



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

Friday, December 15, 2023

9:30 a.m.

Hybrid Meeting of the General Membership  
GRCA Administration Centre  
Zoom Virtual Meeting

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	<b>Pages</b>
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 November 24, 2023 be approved as circulated.	
7. Business Arising from Previous Minutes	
8. Hearing of Delegations	
9. Presentations	
10. Correspondence	
THAT Correspondence from Tom Sitak on behalf of Brant for Nature regarding the Apps Mill Nature Centre be received as information.	
a. Brant for Nature - Apps Mill Nature Centre	10

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

12. Reports:

- a. GM-12-23-105 - Strategic Plan Update 12
- THAT Report Number GM-12-23-105 – 2022-2024 Strategic Plan Update be received as information.
- b. GM-12-23-96—Proposed By-law 2-2023 23
- THAT By-law 2-2023 be read a first, second, and third time and adopted by the General Membership, to take effect on December 15, 2023;
- AND THAT By-law 2-2023 be repealed on December 15, 2023;
- AND THAT a copy of By-law 2-2023 be forwarded to the Ministry of the Natural Resources and Forestry, and posted publicly on the Grand River Conservation Authority's website.
- c. GM-12-23-95—Report of the Audit Committee 61
- THAT the Report of the Audit Committee be received as information;
- AND THAT the Asset Retirement Obligations (ARO) Policy dated December 15, 2023 be approved and implemented;
- AND THAT the Reserve Funds Policy dated December 15, 2023 be approved and implemented.
- d. GM-12-23-93—Budget 2024 - Notification to Municipalities 78
- THAT a letter be sent to participating municipalities on December 22, 2023 advising them of the General Membership meeting to be held on January 26, 2024 to approve the 2024 municipal apportionment and of the General Membership meeting to be held on February 23, 2024 to approve the 2024 Budget;
- AND THAT the Grand River Conservation Authority 2024 Budget Draft #1 and apportionment amounts be included with the letter.

e.	GM-12-23-101—Fee Policy, Fee Schedules, and Proposed 2024 Fee Increases	79
	<p>THAT the Grand River Conservation Authority Fee Policy be approved and implemented effective December 15, 2023;</p> <p>AND THAT Fee Schedule 1 – Outdoor Environmental Education Fees be approved and implemented effective January 1, 2024;</p> <p>AND THAT Fee Schedule 2 – Conservation Areas Fees be approved and implemented effective January 1, 2024;</p> <p>AND THAT Fee Schedule 3 – Planning and Regulations Fees be approved and implemented effective January 1, 2024 unless otherwise directed through a Minister’s Direction;</p> <p>AND THAT Fee Schedule 4 – Tree Nursery Fees be approved and implemented effective January 1, 2024.</p>	
f.	GM-12-23-91—Complimentary Grand River Conservation Area Membership Passes	113
	THAT Report Number GM-12-23-91 – 2024 Complimentary Grand River Conservation Area Membership Passes be received as information.	
g.	GM-12-23-97—Per Diems and Honorariums 2024	114
	THAT Report Number GM-12-23-97 – Per Diems and Honorariums for 2024 be received as information.	
h.	GM-12-23-100—Cash & Investment Status Report	116
	THAT Report Number GM-12-23-100 – Cash and Investment Status – November 2023 be received as information.	
i.	GM-12-23-102—Financial Summary	118
	THAT the Financial Summary for the period ending November 30, 2023 be approved.	
j.	GM-12-23-94—Supply of Computer Storage Equipment	140
	<p>THAT the Grand River Conservation Authority award the supply of HPE Alletra 5030 computer storage equipment to CDW Canada Corporation of Etobicoke, Ontario in the amount of</p> <p>\$103,979.80 excluding HST.</p>	
k.	GM-12-23-92—Administrative Building Exterior Lighting Upgrades	142
	<p>THAT the Grand River Conservation Authority (GRCA) award the tender for the Administrative Building Exterior Lighting Upgrades to Live Electric for the amount of \$101,372.81 excluding HST;</p> <p>AND THAT a total budget of \$112,000.00 excluding HST be approved.</p>	

- I. GM-12-23-98 - New Guelph Lake Nature Update 144  
THAT Report GM-12-23-98 – New Guelph Lake Nature Centre Update be received as information.
- m. GM-12-23-99—Residential Program Wind-down Status Update 146  
THAT Report GM-12-23-99 – Residential Program Wind-down: Status Update be received as information.
- n. GM-12-23-104 - Grand River Watershed Flood Warning System 149  
THAT Report Number GM-12-23-104 – Grand River Watershed Flood Warning System be received as information.
- o. GM-12-23-98—Current Watershed Conditions 155  
THAT Report GM-12-23-98 – New Guelph Lake Nature Centre Update 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, and litigation or potential litigation.

- a. Minutes of the previous closed session
- b. Proposed or pending acquisition or disposition

**18. Next Meetings**

Next Board meeting on January 26, 2024 at 9:30 a.m. will include the **Election of Officers. Notification and information will be distributed to the Board by email on January 4, 2024**

**19. Adjourn**

THAT the General Membership Meeting be adjourned.





## **Grand River Conservation Authority Minutes - General Membership Meeting**

Date: November 24, 2023  
Time: 9:30 am  
Location: Hybrid Meeting of the General Membership  
GRCA Administration Centre  
Zoom Virtual Meeting

Members Present Bruce Banbury, Christine Billings, Gino Caputo, John Challinor II, Ken Yee Chew, Brian Coleman, Doug Craig, Kevin Davis, Mike Devine, Jim Erb, Susan Foxton, Guy Gardhouse, Gord Greavette, Lisa Hern, Colleen James, Daniel Lawrence, Dave Miller, Sandy Shantz, Rob Shirton, Jerry Smith, Shawn Watters, Chris White, Kari Williams, Alex Wilson, Pam Wolf

Regrets Natasha Salonen  
Staff Samantha Lawson, Karen Armstrong, Beth Brown, Krista Bunn, Ron Gasparetto, Brandon Heyer, Janet Ivey, Katelyn Lynch, Sonja Radoja, Lisa Stocco, Vahid Taleban, Pam Walther-Mabee, Marijan Blazevic, Shari Dahmer, Eowyn Spencer

### **1. Call to Order**

The Chair called the meeting to order at 9:31 a.m.

### **2. Certification of Quorum**

The Secretary-Treasurer certified quorum with more than half of the Members present. A total of 25 Members attended the meeting.

### **3. Chair's Remarks**

The Chair welcomed the Members and made the following remarks:

- On November 23, the GRCA held its annual employee appreciation event to honour all staff, as well as employees hitting milestone years of service. This year included Beth Brown, Jeff Pitcher, and Mary-Anne Cain reaching the 25 year mark with the GRCA. Congratulations to everyone and thank you to all of our employees for your dedication to this team.
- Municipal Budget presentations continue upon request by our participating municipalities. Most recently, Samantha and staff presented the 2024 draft budget to the City of Guelph and the Region of Waterloo.
- Samantha also attended the County of Brant and the Town of Erin Councils to discuss the category two MOUs.
- Reminder that the Audit Committee meets today in the Conference Room following adjournment of the General Membership. Audit members are Sue

Foxton, Guy Gardhouse, Brian Coleman, John Challinor, Shawn Watters, Pam Wolf, and Chris White.

- Conservation Ontario Council meets on December 11, and Samantha and the Chair will be in attendance.

G.Gardhouse joined the meeting at 9:33 a.m.

**4. Review of Agenda**

23-173

**Moved By** Pam Wolf

**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**

23-174

**Moved By** Susan Foxton

**Seconded By** Doug Craig

THAT the minutes of the General Membership Meeting of October 27, 2023 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.a County of Prince Edward - MECP Proposal**

**10.b Kevin Thomason - Nature Centres**

23-175

**Moved By** Gord Greavette

**Seconded By** Shawn Watters

THAT Correspondence from the County of Prince Edward regarding support for the Province to stop the Ministry of the Environment, Conservation and Parks proposal to expand the use of the permit-by-rule to waste management systems, storm water management systems, and certain water taking activities, and from Kevin Thomason regarding the Nature Centres be received as information.

**Carried**

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

None.

**12. Reports:**

## **12.a Minutes of the Ad-hoc CA Act Review Committee - November 8, 2023**

The Chair provided a brief reminder of the matter of the Outdoor Environmental Education Program report that was discussed at the October meeting, as identified in the Minutes of the previous meeting and the Minutes of the Ad-hoc Committee meeting held on November 8. It was noted that the motion of the previous meeting to defer the matter until January 2024 would put the GRCA out of legislative compliance with the new budgetary regulations. As such, a motion to rescind the deferral needs to be considered, and the matter discussed to determine appropriate next steps. The Chair added a reminder of changes to the CA Act which identifies outdoor environmental education as a category three program.

C.James and K.Chew joined the meeting at 9:36 a.m.

S.Lawson provided further detail regarding the proposed changes to the outdoor environmental education program and noted that the review and proposed changes were a result of the previous Board direction to transition the program to a self-sustaining funding model. Staff reviewed all of the facilities and some of them have significant capital needs. The proposed change to move the program to operate out of conservation areas does not mean closing the program. It is intended to provide operating efficiencies and reduce overall program costs. The proposed shift also offers improved program alignment, continuation of hands-on learning programs, and considers the needs of the school boards to reduce transportation costs and provide learning opportunities in additional formats. The program will continue to be an outdoor education program and having kids outside is preferred but virtual options are being requested by the school boards. Further evaluation would be completed before decisions would be made about the buildings in cases where the programs currently operate outside of the conservation areas (eg. App's Mills, Laurel Creek). The trails on the properties where nature centre facilities exist would still be open regardless. The program is not currently funded to cover the operating and capital costs of maintaining the buildings. Moving the program to operate out of existing infrastructure within the CAs would eliminate the additional expense of separate locations and support the goal of operating a self-funded program.

G.Caputo and M.Devine joined the meeting at 9:42 a.m.

K.Davis spoke to the matter, first noting Brantford's strong support of the GRCA and its programs, and then reading a letter provided to him from a member of the public, which highlighted concern about closing nature centres. K.Davis also expressed concern with the letter that was drafted and sent to Brantford and Brant to inquire about entering into a funding agreement for the outdoor education program, as many questions were left unanswered. K.Davis stated his opinion that staff should complete a more fulsome review of funding options to maintain the buildings where the program currently operates and that reserves could be used to fund the program while the review is completed.

Board members also expressed concerns and sought clarification on the matter, with the following key points of clarification and discussion:

- S.Foxton inquired if reserves can be used for this purpose, and noted there are other properties to consider which will remain available for public use. Additionally, she noted that continuing to operate out of these facilities is costly.
- P.Wolf noted that the Province has reconsidered some decisions recently, and suggested that the GRCA may want to write to the province and ask them to reconsider their actions.

- S.Shantz sought to clarify if the program can be offered on-site at schools and to inquire if the question in this matter is how much do we have to pay to maintain these additional properties.
- L.Stocco confirmed that outdoor education staff can and do travel to schools to offer programming in some cases. During the pandemic, the program shifted to a virtual basis but continued to work with school boards to offer various program options to accommodate changing needs. The program will continue to offer hands-on and virtual programs at GRCA locations as well as schools to keep the program as accessible as possible for the various user groups.
- L.Stocco advised that the existing properties outside of conservation areas where the program is offered are remote and exclusive-use properties that require a lot of resources to maintain. Also, the properties are being accessed more often by members of the public for recreational purposes, putting a further strain on resources and increasing risks to staff. Staff appreciate people's connection to the locations but have been focused on the sustainability of the program.
- K.Armstrong added that shifting the program to operate out of the conservation areas provides program alignment and operational efficiencies, and better facilitates program growth into future years.
- D.Miller expressed kudos to staff for looking at ways to keep the program going, and shared concern about the use of the nature centre properties should the program move. The concern being that App's Mills will end up closing if the education program is moved out of it, and that GRCA's reputation as a leader in outdoor education may be at risk. D.Miller noted agreement with the suggestion to allow a longer review period and time to consider other funding opportunities from other groups and donors.
- C.James inquired about cost breakdowns for other nature centre locations, Laurel Creek Nature Centre in particular. S.Radoja noted the whole program is at approximately a 300k deficit, and said she can prepare more information about the breakdown.
- R.Shirton noted that the infrastructure is a separate issue, the priority of the GRCA is not the buildings but continuing the education program, and suggested that the decision needs to be made as delaying does not solve the problem.
- G.Caputo added support for allowing more time to review the matter with other groups and partner municipalities.
- B.Coleman stated that elected officials at municipalities were not aware in time and suggested that the funding should come from reserves to allow time for further discussion.
- S.Watters inquired about resources to operate and maintain the programs within the nature centre buildings even if funding for the infrastructure was provided, and L.Stocco confirmed that it would be another aspect requiring further consideration, as there currently are not sufficient resources.
- K.Davis indicated that the \$300,000 deficit has historically been part of the levy to all municipalities and if all participating municipalities would agree to continue to fund it then each individual municipality's share would be less.
- C.White reminded everyone that in the 2024 draft budget, the transition reserve is being used to fund the deficit so it is already funded. Staff's proposal was for a 3 to 5 year transition timeline.

There was some further discussion to summarize the conversation and to determine the appropriate process for procedural consideration of the matter.

23-176

**Moved By** Guy Gardhouse

**Seconded By** Susan Foxton

THAT Motion 23-162 which reads as follows:

*“THAT the motion 23-161 be deferred until the January 2024 meeting of the General Membership to allow discussion with participating municipalities about funding the program and nature centre facilities...”*

be rescinded.

**Carried by two-thirds majority.**

The original motion from staff report GM-11-23-76 is on the floor.

23-177

**Moved By** Kevin Davis

**Seconded By** John Challinor II

THAT Report GM-11-23-76 be received and referred to staff up to or until September 2024.

**Carried**

23-178

**Moved By** John Challinor II

**Seconded By** Jerry Smith

THAT the minutes of the Ad-hoc Conservation Authorities Act Regulations Committee Meeting of November 8, 2023 be received as information.

**Carried**

**12.b GM-11-23-84 - Cash and Investment Status**

There were no comments or questions regarding this item.

23-179

**Moved By** Brian Coleman

**Seconded By** Gord Greavette

THAT Report Number GM-11-23-84 Cash and Investment Status – October 2023 be received as information.

**Carried**

**12.c GM-11-23-86 - Reserves 2023**

- D.Miller inquired about a policy for borrowing from reserves and if interest is charged, and S.Radoja noted that each situation is looked at to determine whether or not to charge interest.

23-180

**Moved By** John Challinor II

**Seconded By** Daniel Lawrence

THAT the *Property and Liability Insurance* Reserve be maintained at an amount equal to opening balance, less significant uninsured losses, and no interest to be allocated to this reserve for 2023;

AND THAT the *Building and Mechanical Equipment* Reserve be maintained at an amount equal to opening balance, plus amount transferred from the small office equipment reserve, less expenses or any unspent budgeted building maintenance and equipment amounts be transferred to this reserve for future expenditures, and no interest to be allocated to this reserve for 2023;

AND THAT the *Personnel Reserve* be maintained at an amount equal to opening balance, less expenditures or accruals for sick leave, vacation, staff restructuring and/or termination of employees, less CEWS claims interest charges, and no interest be allocated to this reserve for 2023;

AND THAT the *Transition Reserve* be maintained at an amount equal to opening balance, less forecast transfers from reserve, plus interest;

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

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

AND THAT the *Cottage Lot Program Reserve* be maintained at an amount equal to the opening balance, plus unspent 2023 budgeted cottage lot expenses related to service fee expenses, plus interest;

AND THAT the *Grand River Water Management Plan Reserve* be maintained at an amount equal to opening balance, less expenses related to updating the water management plan as budgeted (or forecast), plus interest;

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

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

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

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

AND THAT the *Master Plans Reserve* be maintained at amount equal to opening balance, less expenditures for Master Plans as budgeted (or forecast), plus interest;

AND THAT the *Water Management Operating Reserve* be maintained at amount equal to opening balance, less expenditures for engineering staffing, plus interest;

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

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

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

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

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

AND THAT the *Conservation Areas Capital/Stabilization* Reserve, increased/decreased by any surplus/deficit generated by the Conservation Areas in 2023, plus interest;

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

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

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

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

**Carried**

**12.d GM-11-23-86 - Financial Summary**

There were no comments or questions regarding this item.

23-181

**Moved By** Doug Craig

**Seconded By** Lisa Hern

THAT the Financial Summary for the period ending October 31, 2023 be approved.

**Carried**

**12.e GM-11-23-88 - Human Resources Policies Update**

There were no comments or questions regarding this item.

23-182

**Moved By** Pam Wolf

**Seconded By** Bruce Banbury

THAT the Human Resources Policies dated November 24, 2023 be approved and implemented.

**Carried**

**12.f GM-11-23-85 - Rockwood Bridge No.5 Replacement**

There were no comments or questions regarding this item.

23-183

**Moved By** Brian Coleman

**Seconded By** Mike Devine

THAT the Grand River Conservation Authority (GRCA) award the tender for the Rockwood Bridge No. 5 Replacement to 560789 Ontario Inc. O/A R&M Construction for the amount of \$238,022.50 excluding HST;

AND THAT a total budget of \$270,000.00 excluding HST be approved.

**Carried**

**12.g GM-11-23-87 - Shand Dam Isolation Stoplogs Procurement - Tender Award**

There were no comments or questions regarding this item.

23-184

**Moved By** Mike Devine

**Seconded By** Bruce Banbury

THAT the Grand River Conservation Authority award the contract for the Shand Dam Isolation Stoplog Procurement to Embertech Industrial Inc. for the amount of \$476,000 (excluding HST);

AND THAT an overall project budget of \$523,600 (excluding HST) be approved for this project.

**Carried**

**12.h GM-11-23-89 - Current Watershed Conditions**

- D.Miller thanked staff for the report and inquired about El Nino, and if it is anticipated to be dryer or wetter along with warmer. V.Taleban responded, noting that El Nino applies more in the Atlantic Ocean and that the long-term forecast is showing relatively normal precipitation with the warmer temperatures.

23-185

**Moved By** Pam Wolf

**Seconded By** Jerry Smith

THAT Report Number GM-11-23-89 – Current Watershed Conditions as of November 15, 2023 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**

23-186

**Moved By** Brian Coleman

**Seconded By** Rob Shirton



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**

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

23-188

**Moved By** Guy Gardhouse

**Seconded By** John Challinor II

THAT the General Membership reconvene in open session.

**Carried**

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

#### **17.a Minutes of the previous closed session**

23-189

**Moved By** John Challinor II

**Seconded By** Susan Foxtan

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

**Carried**

#### **17.b Labour Relations or Employee Negotiations**

23-190

**Moved By** Pam Wolf

**Seconded By** Gord Greavette

THAT the salary ranges for non-union positions be increased by 2.25% effective January 1, 2024.

**Carried**

#### **17.c Litigation or potential litigation**

Motion 23-187 passed in closed session in accordance with *the Municipal Act* Section 239.6.

#### **18. Next Meetings**

General Membership and Chair's Reception - December 15, 2023 at 9:30 a.m.

#### **19. Adjourn**

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

23-190

**Moved By** Guy Gardhouse

**Seconded By** Brian Colman

THAT the meeting of the General Membership be adjourned.

**Carried**

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Chair

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Secretary-Treasurer

**From:** [Eowyn Spencer](#)  
**To:** [brantfornature@gmail.com](mailto:brantfornature@gmail.com)  
**Subject:** RE: GRCA Proposal to Close Apps Mill Nature Centre  
**Date:** Monday, December 4, 2023 8:41:00 AM

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**From:** Brant For Nature <[brantfornature@gmail.com](mailto:brantfornature@gmail.com)>

**Sent:** Tuesday, November 28, 2023 9:50 AM

**To:** [chriswhite1@cogeco.ca](mailto:chriswhite1@cogeco.ca); [sfoxton@northdumfries.ca](mailto:sfoxton@northdumfries.ca); [ggardhouse@eastgarafraxa.ca](mailto:ggardhouse@eastgarafraxa.ca); [lhern@wellington-north.ca](mailto:lhern@wellington-north.ca); [swatters@centrewellington.ca](mailto:swatters@centrewellington.ca); [christine.billings@guelph.ca](mailto:christine.billings@guelph.ca); [ken.chew@guelph.ca](mailto:ken.chew@guelph.ca); [douggcraig@icloud.com](mailto:douggcraig@icloud.com); [devinem@cambridge.ca](mailto:devinem@cambridge.ca); [jerb@regionofwaterloo.ca](mailto:jerb@regionofwaterloo.ca); [gordon.greavette@rogers.com](mailto:gordon.greavette@rogers.com); [cjames@regionofwaterloo.ca](mailto:cjames@regionofwaterloo.ca); [sshantz@regionofwaterloo.ca](mailto:sshantz@regionofwaterloo.ca); [nsalonen@regionofwaterloo.ca](mailto:nsalonen@regionofwaterloo.ca); [kwilliams@regionofwaterloo.ca](mailto:kwilliams@regionofwaterloo.ca); [pwolf@regionofwaterloo.ca](mailto:pwolf@regionofwaterloo.ca); [milverton@pertheast.ca](mailto:milverton@pertheast.ca); [John.ChallinorII@milton.ca](mailto:John.ChallinorII@milton.ca); [ward13@hamilton.ca](mailto:ward13@hamilton.ca); [b.banbury@hotmail.com](mailto:b.banbury@hotmail.com); [brianatbridgeview@gmail.com](mailto:brianatbridgeview@gmail.com); [jedamiller@sympatico.ca](mailto:jedamiller@sympatico.ca); [officeofthemayor@brantford.ca](mailto:officeofthemayor@brantford.ca); [ginocaputo@brantford.ca](mailto:ginocaputo@brantford.ca); [dlawrence@haldimandcounty.on.ca](mailto:dlawrence@haldimandcounty.on.ca)

**Subject:** GRCA Proposal to Close Apps Mill Nature Centre

November 28, 2023

Re: The GRCA Proposal to Close the Apps Mill Nature Centre

From: Brant For Nature

Dear Chair White and GRCA Board of Directors,

It is our understanding that Grand River Conservation Authority (GRCA) management has recently proposed to close 3 nature centres that serve to offer outdoor education to area school children. The proposal includes moving the education programs at Apps Mill, Taquanyah and Laurel Creek to area Conservation Parks. This plan is something that Brant For Nature strongly opposes, and we believe that the thought behind this recommendation has been rushed, is short sighted, and needs further consultation. There are some questions that need to be answered and there are very good reasons why the proposal to "moth ball" these nature centres should not occur.

Since the opening of the Apps Mill Nature Centre in 1972, it has been a centre for outdoor education for several generations of local school children from Brantford and Brant County. Students from both local school boards participate, and it is the premier location for school children to have hands-on environmental education. Thousands of students have enjoyed their learning experience at these facilities.

The current nature centre at Apps Mill was officially opened in 1981, thanks to a \$350,000 donation from S.C. Johnson and Son. More recently an injection of \$400,000 led to improved accessibility with the installation of a small elevator and accessible washrooms. The centre currently contains a large upper-level conference room, kitchen, staff office and two classrooms in the lower level, outfitted with washrooms for both staff and children. The conference area even houses a host of "live animals" that are an essential part of engaging students with nature's creatures. Hence the Apps Mill Nature Centre stands today as a fixture in our community largely from the support of Brantford's own S.C. Johnson and Son Inc.

It has been mentioned at recent GRCA Board meetings that the facility is aging and in need of a lot of capital repair. We would like to see the details of the capital costs that have been estimated. We believe Apps Mill is currently well suited for children to have a unique experience of learning about environmental science. The current proposal includes moving the education programs to area conservation parks (ie. Brant Park, Pinehurst). These parks have excellent outdoor areas, however, they do not have proper education buildings that

enhance the learning experience immeasurably for young children.

Under the amendments to Bill 229, enacted by the current Conservative Government, we realize Conservation Authorities can no longer charge municipalities a levy for “non–core” Conservation Authority activities (as defined by the legislation) and that includes aspects of operating outdoor education at the Nature Centres. And while the operation side of Apps Mill is largely funded by the local school boards, the capital required to maintain the facilities is not. However the current provincial government did allow time for Conservation Authorities to reach out to municipal governments to seek “other” methods of funding. Bill 229 was introduced in the fall of 2020, and only now the GRCA is seeking a solution to the shortfall.

Recently, Mayor Kevin Davis (City of Brantford) and Councillor David Miller (County of Brant) have been very diligent ensuring that the GRCA does due diligence before tabling this plan to close the Apps Mill Nature Centre. We conclude that further diligence is necessary to keep Apps Mill open so that it can continue to serve our children. There is an urgent need for more consultation with municipal officials, previous donors, school boards, education staff, parents and all stakeholders. We urge all parties to find a solution to this dilemma.

Sincerely,

Tom Sitak,  
President,  
Brant For Nature.  
(on behalf of the Board)

Brant For Nature is a member group of the Ontario Nature Network.

<https://brantfornature.ca>

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# Grand River Conservation Authority

**Report number:** GM-12-23-105

**Date:** December 15, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** 2022-2024 Strategic Plan Update

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## **Recommendation:**

THAT Report Number GM-12-23-105 – 2022-2024 Strategic Plan Update be received as information.

## **Summary:**

The current Strategic Plan was an extension of the previous Plan (2019-2021) with the addition of two new Strategic Priorities: (1) Compliance and implementation of the amendments to the Conservation Authorities Act and new regulations, and (2) Enhancing Indigenous awareness, understanding and relationships.

The GRCA has continued to work towards completing its strategic goals and actions throughout the past two years. Regardless of the changes to the legislation and implementation of new regulations, the strategic priorities remain relevant. Staff will embark on an update to the existing strategic plan in 2024 with input from GRCA staff and the Board.

## **Report:**

This report provides background information on the GRCA's strategic plan. On April 22, 2021 the Grand River Conservation Authority added two additional Strategic Priorities to the extended 2019-2021 Strategic Plan. The following are the current six strategic priorities:

1. Protecting life and minimizing property damage from flooding and erosion
2. Improving the health of the Grand River watershed
3. Connecting people to the environment through outdoor experiences
4. Managing land holdings in a responsible and sustainable way
5. Compliance and implementation of the amendments to the Conservation Authorities Act and new regulations
6. Enhancing Indigenous awareness, understanding and relationships

Under each strategic priority, a number of key actions were identified. This report provides background for the priorities and an update with respect to the status of the key actions to address.

### **Strategic Priority 1 – Protecting Life and Minimizing Property Damage from Flooding and Erosion:**

The GRCA operates a flow-monitoring network, as well as dams and dikes to manage high flows and a flood forecasting and warning system. New development in the floodplain, and other hazard areas like steep slopes, are regulated to minimize future risks. We plant trees and restore natural areas to minimize the impacts of large rainstorms.

With climate change, there is increasing risk of extreme weather. As well, longer and hotter summers put strain on reservoirs operations, which ensure there is an adequate supply of water to the river and municipalities downstream. The key actions outlined below relate to activities

that improve the safety and security of the GRCA's water control infrastructure and improve the tools used for making decisions related to hazard management.

The following table provides a breakdown of each key action and the progress we have achieved to date.

Key Action	Progress to date
Update mapping to further identify flood risk and other natural hazard areas	<ul style="list-style-type: none"> <li>• Completed the Upper Grand Hydrology model.</li> <li>• Flood Damage assessments are underway for the communities of Drayton, Waldemar and Grand Valley (Township of Mapleton).</li> <li>• Work has been initiated with the US Army Corps of Engineers to implement enhancements to their HEC-HMS software to facilitate updating flood hydrology in the Grand River watershed.</li> <li>• Led flood line mapping updates along the following reaches: (1) Grand River from the community of Dundalk to Belwood, (2) Speed River from the Grand River to the Guelph Dam, and (3) Conestogo River from the Grand River to the Conestogo Dam.</li> <li>• Technical review of flood line mapping updates underway through municipal studies: (1) Laurel Creek flood line mapping updates and (2) Breslau Creek and Randall Drain flood line mapping updates.</li> <li>• Participate on provincial committees to identify priorities and technical information for floodplain mapping 2022-2023.</li> <li>• Led or participated in Subwatershed Studies and Master Environmental Servicing Plans that identified flood risks and other natural hazards in Region of Waterloo, Brantford and Guelph.</li> <li>• Participated in Floodplain Policy (SPA) Updates and related mapping in the City of Waterloo.</li> </ul>
Manage and update infrastructure to deal with expected changes in rainfall patterns.	<ul style="list-style-type: none"> <li>• The Wellesley Dam auto gate will be implemented in 2023.</li> <li>• The Luther weighing gauge stations were installed.</li> <li>• The Dam Safety Review for Wellesley Dam was initiated and will provide background information for the future dam rehabilitation project.</li> <li>• Updates to Operation, Maintenance and Surveillance (OMS) Manuals for the large dams have been initiated.</li> <li>• Brantford Dike- Environmental Assessment will progress in 2024 following completion of the Feasibility Study.</li> <li>• Continuing work on the Bridgeport Dike Capacity Improvement Class EA.</li> <li>• Completion of Dam Safety Maturity Matrix- evaluation of GRCA's dam safety management program and implementation of initial priority recommendations.</li> </ul>

Key Action	Progress to date
Upgrade the monitoring, flood forecasting and warning systems	<ul style="list-style-type: none"> <li>• Training of new Senior Operators and knowledge transfer of retiring senior engineering staff in flood and reservoir operations.</li> <li>• Knowledge transfer of forecast model and tools has been completed and is on-going with new staff.</li> <li>• Datalogging and communication upgrades at stream and precipitation gauge monitoring sites across the watershed have been completed.</li> <li>• Additional rain gauges have been installed at selected monitoring sites to improve precipitation gauge network coverage.</li> <li>• Implementation of the SCADA monitoring systems in GRCA dams has begun. Equipment upgrades has started and been completed at 2 of the 9 sites.</li> </ul>
Update GRCA permit policies.	<ul style="list-style-type: none"> <li>• Participation in Conservation Ontario S.28 and S.29 compliance committees.</li> <li>• New or updated mapping and policies for natural hazards incorporated into municipal planning documents align with GRCA permit policies and mapping.</li> </ul>

### **Strategic Priority 2 – Improving the health of the Grand River watershed:**

The focus of GRCA programs and services is to improve watershed health. We encourage and support landowners and residents to take actions that protect and enhance it. We work with farmers to keep soil and nutrients on their fields. We support landowners to create and enhance natural areas, forests and stream-side buffers.

Major reservoirs on the Speed, Conestogo and Grand rivers supply the majority of flow in summer, helping reduce harmful impacts on aquatic ecosystems. We work with partners and First Nations through the Grand River Notification Agreement. We coordinate the Water Management Plan that highlights actions of municipal partners, landowners, government partners and the GRCA to improve watershed health. We carry out subwatershed plans and identify opportunities to enhance natural features.

The challenges in this area are related to the role of the GRCA. With the watershed as a management unit, there is a logical role in water quality for the GRCA, yet other agencies and jurisdictions have been mandated that role as well. There is an expectation for results in improving water quality, but improvements take time. With the reduction in provincial funding support, the sub-watershed planning process is ad hoc, and often driven by development rather than on a comprehensive basis. The strategic priorities relate to developing long-range plans that deal with impacts of climate change, population growth and increasing pressure on the natural environment.

The following table provides a breakdown of each key action and the progress we have achieved to date.

Key Actions	Progress to date
Support municipalities in optimizing wastewater treatment plants	<ul style="list-style-type: none"> <li>• Voluntary effluent targets have been established for phosphorus and ammonia.</li> <li>• 40% reduction in phosphorus and &gt;90% reduction in ammonia discharged from wastewater treatment plants (WWTP) since 2012. Further reductions are possible if all WWTPs consistently meet the voluntary targets.</li> <li>• Hands-on training and other studies have been conducted with wastewater operators from Centre Wellington, Southgate and Ontario Clean Water Agency staff at Brant County.</li> <li>• Several technical presentations and webinars were presented to provincial, federal and international audiences and three technical papers were published in wastewater industry conference proceedings.</li> <li>• Staff continue to provide input into municipal wastewater master plans and assimilative capacity studies for Haldimand County (Caledonia), Brant County (Paris), City of Guelph and Oxford County.</li> </ul>
Engage the provincial and federal governments to develop programs to reduce nutrient loads in rivers and streams, and ultimately Lake Erie	<ul style="list-style-type: none"> <li>• Federal funding for Municipal Drain Classification around Luther Marsh and areas of future development in the Region of Waterloo.</li> <li>• Federal funding: Great Lakes Protection Initiative Upper Nith Phosphorus reduction program was completed. Supported landowners implementation of 64 Best Management Practices to address phosphorus loss.</li> <li>• Provincial Profit Mapping Demonstration Project was renewed until 2024 to allow assessment of profit mapping tool over two additional growing seasons.</li> <li>• Provincial Cover Crops project that promotes the adoption of cover crops as an enhanced land management practice that will increase carbon sequestration.</li> <li>• Staff provided support to provincial/federal working groups focused on improving soil health, water quality.</li> <li>• Actively engage MECP to promote Wastewater Optimization.</li> <li>• Participate in the Environment and Climate Change Canada Lake Erie Eastern Basin Task Team setting phosphorus targets for the Eastern Basin of Lake Erie.</li> </ul>
Continue to work with municipalities on drinking water source protection.	<ul style="list-style-type: none"> <li>• Source protection plans are reviewed and updated as required in collaboration with municipalities. Approved source protection plan amendments</li> </ul>

Key Actions	Progress to date
	<p>include: (1) Grand River amendment for Wellington/Brant, (2) Grand River amendment for Wellington/Waterloo and (3) Grand River amendment for Grand Valley.</p> <ul style="list-style-type: none"> <li>• Continue to identify voluntary water quality priority projects to municipalities and landowners in wellhead protection zones and issue contributing areas.</li> <li>• Enhancements to the water quality network were completed to include real-time monitoring of nitrate at Brant and cyanobacteria at Brant and York.</li> <li>• A real-time phosphorus analyzer was installed below Shand Dam.</li> <li>• Manage wastewater systems appropriately on GRCA lands.</li> <li>• Work with provincial Permit to Take Water staff to share watershed knowledge and promote effective water management.</li> </ul>
Continue to work with landowners to reforest and restore natural spaces	<ul style="list-style-type: none"> <li>• Trees planted 2022-2023: 294,700 total trees (15,000 on GRCA land and 279,700 on private land). Of these trees planted approximately 30,000 were provided by the Burford Nursery.</li> <li>• Participated and coordinated community events for reforestation and restoration such as agriculture association and producer events, tree planting on municipal/community and GRCA lands tree planting.</li> <li>• Restoration of wetlands and adjacent areas is achieved by working with landowners through some permit compliance actions. Buffers next to natural areas are identified for future restoration opportunities in sub-watershed planning.</li> <li>• Mill Creek Stewardship Rangers Program - ecological restoration with an emphasis on aquatic environments and riparian areas.</li> </ul>

### **Strategic Priority 3 – To Connect People with the Environment through Outdoor Experiences**

The GRCA operates 11 active Conservation Areas on a user-fee basis. Many of these areas have important natural heritage features. We also operate five Nature Centres, providing curriculum-based outdoor environmental education programs in partnership with school boards, as other community programs. The Grand River Conservation Foundation is instrumental in supporting the environmental education program.

With a growing population, public attendance in the active Conservation Areas is expected to continue to grow. Capital upgrades will be required in both the Conservation Areas and Nature Centres in order to meet user needs. Some assets are nearing the end of their useful life.

The following table provides a breakdown of each key action and the progress we have achieved to date.



Key Actions	Progress to date
Implement infrastructure upgrades for the Conservation Areas.	<ul style="list-style-type: none"> <li>• The Brant Conservation Area workshop was completed in 2023.</li> <li>• The Elora Conservation Area highlevel bridge was restored.</li> <li>• Rockwood Bridge #5 is currently in the process of being replaced. A temporary bridge was constructed to ensure continued access.</li> <li>• 800 metres of Rotary Link Trail was improved.</li> <li>• Each Conservation Area has developed an accessible opportunity plan to be 'shovel ready' for new/future grant applications.</li> </ul>
Prepare plans that balance revenue generation with protecting natural features in the Conservation Areas.	<ul style="list-style-type: none"> <li>• Development of an Asset Management Database Framework for GRCA owned assets is being completed.</li> <li>• Conservation Area rebranding project has been completed. Conservation Areas have been rebranded, logos have been updated, all print and website materials have been updated.</li> <li>• Ancillary activities have been evaluated and out-sourced where appropriate. All food concessions have been outsourced, and depending on locations some canoe and kayak rental services have been outsourced.</li> <li>• Elora Quarry Conservation Area online reservation program now includes a pilot program to allow 15% membership holders participation on Monday-Friday.</li> </ul>
Prepare capital forecasts for the Nature Centres and develop a long-term funding plan	<ul style="list-style-type: none"> <li>• Considering changes to the Conservation Authorities Act, the review of the Outdoor Environmental Education Program has been completed and presented to the GRCA Board of Directors. Additional discussion is required with the Board regarding the operations of the program and will be completed throughout 2024, with a final recommendation being presented by the September 2024 board meeting.</li> <li>• Site and building conditions assessments were completed for four Nature Centres (Apps Mills, Shades Mills, Laurel Creek and Taquanyah) to inform anticipated cost estimates.</li> </ul>
Construct a new Nature Centre at Guelph Lake.	<ul style="list-style-type: none"> <li>• Site plan approval and the building permit for the new Guelph Lake Nature Centre were obtained in the Q4 of 2023.</li> <li>• The project will be tendered in Q1 of 2024.</li> </ul>
Work with member municipalities to encourage river-related links and trails between communities.	<ul style="list-style-type: none"> <li>• Staff continue to provide input on municipal trail master plans, community plans and also provide support through land use planning applications.</li> <li>• Heritage River Designation Annual 2020 and 2022 reports were submitted. 2021 was deferred due to the pandemic.</li> <li>• Planning for 30<sup>th</sup> Anniversary (2014-2024) report has begun.</li> </ul>

#### **Strategic Priority 4 – Managing land holdings in a responsible and sustainable way.**

Lands around Belwood and Conestogo reservoirs support a cottage lot program with over 700 tenants. In addition, houses on land purchased for reservoirs and natural areas have been rented to tenants for several years, and this program is winding down. Land is being evaluated and sold where appropriate, with funds placed in a reserve for high-priority projects like future land acquisition or repairs to our flood control infrastructure. Hydro is produced at GRCA dams where economically feasible.

Passive areas, especially those near urban centres, are expected to see a significant increase in public use. With increased use there is potential for conflict among user groups and impacts on sensitive natural areas. Passive areas and rail-trails are managed with limited resources. Invasive species like emerald ash borer and phragmites, and weather-related events like ice and wind storms, will continue to cause damage to GRCA properties and natural areas.

The following table provides a breakdown of each key action and the progress we have achieved to date.

<b>Key Action</b>	<b>Progress to date</b>
Prepare management plans for our passive lands where there is a high level of conflicting uses, and establish a long-term funding plan for these areas	<ul style="list-style-type: none"><li>• Niska Management Plan draft has been completed. Staff are finalizing the Plan and consulting with First Nations.</li><li>• Work has begun on developing a GRCA lands classification/inventory system to help better guide decisions on use of GRCA lands, including passive recreation lands.</li><li>• Staff are working closely with municipalities where unauthorized tenting has been identified on GRCA lands.</li><li>• Research permit processed re-established in 2023: 36 Access Agreements for Research were issued for various types of research &amp; monitoring – from greenhouse gas emissions to waterfowl banding and black-legged tick monitoring.</li></ul>
Prepare lands for sale where appropriate.	<ul style="list-style-type: none"><li>• Staff are progressing with the wind-down of the residential tenancy program.</li><li>• Staff completed a long-standing disposition with the Waterloo District School Public Board for 17 acres in southeast Kitchener.</li><li>• Staff have continued to work with municipalities and other public agencies to facilitate the disposition of lands that are surplus to the GRCA</li></ul>
Continue to actively manage hazard trees in accordance with the Tree Risk Management Plan.	<ul style="list-style-type: none"><li>• Co-ordination of EAB Strategy: reporting/documentation, managing inventory, implementation of tree removals, inventory of treatments on GRCA properties.</li><li>• As of 2023, staff are continuing to treat 100 individual ash trees on 18 GRCA properties distributed across the watershed. A ten-year review of the treatment program is planned for 2024.</li></ul>

Key Action	Progress to date
Manage and enhance GRCA natural areas with funding support from partners.	<ul style="list-style-type: none"> <li>Planted 15,000+ trees across multiple GRCA properties</li> <li>716 acres (290 ha) of plantation thinning/restoration at 11 properties</li> <li>Luther Marsh Wildlife Management Area early Phragmites control efforts including first over-water treatments on the main marsh</li> <li>Taquanyah Phragmites Control/Virginia Mallow conservation</li> <li>Other invasive species management actions on GRCA land included: <ul style="list-style-type: none"> <li>injections to protect ash trees from EAB</li> <li>early intervention for dog strangling vine control</li> </ul> </li> <li>Grassland habitat management was conducted on the following GRCA properties: Luther Marsh, Birkett Lane, Damascus</li> <li>Ecological monitoring and inventories</li> </ul>
Develop a plan to evaluate and reduce our environmental impact	<ul style="list-style-type: none"> <li>In 2021, mandatory recycling was added to the Conservation Areas waste removal contract. Staff created signage and designated areas within the conservation areas to help explain and implement the program to users.</li> <li>Hybrid vehicles are being incorporated into the Conservation Area vehicle fleet.</li> <li>Where appropriate, battery-powered hand tools are replacing gas-powered equipment.</li> </ul>

### **Strategic Priority 5 – Compliance and implementation of the amendments to the Conservation Authorities Act and new regulations.**

Over the last five years, several changes have been made to the *Conservation Authorities Act*; many of which have come into force and/or regulations have been released. These modifications to the Act included changes to governance, further defining of Conservation Authority programs and services, changes to the funding model, and increased requirements for operational transparency.

The changes to the Act that included governance came into effect in 2022. This included a maximum term for Chair and Vice Chair, details of minutes and posting requirements, the appointment of a provincial agricultural representative to the Board of Directors and changes to municipal appointments.

*Ontario Regulation 686/21: Mandatory Programs and Services* prescribes the mandatory programs and services conservation authorities are required to provide; risk to natural hazards, conservation and management of land, elements of source water protection and core watershed-based resource management strategies. This regulation also identifies key deliverables to be completed by all conservation authorities by the end of 2024.

*Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services* under Section 21.1.2 of the Act requires each Authority to have a 'transition plan' that outlines the steps to be taken to develop an inventory of programs and services and to enter into agreements with participating municipalities to fund non-mandatory programs and services. These agreements must be in place before the end of 2023.

Several other regulations and policies related to Conservation Authorities' budget process/timelines, municipal apportionment, transparency requirements, and Conservation Authorities' fees have been released.

The following table provides a breakdown of each key action and the progress we have achieved to date.

<b>Key Action</b>	<b>Progress to date</b>
Implementation of governance changes	<ul style="list-style-type: none"> <li>Submitted and received approval from the Ministry of Environment, Conservation and Parks (MECP) to extend the maximum term for the Chair and Vice Chair by two, 1-year terms.</li> <li>Circulated notice to participating municipalities of the new requirement under the Act that at least 70% of the municipality's appointees must be selected from that municipality's councillors.</li> <li>The GRCA By-law (February 2022) has also been updated to reflect the governance changes.</li> </ul>
Completion of Transition Plan, Programs and Services Inventory and Progress Reports	<ul style="list-style-type: none"> <li>The Transition Plan was approved by the GRCA Board on December 17, 2021, and subsequently submitted to the MECP, circulated to all watershed municipalities and posted on the GRCA website.</li> <li>Inventory of Programs and Services (version 4, dated March 24, 2023) was approved by the GRCA Board and circulated to all participating municipalities.</li> <li>GRCA submitted all six Progress Reports to MECP, circulated to all watershed municipalities and posted on the GRCA website.</li> </ul>
Transition to new funding framework for 2024	<ul style="list-style-type: none"> <li>Budget 2024 Draft #1 was approved for municipal circulation on October 27, 2023</li> <li>Staff have presented to participating municipal council when requested.</li> </ul>
Approval of Memorandums of Understanding (MOU) with Participating Municipalities	<ul style="list-style-type: none"> <li>The GRCA Board of Directors approved the final MOU for category 2 programs and services on September 22, 2023.</li> <li>To date, 16 of MOUs have been signed by the participating municipalities.</li> </ul>
Completion of Regulatory Deliverables in 2024	<ul style="list-style-type: none"> <li>Internal work plans have been developed to ensure the GRCA meets the regulatory deliverable requirements.</li> </ul>

## **Strategic Priority 6 – Enhancing Indigenous awareness, understanding and relationships.**

The Grand River watershed is located on the traditional lands of many Indigenous peoples dating back generations. The GRCA is in the process of gaining a greater understanding of all the Indigenous Nations, Communities and Peoples within the Grand River watershed. There is room to grow and improve our understanding of Indigenous perspectives on the stewardship of the lands, waters and resources of the watershed.

The following table provides a breakdown of each key action and the progress we have achieved to date.

<b>Key Action</b>	<b>Progress to date</b>
Gain understanding and awareness of Indigenous Nations, Communities and Peoples within the watershed	<ul style="list-style-type: none"><li>• Engagement with Six Nations of the Grand River and Mississaugas of the Credit First Nations for the Grand Valley, Waldenmar and Drayton Flood Damage Assessment Study and the Bridgeport Dike Capacity Improvement Class Environmental Assessment.</li><li>• Provided support for Six Nations of the Grand River watershed tour in March 2023.</li><li>• Provided support the Mississaugas of the Credit First Nations regarding a research request at Rockwood Conservation Area in July 2022.</li></ul>
Greater understanding of Indigenous perspective on stewardship of land, water and resources of the watershed	<ul style="list-style-type: none"><li>• Six Nations of the Grand River and Mississaugas of the Credit First Nations were invited to join the Water Managers Working Group.</li><li>• Staff consulted with both First Nations on the Niska Management Plan</li><li>• Provided access for Six Nations of the Grand River Kayanse Greenhouse and Nursery to GRCA properties for seed collection</li></ul>
Provide education and training to staff and the GRCA Board	<ul style="list-style-type: none"><li>• Managers who have been involved in the Grand River Notification Agreement participated in webinars on reconciliation, land acknowledgements and a virtual tour of the Woodland Cultural Centre/Mohawk Institute Residential School.</li><li>• All staff were invited to participate in the True North Aid Settler Discussion Series webinars; a series of four webinars that will be completed in 2024.</li></ul>

Key Action	Progress to date
Continue to develop working relationships with Elected Band Councils in the Grand River watershed	<ul style="list-style-type: none"> <li>• Staff meet quarterly with members of the Six Nations of the Grand River to discuss issues of mutual interest. This can include renewal/establishment of agreements on projects, development/permit files, etc.</li> <li>• Renewed Grand River Notification agreement on February 28, 2023.</li> <li>• Meetings with the Mississaugas of the Credit First Nations on issues of mutual interest occur regularly.</li> </ul>
Establish an appropriate and respectful way to acknowledge indigenous Nations, Communities and Peoples of the Grand River watershed	<ul style="list-style-type: none"> <li>• Staff have included both First Nations in the development of the 30<sup>th</sup> Heritage River Designation report.</li> <li>• Staff are looking for other opportunities to incorporate acknowledgement that are appropriate and respectful to the First Nations in the watershed.</li> </ul>

#### **Process for Updating the Strategic Plan**

Staff will continue to work towards achieving the outstanding key action items throughout the 2024 year. The main strategic goals of the Strategic Plan remain relevant regardless of the changes to the Conservation Authorities Act. There are still pending regulations, and they are anticipated to be released before the end of 2023. Most notably, the updated Development Regulation, which pertains to GRCA's permitting function.

Staff will embark on a new Strategic Plan in the second quarter of 2024. The new Strategic Plan will focus on priorities for the next five years, starting in 2025. This new plan will include the engagement of staff, the GRCA Board, First Nations and the watershed community.

#### **Financial Implications:**

Not applicable.

#### **Other Department Considerations:**

Not applicable.

#### **Submitted by:**

Samantha Lawson  
Chief Administrative Officer

# Grand River Conservation Authority

**Report number:** GM-12-23-96

**Date:** December 15, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Proposed By-law 2-2023

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## Recommendation:

THAT By-law 2-2023 be read a first, second, and third time and adopted by the General Membership, to take effect on December 15, 2023;

AND THAT By-law 2-2023 be repealed on December 15, 2023;

AND THAT a copy of By-law 2-2023 be forwarded to the Ministry of the Natural Resources and Forestry, and posted publicly on the Grand River Conservation Authority's website.

## Summary:

There have been many legislative changes impacting Conservation Authorities in the past few years. Some of the more recent changes include changes to the regulations under the Conservation Authorities Act (CA Act) and the proclamation of the Ontario Not-for-Profit Corporations Act (ONCA). The Grand River Conservation Authority's By-law has been reviewed and edited to ensure compliance, as applicable.

There is one issue that requires specific Board direction related to the budget vote. Ontario Regulation 402/22: Budget and Apportionment requires that the vote on apportionment be a weighted vote. The vote on the budget can be a weighted vote if specified in the bylaw, otherwise, it is approved based on a majority of votes. Before this new regulation, the GRCA combined the apportionment and budget in one vote, which was a weighted vote.

## Report:

On July 1, 2023, Ontario Regulation 402/22: Budget and Apportionment came into effect. This regulation prescribes the budget process, including consultation, voting, and notification. The terms levy and non-matching levy are no longer in legislation or regulations, and the By-law has been updated to reflect the change to the use of the term "apportionment".

The Ontario Not-for-Profit Corporations Act (ONCA) was proclaimed into force in 2021 with a three-year transition period to come into compliance. Conservation Ontario formed a committee to review the impacts of ONCA on the Conservation Authorities' administrative by-law and the GRCA participated on this committee. Conservation Ontario facilitated a legal review of the changes and they have been incorporated into this draft, as applicable. If there is a conflict between ONCA and the CA Act, given that Conservation Authorities are special act corporations, the CA Act prevails

The current By-law 1-2023 has been updated to reflect these changes and is included as Attachment B, By-law 2-2023. A summary of the changes is as follows:

Section	Explanation of Change
Introduction	The wording has been modified for clarity and to reflect that, for the purposes of ONCA, Members of the Authority are also Directors.  The Powers of Authorities have been updated to reflect the current wording in the CA Act.

Section	Explanation of Change
A. Definitions	Several definitions have been modified to reflect ONCA and changes to the Act and Regulations.
B.1.a. Members Appointments	The wording has been amended to reflect that the GRCA appoints members as per an Order-in-Council.
B.1.b. Terms of Appointments	Wording about the member representing the agricultural sector that may be appointed by the Minister was clarified
B.1.c. Powers of the General Membership	Added wording to clarify the voting limitations for the member appointed by the Minister as per O.Reg.402/22
B.1.d. Member Accountability	Added wording about members and officers acting in the best interests of the Authority.  Additional wording about the member appointed by the Minister being required to follow the provincial ethical framework
B.1.e. Applicable Legislation	ONCA is added to the list of applicable legislation. Where ONCA and the CA Act may conflict, the CA Act prevails.
B.16. Records Available to the Public	Added O.Reg.400/22 Information Requirements to the list of legislation governing records of the Authority.
C.2. Declared State of Emergency	This section has been deleted as electronic meetings have been incorporated elsewhere in the by-law and the subsequent sections will be renumbered as a result.
C.5. Meetings Open to Public	Added wording that meetings will be webcast unless there is a technological issue preventing it.
C.6. Agenda for Meetings	Items deleted from listing as they have not been occurring at regular meetings for the past several years.
C.11 Electronic Meetings and Participation	As directed at a previous meeting of the Members, wording was added that in-person attendance at meetings is preferred.
C.13 Delegations	Updated wording about registered and unregistered delegations.
C.17 Voting	Deleted duplicate wording about questions not being voted on more than once at any meeting unless a recorded vote is requested.  TO BE DECIDED: should this section be amended to add that a weighted vote will be used for the budget vote?
C.22 Minutes of Meetings	Added wording about meeting recordings being available for later viewing, unless there is a technological issue preventing it.
Appendix 1 – Code of Conduct	Added wording specific to the member that may be appointed by the Minister.
Appendix 3 – Procedure for Election of Officers	A qualifier was added to the election procedures that the Chair or Vice-Chair(s) must be a member appointed by a participating municipality. Thus, if a member was appointed by the Minister, they would not be eligible for those roles.



Section B.14 of the By-law is also referenced on the Per Diems and Honorariums summary sheet that is provided to the Members in this month's report GM-12-23-97. This document will also be updated as applicable to reflect the modified wording in that section.

In addition to the changes noted above, several minor edits to improve clarity, and correct typos and grammar have been made.

**Financial Implications:**

There are no additional costs incurred because of these changes.

**Other Department Considerations:**

Once the Board approves the updated By-law, it will be forwarded to MNRF and posted publicly on the GRCA's website.

**Prepared by:**

Karen Armstrong  
Deputy CAO, Secretary-Treasurer

**Approved by:**

Samantha Lawson  
Chief Administrative Officer



# **Grand River Conservation Authority**

## **By-Law No. ~~1~~2-2023**

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**GRAND RIVER CONSERVATION AUTHORITY**  
**By-Law No. ~~12~~-2023**

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## Administrative By-Law

### Introduction

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

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

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

### **Powers of authorities**

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

- (a) to research, study and investigate the watershed and to support the development and implementation of programs and services intended to further the purposes of this Act;
- (b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land, with consent of the occupant or owner, and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;
- (c) to acquire by purchase, lease or otherwise any land that it may require, and, subject to subsection (2) and (4), to sell, lease or otherwise dispose of land so acquired;
- (d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;
- (e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;
- (f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;
- (g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;

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

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

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

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

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

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

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

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

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

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

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

## A. Definitions

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

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

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

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

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

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

**“General Membership”** means all of the Members, collectively, and effectively acting as Directors as specified in the *Ontario Not-for-Profit Corporations Act (ONCA)*.

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

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

**“Members”** shall mean the members appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction, and the member appointed by the Minister as a representative of the agricultural sector. Members effectively act as Directors as specified in the *Ontario Not-for-Profit Corporations Act (ONCA)*.

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

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

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

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

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

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

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

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

“**Weighted Majority Vote**” means the votes of 51 per-cent of ~~those represented after the votes~~the total weighted value for of the votes cast. Each member’s vote areis weighted by the percentage that applies under Ontario Regulation ~~439/96 for Municipal Levies~~402/22: Budget and Apportionment.

## **B. Governance**

### **1. Members**

#### **a) Appointments**

Participating Municipalities within the jurisdiction of the Grand River Conservation Authority may appoint Members in accordance with ~~Section 14 of the Act~~the Order-in-Council dated October 7, 1994. An additional member may be appointed to the Authority by the Minister as a representative of the agricultural sector.

Appointed Members must reside in a Participating Municipality within the Authority’s area of jurisdiction and may include citizens as well as elected members of municipal councils. When appointing members, the council of a participating municipality must ensure that at least 70 percent of its appointees are selected from among the members of the municipal council, or they may apply to the Minister for permission to select less than the prescribed percentage.

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

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

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

~~The Minister will define the term for the Member they appoint as a representative of the agricultural sector and A member appointed by the Minister as a representative of the agricultural sector~~they may be replaced ~~by~~at the Minister’s discretion.

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

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



- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof, and the terms of reference for these Committees and/or Advisory Boards;
- ii. Appointing a Chief Administrative Officer and/or Secretary-Treasurer;
- iii. Terminating the services of the Chief Administrative Officer and/or Secretary-Treasurer.
- iv. Approving establishing and implementing regulations, policies, and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy.
- vi. Appointing an Executive Committee and delegate to the Committee any of its powers except:
  - i. The termination of the services of the Chief Administrative Officer and/or Secretary-Treasurer,
  - ii. The power to raise money, and
  - iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;
- x. Approving ~~of~~ the total budget for the ensuing year, and approving the ~~levies~~ apportionment to be paid by the Participating Municipalities;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
- xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act except where approving permits has been delegated to the Chief Administrative Officer;
- xv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the applicable decision to the Minister through the Ontario Land Tribunal or Mining and Lands Tribunal or the Local Planning Appeal Tribunal.

If a Member has been appointed representing the agricultural sector, they do not have a vote on items ix, x, and xi as per s.14 of the Act and s.2 of O.Reg.402/22 Budget and Apportionment.

#### **d) Member Accountability**

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

Every member and officer, in exercising their powers or discharging their duties to the Authority, shall act honestly and in good faith with a view to the best interests of the Authority and exercise

the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

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

Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive

Members are responsible for:

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

#### **e) *Applicable Legislation***

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

- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Not-for-Profit Corporations Act, 2010*

If any part of the by-law conflicts with any provision of the Municipal Conflict of Interest Act, ~~or~~ the Municipal Freedom of Information and Protection of Privacy Act, or the Not-for-Profit Corporations Act, or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails. The same applies to conflicts between these by-laws and the Not-for-Profit Corporations Act except where dictated by the Conservation Authorities Act, in which case the Conservation Authorities Act prevails.

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

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

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

## **2. *Officers***

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

### **Chair**

- Is a Member of the Authority;
- Presides and preserves order and decorum and decides on questions of order at all meetings of the General Membership (and Executive Committee if applicable);
- Calls special meetings if necessary;
- Attends all meetings of the Authority;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority;

- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Is a member of the Conservation Ontario Council and the Grand River Conservation Foundation;
- Performs other duties when directed to do so by resolution of the Authority.

#### Vice-Chair(s)

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

#### Chief Administrative Officer (CAO)

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

- Is an employee of the Authority;
- Attends all meetings of the General Membership (and Executive Committee if applicable) or designates an acting CAO if not available;
- Works in close collaboration with the Chair and Vice-Chair(s) and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- Ensures resolutions of the Authority are implemented in a timely fashion;
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups, and associations;
- Approves applications under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations made under Section 28 of the Conservation Authorities Act, RSO 1990 when such applications meet the Authority's policies, are recommended by staff for approval with or without conditions and have a maximum period of validity that does not exceed 24 months;
- Is a member of Conservation Ontario Council;
- Serves as a signing officer for the Authority.

#### Secretary-Treasurer

- Is an employee of the Authority;
- Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- Attends all meetings of the General Membership (and Executive Committee, if applicable);
- Is the custodian of the Corporate Seal;

- Ensures notices are given and minutes are provided as required by this By-Law;
- Ensures accurate records of meetings and accounts of the Authority are kept;
- Carries out or causes to be carried out required financial transactions on behalf of the Authority;
- Is an alternate member of Conservation Ontario Council;
- Serves as a signing officer for the Authority.

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

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

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

The individuals elected shall hold office until their successors are elected and will be eligible for re-election to the same office for up to a maximum of two one-year terms. With approval from the Minister, the chair or vice-chair(s) may be re-elected for up to a maximum of four one-year terms. Appointments must rotate amongst participating municipalities and a member from a specific municipality cannot be elected to succeed an outgoing Chair or Vice-Chair appointed by the same municipality.

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

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

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

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

### **6. Appointment of Auditor**

The General Membership shall appoint an auditor for the coming year at the Annual Meeting in accordance with Section 38 of the Act. The Authority shall ensure that the annual audit is prepared in accordance with generally accepted accounting principles recommended by the Public Sector Accounting Board.

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

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

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

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

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister in accordance with Section 38 of the Act, and will make them available to the public on the Authority's website within 60 days of the Annual General Meeting.

#### **9. Borrowing Resolution**

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

#### **10. Corporate Policies**

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

#### **11. Levy Apportionment Notice**

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

#### **12. Signing Officers**

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

- i. Agreements, contracts, property leases or other documents required to be signed by the Authority shall be signed by the Chief Administrative Officer or the Secretary-Treasurer when properly authorized by resolution of the Authority;
- ii. Property leases, licenses, access agreements or other documents related to ongoing approved programs shall be signed by the Chief Administrative Officer or the Secretary-Treasurer;
- iii. Commitments to purchase goods and services may be signed by authorized buyers in accordance with the approved Purchasing Policy of the Authority;
- iv. Electronic Fund Transfers (EFTs) may be initiated by staff in accordance with proper authorization in the Purchasing Policy of the Authority or resolution of the Authority;
- v. Electronic signatures are considered acceptable except where expressly prohibited under the Electronic Commerce Act, 2000;
- vi. Permits issued under Regulations made under the Conservation Authorities Act may be signed by the Chief Administrative Officer or Secretary-Treasurer if so authorized by resolution of the Authority to sign and execute such documents on behalf of the Authority.
- vii. Notwithstanding the above, other documents required to be signed by the Authority may be signed by the Chief Administrative Officer, Secretary-Treasurer, or designate when properly authorized by policies, procedures, or resolution of the Authority.

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

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

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

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

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

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

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

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

### **Audit Committee**

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

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

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

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

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



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

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

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

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

Remuneration for the member appointed by the Minister as a representative of the agricultural sector shall be ~~in accordance with direction from the Ministry of~~ at the expense and discretion of the ~~of Environment, Conservation and Parks~~ Province.

## **15. Retention of Records**

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

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;
- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic Communications including emails
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction
- viii. Projects of the Authority;
- ix. Technical Studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the Authority;
- xi. Incidents of personal injury or property damage involving the Authority and/or members of the public on Authority property.

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

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

Records of the Authority shall be made available to the public in a manner that is consistent with existing legal obligations, restrictions and requirements, including *Municipal Freedom of Information and Protection of Personal Privacy Act (MFIPPA)* and ~~other applicable legislation~~O.Reg. 400/22 Information Requirements.

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

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

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

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

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

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

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

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

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

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

## **C. Meeting Procedures**

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



## 1. Rules of Procedure

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

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

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

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

- ~~a) a Member may participate in meetings electronically and shall have the ability to:
  - i. register a vote;
  - ii. be counted towards determining quorum, with the exception of the member appointed by the Minister who is not counted when determining quorum; and
  - iii. participate in meetings closed to the public.~~
- ~~b) any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the General Membership can reasonably address the issue.~~
- ~~c) the Authority shall make electronic meetings of the Authority open to the public.~~
- ~~d) any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.~~
- ~~e) All electronic meetings of the Board of Directors, and other meetings as directed by the Chair, will be webcast except in times of technological failure (e.g. Internet outage, system crash). Meeting recordings shall be made publicly available for later viewing. Failure to webcast or produce a recording does not call the meeting into question.~~

## Delegations

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

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

## 2. Notice of Meeting

The General Membership shall meet at least once a month at the Authority's Head Office unless otherwise specified, and at such time as the Chair decides. The General Membership shall approve a schedule for regular meetings in advance. The Secretary-Treasurer shall send Notice of regular meetings to all Members at least five calendar days in advance of a meeting. Notice of all regular or special meetings of the General Membership, or its Executive Committee or

Advisory Board, as far as they are applicable, shall be made available to the public as soon as possible after its delivery to General Membership.

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

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

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

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

### 3. Special Meetings

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

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

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

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

### 4. Meetings Open to Public

All meetings of the General Membership shall be open to the public. All electronic and hybrid meetings of the Board of Directors, and other meetings as directed by the Chair, will be webcast, except in times of technological failure e.g. Internet outage, system crash. Failure to webcast does not call a meeting into question.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the Agenda or arises during a meeting requiring that

it be closed to the public at the time that the matter is raised at a meeting, and/or the subject matter meets the criteria for a closed meeting as defined in this by-law.

## 5. Agenda for Meetings

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

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

\*if applicable

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

## 6. Quorum

At any meeting of the General Membership, a quorum consists of one-half of the Members appointed by the Participating Municipalities, except where there are fewer than six such Members, in which case three such Members constitute a quorum. At any advisory board or committee meeting, a quorum consists of one-half of the Members of the advisory board or committee. Note: the Member appointed by the Minister to represent the agricultural sector, if applicable, is not counted when determining quorum.

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

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

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

## **7. Order of Business**

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

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

## **8. Debate**

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

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

## **9. Matters of Precedence**

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

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

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

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

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

### **10. Electronic Meetings and Participation**

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

~~In-person attendance at meetings is preferred, however, Aa~~ Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time, with the exception of the member appointed by the Minister who is not counted when determining quorum. Electronic meetings must permit all participants to communicate adequately with each other during the meeting. ~~For open electronic meetings, the public must be able to participate in the meeting electronically.~~

### **11. Members' Attendance**

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

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

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

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

### **12. Delegations**

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

Any person or organization requesting an opportunity to address the Authority, but not having made a written request to do so in the timelines specified above, may register as a delegation through the Office of the CAO up to two business days immediately preceding a meeting of the General Membership or shall be listed on the published agenda for the following meeting.

Registered delegations may address the Authority by joining the meeting electronically or in person. Presentation materials related to the delegation may be shared with Authority Members if the delegation provides them at least two business days in advance of the meeting. Unregistered delegations present at the meeting in person may request to speak and will be limited to a maximum of three (3) minutes to address the Board, if approved by a majority of members present at the meeting.

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

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

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

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

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

#### Hearings

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

When a hearing is held, a letter of decision including the reasons for the decision and a copy of the resolution that includes the mover and seconder of the resolution shall be sent to the applicant by registered mail or email. A copy shall be sent by regular mail or email to those who received the hearing notice.

#### Permit Issuance

When a permit is approved the Authority will retain a record of the permit and a copy shall be sent by regular mail or email to the applicant,<sup>7</sup> and to the appropriate municipal department.

#### 14. Annual Meeting

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

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

#### 15. Meetings with Closed "In Camera" Sessions

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

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

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

The Authority shall close a meeting if the subject matter relates to the consideration of a request under MFIPPA, and the designated head of the Authority for the purposes of MFIPPA is present.

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



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

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

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

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

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

## 16. Voting

In accordance with Section 16 of the Act:

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

Where a member has been appointed by Minister as a representative of the agricultural sector, the member shall not vote on:

- a) a resolution to enlarge the Authority's area of jurisdiction;
- b) a resolution to amalgamate the Authority with another Conservation Authority;
- c) a resolution to dissolve the Authority; or
- d) a resolution related to any budgetary matter.

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

On a tie vote, the motion is lost.

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

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

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

At the meeting of the Authority at which the ~~Non-Matching Levy~~ municipal apportionment is to be approved, the Secretary-Treasurer shall conduct the vote to approve ~~of Non-Matching Levy~~ the



apportionment by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 402/22 Budget and Apportionment.

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

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

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

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

### **17. Notice of Motion**

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

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

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

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

### **18. Motion to Reconsider**

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

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

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

- a) Take the chair and call the members to order when a quorum is first present after the hour fixed for a meeting of the Authority;

- b) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- c) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- d) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- e) Announce the results of the vote on any motions so presented;
- f) Adjourn the meeting when business is concluded.

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

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

## **20. Conduct of Members**

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

No Member at any meeting of the Authority shall:

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

## **21. Minutes of Meetings**

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

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

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

The Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each member of the Authority at the same time as agendas for the next meeting are distributed. Copies of all non-confidential minutes shall be posted as part of the agenda package on the Authority's website within 30 days following the previous meeting.

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

Meeting recordings shall be made publicly available for later viewing, except in times of technological failure. Failure to produce a recording does not call the meeting into question.

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

By-law number 1-202~~23~~ is hereby repealed;

By-law number ~~42~~-2023 shall come into force on the ~~27th~~-~~15th~~ day of ~~January~~December, 2023

READ A FIRST AND SECOND TIME  
~~27, 2023~~

January

Date

READ A THIRD TIME AND FINALLY PASSED  
2023

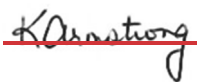
January 27,

Date

Signed:



Chair



Secretary-Treasurer

## E. Appendices to the Administrative By-law

### Appendix 1 - Code of Conduct

#### 1. Background

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

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

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

The agricultural representative appointed by the Minister will also be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

#### 2. General

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

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

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

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

### **3. Gifts and Benefits**

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

### **4. Confidentiality**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **8. Influence on Staff**

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

## **9. Business Relations**

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

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

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

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

## **11. Harassment**

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

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

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

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

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

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

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



## Appendix 2 - Conflict of Interest

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

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

### 2. *Disclosure of Pecuniary Interest*

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

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

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

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

### 4. *Closed Meetings*

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

### 5. *Member Absent*

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

### 6. *Disclosure Recorded in Minutes*

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

### 7. *Pecuniary Interest Registry*

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

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

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

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

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

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

## Appendix 3 - Procedure for Election of Officers

### 1. Voting

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

### 2. Acting Chair

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

### 3. Scrutineer(s)

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

### 4. Election Procedures

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

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

If one Nominee:

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

If More than One Nominee:

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

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

election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

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

# Grand River Conservation Authority

**Report number:** GM-12-23-95

**Date:** December 15, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Chair's Report of the Audit Committee

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## **Recommendation:**

THAT the Report of the Audit Committee be received as information;

AND THAT the Asset Retirement Obligations (ARO) Policy dated December 15, 2023 be approved and implemented;

AND THAT the Reserve Funds Policy dated December 15, 2023 be approved and implemented.

## **Summary:**

Not applicable.

## **Report:**

The Audit Committee met on November 24, 2023. John Challinor was appointed as Chair for a term commencing November 24, 2023 until the next Annual General Meeting.

The Audit Committee reviewed a new Asset Retirement Obligation Policy, as well as updates to the Reserves Policy and had no suggestions for changes for either. Both are policies and respective reports are attached.

The Grand River Conservation Authority's auditors, KPMG, presented the 2023 Audit Plan. The audit fee for 2023 was approved at the 2023 Annual General Meeting at \$41,837 which is a fee of \$39,100 plus a 7% technology fee. There is also an additional cost for this year's audit related to auditing the new financial reporting requirements for Asset Retirement Obligations that become effective with the audited financial statements ending December 31, 2023.

The following Resolutions were passed by the Audit Committee:

AUD-23-10

**Moved By** Shawn Watters

**Seconded By** Pam Wolf

THAT the Audit Committee Recommends to the General Membership that the Asset Retirement Obligations (ARO) Policy be approved and implemented.

**Carried**

AUD-23-11

**Moved By** Susan Foxton

**Seconded By** Brian Coleman

THAT the Audit Committee Recommends to the General Membership that the Reserve Funds Policy be approved and implemented.

**Carried**

AUD-23-12

**Moved By** Susan Foxton

**Seconded By** Shawn Watters

THAT the Audit Plan for 2023 proposed by KPMG Chartered Professional Accountants be approved.

**Carried**

**Financial Implications:**

Not applicable.

**Other Department Considerations:**

Not applicable.

**Submitted by:**

John Challinor II, Chair  
GRCA Audit Committee

# Grand River Conservation Authority Asset Retirement Obligations Policy



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## Policy Statement

The Grand River Conservation Authority (GRCA) shall account for and report on asset retirement obligations (ARO) in compliance with the Public Sector Accounting Board (PSAB) Handbook, section 3280.

## Policy Approval

This policy will be reviewed by the Audit Committee and recommended for approval by the Board of Directors.

## Purpose

The objective of this Policy is to outline the accounting treatment for asset retirement obligations (ARO) so that users of the financial statements can discern information about these assets, and their end of life obligations. The principal issues in accounting for ARO's is the recognition and measurement of these obligations.

## Definitions

**Accretion expense** is the increase in the carrying amount of a liability for asset retirement obligations due to the passage of time. This will not apply to the GRCA as AROs will not be discounted.

**Asset retirement activities** include all activities related to an asset retirement obligation. These may include, but are not limited to:

- decommissioning or dismantling a tangible capital asset that was acquired, constructed, developed, or leased;
- remediation of contamination of a tangible capital asset created by its normal use;
- post-retirement activities such as monitoring; and
- constructing other tangible capital assets to perform post-retirement activities.

**Asset retirement cost** is the estimated amount required to retire a tangible capital asset.

**Asset retirement obligation** is a legal obligation associated with the retirement of a tangible capital asset.

A **legal obligation** establishes a clear duty or responsibility to another party that justifies recognition of a liability. For purposes of this Section, a legal obligation can result from:

- (a) agreements or contracts;
- (b) legislation of another government;
- (c) a government's own legislation; or
- (d) a promise conveyed to a third party that imposes a reasonable expectation of performance upon the promisor under the doctrine of promissory estoppel.

**Retirement of a tangible capital asset** is the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment or disposal in some other manner but not its temporary idling.

## Application

This Policy applies to all departments within the reporting entity of the Grand River Conservation Authority that possess asset retirement obligations including:

- Assets with legal title held by the GRCA
- Assets controlled by the GRCA

Existing laws and regulations require public sector entities to take specific actions to retire certain tangible capital assets at the end of their useful lives.

This includes activities such as:

- removal of asbestos
- retirement of landfills
- underground fuel storage tank removal
- wells, sewage, septic tank, septic bed, wastewater environmental ordinances



Other obligations to retire tangible capital assets may arise from contracts, court judgments, or lease arrangements.

The legal obligation associated with retirement of tangible capital assets controlled by the GRCA will be recognized as a liability in the financial statements of the GRCA in accordance with PS3280, adopted for the Financial Statements reporting on the fiscal year ending December 31, 2023. A monitoring exercise will occur annually to ensure accuracy and completeness – see appendix C.

Asset retirement obligations result from acquisition, construction, development, or normal use of the asset. These obligations are predictable, likely to occur, and unavoidable. Asset retirement obligations are separate and distinct from contaminated site liabilities. The liability for contaminated sites is normally resulting from unexpected contamination exceeding the environmental standards. Asset retirement obligations are not necessarily associated with contamination.

## Policy Requirements

### A. Recognition

A liability should be recognized when, as at the financial reporting date:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

A liability for an asset retirement obligation cannot be recognized unless all of the criteria above are satisfied.

The estimate of the liability would be based on requirements in existing agreements, contracts, legislation, or legally enforceable obligations expected to be used in asset retirement activities.

### B. Measurement

The estimate of a liability should include costs directly attributable to asset retirement activities. Costs could include post-retirement operation, maintenance, and monitoring if they are an integral part of the retirement of the tangible capital asset. Professional judgment is required when measuring the extent and complexity of future costs, and the time frame over which activities will occur.

Directly attributable costs include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.

Upon initial recognition of a liability for an asset retirement obligation, the GRCA will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (TCA), or a component thereof, by the same amount as the liability.

Where an active asset is expected to operate in perpetuity (i.e., buildings, dams), the useful life of the ARO will be established using the same useful life terms as the correlated tangible capital asset, starting from the date of asset retirement obligation establishment (triggered by ARO adoption, new asset acquisition, new legislation, or contractual obligation). The ARO asset will be depreciated using the straight-line method.

For water control structures, there would be a trigger point when the asset is nearing inactivity or is inactive which would be at the stage the entity is performing a terminal engineering assessment to determine if the dam is sound and safe and can be left as is, or if additional work needs to be completed to return it to an adequate structure. At this trigger point, an ARO would be set up. Costs

of remediation (ARO) are to return the structure to this state (safe), and not to extend the assets life (betterments). Betterments would be accounted for as a TCA addition.

Where the obligation relates to an asset which is no longer in service, and not providing economic benefit, the obligation is expensed upon recognition.

The capitalization thresholds applicable to the different tangible asset categories will also be applied to the asset retirement obligations to be recognized within each of the asset categories.

The GRCA will not be applying the present value technique. The estimated costs of the ARO will be represented by the best current estimate of the costs to retire the asset. These costs will not be discounted, as estimated retirement dates are often unknown, and discount rate volatility would negatively impact estimation accuracy.

### C. Transition Method

Upon the year of adoption, the GRCA will apply the prospective approach to asset retirement obligation adoption as at December 31, 2023. The benefit of this adoption method allows the GRCA to avoid adjusting opening surplus and provides the ability to recognize the ARO expenses over the remaining useful life of the ARO asset.

### D. Subsequent Measurement

On an annual basis, the existing asset retirement obligations will be assessed for any material changes in expected cost, term to retirement, or any other changes that may materially impact the estimated obligation. In addition, any new obligations identified will also be assessed. See Appendix C for Annual ARO Monitoring Inquiries that will be circulated to staff listed under 'Responsibilities'.

Materiality will be considered as determined in the annual audit findings report prepared by GRCA's external auditor.

### E. Presentation and Disclosure

The liability for asset retirement obligations will be disclosed. See Appendix B for an illustration of journal entries applicable to ARO.

## Responsibilities

- Financial Controller – lead (project management, develop project plan, determine transition method, measurement approaches, prepare audit documentation)
- Senior Accountant – analyst role
- Manager of Central Services – Central Services team representative
- Manager of Water Infrastructure – Water Infrastructure team representative
- Property Analyst or Manager of Conservation Lands – Conservation Lands representative

Other staff may be included and/or consulted as required. The above-mentioned positions will participate in the annual monitoring exercise (see Appendix C).

## Departments

**Central Services and Water Infrastructure** departments are required to:

- Communicate with Finance on retirement obligations, and any changes in asset condition or retirement timelines.
- Assist in the preparation of cost estimates for retirement obligations.
- Inform Finance of any legal or contractual obligations at inception of any such obligation

- Sign off on Annual ARO Monitoring Inquiries document circulated at interim and year end audit (Appendix C)

**Finance** department is responsible for the development of and adherence to policies for the accounting and reporting of asset retirement obligations in accordance with Public Sector Accounting Board section 3280. This includes responsibility for:

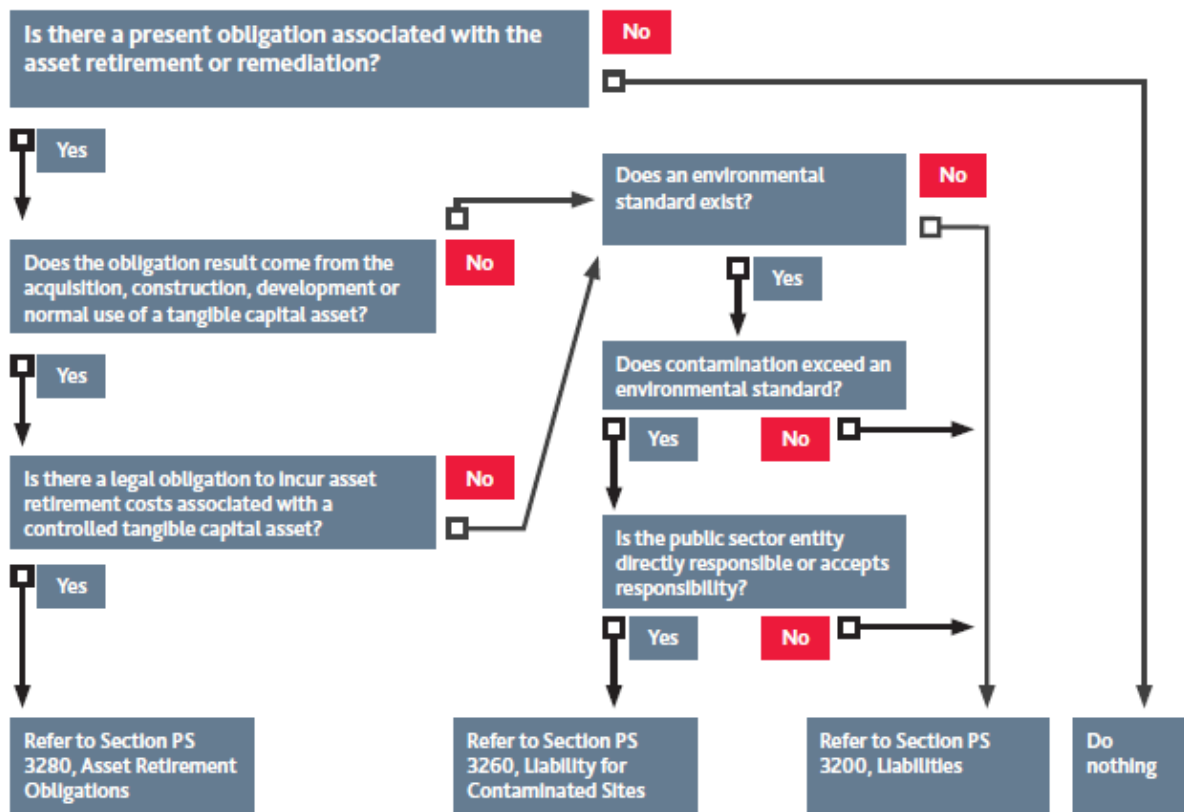
- Reporting asset retirement obligations in the audited financial statements of the GRCA and other financial documents as required
- Monitoring the application of this Policy
- Circulating the Annual ARO Monitoring Inquiry document to the staff listed under 'Responsibilities' section of this policy (Appendix C)
- Managing processes within the financial software Fixed Asset accounting module
- Investigating issues and working with other departments to resolve issues.

### **Legislative and Administrative Authorities**

Public Sector Accounting Board, Public Sector Handbook, Section PS 3280 Asset Retirement Obligations

## Appendix A - Decision tree – Scope of Applicability

The following flowchart can be used to help determine which standard an entity should look to for guidance in accounting for an obligation.



## Appendix B - Journal Entries Illustration

December 31, 2023 → To record the ARO asset and liability upon ARO adoption (will be set up through GP's fixed asset subledger; using the liability account as the clearing CR for all ARO Assets)

DR ARO Asset                      [PV of estimated future costs]

CR ARO Liability [PV of estimated future costs]

December 31, 2024 → To record ARO Asset depreciation (done through the fixed asset subledger)

DR Depreciation Expense [Amount using straight line method]

CR Accumulated Depreciation [Amount using straight line method]

Subsequent measurement; if material changes to ARO information exist at the financial reporting date (for reasons other than accretion):

- Adjust the ARO Asset and Liability by the incremental difference
- The ARO asset will be depreciated over the ARO asset's useful life

## Appendix C – Annual ARO Monitoring Inquiries

The following questions will be reviewed annually in preparation for interim audit (October/November) AND at year-end in preparation for adjustments required for ARO financial reporting:

1. Has any asbestos abatement occurred during the year?
  - a. If so, where?
2. Have any buildings been sold or demolished where an ARO has been established for asbestos abatement?
3. Have any buildings been acquired where asbestos exists?
4. Is there an updated asbestos inspection report that can be reviewed against ARO to ensure completeness?
5. Has a demo permit been issued where the removal of a septic system is now required?
6. Has a demo permit been issued where a well decommissioning is now required?
7. Has a condition assessment been completed on any septic systems where removal of the septic system is now required?
8. Has a dam or water control structure been identified as inactive or nearing inactivity?
9. Has an engineering assessment been completed on any dams, dykes or gauges that require an ARO be quantified?
10. Are there any new contracts, condition assessments or environmental legislation that requires any of our water supply or monitoring wells to be decommissioned?
11. Are there any new contracts or leases that require end of term expenditures (usually to put the asset back into a pre-lease state)?
12. Have any new underground fuel tanks been installed?
13. Have any underground fuel tanks been removed?
14. Have any above ground fuel tanks had a condition assessment completed and now require removal?
15. Is there any new information regarding an asset that has post retirement costs – i.e. Legal, equipment, overhead, staff time, changes in cost estimates previously utilized.
16. Is there any new legislation, or contractual obligations related to a GRCA asset?

Specific Inquiries:

- Conservation Lands – review [ARO Property Agreements Review and Summary](#) and provide updates as required.

Signoff:

Position	Name	Signed	Dated
Financial Controller			
Senior Accountant			
Manager of Central Services			
Manager of Water Infrastructure			
Property Analyst or Manager of Conservation Lands			

## Resources:

[Perspectives on PS3280 Asset Retirement Obligations \(kpmg.com\)](#)

[3280\\_ARO.pdf \(bdo.ca\)](#)

[2020 06 PSAS 3280 Asset Retirement Obligations - FINAL \(mnp.ca\)](#)

# Grand River Conservation Authority Reserves Policy



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## Purpose and Objectives

### Policy Statement

This policy establishes the objectives for reserves and reserve funds, standard of care and responsibilities for their management and administration.

### Application

The General Membership and employees who are responsible for the creation, control, administration and management of reserves and reserve funds.

### Corporate Structure and Applicable Legislation

Grand River Conservation Authority (GRCA) is a non-share corporation, which was incorporated in 1966 by Bill 32, "An Act to establish the Grand River Conservation Authority". Bill 32 stated that the



Members also formed the Board of Directors of the Corporation. The Conservation Authorities Act (RSO 1990) applies to GRCA and, as an Ontario Corporation Without Share Capital, Part III of the Corporations Act (RSO 1990) is also applicable. The accounting standards for Canadian public sector organizations, including Conservation Authorities, are established by the Public Sector Accounting Board (PSAB).

Purpose of Reserves

A non-share corporation does not carry on business for the purpose of generating profits (surpluses). Under the PSAB standards, however, certain activities cause an “accumulated surplus” to be shown on a public sector organization’s balance sheet. A significant component of an accumulated surplus is the net (unamortized) value of the Tangible Capital Assets that the organization owns. A limited number of other items may also be included in the accumulated surplus on a Conservation Authority’s balance sheet, such as:

- a small surplus (or deficit) carried over from one year to the next, and,
- amounts that have been set aside in reserves.

Reserves are essentially savings that the organization has set aside for future projects, contingencies or emergencies. Reserves promote financial stability and flexibility or may be a result of statutory requirements. The money to fund a reserve could have come from an operational surplus in a given period or been raised through [municipal apportionment levies](#) or other revenues.

Reserves are an appropriate way to save for such events because Conservation Authorities:

- may wish to avoid large fluctuations in annual municipal [levies funding requests](#), and,
- may not be able to increase other revenues to accommodate major one-time expenditures.

Definitions/Types of Reserves

Some of GRCA’s reserves are created and funded at the discretion of the board of directors (the board) to ensure funds are available for future events (discretionary reserves). Other reserves are required due to outside interest or control over certain funds (non-discretionary reserves). The following table includes explanations and examples of reserves that fall into those two categories.

TYPE A: Discretionary Reserves	TYPE B: Non-discretionary Reserves
<p><u>Insurance, Building and Equipment Reserves:</u> At the discretion of the board, GRCA may establish reserves to fund uninsured losses, deductibles, and unanticipated building equipment maintenance expenses. The source of funds for these types of reserves could be savings resulting from reduced insurance premiums (due to self-insurance or increased deductibles) or unspent budgeted amounts for expenses that fluctuate over time.</p> <p><u>Miscellaneous Operating Reserves:</u> At the discretion of the board, GRCA may establish</p>	<p><u>Land Sale Reserves:</u> The Conservation Authorities Act, Provincial Regulations and MNRF Policies and Procedures require that proceeds from the disposition of property (where provincial grants were provided to acquire the property) must be held in a capital reserve and used only for projects of provincial interest.</p> <p><i>Disposition of Property</i> includes selling, exchanging, granting of easement or otherwise disposing of land and fixed assets. This includes all oil/gas/gravel leases over one year in duration. This also includes all other leases</p>

TYPE A: Discretionary Reserves	TYPE B: Non-discretionary Reserves
<p>reserves for future operating expenses that are intermittent in nature. Examples include regulation enforcement, forestry management, cottage lot maintenance, one-time personnel expenses, etc.</p> <p><u>Capital Reserves:</u> It may be necessary to set aside money over time for large capital projects that are expected to take place in future years. In some cases, the money is raised by <a href="#">municipal funding</a><del>Capital Levies</del>, including matching <a href="#">funding</a><del>levies</del> for projects that are jointly funded by the province and GRCA. In other cases, the board may wish to set aside surpluses generated by a fee-based business unit for future capital improvements in that business unit (e.g. Conservation Areas).</p> <p><u>Stabilization Reserves:</u> The board may support setting aside surpluses generated by a non-<a href="#">municipally</a><del>levy</del>-funded business unit to offset operating deficits in other years. GRCA has used this strategy for Conservation Areas, where revenues can fluctuate substantially due to uncontrollable factors such as weather, water quality, currency and other economic changes.</p> <p><u>Motor Pool/Computer Replacement Reserves:</u> These two departments are support areas that provide equipment and technology for other programs. Historically, the provincial granting process allowed costs for these two support areas to be allocated on an as-used basis to activities that were eligible for provincial grants. A process was developed whereby all departments are charged user fees for their use of Motor Pool and Information Systems and Technology. The internal revenue from those user fees goes into the Motor Pool and Computer reserves. All operating and capital costs associated with providing those services are paid from the same reserves. This ensures a fair allocation of costs while allowing the reserves to smooth out capital or other one-time expenditures over the long run. During the annual budgeting process, the board approves the user fees, expenditures and the methodology for staff to follow during the year.</p>	<p>over five years in duration (and renewals over five years in duration) where ownership/interest in the property is altered. This does not include management agreements in place for the operation and/or maintenance of the property where no exclusive rights or interest in the property are being transferred.</p> <p><i>Projects of provincial interest</i> include acquisition of provincially significant conservation lands or managed/agreement forest lands, major maintenance of flood control structures, acquisition of other ecologically significant lands, hazard land mapping in support of plan input or regulation programs, flood and erosion control capital projects and related studies and watershed/sub-watershed management plans that are inter-municipal in scope.</p> <p><u>Reserves required by contracts with others:</u> GRCA occasionally enters into contracts that stipulate that all, or a portion of funds provided by others be held in a reserve for future projects. <del>Examples include school board contracts for outdoor education where</del> <a href="#">An example would be where</a> a portion of <del>their</del> fees <del>are</del> to be held for maintenance of buildings, <del>municipal funds transferred to GRCA for maintenance of structures or public spaces, etc.</del></p>

## Requirements

### Governance

The board has the ultimate responsibility for the accuracy of financial reporting and prudent management of resources. An effective system of governance is critical in carrying out this responsibility, which includes board-approved by-laws, policies and procedures, as well as regular receipt and approval of reports regarding financial and other matters.

Each year, a financial audit is conducted by an external accounting firm. The board appoints members to an Audit Committee that is responsible for reviewing the audited financial statements and recommending their approval to the board. The Audit Committee is also responsible for reviewing internal controls, accounting practices/policies and significant accruals, provisions and estimates included in the financial statements.

### Management Responsibilities

The Secretary-Treasurer is responsible for implementing the board's direction regarding reserves. The Secretary-Treasurer and/or Manager of Corporate Services will review and make recommendations to the board, at least annually, regarding the need for new reserves, the financial adequacy of existing reserves and funding sources for reserves.

All contributions to and/or withdrawals from reserve and reserve funds will be clearly identified and segregated within the Corporation's accounting system.

### Creation of Reserves

A Resolution of the board is required to create a new reserve, other than a reserve that falls under one of the exceptions outlined below. The required Resolutions are typically recommended by staff prior to year-end in an annual reserve report, but may also be recommended in a separate report when a specific transaction takes place.

The only exceptions to this are when reserves are non-discretionary reserves that are required under legislation or a board-approved contract with others (land sale reserves, funds provided by others for maintenance of a structure, etc.). In these instances, staff are authorized to create the reserves, with the details to be included in future board reports as information.

A staff recommendation to the board for the creation of a new reserve will include:

- rationale for creating reserve
- funding source(s)
- target balance for reserve (if applicable)
- amount and timing of projected disbursements (if known)

### Transfers to/from Reserves

Transfers to reserves must be approved by a Resolution of the board, unless the transfer relates to one of the non-discretionary reserve exceptions outlined above (required by legislation or contract). A Resolution to transfer funds to a reserve can be a one-time lump-sum amount (THAT the \$X,XXX be transferred to the [name] reserve) or can be a formula or principle for staff to follow (e.g. the methodology for funding the Motor Pool & Computer reserves).

All transfers from reserves (use of reserve funds) must be approved by a Resolution of the board. Similar to above, the Resolution can be one-time or can be a formula or principle that staff will follow. When funds are to be transferred out of a non-discretionary reserve, staff will confirm that the use of the funds is consistent with the legislated or contracted requirement when presenting the recommended Resolution to the board for consideration.

### Investment Income and Reserves

GRCA's cash balances are pooled or combined for investment purposes. Investment income will be allocated to a reserve if it is:

- a) required by Resolution of the board, for discretionary reserve, or,
- b) required by a provincial policy or contract, for a non-discretionary reserve.

Any investment income allocated to reserves will be credited monthly to each reserve fund according to its proportionate share of the total investment portfolio, based on the weighted average return for all investment income (including the interest-bearing current account) during the month. Investments shall be made in accordance with the GRCA Banking and Investment Policy.

Note: If a discretionary reserve is considered to have reached a level that is sufficient to meet the future needs that it was established for, the board may direct staff to suspend the allocation of investment income to that reserve.

### Reporting

The monthly financial forecast board report will include actual and projected reserve adjustments as applicable.

The five year forecast, which is presented to the board mid-year, will include a summary of projected reserve balances and changes.

The annual budget review process will include detailed information on projected reserve balances and changes.

The audited financial statements will indicate the total amounts in reserve (on the balance sheet) and note disclosure will provide reserve details, compared to prior year.

In the final quarter of each year, staff will prepare a comprehensive reserve report with an explanation of each reserve, forecasted year-end balances and any recommendations for board approval of the current year's transfers and allocation of investment income, as required.

MNRF has the right to review details of any transaction involving the land sale reserves. Staff maintain records and documentation to support any such requests. A copy of the audited financial statements is also forwarded to MNRF annually.

## Appendix - Summary of Procedures for Reserves

	<b>TYPE A</b> (discretionary reserves)	<b>TYPE B</b> (non-discretionary reserves)
Purpose	To set aside funds for future events, at the discretion of the board.	To meet requirements of legislation or contracts with other organizations
Creation of a new reserve	Requires Board Resolution*	Can be created by staff if required by legislation or board-approved contract. <del>Requires Board Resolution* if the purpose is to carry capital levies into a future period</del>
Transfers to a reserve	Requires Board Resolution*	Can be initiated by staff if required by legislation or board-approved contract.  Requires Board Resolution* unless one of the above exceptions applies
Transfers from a reserve	Requires Board Resolution*	Requires Board Resolution* (staff to confirm eligibility)
Investment Income	Allocated to a reserve at the discretion of the board.	Allocated to a reserve if required by legislation or contract.  <i>Note: MNRF policy requires allocation of interest to land sale reserves.</i>
Reporting to Board	Included in five-year forecast, budget process, monthly financial forecast and annual detailed reserve report.	Included in five-year forecast, budget process, monthly financial forecast and annual detailed reserve report.
Reporting to MNRF	Not required	Annually, for land sale reserves
Audited Financial Statements	Included on balance sheet and in note disclosure	Included on balance sheet and in note disclosure

\*Resolution can be a one-time transfer or a formula or principle that staff will follow.

# Grand River Conservation Authority

**Report number:** GM-12-23-93

**Date:** December 15, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Budget 2024 – Notification to Municipalities

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## **Recommendation:**

THAT a letter be sent to participating municipalities on December 22, 2023 advising them of the General Membership meeting to be held on January 26, 2024 to approve the 2024 municipal apportionment and of the General Membership meeting to be held on February 23, 2024 to approve the 2024 Budget;

AND THAT the Grand River Conservation Authority 2024 Budget Draft #1 and apportionment amounts be included with the letter.

## **Summary:**

Not applicable.

## **Report:**

Ontario Regulation 402/22: Budget and Apportionment, made under the Conservation Authorities Act, requires that Conservation Authorities provide 30 days' notice to participating municipalities of a meeting at which municipal apportionment will be approved. The notice must include the amount of each municipality's apportionment and a copy of the most recent draft budget, which were both presented at the October 27, 2023 Board meeting.

Although the regulation does not require notice of the budget vote to be sent to participating municipalities, staff recommend continuing with that long-standing practice.

## **Financial Implications:**

Budget Draft #1 and the apportionment details are as presented at the October 27, 2023 meeting.

## **Other Department Considerations:**

Not applicable.

## **Prepared by:**

Sonja Rodoja  
Manager of Corporate Services

## **Approved by:**

Karen Armstrong  
Deputy CAO/Secretary Treasurer

# Grand River Conservation Authority

**Report number:** GM-12-23-101

**Date:** December 15, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Fee Policy, Fee Schedules, and Proposed 2024 Fee Increases

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## Recommendation:

THAT the Grand River Conservation Authority Fee Policy be approved and implemented effective December 15, 2023;

AND THAT Fee Schedule 1 – Outdoor Environmental Education Fees be approved and implemented effective January 1, 2024;

AND THAT Fee Schedule 2 – Conservation Areas Fees be approved and implemented effective January 1, 2024;

AND THAT Fee Schedule 3 – Planning and Regulations Fees be approved and implemented effective January 1, 2024 unless otherwise directed through a Minister's Direction;

AND THAT Fee Schedule 4 – Tree Nursery Fees be approved and implemented effective January 1, 2024.

## Summary:

Conservation Authorities are required to have a written fee policy, as per the [Conservation Authorities Act \(s.21.2\)](#). A comprehensive fee policy for the Grand River Conservation Authority (GRCA) was developed and approved at the General Membership Meeting on December 16, 2022. The attached Fee Policy has been updated to reflect minor changes

The Fee Schedules list the programs and services for which the GRCA charges fees, and the corresponding fee amount for each program and service. A summary of the various Fee Schedules and the proposed increases for 2024, as applicable, is as follows:

- Fee Schedule 1 - Outdoor Environmental Education
  - No fee increases are proposed at this time
- Fee Schedule 2 – Conservation Areas
  - Fees throughout Conservation Areas are proposed to increase by varying amounts, depending on the specific program or service.
- Fee Schedule 3 – Planning and Regulations
  - A 3% increase (rounded to the nearest \$5.00) is proposed for permits and inquiries, and varying increases are proposed for plan review applications
- Fee Schedule 4 – Tree Nursery
  - No fee increases are proposed at this time; however, the fee schedule has been modified to include some additional fees not previously captured.

As per [O.Reg.400/22 Information Requirements](#), once approved, the updated Fee Policy will be posted on the GRCA's website on the [Governance page](#).

## **Report:**

### **Fee Policy**

Conservation Authorities were required to adopt a written fee policy by January 1, 2023, as per the *Conservation Authorities Act* (s.21.2). A comprehensive fee policy for the Grand River Conservation Authority (GRCA) was developed and approved at the General Membership Meeting on December 16, 2022. The attached Fee Policy (Appendix C) has been updated to reflect minor changes.

### **Fee Study**

Staff worked with the consulting firm Watson and Associates Economists Ltd. (Watson) to analyze and evaluate user fees within the Planning and Regulation and Conservation Areas departments. The Program Rates and User Fee Review (User Fee Review) included identifying internal factors that have an impact on user fees and comparing fees at other Conservation Authorities and other similar comparators. The consultant's recommendations were considered in developing Schedules 2 and 3.

### **Fee Schedules and Proposed 2024 Fee Increases**

As required by the *CA Act*, Fee Schedules have also been developed that include a listing of the programs and services for which the GRCA charges fees, and the corresponding fee amount for each program and service. These are attached as Appendices D-G. Additional information on each program and/or service, and the proposed fee increases, as applicable, is included below.

#### **Schedule 1 – Outdoor Environmental Education**

GRCA outdoor education programs are funded by various sources including agreements with school boards, fees charged directly to school classes or other groups participating, and donations from the GRCF. This revenue has been augmented by GRCA levy funds to cover costs although, in 2024, it is proposed that the deficit be funded using the Transition Reserve. The program includes fees for both school and non-school programs. Fees have been determined based on the cost to deliver the program, the demand for the program, and the user's ability to pay. No fee increases are proposed at this time.

#### **Schedule 2 – Conservation Areas**

Conservation Areas provide various active recreational programs and services that are offered to the public at 11 Conservation Areas. In 2023, Conservation Areas continue to experience growth in the demand for use of programs and services within each park, with a year-over-year revenue increase of roughly 6%. With increased demand comes increased operating and maintenance costs, as well as increased wear and tear that impacts the long-term useful life of the assets in each Conservation Area. These factors, combined with the overall economic impact of increased inflation and staying current with market trends, have been factored into the proposed user fees for 2024. Staff focused on keeping proposed 2024 fee increases within a typical average range from 3% to 5%, however, in some cases proposed fee increases are higher than this average.

The Watson User Fee study included an analysis of fees and the anticipated cost recovery of the various programs and services for Conservation Areas. The recommendations included an increase to both day-use fees and seasonal camping fees to operate on a break-even basis, which amounted to 15%, in addition to the annual increase to the cost of operations of 3%. Staff have proposed implementing incremental increases to both day use and seasonal camping fees over a longer period. This phased approach will be transitioned over 5 years.

The information below highlights some examples of programs and services where a higher-than-average fee increase has been proposed:



- Day use increase of 6% - Increases reflect demand for day-use and associated operating expenses.
- Luther daily hunt pass increase of 6% - Increased to reflect the same increase as the day use pass.
- Seasonal campsite increase of 7% - Increase reflects the increases in the associated operating expenses. The seasonal campsites at Conestogo Lake Conservation Area have slightly higher increase at 10% to work towards full alignment with similar offerings at other conservation areas.
- Seasonal camper additional vehicle pass increase of 20% to \$115. An additional overnight vehicle in the conservation area is \$17.00. Seasonal campers can purchase up to two more additional passes per site for extra vehicles.
- Elora Gorge CA Kay Marsden Pavilion hasn't been available for rent since 2019. The pavilion is a desirable location with a very large picnic area and attached washrooms. To entice more rentals, the space will be divided into 2 areas; each half will be available for reservation for a fee of \$250, alternatively the full space can be rented for \$500

A chart showing the proposed Conservation Area fees for 2024, with 2023 fees for comparison and corresponding percentages is attached as Appendix A.

### **Schedule 3 – Planning and Regulation Services**

The planning and regulation program is a mandatory service that provides a watershed benefit by regulating development and undertaking review of applications/proposals in and near natural hazards to reduce the risk of loss of life and minimize property damage. GRCA planning and regulation budget includes all elements of planning, including the permit process. This includes proactive planning (plan input and policy advice, environmental assessments etc.), review of planning and other applications, as well as the GRCA permit process, public inquiries, title clearances and compliance.

Currently, as per a Minister's Direction, planning and permitting fees are frozen until December 31, 2023. At this time, it is unknown if this direction will be extended. In the event fees can be increased in 2024, the User Fee Review was completed. For planning and permitting fees, the consultant assessed the full cost for plan review and permitting activities and provided recommendations considering cost recovery, affordability of fees, and comparison with municipal and fee schedules of other Conservation Authorities.

As per the 'Policy: Minister's list of classes of programs and services in respect of which conservation authorities (CAs) may charge a fee', fees for planning and permitting services should be developed to recover but not exceed the costs associated with administering and delivering the services on a program basis. Each authority can decide the proportion of costs recovered by a user fee versus other sources such as municipal apportionment (general levy).

Based on the analysis undertaken by Watson, across all activities of the review, current fees recover 61% of the total annual cost of processing. For planning applications, cost recovery is currently 56% of costs, while for permits it is 66%. The balance of program costs are currently funded through apportionment (general levy).

General recommendations proposed to be implemented are:

- Increase fees annually consistent with cost-of-living increases incorporated into GRCA's annual budget.
- Where plan review applications are received concurrently, only the higher of the individual application fees would apply to recognize the economies of scale in processing combined applications. This is a current GRCA practice that will continue.

### **Permit and Inquiry Fees**

The fee structure is graduated, with minor applications, inquiries and title clearances that require less technical review having a lower fee and more complex applications that require technical plans and reports assigned a higher fee. Permit processing and compliance related to the GRCA regulation requires a large amount of time by planning and regulations staff as well as technical staff.

Historically, the cost recovery target for permits has been 50%. It is recommended that a permit (including inquiries) cost recovery of approximately 65% is appropriate, and a cost-of-living increase of 3% increase (rounded to the nearest \$5.00) is proposed for 2024 except in limited cases. Exceptions are proposed for major development, 'all other' major alterations or interference with wetlands, shorelines, and watercourse applications as well as large fill as the 2023 fees are in line with the consultant recommendations so no changes in 2024 are proposed.

### **Plan Review**

Historically, cost recovery targets were 100% for plan review, however from the User Fee Review this objective is not being achieved. It is proposed that the fee increases for Planning Act applications recommended by the consultant be phased in over a 3-year period. This will also allow for an annual review of the increase. Staff also propose introducing a new fee category recommended by the consultant for review of applications within the Niagara Escarpment Plan boundary circulated by the Niagara Escarpment Commission. A small portion of the Niagara Escarpment boundary is within the Grand River watershed and few applications are received, however currently there is no fee category for this type of review.

A chart showing the proposed planning and permit fees for 2024, draft 3-year phasing where applicable, 2023 fees for comparison, and corresponding percentage increase between 2023-2024 or the total phased-in fee is attached as Appendix B. The proposed fees maintain current service levels and do not consider potential changes to review and regulation processes.

Implementation of the proposed 2024 fees would fund the planning and permitting program through user fees along with the allocation of municipal apportionment (general levy). Continued partial funding enables staff to provide input to initiatives of municipalities in the watershed without charging a fee per project/circulation. These initiatives may include Environmental Assessments, Drainage Act applications, municipal plans and policies such as Official Plan and Comprehensive Zoning By-law documents, Secondary and Community Plans, review of planning amendments initiated by municipalities, as well as policy and technical support at appeal hearings.

Furthermore, support would continue to be provided for review of provincial policy and technical initiatives related to natural hazards, enforcement and compliance responsibilities as well as responding to most general inquiries from watershed residents related to permit regulations, planning processes and approval requirements. The apportionment funding support for permit fees also facilitates a fee structure which may otherwise be a deterrent to seek permission if full cost recovery was the objective and the fees were higher.

Municipal apportionment also provides a stable funding source, given the variation of applications in any given year and the uncertainty of future legislative and regulatory changes. Potential legislative changes are anticipated to reduce areas that are regulated by conservation authorities, which in turn will reduce the number of permits submitted. Amendments to the CA Act were also made but not proclaimed that may exempt the requirement for a permit if the activity is authorized under the *Planning Act*. A new regulation would prescribe the activities, areas of municipalities or type of authorizations under the *Planning Act* to enable this exemption, which has the potential to reduce the number of permits received if this exemption is enabled within the Grand River watershed.

The proposed fee changes were shared with the Home Builders/GRCA Liaison Committee and no objections were received.

#### **Schedule 4 – Tree Nursery**

The GRCA's nursery and tree planting programs seek to operate on a cost-recovery basis. Currently, the program is augmented by GRCA levy funds to cover costs, however, in 2024, it is proposed that surplus funds from other Category 3 programs and services will be used to address any deficit in the operating budget for this program.

Fees are charged for plant material and planting services and are determined through analysis of operating costs, market comparators, and inflation. Fees are analyzed and established in the late summer or early fall of any given year in order to be prepared for the planting season in the following year. Tree Nursery fees for 2024 were established and approved at the General Membership Meeting on August 25, 2023 however, a few additional fees have been captured as part of this updated version.

As per [O.Reg.400/22 Information Requirements](#), once approved, the Fee Policy will be posted on the GRCA's website on the [Governance page](#). Fees will be updated on other webpages as applicable to each program and service, and in other printed materials, as applicable.

#### **Financial Implications:**

The fees outlined in the schedules are proposed to be implemented on January 1, 2024. The budget for 2024 will incorporate these fees as applicable. If any fee adjustments arise during 2024, they would be brought to the General Membership for approval and their impact would be reflected in monthly forecast adjustments that are reported to the General Membership.

#### **Other Department Considerations:**

Various departments participated in the preparation of the policy and the proposed fee increases.

#### **Prepared by:**

Karen Armstrong  
Deputy CAO, Secretary-Treasurer

#### **Approved by:**

Samantha Lawson  
Chief Administrative Officer

## APPENDIX A

**Table 1: Proposed 2024 Day Use Admission Fees**

<b>Day Use Type</b>	<b>2023 Before Tax</b>	<b>2023 After Tax (rounded, as needed)</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>	<b>% Increase</b>
All Conservation Areas - Adult	\$7.08	\$8.00	\$7.50	\$8.50	6%
All Conservation Areas - Senior/Persons with disability	\$5.75	\$6.50	\$6.10	\$6.75	6%
All Conservation Areas – Child 4-13	\$3.10	\$3.50	\$3.28	\$3.75	6%
Elora Quarry - Parking	\$14.07	\$15.00	\$14.07	\$15.00	0%
Elora Quarry – Adult	\$9.29	\$10.50	\$9.85	\$11.00	6%
Elora Quarry – Senior/Persons with disability	\$6.64	\$7.50	\$7.04	\$8.00	6%
Elora Quarry - Child	\$4.87	\$5.50	\$5.16	\$5.75	6%
Pool (per person)	\$2.21	\$2.50	\$2.35	\$2.75	6%
Auto Gate Admission	\$14.16	\$16.00	\$15.01	\$17.00	6%
ePass (Day use: Belwood, Conestogo lower park, Guelph Lake, Rockwood, Pinehurst, Luther Marsh)	\$14.16	\$16.00	\$15.01	\$17.00	6%
ePass (Luther Marsh daily hunt)	\$14.16	\$16.00	\$15.01	\$17.00	6%

**Table 2: Proposed 2024 Membership Fees**

<b>Membership Type</b>	<b>2023 Before Tax</b>	<b>2023 After Tax (rounded, as needed)</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>	<b>% Increase</b>
Family membership	\$141.59	\$160.00	\$141.59	\$160.00	0%
Senior/disability	\$115.04	\$130.00	\$115.04	\$130.00	0%
Membership replacement	\$30.97	\$35.00	\$30.97	\$35.00	0%
Bulk membership discount (5+)	\$106.19	\$120.00	\$106.19	\$120.00	0%

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Table 3: Proposed 2024 Hunting Fees

<b>Belwood Lake</b>	<b>2023 Before Tax</b>	<b>2023 After Tax (rounded, as needed)</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>	<b>% Increase</b>
Seasonal Hunting Permit (migratory bird/deer/small game/fall turkey)	\$265.49	\$300.00	\$273.45	\$309.00	3%
Deer/Fall turkey	\$176.99	\$200.00	\$182.30	\$206.00	3%
Deer Archery only	\$141.59	\$160.00	\$145.84	\$165.00	3%
<b>Conestogo Lake</b>					
Seasonal hunting permit (migratory bird/deer/small game/fall turkey)	\$309.73	\$350.00	\$319.02	\$360.00	3%
Deer / Fall turkey	\$221.24	\$250.00	\$227.88	\$258.00	3%
Deer archery only	\$141.59	\$160.00	\$145.84	\$165.00	3%
Migratory birds/small game (no turkey)	\$150.44	\$170.00	\$154.95	\$175.00	3%
<b>Luther Marsh</b>					
Day Hunting Permit	\$14.16	\$16.00	\$15.01	\$17.00	3%
Seasonal Hunting Permit (Sept. - Feb.) All Game	\$309.73	\$350.00	\$319.03	\$360.00	3%
Seasonal Deer and Fall Turkey Only Permit (Oct. - Dec.)	\$176.99	\$200.00	\$182.30	\$206.00	3%
Seasonal Small Game/Migratory Birds Permit	\$150.44	\$170.00	\$154.96	\$175.00	3%
Deer archery only	\$141.59	\$160.00	\$145.84	\$165.00	3%
Opening Day of Migratory Birds Permit	\$22.79	\$25.00	\$22.79	\$25.00	0%
<b>Miscellaneous Hunting Areas</b>					
Seasonal Hunting Permit	\$106.19	\$120.00	\$109.38	\$124.00	3%

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Table 4: Proposed 2024 Nightly Camping Rates

<b>Brant Park</b>	<b>2023 Before Tax</b>	<b>2023 After Tax (rounded, as needed)</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>	<b>% Increase</b>
Unserviced	\$42.48	\$48.00	\$43.75	\$49.50	3%
Premium Unserviced (Waterfront)	\$46.90	\$53.00	\$48.31	\$54.50	3%
Serviced	\$50.44	\$57.00	\$51.96	\$59.00	3%
Serviced (sewer)	\$56.64	\$64.00	\$58.34	\$66.00	3%
<b>Byng Island</b>					
Premium Unserviced (Waterfront)	\$46.90	\$53.00	\$48.31	\$54.50	3%
Serviced	\$50.44	\$57.00	\$51.96	\$59.00	3%
Unserviced	\$42.48	\$48.00	\$43.75	\$49.50	3%
<b>Conestogo Lake</b>					
Serviced	\$50.44	\$57.00	\$51.96	\$59.00	3%
Unserviced	\$42.48	\$48.00	\$43.75	\$49.50	3%
<b>Elora Gorge</b>					
Unserviced	\$42.48	\$48.00	\$43.75	\$49.50	3%
Serviced	\$50.44	\$57.00	\$51.96	\$59.00	3%
Serviced (Electricity)	\$45.52	\$51.00	\$46.89	\$53.00	3%
Serviced (Electricity/Sewer/Water)	\$56.64	\$64.00	\$58.34	\$66.00	3%
<b>Guelph Lake</b>					
Unserviced	\$42.48	\$48.00	\$43.75	\$49.50	3%
Serviced	\$50.44	\$57.00	\$51.96	\$59.00	3%
Field Festival Sites - Unserviced	\$169.91	\$192.00	\$169.91	\$198.00	3%
<b>Laurel Creek</b>					
Unserviced	\$42.48	\$48.00	\$43.75	\$49.50	3%
Premium Unserviced (Waterfront)	\$46.90	\$53.00	\$48.31	\$54.50	3%
Serviced	\$50.44	\$57.00	\$51.96	\$59.00	3%
<b>Pinehurst</b>					
Unserviced	\$42.48	\$48.00	\$43.75	\$49.50	3%
Standard Serviced	\$50.44	\$57.00	\$51.96	\$59.00	3%
Premium Serviced	\$53.10	\$60.00	\$53.10	\$62.00	3%
<b>Rockwood</b>					
Unserviced	\$42.48	\$48.00	\$43.75	\$49.50	3%
Serviced	\$50.44	\$57.00	\$51.96	\$59.00	3%
Standard (Sewer) Serviced	\$56.64	\$64.00	\$58.34	\$66.00	3%

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Table 5: Proposed 2024 Seasonal Camping Rates

Conservation Area	2023 Before Tax	2023 After Tax	2024 Before Tax	2024 After Tax (rounded, as needed)	% Increase
Additional vehicle	\$84.07	\$95.00	\$101.77	\$115.00	19%
Seasonal deposit – returning seasonal camper	\$221.24	\$250.00	\$221.24	\$250.00	0%
Seasonal deposit – new seasonal camper	\$884.96	\$1,000.00	\$884.96	\$1,000.00	0%
<b>Brant</b>					
Unserviced	\$1,868.08	\$2,110.93	\$1,998.84	\$2,259.00	7%
Premium unserviced (waterfront)	\$2,296.90	\$2,595.49	\$2,457.68	\$2,777.00	7%
Serviced (water only)	\$1,971.58	\$2,227.89	\$2,141.24	\$2,420.00	8.3%
Standard serviced	\$2,533.49	\$2,862.84	\$2,710.83	\$3,063.00	7%
Premium serviced (EWS)	\$3,004.36	\$3,394.93	\$3,214.67	\$3,633.00	7%
<b>Byng</b>					
Premium serviced-water only (waterfront)	\$2,311.35	\$2,611.82	\$2,496.26	\$2,820.00	8%
Premium serviced (waterfront)	\$3,034.90	\$3,429.44	\$3,247.34	\$3,670.00	7%
Unserviced	\$1,868.08	\$2,110.93	\$1,998.84	\$2,259.00	7%
Serviced	\$2,666.57	\$3,013.22	\$2,853.23	\$3,224.00	7%
Serviced (water only)	\$2,001.16	\$2,261.31	\$2,141.24	\$2,420.00	7%
<b>Conestogo</b>					
Unserviced	\$1,868.08	\$2,110.93	\$1,998.84	\$2,259.00	7%
Serviced	\$2,533.49	\$2,862.84	\$2,459.58	\$2,779.00	10%
<b>Elora</b>					
Serviced (sewer)	\$3,004.36	\$3,394.93	\$3,214.67	\$3,633.00	7%
Serviced	\$2,533.49	\$2,862.84	\$2,710.83	\$3,063.00	7%
<b>Guelph</b>					
Serviced	\$2,533.49	\$2,862.84	\$2,710.82	\$3,063.00	7%
<b>Laurel Creek</b>					
Serviced	\$2,410.26	\$2,723.60	\$2,710.82	\$3,063.00	12.5%
<b>Pinehurst</b>					
Unserviced	\$1,868.08	\$2,110.93	\$1,998.84	\$2,259.00	7%
Serviced	\$2,533.49	\$2,862.84	\$2,710.83	\$3,063.00	7%

\*Monthly Camping removed at all Conservation Areas

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**Table 6: Proposed 2024 Group Camping Rates**

<b>Guelph, Conestogo, Brant, Byng, Pinehurst, Elora, Rockwood</b>	<b>2023 After tax (rounded, as needed)</b>	<b>2024 After tax (rounded, as needed)</b>
Unserviced	\$80 site fee per day AND day-use fee per person AND vehicle fee per day	\$80 site fee per day AND day-use fee per person AND vehicle fee per day
Serviced	\$125 - \$175 site fee per day: based on # of serviced pedestals AND day-use fee per person AND vehicle fee per day	\$125 - \$250 site fee per day: based on # of serviced pedestals AND day-use fee per person AND vehicle fee per day
Unserviced; waterfront	\$125 - \$175 based on size of site AND day-use fee per person AND vehicle fee per day	\$125 - \$250 based on size of site AND day-use fee per person AND vehicle fee per day
Youth groups	\$80.00 site fee per day AND day-use fee per person AND vehicle fee per day	\$80.00 site fee per day AND day-use fee per person AND vehicle fee per day

**Table 7: Proposed 2024 Additional Camping Fees**

<b>Item</b>	<b>2023 Before Tax</b>	<b>2023 After tax (rounded, as needed)</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>	<b>% Increase</b>
Cancellation fee	\$13.27	\$15.00	\$13.27	\$15.00	0%
Reservation fee	\$11.50	\$13.00	\$11.50	\$13.00	0%
Extra vehicle	\$14.16	\$16.00	\$16.96	\$17.00	6%
Modification fee	\$7.08	\$8.00	\$7.08	\$8.00	0%

**Table 8: Proposed 2024 Activity Fees**

<b>Activity</b>	<b>2023 Before Tax</b>	<b>2023 After tax (rounded, as needed)</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>	<b>% Increase</b>
Mini Golf - Adult (Rockwood)	\$4.42	\$5.00	\$5.31	\$6.00	18%
Mini Golf - Child (Rockwood)	\$2.65	\$3.00	\$3.54	\$4.00	28.8%
Movie night (Shade's Mills)	\$14.16	\$16.00	\$15.01	\$17.00	7.5%



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<b>Activity</b>	<b>2023 Before Tax</b>	<b>2023 After tax (rounded, as needed)</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>	<b>% Increase</b>
<b>Winter Equipment Rentals (Shade's Mills/Laurel Creek/Pinehurst)</b>					
Ski boots (adult)	\$7.52	\$8.50	\$7.75	\$8.75	3%
Ski boots (child)	\$5.75	\$6.50	\$5.92	\$6.75	3%
Ski poles (adult)	\$7.52	\$8.50	\$7.75	\$8.75	3%
Ski poles (child)	\$5.75	\$6.50	\$5.92	\$6.75	3%
Skis (adult)	\$11.06	\$12.50	\$11.39	\$12.75	3%
Skis (child)	\$5.75	\$6.50	\$5.92	\$6.75	3%
Full ski set (skis, poles, boots) (adult)	\$21.24	\$24.00	\$21.88	\$24.75	3%
Full ski set (skis, poles, boots) (child)	\$15.93	\$18.00	\$16.41	\$18.50	3%
Snowshoes (adult & child))	\$14.16	\$16.00	\$14.58	\$16.50	3%

**Table 9: Proposed 2024 Boating & Tubing Rentals**

<b>Belwood</b>	<b>2023 Before Tax</b>	<b>2023 After tax (rounded, as needed)</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>	
Boat launch	\$11.50	\$13.00	\$11.85	\$13.50	3%
Launch season Pass	\$92.92	\$105.00	\$95.71	\$110.00	4.7%
Snowmobile/ATV ice fishing lanch (New)	\$2.65	\$3.00	\$2.65	\$3.00	0%
<b>Byng</b>			<b>2024 Before Tax</b>	<b>2024 After Tax</b>	
Canoe/kayak - 1 hour	\$17.70	\$20.00	\$18.23	\$20.50	3%
Canoe/kayak - 4 hour	\$44.25	\$50.00	\$45.58	\$51.50	3%
Canoe/kayak - 8 hour	\$70.80	\$80.00	\$72.92	\$82.50	3%
<b>Conestogo</b>			<b>2024 Before Tax</b>	<b>2024 After Tax</b>	
Daily boat launch	\$11.50	\$13.00	\$11.85	\$13.50	3%
Launch season pass	\$92.92	\$105.00	\$95.71	\$110.00	4.7%
<b>Elora Gorge</b>			<b>2024 Before Tax</b>	<b>2024 After Tax</b>	
Tubing registration	\$18.58	\$20.00	\$18.58	\$20.00	0%
Complete tubing package	\$46.46	\$52.50	\$47.85	\$54.00	3%

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<b>Laurel Creek</b>	<b>2023 Before Tax</b>	<b>2023 After tax (rounded, as needed)</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>	<b>% Increase</b>
Canoe - 4 hour rental	\$44.25	\$50.00	\$45.58	\$51.50	3%
Canoe - 8 hour rental	\$57.52	\$65.00	\$72.92	\$82.50	24%
<b>Pinehurst</b>					
Canoe/double kayak/peddle boat - 1 hour rental	\$17.70	\$20.00	\$18.23	\$20.50	3%
Canoe/double kayak/peddle boat - 4 hour rental	\$44.25	\$50.00	\$45.58	\$51.50	3%
<b>Rockwood</b>					
Canoe/Kayak -1 hour rental	\$22.12	\$25.00	\$22.12	\$25.00	0%

**Table 10: Proposed 2024 Facility Rentals**

<b>Brant</b>	<b>2023 Before Tax</b>	<b>2023 After tax (rounded, as needed)</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>	<b>% Increase</b>
Grand Pavilion	\$110.62	\$125.00	\$113.94	\$128.75	3%
Parkview Pavilion	\$88.50	\$100.00	\$91.15	\$103.00	3%
Picnic areas	\$35.40	\$40.00	\$36.46	\$41.25	3%
<b>Byng</b>					
Pavilion	\$207.96	\$235.00	\$159.51	\$180.00	Reduced
<b>Conestogo</b>					
Pavilion	\$61.95	\$70.00	\$63.81	\$72.00	3%
<b>Elora Gorge</b>					
Kay Marston Pavilion A or B	Not available to rent	Not available to rent	\$221.24	\$250	N/A
Kay Marston Pavilion Full	Not available to rent	Not available to rent	\$442.48	\$500	N/A
<b>Guelph Lake</b>					
Island Pavilion	\$207.96	\$235.00	\$214.20	\$242.00	3%
<b>Laurel Creek</b>					
Critter shelter	\$154.87	\$175.00	\$159.51	\$180.00	3%
Lakeview Shelter	\$106.19	\$120.00	\$109.38	\$123.50	3%
Baseball shelter	\$88.50	\$100.00	\$91.15	\$103.00	3%

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<b>Pinehurst Lake</b>	<b>2023 Before Tax</b>	<b>2023 After tax (rounded, as needed)</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>	<b>% Increase</b>
Sutor Shelter	\$106.19	\$120.00	\$109.38	\$123.50	3%
White Oaks Shelter	\$70.80	\$80.00	\$72.92	\$82.50	3%
Sunset Shelter	\$44.25	\$50.00	\$45.58	\$51.50	3%
<b>Shade's Mills</b>					
Chalet Shelter	\$221.24	\$250	\$227.88	\$257.50	3%
Beach/Diamond/Trail Shelter	Not available to rent	Not available to rent	\$109.38	\$123.50	N/A

**Table 11: Proposed 2024 Vending Item Fees**

<b>Item</b>	<b>2023 Before Tax</b>	<b>2023 After tax (rounded, as needed)</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>	<b>% Increase</b>
Ice - Brant and Pinehurst	\$3.10	\$3.50	\$3.19	\$3.75	3%
Ice - all other CA's	\$3.32	\$3.75	\$3.42	\$4.00	3%
Worms	\$4.42	\$5.00	\$4.56	\$5.25	3%
Fire starter	\$1.33	\$1.50	\$1.37	\$1.50	0%
Fire wood - regular	\$7.96	\$9.00	\$8.20	\$10.00	3%

**Table 12: Proposed 2024 Miscellaneous Fees**

<b>Item</b>	<b>2023 Before Tax</b>	<b>2023 After tax (rounded, as needed)</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>	<b>% Increase</b>
Dumping station fee	\$22.12	\$25.00	\$22.12	\$25.00	0%
Trailer storage - per month (Elora + Laurel + Guelph + Byng)	\$66.37	\$75.00	\$68.36	\$77.25	3%
Trailer storage - 6 months (Elora + Guelph + Laurel + Byng)	\$265.49	\$300.00	\$273.45	\$309.00	3%
Access Agreement – administrative fee	\$66.37	\$75.00	\$66.37	\$75.00	0%
Access Agreement – municipal partner training exercises	\$0	\$0	\$0	\$0	0%

## APPENDIX B

**Table 1: Permit Fee Schedule**

Permit Fee Schedule	2023 After Tax	2024 After Tax	Approx % Increase (2023-2024 or to end of phasing period)
<b>Minor:</b> Low risk of impact on regulated features. No technical reports required			
Fee for Development Applications	\$465	\$480	3%
Fee for Alterations or Interference with Wetlands, Shorelines and Watercourses Applications	\$465	\$480	3%
<b>Standard:</b> Moderate risk and/or potential impact on regulated features. Detailed report/plans, and/or site visit required			
Fee for Development Applications	\$675	\$695	3%
Fee for Alterations or Interference with Wetlands, Shorelines and Watercourses Applications	\$1,185	\$1220	3%
<b>Major:</b> Requires one or more reports (Environmental Impact Study, Hydraulic Analysis, Stormwater Management, Geotechnical, etc.)			
Fee for Development Applications	\$10,230	\$10,230	0%
Fee for Alterations or Interference with Wetlands, Shorelines and Watercourses Applications			
Culvert/Bridge replacement	\$6,710	\$6,910	3%
All other applications	\$10,230	\$10,230	0%
<b>Large Fill</b> : over 1,000m <sup>3</sup>	\$10,230 plus \$0.50/m <sup>3</sup>	\$10,230 plus \$0.50/m <sup>3</sup>	0%
<b>Works initiated prior to GRCA approval</b>	2 times the fee for the category		0%
<b>Rural Water Quality Programs or GRCA projects</b>	\$90	\$95	3%
<b>Expired Permit</b>	\$90	\$95	3%
<b>Plans amended to an approved permit</b>	\$90	\$95	3%

**Table 2: Inquiry Schedule**

Inquiry Schedule	2023 After Tax	2024 After Tax	Approx % Increase (2023-2024 or to end of phasing period)
Title Clearance, Real Estate and other Inquiry Fee (per request/per property )	\$255	\$265	3%

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Table 3: Plan Review Fee Schedule

Plan Review Fee Schedule	2023 After Tax	2024 After Tax	Approx % Increase (2023-2024 or to end of phasing period)
<b>Subdivision and Condominium</b>			
Base fee per application	\$2505	\$3240	87% *2025: \$3970 *2026: \$4700
Per net hectare	\$1,305/hectare	\$1,500/hectare	15%
Maximum fee (including base and per hectare)	\$30,000	\$33,335	33% *2025: \$36,670 *2026: \$40,000
Applicant driven modification	\$1,670	\$2,015	62% *2025: \$2,360 *2026: \$2,700
Final clearance for registration of each stage: technical review required	\$6,708	\$6,710	0.03% Rounded to next \$5
Final clearance Processing Fee: no reports or review required	\$255	\$340	96% *2025: \$420 *2026: \$500
Fourth (4th) and subsequent submission for review (same report)	\$575	\$575	0%
<b>Official Plan and/or Zoning Bylaw Amendment</b>			
Major	\$2,500	\$4,270	212% *2025: \$6,035 *2026: \$7,800
Minor	\$465	\$610	94% *2025: \$755 *2026: \$900
<b>Consent</b>			
Major	\$1,185	\$1,960	195% *2025: \$2,730 *2026: \$3,500
Minor	\$465	\$645	115% *2025: \$825 *2026: \$1,000

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Plan Review Fee Schedule	2023 After Tax	2024 After Tax	Approx % Increase (2023-2024 or to end of phasing period)
<b>Minor Variances</b>			
Major	\$675	\$750	33% *2025: \$825 *2026: \$900
Minor	\$300	\$370	67% *2025: \$435 *2026: \$500
<b>Site Plan Approval Applications</b>			
Major	\$3,515	\$5,145	139% *2025: \$6,775 *2026: \$8,400
Minor	\$465	\$845	244% *2025: \$1,225 *2026: \$1,600
<b>Complex Applications</b>	<b>\$10,230</b>	<b>2024: \$11,420</b>	<b>35%</b> <b>*2025: \$12,610</b> <b>*2026: \$13,800</b>
<b>Below Water Table Aggregate Applications</b>			
No features of interest within 120 metres of licence limit	\$10,230	\$10,230	0%
Features of interest within 120 metres of licence limit	\$42,850	\$42,850	0%
<b>Above Water Table Aggregate Applications</b>			
No features of interest within 120 metres of licence limit	\$465	\$465	0%
Features of interest within 120 metres of licence limit	\$10,230	\$10,230	0%
<b>Niagara Escarpment Commission Applications</b>			
Major	N/A	\$1670	New *2025: \$3340 *2026: \$5,000
Minor	N/A	\$235	New *2025: \$470 *2026: \$700

\*subject to additional annual cost-of-living increase and Board approval

# Grand River Conservation Authority Fee Policy



Approval Date: December 15, 2023

Effective Date: December 15, 2023

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## Legislative Framework and Background

This Fee Policy has been prepared to satisfy the requirement for conservation authorities to have a policy for the fees charged for Authority programs and services, as described in Section 21.2 of the Conservation Authorities Act.

Since 1996, the Conservation Authorities Act empowered conservation authorities to charge fees for services approved by the Minister of Natural Resources. Section 21 (m.1) of the Conservation Authorities Act allowed for this collection of fees for the following services, where the service was not supported through provincial grant funding.

On January 1, 2023, the Conservation Authorities Act [iwa](#)s amended by repealing 21 (1) (m.1) and enacting section 21.2 (1)-(12) "Fees for Programs and Services". Subsection (1) enables the Minister to determine the classes of programs and services in respect of which an authority may charge a fee and (2) requires the Minister to publish a list in a policy document. This list has been published through the 'Policy: Minister's list of classes of programs and services in respect of which conservation authorities (CAs) may charge a fee' on April 11, 2022, and replaces the 1997 'Policies and Procedures for the Charging of Conservation Authority Fees' which was approved by the Minister of Natural Resources and Forestry. Conservation authorities may only charge a fee for a program or service that it provides if it is included in this list. The Minister's list identifies that CAs may charge a fee for mandatory, municipal, and other programs and services where the user-pay principle is appropriate.

## Guiding Principles

When updating existing fee schedules or establishing new fees, the following guiding principles will be considered:

- Fees will be established as per legislative requirements, the ability to operate and sustain programs and services, and reflect a user-pay principle;
- Fee increases will consider inflationary factors;
- Direct, indirect, and capital costs associated with the program or service ~~will~~may be included in the calculation of the overall cost;
- Fee schedules will be reviewed on an annual basis to inform the budget for the following year.

## Programs and Services - Implementation

### 1. Outdoor Environmental Education

GRCA outdoor environmental education programs are funded by various sources including agreements with school boards, fees charged directly to school classes or other groups participating, and donations to the GRCA. GRCA reserves or surplus funds from other GRCA programs and services may also be a source of funding as directed by the GRCA's Board of Directors. municipal funding will cease due to changes to the Conservation Authorities Act. For 2024, GRCA outdoor education programs are currently funded through a number of avenues including agreements with school boards, fees charged directly to school classes or other groups participating and through donations made to the GRCA. This revenue is augmented by GRCA levy funds to cover costs.

The GRCA currently offers programs on-site at nature centres or conservation areas, off-site at schools or other locations determined by school boards or groups with which the GRCA has an agreement, or virtually.

This program includes fees for:

- School Programs delivered through agreements with school boards, individual schools, or other private school operators.
- Non-School Programs – community, group, or other outdoor education programs.

**Fees** - See Schedule 1

#### Factors in Determining Fees

- Cost to deliver the program
- Demand for the program (number of classes being delivered)
- User's ability to pay

#### Refunds/Fee Reconsideration

- Refunds are considered on a case-by-case basis should the GRCA be unable to deliver the service.

#### Discounts/Subsidies/Donations/Exemptions

- Agreements with school boards include the ability to add additional classes at a negotiated rate. Fees may be subsidized with donations from the GRCA based on the availability of funding, and then assessed on a case-by-case basis.

#### Review Process

- Fees are reviewed and negotiated annually with school boards. Contracts cover the school year (September – August) and are negotiated in time for the subsequent school year.



### Public Notification and Consultation Process

- Not applicable given that fees are established by negotiated individual contracts.

### 2. Conservation Areas

Conservation Areas provide various active recreational programs and services that are offered to the general public. These programs and services are pay-for-use and include:

- General Admission Fees – day use, membership, boat launch
- Activity/Equipment Fees – tubing, boating, cross-country skiing
- Camping Fees - seasonal camping, overnight camping, and additional vehicle fees
- Hunting Fees
- Facility Rental Fees
- Event/Access Fees

**Fees** – See Schedule 2

### Factors in Determining Fees

Criteria for setting fees are:

- Fee comparisons to similar operations, including trends analysis;
- Anticipated operational expenses that will be incurred that will impact the budget;
- Trends in demand for specific programs and services

### ~~Projected capital expenses~~

- Projected capital expenses

### Refunds/Fee Reconsideration

- Refunds are considered on a case-by-case basis.

### Discounts/Subsidies/Donations/Exemptions

- Decisions related to offering discounts or donations for programs and services within Conservation Areas are aligned with the strategic priorities of the GRCA. This includes approving requests for discounts or donations from Community Partners and Community Groups, the GRCF, or community events that align with the strategic priorities
- Requests for donations or discounts must be accompanied by a Letter of Intent, outlining the scope of the event or initiative. Thirty days' notice is required to process requests. Requests that are approved will be awarded with a confirmation letter, outlining the terms of use for the discount or donation, and approval from the Manager of Conservation Area Operations
- ~~In accordance with~~ Per the Accessibility Standards for Customer Service Regulation O.Reg.429/07 and the Ontario Human Rights Code, the Conservation Areas permit people with disabilities who use a support person to bring that person with them while accessing goods or services in premises open to the public or third parties, free of charge.

### Review Process

- Conservation Area fees are reviewed annually by Conservation Area staff each fall, in preparation for the following year.

### Public Notification and Consultation Process

- Following Board approval of fees, the new fees are updated on the GRCA's website. Seasonal campers receive an electronic copy of the fee schedule and policies annually.

### Other - Indigenous patrons at GRCA Conservation Areas

- Indigenous patrons who enter the Conservation Areas for the purpose of ceremony, the collection of vegetation for medicinal use, or to harvest animals within their treaty rights are not required to pay a fee to enter the conservation area or miscellaneous hunting area. Upon entry, Indigenous patrons entering for these reasons are asked to advise staff about the purpose of

[their visit. For entry related to hunting, access is limited to GRCA-authorized miscellaneous hunting properties, and a permit is required which can be obtained by contacting the GRCA Administration Centre.](#)

### •3. Planning and Regulations

This program includes fees for:

- Permit Fees
- Inquiry Fees
- Plan Review Fees

**Fees** – See Schedule 3

#### Factors in Determining Fees

The GRCA administers its fee program for Planning and Regulations to achieve a partial ~~cost-recovery~~[cost recovery](#) for permit and ~~planning~~[review](#).

When reviewing the fee schedule, the following factors and data are considered:

- Analysis of trends in workload changes as a result of shifts in the development market and types of applications;
- Consultation with developers/municipalities about work effort, new planning/legislative requirements and streamlining;
- Complexity of applications and technical review required by staff;
- Review of fees for similar applications within watershed municipalities and adjacent Conservation Authorities;
- General overview of status of cost recovery;
- Statistics related to number of applications and annual changes, where required;
- Level of service/review expectation for processing timing;
- Areas of improvement of level of service/staffing demands;
- Efficiency measures as required;
- Reserve fund requirements;
- Identification of specific/specialized municipal requirements;
- Trends in legal costs associated with compliance, and appeals to the Ontario Lands Tribunal and other legal services.

#### Refunds/Fee Reconsideration

Application for an administrative review of a fee may be requested by a third party, either an individual, an organization, or an appointed representative, for the following reasons:

- If a fee is contrary to the fees set out in the fee schedule, or
- The fee set out in the fee schedule is excessive in relation to the service or program received

Requests for an administrative review must be in writing to the Chief Administrative Officer (or delegate) and specify the reason(s) for the request for review. Upon reconsideration of a fee that was charged by the GRCA, the GRCA may:

- Order the person to pay the fee in the amount originally charged;
- Vary the amount of the fee originally charged, as the GRCA considers appropriate; or
- Order that no fee be charged for the program or service.

If the third party is not satisfied with the outcome, then an appeal may be requested to be directed to the GRCA Board of Directors for a decision. Once heard, the appeal will be dismissed or upheld through a resolution passed by the Board of Directors. The appellant will be notified accordingly of the Board's decision.

### Discounts/Subsidies/Donations/Exemptions

Exemptions for permit applications, Planning Act applications, inquiries, and site assessment fees will be considered for:

- Non-profit conservation groups contributing to the protection and restoration of the natural environment, examples include but are not limited to: Ducks Unlimited, Nature Conservancy of Canada, Ontario Federation of Anglers and Hunters;
- ~~GRCA permit applications, Planning Act applications, inquiries, and site assessments.~~

### Review Process

- Permit and Planning fees are reviewed annually each fall, in preparation for the following year.

### Public Notification and Consultation Process

- Proposed fees are reviewed with the GRCA-Homebuilder Liaison Committee in advance of approval by the Board. Following Board approval of fees, the new fees are updated on the GRCA's website.

### 4. Tree Nursery

The GRCA's nursery and tree planting programs are funded by fees charged for planting material (trees) and planting services, and augmented with surplus funds from other GRCA programs and services, funding from municipal levy and, periodically, donations are also received through the Grand River Conservation Foundation (GRCF).

**Fees** - See Schedule 4

### Factors in Determining Fees

When reviewing the fee schedule, the following factors and data are considered:

- Analysis of operating costs (including seed processing, fertilization, soil care, irrigation, weed control, the length of time it takes to grow various tree species to saleable size, lifting trees, packaging trees, transporting trees from our Nursery in Burford, sourcing trees from external commercial nurseries, transporting trees, storing trees in our cooler until they are distributed, and the distribution of all of these trees to tree planting contractors)
- Completing market comparators, including charges from other Conservations Authorities and retail nurseries
- Inflation
- Respond to infrequent/isolated requests related to tree sales (deliveries, plan reviews for external agencies, storage fees, and tree maintenance).
- From year to year, not all tree species are available.
- Tree planting costs are determined through an annual contractor Request For Proposal (RFP) process that occurs over the winter in preparation for the spring tree planting season~~Operating costs associated to planting and growing plant material (including purchase of materials and staff resources)~~
- Completing market comparators, including charges from other Conservations Authorities and retail nurseries
- Inflation
- Achieving cost recovery through trend analysis, including reviewing operating practices for the previous three years and sales projections
- From year to year, not all tree species are available.

### Refunds/Fee Reconsideration:

- A non-refundable deposit of \$50.00 must accompany each order, which goes towards the final invoice.
- All requests are received through the Supervisor of Forestry Operations who will review the request and [follow-up/follow up](#) as required.
- ~~In the event that~~ If the nursery cannot fulfill the order, or a customer requests a cancellation for their order one month before order fulfillment, a refund will be issued.

### Discounts/Subsidies/Donations/Exemptions (including in-kind services)

- From time to time, tree stock has been overestimated which can result in excess stock. In this event, trees will be offered to watershed municipalities for their planting requirements.
- On the second Friday in May every year, the GRCA holds an end-of-season tree sale. All watershed residents are welcome to purchase trees at this tree sale on a first-come first-served basis. Trees sold at the sale are left over from the planting season, due to cancelled orders or stock overruns ~~and are~~. ~~Trees sold at the end-of-season sale are~~ typically sold at a discount, ~~with the hope that trees are planted instead of being composted. The quantity of the discount is determined by staff reviewing the tree species, tree quality, and the quantity of trees remaining but it typically ranges from 15% - 30% off of the approved tree price.~~
- ~~The GRCA will complete tree planting projects with donated funds received through the GRCF.~~
- The GRCA may donate trees ~~following the Donations and Discounts Policy~~ [as authorized by the Chief Administrative Officer](#).

### Review Process

- Fees are reviewed annually in the [late summer or early](#) fall by Forestry Operations staff.

### Public Notification and Consultation Process

- Following approval of fees, the new fees are updated on the GRCA's website and the online purchasing system.

## •5. [Property Conservation Lands](#)

This program includes fees for the following:

- Lease Agreements including commercial, [agricultural](#), and residential leases
- Licence Agreements: to permit a third party to undertake an activity or program on GRCA property
- Encroachment Agreements: to permit an existing encroachment on GRCA property
- Easement agreements

**Fees** – not applicable; as negotiated

### Factors in Determining Fees

- Applicable legislation and existing legal agreements.
- Negotiation with the third party(ies).
- Market evaluation
- Legal considerations.

### Refunds/Fee Reconsideration

- Refunds are considered on a case-by-case basis and will be issued as outlined in the negotiated agreement with the party(ies).

### Discounts/Subsidies/Donations/Exemptions

- Not applicable

### Review Process

- Fees associated with a lease, licence, encroachment, and easement agreements are reviewed at the end of the term and re-negotiated by Property staff.

### Public Notification and Consultation Process

- Not applicable given that fees are established by negotiated individual contracts.

## Policy Review Process and Frequency

This Fee Policy and Schedules will be reviewed at least once per year by the GRCA Management Team. The Management Team will seek information regarding fees, from various sources, as identified in the implementation section above; and prepare a proposed revised Fee Schedule with a report to the Board of Directors regarding recommended changes, if applicable. The Fee Policy and Schedules are subject to the approval of the Board of Directors.

Once approved, the revised Fee Schedules to this policy will be published on the GRCA's website, and in other materials used by the public.

## Public Notification

The public will be notified of any proposed changes to the Fee Policy or Fee Schedules, by way of posting a notice on the GRCA website's 'Governance' page that the Fee Schedule will be reviewed on an identified date, at an open meeting of the Authority's Board of Directors. Fees will be reviewed at least once per year and will be brought to the Board of Directors for review and approval if changes are proposed.

## Date of Effect and Transition

The is updated Fee Policy becomes effective as of January 1 December 15, 2023.

The establishment of update to this Fee Policy supersedes and replaces all previous fee policies and/or schedules.

## References

This policy was developed using the following references:

- Conservation Authorities Act
- Policies and Procedures for the Charging of Conservation Authority Fees, established by the Ministry of Natural Resources (June 1997, updated March 1999)
- Conservation Ontario - Guideline for CA Fee Administration Policies for Plan Review and Permitting - June 24, 2019
- Conservation Ontario – Guidance on CA Fee Policies and Fee Schedules – September 13, 2022
- Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee – April 11, 2022
- Fee Schedules

**APPENDIX D**

<b>TITLE</b>	GRCA Fee Policy: Fee Schedule 1 – Outdoor Environmental Education Programs and Services
<b>DEPARTMENT</b>	Strategic Communications and Environmental Education
<b>APPROVED DATE</b>	December 15, 2023
<b>EFFECTIVE DATE</b>	January 1, 2024

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**Table 1 –Outdoor Environmental Education User Fees**

<b>Program/Service</b>	<b>2024 Fee</b>
Full Day School Program	\$600
Half Day School Program	\$300
Non-school program	\$100/hour (Service delivery, prep, clean up and travel time) plus expenses

\*HST is in addition to the above-noted rates

## APPENDIX E

<b>TITLE</b>	GRCA Fee Policy: Fee Schedule 2 – Conservation Area Programs and Services
<b>DEPARTMENT</b>	Conservation Areas
<b>APPROVED DATE</b>	December 15, 2023
<b>EFFECTIVE DATE</b>	January 1, 2024

**Table 1: Proposed 2024 Day Use Admission Fees**

<b>Day Use Type</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>
All Conservation Areas - Adult	\$7.50	\$8.50
All Conservation Areas - Senior/Persons with disability	\$6.10	\$6.75
All Conservation Areas – Child 4-12	\$3.28	\$3.75
Elora Quarry - Parking	\$14.07	\$15.00
Elora Quarry – Adult	\$9.85	\$11.00
Elora Quarry – Senior/Persons with disability	\$7.04	\$8.00
Elora Quarry - Child	\$5.16	\$5.75
Pool (per person)	\$2.35	\$2.75
Auto Gate Admission	\$15.01	\$17.00
ePass (Day use: Belwood, Conestogo lower park, Guelph Lake, Rockwood, Pinehurst, Luther Marsh)	\$15.01	\$17.00
ePass (Luther Marsh daily hunt)	\$15.01	\$17.00

**Table 2: Proposed 2024 Membership Fees**

<b>Membership Type</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>
Family membership	\$141.59	\$160.00
Senior/disability	\$115.04	\$130.00
Membership replacement	\$30.97	\$35.00
Bulk membership discount (5+)	\$106.19	\$120.00

**Table 3: Proposed 2024 Hunting Fees**

<b>Belwood Lake</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>
Seasonal Hunting Permit (migratory bird/deer/small game/fall turkey)	\$273.45	\$309.00
Deer/Fall turkey	\$182.30	\$206.00
Deer Archery only	\$145.84	\$165.00
<b>Conestogo Lake</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Seasonal hunting permit (migratory bird/deer/small game/fall turkey)	\$319.02	\$360.00
Deer / Fall turkey	\$227.88	\$258.00
Deer archery only	\$145.84	\$165.00
Migratory birds/small Game	\$154.95	\$175.00
<b>Luther Marsh</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Day Hunting Permit	\$15.01	\$17.00
Seasonal Hunting Permit (Sept. - Feb.) All Game	\$319.03	\$360.00
Seasonal Deer and Fall Turkey Only Permit (Oct. - Dec.)	\$182.30	\$206.00
Seasonal Small Game/Migratory Birds Permit	\$154.96	\$175.00
Deer archery only	\$145.84	\$165.00
Opening Day of Migratory Birds Permit	\$22.79	\$25.00
<b>Miscellaneous Hunting Areas</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Seasonal Hunting Permit	\$109.38	\$124.00

APPENDIX E

**Table 4: Proposed 2024 Nightly Camping Rates**

<b>Brant Park</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>
Unserviced	\$43.75	\$49.50
Premium Unserviced (Waterfront)	\$48.31	\$54.50
Serviced	\$51.96	\$59.00
Serviced (sewer)	\$58.34	\$66.00
<b>Byng Island</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Premium Unserviced (Waterfront)	\$48.31	\$54.50
Serviced	\$51.96	\$59.00
Unserviced	\$43.75	\$49.50
<b>Conestogo Lake</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Serviced	\$51.96	\$59.00
Unserviced	\$43.75	\$49.50
<b>Elora Gorge</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Unserviced	\$43.75	\$49.50
Serviced	\$51.96	\$59.00
Serviced (Electricity)	\$46.89	\$53.00
Serviced (Electricity/Sewer/Water)	\$58.34	\$66.00
<b>Guelph Lake</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Unserviced	\$43.75	\$49.50
Serviced	\$51.96	\$59.00
Field Festival Sites - Unserviced	\$169.91	\$198.00
<b>Laurel Creek</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Unserviced	\$43.75	\$49.50
Premium Unserviced (Waterfront)	\$48.31	\$54.50
Serviced	\$51.96	\$59.00
<b>Pinehurst</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Unserviced	\$43.75	\$49.50
Standard Serviced	\$51.96	\$59.00
Premium Serviced	\$53.10	\$62.00
<b>Rockwood</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Unserviced	\$43.75	\$49.50
Serviced	\$51.96	\$59.00
Standard (Sewer) Serviced	\$58.34	\$66.00

**Table 5: Proposed 2024 Seasonal Camping Rates**

<b>Conservation Area</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>
Additional vehicle	\$101.77	\$115.00
Seasonal deposit – returning seasonal camper	\$221.24	\$250.00
Seasonal deposit – new seasonal camper	\$884.96	\$1,000.00



**APPENDIX E**

<b>Conservation Area</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>
<b>Brant</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Unserviced	\$1,998.84	\$2,259.00
Premium unserviced (waterfront)	\$2,457.68	\$2,777.00
Serviced (water only)	\$2,141.24	\$2,420.00
Standard serviced	\$2,710.83	\$3,063.00
Premium serviced (EWS)	\$3,214.67	\$3,633.00
<b>Byng</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Premium serviced-water only (waterfront)	\$2,496.26	\$2,820.00
Premium serviced (waterfront)	\$3,247.34	\$3,670.00
Unserviced	\$1,998.84	\$2,259.00
Serviced	\$2,853.23	\$3,224.00
Serviced (water only)	\$2,141.24	\$2,420.00
<b>Conestogo</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Unserviced	\$1,998.84	\$2,259.00
Serviced	\$2,459.58	\$2,779.00
<b>Elora</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Serviced (sewer)	\$3,214.67	\$3,633.00
Serviced	\$2,710.83	\$3,063.00
<b>Guelph</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Serviced	\$2,710.82	\$3,063.00
<b>Laurel Creek</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Serviced	\$2,710.82	\$3,063.00
<b>Pinehurst</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Unserviced	\$1,998.84	\$2,259.00
Serviced	\$2,710.83	\$3,063.00

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

**Table 6: Proposed 2024 Group Camping Rates**

<b>Guelph, Conestogo, Brant, Byng, Pinehurst, Elora, Rockwood</b>	<b>2024 After tax (rounded, as needed)</b>
Unserviced	\$80 site fee per day AND day-use fee per person AND vehicle fee per day
Serviced	\$125 - \$250 site fee per day: based on # of serviced pedestals AND day-use fee per person AND vehicle fee per day
Unserviced; waterfront	\$125 - \$250 based on size of site AND day-use fee per person AND vehicle fee per day
Youth groups	\$80.00 site fee per day AND day-use fee per person AND vehicle fee per day

APPENDIX E

**Table 7: Proposed 2024 Additional Camping Fees**

Item	2024 After Tax (rounded, as needed)
Cancellation fee	\$15.00
Reservation fee	\$13.00
Extra vehicle	\$17.00
Modification fee	\$8.00

**Table 8: Proposed 2024 Activity Fees**

Activity	2024 Before Tax	2024 After Tax (rounded, as needed)
Mini Golf - Adult (Rockwood)	\$5.31	\$6.00
Mini Golf - Child (Rockwood)	\$3.54	\$4.00
Movie night (Shade's Mills)	\$15.01	\$17.00
<b>Winter Equipment Rentals (Shade's Mills/Laurel Creek/Pinehurst)</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Ski boots (adult)	\$7.75	\$8.75
Ski boots (child)	\$5.92	\$6.75
Ski poles (adult)	\$5.92	\$6.75
Ski poles (child)	\$5.92	\$6.75
Skis (adult)	\$11.39	\$12.75
Skis (child)	\$5.92	\$6.75
Full ski set (skis, poles, boots) (adult)	\$21.88	\$24.75
Full ski set (skis, poles, boots) (child)	\$16.41	\$18.50
Snowshoes (adult & child))	\$14.58	\$16.50

**Table 9: Proposed 2024 Boating & Tubing Rentals**

<b>Belwood</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>
Boat launch	\$11.85	\$13.50
Launch season Pass	\$95.71	\$110.00
Snowmobile/ATV ice fishing lanch (New)	\$2.65	\$3.00
<b>Byng</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Canoe/kayak - 1 hour	\$18.23	\$20.50
Canoe/kayak - 4 hour	\$45.58	\$51.50
Canoe/kayak - 8 hour	\$72.92	\$82.50
<b>Conestogo</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Daily boat launch	\$11.85	\$13.50
Launch season pass	\$95.71	\$110.00
<b>Elora Gorge</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Tubing registration	\$18.58	\$20.00
Complete tubing package	\$47.85	\$54.00
<b>Laurel Creek</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Canoe (4 hour rental)	\$45.58	\$51.50
Canoe (8 hour rental)	\$72.92	\$82.50
<b>Pinehurst</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Canoe/double kayak/peddle boat (1 hour rental)	\$18.23	\$20.50
Canoe/double kayak/peddle boat (4 hour rental)	\$45.58	\$51.50
<b>Rockwood</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Canoe (1 hour rental)	\$22.12	\$25.00

APPENDIX E

**Table 10: Proposed 2024 Facility Rentals**

<b>Brant</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>
Grand Pavilion	\$113.94	\$128.75
Parkview Pavilion	\$91.15	\$103.00
Picnic areas	\$36.46	\$41.25
<b>Byng</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Pavilion	\$159.51	\$180.00
<b>Conestogo</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Pavilion	\$63.81	\$72.00
<b>Elora Gorge</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Kay Marston Pavilion A or B	\$221.24	\$250
Kay Marston Pavilion Full	\$442.48	\$500
<b>Guelph Lake</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Island Pavilion	\$214.20	\$242.00
<b>Laurel Creek</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Critter shelter	\$159.51	\$180.00
Lakeview Shelter	\$109.38	\$123.50
Baseball shelter	\$91.15	\$103.00
<b>Pinehurst Lake</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Sutor Shelter	\$109.38	\$123.50
White Oaks Shelter	\$72.92	\$82.50
Sunset Shelter	\$45.58	\$51.50
<b>Shade's Mills</b>	<b>2024 Before Tax</b>	<b>2024 After Tax</b>
Chalet Shelter	\$227.88	\$257.50
Beach/Diamond/Trail Shelter	\$109.38	\$123.50

**Table 11: Proposed 2024 Vending Item Fees**

<b>Item</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>
Ice - Brant and Pinehurst	\$3.19	\$3.75
Ice - all other CA's	\$3.42	\$4.00
Worms	\$4.56	\$5.25
Fire starter	\$1.37	\$1.50
Fire wood - regular	\$8.20	\$10.00

**Table 12: Proposed 2024 Miscellaneous Fees**

<b>Item</b>	<b>2024 Before Tax</b>	<b>2024 After Tax (rounded, as needed)</b>
Dumping station fee	\$22.12	\$25.00
Trailer storage - per month (Elora + Laurel + Guelph + Byng)	\$68.36	\$77.25
Trailer storage - 6 months (Elora + Guelph + Laurel + Byng)	\$273.45	\$309.00
Access Agreement – administrative fee	\$66.37	\$75.00
Access Agreement – municipal partner training exercises	\$0	\$0

APPENDIX F

<b>TITLE</b>	GRCA Fee Policy: Fee Schedule 3 – Planning and Regulation Programs and Services
<b>DEPARTMENT</b>	Planning and Regulation Services
<b>APPROVED DATE</b>	December 15, 2023
<b>EFFECTIVE DATE</b>	January 1, 2024

Please refer to the Fee Notes outlined below for more details.

**Table 1: Permit Fee Schedule**

Permit Fee Schedule Note: Applicants are encouraged to apply online on the GRCA Permits Application Page.	
<b>Minor</b> - Low risk of impact on natural hazards or natural feature. No technical reports required	
• Fee for Development Applications	\$480
• Fee for Alterations or Interference with Wetlands, Shorelines, and Watercourses Applications	\$480
<b>Standard</b> - Moderate risk and/or potential impact on natural hazards or natural features. Detailed report and/o plans, site visit required	
• Fee for Development Applications	\$695
• Fee for Alterations or Interference with Wetlands, Shorelines, and Watercourses Applications	\$1,220
<b>Major</b> - Requires one or more reports (Environmental Impact Study, Hydraulic Analysis, Stormwater Management, Geotechnical, etc.)	
• Fee for Development Applications	\$10,230
• Fee for Alterations or Interference with Wetlands, Shorelines, and Watercourses Applications	Culvert/Bridge replacement: \$6,910 All other applications: \$10,230
<b>Large Fill</b> - over 1,000m <sup>3</sup>	\$10,230 plus \$0.50/m <sup>3</sup>
<b>Works initiated prior to GRCA approval</b>	2 times the fee for the category
<b>Rural Water Quality Programs or GRCA projects</b>	\$95
<b>Expired Permit</b>	\$95
<b>Plans amended to an approved permit</b>	\$95

**Table 2: Inquiry Schedule**

Inquiry Schedule	
<b>Title Clearance, Real Estate, and other Inquiry Fee (per request/per property)</b>	\$265/property

**APPENDIX F**

**Table 3: Plan Review Fee Schedule**

<b>Plan Review Fee Schedule</b>	
<b>Subdivision and Condominium</b>	
Base fee	\$3,240
Per net hectare	\$1,500/hectare
Maximum fee (including base and per hectare fee)	\$33,335
Applicant driven modification	\$2,015
Final clearance for registration of each stage: technical review required	\$6,710
Final clearance Processing Fee: no reports or review required	\$340
Fourth (4th) and subsequent submission for review (same report)	\$575
<b>Official Plan and/or Zoning Bylaw Amendment</b>	
Major	\$4,270
Minor	\$610
<b>Consent</b>	
Major	\$1,960
Minor	\$645
<b>Minor Variances</b>	
Major	\$750
Minor	\$370
<b>Site Plan Approval Applications</b>	
Major	\$5,145
Minor	\$845
Complex Applications	\$11,420
<b>Below Water Table Aggregate Applications</b>	
No features of interest within 120 metres of licence limit	\$10,230
Features of interest within 120 metres of licence limit	\$42,850
<b>Above Water Table Aggregate Applications</b>	
No features of interest within 120 metres of licence limit	\$465
Features of interest within 120 metres of licence limit	\$10,230
<b>Niagara Escarpment Commission Applications</b>	
Major	\$1,670
Minor	\$235

**2024 Fee Notes**

1. All fees are made payable and submitted directly to Grand River Conservation Authority.
2. Applicants are encouraged to consult with staff prior to submission of all applications to determine the extent and nature of the information required to accompany the application, and to determine the appropriate fee.
3. Applicants are encouraged to submit Permit applications through **the GRCA's online Permit Application System**
4. Permit applications that fall into one or more categories will be charged one fee, at the highest rate.
5. Plan review applications that fall into one or more categories will be charged one fee, at the highest rate.
6. The Conservation Authority may provide a refund or require the applicant submit additional funds for a permit or plan review fee if it is found that an incorrect fee has been submitted.
7. Minor Categories – Low risk of impact on natural hazards. Plans required. No technical reports or site visits required.
8. Standard Permit Category – Moderate hazard risk and/or potential impact on natural hazards. Detailed plans required. Scoped technical reports and/or site visits required.
9. Major Permit Category– High hazard risk and/or potential impact to natural hazards. Detailed plans required. One or more technical report required (Environmental Impact Study, Hydraulic Analysis, Storm Water Management, Geotechnical, etc.). Development permit applications for: golf courses, trailer parks, campgrounds, lifestyle communities will be considered as a major permit.
10. Major Plan Review Category– High or Moderate hazard risk and/or potential impact on natural hazards. Detailed plans required. One or more technical reports (may be scoped) are required, and a site visit may be required.
11. Complex Plan Review Category - Planning Act (e.g. OPA/ZC) and/or Site plan applications for: golf courses, trailer parks, campgrounds, lifestyle communities.
12. Large Fill - The fee is applicable to material placed within the Conservation Authority's regulated areas. Grading associated with Planning Act approvals is not considered a large fill application.
13. Major permit applications that have previously paid application or clearance plan review fees to the GRCA will be charged fees under the Minor or Standard category.
14. Permit fees are non-refundable, except where review indicates that no permit is necessary.
15. Expired permit - After a permit has expired, a new application must be submitted. For applications to replace a prior permit received within one year of expiry a fee of \$95 is required. Permits that have expired within the last year can be renewed through the GRCA online Permit Application System. Any changes to the plans or a lapse of more than one year will require a full review and the Schedule of Fees in effect at the time will apply.
16. The net hectare fee will be based on the initial submission and will exclude lands outside of the development limit (e.g. natural hazard, natural heritage areas and buffers). Stormwater management facilities and other open space or park uses are to be included in the net hectare fee calculation.
17. At the submission of a subdivision or vacant land condominium application, 70% of the base fee and per net hectare is required. Prior to issuance of conditions of draft plan approval, the remaining 30% of the fee is required.
18. A Processing Fee will apply for a clearance letter for a subdivision or condominium application where no technical review/reports (e.g. no Erosion and Sediment Control plan, SWM brief, etc.) are required.
19. For Aggregate Applications, features of interest include all Natural Hazard features, including wetlands and surface water features.
20. Responses to Title Clearances, Real Estate and other Inquiries includes: Correspondence and mapping related to natural hazards and areas regulated under Ontario Regulation 150/06.

## APPENDIX G

<b>TITLE</b>	GRCA Fee Policy: Fee Schedule 4 – Tree Nursery
<b>DEPARTMENT</b>	Central Services
<b>APPROVED DATE</b>	December 15, 2023
<b>EFFECTIVE DATE</b>	January 1, 2024

**Table 3: Trees, shrubs, plant material:**

Price Code	Description and Examples	Price per item
PPA	1-gallon potted conifers and shrubs (e.g. Norway spruce, white cedar, chokeberry)	\$11.32
PPB	2-gallon potted shrubs and cedars (e.g. 50cm+ gray dogwood, high bush cranberry, nannyberry, pussy willow, redbud, white cedar)	\$15.88
PPC	2-gallon potted conifers and small deciduous trees (e.g. 50cm+ Norway spruce, white spruce, tamarack, white pine; 60cm+ sycamore, black walnut, hoptree)	\$20.58
PPD	2-gallon potted deciduous trees and 4-gallon potted conifers (e.g. 2 gallon 80cm+ bur oak, red maple, hackberry, trembling aspen; 4 gallon 40cm+ hemlock, 4 gallon 60cm+ Norway spruce)	\$26.85
PPE	2-gallon potted trees of rare and/or difficult to grow species (e.g. flowering dogwood, American chestnut, butternut)	\$35.13
PPF	10–15-gallon large potted deciduous trees (e.g. 200cm+ bur oak, Kentucky coffee tree, sugar maple)	\$85.26
SPA	15cm+ bare root conifer seedlings (e.g. white pine, red pine)	\$1.20
SPA1	20cm+ bare root deciduous seedlings (e.g. redosier dogwood, silver maple)	\$1.60
SPB	20cm+ bare root conifer seedlings (e.g. white spruce, Norway spruce, tamarack)	\$1.30
SPB1	20cm+ bare root deciduous seedlings (e.g. gray dogwood, staghorn sumac, white birch)	\$1.75
SPC	25cm+ bare root conifers (e.g. white cedar)	\$1.50
SPC1	20cm+ bare root deciduous seedlings (e.g. black walnut, ninebark, red oak, white oak)	\$1.80
SPD	20cm+ bare root conifers (e.g. balsam fir, eastern hemlock)	\$2.15
SPD1	20cm+ bare root deciduous seedlings (e.g. bitternut hickory, bur oak, sycamore, sugar maple, high bush cranberry)	\$2.10
TPA	150cm+ bare root saplings (e.g. silver maple)	\$29.59
TPB	150cm+ bare root saplings (e.g. sugar maple, red maple)	\$31.24
TPC	150cm+ bare root saplings (e.g. black cherry, black oak, red oak)	\$32.18
WPA	90-150cm+ bare root whips (e.g. silver maple)	\$17.14
WPB	90-150cm+ bare root whips (e.g. red maple, sugar maple)	\$18.34

## APPENDIX G

Price Code	Description and Examples	Price per item
WPC	90-150cm+ bare root whips (e.g. red oak, swamp white oak, white birch)	\$19.80
HPL	Herbaceous plug of native wildflower and grass species (e.g. big bluestem, Indian grass, boneset, wild bergamot)	\$1.25
HSN2	Native wildflower/prairie seed mix (500g bag)	\$85.50
WRAPS	Spiral tree trunk guard	\$1.25
MAT	Mulch mat	\$1.50

**Table 2: Planting Services:**

Stock Type	Description	Price per tree
Tall Stock Planting Fee	Fee for hand planting of tall stock, i.e. potted and/or saplings and/or whips. Fee includes installation of mulch mats and tree wraps as required.	\$12.00
Seedling Planting Fee	Fee for hand or machine planting of seedling sized trees. Fee includes spraying of herbicide as required.	\$2.00
<b>Planting in Plastic Fee</b>	Fee for hand planting seedlings into plastic mulch. Fee includes patching up the hole with plastic square and sod staples	\$4.00

Other infrequent services related to nursery operations will be considered as requested and as capacity allows. Fees for these services will be subject to the following time, material, and delivery charges:

**Table 3: Other Services**

Service	Description	Price
Hourly rate	Staff time.	\$85.00/hr
Delivery charge	A flat rate for delivery of trees and planting materials (only applicable when trees are delivered as part of special orders).	\$200.00
<b>Material Charge</b>	A placeholder for trees, plant materials or other materials not known at the time of the fee approval.	Rate will be charged to recoup costs

PLEASE NOTE: Tree species availability and quantities may vary year over year

Prices are per item and sold in bundles as indicated; are subject to change without notice; do not include HST; and are F.O.B. the cold storage facility in Cambridge. Due to higher costs of producing small orders, the total order must have a minimum of 200 seedling trees or 20 Saplings and/or Pots.

A NON-REFUNDABLE DEPOSIT OF \$50.00 MUST ACCOMPANY EACH TREE ORDER. THIS WILL BE APPLIED TOWARDS THE FINAL INVOICE WHICH WILL BE SENT OUT PRIOR TO TREE PICK-UP.



# Grand River Conservation Authority

**Report number:** GM-12-23-91

**Date:** December 15, 2023

**To:** Members of Grand River Conservation Authority

**Subject:** 2024 Complimentary Grand River Conservation Area Membership Passes

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## Recommendation:

THAT Report Number GM-12-23-91 – 2024 Complimentary Grand River Conservation Area Membership Passes be received as information.

## Summary:

Not applicable.

## Report:

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

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

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

The complimentary Conservation Area Membership passes will be issued in January 2024. Additional passes can be issued on authorization of the Chair or Chief Administrative Officer.

## Financial Implications:

The 2024 draft Budget allows for the issuance of these complimentary passes. The proposed price for a 2024 pass is \$160 including HST.

## Other Department Considerations:

Not applicable

## Prepared by:

Pam Walther-Mabee  
Manager of Conservation Areas

## Approved by:

Samantha Lawson  
Chief Administrative Officer

# Grand River Conservation Authority

**Report number:** GM-12-23-97

**Date:** December 15, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Per Diems and Honorariums for 2024

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## **Recommendation:**

THAT Report Number GM-12-23-97 – Per Diems and Honorariums for 2024 be received as information.

## **Summary:**

Not applicable

## **Report:**

On March 23, 2018, the General Membership passed Resolution number 18-59, which included the following wording:

“...THAT Board Member Per Diems and Honorariums be adjusted each year on January 1 by the same rate as non-union positions.”

At the November 24, 2023 General Membership meeting, a resolution was passed approving a 2.25% increase for non-union positions effective January 1, 2024. A summary of Per Diems, Honorariums and Reimbursement for Members, January 1, 2024 is attached, reflecting the 2.25% increase. At the present time, no change is recommended for mileage in the 2024 Budget (\$0.55 per km).

## **Financial Implications:**

The 2024 Draft Budget includes \$110,000 for Board Members' honorariums, per diems, mileage and expenses. The anticipated adjusted rates have been incorporated into the budgeted amount.

## **Other Department Considerations:**

Not applicable

## **Prepared by:**

Karen Armstrong  
Deputy CAO, Secretary-Treasurer

## **Approved by:**

Samantha Lawson  
Chief Administrative Officer

**Grand River Conservation Authority**  
**Per Diems, Honorariums, and Reimbursement for Members - January 1, 2024**

		<b>Chair</b>	<b>Vice-Chair</b>	<b>Other Members</b>
(1)	General Membership/Committee of the Whole	\$164.24**	\$164.24**	\$164.24**
(2)	Other Committees - Audit, Special Recognition or Ad Hoc Committees <i>Note: A Per Diem is only paid when a Committee meets on a separate day from (1)</i>	\$98.86**	\$98.86**	\$98.86**
(3)	Other time spent on business of the Authority (pursuant to By-law Section B.14)*	\$29,764.00/year	\$2,976.85.34/year	\$98.86**/ meeting
(4)	Mileage for travel to or from any of the above***	\$0.55/km	\$0.55/km	\$0.55/km

**\*GRCA By-law No.1-2023, Section B.14 Remuneration of Members**

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

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

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

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

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

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

Remuneration for the member appointed by the Minister as a representative of the agricultural sector shall be in accordance with direction from the Ministry of Environment, Conservation and Parks.

\*\* *Per-diems* have been adjusted by 2.25% effective January 1, 2024    \*\*\* *Mileage rate* has remained unchanged from 2022

# Grand River Conservation Authority

**Report number:** GM-12-23-100

**Date:** December 15, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Cash and Investment Status – November 2023

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## **Recommendation:**

THAT Report Number GM-12-23-100 – Cash and Investment Status – November 2023 be received as information.

## **Summary:**

The cash position including Notes Receivable of the Grand River Conservation Authority as at November 30, 2023 was \$59,685,908 with outstanding cheques written in the amount of \$149,893.

## **Report:**

See attached.

## **Financial Implications:**

Interest rates, etc. are shown on the report.

## **Other Department Considerations:**

Not applicable.

## **Prepared by:**

Carol Anne Johnston  
Senior Accountant

Sonja Radoja  
Manager of Corporate Services

## **Approved by:**

Karen Armstrong  
Deputy CAO/Secretary Treasurer

**Grand River Conservation Authority  
Cash and Investments Status Report  
November 30, 2023**

<b>BANK ACCOUNTS</b>	<b>Location</b>	<b>Type</b>	<b>Amount</b>	<b>Interest Rate</b>
	CIBC	Current Account	10,880,283	5.40%
	RBC	Current Account	151,716	nil
	Wood Gundy	Current Account	67,650	nil
	CIBC - SPP Holding	Current Account	565,635	5.40%
	<b>TOTAL CASH - CURRENT ACCOUNT</b>		<b>11,665,284</b>	

<b>INVESTMENTS</b>	<b>Date Invested</b>	<b>Location</b>	<b>Type</b>	<b>Amount</b>	<b>Face Value Interest Rate</b>	<b>Yield Rate</b>	<b>Date of Maturity</b>	<b>2023 Total Interest Earned/ Accrued</b>
		CIBC Renaissance	High Interest Savings Account	7,670,850	4.55%	4.55%	not applicable	244,743
		CIBC High Interest	High Interest Savings Account	4,610,235	4.55%	4.55%	not applicable	122,235
		One Investment Savings	High Interest Savings Account	4,629,183	5.465%	5.465%	not applicable	236,341
	October 23, 2019	Cdn Western Bank	Bond	2,010,000	2.800%	2.78%	September 6, 2024	55,625
	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, call date 2025	37,326
	December 8, 2021	Province of B.C.	Bond	2,050,356	1.180%	1.18%	December 18, 2023	22,978
	December 14, 2022	Royal Bank	Bond	2,000,000	2.333%	4.87%	December 5, 2023	87,901
	December 14, 2022	National Bank	Bond	4,054,000	2.983%	4.84%	March 4, 2024	190,857
	December 14, 2022	CIBC	Bond	4,100,000	3.300%	4.36%	May 26, 2025	174,281
	December 14, 2022	Bank of Montreal	Bond	4,096,000	2.700%	4.59%	September 11, 2024	182,053
	June 28, 2023	CIBC	Non-Redeemable GIC	4,000,000	5.250%	5.25%	June 28, 2024	107,014
		<b>TOTAL INVESTMENTS</b>		<b>48,020,624</b>				<b>\$1,580,430</b>

**TOTAL CASH AND INVESTMENTS** **\$59,685,908**

\* Reserve Balance at December 31st, 2022 33,621,402

**Investment By Institution**

	<b>% of Total Portfolio</b>
C.I.B.C.	42%
Royal Bank	4%
Bank of Montreal	9%
National Bank	8%
Cdn Western Bank	14%
ManuLife Financial Bank	4%
One Investment Program	10%
Province of B.C.	4%
Province of Ontario	5%
	<b>100%</b>

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

# Grand River Conservation Authority

**Report number:** GM-12-23-102

**Date:** December 15, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Financial Summary for the Period Ending November 30, 2023

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## Recommendation:

THAT the Financial Summary for the period ending November 30, 2023 be approved.

## Summary:

The Financial Statements include the 2023 *actual* year-to-date income and expenditures. The budget approved at the February 24, 2023 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 \$929,000 at year-end is anticipated.

## Report:

The Financial Statements for the period ending November 30, 2023 are attached.

- A. Municipal Funding decreased by \$40,000
  - Municipal funding for Conservation Services program related to RWQP grants to landowners decreased by \$40,000 due to reduced activity.
- B. Provincial Funding decreased by \$420,000
  - Provincial funding for Water Control Structures program decreased by \$400,000 due to timing of expected expenditures related to Water and Erosion Control Infrastructure (WECI) projects.
  - Provincial funding for Conservation Services program decreased by \$20,000 due no Upper Grand restoration Rural Water Quality Program (RWQP) projects in 2023, funding will remain in deferred revenue.
- C. Self-Generated Revenue net impact - nil
  - Donation income for Forestry program decreased by \$50,000 due to a reduction in ecological restoration special project expenditures.
  - Hydro production revenue increased by \$50,000.
- D. Operating Expenses decreased by \$200,000
  - Water Control Structures expenses increased by \$10,000, comprised of compensation and benefits expense decrease of \$70,000 due to vacancy savings and consulting expense increase of \$80,000 related to preparing a water control structures asset management plan.
  - Resource Planning expenses decreased by \$130,000, comprised of compensation and benefits decrease of \$150,000 due to vacancy savings and consulting expenses increase of \$20,000.
  - Conservation Lands property taxes increased by \$25,000 due in part to additional properties incorporated into this program area (namely, certain vacant residential rental properties).
  - Conservation Services expenses decreased by \$70,000, comprised of compensation and benefits decrease of \$30,000 due to reallocation of wages to special projects,

administration expenses decrease of \$20,000 due to savings as a result of reduced travel expenditures, and other operating expenditures decrease of \$20,000 due to inactivity in RWQP Upper Grand restoration projects.

- Communications expenses decreased by \$85,000, comprised of compensation and benefits decrease of \$65,000 due to vacancy savings, administration expenses decrease of \$10,000 due to savings as a result of reduced travel expenditures, and other operating expenditures decrease of \$10,000 due to a reduction in exhibits and tours.
- Corporate Services administration expenses decreased by \$50,000 due to a reduction in travel, board meeting, and telephone related expenditures.
- Property Rentals compensation and benefits decreased by \$100,000 due to vacancy savings.
- Conservation Area expenses increased by \$200,000, comprised of compensation and benefits increase of \$100,000 and other operating expenses increase of \$100,000 due to increased park attendance creating additional expenses.

E. Capital Expenses decreased by \$950,000

- WECl project expenditures decreased by \$800,000 due to timing of expected work completion.
- Motor Pool capital expenditures decreased by \$150,000 due to delivery delays. Purchases will be deferred and included in the 2024 budget.

F. Special Project Expenses decreased by \$90,000

- Forestry special project expenditures decreased by \$50,000 related to ecological restoration projects.
- Conservation Services RWQP expenditures decreased by \$40,000 as a result of the timing in distribution of grants to landowners.

G. Funding from Reserves decreased by \$235,000

- Funding from the Water Management operating reserve decreased by \$115,000 due to engineering staff vacancy savings of \$70,000 in Water Control Structures and \$45,000 in Resource Planning.
- Funding from Land Sale Proceeds reserve increased by \$80,000 to fund work on a Water Control Structures asset management plan.
- Funding from Water Control Structures reserve decreased by \$50,000 due to a reduction in spending on WECl projects.
- Funding from Motor Pool Reserve decreased by \$150,000 due to deferral of capital expenditures.

H. Funding to Reserves increased by \$230,000

- Transfer to Water Control Structures Reserve increased by \$350,000 due to timing of spending on WECl projects. These funds will be utilized for project completion before March 31, 2024.
- Transfer to Watershed Restoration Reserve increased by \$30,000 due to savings realized due to special project funding.
- Transfer to the General Capital reserve increased by \$50,000 due to surplus hydro revenue.
- Funding to Conservation Area Reserve decreased by \$200,000 due to increased forecast expenditures.

## **Financial Implications:**

The activity summarized will result in a \$929,000 surplus as at December 31, 2023.

**Other Department Considerations:**

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

**Prepared by:**

Kayleigh Keighan  
Financial Controller

**Approved by:**

Karen Armstrong  
Deputy CAO/Secretary-Treasurer



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

General Membership - December 15, 2023

<b>FORECAST - October 31, 2023 - NET RESULT</b>	<b>\$614,000</b>
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**CHANGES - NOVEMBER 2023**

Sch 3	Water Control Structures	<b>\$70,000</b>	Compensation & Benefits Expenses Decrease (vacancy savings)	<b>\$0</b>
		<b>(\$70,000)</b>	Funding from Water Management Operating Reserve Decrease	
		<b>(\$80,000)</b>	Consulting Expense Increase - Asset Management Plan	
		<b>\$80,000</b>	Funding from Land Sale Proceeds Reserve Increase	
		<b>\$800,000</b>	Capital Expenses Decrease (WECl)	
		<b>(\$400,000)</b>	Provincial Grant Decrease	
		<b>(\$50,000)</b>	Funding from Water Control Structures Reserve Decrease	
		<b>(\$350,000)</b>	Funding to Water Control Structures Reserve Increase	
Sch 4	Resource Planning	<b>\$150,000</b>	Compensation & Benefits Expense Decrease (vacancy savings)	<b>\$85,000</b>
		<b>(\$45,000)</b>	Funding from Water Management Operating Reserve Decrease	
		<b>(\$20,000)</b>	Other Expenses - Consulting Increase	
Sch 5	Forestry	<b>\$50,000</b>	Special Projects-Ecological Restoration Expense Decrease	<b>(\$25,000)</b>
		<b>(\$50,000)</b>	Donation-Other Decrease	
		<b>(\$25,000)</b>	Property Tax Expense Increase	
Sch 6	Conservation Services	<b>\$30,000</b>	Compensation & Benefits Expense Decrease	<b>\$20,000</b>
		<b>(\$30,000)</b>	Funding to Watershed Restoration Reserve Increase	
		<b>\$20,000</b>	Administration Expense Decrease	
		<b>\$20,000</b>	Other Expenses Decrease (Upper Grand)	
		<b>(\$20,000)</b>	Provincial Funding Decrease	
		<b>\$40,000</b>	RWQP Expenses Decrease	
		<b>(\$40,000)</b>	Municipal Funding Decrease (RWQP)	
Sch 7	Communications	<b>\$65,000</b>	Compensation & Benefits Expense Decrease (vacancies)	<b>\$85,000</b>
		<b>\$10,000</b>	Administration Expense Decrease (travel)	
		<b>\$10,000</b>	Other Expenses Decrease (exhibits & tours)	
Sch 9	Corporate Services	<b>\$20,000</b>	Administration Expenses Decrease (board meetings)	<b>\$50,000</b>
		<b>\$30,000</b>	Administration Expenses Decrease (travel and phone)	
Sch 11	Property Rentals	<b>\$100,000</b>	Compensation & Benefits Expense Decrease	<b>\$100,000</b>
Sch 12	Hydro Production	<b>\$50,000</b>	Hydro Generation Revenue Increase	<b>\$0</b>
		<b>(\$50,000)</b>	Funding to General Capital Reserve Increase	
Sch 13	Conservation Areas	<b>(\$100,000)</b>	Compensation & Benefits Expense Increase	<b>\$0</b>
		<b>(\$100,000)</b>	Other Operating Expenses Increase	
		<b>\$200,000</b>	Funding to Conservation Area Reserve Decrease	
Sch 16	Information Systems & Motor Pool	<b>\$150,000</b>	Motor Pool Capital Expenses Decrease	<b>\$0</b>
		<b>(\$150,000)</b>	Funding from Motor Pool Reserve Decrease	

<b>FORECAST - November 30, 2023 - NET RESULT</b>	<b>121</b>	<b>\$929,000</b>
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**GRAND RIVER CONSERVATION AUTHORITY  
STATEMENT OF OPERATIONS  
FOR THE PERIOD ENDING November 30, 2023**

SCHEDULE		Actual 2022	Budget 2023	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>REVENUE</b>							
<b><u>Municipal</u></b>							
General Municipal Levy (Operating)	various	11,580,000	12,018,000	12,018,000	12,018,000	12,018,000	-
General Municipal Levy (Capital)	various	950,000	950,000	950,000	950,000	950,000	-
Special Municipal Levy	various	99,593	130,000	305	130,000	130,000	-
Other	various	536,972	800,000	1,318,823	840,000	800,000	(40,000)
		<b>13,166,565</b>	<b>13,898,000</b>	<b>14,287,128</b>	<b>13,938,000</b>	<b>13,898,000</b>	<b>(40,000)</b>
<b><u>Government Grants</u></b>							
NDMNRF Transfer Payments	various	449,688	449,688	449,688	449,688	449,688	-
Source Protection Program-Provincial	various	569,995	640,000	444,502	602,000	602,000	-
Other Provincial	various	688,888	982,500	1,303,653	982,500	562,500	(420,000)
Federal	various	431,024	190,000	292,774	200,000	200,000	-
		<b>2,139,595</b>	<b>2,262,188</b>	<b>2,490,617</b>	<b>2,234,188</b>	<b>1,814,188</b>	<b>(420,000)</b>
<b><u>Self Generated</u></b>							
User Fees and Sales							
<i>Enquiries and Permits</i>	4	591,330	590,000	528,772	550,000	550,000	-
<i>Plan Input and Review</i>	4	598,852	554,000	389,133	444,000	444,000	-
<i>Consulting</i>	4	-	-	-	-	-	-
<i>Nursery and Woodlot Management</i>	5	636,389	415,000	627,387	650,000	650,000	-
<i>Conservation Lands Income</i>	10	65,050	71,000	56,110	71,000	71,000	-
<i>Conservation Areas User Fees</i>	13	11,232,460	10,000,000	11,809,043	11,800,000	11,800,000	-
<i>Nature Centres and Camps</i>	8	519,747	500,000	362,263	609,000	609,000	-
<i>Merchandising and Sales</i>	8	872	-	417	-	-	-
Property Rentals	11	2,910,172	3,006,000	2,863,869	3,006,000	3,006,000	-
Hydro Generation	12	589,334	580,000	641,983	620,000	670,000	50,000
Land Sales	10	15,196,404	-	-	-	-	-
Grand River Conservation Foundation	various	435,141	552,000	135,397	232,000	232,000	-
Donations	various	23,473	135,000	56,935	135,000	85,000	(50,000)
Landowner Contributions	5	163,602	180,000	190,725	200,000	200,000	-
Investment Income	14	866,001	1,350,000	1,625,966	1,400,000	1,400,000	-
Miscellaneous Income	various	27,822	35,000	54,922	85,000	85,000	-
<b>Total Self-Generated Revenue</b>		<b>33,856,649</b>	<b>17,968,000</b>	<b>19,342,922</b>	<b>19,802,000</b>	<b>19,802,000</b>	<b>-</b>
<b>TOTAL REVENUE</b>		<b>49,162,809</b>	<b>34,128,188</b>	<b>36,120,667</b>	<b>35,974,188</b>	<b>35,514,188</b>	<b>(460,000)</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**STATEMENT OF OPERATIONS**  
**FOR THE PERIOD ENDING November 30, 2023**

		Actual 2022	Budget 2023	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>EXPENSES</b>							
<b>OPERATING</b>							
Water Resources Planning & Environment	1	1,979,753	2,373,900	1,860,696	2,187,900	2,187,900	-
Flood Forecasting and Warning	2	774,798	923,000	714,934	764,000	764,000	-
Water Control Structures	3	1,667,314	1,944,200	1,595,172	1,944,200	1,954,200	10,000
Resource Planning	4	2,229,262	2,574,200	1,896,332	2,534,200	2,404,200	(130,000)
Forestry & Conservation Land Property Tax:	5	1,327,936	1,402,500	1,376,313	1,477,500	1,502,500	25,000
Conservation Services	6	449,256	605,700	437,254	570,700	500,700	(70,000)
Communications & Foundation	7	406,064	597,500	317,177	442,500	357,500	(85,000)
Environmental Education	8	817,034	810,100	940,540	1,048,100	1,048,100	-
Corporate Services	9	4,048,436	3,890,790	3,115,701	3,847,790	3,797,790	(50,000)
Conservation Lands	10	2,100,710	2,613,600	2,136,629	2,557,600	2,557,600	-
Property Rentals	11	1,257,435	1,665,200	1,127,560	1,375,200	1,275,200	(100,000)
Hydro Production	12	250,261	95,500	63,204	95,500	95,500	-
Conservation Areas	13	8,144,188	8,500,000	8,791,141	9,000,000	9,200,000	200,000
Miscellaneous	14	19,233	-	101,492	50,000	50,000	-
Information Systems	16	1,171,003	1,557,000	1,100,225	1,347,000	1,347,000	-
Motor Pool	16	1,001,110	939,000	837,067	917,000	917,000	-
Less: Internal Charges (IS & MP)	16	(2,172,113)	(2,496,000)	(1,937,292)	(2,264,000)	(2,264,000)	-
<b>Total OPERATING Expenses</b>		<b>25,471,680</b>	<b>27,996,190</b>	<b>24,474,145</b>	<b>27,895,190</b>	<b>27,695,190</b>	<b>(200,000)</b>
<b>CAPITAL</b>							
Water Resources Planning & Environment	1	56,922	110,000	34,317	90,000	90,000	-
Flood Forecasting and Warning	2	188,310	190,000	141,135	190,000	190,000	-
Water Control Structures	3	1,347,653	1,500,000	526,145	1,500,000	700,000	(800,000)
Conservation Areas	13	934,152	2,000,000	1,865,108	2,000,000	2,000,000	-
Information Systems	16	154,773	170,000	113,810	170,000	170,000	-
Motor Pool	16	615,925	850,000	667,898	850,000	700,000	(150,000)
Less: Internal Charges (IS & MP)	16	(390,588)	(241,000)	(790,596)	(473,000)	(473,000)	-
<b>Total Capital Expenses</b>		<b>2,907,147</b>	<b>4,579,000</b>	<b>2,557,817</b>	<b>4,327,000</b>	<b>3,377,000</b>	<b>(950,000)</b>
<b>SPECIAL</b>							
Water Resources Planning & Environment	1	127,969	210,000	165,216	260,000	260,000	-
Flood Forecasting and Warning	2	341,735	90,000	70,504	90,000	90,000	-
Forestry	5	52,653	100,000	42,805	100,000	50,000	(50,000)
Conservation Services	6	757,372	1,090,000	803,597	1,090,000	1,050,000	(40,000)
Environmental Education	8	26,600	500,000	20,335	100,000	100,000	-
Conservation Land Purchases/Land Sale Exp	10	17,660	-	3,637	-	-	-
Conservation Lands	10	229,921	-	424	-	-	-
Miscellaneous	14	27,323	35,000	34,539	35,000	35,000	-
Source Protection Program	15	569,995	640,000	444,502	602,000	602,000	-
<b>Total SPECIAL PROJECTS Expenses</b>		<b>2,151,228</b>	<b>2,665,000</b>	<b>1,585,559</b>	<b>2,277,000</b>	<b>2,187,000</b>	<b>(90,000)</b>
<b>Total Expenses</b>		<b>30,530,055</b>	<b>35,240,190</b>	<b>28,617,521</b>	<b>34,499,190</b>	<b>33,259,190</b>	<b>(1,240,000)</b>
<b>Gross Surplus</b>		<b>18,632,754</b>	<b>(1,112,002)</b>	<b>7,503,146</b>	<b>1,474,998</b>	<b>2,254,998</b>	<b>780,000</b>
<b>Prior Year Surplus Carryforward</b>		<b>567,177</b>	<b>562,502</b>	<b>-</b>	<b>562,502</b>	<b>562,502</b>	<b>-</b>
<b>Total Funding FROM Reserves (Funding)</b>		<b>3,377,001</b>	<b>4,653,000</b>	<b>-</b>	<b>3,810,000</b>	<b>3,575,000</b>	<b>(235,000)</b>
<b>Total Funding TO Reserves</b>		<b>(22,014,431)</b>	<b>(4,103,500)</b>	<b>-</b>	<b>(5,233,500)</b>	<b>(5,463,500)</b>	<b>(230,000)</b>
<b>Net Funding FROM/(TO) Reserves</b>		<b>(18,637,430)</b>	<b>549,500</b>	<b>-</b>	<b>(1,423,500)</b>	<b>(1,888,500)</b>	<b>(465,000)</b>
<b>NET SURPLUS</b>		<b>562,502</b>	<b>-</b>	<b>7,503,146</b>	<b>614,000</b>	<b>929,000</b>	<b>315,000</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 1 - Water Resources - Planning and Environment**  
**FOR THE PERIOD ENDING November 30, 2023**

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

**Expenditures and Funding to Reserves**

	Actual 2022	Budget 2023	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	1,455,879	1,706,500	1,276,453	1,566,500	1,566,500	-
Administration Expenses	251,304	268,300	299,431	268,300	268,300	-
Insurance	166,978	234,000	188,062	188,000	188,000	-
Other Operating Expenses	105,592	165,100	96,750	165,100	165,100	-
<b>Total OPERATING Expenditures</b>	<b>1,979,753</b>	<b>2,373,900</b>	<b>1,860,696</b>	<b>2,187,900</b>	<b>2,187,900</b>	<b>-</b>
Instrumentation	52,343	60,000	27,589	60,000	60,000	-
Water Quality Monitoring Equipment	4,579	50,000	6,728	30,000	30,000	-
<b>Total CAPITAL Expenditures</b>	<b>56,922</b>	<b>110,000</b>	<b>34,317</b>	<b>90,000</b>	<b>90,000</b>	<b>-</b>
Waste Water Optimization Program	59,858	130,000	101,453	130,000	130,000	-
Grand River Water Management Plan	-	-	146	-	-	-
Randall and Breslau Drains Report	-	-	11,291	40,000	40,000	-
Drain Studies-DFO	-	-	7,043	10,000	10,000	-
Dundas Valley Groundwater	-	-	-	-	-	-
Upper Blair Drainage	68,111	80,000	45,283	80,000	80,000	-
<b>Total SPECIAL PROJECT Expenditures</b>	<b>127,969</b>	<b>210,000</b>	<b>165,216</b>	<b>260,000</b>	<b>260,000</b>	<b>-</b>
Transition Reserve	110,000	-	-	-	-	-
<b>Total FUNDING to RESERVES</b>	<b>110,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>2,274,644</b>	<b>2,693,900</b>	<b>2,060,229</b>	<b>2,537,900</b>	<b>2,537,900</b>	<b>-</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	2,179,900	2,286,400	2,286,400	2,286,400	2,286,400	-
General Municipal Levy (Capital)	35,000	35,000	35,000	35,000	35,000	-
Special Levy	99,593	130,000	305	130,000	130,000	-
Municipal Other	-	-	-	40,000	40,000	-

**Government Grants**

Other Provincial	64,548	167,500	451,757	167,500	167,500	-
Federal	-	-	-	10,000	10,000	-

**Funding From Reserves**

Gauges	-	75,000	-	55,000	55,000	-
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<b>TOTAL FUNDING</b>	<b>2,379,041</b>	<b>2,693,900</b>	<b>2,773,462</b>	<b>2,723,900</b>	<b>2,723,900</b>	<b>-</b>
<b>Net Surplus/(Deficit)</b>	<b>104,397</b>	<b>-</b>	<b>713,233</b>	<b>186,000</b>	<b>186,000</b>	<b>-</b>

GRAND RIVER CONSERVATION AUTHORITY  
Schedule 2 - Flood Forecasting and Warning  
FOR THE PERIOD ENDING November 30, 2023

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

**Expenditures and Funding to Reserves**

	Actual 2022	Budget 2023	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	439,764	579,000	379,578	420,000	420,000	-
Administration Expenses	235,412	236,000	231,491	236,000	236,000	-
Other Operating Expenses	99,622	108,000	103,865	108,000	108,000	-
<b>Total OPERATING Expenditures</b>	<b>774,798</b>	<b>923,000</b>	<b>714,934</b>	<b>764,000</b>	<b>764,000</b>	<b>-</b>
Hardware	166,241	88,000	118,106	118,000	118,000	-
Stream Gauges	22,069	102,000	23,029	72,000	72,000	-
<b>Total CAPITAL Expenditures</b>	<b>188,310</b>	<b>190,000</b>	<b>141,135</b>	<b>190,000</b>	<b>190,000</b>	<b>-</b>
Floodplain Mapping Projects	341,735	90,000	70,504	90,000	90,000	-
<b>Total SPECIAL PROJECT Expenditures</b>	<b>341,735</b>	<b>90,000</b>	<b>70,504</b>	<b>90,000</b>	<b>90,000</b>	<b>-</b>
<b>Total FUNDING to RESERVES</b>	<b>45,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,349,843</b>	<b>1,203,000</b>	<b>926,573</b>	<b>1,044,000</b>	<b>1,044,000</b>	<b>-</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	678,662	698,662	698,662	698,662	698,662	-
General Municipal Levy (Capital)	165,000	165,000	165,000	165,000	165,000	-

**Government Grants**

MNRF Transfer Payments	164,338	164,338	164,338	164,338	164,338	-
Other Provincial	-	-	-	-	-	-
Federal	170,868	45,000	25,684	45,000	45,000	-

**Funding From Reserves**

Floodplain Mapping Projects & Gauges	170,867	70,000	-	70,000	70,000	-
Water Management Operating	-	60,000	-	60,000	60,000	-

<b>TOTAL REVENUE</b>	<b>1,349,735</b>	<b>1,203,000</b>	<b>1,053,684</b>	<b>1,203,000</b>	<b>1,203,000</b>	<b>-</b>
<b>Net Surplus/(Deficit)</b>	<b>(108)</b>	<b>-</b>	<b>127,111</b>	<b>159,000</b>	<b>159,000</b>	<b>-</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 3 - Water Control Structures**  
**FOR THE PERIOD ENDING November 30, 2023**

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

**Expenditures and Funding to Reserves**

	Actual 2022	Budget 2023	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	1,181,410	1,399,500	1,087,039	1,399,500	1,329,500	(70,000)
Administration Expenses	20,257	29,200	27,322	29,200	29,200	-
Property Taxes	160,648	170,700	164,560	170,700	170,700	-
Other Operating Expenses	304,999	344,800	316,251	344,800	424,800	80,000
<b>Total OPERATING Expenditures</b>	<b>1,667,314</b>	<b>1,944,200</b>	<b>1,595,172</b>	<b>1,944,200</b>	<b>1,954,200</b>	<b>10,000</b>
<b>Total CAPITAL Expenditures</b>	<b>1,347,653</b>	<b>1,500,000</b>	<b>526,145</b>	<b>1,500,000</b>	<b>700,000</b>	<b>(800,000)</b>
<b>Total FUNDING to RESERVES</b>	<b>187,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>350,000</b>	<b>350,000</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>3,201,967</b>	<b>3,444,200</b>	<b>2,121,317</b>	<b>3,444,200</b>	<b>3,004,200</b>	<b>(440,000)</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	1,537,350	1,588,850	1,588,850	1,588,850	1,588,850	-
General Municipal Levy (Capital)	750,000	750,000	750,000	750,000	750,000	-

**Government Grants**

MNRF Transfer Payment	285,350	285,350	285,350	285,350	285,350	-
Provincial	585,229	700,000	734,228	700,000	300,000	(400,000)
Federal	44,509	-	-	-	-	-

**Funding From Reserves**

Water Control Structures	-	120,000	-	120,000	-	(120,000)
Land Sale Proceeds	-	-	-	-	80,000	80,000

<b>TOTAL REVENUE AND FUNDING FROM RESERVES</b>	<b>3,202,438</b>	<b>3,444,200</b>	<b>3,358,428</b>	<b>3,444,200</b>	<b>3,004,200</b>	<b>(440,000)</b>
<b>Net Surplus/(Deficit)</b>	<b>471</b>	<b>-</b>	<b>1,237,111</b>	<b>-</b>	<b>-</b>	<b>-</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 4 - Resource Planning**  
**FOR THE PERIOD ENDING November 30, 2023**

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

**Expenditures and Funding to Reserves**

	<b>Actual 2022</b>	<b>Budget 2023</b>	<b>Actual YTD</b>	<b>Previous Forecast</b>	<b>Current Forecast</b>	<b>Forecast Change</b>
Compensation and Benefits	1,987,108	2,297,000	1,573,953	2,147,000	1,997,000	(150,000)
Administration Expenses	223,619	222,500	220,097	232,500	232,500	-
Other Operating Expenses	18,535	54,700	102,282	154,700	174,700	20,000
<b>Total OPERATING Expenditures</b>	<b>2,229,262</b>	<b>2,574,200</b>	<b>1,896,332</b>	<b>2,534,200</b>	<b>2,404,200</b>	<b>(130,000)</b>
Personnel Reserve	-	-	-	-	-	-
Planning Enforcement/Transition	155,000	-	-	-	-	-
<b>Total FUNDING to RESERVES</b>	<b>155,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>2,384,262</b>	<b>2,574,200</b>	<b>1,896,332</b>	<b>2,534,200</b>	<b>2,404,200</b>	<b>(130,000)</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	1,307,200	1,385,200	1,385,200	1,385,200	1,385,200	-
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**Self Generated**

Solicitor Enquiry Fees	81,155	90,000	68,062	80,000	80,000	-
Permit Fees	510,175	500,000	460,710	470,000	470,000	-
Plan Review Fees	598,852	554,000	389,133	444,000	444,000	-

**Funding from Reserves**

Water Management Operating	-	45,000	-	45,000	-	(45,000)
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<b>TOTAL REVENUE</b>	<b>2,497,382</b>	<b>2,574,200</b>	<b>2,303,105</b>	<b>2,424,200</b>	<b>2,379,200</b>	<b>(45,000)</b>
<b>Net Surplus/(Deficit)</b>	<b>113,120</b>	<b>-</b>	<b>406,773</b>	<b>(110,000)</b>	<b>(25,000)</b>	<b>85,000</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 5 - Forestry & Conservation Lands Property Taxes**  
**FOR THE PERIOD ENDING November 30, 2023**

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

**Expenditures and Funding to Reserves**

	Actual 2022	Budget 2023	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	492,827	553,000	434,003	528,000	528,000	-
Administration Expenses	48,990	54,300	50,622	54,300	54,300	-
Property Taxes	185,993	183,200	209,310	183,200	208,200	25,000
Other Operating Expenses	600,126	612,000	682,378	712,000	712,000	-
<b>Total OPERATING Expenditures</b>	<b>1,327,936</b>	<b>1,402,500</b>	<b>1,376,313</b>	<b>1,477,500</b>	<b>1,502,500</b>	<b>25,000</b>
Ecological Restoration	52,653	100,000	42,805	100,000	50,000	(50,000)
<b>Total SPECIAL PROJECT Expenditures</b>	<b>52,653</b>	<b>100,000</b>	<b>42,805</b>	<b>100,000</b>	<b>50,000</b>	<b>(50,000)</b>
<b>Total FUNDING to RESERVES</b>	<b>70,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,450,589</b>	<b>1,502,500</b>	<b>1,419,118</b>	<b>1,577,500</b>	<b>1,552,500</b>	<b>(25,000)</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	773,500	795,500	795,500	795,500	795,500	-
Municipal Other	1,903	-	-	-	-	-

**Government Grants**

Provincial	906	-	-	-	-	-
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**Self Generated**

Nursery	499,790	400,000	456,980	480,000	480,000	-
Landowner Contributions (Tree Planting)	163,602	180,000	190,725	200,000	200,000	-
Donations - Foundation	44,025	27,000	1,838	27,000	27,000	-
Donations - Other	23,473	100,000	10,556	100,000	50,000	(50,000)

<b>TOTAL REVENUE</b>	<b>1,507,199</b>	<b>1,502,500</b>	<b>1,455,599</b>	<b>1,602,500</b>	<b>1,552,500</b>	<b>(50,000)</b>
<b>Net Surplus/(Deficit)</b>	<b>56,610</b>	<b>-</b>	<b>36,481</b>	<b>25,000</b>	<b>-</b>	<b>(25,000)</b>



**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 6 - Conservation Services**  
**FOR THE PERIOD ENDING November 30, 2023**

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

**Expenditures and Funding to Reserves**

	Actual 2022	Budget 2023	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	420,643	497,500	379,834	462,500	432,500	(30,000)
Administration Expenses	27,828	86,200	52,972	86,200	66,200	(20,000)
Other Operating Expenses	785	22,000	4,448	22,000	2,000	(20,000)
<b>Total OPERATING Expenditures</b>	<b>449,256</b>	<b>605,700</b>	<b>437,254</b>	<b>570,700</b>	<b>500,700</b>	<b>(70,000)</b>
RWQP Grants	532,595	800,000	544,191	800,000	760,000	(40,000)
Brant/Brantford Childrens Water Festival	-	35,000	33,897	35,000	35,000	-
Haldimand Childrens Water Festival	-	25,000	19,786	25,000	25,000	-
Species at Risk	69,695	70,000	56,923	70,000	70,000	-
Precision Agriculture-OMAFRA	27,057	-	-	-	-	-
Profit Mapping-OMAFRA	3,925	85,000	72,147	85,000	85,000	-
Great Lakes Protection Initiative	114,731	-	-	-	-	-
Great Lakes Agricultural Stewardship Initiative	928	-	1,395	-	-	-
Nature Smart Climate Solutions	8,441	75,000	75,258	75,000	75,000	-
<b>Total SPECIAL PROJECT Expenditures</b>	<b>757,372</b>	<b>1,090,000</b>	<b>803,597</b>	<b>1,090,000</b>	<b>1,050,000</b>	<b>(40,000)</b>
Watershed Restoration	87,000	-	-	35,000	65,000	30,000
<b>Total FUNDING to RESERVES</b>	<b>87,000</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>65,000</b>	<b>30,000</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,293,628</b>	<b>1,695,700</b>	<b>1,240,851</b>	<b>1,695,700</b>	<b>1,695,700</b>	<b>(80,000)</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	555,200	574,700	574,700	574,700	574,700	-
Municipal Other	532,594	800,000	1,318,823	800,000	760,000	(40,000)

**Government Grants**

Other Provincial	31,910	115,000	105,295	115,000	95,000	(20,000)
Federal	192,868	145,000	262,787	145,000	145,000	-

**Self Generated**

Donations - Foundation	-	25,000	33,178	25,000	25,000	-
Donations - Other	-	35,000	46,379	35,000	35,000	-

**Funding From Reserves**

Cambridge Desiltation Pond	663	1,000	-	1,000	1,000	-
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<b>TOTAL REVENUE</b>	<b>1,313,235</b>	<b>1,695,700</b>	<b>2,341,162</b>	<b>1,695,700</b>	<b>1,635,700</b>	<b>(60,000)</b>
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<b>Net Surplus/(Deficit)</b>	<b>19,607</b>	<b>-</b>	<b>1,100,311</b>	<b>-</b>	<b>(60,000)</b>	<b>20,000</b>
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GRAND RIVER CONSERVATION AUTHORITY  
Schedule 7 - Communications  
FOR THE PERIOD ENDING November 30, 2023

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

Expenditures and Funding to Reserves

	Actual 2022	Budget 2023	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	360,523	512,000	252,670	347,000	282,000	(65,000)
Administration Expenses	45,541	62,000	49,960	62,000	52,000	(10,000)
Other Operating Expenses	-	23,500	14,547	33,500	23,500	(10,000)
<b>Total OPERATING Expenditures</b>	<b>406,064</b>	<b>597,500</b>	<b>317,177</b>	<b>442,500</b>	<b>357,500</b>	<b>(85,000)</b>
Transition	110,000	-	-	-	-	-
<b>Total FUNDING to RESERVES</b>	<b>110,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>516,064</b>	<b>597,500</b>	<b>317,177</b>	<b>442,500</b>	<b>357,500</b>	<b>(85,000)</b>
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Funding

**Municipal**

General Municipal Levy (Operating)	577,500	597,500	597,500	597,500	597,500	-
<b>TOTAL REVENUE</b>	<b>577,500</b>	<b>597,500</b>	<b>597,500</b>	<b>597,500</b>	<b>597,500</b>	<b>-</b>
<b>Net Surplus/(Deficit)</b>	<b>61,436</b>	<b>-</b>	<b>280,323</b>	<b>155,000</b>	<b>240,000</b>	<b>85,000</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 8 - Environmental Education**  
**FOR THE PERIOD ENDING November 30, 2023**

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

**Expenditures and Funding to Reserves**

	Actual 2022	Budget 2023	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation & Benefits	545,422	574,500	589,810	674,500	674,500	-
Administration Expenses	42,654	57,000	53,139	57,000	57,000	-
Insurance	19,095	21,000	21,078	21,000	21,000	-
Property Taxes	10,629	14,000	11,327	14,000	14,000	-
Other Operating Expenses	199,234	143,600	265,186	281,600	281,600	-
<b>Total OPERATING Expenditures</b>	<b>817,034</b>	<b>810,100</b>	<b>940,540</b>	<b>1,048,100</b>	<b>1,048,100</b>	<b>-</b>
Guelph Lake Nature Centre	26,600	500,000	20,335	100,000	100,000	-
<b>Total SPECIAL PROJECT Expenditures</b>	<b>26,600</b>	<b>500,000</b>	<b>20,335</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>
Guelph Lake Nature Centre	35,000	-	-	-	-	-
<b>Total FUNDING to RESERVES</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>878,634</b>	<b>1,310,100</b>	<b>960,875</b>	<b>1,148,100</b>	<b>1,148,100</b>	<b>-</b>

**Funding**

**Municipal**

General Municipal Levy (Operating)	284,600	310,100	310,100	310,100	310,100	-
Municipal - Other	225	-	-	-	-	-

**Self Generated**

Donations - Foundation	73,559	500,000	22,726	150,000	150,000	-
Nature Centre Revenue - Schools	518,256	500,000	349,239	600,000	600,000	-
Nature Centre Revenue - Community	1,491	-	13,024	9,000	9,000	-
Merchandise Revenue	872	-	417	-	-	-
			-			

**Funding from Reserves**

Nature Centres Reserve	-	-	-	9,000	9,000	-
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<b>TOTAL REVENUE</b>	<b>879,003</b>	<b>1,310,100</b>	<b>695,506</b>	<b>1,078,100</b>	<b>1,078,100</b>	<b>-</b>
<b>Net Surplus/(Deficit)</b>	<b>369</b>	<b>-</b>	<b>(265,369)</b>	<b>(70,000)</b>	<b>(70,000)</b>	<b>-</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 9 - Corporate Services**  
**FOR THE PERIOD ENDING November 30, 2023**

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

**Expenditures and Funding to Reserves**

	Actual 2022	Budget 2023	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	2,095,636	2,133,000	1,828,937	2,133,000	2,133,000	-
Administration Expenses	299,600	424,000	305,871	414,000	364,000	(50,000)
Insurance	115,301	157,000	127,183	124,000	124,000	-
Other Operating Expenses	1,594,682	1,246,790	896,701	1,246,790	1,246,790	-
LESS: Recovery of Corporate Services Expenses	(56,783)	(70,000)	(42,991)	(70,000)	(70,000)	-
<b>Total OPERATING Expenditures</b>	<b>4,048,436</b>	<b>3,890,790</b>	<b>3,115,701</b>	<b>3,847,790</b>	<b>3,797,790</b>	<b>(50,000)</b>

<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>4,048,436</b>	<b>3,890,790</b>	<b>3,115,701</b>	<b>3,847,790</b>	<b>3,797,790</b>	<b>(50,000)</b>
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**Funding**

**Municipal**

General Municipal Levy (Operating)	3,686,088	3,781,089	3,781,088	3,781,089	3,781,089	-
Municipal - Other	450	-	-	-	-	-

**Self Generated**

Donations - Foundation	-	-	1,511	-	-	-
Miscellaneous	975	-	-	-	-	-

**Funding From Reserves**

Personnel	245,000	65,000	-	65,000	65,000	-
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<b>TOTAL REVENUE</b>	<b>3,932,513</b>	<b>3,846,089</b>	<b>3,782,599</b>	<b>3,846,089</b>	<b>3,846,089</b>	<b>-</b>
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<b>Net Surplus/(Deficit)</b>	<b>(115,923)</b>	<b>(44,701)</b>	<b>666,898</b>	<b>(1,701)</b>	<b>48,299</b>	<b>50,000</b>
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GRAND RIVER CONSERVATION AUTHORITY  
Schedule 10 - Conservation Lands  
FOR THE PERIOD ENDING November 30, 2023

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

**Expenditures and Funding to Reserves**

	Actual 2022	Budget 2023	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	1,228,809	1,540,000	1,212,943	1,480,000	1,480,000	-
Administration Expenses	131,634	152,600	130,579	152,600	152,600	-
Insurance	259,313	315,000	289,845	289,000	289,000	-
Other Operating Expenses	480,954	606,000	503,262	636,000	636,000	-
<b>Total OPERATING Expenditures</b>	<b>2,100,710</b>	<b>2,613,600</b>	<b>2,136,629</b>	<b>2,557,600</b>	<b>2,557,600</b>	<b>-</b>
Land Purchases/Land Sale Expenses	17,660	-	3,637	-	-	-
Trails - Capital Maintenance	229,921	-	424	-	-	-
<b>Total SPECIAL PROJECT Expenditures</b>	<b>247,581</b>	<b>-</b>	<b>4,061</b>	<b>-</b>	<b>-</b>	<b>-</b>
Forestry/Master Plans/Transition	227,000	-	-	155,000	155,000	-
Land Sale Proceeds	15,196,404	-	-	-	-	-
<b>Total FUNDING to RESERVES</b>	<b>15,423,404</b>	<b>-</b>	<b>-</b>	<b>155,000</b>	<b>155,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>17,771,695</b>	<b>2,613,600</b>	<b>2,140,690</b>	<b>2,712,600</b>	<b>2,712,600</b>	<b>-</b>

**Funding**

**Government Grants**

Federal	-	-	4,303	-	-	-
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**Self Generated**

Luther Miscellaneous Income	39,941	46,000	31,965	46,000	46,000	-
Other Areas Income	25,109	25,000	24,145	25,000	25,000	-
Timber Sales	136,599	15,000	170,407	170,000	170,000	-
Land Sale Proceeds	15,196,404	-	-	-	-	-
Donations - Foundation	252,052	-	30,450	30,000	30,000	-
Miscellaneous Other	-	-	50,341	50,000	50,000	-

**Funding From Reserves**

Land	17,660	-	-	-	-	-
Transition	-	100,000	-	100,000	100,000	-
Gravel	-	1,000	-	1,000	1,000	-
<b>TOTAL REVENUE</b>	<b>15,667,765</b>	<b>187,000</b>	<b>311,611</b>	<b>422,000</b>	<b>422,000</b>	<b>-</b>
<b>Net Surplus/(Deficit)</b>	<b>(2,103,930)</b>	<b>(2,426,600)</b>	<b>(1,829,079)</b>	<b>(2,290,600)</b>	<b>(2,290,600)</b>	<b>-</b>

GRAND RIVER CONSERVATION AUTHORITY  
Schedule 11 - Property Rentals  
FOR THE PERIOD ENDING November 30, 2023

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

**Expenditures and Funding to Reserves**

	Actual 2022	Budget 2023	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	648,325	731,000	445,631	651,000	551,000	(100,000)
Administration Expenses	70,867	74,500	77,404	74,500	74,500	-
Insurance	31,638	45,000	34,930	35,000	35,000	-
Property Taxes	114,396	113,000	100,429	113,000	113,000	-
Other Operating Expenses	392,209	701,700	469,166	501,700	501,700	-
<b>Total OPERATING Expenditures</b>	<b>1,257,435</b>	<b>1,665,200</b>	<b>1,127,560</b>	<b>1,375,200</b>	<b>1,275,200</b>	<b>(100,000)</b>
Cottage Lot Program-Belwood	90,000	-	-	80,000	80,000	-
Cottage Lot Program-Conestogo	84,000	-	-	20,000	20,000	-
Demolitions/R&M Savings	15,000	-	-	-	-	-
<b>Total FUNDING to RESERVES</b>	<b>189,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,446,435</b>	<b>1,665,200</b>	<b>1,127,560</b>	<b>1,475,200</b>	<b>1,375,200</b>	<b>(100,000)</b>

**Funding**

**Municipal**

Municipal - Other	225	-	-	-	-	-
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**Self Generated**

Belwood	1,012,251	1,040,000	1,034,947	1,040,000	1,040,000	-
Conestogo	1,216,899	1,245,000	1,246,803	1,245,000	1,245,000	-
Agricultural	211,781	250,000	237,323	250,000	250,000	-
Residential	111,545	110,000	99,457	110,000	110,000	-
Miscellaneous	357,696	361,000	245,339	361,000	361,000	-

**Funding FROM Reserves**

Wells/Septic/Demolitions (Land Sale Proceeds)	-	100,000	-	-	-	-
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<b>TOTAL REVENUE</b>	<b>2,910,397</b>	<b>3,106,000</b>	<b>2,863,869</b>	<b>3,006,000</b>	<b>3,006,000</b>	<b>-</b>
<b>Net Surplus/(Deficit)</b>	<b>1,463,962</b>	<b>1,440,800</b>	<b>1,736,309</b>	<b>1,530,800</b>	<b>1,630,800</b>	<b>100,000</b>

**GRAND RIVER CONSERVATION AUTHORITY**  
**Schedule 12 - Hydro Production**  
**FOR THE PERIOD ENDING November 30, 2023**

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

**Expenditures and Funding to Reserves**

	<b>Actual 2022</b>	<b>Budget 2023</b>	<b>Actual YTD</b>	<b>Previous Forecast</b>	<b>Current Forecast</b>	<b>Forecast Change</b>
Compensation and Benefits	64,119	70,000	55,428	70,000	70,000	-
Other Operating Expenses	186,142	25,500	7,776	25,500	25,500	-
<b>Total OPERATING Expenditures</b>	<b>250,261</b>	<b>95,500</b>	<b>63,204</b>	<b>95,500</b>	<b>95,500</b>	<b>-</b>
General Capital/Land Sale Proceeds	20,000	116,500	-	156,500	206,500	50,000
<b>Total FUNDING to RESERVES</b>	<b>20,000</b>	<b>116,500</b>	<b>-</b>	<b>156,500</b>	<b>206,500</b>	<b>50,000</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>270,261</b>	<b>212,000</b>	<b>63,204</b>	<b>252,000</b>	<b>302,000</b>	<b>50,000</b>

**Revenue**

**Self Generated**

Hydro Production-Belwood	308,967	265,000	339,910	305,000	355,000	50,000
Hydro Production-Conestogo	243,994	260,000	283,448	260,000	260,000	-
Hydro Production-Guelph	21,991	40,000	8,427	40,000	40,000	-
Hydro Production-Elora	14,382	15,000	10,198	15,000	15,000	-
<b>TOTAL REVENUE</b>	<b>589,334</b>	<b>580,000</b>	<b>641,983</b>	<b>620,000</b>	<b>670,000</b>	<b>50,000</b>
<b>Net Surplus/(Deficit)</b>	<b>319,073</b>	<b>368,000</b>	<b>578,779</b>	<b>368,000</b>	<b>368,000</b>	<b>-</b>

GRAND RIVER CONSERVATION AUTHORITY  
Schedule 13 - Conservation Areas  
FOR THE PERIOD ENDING November 30, 2023

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

**Expenditures and Funding to Reserves**

	Actual 2022	Budget 2023	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	4,548,675	4,675,000	4,813,866	4,675,000	4,775,000	100,000
Administration Expenses	203,238	210,000	210,819	210,000	210,000	-
Property Tax	53,928	65,000	60,752	65,000	65,000	-
Other Operating Expenses	3,338,347	3,550,000	3,705,704	4,050,000	4,150,000	100,000
<b>Total OPERATING Expenditures</b>	<b>8,144,188</b>	<b>8,500,000</b>	<b>8,791,141</b>	<b>9,000,000</b>	<b>9,200,000</b>	<b>200,000</b>
<b>Total CAPITAL Expenditures</b>	<b>934,152</b>	<b>2,000,000</b>	<b>1,865,108</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>-</b>
Conservation Area Reserve	2,225,000	-	-	800,000	600,000	(200,000)
<b>Total FUNDING to RESERVES</b>	<b>2,225,000</b>	<b>-</b>	<b>-</b>	<b>800,000</b>	<b>600,000</b>	<b>(200,000)</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>11,303,340</b>	<b>10,500,000</b>	<b>10,656,249</b>	<b>11,800,000</b>	<b>11,800,000</b>	<b>-</b>

**Funding**

**Municipal**

Municipal - Other	1,575	-	-	-	-	-
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**Government Grants**

Provincial	6,295	-	-	-	-	-
Federal	22,779	-	-	-	-	-

**Self Generated**

Brant	1,298,167	1,100,000	1,345,461	1,345,000	1,345,000	-
Byng Island	1,089,216	1,000,000	1,243,431	1,240,000	1,240,000	-
Belwood Lake	414,213	400,000	384,512	380,000	380,000	-
Conestogo Lake	593,983	550,000	633,795	635,000	635,000	-
Elora Gorge	2,109,841	2,000,000	2,284,778	2,285,000	2,285,000	-
Elora Quarry	470,106	450,000	476,594	475,000	475,000	-
Guelph Lake	1,514,151	1,300,000	1,631,123	1,630,000	1,630,000	-
Laurel Creek	779,960	650,000	756,557	755,000	755,000	-
Pinehurst Lake	996,047	850,000	1,022,861	1,025,000	1,025,000	-
Rockwood	1,463,392	1,250,000	1,479,304	1,480,000	1,480,000	-
Shade's Mills	503,384	450,000	550,627	550,000	550,000	-
<b>Total Fee Revenue</b>	<b>11,232,460</b>	<b>10,000,000</b>	<b>11,809,043</b>	<b>11,800,000</b>	<b>11,800,000</b>	<b>-</b>
Donations-Foundation	38,182	-	11,700	-	-	-
Miscellaneous Income	2,136	-	-	-	-	-

**Funding From Reserves**

Conservation Area Reserve	-	500,000	-	-	-	-
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<b>TOTAL REVENUE</b>	<b>11,303,427</b>	<b>10,500,000</b>	<b>11,820,743</b>	<b>11,800,000</b>	<b>11,800,000</b>	<b>-</b>
<b>Net Surplus/(Deficit)</b>	<b>87</b>	<b>-</b>	<b>1,164,494</b>	<b>-</b>	<b>-</b>	<b>-</b>



GRAND RIVER CONSERVATION AUTHORITY  
Schedule 14 - Miscellaneous  
FOR THE PERIOD ENDING November 30, 2023

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

**Expenditures and Funding to Reserves**

	Actual 2022	Budget 2023	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Other Miscellaneous	19,233	-	101,492	50,000	50,000	-
<b>Total OPERATING Expenditures</b>	<b>19,233</b>	<b>-</b>	<b>101,492</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>
Mill Creek Rangers	27,323	35,000	34,539	35,000	35,000	-
<b>Total SPECIAL PROJECT Expenditures</b>	<b>27,323</b>	<b>35,000</b>	<b>34,539</b>	<b>35,000</b>	<b>35,000</b>	<b>-</b>
Interest Income	671,942	1,250,000	-	1,250,000	1,250,000	-
PST Refund/Insurance Proceeds	115,000	-	-	-	-	-
<b>Total FUNDING to RESERVES</b>	<b>786,942</b>	<b>1,250,000</b>	<b>-</b>	<b>1,250,000</b>	<b>1,250,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>833,498</b>	<b>1,285,000</b>	<b>136,031</b>	<b>1,335,000</b>	<b>1,335,000</b>	<b>-</b>

**Funding**

**Government Grants**

Provincial	-	-	12,373	-	-	-
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**Self Generated**

Interest Income-Operating	-	100,000	-	100,000	100,000	-
Interest Income-Reserves	866,001	1,250,000	1,625,966	1,300,000	1,300,000	-
Miscellaneous	16,327	35,000	330	35,000	35,000	-
Grand River Conservation Foundation	27,323	-	33,994	-	-	-
<b>TOTAL REVENUE</b>	<b>909,651</b>	<b>1,385,000</b>	<b>1,672,663</b>	<b>1,435,000</b>	<b>1,435,000</b>	<b>-</b>
<b>Net Surplus/(Deficit)</b>	<b>76,153</b>	<b>100,000</b>	<b>1,536,632</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>

GRAND RIVER CONSERVATION AUTHORITY  
Schedule 15 - Source Protection Program  
FOR THE PERIOD ENDING November 30, 2023

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

**Expenditures**

	Actual 2022	Budget 2023	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
Compensation and Benefits	464,091	490,000	361,146	452,000	452,000	-
Administration Expenses	34,071	50,000	28,692	50,000	50,000	-
Other Operating Expenses	71,833	90,000	54,664	90,000	90,000	-
Water Budget - Technical Studies	-	10,000	-	10,000	10,000	-
<b>TOTAL EXPENDITURES</b>	<b>569,995</b>	<b>640,000</b>	<b>444,502</b>	<b>602,000</b>	<b>602,000</b>	<b>-</b>

**Funding**

**Government Grants**

Provincial	569,995	640,000	444,502	602,000	602,000	-
<b>TOTAL FUNDING</b>	<b>569,995</b>	<b>640,000</b>	<b>444,502</b>	<b>602,000</b>	<b>602,000</b>	<b>-</b>
<b>Net Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

GRAND RIVER CONSERVATION AUTHORITY  
Schedule 16 - Information Systems and Motor Pool  
FOR THE PERIOD ENDING November 30, 2023

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

**Expenditures**

	Actual 2022	Budget 2023	Actual YTD	Previous Forecast	Current Forecast	Forecast Change
<b>Information Systems</b>						
Compensation and Benefits	951,835	1,290,000	853,526	1,080,000	1,080,000	-
Administrative Expenses	9,390	25,500	6,501	25,500	25,500	-
Software and Hardware Maintenance	159,972	187,500	190,425	187,500	187,500	-
Supplies and Services	49,806	54,000	49,773	54,000	54,000	-
<b>Total OPERATING Expenditures</b>	<b>1,171,003</b>	<b>1,557,000</b>	<b>1,100,225</b>	<b>1,347,000</b>	<b>1,347,000</b>	<b>-</b>
<b>Capital Expenses</b>	<b>154,773</b>	<b>170,000</b>	<b>113,810</b>	<b>170,000</b>	<b>170,000</b>	<b>-</b>
<b>LESS Internal Charges</b>	<b>(1,285,600)</b>	<b>(1,437,000)</b>	<b>(1,416,358)</b>	<b>(1,437,000)</b>	<b>(1,437,000)</b>	<b>-</b>
<b>NET Unallocated Expenses</b>	<b>40,176</b>	<b>290,000</b>	<b>(202,323)</b>	<b>80,000</b>	<b>80,000</b>	<b>-</b>
<b>Motor Pool</b>						
Compensation and Benefits	295,344	312,000	231,224	279,000	279,000	-
Administrative Expenses	16,327	26,000	17,837	26,000	26,000	-
Insurance	57,356	50,600	61,458	61,600	61,600	-
Motor Pool Building and Grounds Maintenance	7,061	10,400	6,181	10,400	10,400	-
Equipment, Repairs and Supplies	340,377	286,000	285,453	286,000	286,000	-
Fuel	284,645	254,000	234,914	254,000	254,000	-
<b>Total OPERATING Expenditures</b>	<b>1,001,110</b>	<b>939,000</b>	<b>837,067</b>	<b>917,000</b>	<b>917,000</b>	<b>-</b>
<b>Capital Expenses</b>	<b>615,925</b>	<b>850,000</b>	<b>667,898</b>	<b>850,000</b>	<b>700,000</b>	<b>(150,000)</b>
<b>LESS Internal Charges</b>	<b>(1,277,101)</b>	<b>(1,300,000)</b>	<b>(1,311,530)</b>	<b>(1,300,000)</b>	<b>(1,300,000)</b>	<b>-</b>
<b>NET Unallocated Expenses</b>	<b>339,934</b>	<b>489,000</b>	<b>193,435</b>	<b>467,000</b>	<b>317,000</b>	<b>(150,000)</b>
<b>TOTAL EXPENDITURES</b>	<b>380,110</b>	<b>779,000</b>	<b>(8,888)</b>	<b>547,000</b>	<b>397,000</b>	<b>(150,000)</b>

**Funding**

<b>Self Generated</b>						
Miscellaneous	8,384	-	4,251	-	-	-
<b>TOTAL REVENUE</b>	<b>8,384</b>	<b>-</b>	<b>4,251</b>	<b>-</b>	<b>-</b>	<b>-</b>
Gross Surplus (Deficit)	(371,726)	(779,000)	13,139	(547,000)	(397,000)	150,000
Funding From Reserves	2,942,811	3,516,000	-	3,284,000	3,134,000	(150,000)
Funding to Reserves	(2,571,085)	(2,737,000)	-	(2,737,000)	(2,737,000)	-
<b>Net Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>13,139</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Grand River Conservation Authority

**Report number:** GM-12-23-94

**Date:** December 15, 2023

**To:** Members of Grand River Conservation Authority

**Subject:** Supply of Computer Storage Equipment

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## Recommendation:

THAT the Grand River Conservation Authority award the supply of HPE Alletra 5030 computer storage equipment to CDW Canada Corporation of Etobicoke, Ontario in the amount of \$103,979.80 excluding HST.

## Summary:

Following a Request for Proposal (RFP) process, staff recommend the purchase of computer storage equipment to replace existing equipment which has reached end of life. Typical storage life is 7-10 years. The equipment being replaced (Nimble CS220 and CS260 units) was purchased in 2012.

## Report:

The Grand River Conservation Authority's programs and services rely on information technology (IT) and these programs and services generate large volumes of data.

In early 2012 GRCA staff began working on analyzing the impact to the organization's programs and services in the event of a fire or some other catastrophic event at the GRCA's Administration Centre. Early work focused specifically on minimizing data loss and minimizing disruption of computing and data services. Several options were considered and in late 2012 GRCA started implementing enterprise grade data storage and data backup technology including the purchase of two Nimble storage arrays, namely a CS220 and CS260 unit.

In 2013, a backup Data Centre was constructed at Shades Mills Dam. The disaster recovery (DR) site was connected to the head office Data Centre using a high-speed fibre link. The DR site is designed with a recovery objective of one hour and can retain backup files for six years. The Nimble CS220 and CS260 were deployed at the DR site and head office Data Centre respectively. In 2015, a third Nimble CS300 storage array was purchased to address capacity at both Head Office and the DR site, with the CS260 being relocated to add capacity to the DR site. In 2015 the data storage arrays were designed to accommodate about 6-8 years of growth. The typical service life for an enterprise storage is between 7 to 10 years.

The Nimble CS220 and CS260 storage arrays, purchased in 2012, are now well beyond end of life, with replacement parts no longer available beyond 2023. Hewlett Packard has also discontinued support for the Nimble CS300 storage array purchased in 2015, although 3<sup>rd</sup> party maintenance and parts remains available. Like the 2015 strategy, the Nimble CS300 will be used to replace the current storage at the DR site and a new HPE Alletra (Nimble) 5030 storage array will be deployed at the head office Data Centre. The Nimble CS220 and CS260 units will be retired.

The RFQ document for the 'HPE ALLETRA 5030 128TB HYBRID STORAGE AND SUPPORT' equipment was posted to biddingo.com. The RFQ packages were opened at 2:05 pm on Friday,

November 3, 2023, at GRCA's Administration Centre. The RFQ opening committee consisted of Sonja Radoja, Manager of Corporate Services, Kayleigh Keighan, Financial Controller, and Mark McKinnon, Supervisor of IT Operations.

The results of the RFQ process are shown below:

Vendor Name	RFQ Amount	HST	Total RFQ Amount
CDW	\$103,979.80	\$13,517.37	\$117,497.17
Powerland Computer	\$167,169.18	\$21,731.99	\$188,901.17

The bid from CDW meets all of the requirements outlined in the RFQ package.

### **Financial Implications:**

The cost associated with the acquisition of the computer storage equipment is to be funded from the IS & T reserve. As of December 31, 2022, the Information System and Technology Reserve balance was approximately \$1.3 million.

### **Other Department Considerations:**

The Information Systems and Technology department manages and supports the GRCA's computing infrastructure on behalf of the entire organization.

#### **Prepared by:**

Mark McKinnon  
IT Architect, Supervisor IT Operations

Sonja Radoja  
Manager of Corporate Services

#### **Approved by:**

Karen Armstrong  
Deputy CAO/Secretary-Treasurer

# Grand River Conservation Authority

**Report number:** GM-12-23-92

**Date:** December 15, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Administrative Building Exterior Lighting Upgrades

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## Recommendation:

THAT the Grand River Conservation Authority (GRCA) award the tender for the Administrative Building Exterior Lighting Upgrades to Live Electric for the amount of \$101,372.81 excluding HST; AND THAT a total budget of \$112,000.00 excluding HST be approved.

## Summary:

Not applicable.

## Report:

The exterior lighting at the GRCA Administrative Building, Forestry/Engineering buildings, Motor Pool compound, and the parking lots surrounding these buildings, are either original to the Site constructed circa 1970 or have been added as needed over the years. These lights are nearing the end of their service life or do not provide adequate illumination. The GRCA retained MNE Engineering to review, assess, design and oversee the exterior lighting upgrades. In general, the scope of work includes the replacement of select light standards, retrofitting of others and replacement of all other exterior lights. The intent is to provide additional lighting in staff work areas and parking lots, while increasing energy efficiency with LED lights.

The tender submission was opened with an opening committee consisting of Kayleigh Keighan, Financial Controller, Brandon Heyer, Manager of Central Services, and Alan McKee, Project Supervisor. The tender submission was opened in the virtual presence of everyone while sharing the screen through Microsoft Teams. The results of the tender process are shown in Table 1.

**Table 1: Tender Results**

Rank	Company	Tender Amount (excluding HST)
1	Live Electric	\$101,372.81
2	GP Energy Inc.	\$112,500.00
2	Kruis Kontrol Inc.	\$115,149.51
4	Energy Network Services Inc.	\$168,508.35

Staff are satisfied with the lowest cost submission as it aligns with our requirements and budget. MNE also reviewed the bids for irregularities & completeness and based on the submission they have recommended that the project be awarded to Live Electric.

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

**Table 2: Budget**

Tender Amount	\$101,372.81
Internal GRCA Project Contingency	\$10,627.19
Total budget excluding HST	\$112,000.00

**Financial Implications:**

The estimated cost of \$112,000 associated with the Administrative Centre exterior lighting upgrades will be incurred in 2024. This project will be included in the 2024 budget.

**Other Department Considerations:**

Not applicable.

**Prepared by:**

Alan McKee  
Project Supervisor, Central Services

Brandon Heyer  
Manager of Central Services

**Approved by:**

Karen Armstrong  
Deputy CAO/ Secretary-Treasurer

# Grand River Conservation Authority

**Report number:** GM-12-23-98

**Date:** December 8, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** New Guelph Lake Nature Centre Update

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## **Recommendation:**

THAT Report GM-12-23-98 – New Guelph Lake Nature Centre Update be received as information.

## **Summary:**

At the October 2023 General Membership meeting, an update on the new Guelph Lake Nature Centre (GLNC) was provided and the recommendation to proceed with tendering the construction of the nature centre and report back to the General Membership for construction award approval was approved.

Since then, staff have worked with +VG Architects and have received a Site Plan Agreement and a building permit from the Township of Guelph Eramosa. The Grand River Conservation Authority (GRCA) will be advising the prequalified contractors of the upcoming tender release.

The Grand River Conservation Foundation (GRCF) has been fundraising for this project for several years and the GRCA has reworked the design to reduce anticipated construction costs. If there are not sufficient funds to build the new GLNC at the time of tender award, staff are proposing that the GRCA Board consider funding the shortfall from a GRCA-controlled reserve with the understanding that the reserve be repaid. This repayment could be achieved by the GRCF continuing to fundraise for the funding shortfall and following up about outstanding pledges. This report seeks to highlight how a funding shortfall might be addressed to prevent further delays that may prevent this project from proceeding.

## **Report:**

Staff completed a review of the GRCA Outdoor Environmental Education Program, which was driven by the new regulations being implemented under the Conservation Authorities Act, as well as changes to the program brought on by the pandemic. Beginning January 2024, the Outdoor Environmental Education Program will be a Category 3 program. Prior Board direction was that Category 3 programs would be collectively self-funded, and that in the case of the Outdoor Environmental Education Program, the Transition Reserve be used for a period of time while a new business model was implemented to help transition the program to operate on a break-even basis.

Currently, the program is projected to have an annual funding shortfall of approximately \$300,000 in operating expenses. As part of the program review, site condition assessments were conducted for the nature centres, except for the Guelph Lake Nature Centre, since the GRCA has committed to constructing a new building within the Guelph Lake Conservation Area. Based on the site condition assessments for the four remaining nature centres, an average capital maintenance deficit of approximately \$275,000 per year is also anticipated. This estimate does not include future capital and preventative maintenance costs that will be required at the new Guelph Lake Nature Centre.

At the November 2023 General Membership Meeting, the Board received and referred the Outdoor Environmental Education Program Review report to staff for further consideration, with



additional information to be provided no later than September 2024. Even prior to the program review, as reported to the General Membership in 2021, it became evident that the new Guelph Lake Nature Centre needed to be redesigned from earlier more expansive versions of the building to better align with the anticipated future operating budget and needs of the program.

Through the redesign, construction costs were decreased by reducing the building footprint, which includes the reduction of two classrooms. Two additional covered learning spaces may need to be considered as part of future fundraising efforts and completed as stand-alone projects. Donor gift agreements have been considered and further discussions with the GRCF and respective donors will need to continue through subsequent phases to ensure donors are recognized for their generous contributions to this project.

This report seeks to highlight how a funding shortfall might be addressed to prevent further delays that may prevent this project from proceeding. Namely, to use GRCA reserves to cover costs that exceed donated funds. The potential need to use reserves is contingent on gaining cost information through the tender process.

### **Financial Implications:**

The remaining new GLNC project costs include the construction of the new GLNC, consulting fees, security infrastructure, furniture, equipment, and a donor recognition installation. At this time the remaining project costs are estimates, however, the cost for construction of the new GLNC will be known after the tender. If the GRCF has insufficient funds at the time of the tender award, the GRCA Board can consider funding the shortfall from a GRCA controlled reserve with the understanding that the reserve be repaid. This repayment could be achieved by the GRCF continuing to fundraise for the funding shortfall and following up about outstanding pledges.

### **Other Department Considerations:**

This project has involved staff from many different departments at the GRCA and the GRCF Board of Directors has done considerable work fundraising for this project.

#### **Prepared by:**

Brandon Heyer  
Manager of Central Services

Lisa Stocco  
Manager of Strategic Communications  
and Environmental Education

#### **Approved by:**

Samantha Lawson  
Chief Administrative Officer

# Grand River Conservation Authority

**Report number:** GM-12-23-99

**Date:** December 15, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Residential Program Wind-down: Status Update

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## **Recommendation:**

THAT Report GM-12-23-99 – Residential Program Wind-down: Status Update be received as information.

## **Summary:**

Not applicable.

## **Report:**

Properties owned by the Grand River Conservation Authority (GRCA) were acquired as part of various land acquisition projects, most often for flood control. The residences that were not immediately demolished for the construction of the projects were held for future assessment and rented to tenants.

The Strategic Plan identifies that one of the challenges facing the GRCA is the number of assets it owns and limited funding available for maintenance of these assets. As such, in 2013, staff began a comprehensive review of the GRCA's residential tenancy program. The review concluded that rural rental properties represented a poor business model and the program as a whole was projected to represent a net loss to the GRCA.

A framework for the wind-down was proposed, consisting of four stages: Stage 1 properties representing the most imminent potential safety and financial liabilities, Stage 2 properties representing current financial liabilities, future financial liabilities or both; Stage 3 properties are a hybrid between Stage 2 and Stage 4; and Stage 4 properties will be held for a period of time and re-evaluated once properties/residences from the first three stages have been removed from the inventory. The General Membership approved the recommendation to wind-down the residential program and the proposed four-stage approach on July 22, 2016 (Resolution No. 2016-118).

At the beginning of the wind-down, the GRCA owned 42 residential houses of which 34 were leased to tenants. An evaluation of options for each residence was undertaken to determine if the building should be retained for GRCA's own use (alternative business use) or be disposed of by either selling the parcel as a whole, severing and selling the residence, or demolishing the structure. The GRCA was advised by legal counsel when the wind-down of the residential program began that the key to successfully winding-down the program would be to undertake the implementation consistently and objectively.

The following sections provide a status update on the wind-down of the program and Table 1 provides a summary of the wind-down progression.

### **Stage 1**

All Residential buildings have been vacated and demolished, transferred to the parks as assets, or sold.

## **Stage 2**

Two residential buildings were demolished in 2021. The remaining residence has been severed and will be prepared for sale in 2024.

Preparing for potential disposition in 2024:

- 5500 Jones Baseline
- 5245 Wellington Road

Other properties that will be reviewed for possible disposition/demolition:

- 6741 Lakeview Rd

## **Stage 3**

One property was sold in 2022 and four residences were demolished in 2021. Two residences remain and are both occupied by a tenant.

Building Condition Assessment

- Conservation Lands staff will undertake building condition reports to determine next steps for disposition/demolition.

## **Stage 4**

One property was sold in 2022, and nine houses remain. Six of those are occupied.

6366 8<sup>th</sup> Line West is not part of the Residential Wind Down program. The building is vacant and Conservation Lands staff will be proceeding with demolition in 2024.

Staff will continue to transition the remaining properties out of the residential program.

## **Financial Implications:**

The 2023 budget includes residential rental income of \$110,000 and expenses of \$141,000 for a forecasted deficit of \$31,500.

## **Other Department Considerations:**

Central Services staff provide assistance with maintenance and securement of the properties, and Conservation Area staff assist with security checks.

### **Prepared by:**

Tina Weltz  
Lands Analyst

Ron Gasparetto  
Manager of Conservation Lands

### **Approved by:**

Sam Lawson  
Chief Administrative Officer

**Table 1: Summary of Stage 1, 2, 3 and 4 Wind-down Progression**

**Stage 1**

*Status: 100% Complete*

*(9 Properties / 0 Remain in program)*

Status		Demolished		Disposition		
Vacant	Occupied	Planned/ In Progress	Complete	Transferred To Park	Listing Pending	Sold
0	0	0	7	1	0	1

**Stage 2**

*Status: 90% Complete*

*(10 Properties / 1 Remain in program)*

Status		Demolished		Disposition		
Vacant	Occupied	Planned/ In Progress	Complete	Transferred To Park	Listing Pending	Sold
1	0	0	7	1	1	1

**Stage 3**

*Status: 83% Complete*

*(12 Properties / 2 Remain in program)*

Status		Demolished		Disposition		
Vacant	Occupied	Planned/ In Progress	Complete	Transferred To Park	Listing Pending	Sold
0	2	1	8	0	1	02

**Stage 4**

*Status: 18% Complete*

*(11 Properties / 9 Remain in program)*

Status		TBD	Demolished		Disposition		
Vacant	Occupied	Under Review	Planned/ In Progress	Complete	Transferred To Park	Listing Pending	Sold
3	6	2	2	0	0	6	0

# Grand River Conservation Authority

**Report number:** GM-12-23-104

**Date:** December 15, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Grand River Watershed Flood Warning System

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## **Recommendation:**

THAT Report Number GM-12-23-104 – Grand River Watershed Flood Warning System be received as information.

## **Summary:**

A pre-winter Flood Coordinators meeting was held on December 05, 2023. The program included a review of the flood message fan-out system test and a discussion on the role of the GRCA, Police and municipal Flood Coordinators. Presentations related to the GRCA Flood Warning System and Flood Management Program Updates, GRCA Flood Control Infrastructure and Roles and Responsibilities for Flood Communications were provided. Trudy Kidd from Environment and Climate Change Canada provided a presentation on Climate Change and Extreme Weather: What We have seen and what's to come. The meeting wrapped up with the current watershed conditions outlook heading into the Winter of 2024. The outlook at the time of the flood coordinators meeting was to expect a warmer than normal temperatures in winter closer to average precipitation levels for winter of 2024.

Municipal Flood Coordinators, Municipal Police, Ontario Provincial Police, Environment Canada, Province of Ontario, neighboring Conservation Authority staff and GRCA staff attended the meeting. The Grand River Flood Warning booklet has been updated in November 2023 and will be mailed out to all municipalities, police services and other agencies that participate in the Grand River flood warning system. One reason for initiating a pre-winter meeting is to ensure all contact information is up to date heading into the winter season with the intention to be as prepared and organized as possible.

## **Report:**

Flooding poses a longstanding concern for residents of the Grand River watershed. While the primary occurrence of major river flooding typically transpires in March and April, the potential for serious flooding persists throughout the year. Projections indicate that climate change will likely amplify the frequency and intensity of flood events. To address this, the Grand River Conservation Authority has implemented a comprehensive flood control program involving the construction of reservoirs and dike systems. Despite the significant role played by these measures in flood management, they do not completely eliminate the risk of flooding.

The crucial responsibility for handling a flood emergency lies with the municipality and its emergency plan. The Grand River Conservation Authority assumes specific roles in a flood emergency, including monitoring watershed and weather conditions to forecast flooding, operating dams and reservoirs to mitigate flood effects, and issuing flood warning messages to municipal flood coordinators and emergency services.

In the event of a flood, timely warnings are paramount for both watershed residents and emergency response personnel to take appropriate measures and mitigate potential damages and threats to life. To address this need, the Grand River Conservation Authority has

established a "fan-out" flood warning system designed to deliver timely flood warnings and information to municipal officials and residents within the watershed.

The 2023 Fall Flood Coordinators meeting was held on December 05, 2023. This meeting was delivered in-person for the first time since February 2020, at the GRCA Administration Center Auditorium. The purpose of the pre-winter meeting is to ensure contact information is up-to-date heading into the winter and spring flood season. The meeting also provides participants a forecast of the anticipated flood risk based on watershed conditions. A copy of the meeting agenda is included at the end of this report.

Presentations relating to the program included a review of the flood fan-out system test, a discussion on the role of the GRCA, Police and municipal Flood Coordinators, details of the GRCA Flood Warning System, Flood Management Program Updates, GRCA Flood Control Infrastructure, Roles and Responsibilities for Flood Communications and Current Watershed Conditions and the winter 2024 flood outlook.

A guest speaker, Trudy Kidd from the Environment and Climate Change Canada, provided a presentation on climate change and extreme weather. Trudy reviewed the past trends on temperature and precipitation observations for central part of the Grand River Watershed and also provided projected changes in temperature (changes in very hot days, changes in ice days and changes in freeze-thaw cycles) and precipitation (changes in annual precipitation, changes in heavy precipitation days and changes in snow). Finally, an overview of the current observed El Nino phenomena and potential impacts on temperature and precipitation patterns were provided.

The current conditions and long-range forecast for winter 2024 pointed to a very wet summer and very dry fall with respect to total observed precipitation across the watershed. The significantly lower observed precipitation in fall offsets the higher than normal precipitation in summer months. Over all, reservoir levels are within their normal operating range for larger dams. Lake Erie levels are still much higher than normal, creating a high risk for Lake Erie shoreline flooding. Winter flooding is dependent upon snow fall depths and temperature fluctuations. Environment and Climate Change Canada forecasts warmer than normal winter with closer to normal precipitation levels.

A total of 68 people participated in the December 05, 2023 in-person Flood Coordinators meeting. Participants included members of the following organizations and agencies: Municipal Flood Coordinators and Police from within the watershed, both municipal and Ontario Provincial Police, Environment and Climate Change Canada, Water Survey Canada, Province of Ontario, other Conservation Authority staff and GRCA staff. The following table compares the attendances at the 2022 and 2023 meetings. The last fully in-person flood coordinators meeting held in February 2020 is not included in table 1, which had a total attendance of 74.

**Table 1 Attendance 2022 and 2023 Municipal Flood Coordinators Meetings**

<b>Agencies Represented</b>	<b>2023 Dec. Attendance (In-Person)</b>	<b>2023 Feb. Attendance (Virtual)</b>	<b>2022 Nov. Attendance (Virtual)</b>	<b>2022 Feb. Attendance (Virtual)</b>
Municipal Flood Coordinators	29	63	56	47
Municipal Police	1	3	4	3
Ontario Provincial Police	2	6	3	1
Provincial Ministries	2	3	10	4
Federal Agencies	5	5	5	1
Other Conservation Authority staff	9	13	13	6
News Media	0	0	1	0
GRCA Staff	19	35	38	36
Other	1	8	5	2
<b>Total Persons in Attendance</b>	<b>68</b>	<b>136</b>	<b>135</b>	<b>100</b>

To ensure a strong communications link, the Flood Warning System is tested twice a year, once prior to spring and once in the late fall prior to winter. This year's pre-winter test was run on November 29, 2023. All municipalities and First Nations received the message and confirmed receipt of the test message. All police services received the message.

An updated Flood Warning System "Booklet" will be mailed out in December, based on latest updates. The mail out listed includes:

- a) Clerks of all municipalities in the Watershed including Regional and County Governments.
- b) Members of the Grand River Conservation Authority.
- c) Police Services listed as part of the flood message fan-out system.
- d) Daily and weekly newspapers in the watershed.
- e) Authority operating personnel.
- f) Provincial and Federal Agencies listed in the Flood Warning System Booklet.

### **Financial Implications:**

Not Applicable.

### **Other Department Considerations:**

Not Applicable.

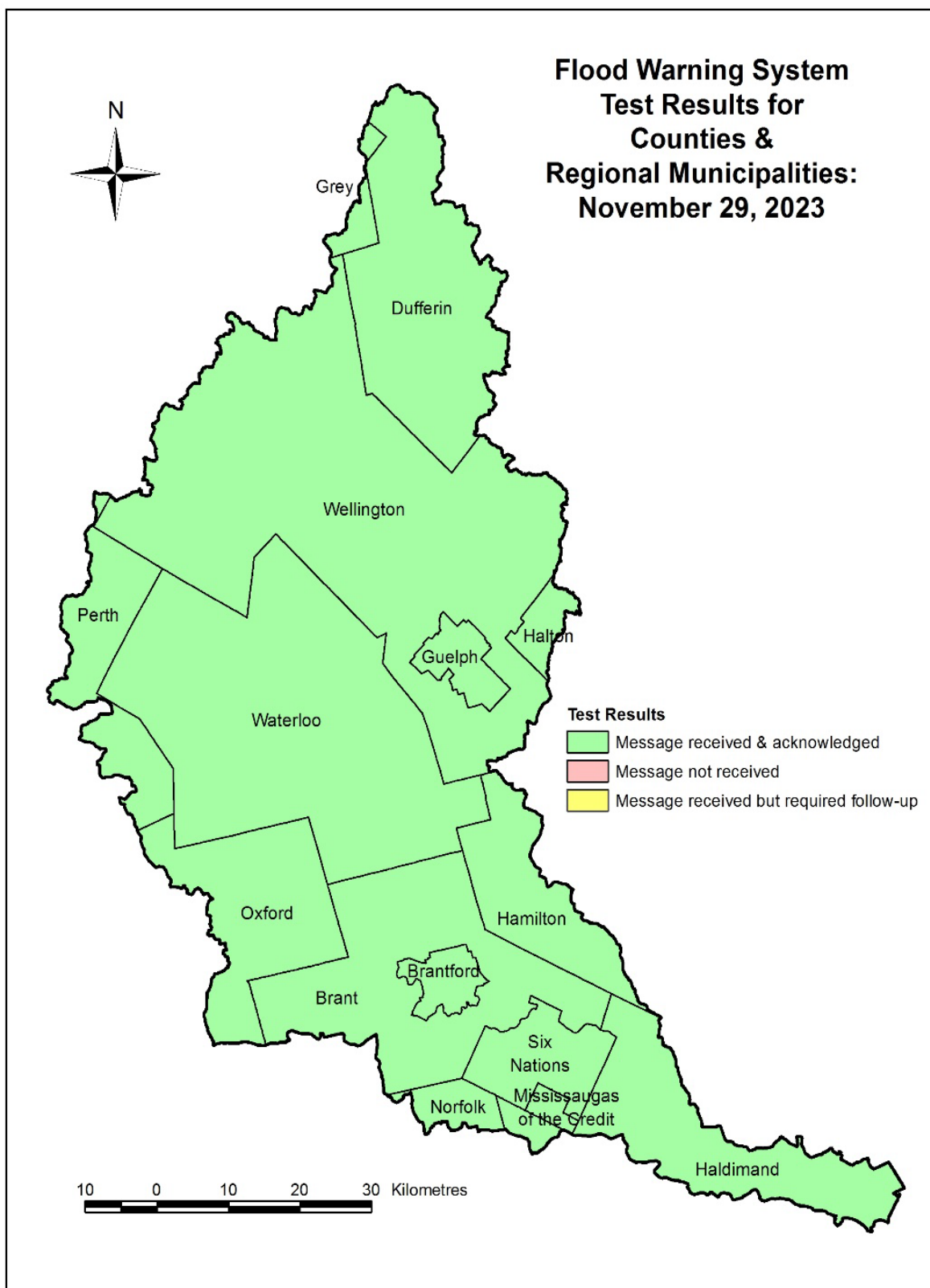
### **Prepared by:**

Vahid Taleban, P.Eng.  
Manager of Flood Operations

### **Approved by:**

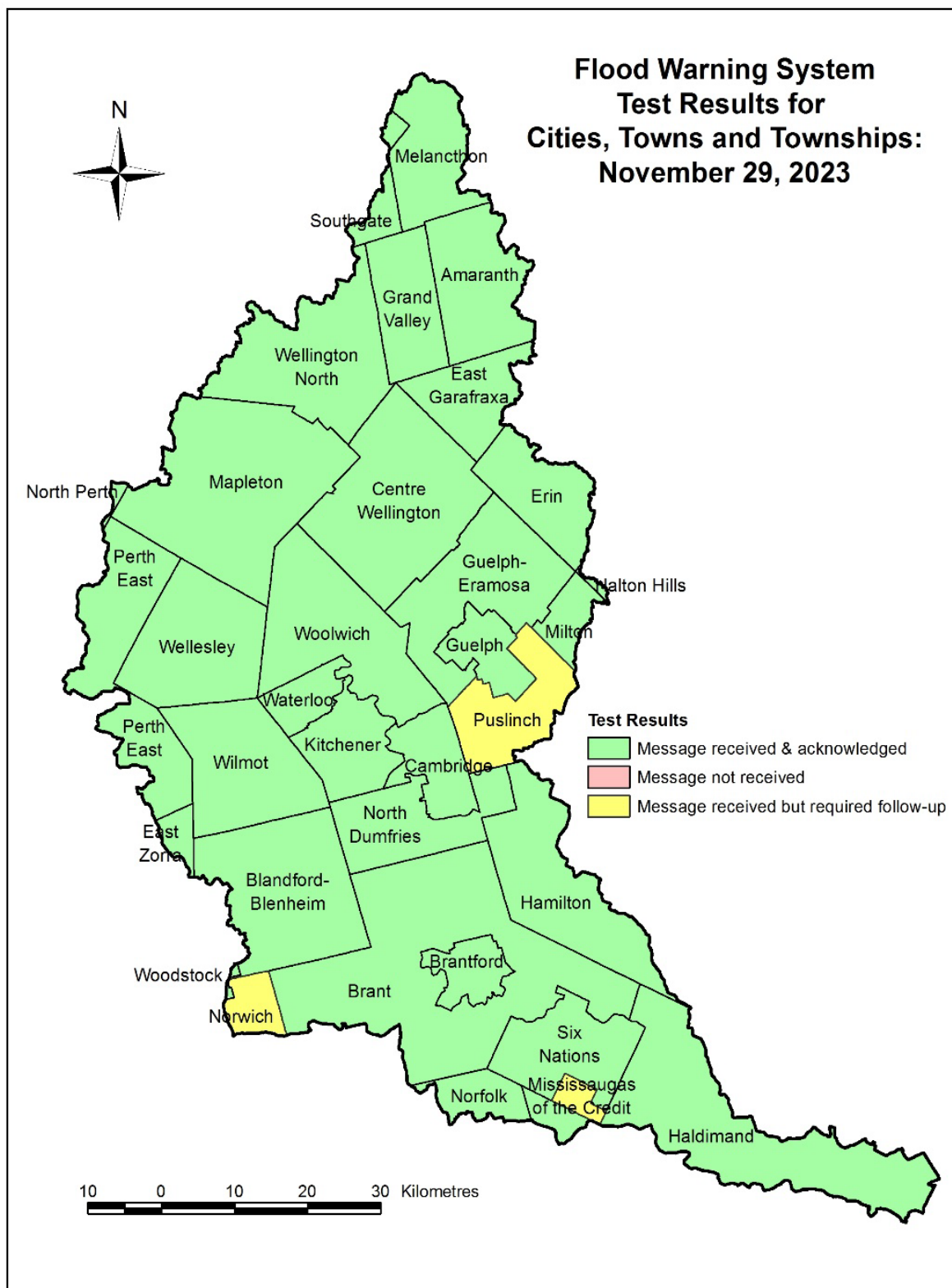
Samantha Lawson  
Chief Administrative Officer

**Figure 1 Map of Upper Tier Municipalities Receipt and Confirmation of Flood Test Message**





**Figure 2 Map of Lower Tier Municipalities Receipt and Confirmation of Flood Test Message**





**Grand River Conservation Authority**  
**Flood Warning Emergency Planning Meeting**  
**Tuesday, December 05, 2023, 1:30 p.m.**  
**AGENDA**

<b>1. Chris White</b> <i>Chair</i> Grand River Conservation Authority Board of Directors	<b>Opening Remarks</b>	1:30 – 1:35 p.m.
<b>2. Mark Anderson</b> <i>Water Quality Engineer</i> Grand River Conservation Authority	<b>GRCA Flood Warning System</b> <ul style="list-style-type: none"> <li>• Flooding in the Grand River Watershed</li> <li>• Role of the GRCA</li> <li>• Role of Municipality and Municipal Flood Coordinator</li> <li>• Role of police</li> <li>• GRCA's Flood Warning Guide</li> </ul>	1:35 – 1:45 p.m.
<b>3. Katelyn Lynch</b> <i>Manager of Water Infrastructure</i> Grand River Conservation Authority	<b>Flood Control Infrastructure</b> <ul style="list-style-type: none"> <li>• Role of reservoirs and dikes to reduce flooding</li> <li>• Emergency Preparedness Plans for Dams</li> </ul>	1:45 – 2:00 p.m.
<b>4. Trudy Kidd</b> <i>Warning Preparedness Meteorologist</i> Environment and Climate Change Canada	<b>Climate Change and Extreme Weather: What We've Seen and What's to Come</b>	2:00 – 2:30 p.m.
<b>5. Lisa Stocco</b> <i>Manager of Strategic Communications and Environmental Education</i> Grand River Conservation Authority	<b>Flood Communications – Roles and Responsibilities</b>	2:30 – 2:40 p.m.
<b>6. Vahid Taleban</b> <i>Manager of Flood Operations</i> Grand River Conservation Authority	<b>Long Range Weather Forecast – Winter 2024</b>	2:40 – 2:50 p.m.
<b>7. Samantha Lawson</b> <i>CAO</i> Grand River Conservation Authority	<b>Closing Remarks</b>	2:50 – 3:00 p.m.

# Grand River Conservation Authority

**Report number:** GM-12-23-103

**Date:** December 6, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Current Watershed Conditions as of December 6, 2023

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## **Recommendation:**

THAT Report Number GM-12-23-103 – Current Watershed Conditions as of December 6, 2023 be received as information.

## **Summary:**

Following a dry September, precipitation in October and November was closer to average. Temperatures were slightly cooler than average in November and warmer in December so far. Several rain events occurred throughout October and November, with the total depth generally lower than 25 mm. The temperatures across the watershed remained slightly below the long-term average throughout the month of November and observed precipitation levels have been around 70 percent of the long-term average. Major reservoirs are all within their normal operating levels and downstream low flow targets are being consistently met.

The Low Water Response Team removed the watershed from a low water condition on September 13, 2023 but conditions have been very dry during the months of September, October and November. As of December 5, 3-month indicators for precipitation show several areas of the watershed are below the threshold for Level 1 low water condition.

Lake Erie continues to be above the long-term average, and between the levels in 2021 and 2022. The long-term forecast over the next three months is for above normal temperatures and near normal precipitation.

## **Report:**

### **Precipitation**

Following a significantly dry September, watershed has seen slightly higher precipitation levels through the months of October and November, but the observed rainfall levels are still below long-term averages. The watershed received around 70 percent of its long-term average rainfall in the Month of November, ranging from around 54 percent in the middle portion of the watershed to around 84 percent in Bellwood area, as shown in Table 1. This may potentially be the result of the El Nino phenomena observed this fall.

Trends in precipitation, as presented in Table 2, show that during the past 3 months, the watershed has experienced dryer than normal conditions, mostly due to significantly dry September, with precipitation levels ranging from around 70 percent in Cambridge to 73 percent in Bellwood area with an overall average of around 59 percent. Over the mid-term, the watershed shows signs of recovery from dry conditions in 2022 with above normal precipitation at most locations. Over the long term, the precipitation levels appear to approach normal long-term averages. A visual representation of these trends for the Shand climate station is provided in Figure 1.

**Table 1:** Current monthly precipitation for climate stations across the watershed up to November 30, 2023

Climate Station	Current Month Precipitation (millimeters)	Long Term Average Precipitation (millimeters)	Percentage of Long Term Average Percent (%)
Shand	71.5	84.9	84%
Conestogo	67.8	95.1	71%
Guelph	54.5	80.4	68%
Luther	65.6	92.5	71%
Woolwich	52.4	69.7	75%
Laurel	47.6	83.5	57%
Shades	41.7	77.7	54%
Brantford	50.2	73.6	68%

**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	92%	73%	104%	109%	94%
Conestogo	79%	64%	102%	105%	94%
Guelph	74%	56%	98%	107%	90%
Luther	78%	57%	100%	113%	99%
Woolwich	78%	67%	106%	106%	90%
Laurel	96%	56%	88%	80%	84%
Shades	69%	49%	104%	108%	90%
Brantford	79%	51%	93%	109%	91%

### Air Temperatures

November was a typical month with respect to temperature across the watershed. At the beginning of the month, multiple days with maximum temperatures exceeding 10 C were observed across the watershed. The average temperature across the watershed during the month of November was approximately 0.6 degrees below the long-term average. At the Shand Dam climate station, daily maximum temperatures exceeded 10 degrees Celsius for 7 days during the month of November and daily averages ranged between -6 to 8 degrees Celsius with an average daily temperature of 1.6 degrees Celsius.

The average temperature at the Shand Dam climate station over the first week of December was 0.5 degrees Celsius which is over 3 degrees warmer than the long-term average for the first half of the month of December.

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

### **Lake Erie Water Levels**

During November, the average lake level was approximately 0.29 meters above the long-term average. Levels are declining following their seasonal pattern but still remain 0.25 meters above the long-term average in early parts of December. The forecast for Lake Erie is for lake levels to continue to remain above the long-term average over winter and spring months following regular seasonal patterns. Figure 3 shows the range of water levels that are expected over the next six months as well as the observed water levels over the last four years.

### **Reservoir Conditions**

The large reservoirs are generally closer to the top of their normal operating levels for this time of the year, with the exception of Shand dam which is at the middle of normal operating level, mainly due to drier conditions in the fall, specifically September. Flows through the watershed continue to be above the flow augmentation targets.

Reservoirs have been used to augment river flows during the fall. Through Kitchener, augmentation levels dropped from around 40 percent at the beginning of November to less than 10 percent at the end of the month. In Brantford, augmentation levels dropped from around 15 percent in early November to almost zero at the end of the month. On Speed River, augmentation levels dropped from around 25 percent at the beginning of November to almost zero percent at the end of the month. These declines may be attributed to the increase in rainfall in October and November, compared to September. Year to date reservoir levels and operating rule curves are shown in Figures 4 and 5 for the four largest reservoirs.

### **Long Range Forecast**

Environment and Climate Change Canada is forecasting above normal temperatures and closer to normal precipitation for the watershed over the 3 months of December, January and February.

### **Low Water Response**

After observing above normal precipitation during the summer months and observed signs of groundwater recovery in targeted monitoring locations, the watershed was removed from level 1 low water conditions and returned to normal as of September 13, 2023.

The dry conditions over the three months of September, October and November and potential consequences of the El Nino phenomena have resulted in precipitation indicators to point to level 1 low water conditions for the watershed. The low water response team will closely monitor the conditions and assess the watershed's status based on observed precipitation, stream flow and groundwater conditions in first half of December and will likely recommend moving the entire watershed into a Level 1 low water condition based on the 3-month precipitation indicator, reduced stream flow, and increased augmentation levels needed to maintain low flow targets.

### **Flood Preparedness**

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

Senior Operators, Duty Officers and Communications staff attended the Incident Management System Training by City of Cambridge on November 14, 15 and 21. This system is used to manage many types of incidents, especially those requiring an emergency response and is used by our municipalities and emergency services (police, fire, paramedics). Staff received two training sessions on November 14 and 15 and participated in a practical exercise on November 21.

The fall 2023 Flood Coordinators Meeting was scheduled for December 5, 2023, and held in-person at the administration office. In addition to information on the Flood Warning system, Trudy Kidd, Operational Meteorologist from Environment Canada, provided a presentation on

climate change and extreme weather in Grand River Watershed. The meeting was well attended and described in a separate board report.

**Financial Implications:**

Not applicable

**Other Department Considerations:**

Not applicable

**Prepared by:**

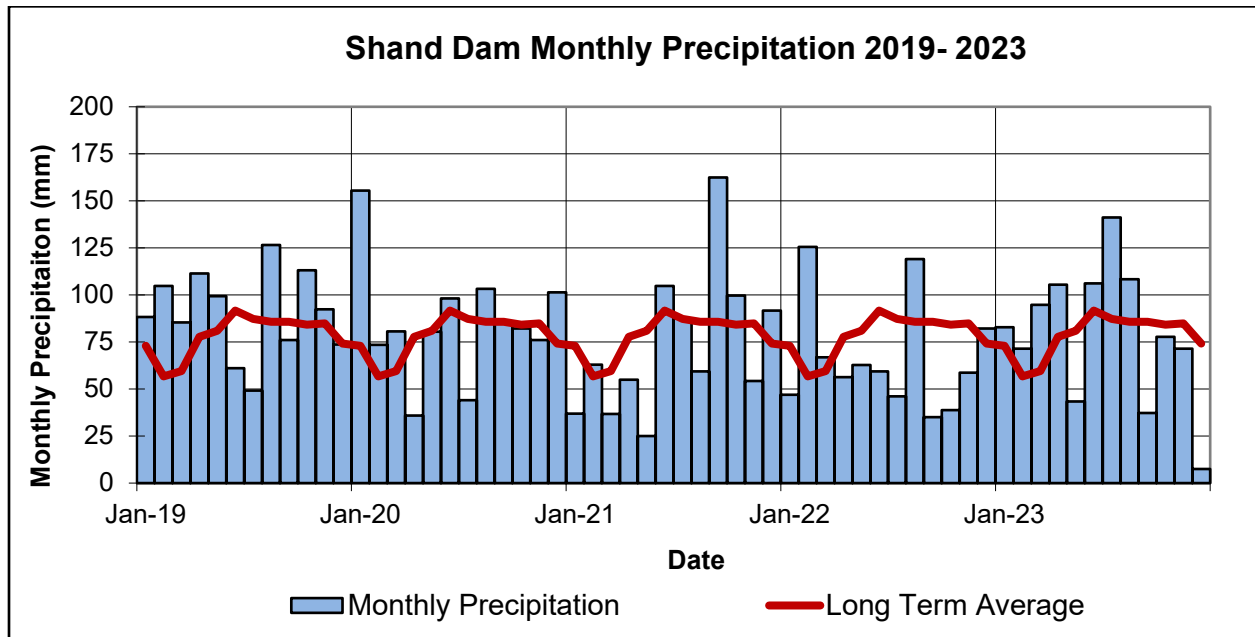
Vahid Taleban, M. Sc., P. Eng.  
Manager of Flood Operations

**Approved by:**

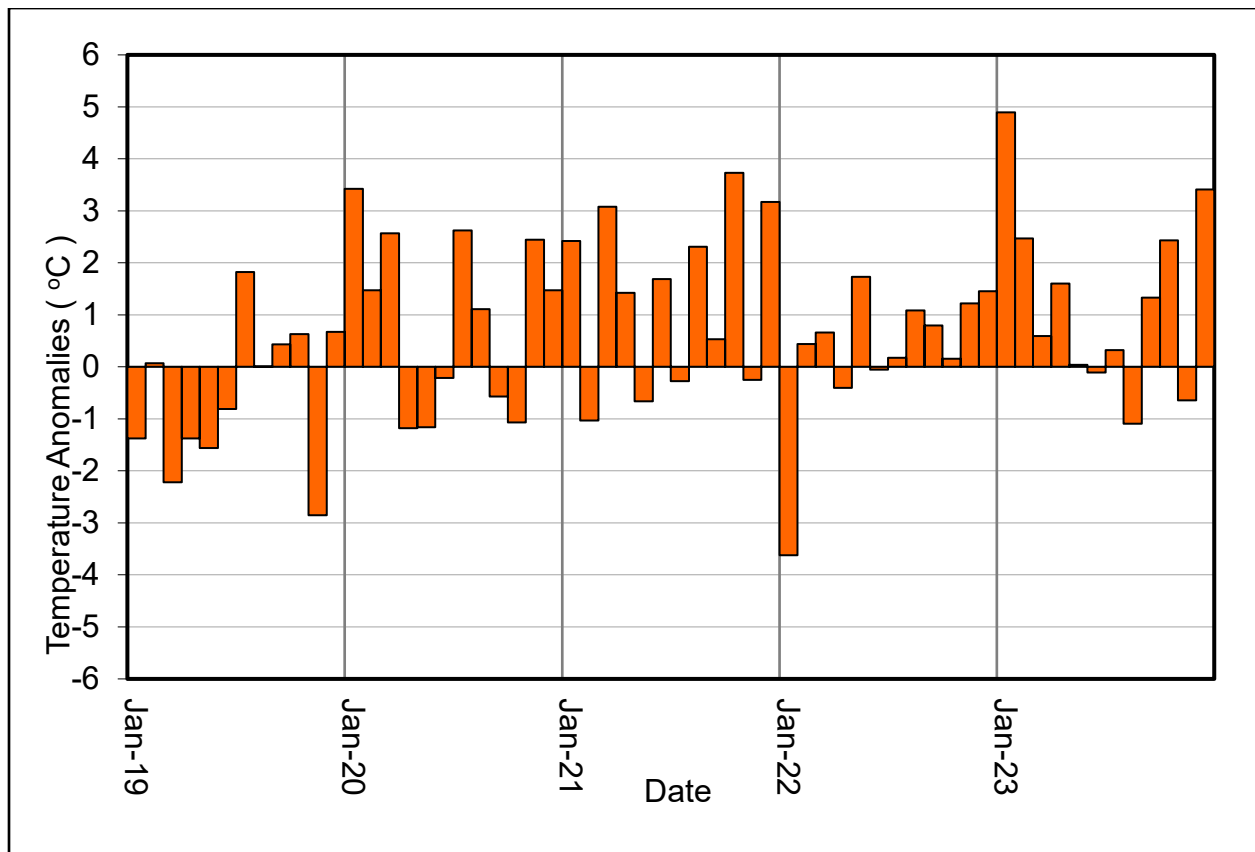
Samantha Lawson  
Chief Administrative Officer

## Figures:

**Figure 1:** Shand Dam Monthly Precipitation 2019 to December 6, 2023



**Figure 2:** Monthly Average Air Temperatures at Shand Dam from 2019 to December 6, 2023



**Figure 3:** Water levels for Lake Erie at Port Colborne

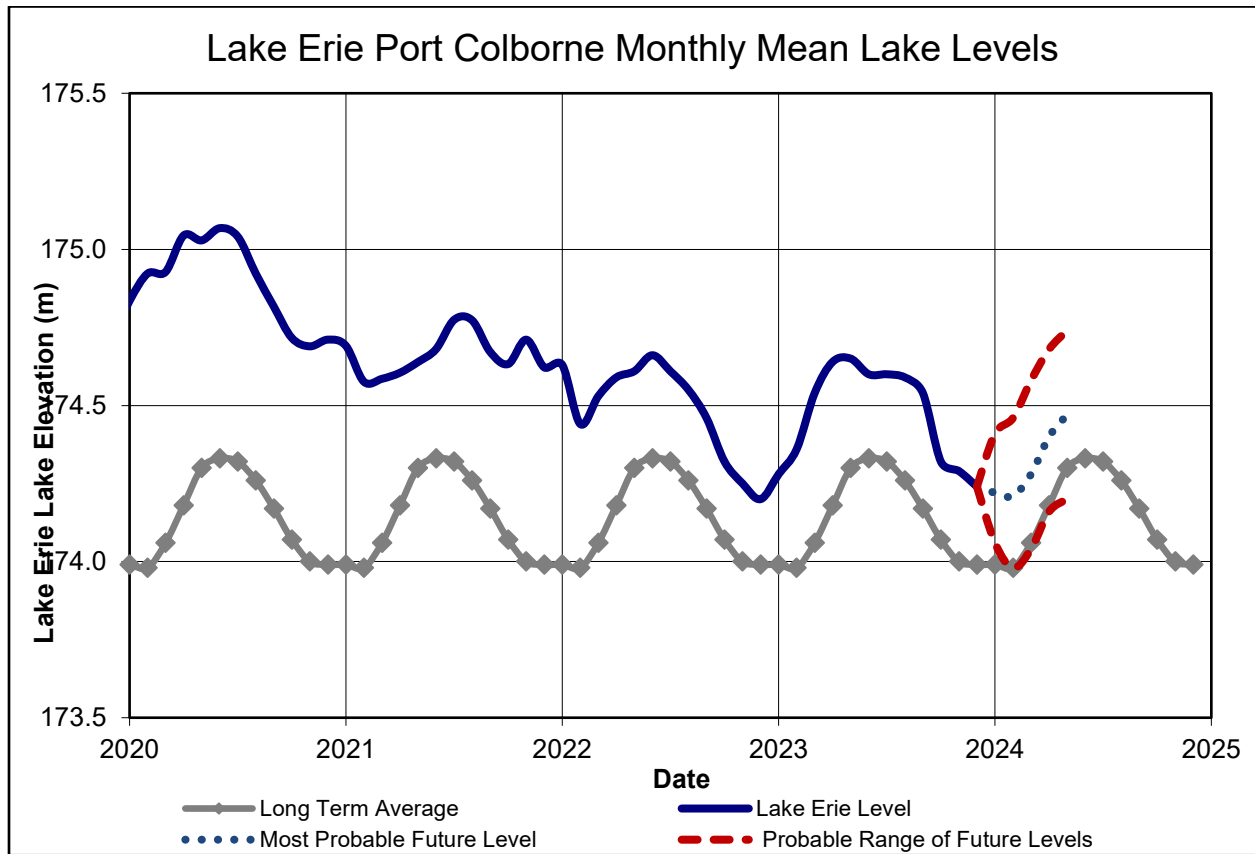
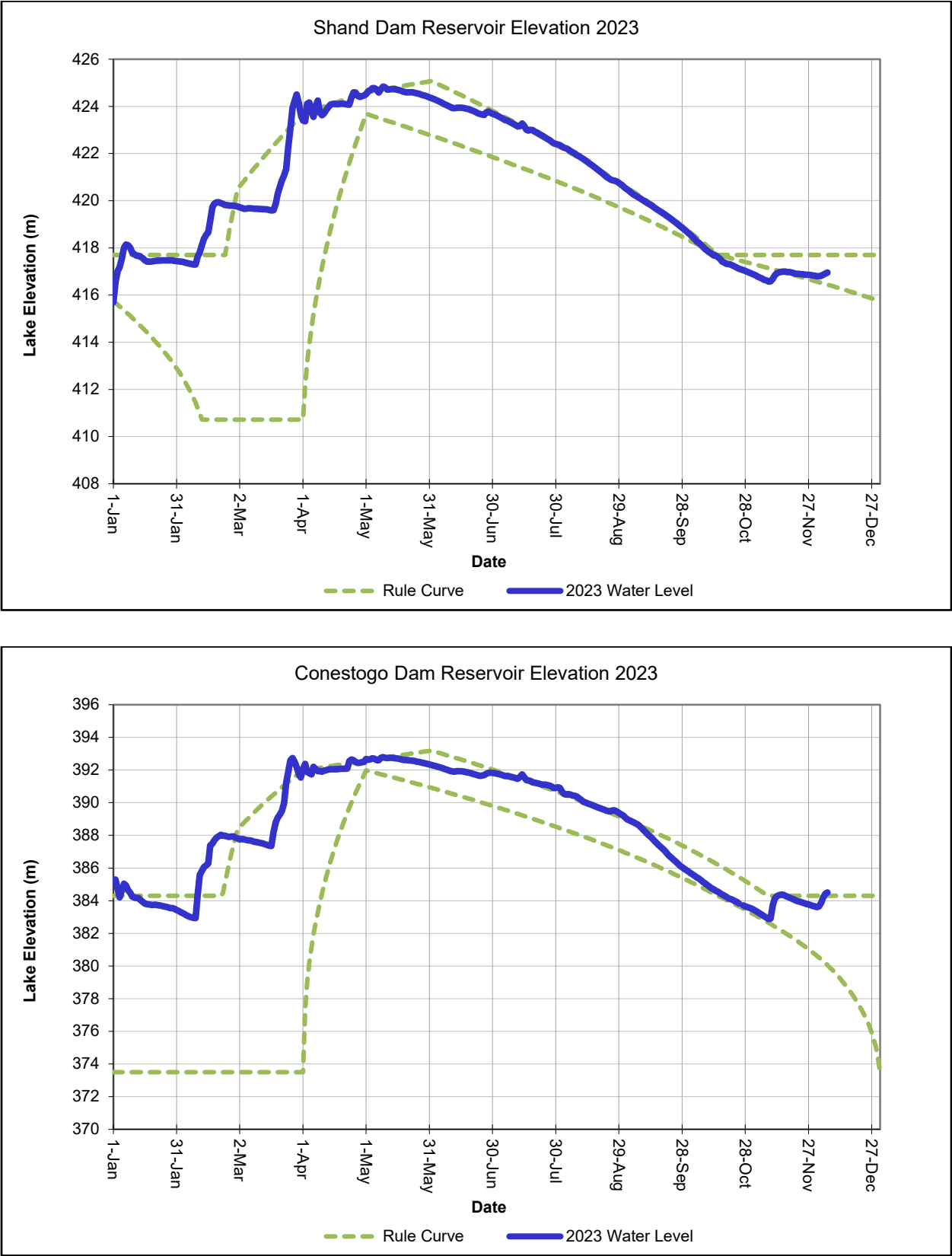




Figure 4: Shand and Conestogo Reservoir Elevation Plots for 2023



**Figure 5:** Guelph and Luther Reservoir Elevation Charts for 2023

