

# Grand River Conservation Authority

**Report number:** GM-01-22-04

**Date:** January 28, 2021

**To:** General Membership of the Grand River Conservation Authority

**Subject:** Draft Inventory of Programs and Services– Requirement under Ontario Regulation 687/21

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## **Recommendation:**

THAT the Grand River Conservation Authority Draft Inventory of Programs and Services be approved;

AND THAT the Draft Inventory of Program and Services be circulated to all participating municipalities;

AND THAT the Inventory of Programs and Services be presented to the General Membership for approval at the February meeting.

## **Summary:**

As a requirement under *Ontario Regulation 687/21*, the Grand River Conservation Authority (GRCA) has completed a Transition Plan that outlines the process the conservation authority will go through to transition to the new funding/levy framework. A second requirement under this regulation is to develop an Inventory of Programs and Services based on the three categories identified in the Regulation. These categories include: (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

The regulation requires that the Inventory be submitted to the Ministry of the Environment, Conservation and Parks and circulated to all participating municipalities by February 28, 2022. The GRCA is also required to make the Inventory available to the public by posting it on the Authority's website ([www.grandriver.ca](http://www.grandriver.ca)).

At this time, the Phase 2 Regulations have not been released by the Province. This phase will include a review of the two current levies regulations (O. Reg. 670/00 "Conservation Authority Levies"; O. Reg. 139/96 "Municipal Levies") and Conservation Authority Fee Policy. It is anticipated that these updates to the regulations and policy will have an impact on the financial component of the Inventory.

Attached to this report are charts that provide information related to GRCA's Inventory of Programs and Services as required under Ontario Regulations 6871/21-Section 6 "Inventory of Programs and Services". This information includes estimates and assumptions related to costs, cost allocations and revenue distribution and is subject to change as cost figures are refined and further direction is provided via the release of Phase 2 regulations.

Preliminary analysis suggests that the programs and services can be delivered without a significant change in total municipal levy support required compared with the current levy funding model. In addition, GRCA has established a transition reserve that can be used to fund new costs associated with moving to the new levy funding model.

## Report:

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

The following regulations were included in the Phase 1 release:

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

Under *Ontario Regulation 687/21*: Transition Plans and Agreements for Programs and Services, the regulation requires each conservation authority to create a Transition Plan that outlines:

- the steps to develop an inventory of programs and services (categories 1-3)
- the process to enter into agreements with participating municipalities to fund category 2: Municipal programs and services.

The GRCA approved its Transition Plan through Resolution #21-189 on December 17, 2021 and the plan was submitted to the MECP, circulated to participating municipalities and posted on the Authority's website.

The next item required under the regulation is to develop an inventory of GRCA's programs and services. The inventory will list all the programs and services that the GRCA is providing as of February 28, 2022 and those that it intends to provide after that date. The inventory will include information about the sources of funding and categorize all programs and services based on the following:

- Category 1: Mandatory programs and services as identified in *Ontario Regulation 686/21*. These programs will be funded through municipal levy.
- Category 2: Municipal programs and services that are provided at the request of the municipality. These programs can be funded through government and other agency grants and/or municipal funding under a memorandum of understanding (MOU) or agreement with the municipality.
- Category 3: Other programs and services that an Authority (Board) determines are advisable. These programs can be funded through self-generated revenue, user fees, government and other agency grants, donations, etc. Any use of municipal funding will require an agreement and would be subject to cost apportioning.

The Inventory of Programs and Services (February 28, 2022) will be an evolving document as the GRCA moves through the transition period. It is anticipated that refinements will be incorporated as negotiations with municipalities proceed and further discussions evolve within program areas.

It is important to note the synergies achieved by having a staffing model that allows staff to perform tasks and duties that provide service across different program areas and different categories. For example, conservation area staff provide support to:

- the Water Control Structures-flood Control, Small Dams and Ice Management (a Category 1 program),
- Conservation Lands Management- Operations and Capital Maintenance (a Category 1 program) and
- Conservation Areas (a Category 3 program)

The following attached charts provide a draft of the GRCA's Inventory of Programs and Services and information required under *Ontario Regulation 687/21* Section 6. For each chart, a brief description and comments are provided below.

### **Chart A: Programs and Services Inventory List - Categories, Descriptions, Category Rationale**

#### Description:

Chart A provides an overview of the programs and services the GRCA currently offers. The list seeks to preserve the current financial reporting structure that is used for presenting the annual budget, financial updates to the board and internal financial management reports. This approach will help with comparability between historical financial information and information presented under the new regulations and this approach also facilitated generating cost estimates.

On Chart A each program and service has been categorized based on the criteria identified under the *Conservation Authorities Act* and supporting regulations. As required by regulation 687/21, Chart A explains why a program falls into category 1 by referencing applicable sections under *Ontario Regulation 686/21* "Mandatory Programs and Services".

#### Comments:

1. Phase 2 regulations have not been released and are expected to provide direction on how to allocate administration and overhead costs.
2. GRCA Corporate Services costs represent administration overhead costs and are shown separately in the inventory. These costs have not been allocated to program areas pending release of Phase 2 Regulations.
3. Some program/service may change between category 2 and 3 depending on discussions with municipalities
4. Deliverables identified under *Ontario Regulation 686/21* have been incorporated into the assigned program/service inventory. The Transition Reserve will provide any additional funding requirements needed to support the development of these deliverables. These include:
  - a. Ice Management Plan
  - b. Operations Plan - Natural Hazard Infrastructure
  - c. Asset Management Plan - Natural Hazard Infrastructure
  - d. Conservation Area Strategy
  - e. Land Inventory
  - f. Watershed-based Resource Management Strategy
5. Land acquisitions and dispositions will continue to be funded through the land sale proceeds reserve.

### **Chart B: Inventory of Programs and Services - Costs and Funding Sources**

#### Description:

Chart B provides an overview of costs and identifies percentage of revenue sources.

The Regulation requires that the average annual cost of each program and service be provided based on the average of the last five years; however, if there is another value that better describes the cost of the program that is permitted provided it is justified. The GRCA has included program and services costs from the draft #1 2022 budget. With the high level of growth in the watershed, and corresponding demand for GRCA programs and Services the 2022 budget provides a more accurate estimate of cost than a five year running average.

This chart includes a breakdown of the percentage of revenue that supports the programs and services costs. Revenue categories include municipal levy, municipal MOUs/agreements under new regulations, provincial and federal and other municipal funding, self-generated revenue-specific to the program revenue (i.e. user fees), self-generated revenue that has been allocated from other program area revenue (i.e. property rentals and hydro production) and reserves.

Comments:

1. Revenue percentage distributions will change as costs fluctuate.
2. Estimated percentages for Municipal MOUs/agreements may change as negotiations with municipalities are completed.
3. Costs identified will be refined over time and subject to change by 2024.
4. Surplus revenues from certain Category 3 programs and services will help to fund other Category 3 programs and services that would otherwise have a deficit.
5. Reserves are shown as a distinct revenue source. This highlights where reserves are used to fund programs as part of an overall deliberate strategy of drawing on reserves that were generated by setting aside funding from prior years and now accessing reserves as needed.
6. The GRCF is a separate legal entity that provides funds to the GRCA through donations it receives. GRCA provides some services to assist with administrative operation of the Foundation and these costs are currently included in mandatory categories as applicable.
7. Hydro production costs include an amount that is allocated to reserves from annual program revenue which is consistent with GRCA's budget presentation.
8. The Source Water Protection Program is funded entirely by the province.

**Chart C: Inventory of Programs and Services - Category 2: Details of Municipal Agreements**

Description

Chart C is required to identify which municipality a program and service is provided for and when the agreement was entered into. This chart will be updated as category 2 agreements are negotiated with the participating municipalities.

Although the GRCA has negotiated MOUs with municipalities for a number of programs and services, these current agreements do not contain all the requirements identified in regulation and will be renegotiated.

**Chart D: Inventory of Programs and Services - Category 3: Information Requirements.**

Description

Chart D identifies the Category 3 programs and services and identifies whether the program/services have been financed through municipal levy, and what funding sources will be utilized to support the program/service as of January 1, 2024.

Comments:

1. Environmental Education is expected to transition to a self-funding business model that is not reliant on municipal levy and could include funding from fee revenue, donations and other external funding sources. A program evaluation is currently underway and the Transition Reserve may be used to help fund this program after 2023 until the program has fully implemented a self-sustaining business model.

As identified in the GRCA Transition Plan and required under the regulations, regular progress reports on the Inventory of Programs and Services must be submitted to the MECP and posted to the GRCA's website. These reports will identify any challenges and changes that have resulted during negotiations with participating municipalities. It is anticipated as the GRCA moves through the transition period that programs and services costs will be refined and more accurate percentages of revenue allocation will be identified.

On February 25, 2022 an updated version of the Inventory of Programs and Services will be presented to the Board for approval. If approved, the Inventory will be submitted to MECP, circulated to participating municipalities and posted to the GRCA website to meet the regulatory timeline of February 28, 2022.

### **Financial Implications:**

Based on the draft Inventory and corresponding financial requirements for category 1 and 2 programs and services, there does not appear to be a significant change in municipal support (levy plus municipal MOUs) required compared to the current levy funding model. Additionally, the GRCA has a Transition Reserve to assist with transition costs (such as administration, legal and consultant) and to provide supplemental funding to programs where minor gaps in funding exist or new regulatory deliverables are required.

### **Other Department Considerations:**

Not applicable.

### **Submitted by:**

Samantha Lawson  
Chief Administrative Officer

CHART A

**Programs & Services Inventory Listing - Category, Description, Rationale for Category**

GRAND RIVER CONSERVATION AUTHORITY

Draft January 28th, 2022 to General Membership

	<b>Programs &amp; Services Inventory</b>	<b>Category</b> 1-Mandatory 2-Municipal P&S 3-Other	<b>Applicable Section of the Act</b>	<b>Description</b>	<b>Category 1 Programs &amp; Services-Applicable Section under Regulation 686/21 'Mandatory Programs and Services'</b>
1	Flood Forecasting & Warning (FFW)	1	<p><b><u>21.1 (1) para 1. (i)</u></b> P&amp;S related to risk of natural hazards</p> <p><b><u>21.1 (1) para 1. (iv)</u></b> Services provided related to duties and functions under the Act.</p> <p><b><u>21.1 (1) para 2.</u></b> Other P&amp;S not included in para 1.</p>	<ul style="list-style-type: none"> <li>Maintain computerized FFW system.</li> <li>Operate 24 hour on call/duty officer system to respond to flooding events.</li> <li>Maintain Communications and Emergency Response systems.</li> <li>Collect and maintain data from streamflow gauges, rainfall gauges, and snow courses.</li> </ul>	<p>Section 2 Flood forecasting and warning</p> <p>Section 12 (1)2, 12(1)3, 12(1)4</p>
2	Water Control Structures-Flood Control, Small Dams & Ice Management	1	<p><b><u>21.1 (1) para 1. (i)</u></b> P&amp;S related to risk of natural hazards - <i>Flood Control Structures &amp; Ice Management</i></p> <p><b><u>21.1 (1) para 1. (ii)</u></b> P&amp;S related to management of lands owned by Authority- <i>Small Dams</i></p>	<p><u>Flood Control Structures</u> Operate and maintain 7 major flood control structures, 5 major dike systems.</p> <ul style="list-style-type: none"> <li>Perform dam safety reviews, inspections, monitoring, and capital maintenance and upgrade projects.</li> <li>Develop and implement public safety plans for structures.</li> </ul> <p><u>Small Dams</u></p> <ul style="list-style-type: none"> <li>Operate and maintain 22 small dams and surrounding lands.</li> </ul> <p><u>Ice Management</u></p> <ul style="list-style-type: none"> <li>Perform Ice Management Activities and respond to flooding from ice jams.</li> </ul> <p><b><i>NEW-Develop and Implement Operational Plan Natural Hazard Infrastructure by Dec 31, 2024</i></b></p>	<p>Section 1 (1) (3) Risk of flooding hazard</p> <p>Section 5 (1) (1) Water control infrastructure</p> <p>Section 5 (1) (2) Erosion control infrastructure</p> <p>Section 9 (2) (i), (ii), (iv) Conservation lands-required component</p> <p>Section 4 - Ice management</p>

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				<ul style="list-style-type: none"> <li>• <b>NEW-Develop Asset Management Plan Natural Hazard Infrastructure by Dec 31, 2024</b></li> <li>• <b>NEW - Develop Ice Management Plan by December 31, 2024</b></li> </ul>	
3	Floodplain Mapping	1	<b>21.1 (1) para 1. (i)</b> P&S related to risk of natural hazards	<ul style="list-style-type: none"> <li>• Update and maintain flood line mapping.</li> <li>• Develop natural hazards mapping.</li> </ul>	Section 1 (3) (1) (i) Collect information and map areas of natural hazards.
4	Resource Planning- Plan Input and Review, Permitting and Solicitor Enquiries	1	<b>21.1 (1) para 1. (i)</b> P&S related to risk of natural hazards	<ul style="list-style-type: none"> <li>• Process permits related to development, alteration or other activities in regulated areas.</li> <li>• Review official plans, secondary and community plans, zoning bylaws, development applications and other proposals (i.e. environmental assessments)</li> <li>• Enforce applicable regulations.</li> <li>• Develop and maintain policies and guidelines to manage natural hazards.</li> <li>• Provide advisory services to the province and municipalities.</li> </ul>	<p>Section 6 - comment on applications, proposals</p> <p>Section 7 - plan review, comments</p> <p>Section 8 - administering and enforcing the act</p>
5	Resource Planning- Natural Heritage Management	2	<b>21.1.1</b> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> <li>• Provide services related to natural heritage for planning and other applications or projects.</li> <li>• Provide services/assistance to identify, enhance, restore, rehabilitate, and protect natural heritage ecosystems in the watershed.</li> <li>• Develop and maintain policies and guidelines to assist in management of natural heritage resources.</li> </ul>	<p>Not applicable.</p> <p>See CHART C for information required to be provided under Regulation Section 6 Subsection (5).</p>
6	Watershed Resources- Planning	1	<p><b>21.1 (1) para 1. (i)</b> P&amp;S related to risk of natural hazards</p> <p><b>21.1 (1) para 1. (iii)</b> P&amp;S related to duties as a source protection authority</p>	<ul style="list-style-type: none"> <li>• Operate monitoring stations.</li> <li>• Maintain provincial ground monitoring network (PGWN).</li> <li>• Maintain water budget to support sustainable water use in the watershed.</li> <li>• Operate a drought response program.</li> <li>• Analyze and report on water quality conditions in the Grand River.</li> </ul>	<p>Section 3 - Drought or low water response.</p> <p>Section 5 (2) (1) - Develop Operational Plan</p> <p>Section 5 (2) (2) - Develop Asset Management Plan</p> <p>Section 5 (4)</p>

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			under the Clean Water Act.  <b><u>21.1 (1) para 1. (2)</u></b> Other P&S prescribed by regulations.	<ul style="list-style-type: none"> <li>• Provide advice on water use permits to province.</li> <li>• Report on emerging climate change impacts.</li> <li>• <b><i>NEW - Prepare Watershed-based Resource Management Strategy by Dec 31, 2024</i></b></li> </ul>	Update operational or asset management plans Section 12 (1) 1. - Groundwater Monitoring Section 12 (1) 2. - Stream Monitoring Section 12 (1) 3. - Watershed-based Management Strategy Section 13 - Source Protection Authority under Clean Water Act
7	Watershed Resources- Subwatershed Planning	2	<b><u>21.1.1</u></b> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> <li>• Partner with municipalities to provide natural heritage input and review for subwatershed and other plans for streams and tributaries, which provide background on surface water, ground water, natural heritage ecosystems and recommend sustainable solutions to urban growth.</li> </ul>	Not applicable. See CHART C for information required to be provided under Regulation Section 6 Subsection (5).
8	Source Protection Planning	1	<b><u>21.1 (1) para 1. (iii)</u></b> P&S related to duties as a source protection authority under the Clean Water Act.	<ul style="list-style-type: none"> <li>• Deliver the provincial source protection planning program under the Clean Water Act 2006 for the Lake Erie Source Protection Region made up of four watersheds.</li> </ul>	Section 13 - Source Protection Authority under Clean Water Act
9	Conservation Services- Rural Water Quality Program (RWQP)	2	<b><u>21.1.1</u></b> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> <li>• Coordinate the grant program delivered to private landowners to encourage adoption of agricultural and rural landowner best management practices and projects to improve and protect water quality, soil health and related initiatives (i.e. restore natural areas and private land tree planting).</li> <li>• Deliver special program initiatives that study and/or provide awareness and education related to improving and protecting water quality and related initiatives.</li> </ul>	Not applicable. See CHART C for information required to be provided under Regulation Section 6 Subsection (5).

	<b>Programs &amp; Services Inventory</b>	<b>Category</b> 1-Mandatory 2-Municipal P&S 3-Other	<b>Applicable Section of the Act</b>	<b>Description</b>	<b>Category 1 Programs &amp; Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'</b>
10	Conservation Services - Community Events ( <i>Outreach</i> )	3	<b><u>21.1.2</u></b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Co-ordinate community events e.g. children's water festivals</li> <li>• Agricultural and landowner workshops to promote landowner environmental stewardship action.</li> <li>• Co-ordinate GRCA volunteer activities to enable public participation in GRCA environmental activities.</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
11	Conservation Lands Management- Operating and Capital Maintenance costs related to authority owned lands including Trail Management, Land acquisitions and disposal, property taxes	1	<b><u>21.1 (1) para 1. (ii)</u></b> P&S related to conservation and management of lands owned by Authority.	<ul style="list-style-type: none"> <li>• Maintain passive conservation areas.</li> <li>• Maintain property integrity (i.e. encroachments) and security (unauthorized use)</li> <li>• Develop and maintain trail network.</li> <li>• Manage wetlands and floodplain lands.</li> <li>• Capital and operational support services provided to maintain the built infrastructure on GRCA lands.</li> <li>• Create and maintain Asset Management Plan for built infrastructure on GRCA lands.</li> <li>• Dispose of lands declared surplus and plan for disposition of other surplus lands.</li> <li>• Acquire environmentally significant conservation lands (<i>greenspace management</i>).</li> <li>• <b>NEW- Prepare a conservation area strategy</b></li> <li>• <b>NEW - Prepare a land inventory by Dec 31, 2024</b></li> </ul>	<p>Section 9 (1) (1) prepare a conservation area strategy by Dec 31, 2024.</p> <p>Section 9 (1) (2) Conservation lands-required component-objectives</p> <p>Section 9 (1) (3) prepare land inventory by Dec 31, 2024</p>
12	Conservation Lands Management- Hazard Tree Management, Forestry Management- Operations	1	<b><u>21.1 (1) para 1. (i)</u></b> P&S related to risk of natural hazards  <b><u>21.1 (1) para 1. (ii)</u></b> P&S related to conservation and management of lands owned by Authority.	<ul style="list-style-type: none"> <li>• Operate hazard tree management program on GRCA lands</li> <li>• Deliver forest management, tree planting, woodlot thinning, selective harvesting, and naturalization projects on GRCA lands</li> <li>• Maintain the Managed Forest Tax Incentive Program.</li> <li>• Invasive Species Management.</li> </ul>	<p>Section 1 (1) (4) Risk of hazardous lands</p> <p>Section 9 (1) (2) Conservation lands-required components</p>

	<b>Programs &amp; Services Inventory</b>	<b>Category</b> 1-Mandatory 2-Municipal P&S 3-Other	<b>Applicable Section of the Act</b>	<b>Description</b>	<b>Category 1 Programs &amp; Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'</b>
13	Conservation Lands- Natural Heritage Management	1	<b><u>21.1 (1) para 1. (ii)</u></b> P&S related to conservation and management of lands owned by Authority.	<ul style="list-style-type: none"> <li>• Provide planning services/assistance to enhance, restore, rehabilitate, and protect aquatic and terrestrial ecosystems on GRCA owned lands.</li> </ul>	Section 9 (2) (iv) Conservation lands-required components
14	Private Land Tree Planting & Nursery Operations	3	<b><u>21.1.2</u></b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Provide services to private and public landowners and community groups to engage in tree planting activities.</li> <li>• Operate the Burford Nursery.</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
15	Environmental Education	3	<b><u>21.1.2</u></b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<p>Deliver outdoor education sessions:</p> <ul style="list-style-type: none"> <li>• school classes</li> <li>• day-camp program</li> <li>• community groups</li> <li>• private groups</li> </ul> <p>Operate six outdoor education centres-Apps, Laurel Creek, Shades Mills, Guelph, Taquanyah, Rockwood.</p>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
16	Property Rentals	3	<b><u>21.1.2</u></b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Rent 733 cottage lots at Belwood Lake and Conestogo Lake.</li> <li>• Lease agricultural lands.</li> <li>• Lease 8 residential units.</li> <li>• Over 50 miscellaneous commercial agreements for use of GRCA lands.</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
17	Hydro Production	3	<b><u>21.1.2</u></b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Generate hydro from turbines at four dams (Shand, Conestogo, Guelph and Drimmie).</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).

	<b>Programs &amp; Services Inventory</b>	<b>Category</b> 1-Mandatory 2-Municipal P&S 3-Other	<b>Applicable Section of the Act</b>	<b>Description</b>	<b>Category 1 Programs &amp; Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'</b>
18	Conservation Areas	3	<b><u>21.1.2</u></b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Operate 11 active Conservation Areas (8 camping and 3 day-use only).</li> <li>• Operate Luther Conservation Area</li> <li>• Offer hunting on some GRCA Lands</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
19	Communications-Mandatory	1	<b><u>21.1 (1) para 1. (iv)</u></b> Services provided related to duties and functions under the Act.	<ul style="list-style-type: none"> <li>• Media Relations</li> <li>• Public Relations and awareness building</li> <li>• Website management</li> <li>• Social media management</li> <li>• Community engagement and public consultation</li> <li>• Corporate brand management</li> </ul>	Regulations pending.
20	Communications-Non-mandatory programs	3	<b><u>21.1.2</u></b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Media Relations</li> <li>• Public Relations and awareness building</li> <li>• Website management</li> <li>• Social media management</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).
21	Corporate Services-Mandatory	1	<b><u>21.1 (1) para 1. (iv)</u></b> Services provided related to duties and functions under the Act.	<p>Provide the following administrative services that support mandatory program delivery:</p> <ul style="list-style-type: none"> <li>• Office of the CAO</li> <li>• Finance</li> <li>• Human Resources/ Health &amp; Safety</li> <li>• Payroll</li> <li>• Office Services</li> <li>• Building Services</li> </ul> <p>Administrative expenses incurred:</p> <ul style="list-style-type: none"> <li>• General membership</li> <li>• Head office building</li> <li>• Office supplies, postage, bank fees</li> <li>• Head office communication system</li> <li>• Insurance</li> <li>• Audit Fees</li> </ul>	Regulations pending.

	Programs & Services Inventory	Category 1-Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Category 1 Programs & Services- Applicable Section under Regulation 686/21 'Mandatory Programs and Services'
				<ul style="list-style-type: none"> <li>• Consulting, legal, labour relations</li> <li>• H&amp;S Equipment, inspections, training</li> <li>• Conservation Ontario Fees</li> <li>• Corporate Professional Development</li> <li>• Unallocated Motor Pool and Information</li> <li>• Systems and Technology expenses</li> <li>• Uninsured losses, damage to GRCA assets</li> </ul>	
22	Corporate Services- Non-Mandatory programs	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	Allocate administrative services and expenses that are incremental to delivering non-mandatory programs: <ul style="list-style-type: none"> <li>• Finance</li> <li>• Office supplies, postage, bank fees</li> <li>• Head office communication system</li> <li>• Insurance</li> <li>• Audit Fees</li> <li>• Consulting, legal, labour relations</li> <li>• H&amp;S Equipment, inspections, training</li> <li>• Conservation Ontario Fees</li> <li>• Corporate Professional Development</li> <li>• General</li> </ul>	Not applicable. See CHART D for information required to be provided under Regulation Section 6 Subsection (6).

CHART B

**P&S Inventory Listing - Costs & Funding Sources**

GRAND RIVER CONSERVATION AUTHORITY

Draft January 10th, 2021 to P&S Inventory Staff Meeting

Ref #	P&S Inventory Name	Category	TOTAL EXPENSES (Source: draft 2022 Budget)	Municipal Levy	Municipal MOUs/ Agreements	Provincial / Federal / Other Municipal	Self-Generated-Program Revenue	Self-Generated-Other Revenue (note 1)	Reserves	Comment
1	Flood Forecasting & Warning (FFW)	1	\$1,033,000	82%		16%			2%	Provincial Section 39 Funding
2	Water Control Structures- Flood Control, Small Dams, Ice Management	1	\$3,457,700	70%		29%			1%	Provincial Section 39 Funding and WECl Funding
3	Floodplain Mapping	1	\$100,000	100%		TBD			TBD	Federal Funding available for special projects combined with use of reserves.
4	Resource Planning- Plan Input and Review, Permitting and Solicitor Enquiries	1	\$2,051,200	50%			50%			Permit, Plan Review & Solicitor Enquiry Fee Revenue
5	Resource Planning- Natural Heritage Management	2	\$240,000		85%	15%				Federal-Species at Risk
6	Watershed Resources- Planning	1	\$1,651,400	93%		TBD	2%		5%	Provincial-Waste Water Optimization Program (WWOP)
7	Watershed Resources- Subwatershed Planning	2	\$233,000		80%	20%				Other Municipal-Current Municipal agreements
8	Source Protection Planning	1	\$640,000			100%				Provincial Funding
9	Conservation Services- Rural Water Quality Program (RWQP)	2	\$1,386,200		40%	60%				Other Municipal- Current Municipal agreements
10	Conservation Services - Community Events (Outreach)	2	NIL		50%		50%			Funding distribution contingent on specific event. Self-Generated: may include donations.

Ref #	P&S Inventory Name	Category	TOTAL EXPENSES (Source: draft 2022 Budget)	Municipal Levy	Municipal MOUs/ Agreements	Provincial / Federal / Other Municipal	Self-Generated-Program Revenue	Self-Generated-Other Revenue (note 1)	Reserves	Comment
11	Conservation Lands Management- Operating and Capital Maintenance costs related to authority owned lands including Trail Management, Land acquisitions and disposals, property taxes	1	\$2,043,800	95%					5%	Reserves for Demolition expense. Land acquisition and disposal costs are funded with reserves.
12	Conservation Lands Management- Hazard Tree Management, Forestry Management- Operations	1	\$509,900	90%			10%			Timber Sales Revenue, Donations
13	Conservation Lands- Natural Heritage Management	1	\$238,000	100%			TBD			TBD-Ecological Restoration special projects with external funding
14	Private Land Tree Planting & Nursery Operations	3	\$862,400				65%	35%		Fee revenue and allocation of Category 3 Fee Revenue
15	Environmental Education	3	\$653,600				80%	20%		Fee Revenue
16	Property Rentals	3	\$1,022,500				100%			Fee Revenue
17	Hydro Production	3	\$210,000				100%			Fee Revenue
18	Conservation Areas	3	\$9,428,000				91%	3%	6%	Fee Revenue
19	Communications-Mandatory	1	\$477,500	100%						
20	Communications- Non-mandatory programs	3	\$100,000					100%		Allocation of Category 3 Fee Revenue
21	Corporate Services- Mandatory	1	\$3,498,288	87%		2%	1%		10%	Provincial SPP funding, Interest Income
22	Corporate Services- Non-Mandatory programs	3	\$1,086,000					100%		Allocation of Category 3 Fee Revenue

Note 1-Self generated-Other Revenue represents surplus revenue from category 3 programs (Property Rentals, Hydro Production) and interest income.

CHART C

**Programs & Services Inventory Listing - Category 2 - Details of Municipal Agreements**

GRAND RIVER CONSERVATION AUTHORITY

*Draft January 28th, 2022 to General Membership*

*Extract:*

*Ontario Regulations 687/21 - Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act*

*Section 6 Subsection 5 requirements*

(5) For each Category 2 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:

1. The name of the municipality on behalf of which the program or service is provided.
2. The date on which the authority and the municipality entered into a memorandum of understanding or another agreement with respect to the provision of the program or service.

<b>Programs &amp; Services Inventory</b>	<b>Category</b> 1-Mandatory 2-Municipal P&S 3-Other	<b>Applicable Section of the Act</b>	<b>Description</b>	<b>Memorandum of Understanding (MOU)/Agreement Status</b>
Resource Planning- Natural Heritage Management	2	<u><b>21.1.1</b></u> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> <li>• Provide services related to natural heritage for planning and other applications or projects</li> <li>• Provide services/assistance to identify, enhance, restore, rehabilitate, and protect natural heritage ecosystems in the watershed.</li> <li>• Develop and maintain policies and guidelines to assist in management of natural heritage resources.</li> </ul>	As at Feb 28, 2022 MOUs have yet to be negotiated with municipalities. Future updates to the P&S Inventory listing will reflect status of MOU's.
Watershed Resources- Subwatershed Planning	2	<u><b>21.1.1</b></u> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> <li>• Partner with municipalities to provide natural heritage input and review for subwatershed and other plans for streams and tributaries, which provide background on surface water, ground water, terrestrial and aquatic ecosystems and recommend sustainable solutions to urban growth.</li> </ul>	Modified and/or additional MOUs will need to be negotiated with municipalities. Future updates to the P&S Inventory listing will reflect the status of MOUs.
Conservation Services- Rural Water Quality Program (RWQP)	2	<u><b>21.1.1</b></u> P&S provided on behalf of a municipality under an MOU	<ul style="list-style-type: none"> <li>• Coordinate the grant program delivered to private landowners to encourage adoption of agricultural management practices and projects to improve and protect water quality soil health and related initiatives (i.e. restore natural areas and private land tree planting).</li> <li>• Deliver special program initiatives that study and/or provide awareness and education related to improving and protecting water quality and related initiatives.</li> </ul>	Modified and/or additional MOUs will need to be negotiated with municipalities. Future updates to the P&S Inventory listing will reflect the status of MOUs.

CHART D

**Programs & Services Inventory Listing - Category 3 - Information Requirements**

GRAND RIVER CONSERVATION AUTHORITY

*Draft January 28th, 2021 to General Membership*

*Extract:*

*Ontario Regulations 687/21 - Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act  
Section 6 Subsection 6 requirements*

For each Category 3 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:

1. Whether or not the program or service was financed, in whole or in part, through municipal levies collected from participating municipalities.
2. Whether or not the authority intends to seek to enter into a cost apportioning agreement with one or more participating municipalities to ensure all or part of the financing of the program or service after the transition date.

Programs & Services Inventory	Category 1- Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Section 6 (6) Info Requirements
Conservation Services - Community Events ( <i>Outreach</i> )	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Co-ordinate community events e.g. children’s water festivals</li> <li>• Agricultural and landowner workshops to promote landowner environmental stewardship action.</li> <li>• Co-ordinate GRCA volunteer activities to enable public participation in GRCA environmental activities.</li> </ul>	<p>Program and Service has been financed in part through municipal levies.</p> <p>GRCA will seek to obtain other funding sources to deliver these types of programs and services.</p>
Private Land Tree Planting & Nursery Operations	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Provide services to private and public landowners and community groups to engage in tree planting activities.</li> <li>• Operate the Burford Nursery.</li> </ul>	<p>Program and Service has been financed in part through municipal levies.</p> <p>GRCA would seek to obtain other funding sources to deliver this program and service.</p> <p><i>Note: Indirect overhead costs related to this program are included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i></p>

Programs & Services Inventory	Category 1- Mandatory 2-Municipal P&S 3-Other	Applicable Section of the Act	Description	Section 6 (6) Info Requirements
Environmental Education	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	Deliver outdoor education sessions: <ul style="list-style-type: none"> <li>• school classes</li> <li>• day-camp program</li> <li>• community groups</li> <li>• private groups</li> </ul> Operate six outdoor education centres- Apps, Laurel Creek, Shades Mills, Guelph, Taquanyah, and Rockwood.	Program and Service has been financed in part through municipal levies.  GRCA will seek to obtain other funding sources to deliver this program and service.  <i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i>
Property Rentals	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Rent 733 cottage lots at Belwood Lake and Conestogo Lake.</li> <li>• Lease agricultural lands</li> <li>• Lease 8 residential units</li> <li>• Over 50 miscellaneous commercial agreements for use of GRCA lands.</li> </ul>	Program and Service was not financed through municipal levies.  <i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i>
Hydro Production	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Hydro generating revenue earned at four dam locations (Shand, Connestogo, Guelph and Drimmie).</li> </ul>	Program and Service was not financed through municipal levies.  <i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i>
Conservation Areas	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Operate 11 active Conservation Areas (8 camping and 3 day-use only).</li> <li>• Operate Luther Conservation Area</li> <li>• Offer hunting on some GRCA Lands</li> </ul>	Program and Service was not financed through municipal levies.  <i>Note: Indirect overhead costs related to this program included under Communications (non-mandatory) and Corporate Services (non-mandatory) listed below.</i>

Programs & Services Inventory	Category 1- Mandatory 2- Municipal P&S 3- Other	Applicable Section of the Act	Description	Section 6 (6) Info Requirements
Communications- Non-mandatory programs	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<ul style="list-style-type: none"> <li>• Media Relations</li> <li>• Public Relations and awareness building</li> <li>• Website management</li> <li>• Social media management</li> </ul>	<p>Program and Service has been financed in whole through municipal levies.</p> <p>GRCA will allocate revenue from other programs and services.</p>
Corporate Services- Non-Mandatory programs	3	<b>21.1.2</b> P&S that the authority determines to provide within its area of jurisdiction to further the purpose of this Act.	<p>Allocate administrative services and expenses that are incremental to delivering non-mandatory programs:</p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Office supplies, postage, bank fees</li> <li>• Head office communication system</li> <li>• Insurance</li> <li>• Audit Fees</li> <li>• Consulting, legal, labour relations</li> <li>• H&amp;S Equipment, inspections, training</li> <li>• Conservation Ontario Fees</li> <li>• Corporate Professional Development</li> <li>• General</li> </ul>	<p>Program and Service has been financed in whole through municipal levies.</p> <p>GRCA will allocate revenue from other programs and services.</p>