starter	$1.50	$1.33	$1.50
Fire wood - regular	$8.50	$7.52	$8.50

APPENDIX I: PROPOSED 2022 MISCELLANEOUS FEES

Item	**2021 After Tax**	***2022 Before Tax***	***2022After Tax***
Dumping station fee	$20.00	$20.00	$22.60
Trailer storage - per month (Elora + Laurel + Guelph + Byng)	$70.00	$75.00	$84.75
Trailer storage - 6 months (Elora + Guelph + Laurel + Byng)	$200.00	$225.00	$254.25

APPENDIX J: DAY USE ADMISSION FEE COMPARISON

GRCA – 2022 Proposed Rates – Includes taxes	*Adult*	*Child*	*Seniors*	*Persons w/ Disabilities*	*Vehicle*	*Membership Pass*	*Discounted Membership Pass*	*Lost /Stolen Pass*
All GRCA Parks	$7.75	$3.25	$6.25	$6.25	$15.50	$145.00	$124.00	$35.00

Competitor Fees

Ontario Parks – April 2021 – march 2022 Includes taxes	*Adult*	*Child*	*Snr Vehicle Pass*	*Persons w/ Disabilities Vehicle*	*Vehicle*	*Membership Pass*	*Discounted Membership Pass*	*Lost /Stolen Pass*
Regular (Max.)	$2.00	$1.00	$16.75	$10.50	$21.00	$111.87	N/A	N/A
Regular (Min.)	N/A	N/A	$9.75	$6.00	$12.25	N/A	N/A	N/A
Conservation Authorities (2021) Includes taxes	***Adult***	***Child***	***Seniors***	***Persons w/ Disabilities***	***Vehicle***	***Membership Pass***	***Discounted Membership Pass***	***Lost /Stolen Pass***
Upper Thames River	$8.00	N/A	N/A	N/A	$15.00	$130.00	N/A	N/A
Hamilton (vehicle + $5/passenger)	$15.50 (vehicle + driver)	$5.00	$13.00 (vehicle + driver)	$13.00 (vehicle + driver)	$10.00-$15.00	129.95	$107.35	N/A
Long Point Region	N/A	N/A	N/A	N/A	$14.00 parking app	$95	N/A	N/A
Niagara Peninsula	$8.00	$6.00	$6.00	N/A	$24.00	$113.00	N/A	$20.00
Halton Conservation	$10.74	$7.35	$8.48	N/A	N/A	$169.50 (family)	$152.55	$10.00
Credit Valley Conservation	$6.50	$3.00	$5.00	N/A	$27.00	$152.55	N/A	N/A
Toronto and Region Conservation	$7.00	$4.42	$6.00	N/A	N/A	***$152.55	N/A	N/A
Private Campgrounds (2021) Includes tax	***Adult***	***Child***	***Seniors***	***Persons w/ Disabilities***	***Vehicle***	***Membership Pass***	***Discounted Membership Pass***	***Lost /Stolen Pass***
Country Garden RV Park (Petersburg)	$5.65	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Knight's Beach Resort (Dunnville)	$7.35 (additional passenger)	N/A	N/A	N/A	$14.69 (vehicle + driver)	N/A	N/A	N/A
Pine Valley Park (Branchton)	$5.65	$3.39	N/A	N/A	N/A	N/A	N/A	N/A
Emerald Lake (Puslinch)	$25.00	$15.00	$15.00	N/A	N/A	N/A	N/A	N/A
Flamboro Valley Camping Resort	$13.00	$9.03	$9.03	N/A	N/A	N/A	N/A	N/A
Highland Pines Campground (Belwood)	$13.00	$5.65	N/A	N/A	$5.65	N/A	N/A	N/A

****Joint membership with CVC*

APPENDIX K: RATE COMPARISON FOR NIGHTLY CAMPING

GRCA *2022 Proposed Nightly Camping Fees* – Tax included	***Unserviced***	***Serviced***	***Serviced (with Sewer)***
All Conservation Areas (with the exception of Rockwood and Pinehurst)	$43.00	$51.00	$62.00
Rockwood/Pinehurst Conservation Area	$46.00	$56.00	$62.00

Competitor Fees (2021)

Ontario Parks – tax included	***Unserviced***	***Serviced***	***Serviced (with Sewer)***
Ontario Parks Low	$38.70	$43.79	N/A
Ontario Parks Middle	$43.79	$49.44	N/A
Ontario Parks Premium	$52.55	$59.33	N/A
Conservation Areas – tax included	***Unserviced***	***Serviced***	***Serviced (with Sewer)***
Upper Thames River	$40.00	$56.50-58.00	N/A
Hamilton	$48.59	$56.50	$59.89
Long Point Region	$42.94	$56.50-66.67	$68.93-76.84
Niagara Peninsula	$48.03	$52.55-61.59	N/A
Private Campgrounds – tax included	***Unserviced***	***Serviced***	***Serviced (with Sewer)***
Conestoga Family Campground (Moorefield)	$39.55	$45.20	N/A
Country Gardens RV Park (Petersburg)	N/A	N/A	$82.49
Green Acre Park (Waterloo)	N/A	$50.85-70.60	$58.78-81.36
Blue Sky RV Resorts (Dundalk)	N/A	$73.45	$79.10
Knight's Beach Resort (Dunnville)	$79.10-$90.40	$84.75-96.05	$96.05-107.35
Pine Valley Park (Branchton)	N/A	$73.45	N/A
Willow Lake Park (Woodstock)	N/A	N/A	$65.54-84.75
Bingeman's Camping Resort	$45.20-56.50	N/A	$50.85-67.80
Emerald Lake (Puslinch)	N/A	$113.00-124.30	$129.95-135.60
Flamboro Valley Camping Resort	$58.76	$65.54	$101.70
Highland Pines Campground (Belwood)	N/A	$90.40	$101.70

APPENDIX L: RATE COMPARISON FOR SEASONAL CAMPING

GRCA - 2022 Proposed Rates Tax included	**Unserviced**	**Serviced**	**Serviced (w/sewer hookup**	**Waterfront/Premium**
Lowest Rates (All GRCA Parks)	$1,930.84	$2,121.80	$3,099.71	$2,471.90
Highest Rates (All GRCA Parks)	$2,471.90	$3,266.13	$3,233.27	$3,266.13

Competitor Fees (2021)

Conservation Authorities - Tax Included	***Unserviced***	***Serviced***	***Serviced (w/sewer hookup***	***Waterfront/Premium***
Upper Thames River	$2,248.70	$3,164.00-3,277.00	N/A	$4,407.00
Long Point Region	N/A	$2,847.60-3,147.05	$3,440.85-3,712.05	$3,796.80
Niagara Peninsula	N/A	$2,650.15-3,027.99	N/A	$2,901.97-3,273.74
Maitland Valley	N/A	$3,051.00	N/A	N/A
****Private Campgrounds (2021) - Tax Included***	***Unserviced***	***Serviced***	***Serviced (w/sewer hookup***	***Waterfront/Premium***
Conestoga Family Campground (Moorefield)	N/A	N/A	$2,183.16	N/A
Country Gardens RV Park (Petersburg)	N/A	$3,842.00 + hydro	N/A	N/A
Green Acre Park (Waterloo) (2022)	N/A	N/A	$5,731.36	N/A
Pine Valley Park (Branchton)	N/A	$3,672.50	N/A	N/A
Flamboro Valley Camping Resort	N/A	N/A	$3,390.00- 3,559.50 + hydro	$3,785.50-3,955.00 + hydro
Highland Pines Campground (Belwood)	N/A	N/A	$5,023.98	$12,985.96

Note: A majority of private campgrounds charge for hydro based on usage.

Grand River Conservation Authority

Report number: GM-11-21-79

Date: November 26, 2021

To: Members of the Grand River Conservation Authority

Subject: Permit, Planning and Inquiry Fee Schedule for 2022

Recommendation:

THAT the proposed 2022 Permit, Planning and Inquiry Fee Schedule be approved and become effective as of January 1, 2022.

Summary:

It is recommended that the fees for permits, planning comments and inquiries be increased by 3.0%.

Report:

The proposed Grand River Conservation Authority fee increase for permits, plan review applications and inquiries to be effective January 1, 2022 is 3.0% (rounded to the nearest $5.00). The recommended fee increase is intended to cover increased costs associated with providing these services.

The *Conservation Authorities Act* allows fees to be charged for permits, inquires and plan review services. The Ministry of Natural Resources (*and Forestry*) established guidelines for collection of fees under Section 21 of the *Conservation Authorities Act*. The proposed fees and the process used to review the fees conform to these guidelines and the Conservation Ontario guidelines.

In 2020 approximately 67% of permit applications were received digitally using the online application process implemented in 2014 as a streamlining measure. With the move to staff working remotely, planning applications are almost exclusively digital submissions. This has resulted in increased efficiency in receiving and filing materials and holding virtual meetings. However, there are also inefficiencies with limited access to historical paper files, additional work to consolidate and review materials and collaboration, as well as some additional coordination and sharing of information from site visits. During the past year, staff have maintained service delivery standards for permit and planning applications although due to staff vacancies and training and increased volume of inquiries, there was a temporary disruption to responding to some general inquiries from August to October. Individuals requesting information were provided with a link to access the GRCA Map Your Property application to review Regulated areas mapping and they were provided with a direct link to the GRCA Permit policies.

New planning applications through 2021 remains consistent with prior years however staff have been responding to a higher volume of requests for pre-consultation meetings and general inquiries for future planning and permit applications. There has been a marked increase again this year in the number of permit applications being processed with most being minor applications attributable to an increase in homeowners doing property improvements. At the end of 2020, GRCA had received 1003 permits, compared to 829 permit applications in 2019 and as of November 12, 2021 we received 1,020 applications compared to 917 applications November 12, 2020. It is unknown if this will be a continued trend or if it will return to a more normal level next

year. The province of Ontario has indicated they will be consulting on a new Regulation for all Conservation Authorities. No timeline has been established for this review at this time.

Municipalities have adapted to changes in the way they handle Planning Act applications due to office closures during the pandemic. Conservation authority staff have changed our processes to provide a comparable service through the use of various electronic communication means to meet the timelines of the municipal processes.

Conservation authority staff attend joint pre-submission or pre-consultation meetings with municipal staff in many municipalities. As noted above, efficiencies are being implemented or explored with various municipal partners to ensure comments are provided that meet the needs and timelines of municipalities.

The more complex and major planning application workload is phased over multiple years as pre-consultation often occurs 1-2 years prior to the formal application to establish pre-development monitoring requirements, followed by the application and review of technical studies and plans and subsequent review of various stages of subdivision or applicable site plans. It is difficult to accurately project future applications or revenue over a given period because the types and timing of when planning and permit applications are received is unpredictable and are be driven by factors outside of the GRCA control e.g. economic conditions.

The GRCA has been active in updating some Memoranda of Understanding for Plan Review services with various municipalities in the past few years. These are posted on the GRCA website. In some areas of the watershed MOUs are not currently in place however the same level of services is provided to the applicable municipal approval authority. The review of planning MOUs with participating and other municipalities will be part of the Transition Plan and will occur over the next two years.

Provincial Regulations

There is some uncertainty of the changes to GRCA planning and permit programs from the implementation of the province's changes to the Conservation Authorities Act and development of the associated regulations. Phase 2 of the Regulations include provincial guidance regarding fees. It is anticipated that modifications to these programs will include an increased effort for documentation, demonstration of compliance with Regulations and policies, while continuing to meet increasing expectations for customer service. Working with applicants to achieve high quality pre-consultation meetings and to submit a complete application will be a focus to ensure decisions on applications will be within the proposed mandatory decision timelines for permits.

It is anticipated that a comprehensive fee review will be undertaken in 2022-2023 due to pending changes to the Regulation under the Conservation Authorities Act. The proposed fee recommendation for 2022 will maintain the current program delivery.

Consultation

The proposed fee changes have been shared with the Home Builders/GRCA Liaison Committee and adjacent conservation authorities. Members of the Home Builders Liaison Committee have no objections to the proposed fee schedule. Staff have considered program delivery costs, adjacent Conservation Authorities and local municipality fee schedules when considering revisions to the fee schedules.

Attachment 1 includes the current and proposed fees for permit, planning and inquiry fees.

Permit Fees

Permit processing procedures related to the GRCA regulation has remained consistent over the past year.

A 3.0% increase (rounded to the nearest $5.00) in the permit fees is proposed, with the exception of the per cubic metre fee for large fill permit applications which staff recommend remain unchanged at $0.50. The notes have been updated to identify site visits are included in the higher fee categories.

Title Clearance and Inquiry Fee

A 3.0% increase (rounded to the nearest $5.00) is proposed in the fee for written responses to legal, real estate and property report requests and general inquiries. The notes have been updated to clarify the focus of this service is related to the Conservation Authority Regulation 150/06 and compliance matters.

Plan Review

A 3.0% increase (rounded to the nearest $5.00) in the Plan Review fees is proposed.

Financial Implications:

The recommended fee schedule has considered the costs of delivering the services described in the schedule of fees for service. These fees will maintain current service levels and do not consider potential changes to review processes or changes to provincial Regulations. A full time Water Resource Engineering position and a temporary Regulations Officer have been included in the 2022 budget for this program.

The general levy enables the GRCA to continue to provide input to initiatives of municipalities in the watershed. These include municipal plans and policies such as Official Plan and Comprehensive Zoning By-law documents, Environmental Assessments, Secondary and Community Plans and review of planning amendments initiated by municipalities, as well as policy and technical support at appeal hearings without additional cost to the municipality. In addition, the levy supports other activities such as the review of provincial policy and technical initiatives such as natural hazard and natural heritage guidelines, enforcement as well as responding to most general inquiries from watershed residents related to permit regulations and planning processes and approval requirements.

Other Department Considerations:

The fees collected for these services contribute to staffing in Resource Planning, Engineering, Natural Heritage, and Information Systems.

Prepared by:

Melissa Larion
Supervisor of Resource Planning

Fred Natolochny
Supervisor of Resource Planning

Approved by:

Nancy Davy
Director of Resource Management

Appendix 1
Proposed GRCA Permit, Plan Review, Title Clearance and Inquiry Fee Schedule
January 1st, 2022

Permit Fee Schedule **Note: Applicants** are encouraged to apply online on the **GRCA Permits Application Page.**	
1. Minor - Low risk of impact on natural hazards or natural feature. No technical reports required	
• Fee for Development Applications	2021: $430 2022: $445
• Fee for Alterations or Interference with Wetlands, Shorelines and Watercourses Applications	2021: $430 2022: $445
2. Standard - Moderate risk and/or potential impact on natural hazards or natural features. Detailed report and/or plans, site visit required	
• Fee for Development Applications	2021: $625 2022: $650
• Fee for Alterations or Interference with Wetlands, Shorelines and Watercourses Applications	2021: $1,105 2022: $1,140
3. Major - Requires one or more reports (Environmental Impact Study, Hydraulic Analysis, Stormwater Management, Geotechnical, etc.)	
• Fee for Development Applications	2021: $9,550 2022: $9,835
• Fee for Alterations or Interference with Wetlands, Shorelines and Watercourses Applications	Culvert/Bridge replacement 2021: $6,260 2022: $6,450 All other applications 2021: $9,550 2022: $9,835
4. Large Fill - over 1,000m^3	2021:$9,550 plus $0.50./$m^3$ 2022: $9,835 plus $0.50/$m^3$
5. Works initiated prior to GRCA approval	2 times the fee for the category
6. Rural Water Quality Programs or GRCA projects	2021: $85 2022: $90
7. Expired Permit	2021: $85 2022: $90
8. Plans amended to an approved permit	2021: $85 2022: $90

Inquiry Schedule	
1. Title Clearance, Real Estate and other Inquiry Fee (per request)	2021: $240/property 2022: $245/property

Plan Review Fee Schedule	
1. Subdivision and Vacant Land Condominium	
• Base fee	2021: $2,340 2022: $2,410
• Per net hectare	2021: $1,220 2022: $1,255/hectare
• Applicant driven modification	2021: $1,560 2022: $1,605
• Final clearance for registration of each stage: technical review required	2021: $6,260 2022: $6,450
• Final clearance Processing Fee: no reports or review required	2021: $240 2022: $245
• Fourth (4th) and subsequent submission for review (same report)	2021: $240 2022: $555
2. Official Plan and/or Zoning Bylaw Amendment	
• Major	2021: $2,335 2022: $2,405
• Minor	2021: $430 2022: $445
3. Consent	
• Major	2021: $1,105 2022: $1,1405
• Minor	2021: $430 2022: $445
4. Minor Variances	
• Major	2021: $625 2022: $650
• Minor	2021: $280 2022: $290
5. Site Plan Approval Applications	
• Major	2021: $3,280 2022: $3,380
• Minor	2021: $430 2022: $445
6. Complex Applications	2021: $9,550 2022: $9,835
7. Below Water Table Aggregate Applications	
• No features of interest within 120 metres of licence limit	2021: $9,550 2022:$9,835
• Features of interest within 120 metres of licence limit	2021: $40,000 2022: $41,200
8. Above Water Table Aggregate Applications	
• No features of interest within 120 metres of licence limit	2021: $430 2022: $445
• Features of interest within 120 metres of licence limit	2021: $9,550 2022: $9,835

1. All fees are made payable and submitted directly to Grand River Conservation Authority.
2. Applicants are encouraged to consult with staff prior to submission of all applications to determine the extent and nature of the information required to accompany the application, and to determine the appropriate fee.
3. Applicants are encouraged to submit Permit applications through **the GRCA's online Permit Application System**
4. Permit applications that fall into one or more categories will be charged one fee, at the highest rate.
5. Plan review applications that fall into one or more categories will be charged one fee, at the highest rate.
6. The Conservation Authority may provide a refund or require the applicant submit additional funds for a permit or plan review fee if it is found that an incorrect fee has been submitted.
7. Minor Categories – Low risk of impact on natural hazards or natural features. Plans required. No technical reports or site visits required.
8. Standard Permit Category – Moderate hazard risk and/or potential impact on natural hazards or natural features. Detailed plans required. Scoped technical reports and/or site visits required.
9. Major Permit Category– High hazard risk and/or potential impact to natural hazards or natural features. Detailed plans required. One or more technical report required (Environmental Impact Study, Hydraulic Analysis, Storm Water Management, Geotechnical, etc.). Development permit applications for: golf courses, trailer parks, campgrounds, lifestyle communities will be considered as a major permit.
10. Major Plan Review Category– High or Moderate hazard risk and/or potential impact on natural hazards or natural features. Detailed plans required. One or more technical reports (may be scoped) are required, and a site visit may be required.
11. Complex Plan Review Category - Planning Act (e.g. OPA/ZC) and/or Site plan applications for: golf courses, trailer parks, campgrounds, lifestyle communities.
12. Large Fill - The fee is applicable to material placed within the Conservation Authority's regulated areas. Grading associated with Planning Act approvals is not considered a large fill application.
13. Major permit applications that have previously paid application or clearance plan review fees to the GRCA will be charged fees under the Minor or Standard category.
14. Permit fees are non-refundable, except where review indicates that no permit is necessary.
15. Expired permit - After a permit has expired, a new application must be submitted. For applications to replace a prior permit received within one year of expiry a fee of $85 is required. Permits that have expired within the last year can be renewed through the GRCA online Permit Application System. Any changes to the plans or a lapse of more than one year will require a full review and the Schedule of Fees in effect at the time will apply.
16. The subdivision or vacant land condominium base fee including per net hectare fee will be capped at $31,520.
17. The net hectare fee will be based on the initial submission and will exclude lands outside of the development limit (e.g. natural hazard, natural heritage areas and buffers). Stormwater management facilities and other open space or park uses are to be included in the net hectare fee calculation.
18. At the submission of a subdivision or vacant land condominium application, 70% of the base fee and per net hectare is required. Prior to issuance of conditions of draft plan approval, the remaining 30% of the fee is required.
19. A Processing Fee will apply for a clearance letter for a subdivision or condominium application where no technical review/reports (e.g. no Erosion and Sediment Control plan, SWM brief, etc.) are required.
20. For Aggregate Applications, features of interest include all Natural Heritage, Natural Hazard and surface water features.
21. Responses to Title Clearances, Real Estate and other Inquiries includes: Correspondence and mapping related to natural hazards and areas regulated under Ontario Regulation 150/06.

Grand River Conservation Authority

Report number: GM-11-21-82

Date: November 26, 2021

To: Members of the Grand River Conservation Authority

Subject: Water and Sanitary Servicing Consulting Services

Recommendation:

THAT the Grand River Conservation Authority retain R.J. Burnside and Associates to provide consulting services related to water and sanitary servicing for a term of three years and an option to extend the assignment for up to two additional one-year terms;

AND THAT a total budget of $157,136.86 excluding HST be approved which includes the 3 year assignment, 2 optional one-year terms and a 10% contingency.

Summary:

Not applicable

Report:

The Grand River Conservation Authority (GRCA) owns and operates twelve (12) conservation areas (CAs), and six (6) Nature Centres (NC) in the Grand River watershed which provide a range of recreational and educational activities. The GRCA is responsible for providing a range of water and sewage services to these sites, depending on the facilities and activities at each site. Some of the CAs and NCs are serviced directly by a municipal connection. Others have onsite systems and fall under the requirements of Ontario Regulations 319/08 and 243/07 for drinking water and the Ontario Water Resources Act for wastewater. These onsite systems have a range of water and wastewater sampling and operational requirements in order to stay in compliance with the applicable regulations. Onsite monitoring, sampling, maintenance and operation of water and wastewater systems is coordinated by GRCA staff who are certified water operators, the GRCA contracts a specialized consultant to support GRCA with these activities to ensure that all procedures and reporting requirements are followed.

In 2016, R.J. Burnside & Associates Limited was retained through a public Request for Proposal (RFP) for consulting services related to rural water and sanitary servicing for a term of three years with an option to extend the contract for up to two additional one-year terms which the GRCA exercised. This five-year contract with R.J. Burnside will expire at the end of 2021.

On September 27, 2021, the GRCA issued a public RFP for consulting services related to rural water and sanitary servicing for a term of three years with the option to extend the assignment for up to two additional one-year terms. The RFP was advertised on the Biddingo electronic procurement website with a closing date of October 18, 2021.

Three proposals were received by the closing date and evaluated on the basis of the following criteria and weighing which was documented in the RFP:

- Understanding the assignment, Methodology/Workplan (Small water systems) – 10%
- Understanding the assignment, Methodology/Workplan (Small sewage systems) – 10%
- Personnel, Organizational Structure and Project Manager – 10%
- Related and Corporate Experience – 10%
- QA/QC Control Procedures and Project Management Approach – 5%

- Local Knowledge – 5%
- Fee Based Services – 35%
- Hourly Rates – 10%
- Completeness of Submission – 5%

R.J. Burnside & Associates Limited had the highest scoring proposal and the lowest bid price as summarized in the table below.

	Total Price for the base three year assignment	Total price for two optional one year terms	Ranking based on total RFP score
R.J. Burnside & Associates Limited	$84,008.44	$58,843.25	1
C.F. Crozier & Associates	$108,600.00	$72,400.00	2
WT Infrastructure Solutions Incorporated	$212,022.00	$149,293	3

Financial Implications:

The costs associated with the sampling and monitoring program are included in the annual operating budgets for Conservation Areas and Nature Centres.

Other Department Considerations:

GRCA staff from Central Services, Conservation Areas and Nature Centres were involved in the preparation of the RFP and scoring of the proposals.

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-11-21-84

Date: November 26, 2021

To: Members of the Grand River Conservation Authority

Subject: Head Office Life Safety Systems Upgrades

Recommendation:

THAT the Grand River Conservation Authority award the tender for the Life Safety Systems Upgrades at the GRCA Head Office to Live Electric of Cambridge, Ontario for the amount of $114,944.20 excluding HST;

AND THAT a total budget of $134,944.20 excluding HST be approved.

Summary:

Not applicable.

Report:

The Life Safety System at the GRCA head office is original to the building that was constructed in 1983 and has reached the end of its service life. The GRCA retained MNE Engineering to design and oversee a Life Safety System replacement that meets current building code. In general the scope of work includes replacing the fire alarm and detection system, exits signs and modifications to the emergency lighting.

The tender for the Head Office Life Safety Systems Upgrades was publicly advertised on the Biddingo electronic procurement website on October 20, 2021 and closed on November 12, 2021. Three tender submissions were received by the closing date.

The tender submissions were opened with an opening committee consisting of Karen Armstrong, Deputy CAO, Brandon Heyer, Manager of Central Services, and Paul Lucier, Supervisor of Maintenance and Operations. The tender submissions were opened in the presence of everyone while sharing the screen through Microsoft Teams. The results of the tender process are shown below in Table 1.

Table 1: Tender Results

Rank	Company	Tender Amount (excluding HST)
1	Live Electric	$114,944.20
2	T. Lloyd Electric Ontario Ltd	$147,950.00
3	J.M. Electrical Contracting	$169,700.00

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

Table 2: Budget

Tender Amount	$114,944.20
Contingency	$20,000.00
Total budget excluding HST	$134,944.20

Financial Implications:

Costs associated with the Head Office Life Safety Systems Upgrades project are expected to be incurred over 2021 and 2022. The 2021 and 2022 Head Office Major Maintenance budgets should be adequate to cover this expense. The Head Office building reserve could also be accessed if required.

Other Department Considerations:

NA

Prepared by:

Brandon Heyer
Manager of Central Services

Alan McKee
Project Supervisor

Approved by:

Karen Armstrong
Deputy CAO, Secretary-Treasurer

Grand River Conservation Authority

Report number: GM-11-21-86

Date: November 26, 2021

To: Members of the Grand River Conservation Authority

Subject: Update on Lands Declared Surplus – Guelph

Recommendation:

THAT the Grand River Conservation Authority General Membership receive GM-11-21-86 – Update on Lands Declared Surplus as information.

Summary:

On September 28, 2021 the City issued a demolition permit for 797 Victoria Rd. N., Guelph and a number of conditions were attached that required additional steps be taken for the demolition. The focus of the additional steps required incorporation of many heritage mitigation measures and therefore significantly increased the overall cost of the demolition. The original estimate for demolition was $70,000 and with the increased measures escalated to $160,000 plus HST.

Under GRCA's purchasing policies, where the emergency expenditure exceeded one hundred thousand dollars ($100,000) a report may be presented to the General Membership at the next scheduled meeting, outlining the nature of the emergency and the goods and services purchased under this exception.

Report:

On September 24, 2021, a confidential report was presented to the General Membership that provided an update on the lands municipally known as 797 Victoria Road North in the City of Guelph. Trespassing, vandalism and break-ins of the vacant farmhouse and two outbuildings were an on-going issue. Two outbuildings were burnt down in May and July of this year and there was evidence of fire incidents in and around the remaining farmhouse. The City of Guelph issued an order under the *Fire Protection and Prevention Act* to remove the farmhouse. On September 27, 2021, City of Guelph Council approved the removal of the property from the Municipal Register of Cultural Heritage Properties and a demolition permit with conditions.

The demolition permit was issued on September 28, 2021 and included the following special heritage conditions:

a. That the stone farmhouse be recorded by a qualified heritage consultant before and during the careful dismantling of the building using high quality digital photography and text description in order to better understand the evolution of the building and the materials and methods used to construct the house;

b. That the stone farmhouse be dismantled carefully with the intention to salvage all granite and limestone from the exterior walls with minimal damage to the materials;

c. That the salvaged stone be delivered by the owner's contractor to the City of Guelph's stone storage location at the owner's expense;

d. That the contractor responsible for the careful dismantling make all reasonable efforts to salvage any extant wooden doors, interior wood trim, wooden window sashes (including any

associated early hardware) as well as any large wooden framing timbers for possible appropriate reuse by the owner or for purchase by others; and

e. That the owner is encouraged to present (in text and photos) the history of the Shortreed farmstead through interpretive materials planned for the Guelph Lake Conservation Area.

Section 10.9 of the GRCA Human Resources Policies recognizes that emergency situations may arise that necessitate emergency purchases outside of the typical purchasing processes. This work was considered an emergency situation and the Emergency Purchases Policy was followed. This policy allows for any Manager or Director to make an emergency purchase in excess of the normal purchasing limit of $25,000 and the CAO or Deputy CAO must be notified as soon as possible for subsequent approval. If the expenditure exceeds $100,000, the General Membership may receive a report at the next scheduled meeting outlining the nature of the emergency and the goods and services purchased under this exception.

The costs associated with the removal of the burnt outbuildings and demolition of the farmhouse was originally estimated at $70,000, however it was noted that the cost may increase depending on the heritage review recommendations.

Implementation of the required heritage mitigation measures significantly increased the overall cost of the demolition. Total costs associated with the Shortreed/Fontinato property are approximately $160,000 plus HST. This includes a designated substances report and abatement, demolition of outbuildings and the farmhouse, well and septic decommissioning, oil tank removal, two reports completed by a heritage consultant and site restoration.

Financial Implications:

The original estimate for the demolition and associated costs was $70,000.

Implementation of the required heritage mitigation measures significantly increased the overall cost of the demolition. Total costs associated with the Shortreed/Fontinato property are approximately $160,000 plus HST.

The expenses will be funded from the land sale reserve.

Other Department Considerations:

None.

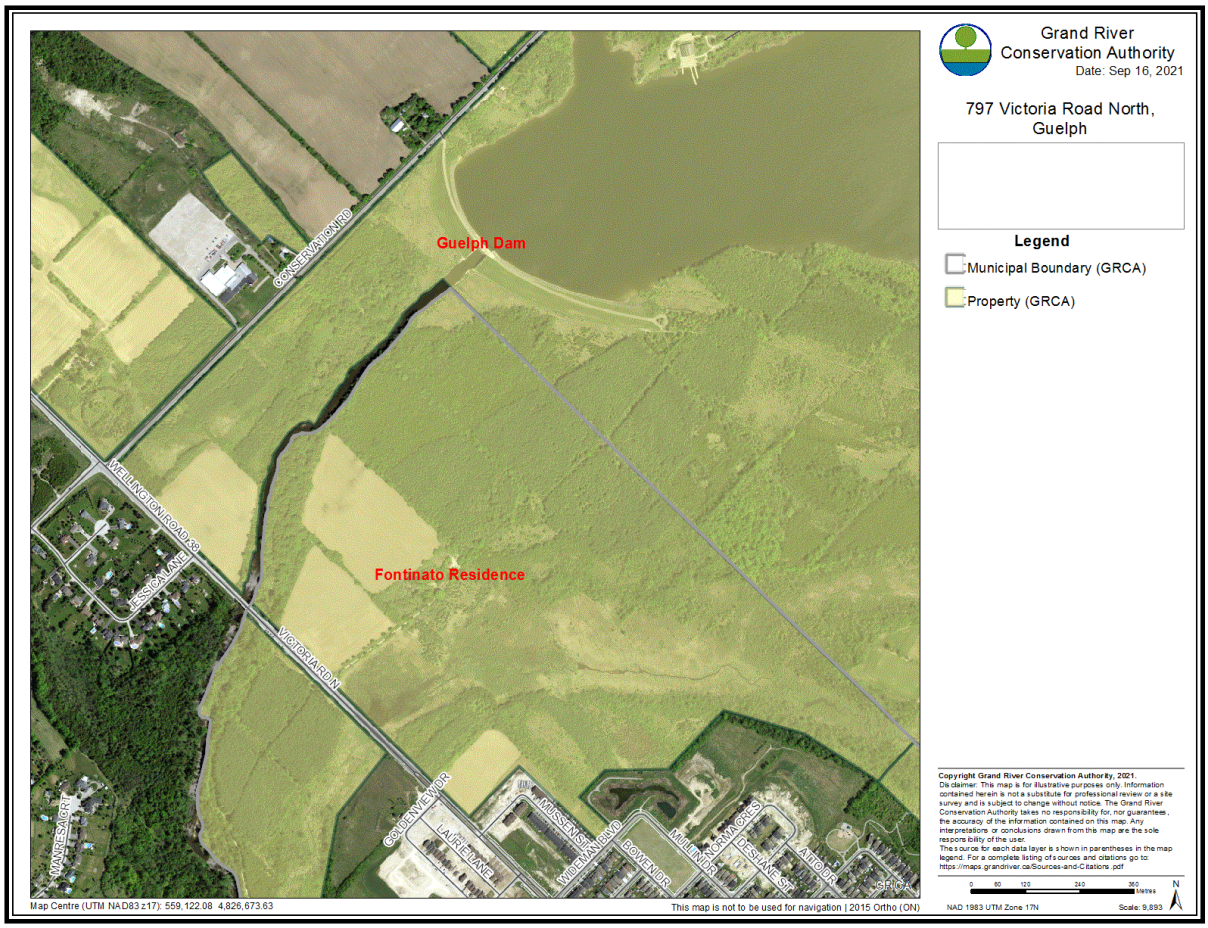
Prepared by:

Beth Brown
Manager of Property

Approved by:

Samantha Lawson
Chief Administrative Officer

Figure 1: Shortreed/Fontinato Residence - 797 Victoria Road North, Guelph



Grand River Conservation Authority

Report number: GM-11-21-87

Date: November 26, 2021

To: Members of the Grand River Conservation Authority

Subject: Snowmobiling Agreements on GRCA Lands

Recommendation:

THAT the Grand River Conservation Authority enter into a license agreement with the Lake Conestoga Snowmobilers Inc. for the use of a seasonal cottage, auxiliary structures and to establish a snowmobile trail network, provided mutually agreeable revisions to the licensing agreement are made.

Summary:

The Grand River Conservation Authority (GRCA) has had long-standing agreements with 6 snowmobile clubs to permit snowmobiling on certain GRCA-owned lands. In 2019, the Clubs requested revisions to these agreements which would substantially increase the GRCA's obligations, liability and risk as a private landowner compared to how the previous agreements were written. On August 28, 2020, Report Number GM-08-20-52 was presented to the General Membership of the GRCA providing a summary of options explored to facilitate snowmobile use on GRCA properties. Further to a review of these options, a mutually agreeable solution was not reached. Discussions have continued, and a solution is proposed that includes modified agreement language, a reduced trail network and risk mitigation measures to be implemented by the GRCA.

Report:

Background

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

The Snowmobile Clubs together with their dedicated volunteers provided an outdoor recreation experience on approximately 62 kilometres of trail across 34 GRCA properties. The annual fee per Club ranged from approximately $200 to $400. The majority of the trails were located on passive lands, meaning the properties are non-revenue generating and are not staffed. The use of a GRCA-owned seasonal cottage at Conestogo Lake for a Clubhouse was included in one of the agreements.

In the summer of 2019, the Clubs were informed that their insurance does not provide coverage for the Clubs' obligations as outlined in the agreements. The Clubs subsequently requested revisions to the agreements. These revisions would substantially increase the GRCA's obligations, liability and risk as a private landowner compared to how the previous agreements were written. Consideration of the requested revisions could not be completed in time for the 2019/2020 snowmobile season and the trails were re-routed off of GRCA property.

On August 28, 2020, Report Number GM-08-20-52 was presented to the General Membership of the GRCA providing a summary of options explored to facilitate snowmobile use on GRCA properties. Staff indicated that if the Clubs were able to consider modifications to their requested

revisions and obtain additional insurance, staff would further consider permitting a reduced trail network. Additional insurance was not an option for the Clubs, and modifications to the agreement were not agreed upon. Accordingly, snowmobiling was not permitted for the 2020/2021 season.

Report:

GRCA staff committed to continuing discussions through 2021. The key matter is the allocation of risk and liability through insurance, indemnification, and maintenance and operations obligations in the licensing agreement. Legal counsel has been sought as well as input from GRCA's insurer. GRCA staff recommend that some risk and liability exposure be accepted in order to permit snowmobiling on a greatly reduced trail network, provided proposed modifications to the licensing agreement are accepted.

The Clubs provided the sections of snowmobile trail that are the most critical to their interconnected trail system, with a request that these sections be for snowmobile use only. It is not feasible nor desired to exclude other users that are currently permitted such as hikers, cross-country skiers, hunters, agricultural leasee, etc. depending on the property. A review of the requested network was undertaken, and it is recommended that only trails that are not open to the general public and have limited other permitted users be considered for snowmobile use. Of the reduced snowmobile trail sections under review, only approximately 13 kilometres near Conestogo Lake operated by the Lake Conestoga Snowmobilers Inc. meet these conditions.

With respect to the licensing agreement, some modifications to the Club's requested revisions must be made in order for GRCA acceptance, such as limiting the exclusion of their insurance coverage to willful misconduct or gross negligence of the GRCA, rather than any and all negligence of the GRCA. Furthermore, staff will require that the GRCA be added as an additional named insured, with cross liability, rather than a named insured with cross liability. An indemnification clause will also be required.

To further minimize the GRCA's overall risk, measures will need to be identified and incorporated into a program. A risk assessment will be undertaken and recommendations implemented, such as inspections and additional signage. With a very limited trail network on GRCA properties, the additional expenses related to staffing, signage and equipment needs is reduced. That said, there would be expenses and staff time incurred without further compensation by the Clubs, and there is a potential for increased costs for insurance premiums in the event of a claim or if a claim exceeds coverage.

Staff recommend that Lake Conestoga Snowmobilers Inc. be permitted to establish a snowmobile trail network on GRCA-owned lands (see Figure 1), provided mutually agreeable revisions to the licensing agreement are made. It is also recommended that the use of a seasonal cottage and auxiliary structures be permitted to be utilized as a clubhouse.

Financial Implications:

If a reduced trail network proceeds, the snowmobile agreement would generate approximately $400 per year in unrestricted revenue.

Costs associated with risk mitigation measures are anticipated to be within current budgets.

Other Department Considerations:

Conservation Area staff, Arboriculture and Central Services staff assistance may be required to assist with risk mitigation measures.

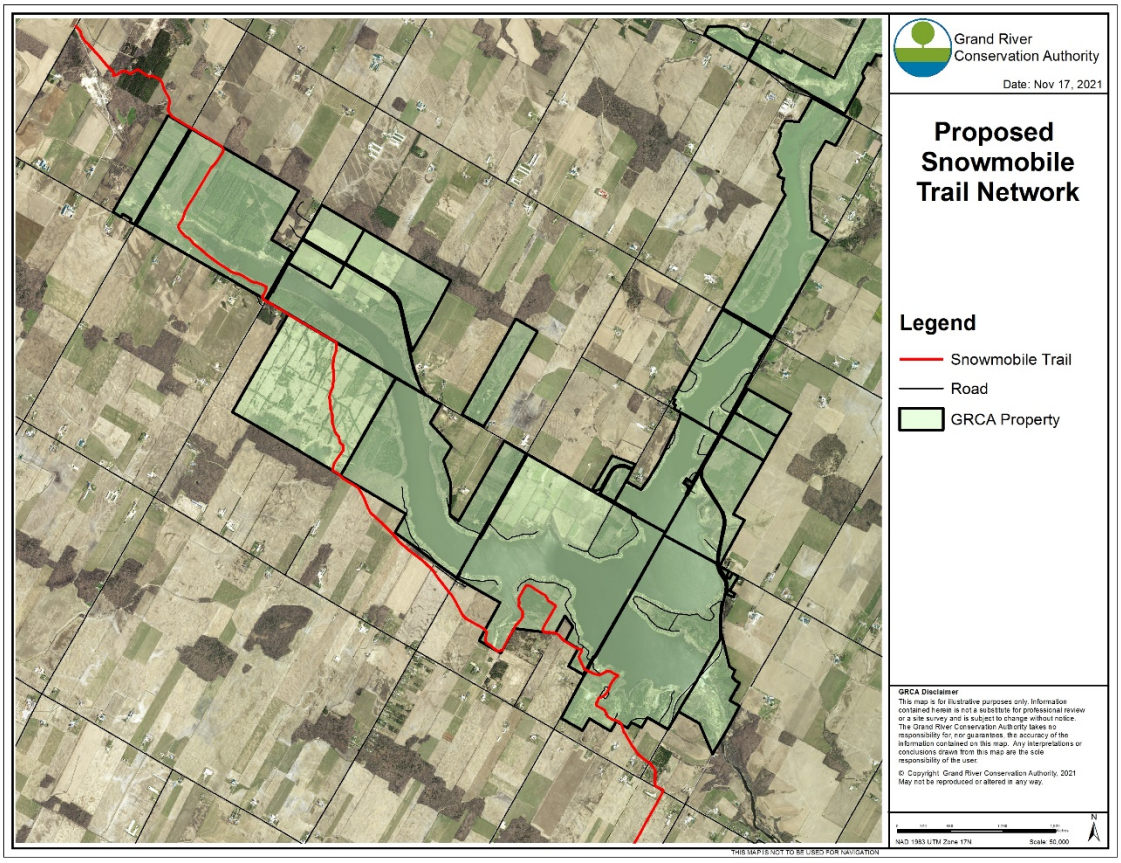
Prepared by:

Beth Brown
Manager of Property

Approved by:

Samantha Lawson
Chief Administrative Officer

Figure 1 – Proposed Snowmobile Trail – Lake Conestoga Snowmobilers Inc.



Grand River Conservation Authority

Report number: GM-11-21-78

Date: November 26, 2021

To: Members of the Grand River Conservation Authority

Subject: Current Watershed Conditions as of November 17, 2021

Recommendation:

THAT Report Number GM-11-21-78 – Current Watershed Conditions as of November 17, 2021 be received as information.

Summary:

October was a wet and very warm month across the watershed with the average monthly temperatures approximately 4 degrees above normal. The south was wettest with rainfall in the Brantford area approximately twice the long term average. The warm and wet conditions did not extend into November which has been much cooler and drier than October. Temperatures are close to the long term average with overnight lows often below freezing. Snow was recorded early in the month and the first snow survey of the year conducted on November 15th. Warm temperatures during that day keep the snow from building on the landscape.

Reservoir levels are stable moving into winter freeze up. The large reservoirs water levels are within their normal operating level with the exception of Luther which is slightly high due to ongoing maintenance. Lake Erie continues above the long term average and slightly below the level at this time last year.

The long term forecast is for near normal precipitation over the winter months. Forecasts for temperature are not consistent with both above and below normal temperatures predicted.

Report:

Precipitation

October was another wet month across the watershed. Although total precipitation was less than in September, all of the watershed rain gauges exceeded 90% of the long term average. The rain gauge at the Brantford Airport recorded the most precipitation with a total of 143.3mm, which is approximately twice the normal amount for October. Rainfall in October was spread throughout the month with no single large storms as was seen in September. Instead over half the days in the month had recordable precipitation.

Precipitation up to November 17th has been much lighter across the watershed than in previous months and shown in Table 1. Only the Brantford station has recorded near normal precipitation for the first half of the month. Other stations recorded between 44 and 66 percent of the long term average. November also saw the return of snow to the watershed with a small amount recorded at the northern stations early in the month and measurable snow recorded across the watershed on November 15th. The first snow survey of the year was conducted on November 15th, with inconsistent amounts of snow recorded at some of the snow survey sites. The snow survey is conducted every two weeks from November 15th to May 15th at set locations throughout the watershed to measure the amount and condition of the snow on the ground. The results inform reservoir operations and flood forecasting.

Table 1: Current monthly precipitation for climate stations across the watershed up to November 17, 2021 including the long term average precipitation for half of November.

Climate Station	Current Month Precipitation (mm)	Long Term Average Precipitation (mm)	Percentage of Long Term Average (%)
Shand	18.6	42.4	44%
Conestogo	28.1	47.6	59%
Guelph	15.0	40.2	37%
Luther	27.7	46.2	60%
Woolwich	18.1	34.8	52%
Laurel	27.4	41.8	66%
Shades	18.0	38.9	46%
Brantford	36.6	36.8	99%

Very high rainfall in September and October pushed the long term trends well above 100 percent over the last three months and are given in Table 2. The first five months of this year were fairly dry with overall precipitation below the long term average. The summer period was closer to the long term average and then the early fall was very wet. These wet conditions continue across the watershed with heavily saturated soils. A visual representation of these trends for the Shand climate station is also given in Figure 1.

Table 2: Precipitation trends as a percentage of the long term average over the last 18 months

Climate Station	Last Month	Last 3 Months	Last 6 Months	Last 12 Months	Last 18 Months
Shand	118%	126%	104%	102%	102%
Conestogo	96%	134%	113%	96%	95%
Guelph	159%	140%	130%	111%	112%
Luther	94%	125%	107%	110%	107%
Woolwich	92%	116%	93%	92%	97%
Laurel	133%	174%	132%	102%	103%
Shades	159%	180%	146%	104%	109%
Brantford	206%	159%	123%	103%	108%

Air Temperatures

Since August, temperatures are much higher than the long term average. Over the past three months the average temperature is over 2 degrees above the long term average. October was especially warm with the average air temperature 4 degrees above normal. The first half of the month saw daytime temperatures above 20 degrees and overnight low temperatures in the mid-teens. The variability of monthly temperatures can be seen in Figure 2 for the Shand climate station.

Cooler and more seasonal temperatures returned in the first half of November bringing frost, freezing conditions and snow. In the northern parts of the watershed most days have recorded low temperatures below freezing, while the central and southern parts of the watershed have

about half of the month with low temperatures below freezing. Daytime high temperatures continue to be above freezing.

Lake Erie Water Levels

During October, the average lake level was approximately 0.56m above the long-term average, which was approximately 0.08m below the same month in 2020. In the first half of November, the average lake level was approximately 174.72m which is about 0.72m above the long-term average.

The long range forecast for Lake Erie, Figure 3, is for the lake level to decrease through to the end of the year. Lake levels are expected to stay below levels over the same period last year but well above the long term average. A High Lake Level Conditions Statements remains in effect.

Reservoir Conditions

With the exception of Luther, the large reservoirs are within their normal operating levels for this time of the year. The Luther reservoir is above its normal fall operating level due to ongoing maintenance work, but levels are well within an acceptable range for this reservoir.

The reservoirs will continue to be operated throughout the late fall to stabilize water levels before winter freeze up. Year to date reservoir levels and operating rule curves are shown in Figures 4 and 5 for the four largest reservoirs.

Long Range Forecast

Environment Canada is forecasting above normal temperatures and near normal precipitation for the November to January period. The Ministry of Natural Resources weather forecasters are predicting cooler temperatures and near normal precipitation for the winter period.

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.

A meeting is being organized for Thursday December 2nd with municipal flood coordinators, police and agency staff to update contact information and introduce new municipal flood coordinators, agency staff and GRCA staff to the GRCA flood warning system. A guest speaker Jenifier Boyer, the emergency management manager for Midland County Michigan, has agreed to deliver a presentation about the dam break emergencies in that county in May 2020 and their success of emergency management plans. Staff are also reaching out to the fire chief from the Township of North Dumfries to invite a presentation on the framework used to distribute flood messages township staff and politicians and to the public in that township.

Staff are receiving invitations to participate in emergency planning exercises over the fall. Participation in these sort of exercises is an important opportunity to explain the flood warning system to emergency response staff and improve overall preparedness for flood emergencies.

So far staff have participated in emergency preparedness exercises with the City of Guelph and Haldimand County. Lanxess a chemical manufacturer in Elmira is organizing an emergency planning exercise and will be inviting GRCA staff to participate. Staff have been invited to make a presentation to Haldimand County council regarding lakeshore flooding in recent years and the flood zone mapping developed to respond to lakeshore flooding.

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

Figures:

Figure 1: Shand Dam Monthly Precipitation 2017 to November 17, 2021

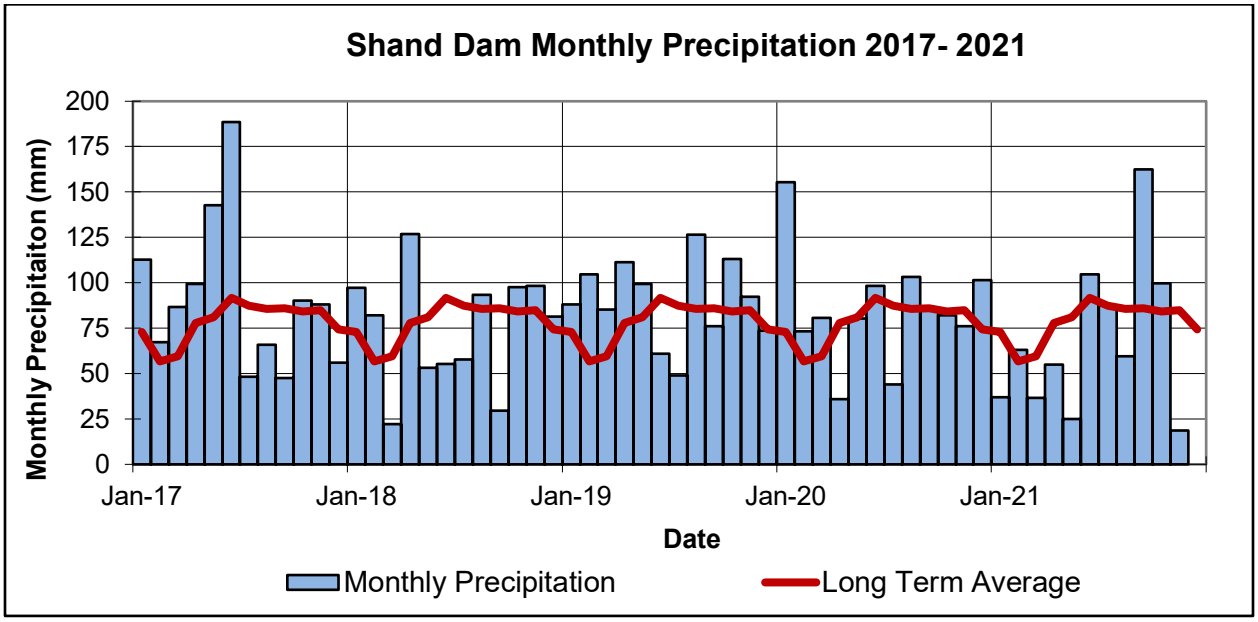


Figure 2: Monthly Average Air Temperatures at Shand Dam from 2017 to November 17, 2021

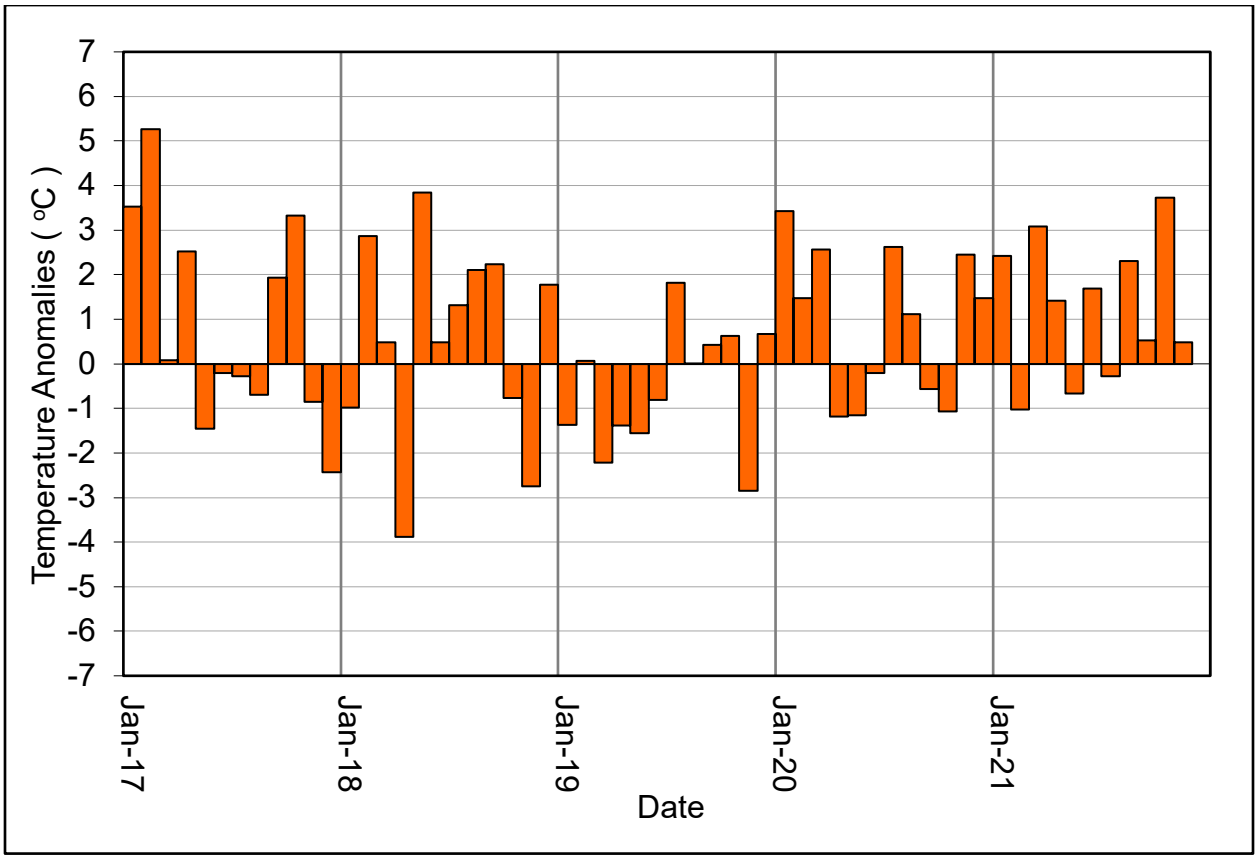


Figure 3: Water levels for Lake Erie at Port Colborne

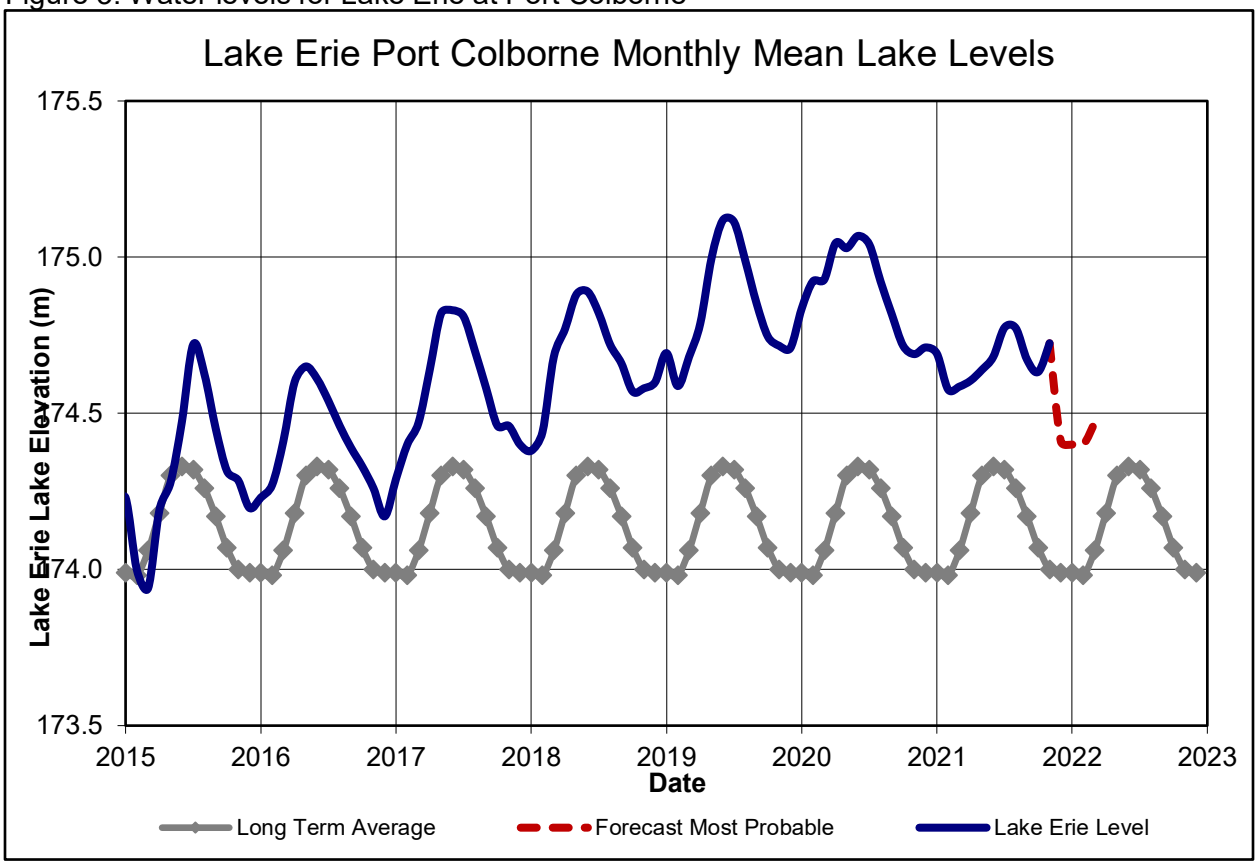
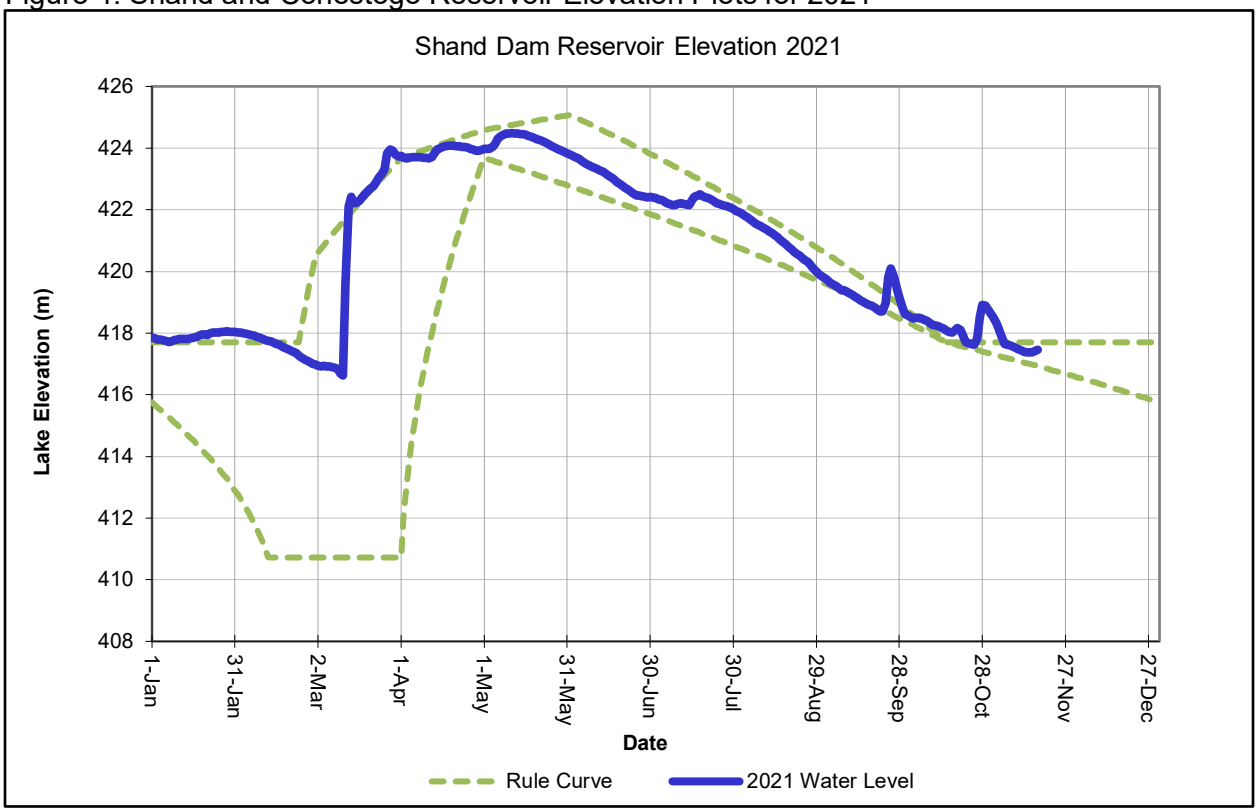


Figure 4: Shand and Conestogo Reservoir Elevation Plots for 2021



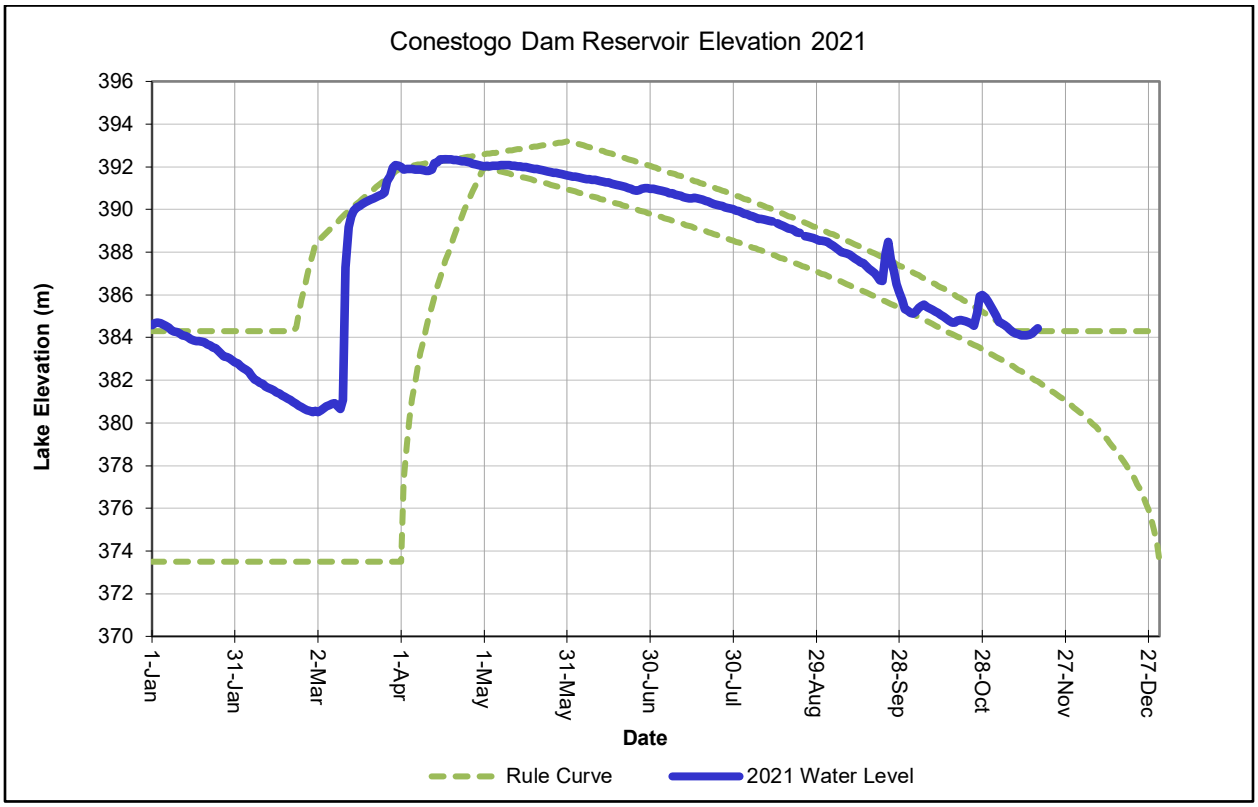
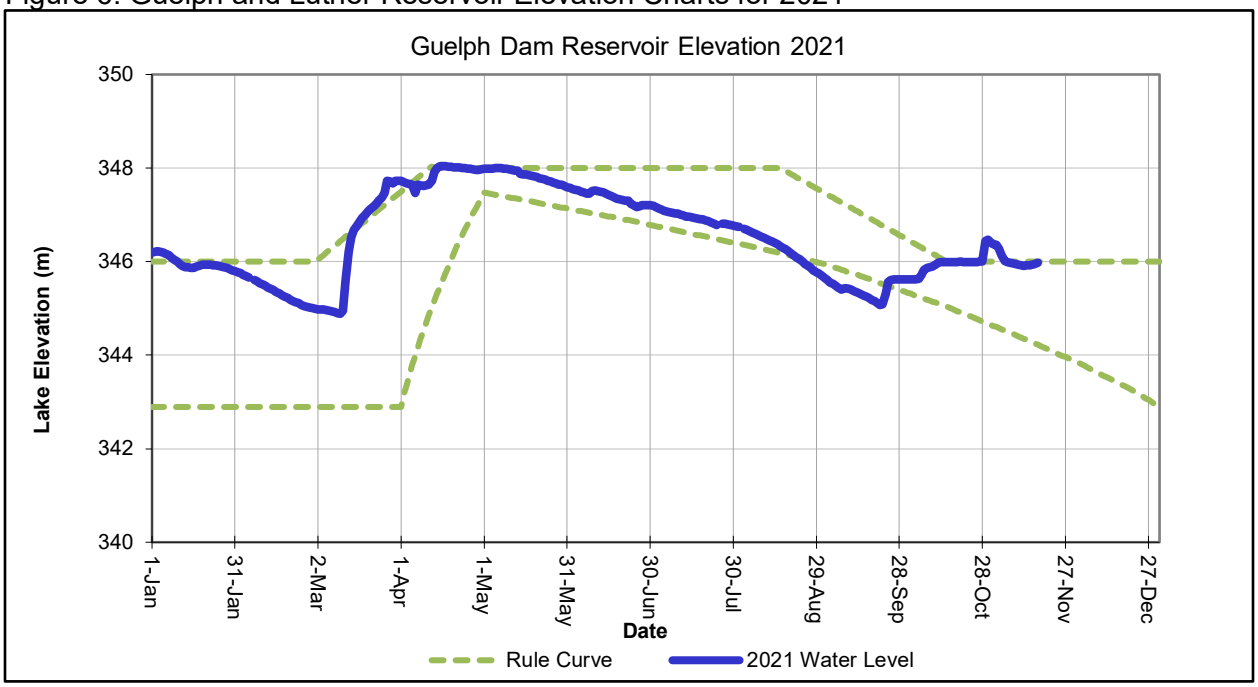
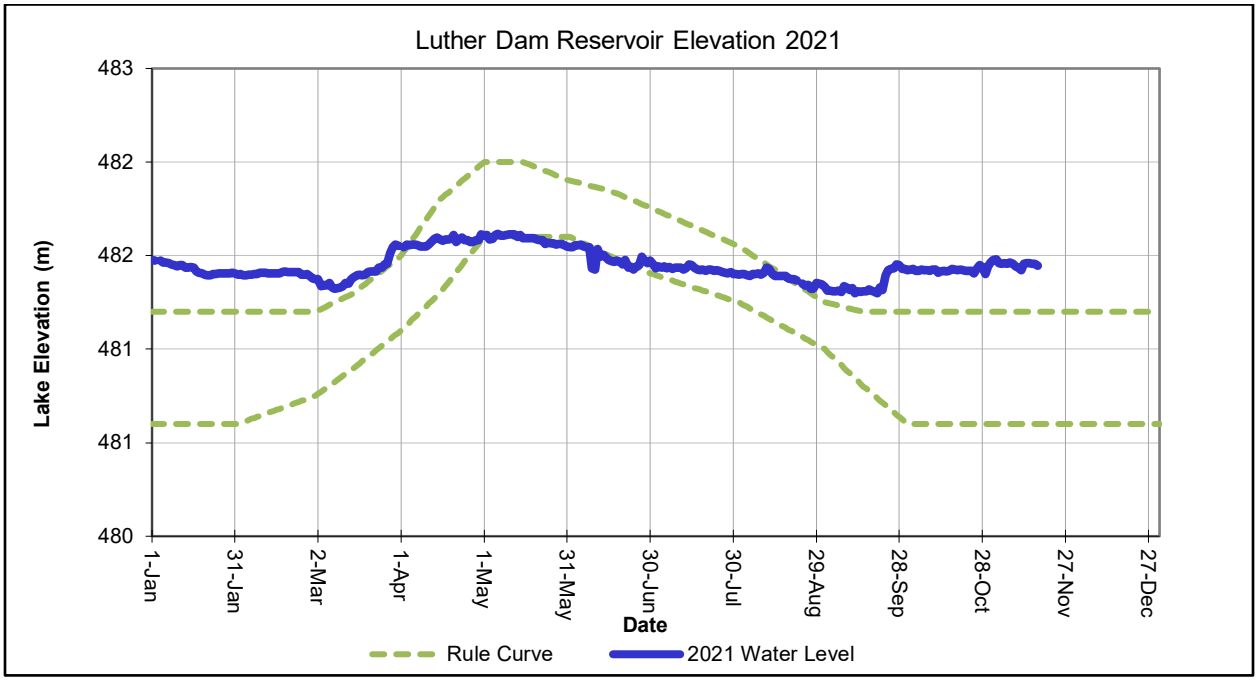



Figure 6: Guelph and Luther Reservoir Elevation Charts for 2021