



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

Friday, September 23, 2022

9:30 a.m.

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 August 26, 2022 be approved as circulated.
7. **Business Arising from Previous Minutes**
 - a. Update - Return to In-person Board Meetings
8. **Hearing of Delegations**
9. **Presentations**
10. **Correspondence**
11. **1st and 2nd Reading of By-Laws**
12. **Reports:**

- a. GM-09-22-71 - Progress Report #2 - Ontario Regulation 687/21 8
- THAT Progress Report #2 be approved, circulated to all participating Grand River watershed municipalities, posted on the Grand River Conservation Authority website, and submitted to the Ministry of Natural Resources and Forestry in accordance with Ontario Regulation 687/21.
- b. Minutes of the Ad-hoc CA Act Committee Meeting - September 12, 2022 10
- THAT the Minutes of the Ad-hoc Conservation Authorities Act Committee meeting held on September 12, 2022 be received as information.
1. GM-09-22-75 - Exception Request Letter to MNR for Chair and Vice Chair Term Limits 13
- THAT the Grand River Conservation Authority submits a request to the Minister of Natural Resources and Forestry for an exception as per s.17 (1.3)(a) of the Conservation Authorities Act to the two-year term limit for Chair and Vice-Chair of the GRCA Board of Directors to allow up to four one-year consecutive terms for the Chair and Vice-Chair.
- c. Minutes of the Ad-hoc Board Composition Committee Meeting - September 16, 2022 17
- THAT the Minutes of the Ad-hoc Board Composition Committee meeting held on September 16, 2022 be received as information.
- d. GM-09-22-76 - Cash and Investment Status 19
- THAT Report Number GM-09-22-76 Cash and Investment Status – August 2022 be received as information.
- e. GM-09-22-73 - Financial Summary 21
- THAT the Financial Summary for the period ending August 31, 2022 be approved.
- f. GM-02-22-72 - Human Resources Policy Update - 1.4 Acceptable Use of Information and Information Technology Resources 42
- THAT Human Resources Policy - 1.4 Acceptable Use of Information and Information Technology Resources be amended, approved, and implemented effective September 23, 2022.
- g. GM-09-22-74 - Current Watershed Conditions 49
- THAT Report Number GM-09-22-74 – Current Watershed Conditions as of September 14, 2022 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 in accordance with the *Municipal Act section 239(2)* for the following purpose(s): labour relations or employee negotiations.

a. Minutes of the previous closed sessions

b. labour relations or employee negotiations

18. **Next Meeting - October 28, 2022 at 9:30 a.m.**

19. **Adjourn**

Regrets only to:

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

THAT the General Membership Meeting be adjourned.



Grand River Conservation Authority Minutes - General Membership Meeting

Date: August 26, 2022
Time: 9:30 am
Location: GRCA Zoom Virtual Meeting

Members Present Les Armstrong, Bruce Banbury, Robert Bell, John Challinor II, Bernie Corbett, Cathy Downer, Jim Erb, Susan Foxtton, Guy Gardhouse, Joan Gatward, Michael Harris, Helen Jowett, Daniel Lawrence, Ian MacRae, Kathryn McGarry, Jane Mitchell, Jerry Smith, Warren Stauch, Chris White

Regrets Marcus Adili, Richard Carpenter, Brian Coleman, Kevin Davis, Geoff Lorentz, Joe Nowak, Bruce Whale

Staff Samantha Lawson, Karen Armstrong, Dwight Boyd, Beth Brown, Krista Bunn, Lisa Keys, Sonja Radoja, Eowyn Spencer, Louise Heyming

1. Call to Order

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

Note: A technical difficulty was identified and the live-stream of the meeting failed to run or record. According to GRCA Administrative By-law, 1-2022, failure to webcast or produce a recording does not call the meeting into question.

2. Certification of Quorum

The Secretary-Treasurer certified quorum with more than half of the Members present. A total of 19 Members attended the meeting.

3. Chair's Remarks

The Chair welcomed the Members and made the following remarks:

- Dwight Boyd is retiring this month, with this marking his final Board meeting.
 - The GRCA will greatly miss Dwight's leadership and significant contributions to all areas of the organization throughout his remarkable 36 year career at the GRCA. Dwight has demonstrated a remarkable ability to both lead a complex division and personally connect with the people he works with.

- Throughout Dwight's career, the GRCA has made great strides in so many areas of watershed and flood management; in many of which he played a significant role. Dwight's tenure here has been marked by unwavering focus, a keen intellect and strong leadership that is admired by his colleagues, conservation authority and flood management community and his provincial, federal and international peers.
- Thank you Dwight, for 36 years of flood management expertise!
- On June 29, the GRCA hosted Minister Bill Blair and other watershed MPs with a tour of the control room and a presentation from staff regarding emergency preparedness and flood response.
- Conservation Ontario has appointed a new General Manager, Angela Coleman, following the retirement of Kim Gavine. Angela will assume her role with CO on September 19, 2022. Congratulations to Angela from the GRCA Board and staff.

4. Review of Agenda

22-121

Moved By Bernie Corbett

Seconded By John Challinor II

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

22-122

Moved By Joan Gatward

Seconded By Guy Gardhouse

THAT the minutes of the General Membership Meeting of June 24, 2022 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

10.1 Jeff Leader and John Kemp - Giant Hogweed

10.2 Halton Region - 2023 Budget Direction

22-123

Moved By John Challinor II

Seconded By Ian MacRae

THAT Correspondence from Jeff Leader and John Kemp regarding Giant Hogweed, and from the Region of Halton regarding the 2023 Budget Direction be received as information.

Carried

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

None.

H.Jowett, J.Mitchell, and W.Stauch joined the meeting at 9:38 a.m.

12. Reports:

12.1 GM-08-22-61 - Cash and Investment Status

There were no questions or comments regarding this report.

22-124

Moved By Michael Harris

Seconded By Les Armstrong

THAT Report Number GM-08-22-61 Cash and Investment Status – July 2022 be received as information.

Carried

12.2 GM-08-22-69 - Financial Summary

There were no questions or comments regarding this report.

22-125

Moved By John Challinor II

Seconded By Jerry Smith

THAT the Financial Summary for the period ending July 31, 2022 be approved.

Carried

12.3 GM-08-22-64 - Reimbursement for Business Use of Personal Vehicles

There were no questions or comments regarding this report.

22-126

Moved By Cathy Downer

Seconded By Michael Harris

THAT Grand River Conservation Authority increase the rate for reimbursement to staff and members for approved business use of personal vehicles from \$0.50 to \$0.55 per kilometre effective September 1, 2022.

Carried

12.4 GM-08-22-68 - Return to In-person Board Meetings - Status Update

- K.Armstrong provided an update on the status of implementing a hybrid meeting solution for upcoming Board meetings. It was noted that staff are experiencing challenges with confirming suitable technological requirements to allow for successful hybrid meetings. Staff are continuing to explore options and are working toward a temporary low-tech solution and will provide another update at the September meeting.

22-127

Moved By Ian MacRae

Seconded By Guy Gardhouse

THAT Report Number GM-08-24-68 - Return to In-Person Board Meetings – Status Update be received as information.

Carried

12.5 GM-08-22-67 - Donor Naming - Rotary Link Trail

There were no questions or comments regarding this report.

22-128

Moved By Jim Erb

Seconded By Cathy Downer

THAT the Grand River Conservation Authority name the newly constructed trail on a portion of PIN 713570231; Lots 5&6, Concession 7&8, Division C, City of Guelph, as the *Rotary Link Trail*.

Carried

12.6 GM-08-22-65 - Elora High Level Bridge Rehabilitation

There were no questions or comments regarding this report.

22-129

Moved By John Challinor II

Seconded By Warren Stauch

THAT the Grand River Conservation Authority award the tender for the Elora High Level Bridge Rehabilitation to Clearwater Structures Inc. of Ajax, Ontario for the amount of \$136,550.00 excluding HST;

AND THAT a total budget of \$150,000.00 excluding HST be approved.

Carried

12.7 GM-08-22-66 - Residential Wind-down Program - Status Update

- In response to questions from the Board, B.Brown shared that approximately 12 properties remain in this program with varying plans for each property. S.Lawson noted that project costs are being assessed for the stone house property at Guelph Lake Conservation Area.

22-130

Moved By Joan Gatward

Seconded By Ian MacRae

THAT Report Number GM-08-22-66- Residential Program Wind-down: Status Update be received as information.

Carried

12.8 GM-08-22-63 - Update on Expression of Interest - Third Party Pheasant Hunting Program

There were no questions or comments regarding this report.

22-131

Moved By John Challinor II

Seconded By Bernie Corbett

THAT Report Number GM-08-22-63 – Update on Expression of Interest – Third Party Pheasant Program be received as information.

Carried

12.9 GM-08-22-60 - Development, Interference with Wetlands and Alterations to Shorelines Regulation

There were no questions or comments regarding this report.

22-132

Moved By Bruce Banbury

Seconded By Les Armstrong

THAT Report Number GM-08-22-60, Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation be received as information.

Carried

12.10 GM-08-22-62 - Wellington and Dufferin Rural Water Quality Program Renewal

There were no comments or questions regarding this report.

22-133

Moved By Warren Stauch

Seconded By Jerry Smith

THAT the Grand River Conservation Authority renew the current agreement with Dufferin County to deliver the Dufferin Rural Water Quality Program on their behalf for one year, to December 31, 2023.

Carried

22-134

Moved By Ian MacRae

Seconded By Guy Gardhouse

THAT the Grand River Conservation Authority renew the current agreement with Wellington County to deliver the Wellington Rural Water Quality Program on their behalf for one year, to December 31, 2023.

Carried

12.11 GM-08-22-66 - Current Watershed Conditions

- D.Boyd addressed the Board for his final Current Watershed Conditions report, noting that the reservoirs are all in good condition heading into the fall months. He added that a recent severe weather event that caused significant damage in Elora was mitigated in part by improvements to Environment Canada's warning system.

22-135

Moved By Joan Gatward

Seconded By John Challinor II

THAT Report Number GM-08-22-66 – Current Watershed Conditions as of August 16, 2022 be received as information.

Carried

13. Committee of the Whole

Not required.

14. General Business

There was no General Business.

15. 3rd Reading of By-Laws

None.

16. Other Business

None.

17. Closed Meeting

22-136

Moved By John Challinor II

Seconded By Ian MacRae

THAT the General Membership enter a closed meeting in accordance with the *Municipal Act section 239(2)* for the following purpose(s): labour relations or employee negotiations, and litigation or potential litigation.

Carried

22-137

Moved By Susan Foxton

Seconded By Daniel Lawrence

THAT the General Membership reconvene in open session.

Carried

17.1 Minutes of the previous closed session

22-138

Moved By Ian MacRae

Seconded By Bruce Banbury

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

Carried

17.2 Labour relations or employee negotiations

22-139

Moved By Bernie Corbett

Seconded By Jane Mitchell

THAT Confidential Report Number GM-08-22-C06 be received as information.

Carried

Resolution 22-140 was passed in closed session as a motion to defer the recommendation of GM-08-22-C06 to the next meeting of the General Membership scheduled for September 23, 2022.

17.3 Litigation or potential litigation

22-141

Moved By Joan Gatward

Seconded By Les Armstrong

THAT Confidential Report Number GM-08-22-C05 be received as information.

Carried

18. Next Meeting - September 23 at 9:30 a.m.

19. Adjourn

The meeting was adjourned at 10:45 a.m.

22-142

Moved By Daniel Lawrence

Seconded By John Challinor II

THAT the meeting of the General Membership be adjourned.

Carried

Chair

Secretary-Treasurer

Grand River Conservation Authority

Report number: GM-09-22-71

Date: September 23, 2022

To: Members of the Grand River Conservation Authority

Subject: Progress Report #2- Ontario Regulation 687/21

Recommendation:

THAT Progress Report #2 be approved, circulated to all participating Grand River watershed municipalities, posted on the Grand River Conservation Authority website, and submitted to the Ministry of Natural Resources and Forestry in accordance with Ontario Regulation 687/21.

Summary:

Not applicable.

Report:

As a requirement under *Ontario Regulation 687/21*, the Grand River Conservation Authority (GRCA) developed and approved a Transition Plan (December 17, 2021) and Inventory of Programs and Services (February 28, 2022). The Inventory of Programs and Services is based on the three categories identified in the Regulation. These categories include (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

As required under Ontario Regulation 687/21 and identified in GRCA's Transition Plan, the GRCA is providing its Progress Report. Under the Regulation the Progress Reports must include the following;

- Any comments or other feedback submitted by a municipality regarding the inventory
- A summary of any changes that the Authority has made to the inventory to address comments or other feedback- including a copy of the changed inventory and a description of changes
- An update on the progress of negotiations on agreements with participating municipalities
- Any difficulties that the Authority is experiencing that might affect the ability of the Authority to complete the transition plan milestones

Progress Report Details

1) Municipal Comments/Feedback:

- Senior staff have met with any requesting participating municipalities' staff and/or councils to provide information on the new regulations, associated requirements and any process updates. At this time, staff have not received any formal comments or concerns from the participating municipalities regarding the Inventory of Programs and Services (dated Feb. 28, 2022).

2) Summary of Changes to Inventory of Programs and Services:

- There have been no changes to the Inventory of Programs and Services during the period for Progress Report #2.

- 3) Update on Progress of Negotiations with Participating Municipalities on Category 2 Programs and Services:
 - At this time, the GRCA is on track with the schedule identified in the GRCA's Transition Plan.
 - GRCA will be hosting virtual webinars in October to watershed municipalities on Category 2 programs and services and proposed next steps for negotiations.
 - GRCA staff are also working on developing a draft template for the Memorandum of Understanding for Category 2 Programs and Services.
 - GRCA staff will continue to work with neighbouring Conservation Authorities (where possible) to help streamline the process of negotiations with shared participating municipalities on Category 2 Programs and Services.
- 4) Difficulties Reaching Transition Plan Milestones:
 - At this time, there have not been any difficulties identified in meeting transition plan milestones.

Once the Progress Report is approved, it will be circulated to all watershed municipalities and the Ministry of Natural Resources and Forestry. The Progress Report will also be posted on GRCA's website for public access.

Financial Implications:

Not applicable.

Other Department Considerations:

Not applicable.

Submitted by:

Samantha Lawson
Chief Administrative Officer



Grand River Conservation Authority Minutes – CA Act Regulations Committee

Date: September 12, 2022
Time: 4:00 p.m.
Location: GRCA Zoom Virtual Meeting
Members Present: John Challinor II, Susan Foxtan, 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 4:05 p.m.

2. Certification of Quorum

Confirmed with 4 Members present at the time of certification.

3. Chair's Remarks – None.

4. Review of Agenda

Moved by: Helen Jowett

Seconded by: John Challinor

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

Carried.

5. Declarations of Pecuniary Interest

6. Minutes of the Previous Meeting

Moved by: John Challinor

Seconded by: Susan Foxtan

THAT the minutes of the previous Conservation Authorities Act Regulations Committee Meeting held on June 3, 2022 be approved as circulated.

Carried.

7. Discussion Items:

7.1. Draft Progress Report to the Ministry of Environment, Conservation, and Parks

- S.Lawson shared the draft quarterly progress report, as required by the Province under Regulation 687/21. There have not been updates to the programs and services inventory since the last report was submitted.
- S.Lawson is meeting with municipalities upon request to clarify high level details as required. Township of Erin Council will receive a presentation from S.Lawson and C.White per their request for information on the inventory.
- In terms of next steps, the GRCA is hosting two virtual webinars in October for all watershed municipalities (participating and non-participating). The webinars will provide a high level overview of the GRCA and category two programs and services, and the anticipated process for developing municipal agreements. Invitations have been sent to municipal clerks and CAOs/General Managers.
- The webinars are intended to provide a framework prior to getting into more detailed discussions with the municipalities about the MOUs.
- It was noted that administration of the Conservation Authorities Act has recently been shifted back to the Ministry of Natural Resources and Forestry.

Moved by: Susan Foxtton

Seconded by: John Challinor

THAT the Ad-hoc Conservation Authorities Act Committee recommends to the General Membership:

THAT Progress Report #1 be approved, circulated to all participating Grand River watershed municipalities, posted on the GRCA website, and submitted to the Ministry of Natural Resources and Forestry in accordance with Ontario Regulation 687/21.

Carried.

Michael Harris joined the meeting at 4:10 p.m.

7.2. Exception Request for Chair and Vice-Chair Term Limits

- K.Armstrong provided a draft of the exception request letter based on previous direction from the General Membership to pursue an exemption for the term limits as well as the rotation of the Chair position.
- The Ministry response to the 2021 request provided that the rotation relates to concurrent Chairs and does not need to rotate amongst all participating municipalities before one municipal representative can fill the role again.
- Following discussion, it was determined that the updated exemption request only needs to be about the term limits, and that the rotation request is no longer needed. K.Armstrong will amend the draft letter to confirm the request for an exception to the two one-year term limits to allow up to four consecutive one-year terms with an annual election for each position.
- It was confirmed that this request will be submitted to the Ministry of Natural Resources and Forestry.
- A recorded vote of the Board is required as part of the exception request.

Moved by: John Challinor

Seconded by: Michael Harris

THAT the Ad-hoc Conservation Authorities Act Committee recommends to the General Membership:

THAT the Grand River Conservation Authority submits a request to the Minister of Natural Resources and Forestry for an exception as per s.17 (1.3)(a) of the Conservation Authorities

Act to the two-year term limit for Chair and Vice-Chair of the GRCA Board of Directors to allow up to four one-year consecutive terms for the Chair and Vice-Chair.

Carried.

7.3. Status of Municipal Agreements

- Staff are developing a template to use as a guideline for the development of agreements and negotiations with municipalities relating to category 2 programs.
- The template will provide consistency to the approach being taken, and will include many typical contract clauses e.g. termination, length, etc.. It is hoped that costing and annual increase adjustment details can be built into the template in order to avoid an annual review and discussion on costs.
- Initial comments from municipal staff in response to the inventory has been positive, and some are eager to begin more detailed discussions following the webinar presentations.

8. Other Business

None.

9. Next Meeting

To be scheduled for early December 2022.

10. Adjourn

The meeting was adjourned at 4:25 p.m.



September 23, 2022

The Honourable Graydon Smith, MPP
Ministry of Natural Resources and Forestry
Whitney Block, 99 Wellesley St W
Toronto ON M7A 1W3

Dear Minister Smith,

Please accept this letter and supplementary information as a formal request on behalf of the General Membership of the Grand River Conservation Authority for an exception under the Conservation Authorities Act as per s.17(1.3)(a). Specifically, the GRCA is seeking an exception to the two consecutive one-year term limits for Chair and Vice-Chair to allow for up to four one-year consecutive terms for each position.

Due to the size and scale of the Grand River watershed, it takes time for the Chair and Vice Chair to become fully briefed and engaged on the complexities of the organization. Prior to the recent legislative change, the GRCA By-law allowed for up to five one-year consecutive terms for the positions of Chair and Vice-Chair. The overall maximum was established as 5 one-year terms to reflect the duration of a municipal council term with the possible addition of a fifth year to provide continuity of leadership, all subject to the annual election process. Allowing a Chair and Vice-Chair to be re-elected into their positions for up to four consecutive years, allows people elected to these roles to develop a stronger understanding of the organization and build relationships with the other 25 Board members, both of which improve their ability to provide appropriate oversight and leadership for the Board. Four years is consistent with typical municipal, provincial, and federal terms and would allow greater opportunity to facilitate building effective relationships with elected officials at all levels of government.

The current Chair and Vice-Chair have been fully engaged in the current *Conservation Authorities Act*, *Planning Act*, and new regulation discussions and are currently involved in numerous discussions with all levels of government on matters to champion Memorandums of Understanding. Subject to their re-election on an annual basis, it would be beneficial to the organization for them to continue in their roles beyond the limit of two one-year terms to ensure continuity and stability as we implement the new CA Act provisions and forthcoming regulations.

These exception requests are being sought as ongoing governance practices to be updated in the GRCA By-law rather than as one-time exceptions. If a permanent change is not considered appropriate, we would appreciate the exception being granted to allow for up to four one-year terms until the GRCA's annual election in 2025, and then we will re-apply again closer to that time for further consideration.

Thank you for your consideration of the above requests. If you have any questions, please follow up with me at slawson@grandriver.ca or 519-621-2763, extension 2210.

Sincerely,

Samantha Lawson
Chief Administrative Officer

Enclosures

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

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

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

Item	Details from Applicant
Name of participating municipality or conservation authority submitting application	Grand River Conservation Authority
Composition of Authority:	
Total number of the authority membership	26
Number of participating municipalities in the authority	22
For each participating municipality, the number of appointed municipal council members and non-municipal council members	Township of Centre Wellington <ul style="list-style-type: none"> • 1 council member City of Guelph <ul style="list-style-type: none"> • 2 council members Region of Waterloo <ul style="list-style-type: none"> • 8 council members • 2 non-council members Halton Region <ul style="list-style-type: none"> • 1 council member City of Hamilton <ul style="list-style-type: none"> • 1 non-council member Oxford County <ul style="list-style-type: none"> • 1 council member County of Brant <ul style="list-style-type: none"> • 2 council members City of Brantford <ul style="list-style-type: none"> • 2 council members Haldimand County and Norfolk County <ul style="list-style-type: none"> • 2 council members Group 1: Town of Grand Valley, Townships of Amaranth, East Garafraxa, Melancthon, Southgate <ul style="list-style-type: none"> • 1 council member Group 2: Townships of Mapleton and Wellington North <ul style="list-style-type: none"> • 1 non-council member

Item	Details from Applicant
	Group 3: Municipality of North Perth and Township of Perth East <ul style="list-style-type: none"> • 1 council member Group 4: Town of Erin, Townships of Guelph-Eramosa and Puslinch <ul style="list-style-type: none"> • 1 council member
Proposal details:	
Statement of the request for an exception (e.g. seeking an exception under clause 17(1.3) (a), 17(1.3) (b) of the CAA or both etc.).	Request for an exception under clause 17(1.3)(a) of the Conservation Authorities Act
Which participating municipality(ies) does the candidate for chair and/or vice-chair represent(s).	Chair – Group 4: Township of Guelph-Eramosa, Town of Erin, Township of Puslinch Vice-Chair – Region of Waterloo
Whether the candidates for chair and/or vice-chair are members of municipal council or non-elected municipal appointees.	The current Chair and Vice-Chair are both members of municipal councils
Service time to date of the chair and/or vice-chair incumbents in the role whose terms are proposed to be extended.	The current Chair and Vice-Chair were both elected for their second one-year term on January 28, 2022
Detailed rationale, including local circumstances, for the Minister to consider as to why an exception is needed.	<ul style="list-style-type: none"> • See attached letter • Requesting that a chair or vice-chair may be elected for a maximum of four (4) consecutive one-year terms • A maximum of two consecutive one year terms of the Chair is not an adequate amount of time to fully understand the operation of the Conservation Authority. • A maximum of four years is consistent with terms of municipal council and typical provincial and federal terms • The Chair and Vice Chair are elected through an annual transparent, democratic election process; therefore, members have the ability to enact a governance leadership change if they so choose. • Prior to the legislative change, the GRCA By-law provided for the Chair and Vice-Chair to hold the same office for up to a maximum of five one-year terms and had operated that way for several years.

Relevant wording in the *Conservation Authorities Act*

Chair, vice-chair

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

Term of chair, vice-chair

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

Representation from each municipality

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

Exception

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

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



Grand River Conservation Authority Agenda – Board Composition Committee

Date: September 16, 2022
Time: 9:00 a.m.
Location: GRCA Zoom Virtual Meeting
Members Present: Marcus Adili, Susan Foxtton, Helen Jowett, Chris White
Members Regrets: Geoff Lorentz, Jane Mitchell
Staff: Samantha Lawson, Karen Armstrong, Sonja Radoja, Eowyn Spencer

1. Call to Order - 9:02 a.m.

The Chair called the meeting to order at 9:02 a.m.

2. Certification of Quorum

Quorum was certified with 4 members present.

3. Chair's Remarks

None.

4. Review of Agenda

Moved by: Marcus Adili

Seconded by: Sue Foxtton

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: Sue Foxtton

Seconded by: Marcus Adili

THAT the minutes of the previous Board Composition Committee Meeting held on October 25, 2019 be approved as circulated.

Carried.

7. Reports:

7.1. General Membership Composition – Update

- This Committee was formed in 2018 with the purpose of considering the City of Hamilton's inquiry of their representation on our Board, following a significant increase to their levy following a court decision that the levy agreement that had been in place was no longer valid.
- The Committee was paused in 2019 as the GRCA awaited provincial direction related to the regulatory changes under the CA Act.
- K.Armstrong shared information recently received from the City of Hamilton, related to their own review of representation on the GRCA Board, and three other conservation authorities in their jurisdiction.
- The Committee reviewed the information in the agenda and addendum packages, and discussed overall Board representation.
- It was noted that the population based methodology for determining municipal representation on conservation authority Boards would result in the GRCA potentially increasing to a 39 member Board plus the provincially appointed agricultural representative, if appointed, although the continued grouping of municipalities may reduce that number.
- The GRCA was issued an Order in Council in 1994 which was sought to create a manageable and effective Board size, and as such does not follow the population based method of determining representation.
- It was noted that the overall GRCA budget is approved by the Board annually on a weighted vote, which means that each participating municipality total vote reflects the same percentage as defined in the levy apportionment.
- M.Adili also discussed citizen representation and the provincial requirement for municipalities to appoint 70% elected council members to CA Boards unless an exception is granted. The participating municipalities are responsible for determining their appointments and submitting exception requests related to appointments. The Chair noted that the GRCA continues to be supportive of legislative requirements.
- The Chair summarized the discussion, noting that GRCA staff will follow up with the City of Hamilton staff in order to inquire what discussion took place at their recent Council meeting where a report on all four of their conservation authority's board composition was discussed. This Committee will reconvene at a later date, and staff will reach out to the City of Hamilton to determine an official request.

Moved by: Marcus Adili

Seconded by: Helen Jowett

THAT the General Membership Composition - Update be received as information.

Carried.

7.2 City of Hamilton Staff Report (CM22017) Conservation Authority Board Composition

- This report was reviewed as part of the discussion above.

8. Other Business - None.

9. Next Meeting – At the Call of the Chair

10. Adjourn

The meeting was adjourned at 9:37 a.m.

Grand River Conservation Authority

Report number: GM-09-22-76

Date: September 23, 2022

To: Members of the Grand River Conservation Authority

Subject: Cash and Investment Status – August 2022

Recommendation:

THAT Report Number GM-09-22-76 Cash and Investment Status – August 2022 be received as information.

Summary:

The cash position including Notes Receivable of the Grand River Conservation Authority as at August 31, 2022 was \$41,748,825 with outstanding cheques written in the amount of \$124,960.

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

Approved by:

Karen Armstrong
Deputy CAO/Secretary Treasurer

Sonja Radoja
Manager of Corporate Services

**Grand River Conservation Authority
Cash and Investments Status Report
August 31, 2022**

BANK ACCOUNTS	Location	Type	Amount	Interest Rate
	CIBC	Current Account	8,723,651	2.48%
	RBC	Current Account	223,319	nil
	Wood Gundy	Current Account	0	nil
	CIBC - SPP Holding	Current Account	662,327	2.48%
TOTAL CASH - CURRENT ACCOUNT			9,609,297	

INVESTMENTS	Date Invested	Location	Type	Amount	Face Value Interest Rate	Yield Rate	Date of Maturity	2022 Total Interest Earned/ Accrued
		CIBC Renaissance	High Interest Savings Account	385,443	2.25%	2.25%	not applicable	4,981
		One Investment Savings	High Interest Savings Account	4,364,729	2.965%	2.965%	not applicable	88,937
	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	18,537
	September 23, 2021	Province of Ontario	Bond	2,300,000	1.230%	1.23%	December 2, 2026	27,156
	September 23, 2021	ManuLife Financial	Bond	2,000,000	2.237%	1.34%	May 12, 2030	37,326
	November 3, 2021	Laurentian Bank	Bond	1,700,000	3.000%	0.96%	September 12, 2022	11,916
	December 8, 2021	Province of B.C.	Bond	2,050,356	1.180%	1.18%	December 18, 2023	23,827
	June 28, 2022	CIBC	GIC	2,500,000	2.000%	2.00%	June 28, 2023	25,479
	June 29, 2022	CIBC	GIC	2,500,000	2.050%	2.05%	June 29, 2023	25,976
	June 29, 2022	TD Bank	Bond	4,008,000	3.005%	3.54%	May 30, 2023	67,088
TOTAL INVESTMENTS				32,139,528				\$559,490
TOTAL CASH AND INVESTMENTS				\$41,748,825				
* Reserve Balance at December 31st, 2021				27,627,978				

Investment By Institution

	% of Total Portfolio
TD Bank	13%
C.I.B.C.	17%
Cdn Western Bank	20%
Laurentian	17%
ManuLife Financial Bank	6%
One Investment Program	14%
Province of B.C.	6%
Province of Ontario	7%
	<u>100%</u>

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

Grand River Conservation Authority

Report number: GM-09-22-73

Date: September 23, 2022

To: Members of the Grand River Conservation Authority

Subject: Financial Summary for the Period Ending August 31, 2022

Recommendation:

THAT the Financial Summary for the period ending August 31, 2022 be approved.

Summary:

The Financial Summary includes the 2022 *actual* year-to-date income and expenditures. The budget approved at the February 25, 2022 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 net surplus of \$110,000 at year-end is anticipated.

Report:

- A. Self-Generated Revenue increased by \$1,000,000
 - Conservation Area revenue increased by \$1,000,000 due to revised projection of annual sales volume
- B. Operating Expenditures increased by \$100,000
 - Conservation Area operating expenses increased by \$100,000. A \$300,000 cost increase was made in the August forecast report for a combined cost increase of \$400,000 driven by increases in sewage/water treatment, vehicle rental, firewood and beach/pool operating expenditures.
- C. Net funding to Reserves increased by \$900,000
 - Transfer from Conservation Area reserve decreased by \$577,000 as a result of the increase in forecast net results
 - Transfer to Conservation Area reserve increased by \$323,000 as a result of the increase in forecast net results

Forestry

Costs related to the wind storms that occurred on May 21, 2022 and August 3, 2022 are not yet finalized. The storm response and remediation work will continue into September and October. Funding options include the use of reserves and/or insurance proceeds (eligibility to be determined). Staff will continue to monitor these costs and provide a subsequent forecast adjustment when more information is known.

The Financial Summary is attached.

Financial Implications:

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

Other Department Considerations:

Not Applicable

Prepared by:

Kayleigh Keighan
Financial Controller

Approved by:

Karen Armstrong
Deputy CAO/Secretary Treasurer

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING August 31, 2022**

SCHEDULE		Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
REVENUE							
Municipal							
General Municipal Levy (Operating)	various	11,275,000	11,580,000	7,720,000	11,580,001	11,580,001	-
General Municipal Levy (Capital)	various	950,000	950,000	633,333	950,000	950,000	-
Special Municipal Levy	various	96,139	130,000	-	130,000	130,000	-
Other	various	645,375	800,000	1,120,917	800,000	800,000	-
		12,966,514	13,460,000	9,474,250	13,460,001	13,460,001	-
Government Grants							
NDMNRF Transfer Payments	various	449,688	449,688	-	449,688	449,688	-
Source Protection Program-Provincial	various	569,655	640,000	371,200	660,000	660,000	-
Other Provincial	various	961,274	1,587,500	1,175,830	1,587,500	1,587,500	-
Federal	various	409,607	320,000	275,194	421,500	421,500	-
		2,390,224	2,997,188	1,822,224	3,118,688	3,118,688	-
Self Generated							
User Fees and Sales							
<i>Enquiries and Permits</i>	4	720,304	599,000	444,885	599,000	599,000	-
<i>Plan Input and Review</i>	4	470,256	445,000	438,868	445,000	445,000	-
<i>Consulting</i>	4	-	-	3,726	-	-	-
<i>Nursery and Woodlot Management</i>	5	505,659	415,000	1,708,705	480,000	480,000	-
<i>Conservation Lands Income</i>	10	80,640	71,000	16,796	71,000	71,000	-
<i>Conservation Areas User Fees</i>	13	9,504,504	9,000,000	9,729,668	9,500,000	10,500,000	1,000,000
<i>Nature Centres and Camps</i>	8	362,455	500,000	282,843	500,000	500,000	-
<i>Merchandising and Sales</i>	8	457	-	872	-	-	-
Property Rentals	11	2,892,673	2,921,000	2,287,093	2,921,000	2,921,000	-
Hydro Generation	12	601,942	530,000	454,768	530,000	530,000	-
Land Sales	10	10,000	-	-	1,300,000	1,300,000	-
Grand River Conservation Foundation	various	141,534	767,000	232,686	850,000	850,000	-
Donations	various	68,772	100,000	31,938	100,000	100,000	-
Landowner Contributions	5	175,304	180,000	160,432	180,000	180,000	-
Investment Income	14	457,806	475,000	275,903	475,000	475,000	-
Miscellaneous Income	various	1,544	8,000	11,543	8,000	8,000	-
Total Self-Generated Revenue		15,993,850	16,011,000	16,080,726	17,959,000	18,959,000	1,000,000
TOTAL REVENUE		31,350,588	32,468,188	27,377,200	34,537,689	35,537,689	1,000,000

**GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING August 31, 2022**

SCHEDULE	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change	
EXPENSES							
OPERATING							
Water Resources Planning & Environment	1	1,779,166	2,267,400	1,490,814	2,264,400	2,264,400	-
Flood Forecasting and Warning	2	734,467	843,000	580,968	863,000	863,000	-
Water Control Structures	3	1,636,799	1,822,700	1,040,245	1,842,700	1,842,700	-
Resource Planning	4	1,971,193	2,351,200	1,475,952	2,346,200	2,346,200	-
Forestry & Conservation Land Property Taxe:	5	1,215,065	1,380,500	984,641	1,465,500	1,465,500	-
Conservation Services	6	462,520	586,200	319,475	581,200	581,200	-
Communications & Foundation	7	404,186	577,500	270,031	507,500	507,500	-
Environmental Education	8	648,484	784,600	488,060	831,600	831,600	-
Corporate Services	9	3,148,543	3,801,565	2,753,966	3,854,565	3,854,565	-
Conservation Lands	10	1,895,763	2,377,100	1,524,151	2,288,600	2,288,600	-
Property Rentals	11	1,526,421	1,595,600	691,228	1,482,100	1,482,100	-
Hydro Production	12	223,843	93,500	162,683	239,000	239,000	-
Conservation Areas	13	7,369,406	7,800,000	5,446,264	8,100,000	8,200,000	100,000
Miscellaneous	14	10,755	30,000	3,012	30,000	30,000	-
Information Systems	16	1,111,866	1,267,000	782,420	1,267,000	1,267,000	-
Motor Pool	16	860,917	936,000	664,187	944,000	944,000	-
Less: Internal Charges (IS & MP)	16	(1,972,783)	(2,203,000)	(1,446,607)	(2,211,000)	(2,211,000)	-
Total OPERATING Expenses		23,026,611	26,310,865	17,231,490	26,696,365	26,796,365	100,000
CAPITAL							
Water Resources Planning & Environment	1	49,233	110,000	20,989	110,000	110,000	-
Flood Forecasting and Warning	2	476,563	190,000	180,462	190,000	190,000	-
Water Control Structures	3	1,267,010	2,200,000	258,823	2,200,000	2,200,000	-
Nature Centres	8	-	-	-	-	-	-
Conservation Areas	13	533,606	2,000,000	356,038	2,000,000	2,000,000	-
Corporate Services	9	-	-	-	-	-	-
Information Systems	16	180,170	170,000	106,292	170,000	170,000	-
Motor Pool	16	144,792	710,000	342,107	710,000	710,000	-
Less: Internal Charges (IS & MP)	16	(500,504)	(278,000)	(1,022,489)	(270,000)	(270,000)	-
Total Capital Expenses		2,150,870	5,102,000	242,222	5,110,000	5,110,000	-
SPECIAL							
Water Resources Planning & Environment	1	158,748	210,000	70,443	210,000	210,000	-
Flood Forecasting and Warning	2	155,567	575,000	164,735	575,000	575,000	-
Forestry	5	91,142	100,000	32,549	100,000	100,000	-
Conservation Services	6	814,623	1,010,000	504,307	1,088,500	1,088,500	-
Environmental Education	8	12,480	500,000	69,577	500,000	500,000	-
Conservation Land Purchases/Land Sale Exp	10	27,814	-	7,425	-	-	-
Conservation Lands	10	276,460	240,000	229,540	240,000	240,000	-
Miscellaneous	14	-	-	17,452	38,000	38,000	-
Source Protection Program	15	569,655	640,000	371,200	660,000	660,000	-
Total SPECIAL PROJECTS Expenses		2,106,489	3,275,000	1,467,228	3,411,500	3,411,500	-
Total Expenses		27,283,970	34,687,865	18,940,940	35,217,865	35,317,865	100,000
Gross Surplus		4,066,618	(2,219,677)	8,436,260	(680,177)	219,824	900,000
Prior Year Surplus Carryforward		316,241	567,177	316,241	567,177	567,177	-
Net Funding FROM/(TO) Reserves		(3,815,682)	1,652,500	1,000	223,000	(677,000)	(900,000)
NET SURPLUS		567,177	-	8,753,501	110,000	110,000	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 1 - Water Resources - Planning and Environment
FOR THE PERIOD ENDING August 31, 2022

	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
<u>Expenditures and Funding to Reserves</u>						
Compensation and Benefits	1,380,849	1,684,000	1,027,004	1,669,000	1,669,000	-
Administration Expenses	175,035	268,300	221,448	263,300	263,300	-
Insurance Expenses	122,304	150,000	166,978	167,000	167,000	-
Other Operating Expenses	100,978	165,100	75,384	165,100	165,100	-
Total OPERATING Expenditures	1,779,166	2,267,400	1,490,814	2,264,400	2,264,400	-
Instrumentation	14,730	60,000	16,410	60,000	60,000	-
Water Quality Monitoring Equipment	34,503	50,000	4,579	50,000	50,000	-
Total CAPITAL Expenditures	49,233	110,000	20,989	110,000	110,000	-
Climate Change Monitoring	-	-	3,520	-	-	-
Waste Water Optimization Program	91,630	130,000	36,573	130,000	130,000	-
Upper Blair Drainage	67,118	80,000	30,350	80,000	80,000	-
Total SPECIAL PROJECT Expenditures	158,748	210,000	70,443	210,000	210,000	-
Transition Reserve	336,000	-	-	-	-	-
Total FUNDING to RESERVES	336,000	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,323,147	2,587,400	1,582,246	2,584,400	2,584,400	-
<u>Funding</u>						
Municipal						
General Municipal Levy (Operating)	2,158,200	2,179,900	1,453,267	2,179,900	2,179,900	-
General Municipal Levy (Captial)	35,000	35,000	23,333	35,000	35,000	-
Special Levy	96,139	130,000	-	130,000	130,000	-
Government Grants						
Other Provincial	91,750	167,500	507,591	167,500	167,500	-
Federal	13,905	-	-	-	-	-
Funding From Reserves						
Gauges	-	75,000	-	75,000	75,000	-
TOTAL FUNDING	2,394,994	2,587,400	1,984,191	2,587,400	2,587,400	-
Net Surplus/(Deficit)	71,847	-	401,945	3,000	3,000	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 2 - Flood Forecasting and Warning
FOR THE PERIOD ENDING August 31, 2022

	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
<u>Expenditures and Funding to Reserves</u>						
Compensation and Benefits	386,529	499,000	284,563	519,000	519,000	-
Administration Expenses	236,160	236,000	212,936	236,000	236,000	-
Other Operating Expenses	111,778	108,000	83,469	108,000	108,000	-
Total OPERATING Expenditures	734,467	843,000	580,968	863,000	863,000	-
Hardware	254,187	88,000	159,775	88,000	88,000	-
Stream Gauges	222,376	102,000	20,687	102,000	102,000	-
Total CAPITAL Expenditures	476,563	190,000	180,462	190,000	190,000	-
Floodplain Mapping Projects	155,567	575,000	164,735	575,000	575,000	-
Total SPECIAL PROJECT Expenditures	155,567	575,000	164,735	575,000	575,000	-
Total FUNDING to RESERVES	-	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,366,597	1,608,000	926,165	1,628,000	1,628,000	-
<u>Funding</u>						
Municipal						
General Municipal Levy (Operating)	664,462	678,662	452,441	678,662	678,662	-
General Municipal Levy (Captial)	165,000	165,000	110,000	165,000	165,000	-
Municipal Other	7,328	-	-	-	-	-
Government Grants						
NDMNRF Transfer Payments	164,338	164,338	-	164,338	164,338	-
Other Provincial	201,952	270,000	276,421	270,000	270,000	-
Federal	73,093	120,000	(35,275)	120,000	120,000	-
Funding From Reserves						
Floodplain Mapping Projects & Gauges	90,000	210,000	-	210,000	210,000	-
TOTAL REVENUE	1,366,173	1,608,000	803,587	1,608,000	1,608,000	-
Net Surplus/(Deficit)	(424)	(0)	(122,578)	(20,000)	(20,000)	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 3 - Water Control Structures
FOR THE PERIOD ENDING August 31, 2022

	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
<u>Expenditures and Funding to Reserves</u>						
Compensation and Benefits	1,159,637	1,278,000	759,151	1,298,000	1,298,000	-
Administration Expenses	31,939	29,200	15,539	29,200	29,200	-
Property Taxes	156,533	170,700	13,499	170,700	170,700	-
Other Operating Expenses	288,690	344,800	252,056	344,800	344,800	-
Total OPERATING Expenditures	1,636,799	1,822,700	1,040,245	1,842,700	1,842,700	-
Total CAPITAL Expenditures	1,267,010	2,200,000	258,823	2,200,000	2,200,000	-
Total FUNDING to RESERVES	251,000	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	3,154,809	4,022,700	1,299,068	4,042,700	4,042,700	-
<u>Funding</u>						
Municipal						
General Municipal Levy (Operating)	1,500,350	1,537,350	1,024,900	1,537,350	1,537,350	-
General Municipal Levy (Capital)	750,000	750,000	500,000	750,000	750,000	-
Government Grants						
NDMNRF Transfer Payment	285,350	285,350	-	285,350	285,350	-
Provincial	601,418	1,050,000	309,983	1,050,000	1,050,000	-
Federal	17,913	60,000	(17,913)	60,000	60,000	-
Funding From Reserves						
Water Control Structures	-	340,000	-	340,000	340,000	-
TOTAL REVENUE AND FUNDING FROM RESERVES	3,155,031	4,022,700	1,816,970	4,022,700	4,022,700	-
Net Surplus/(Deficit)	222	(0)	517,902	(20,000)	(20,000)	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 4 - Resource Planning
FOR THE PERIOD ENDING August 31, 2022

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

Expenditures and Funding to Reserves

	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	1,736,286	2,074,000	1,276,521	2,074,000	2,074,000	-
Administration Expenses	183,298	222,500	210,073	217,500	217,500	-
Other Operating Expenses	51,609	54,700	(10,642)	54,700	54,700	-
Total OPERATING Expenditures	1,971,193	2,351,200	1,475,952	2,346,200	2,346,200	-
Personnel Reserve	100,000	-	-	-	-	-
Planning Enforcement/Transition	210,000	-	-	-	-	-
Total FUNDING to RESERVES	310,000	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,281,193	2,351,200	1,475,952	2,346,200	2,346,200	-

Funding

Municipal

General Municipal Levy (Operating)	1,223,200	1,307,200	871,467	1,307,200	1,307,200	-
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Government Grants

Other Provincial	-	-	3,134	-	-	-
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Self Generated

Solicitor Enquiry Fees	117,035	69,000	60,575	69,000	69,000	-
Permit Fees	603,269	530,000	384,310	530,000	530,000	-
Plan Review Fees	470,256	445,000	438,868	445,000	445,000	-
Consulting	-	-	3,726	-	-	-

TOTAL REVENUE	2,413,760	2,351,200	1,762,080	2,351,200	2,351,200	-
Net Surplus/(Deficit)	132,567	-	286,128	5,000	5,000	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 5 - Forestry & Conservation Lands Property Taxes
FOR THE PERIOD ENDING August 31, 2022

	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
<u>Expenditures and Funding to Reserves</u>						
Compensation and Benefits	467,005	531,000	348,396	531,000	531,000	-
Administration Expenses	46,925	54,300	45,055	54,300	54,300	-
Property Taxes	167,524	183,200	57,949	183,200	183,200	-
Other Operating Expenses	533,611	612,000	533,241	697,000	697,000	-
Total OPERATING Expenditures	1,215,065	1,380,500	984,641	1,465,500	1,465,500	-
Ecological Restoration	91,142	100,000	32,549	100,000	100,000	-
Total SPECIAL PROJECT Expenditures	91,142	100,000	32,549	100,000	100,000	-
Total FUNDING to RESERVES	100,000	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,406,207	1,480,500	1,017,190	1,565,500	1,565,500	-
<u>Funding</u>						
Municipal						
General Municipal Levy (Operating)	788,000	773,500	515,667	773,500	773,500	-
Municipal Other	544	-	-	-	-	-
Government Grants						
Provincial	7,091	-	-	-	-	-
Self Generated						
Nursery	424,711	400,000	427,104	465,000	465,000	-
Landowner Contributions (Tree Planting)	175,304	180,000	160,432	180,000	180,000	-
Donations - Foundation	39,688	27,000	-	27,000	27,000	-
Donations - Other	59,017	100,000	10,556	100,000	100,000	-
Funding From Reserves						
Forestry	-	-	-	20,000	20,000	-
TOTAL REVENUE	1,494,355	1,480,500	1,113,759	1,565,500	1,565,500	-
Net Surplus/(Deficit)	88,148	-	96,569	-	-	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 6 - Conservation Services
FOR THE PERIOD ENDING August 31, 2022

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

Expenditures and Funding to Reserves

	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	410,257	478,000	261,076	478,000	478,000	-
Administration Expenses	50,831	86,200	57,614	81,200	81,200	-
Other Operating Expenses	1,432	22,000	785	22,000	22,000	-
Total OPERATING Expenditures	462,520	586,200	319,475	581,200	581,200	-
RWQP Grants	637,503	800,000	329,201	800,000	800,000	-
Brant/Brantford Childrens Water Festival	228	-	9	-	-	-
Species at Risk	79,121	40,000	50,359	94,000	94,000	-
AGGP-UofG Research-Buffers	15,268	-	-	-	-	-
Great Lakes SHSM Event	1,711	-	-	-	-	-
Precision Agriculture-OMFRA	41,572	70,000	26,151	70,000	70,000	-
Great Lakes Protection Initiative	39,220	100,000	98,587	100,000	100,000	-
Nature Smart Climate Solutions	-	-	-	24,500	24,500	-
Total SPECIAL PROJECT Expenditures	814,623	1,010,000	504,307	1,088,500	1,088,500	-
Watershed Restoration	58,000	-	-	-	-	-
Transition	67,000	-	-	-	-	-
Total FUNDING to RESERVES	125,000	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,402,143	1,596,200	823,782	1,669,700	1,669,700	-

Funding

Municipal

General Municipal Levy (Operating)	671,200	555,200	370,133	555,200	555,200	-
Municipal Other	637,503	800,000	1,120,917	800,000	800,000	-

Government Grants

Other Provincial	43,283	100,000	62,894	100,000	100,000	-
Federal	133,609	140,000	301,300	218,500	218,500	-

Self Generated

Donations - Foundation	228	-	-	-	-	-
Donations - Other	-	-	21,382	-	-	-

Funding From Reserves

Cambridge Desiltation Pond	552	1,000	-	1,000	1,000	-
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TOTAL REVENUE	1,486,375	1,596,200	1,876,626	1,674,700	1,674,700	-
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Net Surplus/(Deficit)	84,232	-	1,052,844	5,000	5,000	-
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GRAND RIVER CONSERVATION AUTHORITY
 Schedule 7 - Communications
 FOR THE PERIOD ENDING August 31, 2022

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

Expenditures and Funding to Reserves

	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	358,234	492,000	228,392	427,000	427,000	-
Administration Expenses	42,067	62,000	41,639	57,000	57,000	-
Other Operating Expenses	3,885	23,500	-	23,500	23,500	-
Total OPERATING Expenditures	404,186	577,500	270,031	507,500	507,500	-
Transition	55,000	-	-	-	-	-
Total FUNDING to RESERVES	55,000	-	-	-	-	-

TOTAL EXPENDITURES AND FUNDING TO RESERVES	459,186	577,500	270,031	507,500	507,500	-
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Funding

Municipal						
General Municipal Levy (Operating)	579,500	577,500	385,000	577,500	577,500	-

TOTAL REVENUE	579,500	577,500	385,000	577,500	577,500	-
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Net Surplus/(Deficit)	120,314	-	114,969	70,000	70,000	-
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GRAND RIVER CONSERVATION AUTHORITY
Schedule 8 - Environmental Education
FOR THE PERIOD ENDING August 31, 2022

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

Expenditures and Funding to Reserves

	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation & Benefits	430,437	553,000	338,059	553,000	553,000	-
Administration Expenses	48,032	57,000	36,660	57,000	57,000	-
Insurance Expense	15,491	17,000	19,095	19,000	19,000	-
Property Taxes	10,048	14,000	4,542	14,000	14,000	-
Other Operating Expenses	144,476	143,600	89,704	188,600	188,600	-
Total OPERATING Expenditures	648,484	784,600	488,060	831,600	831,600	-
Guelph Lake Nature Centre	12,480	500,000	69,577	500,000	500,000	-
Total SPECIAL PROJECT Expenditures	12,480	500,000	69,577	500,000	500,000	-
Guelph Lake Nature Centre	55,000	-	-	-	-	-
Total FUNDING to RESERVES	55,000	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	715,964	1,284,600	557,637	1,331,600	1,331,600	-

Funding

Municipal

General Municipal Levy (Operating)	340,600	284,600	189,733	284,600	284,600	-
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Government Grants

Provincial	748	-	-	-	-	-
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Self Generated

Donations - Foundation	12,480	500,000	-	545,000	545,000	-
Nature Centre Revenue - Schools	362,455	500,000	281,352	500,000	500,000	-
Nature Centre Revenue - Community	-	-	1,491	-	-	-
Merchandise Revenue	457	-	872	-	-	-

TOTAL REVENUE	716,740	1,284,600	473,448	1,329,600	1,329,600	-
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Net Surplus/(Deficit)	776	-	(84,189)	(2,000)	(2,000)	-
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GRAND RIVER CONSERVATION AUTHORITY
Schedule 9 - Corporate Services
FOR THE PERIOD ENDING August 31, 2022

	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
<u>Expenditures and Funding to Reserves</u>						
Compensation and Benefits	1,977,881	2,051,000	1,461,077	2,116,000	2,116,000	-
Administration Expenses	311,950	379,000	297,184	369,000	369,000	-
Insurance	83,833	103,000	115,301	116,000	116,000	-
Other Operating Expenses	835,919	1,338,565	902,964	1,323,565	1,323,565	-
LESS: Recovery of Corporate Services Expenses	(61,040)	(70,000)	(22,560)	(70,000)	(70,000)	-
Total OPERATING Expenditures	3,148,543	3,801,565	2,753,966	3,854,565	3,854,565	-
Building	90,000	-	-	-	-	-
Personnel/Transition	400,000	-	-	-	-	-
Total FUNDING to RESERVES	490,000	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	3,638,543	3,801,565	2,753,966	3,854,565	3,854,565	-
<u>Funding</u>						
Municipal						
General Municipal Levy (Operating)	3,349,488	3,686,089	2,457,392	3,686,089	3,686,089	-
Government Grants						
Provincial	500	-	-	-	-	-
Self Generated						
Miscellaneous	-	-	975	-	-	-
Funding From Reserves						
Personnel	-	15,000	-	15,000	15,000	-
TOTAL REVENUE	3,349,988	3,701,089	2,458,367	3,701,089	3,701,089	-
Net Surplus/(Deficit)	(288,555)	(100,476)	(295,599)	(153,476)	(153,476)	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 10 - Conservation Lands
FOR THE PERIOD ENDING August 31, 2022

	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
Expenditures and Funding to Reserves						
Compensation and Benefits	1,121,516	1,384,500	738,597	1,270,000	1,270,000	-
Administration Expenses	108,111	152,600	119,644	152,600	152,600	-
Insurance	193,465	234,000	259,313	260,000	260,000	-
Other Operating Expenses	472,671	606,000	406,597	606,000	606,000	-
Total OPERATING Expenditures	1,895,763	2,377,100	1,524,151	2,288,600	2,288,600	-
Land Purchases/Land Sale Expenses	27,814	-	7,425	-	-	-
Emerald Ash Borer	238,306	-	-	-	-	-
Trails - Capital Maintenance	38,154	240,000	229,540	240,000	240,000	-
Total SPECIAL PROJECT Expenditures	304,274	240,000	236,965	240,000	240,000	-
Forestry/Master Plans/Transition	188,000	-	-	-	-	-
Land Sale Proceeds	10,000	-	-	1,300,000	1,300,000	-
Total FUNDING to RESERVES	198,000	-	-	1,300,000	1,300,000	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	2,398,037	2,617,100	1,761,116	3,828,600	3,828,600	-
Funding						
Government Grants						
Federal	-	-	4,303	-	-	-
Self Generated						
Luther Misc Income	54,446	46,000	8,581	46,000	46,000	-
Other Areas Income	26,194	25,000	8,215	25,000	25,000	-
Timber Sales	80,948	15,000	1,281,601	15,000	15,000	-
Land Sale Proceeds	10,000	-	-	1,300,000	1,300,000	-
Donations - Foundation	71,675	240,000	226,705	240,000	240,000	-
			-			
Funding From Reserves						
Land	27,814	-	-	-	-	-
Transition	-	-	-	20,000	20,000	-
Forestry (EAB)	238,306	-	-	-	-	-
Gravel	-	1,000	1,000	1,000	1,000	-
TOTAL REVENUE	509,383	327,000	1,530,405	1,647,000	1,647,000	-
Net Surplus/(Deficit)	(1,888,654)	(2,290,100)	(230,711)	(2,181,600)	(2,181,600)	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 11 - Property Rentals
FOR THE PERIOD ENDING August 31, 2022

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

Expenditures and Funding to Reserves

	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	577,516	703,400	381,581	685,900	685,900	-
Administration Expenses	67,600	74,500	69,189	74,500	74,500	-
Insurance Expense	25,045	28,000	31,638	32,000	32,000	-
Property Taxes	111,996	88,000	20,407	88,000	88,000	-
Other Operating Expenses	744,264	701,700	188,413	601,700	601,700	-
Total OPERATING Expenditures	1,526,421	1,595,600	691,228	1,482,100	1,482,100	-
Cottage Lot Program-Belwood	51,000	-	-	-	-	-
Cottage Lot Program-Conestogo	92,000	-	-	-	-	-
Demolitions/R&M Savings	23,500	-	-	-	-	-
Total FUNDING to RESERVES	166,500	-	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,692,921	1,595,600	691,228	1,482,100	1,482,100	-

Funding

Self Generated

Belwood	1,003,986	1,015,000	864,173	1,015,000	1,015,000	-
Conestogo	1,203,471	1,215,000	1,011,792	1,215,000	1,215,000	-
Agricultural	246,420	250,000	124,072	250,000	250,000	-
Residential	110,223	110,000	74,363	110,000	110,000	-
Miscellaneous	328,573	331,000	212,693	331,000	331,000	-

Funding FROM Reserves

Cottage Lot Program (Ice Storm)/Contaminated Site/EAB	64,065	-	-	-	-	-
Land Sale Proceeds	-	-	-	-	-	-
Wells/Septic/Demolitions (Land Sale Proceeds)	250,857	100,000	-	-	-	-

TOTAL REVENUE	3,207,595	3,021,000	2,287,093	2,921,000	2,921,000	-
Net Surplus/(Deficit)	1,514,674	1,425,400	1,595,865	1,438,900	1,438,900	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 12 - Hydro Production
FOR THE PERIOD ENDING August 31, 2022

	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
<u>Expenditures and Funding to Reserves</u>						
Compensation and Benefits	64,084	68,000	41,504	68,000	68,000	-
Other Operating Expenses	159,759	25,500	121,179	171,000	171,000	-
Total OPERATING Expenditures	223,843	93,500	162,683	239,000	239,000	-
General Capital Reserve	-	-	-	-	-	-
General Capital/Land Sale Proceeds	60,000	116,500	-	-	-	-
Total FUNDING to RESERVES	60,000	116,500	-	-	-	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	283,843	210,000	162,683	239,000	239,000	-
<u>Revenue</u>						
Self Generated						
Hydro Production-Belwood	356,937	240,000	231,295	240,000	240,000	-
Hydro Production-Conestogo	184,957	235,000	183,228	235,000	235,000	-
Hydro Production-Guelph	48,520	40,000	16,221	40,000	40,000	-
Hydro Production-Elora	11,528	15,000	24,024	15,000	15,000	-
Funding from Reserves						
Land Sale Proceeds	-	-	-	29,000	29,000	-
TOTAL REVENUE	601,942	530,000	454,768	559,000	559,000	-
Net Surplus/(Deficit)	318,099	320,000	292,085	320,000	320,000	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 13 - Conservation Areas
FOR THE PERIOD ENDING August 31, 2022

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

Expenditures and Funding to Reserves

	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	4,094,760	4,300,000	3,000,267	4,300,000	4,300,000	-
Administration Expenses	206,141	195,000	182,545	195,000	195,000	-
Property Tax	52,898	65,000	10,396	65,000	65,000	-
Other Operating Expenses	3,015,607	3,240,000	2,253,056	3,540,000	3,640,000	100,000
Total OPERATING Expenditures	7,369,406	7,800,000	5,446,264	8,100,000	8,200,000	100,000
Total CAPITAL Expenditures	533,606	2,000,000	356,038	2,000,000	2,000,000	-
Conservation Area Reserve	1,814,000	-	-	-	323,000	323,000
Total FUNDING to RESERVES	1,814,000	-	-	-	323,000	323,000
TOTAL EXPENDITURES AND FUNDING TO RESERVES	9,717,012	9,800,000	5,802,302	10,100,000	10,523,000	423,000

Funding

Government Grants

Provincial	14,532	-	3,434	-	-	-
Federal	171,087	-	22,779	23,000	23,000	-

Self Generated

Brant	884,712	1,000,000	1,153,764	1,060,000	1,180,000	120,000
Byng Island	777,834	900,000	964,428	950,000	1,050,000	100,000
Belwood Lake	497,311	400,000	389,043	420,000	460,000	40,000
Conestogo Lake	569,739	500,000	549,136	530,000	590,000	60,000
Elora Gorge	2,043,681	1,900,000	1,757,168	1,990,000	2,170,000	180,000
Elora Quarry	473,388	400,000	417,179	420,000	460,000	40,000
Guelph Lake	1,229,303	1,100,000	1,307,211	1,170,000	1,300,000	130,000
Laurel Creek	586,831	500,000	660,502	530,000	600,000	70,000
Pinehurst Lake	802,667	800,000	886,364	850,000	940,000	90,000
Rockwood	1,172,345	1,100,000	1,176,694	1,160,000	1,280,000	120,000
Shade's Mills	466,693	400,000	468,179	420,000	470,000	50,000
Total Fee Revenue	9,504,504	9,000,000	9,729,668	9,500,000	10,500,000	1,000,000
Donations-Foundation	17,463	-	5,981	-	-	-
Donations - Other	9,755	-	-	-	-	-
Miscellaneous Income	-	-	2,136	-	-	-

Funding From Reserves

Conservation Area Reserve	-	800,000	-	577,000	-	(577,000)
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TOTAL REVENUE	9,717,341	9,800,000	9,763,998	10,100,000	10,523,000	423,000
Net Surplus/(Deficit)	329	-	3,961,696	-	-	-

GRAND RIVER CONSERVATION AUTHORITY
Schedule 14 - Miscellaneous
FOR THE PERIOD ENDING August 31, 2022

	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
How much does it cost, and who pays for it?						
<u>Expenditures and Funding to Reserves</u>						
Other Miscellaneous	10,755	30,000	3,012	30,000	30,000	-
Total OPERATING Expenditures	10,755	30,000	3,012	30,000	30,000	-
Total CAPITAL Expenditures						
Mill Creek Rangers	-	-	17,452	38,000	38,000	-
Total SPECIAL PROJECT Expenditures	-	-	17,452	38,000	38,000	-
Interest Income	350,094	375,000	-	375,000	375,000	-
Total FUNDING to RESERVES	350,094	375,000	-	375,000	375,000	-
TOTAL EXPENDITURES AND FUNDING TO RESERVES	360,849	405,000	20,464	443,000	443,000	-
<u>Funding</u>						
Government Grants						
Provincial	-	-	12,373	-	-	-
Self Generated						
Interest Income-Operating	107,712	100,000	275,903	100,000	100,000	-
Interest Income-Reserves	350,094	375,000	-	375,000	375,000	-
Miscellaneous	404	8,000	48	8,000	8,000	-
Grand River Conservation Foundation	-	-	-	38,000	38,000	-
TOTAL REVENUE	458,210	483,000	288,324	521,000	521,000	-
Net Surplus/(Deficit)	97,361	78,000	267,860	78,000	78,000	-

GRAND RIVER CONSERVATION AUTHORITY
 Schedule 15 - Source Protection Program
 FOR THE PERIOD ENDING August 31, 2022

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

Expenditures

	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	462,068	490,000	319,629	505,000	505,000	-
Administration Expenses	29,730	50,000	19,626	45,000	45,000	-
Other Operating Expenses	74,603	90,000	31,945	100,000	100,000	-
Water Budget - Technical Studies	3,254	10,000	-	10,000	10,000	-
TOTAL EXPENDITURES	569,655	640,000	371,200	660,000	660,000	-

Funding

Government Grants

Provincial	569,655	640,000	371,200	660,000	660,000	-
TOTAL FUNDING	569,655	640,000	371,200	660,000	660,000	-

Net Surplus/(Deficit)	-	-	-	-	-	-
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GRAND RIVER CONSERVATION AUTHORITY
Schedule 16 - Information Systems and Motor Pool
FOR THE PERIOD ENDING August 31, 2022

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

Expenditures

	Actual 2021	Budget 2022	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Information Systems						
Compensation and Benefits	950,302	1,000,000	596,785	1,000,000	1,000,000	-
Administrative Expenses	11,528	25,500	7,286	25,500	25,500	-
Software and Hardware Maintenance	124,470	187,500	143,607	187,500	187,500	-
Supplies and Services	25,566	54,000	34,742	54,000	54,000	-
Total OPERATING Expenditures	1,111,866	1,267,000	782,420	1,267,000	1,267,000	-
Capital Expenses	180,170	170,000	106,292	170,000	170,000	-
LESS Internal Charges	(1,189,125)	(1,307,000)	(1,276,233)	(1,307,000)	(1,307,000)	-
NET Unallocated Expenses	102,911	130,000	(387,521)	130,000	130,000	-
Motor Pool						
Compensation and Benefits	290,174	309,000	182,972	309,000	309,000	-
Administrative Expenses	18,929	26,000	16,112	26,000	26,000	-
Insurance	52,920	50,600	58,316	58,600	58,600	-
Motor Pool Building and Grounds Maintenance	8,502	10,400	6,189	10,400	10,400	-
Equipment, Repairs and Supplies	284,201	286,000	201,298	286,000	286,000	-
Fuel	206,191	254,000	199,300	254,000	254,000	-
Total OPERATING Expenditures	860,917	936,000	664,187	944,000	944,000	-
Capital Expenses	144,792	710,000	342,107	710,000	710,000	-
LESS Internal Charges	(1,284,162)	(1,174,000)	(1,192,863)	(1,174,000)	(1,174,000)	-
NET Unallocated Expenses	(278,453)	472,000	(186,569)	480,000	480,000	-
TOTAL EXPENDITURES	(175,542)	602,000	(574,090)	610,000	610,000	-
Funding						
Self Generated						
Miscellaneous	1,140	-	8,384	-	-	-
TOTAL REVENUE	1,140	-	8,384	-	-	-
Gross Surplus (Deficit)	176,682	(602,000)	582,474	(610,000)	(610,000)	-
Funding From Reserves	2,296,605	3,083,000	-	3,091,000	3,091,000	-
Funding to Reserves	(2,473,287)	(2,481,000)	-	(2,481,000)	(2,481,000)	-
Net Surplus/(Deficit)	-	-	582,474	-	-	-

**GRAND RIVER CONSERVATION AUTHORITY
FINANCIAL SUMMARY - FORECAST**

General Membership - September 23, 2022

FORECAST - JULY 31, 2022 - NET RESULT **\$110,000**

CHANGES - AUGUST 2022

Sch 13	Conservation Areas	\$1,000,000	Conservation Area Revenue increased (\$9.5M to \$10.5M)	\$0
		(\$100,000)	Other Operating Expenses increased (\$8.1M to \$8.2M)	
		(\$577,000)	Transfer from Conservation Area Reserve decreased	
		(\$323,000)	Transfer to Conservation Area Reserve increased	

FORECAST - AUGUST 31, 2022 - NET RESULT **\$110,000**

Grand River Conservation Authority

Report number: GM-09-22-72

Date: September 23, 2022

To: Members of the Grand River Conservation Authority

Subject: Human Resources Policy Update - 1.4 Acceptable Use of Information and Information Technology Resources

Recommendation:

THAT Human Resources Policy - 1.4 Acceptable Use of Information and Information Technology Resources be amended, approved, and implemented effective September 23, 2022.

Summary:

On April 11, 2022, Bill 88, Working for Workers Act, 2022 received Royal Assent. One of the requirements of this Act requires employers with 25 or more employees to have a written policy in place regarding electronic monitoring of employees. The policy must be in place by October 11, 2022.

The Ontario Ministry of Labour, Training, and Skills Development provided guidance on achieving compliance with the new requirements. Based on these guidelines, staff determined that some minor modifications to the current GRCA Human Resources Policy 1.4 'Acceptable Use of Information and Information Technology' are required for the GRCA to be in compliance with Bill 88.

Report:

On April 11, 2022, Bill 88, *Working for Workers Act, 2022*, received Royal Assent and is now law. Bill 88 included amendments to the *Employment Standards Act, 2000* that requires employers with 25 or more employees on January 1 of each year to have a written policy in place regarding electronic monitoring of employees by March 1 of the same year. A transitional provision gives employers with 25 or more employees on January 1, 2022 until **October 11, 2022** (six months after Bill 88 received Royal Assent) to comply with this new requirement.

On July 13, 2022, the Ontario Ministry of Labour, Training and Skills Development (Ministry) updated its online guide to the *Employment Standards Act, 2000* to include a chapter on the written policy on electronic monitoring of employees. Based on the guidelines, staff determined that some minor modifications to the current GRCA Human Resources (HR) Policy 1.4 'Acceptable Use of Information and Information Technology' are required for the GRCA to be in compliance with Bill 88.

To comply with Bill 88, an employer's policy statement must include:

- a) Basic statement that employer electronically monitors employees
- b) Description of **HOW** employer electronically monitors employees
- c) **Description of circumstances** in which monitoring occurs
- d) **Purpose** for which information is obtained through electronic monitoring

Policies must capture monitoring of employees' personal devices and any electronic monitoring which takes place in the context of a remote work arrangement (i.e. cell phones, personal laptops).

Staff recommend approval of the revised wording for HR Policy 1.4, with the recommended changes noted in the following sections:

- Section 1.4.1 General
- Section 1.4.11 Monitoring

Attachment A contains HR Policy 1.4 with the recommended changes highlighted.

Financial Implications:

None.

Other Department Considerations:

Not Applicable

Prepared by:

Sonja Radoja
Manager of Corporate Services

Approved by:

Karen Armstrong
Deputy CAO/Secretary Treasurer

APPENDIX A – GRCA Human Resources Policy

1.4 Acceptable Use of Information and Information Technology Resources

1.4.1 General

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

In the course of carrying out business, the electronic monitoring of employees may occur.

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

1.4.2 Access

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

1.4.3 Passwords

Initial passwords are assigned by the IS&T Department and Employees must change the provided passwords as soon as possible. GRCA reserves the right to override any Employee-selected passwords and/or codes. Employees are required to provide the GRCA with any such codes or passwords to facilitate access as needed. Periodically, Employees may be required to change their passwords. At no time should an Employee allow a temporary, contractor or another Employee use of their user name or password. In the case where an Employee does provide another person access to Human Resources Policies – May 2022 Page 9 their account, they will be responsible for the actions of the individual using their account. Passwords should not be stored in computer data files, on the network, or be displayed openly at any workstation.

1.4.4 Physical Security

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

1.4.5 Network and Systems Security

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

All Employees are responsible for protecting the network against malware and/or virus attack by ensuring that tools installed on their devices, such as firewalls and anti-virus applications, are

not disabled. Staff should lock their devices or log off of the network when they will be away from their workstation for an extended period.

1.4.6 Employee-owned Electronic Devices

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

1.4.7 Software

Only legally licensed software will be installed on GRCA's computers, smartphones and other endnode devices. Users are expected to read, understand and conform to the license requirements of any software product(s) they use or install. Employees are expected to use the standard software provided by the IS&T Department, or identify applications they need in the course of their work. Employees are not permitted to install software, applications, demos or upgrades without the approval of the IS&T Department. Employees must use the standard email and messaging systems provided by GRCA for official email communications. Human Resources Policies – May 2022 Page 10

1.4.8 Data

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

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

1.4.9 Protection of Data and Backup Procedures

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

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

1.4.10 Email Retention

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

1.4.11 Monitoring

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

The GRCA also maintains video surveillance equipment at various GRCA locations and GPS devices in vehicles. The GRCA may monitor the information on this equipment in accordance with GRCA's Video Surveillance Policy and Procedure and Fleet Management System Policy.

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

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

1.4.12 Legal Proceedings

Electronic files, including emails, text messages, photos, etc sent or received by Employees may be used in legal proceedings or subject to disclosure under applicable legislation. Employees should be aware that email messages are considered official written correspondence and are potentially the subject of discovery, subpoena, Freedom of Information requests, etc.

1.4.13 Message Content

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

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

1.4.14 Internet Use

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

1.4.15 Social/New Media

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

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

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

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

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

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

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

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

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

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

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

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

1.4.16 Recording Conversations in the Workplace

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

Exceptions for recording conversations with knowledge and consent include:

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

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

1.4.17 Failure to Comply

Failure to comply with the Acceptable Use of Information and Information Technology Resources Policy may result in disciplinary action up to and including termination of employment. Any Employee who does not understand any part of this Policy is responsible for obtaining clarification from his/her Supervisor or the Manager of the IS&T Department. If an employee feels that a particular use of your computer, email, or Internet access should be permissible, but does not seem to be covered by this policy, they should consult with their Supervisor/Manager/Director.

Grand River Conservation Authority

Report number: GM-09-22-74

Date: September 23, 2022

To: Members of the Grand River Conservation Authority

Subject: Current Watershed Conditions as of September 14, 2022

Recommendation:

THAT Report Number GM-09-22-74 – Current Watershed Conditions as of September 14, 2022 be received as information.

Summary:

After a slight reprieve in August, dry conditions returned to the watershed in September. The first two weeks were especially dry with over half of the watershed recording less than 10 millimeters of rain. Temperatures are high with some daytime temperatures closer to typical summer rather than the start of the fall. Overnight low temperatures are starting to drop across the watershed.

The large reservoirs are under strain with high augmentation pressures and low inflows. Water levels are below normal at Guelph, Shand and Woolwich reservoirs. Throughout much of the summer 85% of the flow through Kitchener was from water stored in the reservoir, while about 50% of the flow at Brantford was from the reservoirs. Operational low flow targets will continue to be met through the remainder of the summer season.

Lake Erie continues to be above the long-term average and is below level for this time last year. Levels have decreased over the last month and are expected to follow a decreasing trend over the next several months. The long-term forecast is for warm temperatures to continue over the next three months.

Report:

Precipitation

Most of the watershed received above normal rainfall in August, breaking the trend for dry conditions from the previous 4 months. The most rainfall was recorded at Conestogo Dam with 146 millimeters, largely from two storm events; one early in the month and one late in the month. The southern watershed did not receive the same storm events and only 41 millimeters was recorded at the Brantford Airport for the entire month.

In contrast, September has been very dry to date with most of the watershed receiving less than 20 millimeters of rain in the first two weeks. Five of the eight climate station shown in Table 1, recorded less than 10 millimeters of rain and only the Brantford station in the south recorded over 25mm. Not included on this table is the rain gauge at Byng Island in Dunnville which has received more than normal rainfall with almost 70 millimeters so far in September. There were a number of large rain events over the Lake Erie shore that did not spread up into the rest of the watershed.

Table 1: Current monthly precipitation for climate stations across the watershed up to September 14, 2022 including the long term average precipitation for half of September.

Climate Station	Current Month Precipitation (mm)	Long Term Average Precipitation (mm)	Percentage of Long Term Average (%)
Shand	4.8	42.9	11%
Conestogo	8.0	45.5	18%
Guelph	2.4	41.5	6%
Luther	11.0	47.8	23%
Woolwich	5.0	33.9	15%
Laurel	8.6	47.5	18%
Shades	13.5	43.3	31%
Brantford	26.6	38.5	69%

Long term trends in precipitation are provided in Table 2. Dry conditions in parts of the spring followed by the prolonged period of dry conditions from June to the end of July are shown in trends of lower than normal precipitation over the long term. Over the past three months the watershed received about 73% of normal precipitation. Over the past 6 months that amount raises to 80% and over the 12 months to 100% before dropping just under 100% over the past 18 months. 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	139%	85%	85%	105%	95%
Conestogo	166%	90%	97%	108%	100%
Guelph	148%	77%	86%	108%	105%
Luther	110%	85%	83%	103%	98%
Woolwich	119%	68%	77%	82%	85%
Laurel	90%	52%	65%	98%	99%
Shades	117%	69%	70%	104%	105%
Brantford	60%	61%	75%	107%	100%

Air Temperatures

Temperatures in August were above average in the middle of the watershed and near average in the northern and southern climate stations. The average monthly temperature at Shand Dam in August was 20.2 degrees Celsius, which is a little over one degree above the long term average. Daily high temperatures were in the high twenties, while the overnight low temperatures were in the mid-teens.

The average temperature in the first half of September was well above seasonal. Daytime high temperatures have dropped a bit compared to August, but are higher than normal with some very hot days early in the month. Overnight lows are generally staying in the double digits and are dropping gradually through the month.

A visual representation of these trends for the Shand climate station is given in Figure 2.

Lake Erie Water Levels

During August, the average lake level was approximately 0.28 meters above the long-term average, which was approximately 0.23 meters below the same month in 2021. Lake levels continue to decrease. In the first two weeks of September, the average lake level was approximately 174.44 meters, which is about 0.27 meters above the long-term average.

Lake Erie levels may start to trend near to the long term average by the end of the year, but will likely stay above average. Figure 3 shows the range of water levels that is expected over the next six months.

Reservoir Conditions

Dry conditions over the summer has put strain on the reservoirs to continue to augment flows downstream with little inflow to help maintain water levels. Conestogo and Luther reservoirs are at normal operating levels, while the other large reservoirs including Guelph, Shand and Woolwich are below normal operating levels. Reservoir levels and operating rule curves are shown in Figures 4 and 5 for the four largest reservoirs.

Augmentation levels have stayed high since June. Approximately 85% of the water in the Grand River through Kitchener was from water stored in the reservoirs, while at Brantford nearly 50% of the water was from reservoirs. On the Speed River approximately 60% of the water downstream of Guelph is from reservoir discharges. Operational low flow targets will continue to be met through to the end of September at present levels. In October, a number of the operational flow targets drop as cooler water temperatures help to maintain water quality in the river system.

Low Water Response

The Grand River Low Water Response Team met on September 8th to discuss continued dry conditions in the watershed. The watershed continues to be in a Level 2 condition with a request to reduce water use by 20 percent. The Low Water Response Team will continue to monitor the situation.

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

Long Range Forecast

Environment and Climate Change Canada is forecasting above normal temperatures and below normal precipitation for the September to November period.

The Weather Network is predicting above normal temperatures for most of the fall with a return of late fall like weather in November. Precipitation will be near normal, but fewer fall storms are predicted.

Flood Preparedness

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

Planning continues for a pre-winter meeting with municipal flood coordinators in late November.

Flood personnel will be attending a series of webinars over the fall as part of the Ontario Flood Forecasting and Warning committee's training sessions. Topics include forecasting, emergency management, advances in technology and learnings from past floods.

Financial Implications:

Not applicable

Other Department Considerations:

Not applicable

Prepared by:

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Water Resources Engineer

Approved by:

Joe Farwell, P. Eng.
Director, Water Management (Interim)

Figures:

Figure 1: Shand Dam Monthly Precipitation 2018 to September 14, 2022

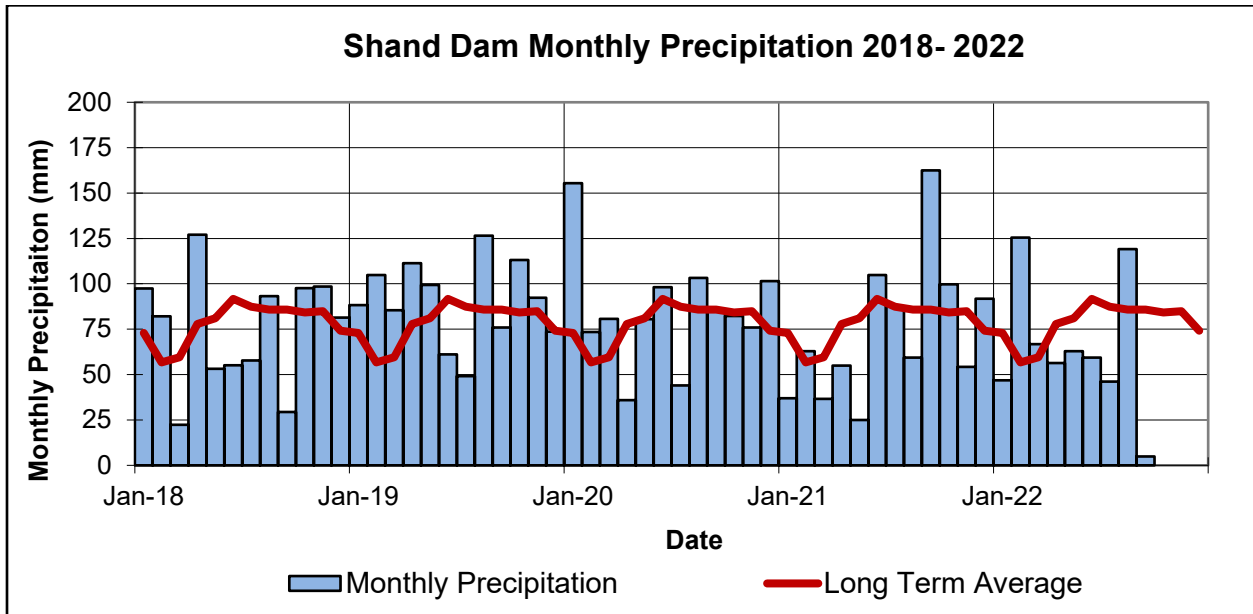


Figure 2: Monthly Average Air Temperatures at Shand Dam from 2018 to September 14, 2022

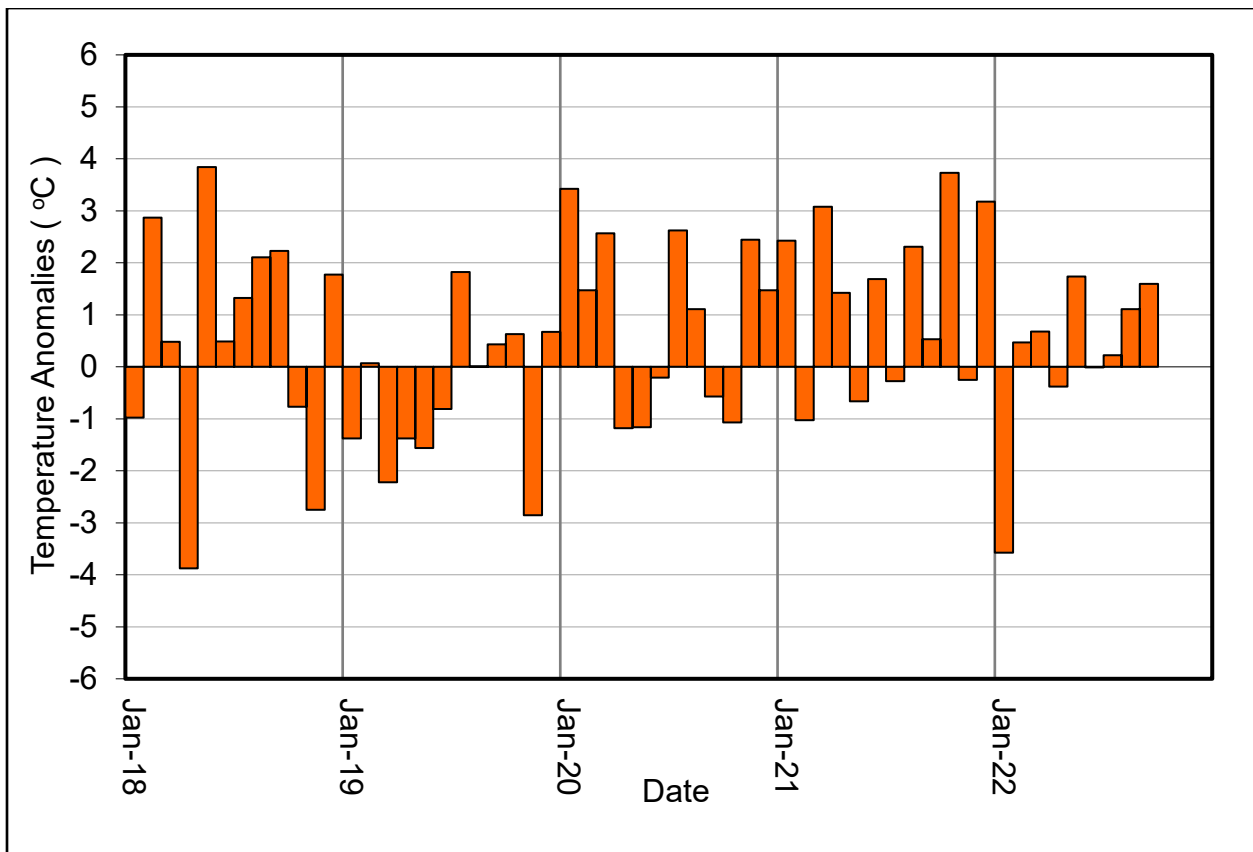


Figure 3: Water levels for Lake Erie at Port Colborne

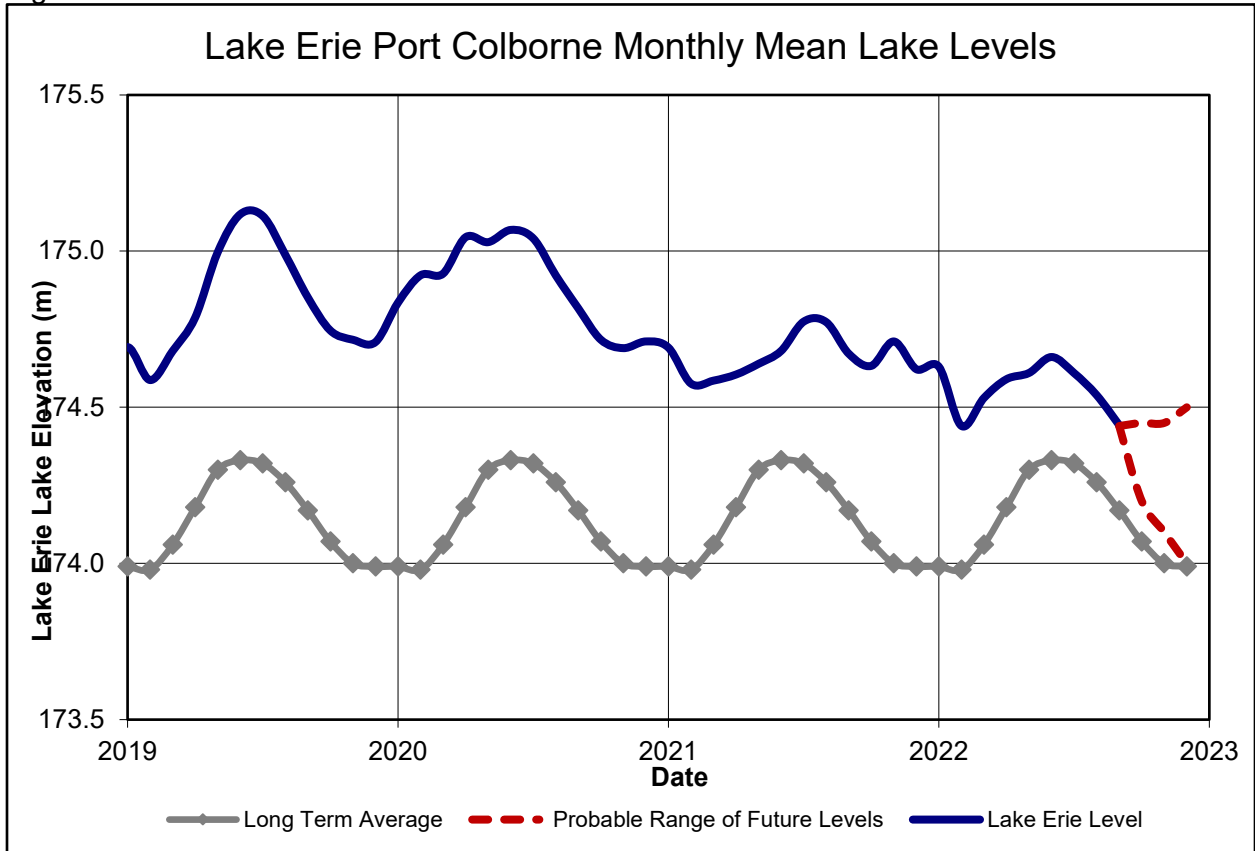


Figure 4: Shand and Conestogo Reservoir Elevation Plots for 2022

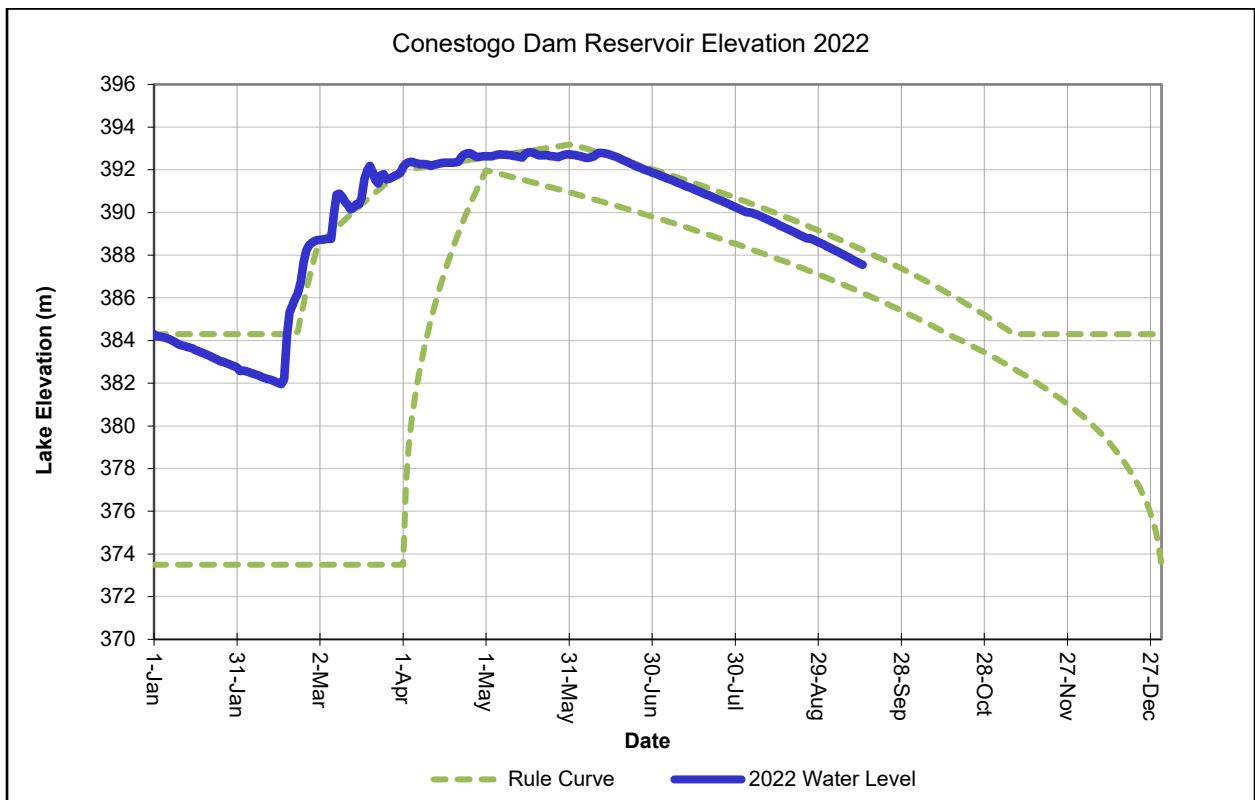
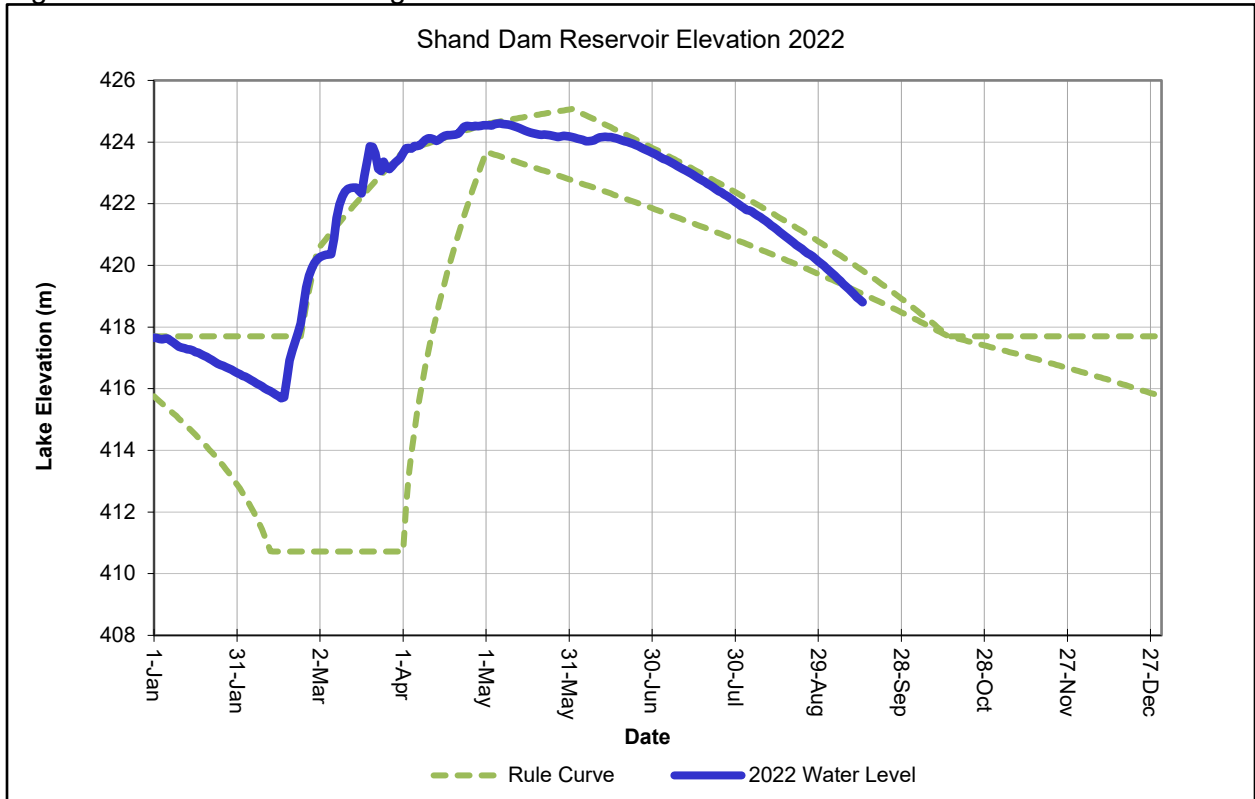


Figure 5: Guelph and Luther Reservoir Elevation Charts for 2022

