



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

Friday, March 22, 2024

9:30 a.m.

Hybrid Meeting of the General Membership

GRCA Administration Centre

Zoom Virtual Meeting

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**Pages**

1. **Call to Order**

2. **Certification of Quorum**

3. **Chair's Remarks**

4. **Review of Agenda**

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

5. **Declarations of Pecuniary Interest**

6. **Minutes of the Previous Meetings**

1

THAT the minutes of the General Membership Meeting of February 23, 2024 be approved as circulated.

7. **Business Arising from Previous Minutes**

8. **Hearing of Delegations**

9. **Presentations**

10. **Correspondence**

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

12. **Reports:**

- a. GM-03-24-26 - Cash and Investment Status 11  
THAT Report Number GM-03-24-26 – Cash and Investment Status – February 2024 be received as information.
- b. GM-03-24-29 - Financial Summary 13  
THAT the Financial Summary for the period ending February 29, 2024 be approved.
- c. GM-03-24-18 - Guelph Lake Nature Centre Tender Award 33  
THAT the Grand River Conservation Authority award the tender for the Guelph Lake Nature Centre to Dakon Construction Ltd. for the amount of \$2,041,000.00 excluding HST;  
AND THAT a total budget of \$2,350,000.00 excluding HST be approved;  
AND THAT the General Capital Reserve be utilized to fund the Guelph Lake Nature Centre building project up to a maximum of \$1,100,000.00;  
AND THAT the Grand River Conservation Authority requests permission from the Ministry of Natural Resources and Forestry to utilize funds from the Land Sale Proceeds Reserve for the Guelph Lake Nature Centre building project.
- d. GM-03-24-16 - 2024 Replacement Vehicle Purchase 37  
THAT the Grand River Conservation Authority purchase one 2024 Ford F150 XL Crew Cab 4x4 Hybrid ½ ton pickup truck for a total amount of \$73,773.00 (excluding HST) from Parkway Ford Sales Ltd;  
AND THAT the Grand River Conservation Authority purchase one 2024 Ford 1 Ton Cab and Chassis for a total amount of \$65,505.00 (excluding HST) from Parkway Ford Sales Ltd;  
AND THAT the Grand River Conservation Authority purchase two 2024 Toyota Rav 4 Hybrid SUVs for a total amount of \$86,161.76 (excluding HST) from Parkway Motors-Red Hill Toyota.
- e. GM-03-24-17 - Road Site Preparation and Surface Treatment Tender 39  
THAT the Grand River Conservation Authority award the tender for the 2024 road site preparation and surface treatment to Cornell Construction Limited of Brantford, Ontario up to the amount of \$455,600.00 excluding HST;  
AND THAT a total project budget of \$550,000.00 excluding HST be approved.

- f. GM-03-24-19 - Monitoring and Maintenance of Alarm Systems, CCTV, and Control Access Systems 41
- THAT the Grand River Conservation Authority enter into an agreement for Monitoring and Maintenance of Alarm Systems, CCTV, and Control Access Systems to Garda Alarm Services Corporation for a term of three years and an option to extend the assignment for up to one additional three year term;
- AND THAT a total budget of \$250,000.00 excluding HST be approved which includes the three-year alarm monitoring assignment, emergency repairs, potential upgrades to security infrastructure and a contingency.
- g. GM-03-24-20 - Byng Island Concession Stand to Washroom Renovation 43
- THAT the Grand River Conservation Authority award the tender for the Byng Island Concession Stand to Washroom Renovation to Abcott Construction Ltd. for the amount of \$240,555.00 excluding HST;
- AND THAT a total budget of \$280,000.00 excluding HST be approved.
- h. GM-03-24-21 - 2024-2026 Cottage Lot Curbside Garbage and Recycling Materials Collection, Processing, and Disposal Contract 45
- THAT the Grand River Conservation Authority award the contract for curbside garbage and recycling materials collection, processing, and disposal services for 2024, 2025, and 2026 to Provincial Waste Systems Inc.
- i. GM-03-24-24 - Conservation Areas Revenue and Expenses 47
- THAT Report Number GM-03-24-24 – Conservation Areas Revenue and Expenses be received as information.
- j. GM-03-24-25 - Seasonal Camping Program and Byng Island Seasonal Camping Plan Update 53
- THAT Report Number GM-03-24-25 – Seasonal Camping Program and Byng Island Seasonal Camping Plan Update be received as information.
- k. GM-03-24-27 - Implementation of Legislative and Regulatory Changes under the Conservation Authorities Act - Ontario Regulation 41/24 75
- THAT amendments to Grand River Conservation Authority’s mapping of natural hazards and their associated regulated areas to implement Ontario Regulation 41/24 be approved;
- AND THAT the Interim Policy Guidelines for the Administration and Implementation of Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) be approved;
- AND THAT the delegation of powers as outlined in Appendix B be approved.

- I. GM-03-24-28 - Proposed By-law 1-2024 84
- THAT By-law 1-2024 be read a first, second, and third time and adopted by the General Membership, to take effect on April 1, 2024;
- AND THAT By-law 2-2023 be repealed on April 1, 2024;
- AND THAT a copy of By-law 1-2024 be forwarded to the Ministry of the Natural Resources and Forestry and posted on the Grand River Conservation Authority's website.
- m. GM-03-24-23 - Landowner Stewardship Grant Funding Agreement Renewals 120
- THAT Report Number GM-03-24-23 Landowner Stewardship Grant Funding Agreement Renewals be received as information.
- n. GM-03-24-22 - Bridgeport Dike Capacity Improvement Environmental Assessment Study Contract Budget Increase 122
- THAT the Grand River Conservation Authority approve an increase to the Contract with KGS Group of \$141,524, excluding HST;
- AND THAT a total project budget increase for the Bridgeport Dike Capacity Improvement Environmental Assessment Study in the amount of \$160,000, excluding HST be approved.
- o. GM-03-24-31 - Requests for Proposals - Engineering Consulting Services, Permits and Plan Review 124
- THAT the Grand River Conservation Authority accept the proposal from Stantec Consulting Limited to carry out engineering consulting services up to the amount of \$150,000 excluding HST.
- p. GM-03-24-30 - Current Watershed Conditions 127
- THAT Report Number GM-03-24-30 – Current Watershed Conditions as of March 12, 2024 be received as information.

**13. Committee of the Whole**

**14. General Business**

**15. 3rd Reading of By-Laws**

**16. Other Business**

**17. Closed Meeting - Not required.**

**18. Next Meeting - April 26, 2024, at 9:30 a.m.**

**19. Adjourn**



## Grand River Conservation Authority Minutes - Annual General Meeting

Date: February 23, 2024  
Time: 9:30 am  
Location: Hybrid Meeting of the Board of Directors  
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, Jim Erb, Susan Foxton, Guy Gardhouse, Gord Greavette, Lisa Hern, Colleen James, Daniel Lawrence, Natasha Salonen, Sandy Shantz, Rob Shirton, Jerry Smith, Shawn Watters, Chris White, Kari Williams, Pam Wolf

Members Absent Mike Devine, Dave Miller, Alex Wilson

Staff Karen Armstrong, Beth Brown, Krista Bunn, Ron Gasparetto, Brandon Heyer, Janet Ivey, Murray Lister, Katelyn Lynch, Sonja Radoja, Lisa Stocco, Vahid Taleban, Pam Walther-Mabee, Marijan Blazevic, Eowyn Spencer, Nathan Munn, Kayleigh Keighan

Others Laura Murr (Delegate), MP Val Bradford (Kitchener South-Hespeler), MP Dan Muys (Flamborough-Glanbrook), MP Tim Louis (Kitchener-Conestoga), Mayor David Bailey (Brant), Jeff Helsdon on behalf of MPP Bobbi Ann Brady (Haldimand-Norfolk), Alan Dale (Chair, Lake Erie Region Source Protection), Marcus Ruggiero (University of Waterloo), Adam Kelly (University of Waterloo), Angela Coleman (Conservation Ontario), Stacey Stahlmann (KPMG), Warren Stauch (Heritage Committee)

### 1. Call to Order

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

### 2. Certification of Quorum

The Secretary-Treasurer called the roll and certified a quorum with more than half of the Members present. A total of 23 Members attended the meeting.

**3. Chair's Remarks**

The Chair welcomed the Members, guests, and staff, and thanked everyone for attending the 2024 Annual General Meeting. Following guest introductions, the Chair made the following remarks:

- Murray Lister was recently announced as the successful candidate for the Manager of Digital Information and Innovation position. Murray has been with the GRCA for more than eight years as the Senior Business Analyst/Developer and is adapting well to his new role as part of GRCA's Management Committee.
- The monthly financial summary report is not included in the package this month as staff align the format with the new budget framework.

**4. Review of Agenda**

24-21

**Moved By** Susan Foxton

**Seconded By** Jerry Smith

THAT the agenda for the Annual General 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 Meeting**

24-22

**Moved By** Bruce Banbury

**Seconded By** John Challinor II

THAT the minutes of the General Membership Meeting of January 26, 2024 be approved as circulated.

**Carried**

K.Chew and K.Williams joined the meeting at 9:38 a.m.

**7. Business Arising from Previous Minutes**

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

**8. Hearing of Delegations**

**8.1 Laura Murr - GRCA 2024 Budget Items**

- Laura Murr joined the meeting virtually to speak to concerns with items under the 2024 Budget package. Concerns raised included meeting requirements of changes to provincial regulations, celebrating the 30th anniversary of the Heritage River designation and an urge to do more in terms of a coordinated event, and stakeholder engagement concerning the development of the conservation areas strategy plan and the process for the disposition GRCA

lands, and public consultation in light the municipal levy received being a portion of property taxes.

- The Chair thanked the delegation and noted that public engagement is a requirement under the new regulations.
- L.Murr thanked the Board and exited the meeting.

## **9. Presentations**

### **9.1 Impacts of Climate Change on Precipitation Patterns - Vahid Taleban, Manager of Flood Operations**

- V.Taleban provided a presentation on changes in precipitation and flood risks over time.
- The presentation highlighted shifting trends in periods of flood risks and compared historical data related to times of the year with increased flood risks. It was highlighted that there is a distinct increase in flood risks during January and February due to warmer temperatures, and a decrease in the spring, or typical flood season.
- A picture of observed trends based on moving 30-year periods shows a significant increase in flood events in January and a significant reduction in April. Maximum flows have also seen a significant increase.
- Looking over the entire period of record, the run-off shows an increasing volume, which aligns with changes of land-use and other factors. At the same time, the frequency of events has increased, which overall creates a larger amount of water that falls over an expanded period of time, reducing the peak flow trends.
- The GRCA operates 7 major dams to augment flows and help control flood events, which reduces the overall risk of property damage and loss of life throughout the watershed.

### **9.2 GRCA Stewardship Program Highlights - Louise Heyming, Supervisor of Conservation Services**

- Louise Heyming provided a presentation on stewardship programs at the GRCA. The presentation highlighted the conservation services team and the work they do to promote private land stewardship.
- Programs include community outreach through public engagement and education, private land tree-planting plan development, and cost share grant programs like the Rural Water Quality Program. Conservation services are Category 2 (municipal service) programs which are provided through agreements with participating municipalities.
- These stewardship programs help to improve and protect water quality, improve soil health and biodiversity, support flood mitigation, and build landscape resilience to climate change. The programs also help meet mutual objectives of shared initiatives such as the Grand River Aquatic Species at Risk Program, the Grand River Cover Crop Project, and the Upper Nith Phosphorus Reduction Program.
- L.Heyming extended appreciation for the federal funding that the GRCA has been eligible for that has covered both project implementation costs and staff costs, as this has enabled improved outcomes in the watershed.
- The Chair thanked Louise and the Conservation Services team for their work.

**10. Correspondence**

**10.1 Guelph/Eramosa Township re Everton Millstone Retrieval**

- The Chair noted that the Township is requesting permission to remove the millstone remaining at Everton Mill, so that it can be placed in a municipal park.

24-23

**Moved By** Susan Foxtan

**Seconded By** Gord Greavette

THAT Correspondence from Guelph/Eramosa Township regarding the Everton Millstone retrieval be received as information.

**Carried**

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

None.

**12. Reports:**

**12.1 GM-02-24-15 - Current Watershed Conditions**

There were no comments or questions about this agenda item.

24-24

**Moved By** Brian Coleman

**Seconded By** Rob Shirton

THAT Report Number GM-02-24-15 – Current Watershed Conditions as of February 13, 2024 be received as information.

**Carried**

**12.2 GM-02-24-12 - Canadian Heritage River 30th Anniversary Planning Update**

- The Chair noted the significance of the anniversary being celebrated this year and thanked staff for encouraging celebrations across the watershed.
- S.Foxtan added that this provides an opportunity for Board Members to highlight the important work of conservation authorities and the GRCA to their respective communities.

24-25

**Moved By** Shawn Watters

**Seconded By** Pam Wolf

THAT Report Number GM-02-24-12 – Canadian Heritage River 30th Anniversary Planning Update be received as information,

AND THAT the Grand River Conservation Authority send a letter to Grand River watershed municipalities to encourage them to celebrate the 30th anniversary of the designation of the Grand River as a Canadian Heritage River through their own commemorative activities.

**Carried**

**12.3 GM-02-24-10 - Afforestation Services for Spring 2024**

There were no comments or questions about this agenda item.

24-26

**Moved By** John Challinor II

**Seconded By** Daniel Lawrence

THAT the Grand River Conservation Authority award the 2024 contract for hand planting of seedlings to Brinkman & Associates Ltd. in the amount of \$146,475.00 (excluding taxes) and a total budget of \$168,446.25 (excluding taxes) be approved;

AND THAT the Grand River Conservation Authority award the 2024 contract for hand planting of tall stock to Brinkman & Associates Ltd. in the amount of \$87,200.00 (excluding taxes) and a total budget of \$100,280.00 (excluding taxes) be approved.

**Carried**

**12.4 GM-02-24-09 - Elora Gorge Pines Trailer Staging and Sanitary Release Station**

There were no comments or questions about this agenda item.

24-27

**Moved By** Shawn Watters

**Seconded By** Brian Coleman

THAT the Grand River Conservation Authority (GRCA) award the tender for the Elora Gorge Pines Trailer Staging & Sanitary Release Station to Dozlan Construction for the amount of \$138,934.00 excluding HST;

AND THAT a total budget of \$170,000.00 excluding HST be approved.

**Carried**

**12.5 GM-02-24-13 - Cash and Investment Status**

There were no comments or questions about this agenda item.

24-28

**Moved By** Lisa Hern

**Seconded By** Jerry Smith

THAT Report Number GM-02-24-13 – Cash and Investment Status – January 2024 be received as information.

**Carried**

**13. Committee of the Whole**

Not required.

**14. General Business**

There was no General Business.

**14.1 Report of the Audit Committee**

The Chair noted a clean audit, and there were no comments or questions from the Board.

24-29

**Moved By** Susan Foxton

**Seconded By** Guy Gardhouse

THAT the Chair's Report of the Audit Committee of the Grand River Conservation Authority be received and approved.

**Carried**

**14.1.1 Accounting for Tangible Capital Assets (TCA) Policy**

There were no comments or questions regarding this agenda item.

24-30

**Moved By** John Challinor II

**Seconded By** Christine Billings

THAT the Accounting for Tangible Capital Assets Policy dated February 14, 2024 be approved.

**Carried**

**14.1.2 Audit Committee Terms of Reference**

There were no comments or questions regarding this agenda item.

24-30

**Moved By** Pam Wolf

**Seconded By** Gord Greavette

THAT the Terms of Reference for the Audit Committee dated February 24, 2023 be approved and implemented with the approval date of February 23, 2024.

**Carried**

**14.1.3 Reserve Movements**

There were no comments or questions regarding this agenda item.

24-32

**Moved By** Pam Wolf

**Seconded By** Jim Erb

THAT the Personnel Reserve be increased by \$150,000 as at December 31, 2023.

**Carried**

**14.2 Approval of Financial Statements and Report of the Auditor**

There were no comments or questions regarding this agenda item.

24-33

**Moved By** Shawn Watters

**Seconded By** Brian Coleman

THAT the Financial Statements of Grand River Conservation Authority as at December 31, 2023 and the Report of the Auditors thereon be received and approved;

AND THAT the Audited Financial Statements be circulated to all Grand River watershed municipalities, posted on the Grand River Conservation Authority website, and submitted to the Ministry of Natural Resources and Forestry.

**Carried**

**14.3 Appointment of Auditors**

There were no comments or questions regarding this agenda item.

24-34

**Moved By** Sandy Shantz

**Seconded By** Pam Wolf

THAT KPMG Chartered Professional Accountants, Licensed Public Accountants, be appointed as Auditors for the Grand River Conservation Authority for the year ending December 31, 2024, at a fee not to exceed \$47,615.

**Carried**

**14.4 Presentation of Budget Estimates for the Current Year**

The Chair thanked staff for all of the work involved with implementing the updated budget framework to align with regulatory changes. There were no comments or questions regarding the 2024 Budget package, and the Secretary-Treasurer recorded the vote in accordance with the GRCA administrative by-law.

24-35

**Moved By** Susan Foxton

**Seconded By** Bruce Banbury

THAT the Grand River Conservation Authority 2024 Budget of \$37,018,714 be approved.

<b>Member</b>	<b>Municipality/Group</b>	<b>Weight</b>	<b>Absent</b>	<b>Present</b>	<b>In Favour</b>	<b>Opposed</b>
Bruce Banbury	County of Oxford	0.8%		0.8%	0.8%	
Christine Billings	City of Guelph	6.8%		6.8%	6.8%	
Gino Caputo	City of Brantford	3.8%	3.8%			
John Challinor II	Region of Halton	2.5%		2.5%	2.5%	
Ken Yee Chew	City of Guelph	6.8%		6.8%	6.8%	
Brian Coleman	County of Brant	1.5%		1.5%	1.5%	
Doug Craig	Region of Waterloo	5.0%		5.0%	5.0%	
Kevin Davis	City of Brantford	3.8%		3.8%	3.8%	
Mike Devine	Region of Waterloo	5.0%	5.0%			

Member	Municipality/Group	Weight	Absent	Present	In Favour	Opposed
Jim Erb	Region of Waterloo	5.0%		5.0%	5.0%	
Susan Foxton	Region of Waterloo	5.0%		5.0%	5.0%	
Guy Gardhouse	Group 1 (E. Garafraxa, Amaranth, Southgate, Melancthon, Grand Valley)	1.1%		1.1%	1.1%	
Gord Greavette	Region of Waterloo	5.0%		5.0%	5.0%	
Lisa Hern	Group 2 (Mapleton, Wellington North)	1.3%	1.3%			
Colleen James	Region of Waterloo	5.0%		5.0%	5.0%	
Daniel Lawrence	Haldimand & Norfolk Counties	0.9%		0.9%	0.9%	
David Miller	County of Brant	1.5%	1.5%			
Natasha Salonen	Region of Waterloo	5.0%		5.0%	5.0%	
Sandy Shantz	Region of Waterloo	5.0%		5.0%	5.0%	
Rob Shirton	Haldimand & Norfolk Counties	0.9%		0.9%	0.9%	
Jerry Smith	Group 3 (North Perth, Perth East)	0.4%		0.4%	0.4%	
Shawn Watters	Twp of Ctr Wellington	2.6%		2.6%	2.6%	
Chris White	Group 4 (Erin, Puslinch, Eramosa)	3.0%		3.0%	3.0%	
Kari Williams	Region of Waterloo	5.0%		5.0%	5.0%	
Alex Wilson	City of Hamilton	12.5%	12.5%			
Pam Wolf	Region of Waterloo	5.0%		5.0%	5.0%	
		100.0%	24.0%	76.0%	76.0%	0.0%
Weighted Vote Result					100.0%	

**Carried**

**14.5 Provision for Borrowing (Pending Receipt of Municipal Levies)**

24-36

**Moved By** John Challinor II

**Seconded By** Pam Wolf

WHEREAS it may be necessary for Grand River Conservation Authority (hereinafter called the “Authority”) to borrow money, on an interim basis, to meet the Authority’s financial obligations while awaiting payment of levies by participating municipalities designated as such under The Conservation Authorities Act, RSO 1990 (hereinafter called “Participating Municipalities”);

THEREFORE BE IT RESOLVED:

THAT the Authority be authorized to borrow, on an interim basis, a sum or sums not exceeding in the aggregate One Million Dollars (\$1,000,000) from the Authority’s bank at the said bank’s minimum lending rate established from time to

time, until the Authority has received payment of levies from Participating Municipalities;

AND THAT the Chair or Vice-Chair together with the Chief Administrative Officer or Secretary-Treasurer of the Authority be and they are hereby authorized to execute for and on behalf of the Authority, a promissory note or notes for the sum to be borrowed pursuant to this Resolution and to affix thereto the corporate seal of the Authority;

AND THAT the amount borrowed pursuant to this Resolution, together with interest thereon, be a charge upon the whole of the money received or to be received by the Authority by way of levies collected from Participating Municipalities when such moneys are received;

AND THAT the Chair or Vice-Chair or the Chief Administrative Officer or Secretary-Treasurer of the Authority be and is hereby authorized and directed to apply, in payment of the moneys borrowed pursuant to this Resolution together with interest thereon, all of the moneys received by the Authority by way of levies collected from Participating Municipalities.

**Carried**

## **15. Appointments to Committees**

### **15.1 Appointment of Audit Committee**

- The Chair asked if the current Committee Members are willing to stand, and G.Gardhouse noted that he will step down. The Chair thanked Mr.Gardhouse for his years of service and for acting as Chair of the Audit Committee for three terms.
- The remaining Members agreed to stand, and per the Terms of Reference, the second vice-chair will also sit on this Committee.

24-37

**Moved By** Brian Coleman

**Seconded By** Guy Gardhouse

THAT the following Members be appointed to the Audit Committee until the next Annual General Meeting: Chair Chris White, First and Second Vice-Chairs Susan Foxton and Kevin Davis, Brian Coleman, John Challinor II, Shawn Watters, and Pam Wolf.

**Carried**

### **15.2 Appointment of Special Recognition Committee - Not required.**

This Committee is in abeyance until further notice.

**15.3 Appointment of Conservation Ontario Council Representatives**

24-38

**Moved By** Rob Shirton

**Seconded By** Pam Wolf

THAT the Chair and the Chief Administrative Officer be appointed as Members of Conservation Ontario Council;

AND THAT the Deputy Chief Administrative Officer and Secretary-Treasurer be appointed as an Alternate Member of Conservation Ontario Council.

**Carried**

**16. 3rd Reading of By-Laws**

None.

**17. Other Business – None.**

**18. Closed Meeting**

The Chair asked if there were any questions of the previous closed minutes, and seeing that there were none, the Board did not convene in closed session.

**18.1 Minutes of the previous closed session**

24-39

**Moved By** Susan Foxton

**Seconded By** Daniel Lawrence

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

**Carried**

**19. Next Meeting - Friday, March 22, 2024, at 9:30 a.m.**

**20. Adjourn**

The Chair once again thanked guests for attending and added a note of thanks to Conservation Ontario for their work in support of Ontario conservation authorities.

24-40

**Moved By** Gord Greavette

**Seconded By** Guy Gardhouse

THAT the meeting of the General Membership be adjourned.

**Carried**

The meeting was adjourned at 10:18 a.m.

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Chair

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Secretary-Treasurer

# Grand River Conservation Authority

**Report number:** GM-03-24-26

**Date:** March 22, 2024

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

**Subject:** Cash and Investment Status – February 2024

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## **Recommendation:**

THAT Report Number GM-03-24-26 – Cash and Investment Status – February 2024 be received as information.

## **Summary:**

The cash position including Notes Receivable of the Grand River Conservation Authority as at Feb 29, 2024 was \$56,170,735 with outstanding cheques written in the amount of \$ 57,955.

## **Report:**

See attached.

## **Financial Implications:**

Interest rates, etc. are shown on the report.

## **Other Department Considerations:**

Not applicable.

## **Prepared by:**

Racha Ibrahim  
Senior Accountant

Sonja Radoja  
Manager of Corporate Services

## **Approved by:**

Karen Armstrong  
Deputy CAO/Secretary Treasurer

**Grand River Conservation Authority  
Cash and Investments Status Report  
February 29, 2024**

BANK ACCOUNTS	Location	Type	Amount	Interest Rate
	CIBC	Current Account	7,416,157	5.40%
	RBC	Current Account	43,428	nil
	Wood Gundy	Current Account	0	nil
	CIBC - SPP Holding	Current Account	385,349	5.40%
	<b>TOTAL CASH - CURRENT ACCOUNT</b>		<b>7,844,934</b>	

INVESTMENTS	Date Invested	Location	Type	Amount	Face Value Interest Rate	Yield Rate	Date of Maturity	2024 Total Interest Earned/ Accrued
		CIBC Renaissance	High Interest Savings Account	7,763,978	4.55%	4.55%	not applicable	366,428
		CIBC High Interest	High Interest Savings Account	4,808,613	4.55%	4.55%	not applicable	226,946
		One Investment Savings	High Interest Savings Account	4,693,210	5.465%	5.465%	not applicable	278,857
	October 23, 2019	Cdn Western Bank	Bond	2,010,000	2.800%	2.78%	September 6, 2024	33,073
	January 16, 2020	Cdn Western Bank	Bond	3,000,000	2.597%	2.45%	September 6, 2024	50,061
	September 15, 2021	Cdn Western Bank	Bond	1,500,000	2.597%	1.21%	September 6, 2024	12,570
	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 14, 2022	National Bank	Bond	4,054,000	2.983%	4.84%	March 4, 2024	9,013
	December 14, 2022	CIBC	Bond	4,100,000	3.300%	4.36%	May 26, 2025	96,320
	December 14, 2022	Bank of Montreal	Bond	4,096,000	2.700%	4.59%	September 11, 2024	27,230
	June 28, 2023	CIBC	Non-Redeemable	4,000,000	5.250%	5.25%	June 28, 2024	102,986
	December 7, 2023	National Bank	Non-Redeemable GIC	2,000,000	4.700%	4.70%	December 7, 2026	94,000
	December 21, 2023	CIBC Trust Corp	Non-Redeemable GIC	2,000,000	4.450%	4.45%	December 22, 2025	89,000
		<b>TOTAL INVESTMENTS</b>		<b>48,325,801</b>				<b>\$1,450,966</b>
		<b>TOTAL CASH AND INVESTMENTS</b>		<b>\$56,170,735</b>				
		* Reserve Balance at December 31st, 2023		52,678,473				

**Investment By Institution**

	<u>% of Total Portfolio</u>
C.I.B.C.	47%
Bank of Montreal	9%
National Bank	13%
Cdn Western Bank	14%
ManuLife Financial Bank	4%
One Investment Program	10%
Province of Ontario	5%
	<u>100%</u>

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

# Grand River Conservation Authority

**Report number:** GM-03-24-29

**Date:** March 22, 2024

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

**Subject:** Financial Summary for the Period Ending February 29, 2024

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## Recommendation:

THAT the Financial Summary for the period ending February 29, 2024 be approved.

## Summary:

The Financial Statements include the 2024 *actual* year-to-date income and expenditures. The budget approved at the February 23, 2024 General Meeting is included in the *Budget* column. The *Current Forecast* column indicates an estimate of income and expenditures for the whole year. Currently, a net surplus of NIL at year-end is anticipated.

## Report:

The Financial Statements for the period ending February 29, 2024 are attached.

- A. Special Project Expenses increased by \$10,000
  - Watershed Services (Category 3) expenses increased by \$10,000 for the Waterloo Wellington Children's Groundwater Festival.
  
- B. Funding from Reserves increased by \$10,000
  - Funding from the Transition reserve will be increased by \$10,000 to fund the expenses for the Waterloo Wellington Children's Groundwater Festival. Of the \$10,000, \$8,000 will be allocated to cover staff time and \$2,000 will be to directly support the Festival. Prior to the current regulations, several GRCA staff contributed time to the festival. Given the regulatory changes, this was not included in the budget. However, using the transition reserve will help facilitate successful delivery of this festival as municipal partners look for other funding sources to support the festival and GRCA staff look for funding sources to fund staff time spent supporting the festival in future years.

## Financial Implications:

The activity summarized will result in a NIL net result as at December 31, 2024.

## 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 - March 22, 2024

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**FORECAST - JANUARY 31, 2024 - NET RESULT** **\$0**

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**CHANGES - FEBRUARY 2024**

P&S #10	Conservation Services (CAT 3)	<b>(\$10,000)</b>	Special Project-Waterloo Wellington Children's Groundwater Festival	<b>\$0</b>
		<b>\$10,000</b>	Transfer from Transition Reserve	

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**FORECAST - FEBRUARY 29, 2024 - NET RESULT** **\$0**

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**GRAND RIVER CONSERVATION AUTHORITY**  
**STATEMENT OF OPERATIONS**  
for the period Ending February 29, 2024

<b>Category</b>			<b>Budget 2023</b>	<b>Budget 2024</b>	<b>YTD Actual</b>	<b>Previous Forecast</b>	<b>Current Forecast</b>	<b>Forecast Change</b>
<b>REVENUE</b>								
<b>Municipal</b>								
Municipal Apportionment	Category 1	various	11,976,000	12,275,000	0	12,275,000	12,275,000	
Memorandums of Understanding Apportionment	Category 2	various	992,000	1,017,000	0	1,017,000	1,017,000	
Other	Category 2 & 3	8	850,000	940,000	807,170	940,000	940,000	
			<b>13,818,000</b>	<b>14,232,000</b>	<b>807,170</b>	<b>14,232,000</b>	<b>14,232,000</b>	
<b>Government Grants</b>								
MNRF Transfer Payments	Category 1	various	449,688	449,688	0	449,688	449,688	
Source Protection Program-Provincial	Category 1	various	640,000	834,000	87,288	834,000	834,000	
Other Provincial	Category 1	various	737,500	737,500	638,465	737,500	737,500	
Other Provincial	Category 2	8	0	130,000	307,786	130,000	130,000	
Other Provincial	Category 3	10	30,000	100,000	31,040	100,000	100,000	
Federal	Category 1 & 2	various	40,000	155,000	124,230	155,000	155,000	
			<b>1,897,188</b>	<b>2,406,188</b>	<b>1,188,809</b>	<b>2,406,188</b>	<b>2,406,188</b>	
<b>Self Generated</b>								
<b>User Fees and Sales</b>								
<i>Resource Planning</i>	Category 1	4	1,144,000	994,000	246,745	994,000	994,000	
<i>Burford Operations &amp; Planting Services</i>	Category 3	9	580,000	680,000	142,822	680,000	680,000	
<i>Consulting</i>	Category 1	4	0	0	0	0	0	
<i>Conservation Lands Income</i>	Category 3	14	71,000	71,000	2,354	71,000	71,000	
<i>Conservation Lands Income</i>	Category 1	5	15,000	15,000	49,200	15,000	15,000	
<i>Conservation Areas User Fees</i>	Category 3	14	10,000,000	10,700,000	674,658	10,700,000	10,700,000	
<i>Environmental Education</i>	Category 3	11	500,000	600,000	215,074	600,000	600,000	
Property Rentals	Category 3	12	2,981,000	3,038,000	1,099,603	3,038,000	3,038,000	
Hydro Generation	Category 3	13	580,000	580,000	33,576	580,000	580,000	
Land Sales	Category 1	5	0	0	0	0	0	
Grand River Conservation Foundation	Category 1,2,3	various	27,000	662,000	0	662,000	662,000	
Donations	Category 1,2,3	various	0	0	43,754	0	0	
Investment Income	General Operating	7	1,350,000	2,200,000	119,579	2,200,000	2,200,000	
Miscellaneous Income	various	various	0	0	0	0	0	
<b>Total Self-Generated Revenue</b>			<b>17,248,000</b>	<b>19,540,000</b>	<b>2,627,365</b>	<b>19,540,000</b>	<b>19,540,000</b>	
<b>TOTAL REVENUE</b>			<b>32,963,188</b>	<b>36,178,188</b>	<b>4,623,344</b>	<b>36,178,188</b>	<b>36,178,188</b>	

**GRAND RIVER CONSERVATION AUTHORITY**  
**STATEMENT OF OPERATIONS**  
for the period Ending February 29, 2024

Category			Budget 2023	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
<b>EXPENSES</b>								
<b>OPERATING</b>								
Watershed Management	Category 1	1	1,276,000	1,146,100	151,759	1,146,100	1,146,100	
Flood Forecasting and Warning	Category 1	2	895,000	911,000	101,865	911,000	911,000	
Water Control Structures	Category 1	3	2,143,200	2,128,700	197,133	2,128,700	2,128,700	
Resource Planning	Category 1	4	2,551,800	2,679,600	359,956	2,679,600	2,679,600	
Conservation Lands Management	Category 1	5	2,954,600	2,871,900	285,672	2,871,900	2,871,900	
Source Protection Program	Category 1	6	640,000	834,000	87,288	834,000	834,000	
General Operating Expenses	General Operating	7	3,495,788	4,267,714	576,279	4,267,714	4,267,714	
Watershed Services	Category 2	8	1,043,000	1,068,000	117,981	1,068,000	1,068,000	
Burford Operations & Planting Services	Category 3	9	867,300	992,900	33,654	992,900	992,900	
Conservation Services	Category 3	10	81,200	82,200	1,460	82,200	82,200	
Environmental Education	Category 3	11	775,100	912,000	114,277	912,000	912,000	
Property Rentals	Category 3	12	1,095,200	1,109,200	63,240	1,109,200	1,109,200	
Hydro Production	Category 3	13	95,500	95,500	24,978	95,500	95,500	
Conservation Areas	Category 3	14	9,037,000	9,782,000	440,174	9,782,000	9,782,000	
Administrative Support	Category 3	15	1,198,000	1,217,400	54,143	1,217,400	1,217,400	
<b>Total OPERATING Expenses</b>			<b>28,148,688</b>	<b>30,098,214</b>	<b>2,609,859</b>	<b>30,098,214</b>	<b>30,098,214</b>	
<b>MAJOR MAINTENANCE &amp; EQUIPMENT Expenses</b>								
Watershed Management	Category 1	1	110,000	110,000	15,261	110,000	110,000	
Flood Forecasting and Warning	Category 1	2	190,000	190,000	3,799	190,000	190,000	
Water Control Structures	Category 1	3	1,500,000	1,500,000	143,386	1,500,000	1,500,000	
Conservation Areas	Category 3	14	2,000,000	2,000,000	73,320	2,000,000	2,000,000	
Information Systems	General Operating	16	290,000	459,000	470,398	459,000	459,000	
Motor Pool	General Operating	16	14,000	415,000	200,408	415,000	415,000	
<b>Total Capital Expenses</b>			<b>4,104,000</b>	<b>4,674,000</b>	<b>906,572</b>	<b>4,674,000</b>	<b>4,674,000</b>	
<b>SPECIAL</b>								
Watershed Management	Category 1	1	0	0	0	0	0	
Flood Forecasting and Warning	Category 1	2	0	250,000	0	250,000	250,000	
Resource Planning	Category 1	4	0	0	0	0	0	
Conservation Lands Management	Category 1	5	0	100,000	3,069	100,000	100,000	
Watershed Services	Category 2	8	800,000	1,095,000	266,359	1,095,000	1,095,000	
Conservation Services	Category 3	10	40,000	185,000	43,267	185,000	195,000	10,000
Environmental Education	Category 3	11	0	500,000	4,748	500,000	500,000	
<b>Total SPECIAL PROJECTS Expenses</b>			<b>840,000</b>	<b>2,130,000</b>	<b>317,443</b>	<b>2,130,000</b>	<b>2,140,000</b>	<b>10,000</b>
<b>Total Expenses</b>			<b>33,092,688</b>	<b>36,902,214</b>	<b>3,833,874</b>	<b>36,902,214</b>	<b>36,912,214</b>	<b>10,000</b>
<b>Gross Surplus/(Deficit)</b>			<b>(129,500)</b>	<b>(724,026)</b>	<b>789,470</b>	<b>(724,026)</b>	<b>(734,026)</b>	<b>(10,000)</b>
<b>Prior Year Surplus Carryforward</b>			<b>100,000</b>	<b>537,526</b>	<b>537,526</b>	<b>537,526</b>	<b>537,526</b>	
<b>Net Funding FROM/(TO) Reserves</b>			<b>29,500</b>	<b>186,500</b>	<b>200,000</b>	<b>186,500</b>	<b>196,500</b>	10,000
<b>NET SURPLUS</b>			<b>0</b>	<b>0</b>	<b>1,526,996</b>	<b>0</b>	<b>0</b>	<b>0</b>

GRAND RIVER CONSERVATION AUTHORITY  
**P&S #1 - Watershed Management**  
for the period Ending February 29, 2024

	Budget 2023	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
(draft Oct version)						
<b>How much does it cost, and who pays for it?</b>						
<b>Expenditures and Funding to Reserves</b>						
Compensation and Benefits	1,013,900	884,000	142,272	884,000	884,000	-
Administration Expenses	197,000	197,000	3,427	197,000	197,000	-
Other Operating Expenses	65,100	65,100	6,060	65,100	65,100	-
<b>Total OPERATING Expenditures</b>	<b>1,276,000</b>	<b>1,146,100</b>	<b>151,759</b>	<b>1,146,100</b>	<b>1,146,100</b>	-
Instrumentation	60,000	60,000	208	60,000	60,000	-
Water Quality Monitoring Equipment	50,000	50,000	15,053	50,000	50,000	-
<b>Total CAPITAL Expenditures</b>	<b>110,000</b>	<b>110,000</b>	<b>15,261</b>	<b>110,000</b>	<b>110,000</b>	-
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,386,000</b>	<b>1,256,100</b>	<b>167,020</b>	<b>1,256,100</b>	<b>1,256,100</b>	
<b>Funding</b>						
<b>Municipal</b>						
Municipal Apportionment (levy)	1,273,500	1,143,600	0	1,143,600	1,143,600	-
<b>Government Grants</b>						
Other Provincial	37,500	37,500	25,667	37,500	37,500	-
<b>Funding From Reserves</b>						
Gauges	75,000	75,000	0	75,000	75,000	-
<b>TOTAL FUNDING</b>	<b>1,386,000</b>	<b>1,256,100</b>	<b>25,667</b>	<b>1,256,100</b>	<b>1,256,100</b>	
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>(141,353)</b>	<b>0</b>	<b>0</b>	

GRAND RIVER CONSERVATION AUTHORITY  
**P&S #2 - Flood Forecasting and Warning**  
for the period Ending February 29, 2024

	Budget 2023	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
(draft Oct version)						
<b>How much does it cost, and who pays for it?</b>						
<b><u>Expenditures and Funding to Reserves</u></b>						
Compensation and Benefits	551,000	567,000	80,472	567,000	567,000	-
Administration Expenses	236,000	236,000	10,918	236,000	236,000	-
Other Operating Expenses	108,000	108,000	10,475	108,000	108,000	-
<b>Total OPERATING Expenditures</b>	<b>895,000</b>	<b>911,000</b>	<b>101,865</b>	<b>911,000</b>	<b>911,000</b>	-
Hardware	88,000	88,000	3,799	88,000	88,000	-
Stream Gauges	102,000	102,000	0	102,000	102,000	-
<b>Total CAPITAL Expenditures</b>	<b>190,000</b>	<b>190,000</b>	<b>3,799</b>	<b>190,000</b>	<b>190,000</b>	-
Floodplain Mapping Projects		250,000	0	250,000	250,000	-
<b>Total SPECIAL PROJECT Expenditures</b>	<b>0</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>	<b>250,000</b>	-
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,085,000</b>	<b>1,351,000</b>	<b>105,664</b>	<b>1,351,000</b>	<b>1,351,000</b>	
<b><u>Funding</u></b>						
<b>Municipal</b>						
Municipal Apportionment (levy)	835,662	911,662		911,662	911,662	-
<b>Government Grants</b>						
MNRF Transfer Payments	164,338	164,338	0	164,338	164,338	-
Other Provincial	0	0	276,420	0	0	
Federal						
<b>Funding From Reserves</b>						
Floodplain Mapping Projects & Gauges	25,000	275,000	0	275,000	275,000	-
Water Management Operating	60,000	0	0	0	0	-
<b>TOTAL REVENUE</b>	<b>1,085,000</b>	<b>1,351,000</b>	<b>276,420</b>	<b>1,351,000</b>	<b>1,351,000</b>	
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>170,756</b>	<b>0</b>	<b>0</b>	

GRAND RIVER CONSERVATION AUTHORITY  
**P&S #3 - Water Control Structures**  
for the period Ending February 29, 2024

	Budget 2023	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
(draft Oct version)						
<b>How much does it cost, and who pays for it?</b>						
<b>Expenditures and Funding to Reserves</b>						
Compensation and Benefits	1,399,500	1,441,000	158,524	1,441,000	1,441,000	-
Administration Expenses	29,200	29,200	29,360	29,200	29,200	-
Insurance	199,000	143,000	0	143,000	143,000	-
Property Taxes	170,700	170,700	0	170,700	170,700	-
Other Operating Expenses	344,800	344,800	9,249	344,800	344,800	-
<b>Total OPERATING Expenditures</b>	<b>2,143,200</b>	<b>2,128,700</b>	<b>197,133</b>	<b>2,128,700</b>	<b>2,128,700</b>	<b>-</b>
<b>Total CAPITAL Expenditures</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>143,386</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>3,643,200</b>	<b>3,628,700</b>	<b>340,519</b>	<b>3,628,700</b>	<b>3,628,700</b>	<b>-</b>
<b>Funding</b>						
<b>Municipal</b>						
Municipal Apportionment (levy)	2,537,850	2,593,350	0	2,593,350	2,593,350	-
<b>Government Grants</b>						
MNRF Transfer Payments	285,350	285,350	0	285,350	285,350	-
Provincial	700,000	700,000	333,244	700,000	700,000	-
Federal	0	0	0	0	0	-
<b>Funding From Reserves</b>						
Water Control Structures/Water Mgmt Operating Reserve	120,000	50,000	0	50,000	50,000	-
<b>TOTAL REVENUE AND FUNDING FROM RESERVES</b>	<b>3,643,200</b>	<b>3,628,700</b>	<b>333,244</b>	<b>3,628,700</b>	<b>3,628,700</b>	<b>-</b>
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>(7,275)</b>	<b>0</b>	<b>0</b>	<b>-</b>

GRAND RIVER CONSERVATION AUTHORITY  
**P&S #4 - Resource Planning**  
for the period Ending February 29, 2024

	Budget 2023	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b><u>Expenditures and Funding to Reserves</u></b>						
Compensation and Benefits	2,275,200	2,403,000	331,717	2,403,000	2,403,000	-
Administration Expenses	221,900	221,900	4,066	221,900	221,900	-
Other Operating Expenses	54,700	54,700	24,173	54,700	54,700	-
<b>Total OPERATING Expenditures</b>	<b>2,551,800</b>	<b>2,679,600</b>	<b>359,956</b>	<b>2,679,600</b>	<b>2,679,600</b>	<b>0</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>2,551,800</b>	<b>2,679,600</b>	<b>359,956</b>	<b>2,679,600</b>	<b>2,679,600</b>	<b>0</b>
<b><u>Funding</u></b>						
<b>Municipal</b>						
Municipal Apportionment (levy)	1,362,800	1,685,600	0	1,685,600	1,685,600	-
<b>Government Grants</b>						
Other Provincial	0	0	3,134	0	0	-
<b>Self Generated</b>						
Solicitor Enquiry Fees	90,000	80,000	7,485	80,000	80,000	-
Permit Fees	500,000	470,000	77,103	470,000	470,000	-
Plan Review Fees	554,000	444,000	162,157	444,000	444,000	-
<b>Funding from Reserves</b>						
Water Management Operating Reserve	45,000	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>2,551,800</b>	<b>2,679,600</b>	<b>249,879</b>	<b>2,679,600</b>	<b>2,679,600</b>	<b>-</b>
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>(110,077)</b>	<b>0</b>	<b>0</b>	<b>-</b>

GRAND RIVER CONSERVATION AUTHORITY  
**P&S #5 - Conservation Lands Management**  
for the period Ending February 29, 2024

	Budget 2023	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
	(draft Oct version)					
<b>How much does it cost, and who pays for it?</b>						
<b>Expenditures and Funding to Reserves</b>						
Compensation and Benefits	1,789,700	1,813,000	263,770	1,813,000	1,813,000	-
Administration Expenses	165,100	165,100	2,959	165,100	165,100	-
Insurance	201,000	60,000	-	60,000	60,000	-
Property Taxes	285,200	305,200	274	305,200	305,200	-
Other Operating Expenses	513,600	528,600	18,669	528,600	528,600	-
<b>Total OPERATING Expenditures</b>	<b>2,954,600</b>	<b>2,871,900</b>	<b>285,672</b>	<b>2,871,900</b>	<b>2,871,900</b>	
<b>Total CAPITAL Expenditures</b>						
Ecological Restoration		100,000	3,069	100,000	100,000	-
<b>Total SPECIAL PROJECT Expenditures</b>	<b>0</b>	<b>100,000</b>	<b>3,069</b>	<b>100,000</b>	<b>100,000</b>	
Forestry/Master Plans/Transition	0	0	0	0	0	-
Land Sale Proceeds	0	0	0	0	0	-
<b>Total FUNDING to RESERVES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>2,954,600</b>	<b>2,971,900</b>	<b>288,741</b>	<b>2,971,900</b>	<b>2,971,900</b>	
<b>Funding</b>						
<b>Municipal</b>						
Municipal Apportionment (levy)	2,712,600	2,629,900	0	2,629,900	2,629,900	-
<b>Government Grants</b>						
Federal	0	0	4,303	0	0	-
<b>Self Generated</b>						
Timber Sales	15,000	15,000	49,200	15,000	15,000	-
Donations - Foundation	27,000	127,000	0	127,000	127,000	-
Donations - Other	0	0	10,956	0	0	-
<b>Funding From Reserves</b>						
Land (Demolitions)	100,000	100,000	0	100,000	100,000	-
Transition Reserve (Staffing)	100,000	100,000	0	100,000	100,000	-
<b>TOTAL REVENUE</b>	<b>2,954,600</b>	<b>2,971,900</b>	<b>64,459</b>	<b>2,971,900</b>	<b>2,971,900</b>	
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>(224,282)</b>	<b>0</b>	<b>0</b>	<b>0</b>

GRAND RIVER CONSERVATION AUTHORITY  
**P&S #6 - Source Protection Program**  
 for the period Ending February 29, 2024

	Budget 2023	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
(draft Oct version)						
<b>How much does it cost, and who pays for it?</b>						
<b><u>Expenditures</u></b>						
Compensation and Benefits	490,000	490,000	79,790	490,000	490,000	0
Administration Expenses	50,000	50,000	125	50,000	50,000	0
Other Operating Expenses	90,000	90,000	7,373	90,000	90,000	0
Water Budget - Technical Studies	10,000	204,000	0	204,000	204,000	0
<b>TOTAL EXPENDITURES</b>	<b>640,000</b>	<b>834,000</b>	<b>87,288</b>	<b>834,000</b>	<b>834,000</b>	<b>0</b>
<b><u>Funding</u></b>						
<b>Government Grants</b>						
Provincial	640,000	834,000	87,288	834,000	834,000	0
<b>TOTAL FUNDING</b>	<b>640,000</b>	<b>834,000</b>	<b>87,288</b>	<b>834,000</b>	<b>834,000</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

GRAND RIVER CONSERVATION AUTHORITY  
**P&S #7 General Operating Expense**  
for the period Ending February 29, 2024

	Budget 2023 <small>(draft Oct version)</small>	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b><u>Expenditures and Funding to Reserves</u></b>						
Compensation and Benefits	2,327,500	2,441,000	400,343	2,441,000	2,441,000	-
Administration Expenses	370,000	460,000	38,871	460,000	460,000	-
Insurance	63,500	334,500	1,157	334,500	334,500	-
Other Operating Expenses	804,788	1,102,214	141,740	1,102,214	1,102,214	-
LESS: Recovery of Corporate Services Expenses	(70,000)	(70,000)	(5,832)	(70,000)	(70,000)	-
<b>Total OPERATING Expenditures</b>	<b>3,495,788</b>	<b>4,267,714</b>	<b>576,279</b>	<b>4,267,714</b>	<b>4,267,714</b>	<b>-</b>
Interest Income	1,250,000	2,050,000	0	2,050,000	2,050,000	-
<b>Total FUNDING to RESERVES</b>	<b>1,250,000</b>	<b>2,050,000</b>	<b>0</b>	<b>2,050,000</b>	<b>2,050,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>4,745,788</b>	<b>6,317,714</b>	<b>576,279</b>	<b>6,317,714</b>	<b>6,317,714</b>	<b>-</b>
<b><u>Funding</u></b>						
<b>Municipal</b>						
Municipal Apportionment (levy)	3,253,588	3,310,888	0	3,310,888	3,310,888	-
<b>Self Generated</b>						
Investment Income	1,350,000	2,200,000	119,579	2,200,000	2,200,000	-
Personnel	65,000	65,000	0	65,000	65,000	-
<b>TOTAL REVENUE</b>	<b>4,668,588</b>	<b>5,575,888</b>	<b>119,579</b>	<b>5,575,888</b>	<b>5,575,888</b>	<b>-</b>
<b>Net Surplus/(Deficit)</b>	<b>(77,200)</b>	<b>(741,826)</b>	<b>(456,700)</b>	<b>(741,826)</b>	<b>(741,826)</b>	<b>-</b>

GRAND RIVER CONSERVATION AUTHORITY  
**P&S #8 - Watershed Services - CAT 2**  
for the period Ending February 29, 2024

	Budget 2023	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
	(draft Oct version)					
<b>How much does it cost, and who pays for it?</b>						
<b><u>Expenditures and Funding to Reserves</u></b>						
Compensation and Benefits	825,100	850,000	103,771	850,000	850,000	-
Administration Expenses	117,900	118,000	430	118,000	118,000	-
Other Operating Expenses	100,000	100,000	13,780	100,000	100,000	-
<b>Total OPERATING Expenditures</b>	<b>1,043,000</b>	<b>1,068,000</b>	<b>117,981</b>	<b>1,068,000</b>	<b>1,068,000</b>	<b>-</b>
RWQP Grants	800,000	800,000	166,655	800,000	800,000	-
Waste Water Optimization Project	0	130,000	13,512	130,000	130,000	-
Nature Smart Climate Solutions	0	85,000	84,657	85,000	85,000	-
Upper Blair Subwatershed Study	0	80,000	1,535	80,000	80,000	-
<b>Total SPECIAL PROJECT Expenditures</b>	<b>800,000</b>	<b>1,095,000</b>	<b>266,359</b>	<b>1,095,000</b>	<b>1,095,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,843,000</b>	<b>2,163,000</b>	<b>384,340</b>	<b>2,163,000</b>	<b>2,163,000</b>	<b>-</b>
<b><u>Funding</u></b>						
<b>Municipal</b>						
Memorandums of Understanding Apportionment	992,000	1,017,000	0	1,017,000	1,017,000	-
Municipal Other	850,000	930,000	807,170	930,000	930,000	-
<b>Government Grants</b>						-
Other Provincial	0	130,000	307,786	130,000	130,000	-
Federal	0	85,000	45,510	85,000	85,000	-
<b>Self Generated</b>						-
Donations - Other	0	0	32,798	0	0	-
<b>Funding From Reserves</b>						-
Cambridge Desiltation Pond	1,000	1,000	0	1,000	1,000	-
<b>TOTAL REVENUE</b>	<b>1,843,000</b>	<b>2,163,000</b>	<b>1,193,264</b>	<b>2,163,000</b>	<b>2,163,000</b>	<b>-</b>
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>808,924</b>	<b>0</b>	<b>0</b>	<b>-</b>

GRAND RIVER CONSERVATION AUTHORITY  
**P&S #9 Burford Tree Nursery & Planting Services**  
for the period Ending February 29, 2024

	Budget 2023 <small>(draft Oct version)</small>	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b><u>Expenditures and Funding to Reserves</u></b>						
Compensation and Benefits	278,000	287,000	22,214	287,000	287,000	-
Administration Expenses	30,900	30,900	858	30,900	30,900	-
Other Operating Expenses	558,400	675,000	10,582	675,000	675,000	-
<b>Total OPERATING Expenditures</b>	<b>867,300</b>	<b>992,900</b>	<b>33,654</b>	<b>992,900</b>	<b>992,900</b>	
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>867,300</b>	<b>992,900</b>	<b>33,654</b>	<b>992,900</b>	<b>992,900</b>	<b>0</b>
<b><u>Funding</u></b>						
<b>Self Generated</b>						
Burford Nursery	400,000	450,000	73,569	450,000	450,000	0
Landowner Contributions (Tree Planting)	180,000	230,000	69,253	230,000	230,000	0
<b>TOTAL REVENUE</b>	<b>580,000</b>	<b>680,000</b>	<b>142,822</b>	<b>680,000</b>	<b>680,000</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>(287,300)</b>	<b>(312,900)</b>	<b>109,168</b>	<b>(312,900)</b>	<b>(312,900)</b>	<b>0</b>

GRAND RIVER CONSERVATION AUTHORITY  
**P&S #10 - Conservation Services**  
for the period Ending February 29, 2024

	Budget 2023	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
	(draft Oct version)					
<b>How much does it cost, and who pays for it?</b>						
<b>Expenditures and Funding to Reserves</b>						
Compensation and Benefits	26,000	27,000	1,460	27,000	27,000	-
Administration Expenses	33,200	33,200	0	33,200	33,200	-
Other Operating Expenses	22,000	22,000	0	22,000	22,000	-
<b>Total OPERATING Expenditures</b>	<b>81,200</b>	<b>82,200</b>	<b>1,460</b>	<b>82,200</b>	<b>82,200</b>	<b>-</b>
<b>Total CAPITAL Expenditures</b>						
Mill Creek Rangers Program	0	35,000	0	35,000	35,000	-
Species at Risk	40,000	70,000	13031	70,000	70,000	-
Brant/Brantford Water Festival	0	45,000	3,972	45,000	45,000	-
Waterloo Wellington Children's Water Festival	0	0	0	0	10,000	10,000
GLASI	0	0	490	0	0	-
Profit Mapping	0	35,000	25,774	35,000	35,000	-
<b>Total SPECIAL PROJECT Expenditures</b>	<b>40,000</b>	<b>185,000</b>	<b>43,267</b>	<b>185,000</b>	<b>195,000</b>	<b>10,000</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>121,200</b>	<b>267,200</b>	<b>44,727</b>	<b>267,200</b>	<b>277,200</b>	<b>10,000</b>
<b>Funding</b>						
<b>Municipal</b>						
Municipal-Other	0	10,000	0	10,000	10,000	0
<b>Government Grants</b>						
Other Provincial	30,000	100,000	31,040	100,000	100,000	0
Federal	40,000	70,000	74,417	70,000	70,000	0
<b>Self Generated</b>						
Donations - Foundation	0	35,000	0	35,000	35,000	0
<b>Funding from Reserves</b>						
Transition Reserve	0	0	0	0	10,000	10,000
<b>TOTAL REVENUE</b>	<b>70,000</b>	<b>215,000</b>	<b>105,457</b>	<b>215,000</b>	<b>225,000</b>	<b>10,000</b>
<b>Net Surplus/(Deficit)</b>	<b>(51,200)</b>	<b>(52,200)</b>	<b>60,730</b>	<b>(52,200)</b>	<b>(52,200)</b>	<b>0</b>

GRAND RIVER CONSERVATION AUTHORITY  
**P&S #11 - Outdoor Environmental Education**  
for the period Ending February 29, 2024

	Budget 2023	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
	(draft Oct version)					
<b>How much does it cost, and who pays for it?</b>						
<b><u>Expenditures and Funding to Reserves</u></b>						
Compensation & Benefits	574,500	642,000	85,641	642,000	642,000	-
Administration Expenses	57,000	57,000	2,229	57,000	57,000	-
Other Operating Expenses	143,600	213,000	26,407	213,000	213,000	-
<b>Total OPERATING Expenditures</b>	<b>775,100</b>	<b>912,000</b>	<b>114,277</b>	<b>912,000</b>	<b>912,000</b>	-
Guelph Lake Nature Centre	0	500,000	4,748	500,000	500,000	-
<b>Total SPECIAL PROJECT Expenditures</b>	<b>0</b>	<b>500,000</b>	<b>4,748</b>	<b>500,000</b>	<b>500,000</b>	-
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>775,100</b>	<b>1,412,000</b>	<b>119,025</b>	<b>1,412,000</b>	<b>1,412,000</b>	
<b><u>Funding</u></b>						
<b>Self Generated</b>						
Donations - Foundation	0	500,000	0	500,000	500,000	0
Nature Centre Revenue - Schools	500,000	600,000	214,632	600,000	600,000	0
Nature Centre Revenue - Community	0	0	442	0	0	0
<b>Funding from Reserves</b>						
Transition Reserve	275,100	312,000	0	312,000	312,000	0
<b>TOTAL REVENUE</b>	<b>775,100</b>	<b>1,412,000</b>	<b>215,074</b>	<b>1,412,000</b>	<b>1,412,000</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>96,049</b>	<b>0</b>	<b>0</b>	<b>0</b>

GRAND RIVER CONSERVATION AUTHORITY  
**P&S #12 - Property Rentals**  
for the period Ending February 29, 2024

	Budget 2023	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
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**How much does it cost, and who pays for it?**

**Expenditures and Funding to Reserves**

Compensation and Benefits	456,000	470,000	52,818	470,000	470,000	-
Administration Expenses	37,500	37,500	830	37,500	37,500	-
Other Operating Expenses	601,700	601,700	9,592	601,700	601,700	-
<b>Total OPERATING Expenditures</b>	<b>1,095,200</b>	<b>1,109,200</b>	<b>63,240</b>	<b>1,109,200</b>	<b>1,109,200</b>	<b>0</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,095,200</b>	<b>1,109,200</b>	<b>63,240</b>	<b>1,109,200</b>	<b>1,109,200</b>	<b>0</b>

**Funding**

**Self Generated**

Belwood	1,040,000	1,066,000	486,474	1,066,000	1,066,000	0
Conestogo	1,245,000	1,276,000	517,541	1,276,000	1,276,000	0
Agricultural	250,000	250,000	0	250,000	250,000	0
Residential	110,000	110,000	19,056	110,000	110,000	0
Miscellaneous	336,000	336,000	76,532	336,000	336,000	0
<b>TOTAL REVENUE</b>	<b>2,981,000</b>	<b>3,038,000</b>	<b>1,099,603</b>	<b>3,038,000</b>	<b>3,038,000</b>	<b>0</b>
<b>Net Surplus/(Deficit)</b>	<b>1,885,800</b>	<b>1,928,800</b>	<b>1,036,363</b>	<b>1,928,800</b>	<b>1,928,800</b>	<b>0</b>

GRAND RIVER CONSERVATION AUTHORITY  
**P&S #13 - Hydro Production**  
for the period Ending February 29, 2024

	Budget 2023	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
	(draft Oct version)					
<b>How much does it cost, and who pays for it?</b>						
<u>Expenditures and Funding to Reserves</u>						
Compensation and Benefits	70,000	70,000	10,679	70,000	70,000	-
Other Operating Expenses	25,500	25,500	14,299	25,500	25,500	-
<b>Total OPERATING Expenditures</b>	<b>95,500</b>	<b>95,500</b>	<b>24,978</b>	<b>95,500</b>	<b>95,500</b>	<b>-</b>
General Capital/Land Sale Proceeds	116,500	116,500	0	116,500	116,500	-
<b>Total FUNDING to RESERVES</b>	<b>116,500</b>	<b>116,500</b>	<b>0</b>	<b>116,500</b>	<b>116,500</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>212,000</b>	<b>212,000</b>	<b>24,978</b>	<b>212,000</b>	<b>212,000</b>	<b>-</b>
<u>Revenue</u>						
<b>Self Generated</b>						
Hydro Production-Belwood	265,000	265,000	2,753	265,000	265,000	-
Hydro Production-Conestogo	260,000	260,000	45,147	260,000	260,000	-
Hydro Production-Guelph	40,000	40,000	(1,324)	40,000	40,000	-
Hydro Production-Elora	15,000	15,000	(13,000)	15,000	15,000	-
<b>TOTAL REVENUE</b>	<b>580,000</b>	<b>580,000</b>	<b>33,576</b>	<b>580,000</b>	<b>580,000</b>	<b>-</b>
<b>Net Surplus/(Deficit)</b>	<b>368,000</b>	<b>368,000</b>	<b>8,598</b>	<b>368,000</b>	<b>368,000</b>	<b>-</b>

GRAND RIVER CONSERVATION AUTHORITY  
**P&S #14 - Conservation Areas**  
for the period Ending February 29, 2024

	Budget 2023 (draft Oct version)	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b>Expenditures and Funding to Reserves</b>						
Compensation and Benefits	5,033,000	5,774,000	324,225	5,774,000	5,774,000	-
Administration Expenses	215,000	220,000	7,272	220,000	220,000	-
Property Tax	65,000	65,000	0	65,000	65,000	-
Other Operating Expenses	3,724,000	3,723,000	108,677	3,723,000	3,723,000	-
<b>Total OPERATING Expenditures</b>	<b>9,037,000</b>	<b>9,782,000</b>	<b>440,174</b>	<b>9,782,000</b>	<b>9,782,000</b>	
<b>Total CAPITAL Expenditures</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>73,320</b>	<b>2,000,000</b>	<b>2,000,000</b>	-
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>11,037,000</b>	<b>11,782,000</b>	<b>513,494</b>	<b>11,782,000</b>	<b>11,782,000</b>	
<b>Funding</b>						
<b>Self Generated</b>						
Brant	1,100,000	1,175,000	30,430	1,175,000	1,175,000	-
Byng Island	1,000,000	1,100,000	20,756	1,100,000	1,100,000	-
Belwood Lake	400,000	375,000	62,358	375,000	375,000	-
Conestogo Lake	550,000	600,000	43,331	600,000	600,000	-
Elora Gorge	2,000,000	2,300,000	31,190	2,300,000	2,300,000	-
Elora Quarry	450,000	450,000	0	450,000	450,000	-
Guelph Lake	1,300,000	1,400,000	116,605	1,400,000	1,400,000	-
Laurel Creek	650,000	650,000	97,825	650,000	650,000	-
Pinehurst Lake	850,000	900,000	64,205	900,000	900,000	-
Rockwood	1,250,000	1,300,000	96,041	1,300,000	1,300,000	-
Shade's Mills	450,000	450,000	111,917	450,000	450,000	-
Total Fee Revenue	10,000,000	10,700,000	674,658	10,700,000	10,700,000	-
Donations-Foundation	0	0	0	0	0	-
Donations - Other	0	0	0	0	0	-
Conservation Lands Income-Other	71,000	71,000	2,354	71,000	71,000	-
<b>Funding From Reserves</b>						-
Gravel	1,000	1,000	-	1,000	1,000	-
Conservation Areas - Capital Projects	500,000	500,000	0	500,000	500,000	-
<b>TOTAL REVENUE</b>	<b>10,501,000</b>	<b>11,201,000</b>	<b>674,658</b>	<b>11,201,000</b>	<b>11,201,000</b>	-
<b>Net Surplus/(Deficit)</b>	<b>(536,000)</b>	<b>(581,000)</b>	<b>161,164</b>	<b>(581,000)</b>	<b>(581,000)</b>	-

GRAND RIVER CONSERVATION AUTHORITY  
**P&S #15 - Administrative Support - CATEGORY 3**  
for the period Ending February 29, 2024

	Budget 2023 <small>(draft Oct version)</small>	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
<b>How much does it cost, and who pays for it?</b>						
<b><u>Expenditures and Funding to Reserves</u></b>						
Compensation and Benefits	648,600	668,000	50,880	668,000	668,000	-
Administration Expenses	100,900	100,900	-	100,900	100,900	-
Insurance	208,500	208,500	-	208,500	208,500	-
Other Operating Expenses	240,000	240,000	3,263	240,000	240,000	-
LESS: Recovery of Corporate Services Expenses						
<b>Total OPERATING Expenditures</b>	<b>1,198,000</b>	<b>1,217,400</b>	<b>54,143</b>	<b>1,217,400</b>	<b>1,217,400</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND FUNDING TO RESERVES</b>	<b>1,198,000</b>	<b>1,217,400</b>	<b>54,143</b>	<b>1,217,400</b>	<b>1,217,400</b>	<b>-</b>
<b><u>Funding</u></b>						
<b>Self Generated</b>						
Miscellaneous	0	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>Net Surplus/(Deficit)</b>	<b>(1,198,000)</b>	<b>(1,217,400)</b>	<b>(54,143)</b>	<b>(1,217,400)</b>	<b>(1,217,400)</b>	

GRAND RIVER CONSERVATION AUTHORITY  
**Supplementary Information - Information Systems and Motor Pool**  
for the period Ending February 29, 2024

	Budget 2023	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
	(draft Oct version)					
<b>How much does it cost, and who pays for it?</b>						
<b>Expenditures</b>						
<b>Information Systems</b>						
Compensation and Benefits	1,290,000	1,329,000	187,389	1,329,000	1,329,000	-
Administrative Expenses	25,500	25,500	1,099	25,500	25,500	-
Software and Hardware Maintenance	187,500	187,500	100,919	187,500	187,500	-
Supplies and Services	54,000	54,000	12,068	54,000	54,000	-
<b>Total OPERATING Expenditures</b>	<b>1,557,000</b>	<b>1,596,000</b>	<b>301,475</b>	<b>1,596,000</b>	<b>1,596,000</b>	<b>-</b>
<b>Capital Expenses</b>	<b>170,000</b>	<b>300,000</b>	<b>168,923</b>	<b>300,000</b>	<b>300,000</b>	<b>-</b>
<b>LESS Internal Charges</b>	<b>(1,437,000)</b>	<b>(1,437,000)</b>	<b>0</b>	<b>(1,437,000)</b>	<b>(1,437,000)</b>	<b>-</b>
<b>NET Unallocated Expenses</b>	<b>290,000</b>	<b>459,000</b>	<b>470,398</b>	<b>459,000</b>	<b>459,000</b>	<b>-</b>
<b>Motor Pool</b>						
Compensation and Benefits	312,000	321,000	35,660	321,000	321,000	-
Administrative Expenses	26,000	26,000	219	26,000	26,000	-
Insurance	50,600	63,000	0	63,000	63,000	-
Motor Pool Building and Grounds Maintenance	10,400	10,000	4,869	10,000	10,000	-
Equipment, Repairs and Supplies	286,000	336,000	56,913	336,000	336,000	-
Fuel	254,000	284,000	13,085	284,000	284,000	-
<b>Total OPERATING Expenditures</b>	<b>939,000</b>	<b>1,040,000</b>	<b>110,746</b>	<b>1,040,000</b>	<b>1,040,000</b>	<b>-</b>
<b>Capital Expenses</b>	<b>375,000</b>	<b>675,000</b>	<b>89,662</b>	<b>675,000</b>	<b>675,000</b>	<b>-</b>
<b>LESS Internal Charges</b>	<b>(1,300,000)</b>	<b>(1,300,000)</b>	<b>0</b>	<b>(1,300,000)</b>	<b>(1,300,000)</b>	<b>-</b>
<b>NET Unallocated Expenses</b>	<b>14,000</b>	<b>415,000</b>	<b>200,408</b>	<b>415,000</b>	<b>415,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>304,000</b>	<b>874,000</b>	<b>670,806</b>	<b>874,000</b>	<b>874,000</b>	<b>-</b>
<b>Funding</b>						
<b>TOTAL REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>
Gross Surplus (Deficit)	(304,000)	(874,000)	(670,806)	(874,000)	(874,000)	-
Funding From Reserves	3,041,000	3,611,000	0	3,611,000	3,611,000	-
Funding to Reserves	(2,737,000)	(2,737,000)	0	(2,737,000)	(2,737,000)	-
<b>Net Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>(670,806)</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Grand River Conservation Authority

**Report number:** GM-03-24-18

**Date:** March 22, 2024

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

**Subject:** Guelph Lake Nature Centre Tender Award

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## **Recommendation:**

THAT the Grand River Conservation Authority award the tender for the Guelph Lake Nature Centre to Dakon Construction Ltd. for the amount of \$2,041,000.00 excluding HST;

AND THAT a total budget of \$2,350,000.00 excluding HST be approved;

AND THAT the General Capital Reserve be utilized to fund the Guelph Lake Nature Centre building project up to a maximum of \$1,100,000.00;

AND THAT the Grand River Conservation Authority requests permission from the Ministry of Natural Resources and Forestry to utilize funds from the Land Sale Proceeds Reserve for the Guelph Lake Nature Centre building project.

## **Summary:**

Not applicable.

## **Report:**

On January 28, 2011, the Grand River Conservation Authority (GRCA) approved report GM-01-11-03 to build a new Guelph Lake Nature Centre (GLNC). In the report, it was noted that the estimated cost of a new facility, based on the preliminary design, was estimated to be approximately \$2.5 to \$3 million, including design, site, and construction costs, and that the project would be conditional on these capital funds being raised by the Grand River Conservation Foundation (GRCF). At this meeting, the project was approved by the GRCA Board, and the GRCF was asked to launch a fundraising campaign to fund the project. Since then, the GRCF has been raising funds for this project.

On September 27, 2013, the GRCA approved report GM-09-13-103, which identified that the new Nature Centre would be located inside the Guelph Lake Conservation Area to take advantage of several synergies and create new opportunities. The report stated that the new building would function as both a Nature Centre and a Conservation Area asset. It is anticipated that the new location within the Conservation Area will provide opportunities to achieve operational efficiencies, while promoting greater alignment and integration with Guelph Lake Conservation Area. Through report GM-09-13-103, the Ventin Group (+VG Architects) was approved for architecture and related services.

In October 2023 (GM-10-23-77), it was noted that GRCA staff have worked with +VG Architects to redesign the proposed GLNC to decrease project costs while ensuring it brings people together with nature from an early age - to learn, experience nature and the environment around them, and promote an ethic of stewardship in the Grand River watershed. The new Centre will immerse visitors into a dynamic, environmental learning experience from the moment they arrive on-site and throughout their entire stay.

The plan is a simple form to reduce construction costs and maintain energy efficiency, while its orientation and use of glass maximize solar gain. The building design references the simple, yet

elegant, rural architecture of the Guelph-Eramosa area. The building is made entirely of wood framing and primarily clad with wood siding materials, which along with a recycled metal roof, make it both environmentally friendly and durable. The orientation of the building has a sloping roof facing south, making it ideal for a potential future photovoltaic panel installation. This has been anticipated in the mechanical design, which is based on environmentally friendly electrical heating and cooling. The site chosen has already had an access road and granular parking lot installed, which will be upgraded and finished to suit the design of the facility and the building will connect to the septic system and well installed as part of the Guelph Lake Conservation Area maintenance shop construction.

The redesign of the new GLNC maintains an emphasis on accessible outdoor spaces and incorporates the importance of new technology and evolving trends in outdoor education. It integrates the importance of ventilation, and the needs of not only the GRCA's outdoor environmental education program but also the needs of the Guelph Lake Conservation Area to maximize the use of the building and GRCA funding sources.

Through the redesign, construction costs were decreased by reducing the building footprint, however, there are still two classrooms in the design. Additional covered learning spaces may need to be considered as part of future fundraising efforts and completed as stand-alone projects on the vacant space surrounding the new Nature Centre building. 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.

In December 2023 (GM-12-23-98), it was noted that staff have worked with +VG Architects and have received a Site Plan Agreement and a building permit from the Township of Guelph Eramosa and that staff will be advising the prequalified contractors of the upcoming tender release.

It was also noted in December that if a funding shortfall is realized after the tender, staff may propose that the GRCA Board consider funding the shortfall from a GRCA-controlled reserve with the understanding that the reserve be repaid through ongoing fundraising by the GRCF to prevent further delays that may prevent this project from proceeding.

Potential contractors were selected through a publicly advertised pre-qualification process on the Biddingo electronic procurement website (Biddingo). The tender for the Guelph Lake Nature Centre was then published to the pre-qualified contractors on Biddingo on January 25, 2024 and closed on February 22, 2024. A total of nine (9) potential bidders downloaded the tender package, with six (6) attending the non-mandatory site meeting. Seven (7) bids were received by the closing time.

The tender submission was opened with an opening committee consisting of Kayleigh Keighan, Financial Controller, Brandon Heyer, Manager of Central Services, Lisa Stocco, Manager of Strategic Communications and Environmental Education, and Alan McKee, Project Supervisor. The tender submission was opened in the virtual presence of everyone while sharing the screen through Microsoft Teams.

To get the best value for the GRCA, the tender requested contractors provide various separate prices, alternate prices, and itemized prices to understand various construction costs. The GRCA and +VG Architects have reviewed the submissions and are recommending accepting an alternate price for one of the exterior building materials than what was originally specified to reduce the overall tender amount. Staff and +VG Architects believe that this building material change will have little impact on the overall aesthetics and durability of the building; however, it will provide further savings to the overall project cost. Utilizing the alternate price for the exterior material did change the low bidder; however, there are cost savings as a result, and is therefore advantageous for the GRCA and the GLNC project.

The results of the tender process which include Alternative Price Number 4 are shown below in Table 1.

**Table 1: Tender Results**

Rank	Company	Tender Amount (excluding HST)
1	Dakon Construction Ltd.	\$2,041,000.00
2	Niacon Limited	\$2,094,141.00
2	Paulsan Construction	\$2,176,500.00
4	Gateman-Milloy Inc.	\$2,366,000.00
5	K&L Construction	\$2,524,900.00
6	1014542 Ontario Inc. TRP Construction	\$2,650,000.00
7	Century Group Inc	\$2,857,500.00

Staff are satisfied with the lowest cost submission as it aligns with our requirements and project scope. +VG Architects also reviewed the bids for irregularities & completeness and based on the submission they have recommended the project be awarded to Dakon Construction Ltd.

GRCA staff recommend that a budget be approved with an additional internal contingency added to allow staff to work with the consultant and the contractor to resolve unforeseen required project changes. The total proposed budget is shown in Table 2.

**Table 2: Budget**

Tender amount	\$2,041,000.00
Internal GRCA Project Contingency	\$309,000.00
Total budget excluding HST	\$2,350,000.00

The current estimated cost to complete the balance of the project is approximately \$2,500,000.00 as outlined in Table 3.

**Table 3: Estimated Costs to complete the balance of the Project.**

Tender amount	\$2,041,000.00
Internal GRCA Project Contingency	\$309,000.00
Permit fees and consulting	\$100,000.00
Furniture, program equipment and IT equipment	\$100,000.00
Total (excluding HST)	\$2,500,000.00

Additional covered learning spaces may need to be considered as part of future fundraising efforts and completed as stand-alone projects on the vacant space surrounding the new Nature Centre building. If a project surplus is realized, funds will go towards additional grounds improvements and/or the addition of outdoor covered learning spaces as required.

To date, the GRCF has already contributed \$220,000 towards the following project costs: building studies, consulting fees, surveys, utility infrastructure, and access roads

### **Financial Implications:**

The current estimated cost to complete the balance of the project is approximately \$2,500,000.00 as outlined above. The GRCF currently holds approximately \$1,400,000.00 in donations for this project and also has over \$400,000 in pledges. There is \$45,000 remaining from the \$100,000 set aside by the GRCA in the Guelph Nature Centre Reserve.

The shortfall in funding for this project is estimated to be approximately \$1.1 million (\$2.5 million less \$1.4 million in funding held by GRCF).

Staff recommend that the shortfall in funding for the project be funded using the general capital reserve with the understanding that any funding realized from the following actions be used to repay and/or potentially reduce the need to use the general capital reserve:

- collect pledge donations by the GRCF
- future donations raised by the GRCF for this project
- success in applying for government grants eligible for this project
- seek approval from the province to utilize the land sale proceeds reserve for this project

The GRCA will enter into a Memorandum of Understanding (MOU) with the GRCF to demonstrate their ongoing commitment to repay the general capital reserve.

The general capital reserve is a board-controlled reserve with a balance of \$1,442,571 on December 31, 2023. The purpose and guidelines document (from the reserves board report dated November 23, 2023) states that this reserve be used “for expenses related to GRCA water management capital projects. This reserve was originally established with funds held for the Dunnville lock project which never proceeded”. Over the years this reserve was also used to fund major repairs to the pools at Brant and Byng and fund major repairs to the hydro turbines. Funds borrowed for the pool projects were repaid via transfers of Conservation Area revenue to the reserve. Funds borrowed for the hydro turbine repairs were repaid via transfers of hydro generation revenue to the reserve. Note that the GRCA also has other reserves that can fund certain items within the ‘water management capital projects’ category, namely, the water control structures reserve, the gauge reserve, and the land sale proceeds reserve.

The repayment of the general capital reserve for foregone interest income can be decided upon at a future date as considered feasible and appropriate.

### **Other Department Considerations:**

As the proposed Guelph Lake Nature Centre is being relocated into the Guelph Lake Conservation Area, Conservation Area staff have been involved during the planning/design and approval process along with Environmental Education staff.

#### **Prepared by:**

Alan McKee  
Project Supervisor, Central Services

Brandon Heyer  
Manager of Central Services

Lisa Stocco  
Manager of Communications and  
Environmental Education

#### **Approved by:**

Karen Armstrong  
Deputy CAO/Secretary-Treasurer

# Grand River Conservation Authority

**Report number:** GM-03-24-16

**Date:** March 22, 2024

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

**Subject:** 2024 Replacement Vehicle Purchase

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## Recommendation:

THAT the Grand River Conservation Authority purchase one 2024 Ford F150 XL Crew Cab 4x4 Hybrid ½ ton pickup truck for a total amount of \$73,773.00 (excluding HST) from Parkway Ford Sales Ltd;

AND THAT the Grand River Conservation Authority purchase one 2024 Ford 1 Ton Cab and Chassis for a total amount of \$65,505.00 (excluding HST) from Parkway Ford Sales Ltd;

AND THAT the Grand River Conservation Authority purchase two 2024 Toyota Rav 4 Hybrid SUVs for a total amount of \$86,161.76 (excluding HST) from Parkway Motors-Red Hill Toyota.

## Summary:

Not applicable

## Report:

The 2024 Motor Pool budget includes the purchase of four vehicles to replace four existing vehicles. In order to obtain the best value for the GRCA while meeting the specific operational needs of these vehicles, the GRCA Human Resource policies allow for a public Request For Quotation (RFQ) procurement approach.

The goal of the RFQ procurement approach is to ensure the best value for the GRCA over the life of vehicles, reduce downtime for vehicle service, and ensure the GRCA operational needs of the equipment are met. Vehicle specifications were developed based on the ideal performance requirements to reflect the operational needs of the area and serviceability of the vehicle. Due to the variability of features that any given vehicle could have, pre-determined weighted evaluation criteria are established to evaluate submissions and these are shared with potential bidders. Bidders can submit a quote for vehicles that may or may not meet all of the ideal performance requirements and a portion of the subsequent evaluation is to compare different types of vehicles. After assigning a score to each portion of the weighted criteria, the bidder with the highest total score is recommended as the preferred option and this may or may not result in selecting the lowest bid price.

As part of the Request for Quotations (RFQ). The 2023 RFQ for Replacement Vehicles was publicly advertised on January 18, 2024 on the Biddingo electronic procurement website. Two bid packages were received by the closing date of February 8, 2024. As described in the RFQ, bid packages were evaluated based on the following criteria:

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

Bids were reviewed by Sonja Radoja Manager of Corporate Services, Brandon Heyer, Manager of Central Services, Paul Lucier, Supervisor of Maintenance and Operations, Jamie Eaton, Fleet Coordinator. Bids and ranking based on evaluation scores have been summarized below:

**2024, ½ TON HYBRID PICKUP TRUCK, CREW CAB, 4WD, (3987 mm) 157” Wheel Base – ONE (1) Required – GASOLINE ENGINE/ELECTRIC HYBRID**

Dealer	Make/Model	Bid Amount (HST excluded)	Ranking Based on score
Parkway Ford Sales LTD	Ford F150XL Crew Cab Hybrid, 4WD Pickup Truck	\$73,773.00	1

**2024, 1 TON Cab and Chassis, SINGLE REAR WHEEL, 4WD 3759 mm (145”) WHEEL BASE, – ONE (1) REQUIRED**

Dealer	Make/Model	Bid Amount (HST excluded)	Ranking Based on score
Parkway Ford Sales LTD	Ford 1 Ton Cab and Chassis	\$65,505.00	1

**2024, Hybrid SUV/Crossover AWD, – TWO (2) REQUIRED**

Dealer	Make/Model	Bid Amount (HST excluded)	Ranking Based on score
Parkway Motors – Red Hill Toyota	Rav 4 Hybrid/SUV	\$86,161.76	1
Parkway Ford Sales LTD	Ford Escape Hybrid/SUV	\$106,128.00	2

**Financial Implications:**

The total combined amount of \$225,439.76 excluding HST is included in the 2024 Motor Pool budget and will be funded from the Motor Pool Reserve. The units being replaced will be disposed through public auction and any proceeds from that sale will be allocated to the Motor Pool Reserve.

**Other Department Considerations:**

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

**Prepared by:**

Paul Lucier  
Supervisor of Maintenance and Operations

Brandon Heyer  
Manager of Central Services

**Approved by:**

Karen Armstrong  
Deputy CAO/Secretary-Treasurer

# Grand River Conservation Authority

**Report number:** GM-03-24-17

**Date:** March 22, 2024

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

**Subject:** 2024 Road Site Preparation and Surface Treatment Tender

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**Recommendation:**

THAT the Grand River Conservation Authority award the tender for the 2024 road site preparation and surface treatment to Cornell Construction Limited of Brantford, Ontario up to the amount of \$455,600.00 excluding HST;

AND THAT a total project budget of \$550,000.00 excluding HST be approved.

**Summary:**

Not applicable

**Report:**

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

GRCA roads are maintained to provide an appropriate driving surface in keeping with the nature of the areas that the roads serve. Each year deteriorated portions of roadway are built up, leveled, and compacted. This work is completed using either in-house resources or through the use of external contractors. Build-up for the Conservation Area roads is included in this tender, along with surface treatment for Conservation Area and Cottage Lot Roads. Once the road base has been prepared the road is resurfaced using a combination of emulsified asphalt and aggregate to form a paved surface. Application of this surfacing material requires specialized equipment and there are very few companies that specialize in this type of work.

The tender for the 2024 road site preparation and surface treatments was publicly advertised on the Biddingo electronic procurement website. Three bids were received. The tender submission was opened at 2:30 p.m. on March 5, 2024 with an opening committee consisting of Sonja Radoja, Manager of Corporate Services, Brandon Heyer, Manager of Central Services, and Paul Lucier, Supervisor of Maintenance and Operations. The tender submission was opened in the presence of the opening committee while sharing the screen through Microsoft Teams. The results of the tender process are shown in Table 1 below:

**Table 1: Tender Results**

Company	Tender Amount (excluding HST)
Cornell Construction	\$455,600.00
Ontario Tar and Chip	\$526,550.00
Federal Asphalt	\$705,000.00

The bid from Cornell Construction Limited meets the requirements outlined in the tender package. This company has successfully completed the annual road surface treatment contract for the GRCA since 2015.

It is anticipated that approximately 9,600 square meters. of double surface treatment will be required at the Belwood Lake and Conestogo Lake cottage lot roads (recycled asphalt base is already in place on cottage lot roads).

It is anticipated that approximately 17,000 square meters. of recycled asphalt base and double surface treatment will be required at the Conservation Area roads.

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

**Table 2: Project Budget**

Tender Amount	\$455,600.00
Internal GRCA Project Contingency	\$94,400.00
Total budget excluding HST	\$550,000.00

**Financial Implications:**

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

**Other Department Considerations:**

Not applicable

**Prepared by:**

Paul Lucier  
Supervisor of Maintenance and Operations

**Approved by:**

Karen Armstrong  
Deputy CAO, Secretary-Treasurer

Brandon Heyer  
Manager of Central Services

# Grand River Conservation Authority

**Report number:** GM-03-24-19

**Date:** March 22, 2024

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

**Subject:** Monitoring and Maintenance of Alarm Systems, CCTV, and Control Access Systems

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## Recommendation:

THAT the Grand River Conservation Authority enter into an agreement for Monitoring and Maintenance of Alarm Systems, CCTV, and Control Access Systems to Garda Alarm Services Corporation for a term of three years and an option to extend the assignment for up to one additional three year term;

AND THAT a total budget of \$250,000.00 excluding HST be approved which includes the three-year alarm monitoring assignment, emergency repairs, potential upgrades to security infrastructure and a contingency.

## Summary:

Not applicable

## Report:

The Grand River Conservation Authority (GRCA) currently has thirty-nine (39) locations where a security system is installed, thirteen (13) CCTV locations, and one (1) location with a legacy card entry system within the Grand River Watershed on GRCA properties including Conservation Areas, Administrative Centre, Reservoirs with Dam structures, Nature Centres, and the Burford Tree Nursery.

The GRCA has historically hired the same security monitoring company for many years for the alarm systems, security system installations, and maintenance and repairs of security systems. Given the growth of technology, increased security importance, and as security needs have grown significantly, staff prepared a public Request for Proposal (RFP) for these services.

An RFP was prepared with the intent of establishing a contractor to be responsible for the monitoring of all GRCA sites to a Underwriters Laboratories of Canada (ULC)-listed signal receiving centre to process signal activity from intrusion alarm systems and protective signaling systems. The monitoring service fee will be billed monthly over the three-year term and forms the base scope of work.

The contractor will also be responsible for emergency repairs and restoration of services in the event of an outage, supplying all parts and labour to extend, upgrade, maintain or install new or existing security, control access, and CCTV equipment required. With this Request for Proposal, there is no defined schedule for any upgrade, but it is expected that there will be some technology renewal work completed over a 3-year period depending on budget capacity, staffing resources, and need. Therefore, the maintenance and technology renewal costs are estimates using unit rates, labour rates, and travel expenses requested as part of the RFP with a maximum annual inflationary increase.

On January 8<sup>th</sup>, 2024, the GRCA issued a public RFP for Monitoring and Maintenance of Alarm Systems, CCTV, and Control Access Systems for a term of three years with the option to extend the assignment for up to one additional three-year term. The RFP was advertised on the Biddingo electronic procurement website with a closing date of February 8, 2024.

Five proposals were received by the closing date and evaluated based on the following criteria and weighting which were documented in the RFP:

- Relevant Company Experience (including past GRCA experience with the Proponent) – 15%
- Vendor Qualifications – 10%
- References – 10%
- Products and Technology Proposed – 15%
- Cost – 50%

Garda Alarm Services Corporation had the highest scoring proposal as summarized in the table below.

<b>Company</b>	<b>Alarm monitoring fee for the base three year assignment</b>	<b>Potential costs for upgrades to security infrastructure using unit rates</b>	<b>Ranking based on the total RFP score</b>
Garda Alarm Services Corporation	\$53,281.80	\$152,410.00	1
Cozzmic Communications	\$63,180.00	\$168,210.00	2
Control Access Ltd.	\$47,736.00	\$130,510.00	3
PCS Security Systems Inc.	\$70,200.00	\$172,060.00	4
Best Choice Security	\$63,180.00	\$195,255.00	5

GRCA staff will negotiate a service contract with Garda Alarm Services Corporation for the identified term and cost.

### **Financial Implications:**

The costs associated with alarm monitoring, maintenance and repair are included in the annual operating budgets for GRCA program areas including Conservation Areas, the Administrative Centre, Reservoirs with Dam structures, Nature Centres, and the Burford Tree Nursery.

The monitoring service fee will be billed monthly and all other services including emergency repairs and potential upgrades to security infrastructure will be invoiced as work is completed.

### **Other Department Considerations:**

GRCA staff from Central Services, Information Technology, Water Infrastructure, and Corporate Services were involved in the preparation of the RFP and scoring proposals received.

#### **Prepared by:**

Brandon Heyer  
Manager of Central Services

#### **Approved by:**

Karen Armstrong  
Deputy CAO/Secretary-Treasurer

# Grand River Conservation Authority

**Report number:** GM-03-24-20

**Date:** March 22, 2024

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

**Subject:** Byng Island Concession Stand to Washroom Renovation

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**Recommendation:**

THAT the Grand River Conservation Authority award the tender for the Byng Island Concession Stand to Washroom Renovation to Abcott Construction Ltd. for the amount of \$240,555.00 excluding HST;

AND THAT a total budget of \$280,000.00 excluding HST be approved.

**Summary:**

Not applicable.

**Report:**

The Byng Island Conservation Area’s (CA) day-use area currently lacks dedicated public washroom facilities. During July and August, day-use customers will often use the Pool House facilities which leads to increased demand/usage and challenges for Lifeguard staff as the entrance to the Pool compound requires wristbands.

The former concession stand building is currently being used to sell Pool wristbands and the attached storage area is currently vacant. This building is central to the day-use area(s) around the pool and is ideal for the renovation into four (4) day-use independent washrooms, with two being accessible.

The tender for the Byng Island Concession Stand Washroom Renovation was publicly advertised on the Biddingo electronic procurement website on February 8, 2024 and closed on March 1, 2024. A total of thirty-five (35) potential bidders downloaded the tender package, with eight (8) attending the mandatory site meeting. Four (4) bids were received by the closing time.

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 below in Table 1.

**Table 1: Tender Results**

Rank	Company	Tender Amount (excluding HST)
1	Abcott Construction Ltd.	\$240,555.00
2	TAT Construction	\$269,600.00
3	Gen Pro General Contracting	\$283,283.00
4	Bestco Construction Ltd.	\$289,281.00

Staff are satisfied with the lowest cost submission as it aligns with the project specifications requirements and budget. The GRCA’s consultant, John MacDonald Architects, also reviewed the bids for irregularities and completeness, and based on the submission they have recommended the project be awarded to Abcott Construction Ltd.

GRCA staff recommend that a budget be approved with an additional internal contingency added to allow staff to work with the consultant and the contractor to resolve unforeseen required project changes. The total proposed budget is shown in Table 2.

**Table 2: Budget**

Tender amount	\$240,555.00
Internal GRCA Project Contingency	\$39,445.00
Total budget excluding HST	\$280,000.00

**Financial Implications:**

This work is included in the 2024 Conservation Areas capital budget.

**Other Department Considerations:**

Conservation Areas have been involved with the design of the proposed work.

**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-03-24-21

**Date:** March 22, 2024

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

**Subject:** Award of Cottage Lot Curbside Garbage and Recycling Materials Collection, Processing, and Disposal Contract: 2024-2026

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## **Recommendation:**

THAT the Grand River Conservation Authority award the contract for curbside garbage and recycling materials collection, processing, and disposal services for 2024, 2025, and 2026 to Provincial Waste Systems Inc.

## **Summary:**

The Grand River Conservation Authority is responsible for curbside garbage and recycling materials collection, processing, and disposal services through the lease agreement with the cottage lot tenants of Belwood Lake and Conestogo Lake. A Request for Proposals was released to solicit bids from qualified firms for this activity. Proposals were received and staff are recommending that Provincial Waste Systems Inc. be contracted to provide this service for a three-year period.

## **Report:**

The Grand River Conservation Authority (GRCA) entered into a lease agreement with the 735 cottage lot tenants at Belwood Lake and Conestogo Lake on January 1, 2009. Under Section 10 (e) of the Cottage Lot Program Lease, the GRCA is required to “maintain a weekly household garbage collection service to the Demised Site from the 1<sup>st</sup> day of May to the Thanksgiving weekend in each year”. Further, section 10 (f) of the Cottage Lot Program Lease states that the GRCA will “provide annually... a large household item collection and disposal service”. The current three-year contract for curbside pickup of waste, recyclables, and large item pickup at the cottage lots expired at the end of the 2023 season.

The GRCA released a Request for Proposals (RFP) for the provision of weekly curbside garbage and recycling materials collection, processing, and disposal services, including an annual large item pickup. The RFP outlined the scope of the work required, and detailed contractor obligations for items including regulatory compliance, workplace safety, and contingencies. The RFP specified a three-year collection agreement. Prices were submitted on a per-tonne basis for waste, recyclables, and large item collection. Prices received are based on estimated tonnage for 2023, with pricing in subsequent years adjusted by the consumer price index. A technical proposal was also requested from each bidder to determine if the bidder possesses the necessary qualifications, background, and equipment to perform the required services.

### **RFP Award Details**

The GRCA RFP for curbside garbage and recycling materials collection, processing, and disposal services for cottage lots was publicly advertised on Biddingo. Two completed proposals were submitted.

The RFP opening was held at 1:00 p.m. on Monday, March 4, 2024, at GRCA’s Administration Centre. The tender opening committee consisted of Samantha Lawson, CAO, Ron Gasparetto,

Manager of Conservation Lands, Nick Randle, Property Superintendent, and Jacqueline Goodwin, Property Administrator.

The following table shows the RFP results as received:

<b>Contractor</b>	<b>Total Cost of Contract for 2024</b>
Waste Management Canada Corp.	\$139,125.00
Provincial Waste Systems Inc.	\$88,840.00

Provincial Waste Systems Inc. has submitted the lowest bid for the required services noted in the RFP. A review of its technical proposal confirms that the firm has an extensive background in curbside waste collection activities and meets all the requirements outlined in the RFP.

### **Financial Implications:**

Cottage lot curbside garbage and recycling materials collection, processing, and disposal services will be funded from the cottage lot operating budgets.

### **Other Department Considerations:**

None.

### **Prepared by:**

Nick Randle  
Property Superintendent

Ron Gasparetto  
Manager of Conservation Lands

### **Approved by:**

Samantha Lawson  
Chief Administrative Officer

# Grand River Conservation Authority

**Report number:** GM-03-24-24

**Date:** March 22, 2024

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

**Subject:** Conservation Areas Revenue and Expenses

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## **Recommendation:**

THAT Report Number GM-03-24-24 – Conservation Areas Revenue and Expenses be received as information.

## **Summary:**

Further to Report GM 12-23-101 GRCA Fee Policy, Fee Schedules, and Proposed 2024 Fee Increases, a presentation to the board highlighting the proposed fee increases was provided by Manager of Conservation Area Operations Pam Walther-Mabee and Manager of Planning and Regulations Services Beth Brown. At that time, a request was made to provide information about the Conservation Areas' revenue and expenses by Conservation Area, how the capital program is managed, and if neighbouring Conservation Authorities were operating their Conservation Areas on a cost-recovery basis.

## **Report:**

The Grand River Conservation Authority's Conservation Areas operate in a manner that seeks to ensure that revenue generated will fund all direct operating expenses and all conservation area capital maintenance costs. The GRCA does not allocate any corporate overhead costs to this program (i.e. finance, HR, H&S, Office of the CAO). Revenue targets are established considering the previous year results, market conditions, and proposed rate increases. Any revenue in excess of operating expenses is used to fund capital maintenance expenses. If there is any surplus revenue at year-end, it is transferred to the Conservation Area reserve. The reserve is used to fund preventative maintenance, address aging infrastructure, fund new capital projects, and provide a stabilization fund for years where revenues are insufficient to fund all operating and capital spending.

Conservation Area staff also provide support to other GRCA program areas, such as water management, cottage lot property management, passive lands management, and outdoor education. To reflect this integrated support, some Conservation Area staffing costs are allocated to these other program areas. These synergies within our internal departments support approximately 10 FTEs from the Conservation Area program's 30 FTEs (excluding students) staffing complement.

The holistic approach to operating the Conservation Areas is also mirrored in how revenue is pooled for all Conservation Areas to support capital budgeting and occasionally cover operating expenses. Conservation Area financial results vary between locations, can vary from one year to the next, and are highly dependent upon external influences, such as weather, economic market, and even the ability to hire staff (e.g. challenges hiring lifeguards at Byng Island CA).

The capital budget provides funding for planned maintenance and new projects that are considered a high priority. The Capital budget is currently capable of addressing project needs related to health and safety, required by legislation or government directives, corporate priorities, or those that are determined to be essential for business continuity. Opportunities to

leverage external funding and the implications of deferring a project are also considered during the capital planning process.

The Conservation Area capital program is part of the overall Conservation Area budget. There are three principal sources of funding for maintenance and capital projects:

1. Annual self-generated revenue allocated to the Preventative Maintenance Operating Budget and Capital Budget;
2. Conservation Area Reserve Funds; and
3. External funding from the Grand River Conservation Foundation (GRCF) or through grant applications to other agencies.

Work is underway to create an asset management plan that will help identify future capital costs which in turn will help to determine the required revenue targets for the program to operate at break-even (before allocation of corporate overhead costs).

Attached are the following charts for reference:

- Appendix A- Net Result by Conservation Area - Actual 2023
- Appendix B- Net Operating Result by Conservation Area - Actual 2019 to Budget 2024
- Appendix C- Capital Maintenance Spending (including operating Road & Building Preventative Maintenance)
- Appendix D- Revenue, Net Operating Result, Capital Maintenance Expense by Conservation Area - Actual 2023

**Other Conservation Authorities:**

Several Conservation Authorities were contacted regarding full cost recovery for their Conservation Area operations. The answers differed between each Conservation Authority. There are multiple ways to operate conservation areas and, of those contacted, there was no direct comparison to GRCA. Nuances with how programs operate, activities offered, interdepartmental support, day-use allocation, fluctuating costs, etc., impact how the Authorities fund their program. One common theme was that user fees were critical to operations.

Of the Authorities contacted, many receive municipal apportionment for some of the operating costs for their day-use conservation areas. Their approach to capital maintenance projects and new undertakings was also different. Some Authorities obtain loans to cover capital expenses, some Authorities have no immediate plans to support their capital needs, and some rely heavily on grants and external funds.

**Financial Implications:**

Not applicable

**Other Department Considerations:**

The Central Services department oversees the capital construction program for the Conservation Areas.

**Prepared by:**

Pam Walther-Mabee  
Manager of Conservation  
Area Operations

Sonja Radoja  
Manager of Corporate Services

**Approved by:**

Karen Armstrong  
Deputy CAO/ Secretary-Treasurer

## APPENDIX A

### NET RESULT by CONSERVATION AREA - ACTUAL 2023

	BELWOOD	CONESTOGO	BRANT	BYNG	ELORA GORGE	GUELPH	LAUREL CREEK	PINEHURST LAKE	ROCKWOOD	SHADES MILLS	ELORA QUARRY	TOTAL
REVENUE	386,234	636,950	1,356,002	1,258,104	2,289,406	1,649,945	763,623	1,025,549	1,503,966	555,725	479,010	11,904,515
Compensation & Benefits	211,044	333,383	711,724	630,589	876,219	511,382	325,124	466,047	600,570	311,181	91,151	5,068,415
Other Operating	140,352	229,455	511,426	524,391	617,115	406,101	221,493	298,228	338,276	162,638	57,963	3,507,439
OPERATING EXPENSES	351,396	562,839	1,223,150	1,154,980	1,493,334	917,482	546,617	764,275	938,846	473,819	149,114	8,575,854
<b>NET OPERATING RESULT</b>	<b>34,838</b>	<b>74,112</b>	<b>132,852</b>	<b>103,124</b>	<b>796,072</b>	<b>732,463</b>	<b>217,006</b>	<b>261,274</b>	<b>565,120</b>	<b>81,906</b>	<b>329,896</b>	<b>3,328,662</b>
<i>Operating Result as a Percentage of Revenue</i>	9%	12%	10%	8%	35%	44%	28%	25%	38%	15%	69%	28%
LESS: Capital Maintenance Expenses*	31,741	102,904	1,147,595	137,483	368,450	240,693	42,002	115,051	172,163	217,989	8,160	2,584,231
<b>NET RESULT</b>	<b>3,097</b>	<b>(28,792)</b>	<b>(1,014,743)</b>	<b>(34,359)</b>	<b>427,622</b>	<b>491,770</b>	<b>175,004</b>	<b>146,223</b>	<b>392,957</b>	<b>(136,083)</b>	<b>321,736</b>	<b>744,431</b>

\*Capital Maintenance expenses includes 'capital spending' + operating road & building preventative maintenance.

## APPENDIX B

NET OPERATING RESULT by CONSERVATION AREA - ACTUAL 2019 to BUDGET 2024

YEAR	BELWOOD	CONESTOGO	BRANT	BYNG	ELORA GORGE	GUELPH	LAUREL CREEK	PINEHURST LAKE	ROCKWOOD	SHADES MILLS	ELORA QUARRY	TOTAL
Actual 2019	81,548	45,069	33,549	106,764	518,627	344,205	40,257	178,934	420,328	6,700	152,914	1,928,894
Actual 2020*	55,763	22,309	(74,538)	(36,941)	148,419	321,068	(8,783)	38,517	151,582	56,636	(24,948)	649,084
Actual 2021*	176,607	86,983	87,929	108,058	730,051	477,972	145,434	72,520	356,102	109,278	300,420	2,651,353
Actual 2022	55,763	56,566	153,714	193,383	736,787	644,778	268,055	245,778	519,756	109,802	319,145	3,303,527
Actual 2023	34,838	74,112	132,852	103,124	796,072	732,463	217,006	261,274	565,120	81,906	329,896	3,328,662
Budget 2024	25,000	25,000	28,000	25,000	543,000	446,000	63,000	53,000	276,000	35,000	259,000	1,778,000

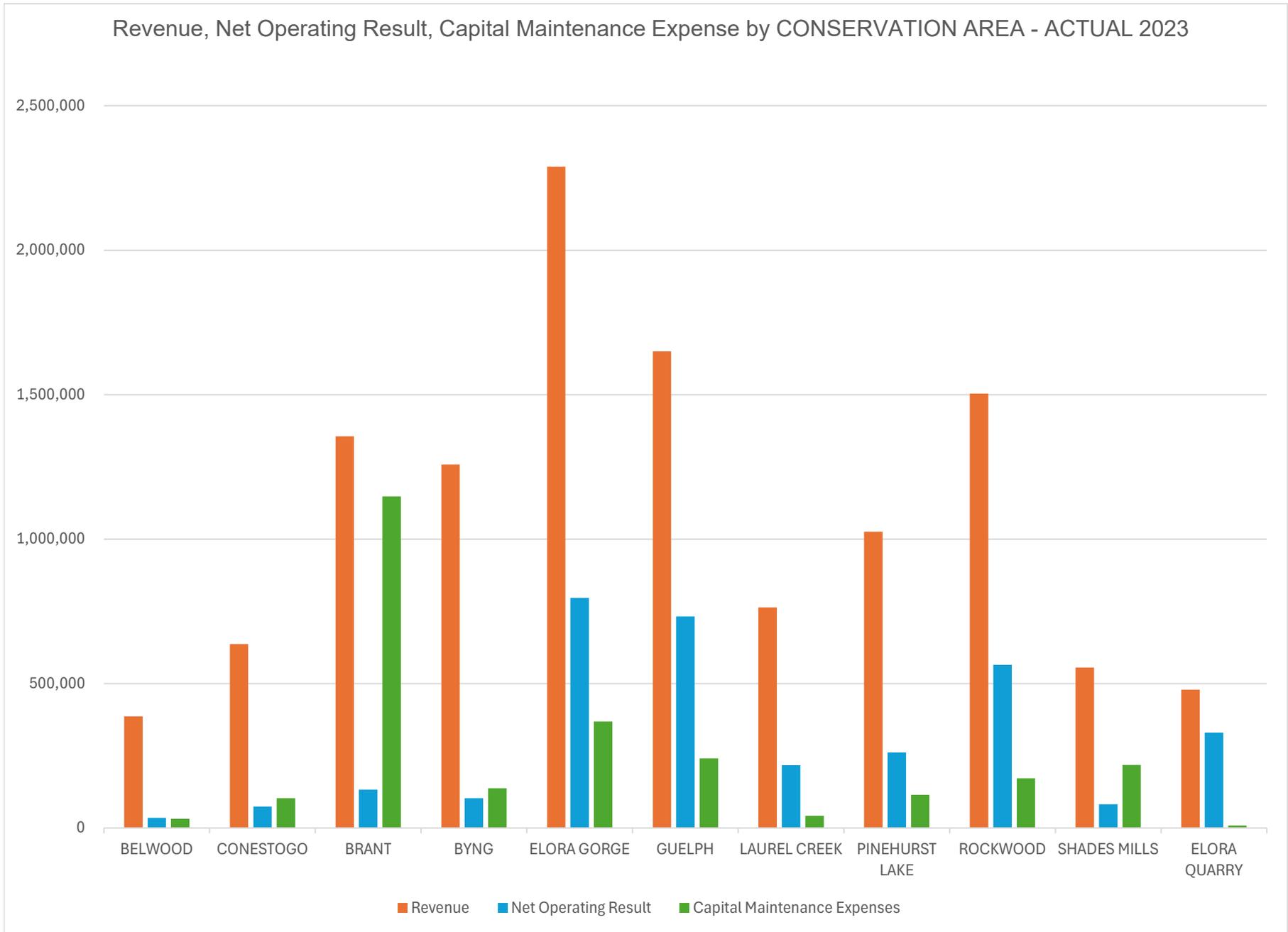
\* parks impacted by COVID

APPENDIX C

Capital Maintenance Spending (including operating Road & Building Preventative Maintenance)

	2019	2020	2021	2022	2023
No Location	45,328	36,710	29	77,866	47,377
Belwood	31,383	21,074	30,712	46,593	31,741
Conestoga	35,518	33,032	63,972	81,350	102,904
Brant	337,239	41,684	100,854	394,897	1,147,595
Byng	71,034	63,918	116,664	28,215	137,483
Elora Gorge	1,360,348	151,559	233,210	218,571	321,073
Guelph	1,235,169	71,561	88,372	12,080	240,693
Laurel Creek	80,935	61,250	9,764	32,672	42,002
Pinehurst	46,158	109,585	32,398	120,274	115,051
Rockwood	42,961	111,923	100,089	79,410	172,163
Shades Mills	45,482	69,906	78,160	12,160	217,989
Elora Quarry	160	157,486	(1,213)	10,031	8,160
	3,331,714	929,686	853,012	1,114,120	2,584,232

**APPENDIX D**



# Grand River Conservation Authority

**Report number:** GM-03-24-25

**Date:** March 22, 2024

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

**Subject:** Seasonal Camping Program and Byng Island Seasonal Camping Plan Update

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## **Recommendation:**

THAT Report Number GM-03-24-25 – Seasonal Camping Program and Byng Island Seasonal Camping Plan Update be received as information.

## **Summary:**

First released in 2018, the Grand River Conservation Area Seasonal Camper Guidebook, included for reference as Appendix B, is a document provided to seasonal campers at applicable Conservation Areas, that outlines the requirements and standards for seasonal site occupation. Seasonal campers are required to commit to following the Guidebook on an annual basis when they sign and pay for a seasonal licence agreement.

When the Guidebook was introduced in 2018, it was noted that not all of the requirements were being met by all seasonal campers. Targets for compliance were established by the Conservation Areas. Following a compliance review in 2022, it was found that progress toward compliance was variable, and an increased focus on alignment to the Guidebook began to ensure consistency across GRCA's seasonal camping program and to help mitigate organizational liabilities. The program will continue to transition with full compliance with the seasonal Camper Guidebook targeted by the end of 2025.

Byng Island Conservation Area requires significant changes in its' seasonal camping program to align fully with the GRCA's Seasonal Camper Guidebook. The current layout of sites on the property poses several challenges, including improper use of waterfront and floodplain sites, oversized trailers causing infrastructure damage, and seasonal camping sites located in areas that also have overnight camping sites. There are also several issues of non-compliance such as; limits on deck heights and construction methods, constant generator use, large solar panels that have a large site footprint, unsanctioned hookups, and overwhelming electrical demands causing premature repairs to electrical infrastructure.

With these changes, it is anticipated that some existing seasonal campers may opt to vacate their sites rather than comply with the Seasonal Camper Guidebook requirements.

## **Report:**

The GRCA Seasonal Camper Guidebook was introduced to over 800 GRCA seasonal campers in 2018. Over the next five years from that time, efforts were made to enforce compliance with the guide. In response to the marginal progress and ongoing concerns, in 2022, staff set a compliance deadline of the end of the 2025 seasonal camping season (approximately mid-October). Generally, the significant compliance issues addressed included not permitting any new oversized trailers, fixing water service problems, not allowing excessive propane storage, correcting deck violations, and improving general site cleanliness. Significant site cleanup progress was achieved by the end of the 2023 season at all Conservation Areas, with only a few outliers. The remaining non-compliance issues will be resolved by the end of the camping season in 2025.

Byng Island's seasonal camping program, where there were 185 seasonal sites occupied in 2023, has some additional challenges that will be resolved over the next two years. The significant non-compliant items that will be addressed at Byng Island Conservation Area by 2025 are:

- Add-a-rooms (constructed or manufactured)
- Mobile homes (Byng Island currently has 3 onsite)
- Terraces, extra decks, staircases, etc.
- Fences (rope, stakes, chain, wood, mesh, etc.) and privacy screens
- Personal docks from individual campsites – all access to water for boating is to be at the two Conservation Area boat launches. Boats and their trailers are to be stored in approved locations, and any accompanying boat storage fee or boat launch fee is required, as applicable.

Additionally, there are many compliance requirements to be enforced at all of the Conservation Areas by staff before the end of 2025, including:

- All trailer tongues must be situated toward the road.
- Decks 200 sq.ft. or less, no more than 23" high, must meet all other deck parameters ( i.e., no building permit required).
- The shed (either plastic or vinyl prefabricated) is no larger than 60 sq.ft.
- One picnic table, one firepit, one face cord of firewood, one gazebo, or one shed per site
- Flower beds/gardens, railway/garden ties/edging, or plantings of any kind are prohibited.

The main issues with the layout and location of some seasonal camping sites at Byng is that seasonal sites in the Willows and Island Campgrounds are located in the floodplain and are prone to seasonal flooding (see Appendix A) , there is no hydro service and limited water service to sites. they are interspersed throughout the Area with overnight sites and many sites in these areas had access to water with personal docks. To rectify this, relocating seasonal campsites will commence in 2024 as opportunities arise:

- Willows and Island Campground seasonal campers will be relocated to electrical and water serviced areas, as space permits, to either Riverview or Blue Heron Campgrounds. Sites that are no longer available for seasonal campers will be reconfigured to operate as overnight camping sites.
- Relocation of other seasonal sites may be necessary to create specific areas for seasonal campers and retain the different areas for overnight camping.
- No new applications will be taken for seasonal campers until the existing moves are completed. Should no new sites become available, the campers at the Willows and the Island campground will be advised that there will no longer be seasonal camping offered in those areas after the end of the camping season in 2025.

### **Next Steps**

The next step will be to communicate with all the GRCA's seasonal campers about the upcoming changes and compliance requirements, and for Byng seasonal campers, a more detailed communication will be provided regarding the details of what will no longer be permitted by the end of the 2025 seasonal camping season and a plan for the relocation of sites in the Island and Willows campgrounds.

Staff have worked diligently since 2022 to make compliance with the guide a cooperative effort and have worked with seasonal campers to explain the rules and to give many years of notice for the change. Senior staff have met with individual seasonal campers at the campsites to talk to any camper who has requested support and have been consistent with the implementation of the guide for all.

For those seasonal campers who are not currently in compliance, communication will be provided about specific issues, and notices for non-compliance will outline the consequences of

not participating in the efforts to respect the seasonal Camper Guidebook, i.e. notice of non-renewal or eviction.

While expectations of maintaining a clean campsite and leaving it that way at the end of the seasonal camping season are included in the licence agreement, if some seasonal campers choose not to return to an Area or are not permitted to return, staff may be required to clean up vacated sites. Occasionally, seasonal campers abandon their trailers and other property when they leave a Conservation Area and choose not to return. Removing abandoned property involves cooperation with local by-law enforcement and towing services removing the abandoned trailer or recreational vehicle, with costs payable by the trailer owner.

**Financial Implications:**

The Seasonal camping program represents approximately 11 percent of the overall Conservation Areas revenue, which for 2023 was approximately \$1,350,000. Byng Island’s seasonal camping revenue represents 28% (or \$379,000) of overall seasonal camping revenue and represents approximately 30% of Byng’s \$1,260,000 total annual revenue. The three main revenue streams at Byng Island are proportional in their contribution to the overall revenue, with overnight camping at 32%, day-use visitation at 30%, and seasonal camping at 30% of the total revenue.

**Other Department Considerations:**

Not applicable.

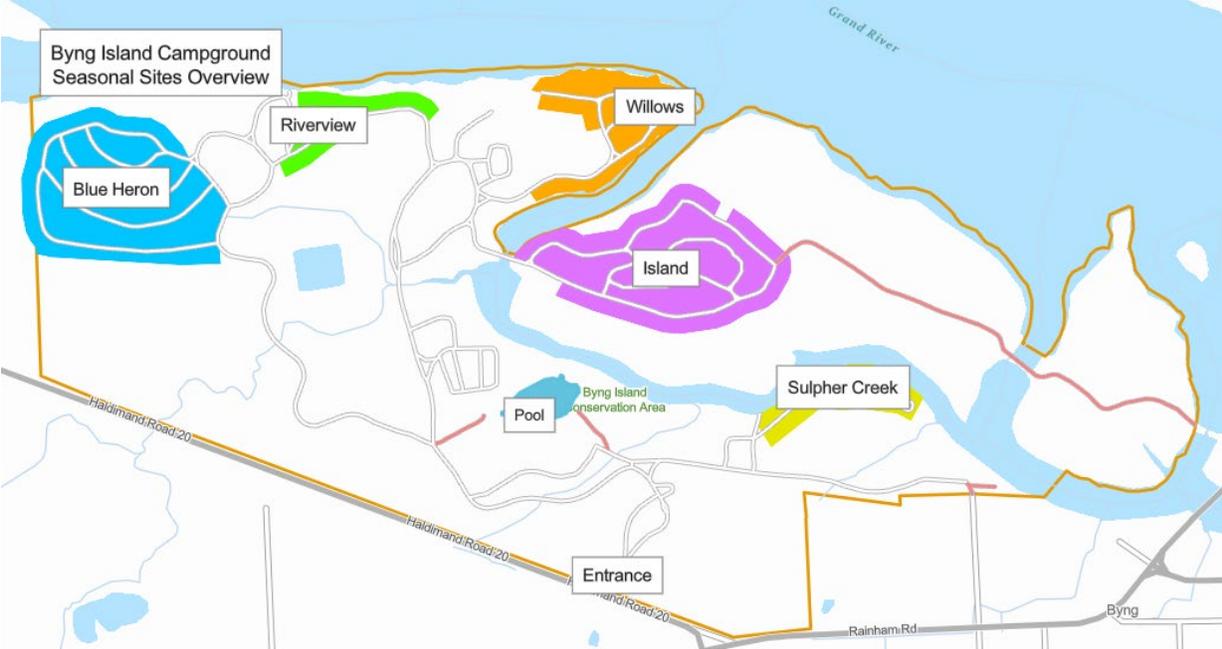
**Prepared by:**

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Manager of Conservation  
Area Operations

**Approved by:**

Karen Armstrong  
Deputy CAO/ Secretary-Treasurer

**Appendix A Byng Island Map with Campground areas**





# 2024 SEASONAL CAMPER GUIDEBOOK

**Brant | Byng Island | Conestogo Lake | Elora Gorge  
Guelph Lake | Laurel Creek | Pinehurst Lake**

APPENDIX B

March 30	Seasonal Campsite Licence Agreement due Copy of Liability Insurance due.
May 1	Seasonal campsite fees are due by 4:30 p.m. Late payments will not be accepted.
May 1	Conservation Areas open for Seasonal Campers at 9:00 a.m.
September 2	Seasonal campsite deposit due by 12:00 p.m. Late payments will not be accepted.
October 15	Conservation Areas CLOSE for the season. NOTE: All trailers (except Byng) must be removed from the Conservation Area by this date.

## Contact Information

**Administration Office**

400 Clyde Rd.,  
Cambridge, ON  
1-800-900-4722

**Elora Gorge C.A.**

7400 Wellington Rd. 21,  
Elora, ON  
519-846-9742

**Brant C.A.**

119 Jennings Rd.,  
Brantford, ON  
519-752-2040

**Guelph Lake C.A.**

7743 Conservation Rd.,  
Guelph, ON  
519-824-5061

**Byng Island C.A.**

4969 Haldimand Rd. 20  
Dunnville, ON  
905-774-5755

**Laurel Creek C.A.**

625 Westmount Rd. N,  
Waterloo, ON  
519-886-6620

**Conestogo Lake C.A.**

6580 Wellington Rd. 11  
Wallenstein, ON  
519-638-2873

**Pinehurst Lake C.A.**

468 Pinehurst Rd.  
Ayr, ON  
519-442-4721

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**Notice of Collection of Personal Information**

Under section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act, 1990, the personal information is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990 c. 27, and is used to issue the permit for administrative and statistical purposes. Questions about this collection of personal information should be directed to the Freedom of Information Coordinator, Grand River Conservation Authority, 400 Clyde Rd., P.O. Box 729, Cambridge, ON N1R 5W6, (519) 621-2761.

# Table of Contents

1.0....Campsite Reservations, Fees & Camping Unit Storage .....	4	2.26 Wastewater Disposal & Sewer Lines..	8
1.1 Camping Fees .....	4	2.27 Holding Tanks .....	8
1.2 Seasonal Camping Fees.....	4	3.0 Additional Policies For Seasonal Camping.....	9
1.3 Off-Season Storage .....	4	3.1. Site Access .....	9
1.4 Campsite Reservations.....	4	3.2. Permanent Residence.....	9
2.0 Rules & Regulations.....	5	3.3. Liability Insurance .....	9
2.1 Conservation Authorities Act, Trespass to Property Act.....	5	3.4. Trailer Requirements.....	9
2.2 Equipment Restrictions .....	5	3.5. Camping Unit Alterations.....	9
2.3 Occupancy.....	5	3.6. Smoke & Carbon Monoxide Detectors	9
2.4 Campsite Occupant Conduct & Behaviour .....	5	3.7. Site Surrender .....	10
2.5 Quiet Hours.....	5	3.8. Environment & Hydro/Water Conservation .....	10
2.6 Visitor Hours .....	5	3.9. Exterior Fridges.....	10
2.7 Property .....	5	3.10. Winter Storage .....	10
2.8 Evictions .....	5	3.11. Site Standards .....	10
2.9 Permits.....	6	3.12. Garbage Disposal .....	10
2.10 Alcohol & Cannabis.....	6	3.13. Site Decorations & Furniture .....	10
2.11 Alcohol & Cannabis Bans .....	6	3.14. Decks & Awnings .....	11
2.12 Vehicles .....	6	3.15. Storage Sheds .....	11
2.13 Campsite Standards .....	6	3.16. Satellite Dishes .....	12
2.14 Generators & Solar Panels .....	7	3.17. Flags & Flagpoles .....	12
2.15 Music & Speakers/Sound Systems....	7	3.18. New Seasonal Camper - Lottery ...	12
2.16 Campfires .....	7	3.19. Contractors .....	12
2.17 Domesticated Animals .....	7	3.20. Docks .....	12
2.18 Vending.....	7	Schedule 1 – 2024 Seasonal Camping Rates .....	14
2.19 Propane Cylinders .....	7	Schedule 2 – Typical Site Layout.....	15
2.20 Golf Carts, ATVs & UTVs.....	7	Schedule 3 – Seasonal Equipment & Building Permission Application.....	16
2.21 Riding Lawnmowers.....	8	Schedule 4 – Seasonal Camper Guidebook Compliance Dates .....	18
2.22 Bikes & E-Bikes .....	8		
2.23 Boat & Watercraft Storage .....	8		
2.24 Drones .....	8		
2.25 Water & Hydro Services.....	8		

# 1.0 Campsite Reservations, Fees & Camping Unit Storage

## 1.1 Camping Fees

- a) Utilize Visa, Mastercard, or debit for payments through the seasonal camper portal. Staff will share a link to the portal via email. While online payment is preferred, if it's not feasible, please contact the park to discuss alternative arrangements.
- b) Seasonal fees are due May 1, 2024. No late payments will be accepted.

## 1.2 Seasonal Camping Fees

- a) Fees for seasonal campsites are listed in Schedule 1 by Conservation Area and type.

## 1.3 Off-Season Storage

- a) Where applicable, a fee is charged for off-season winter storage. The fee covers six consecutive months and is detailed in Schedule 1. The fee must be paid by October 1, 2024.
- b) The storage fee is non-refundable and will not be pro-rated.
- c) Camping units can be stored in the designated area, provided the storage fee is paid.
- d) On-site storage of camping units is not permitted (except Byng Island).
- e) No camping units, structures or equipment will be permitted to remain on campsites prone to flooding or high water.
- f) GRCA may require all structures and equipment to be removed at any time to facilitate campsite maintenance.

## 1.4 Campsite Reservations

Seasonal campers can reserve their current campsite for the following camping season. This is secured with a seasonal campsite deposit.

**The Conservation Area Superintendent must receive your Seasonal Campsite deposit fee on or**

**before September 2, 2024 at 12:00 p.m.**

- a) Utilize Visa, Mastercard, or debit for deposit through the seasonal camper portal. Staff will share a link to the portal via email. While online deposits are preferred, if it's not feasible, please get in touch with the park to discuss alternative arrangements.
- b) The deposit payment will be credited towards next season's seasonal camping fee.
- c) The deposit will be non-refundable after March 1, 2025.
- d) If the deposit has yet to be made by September 2, 2024, at 12:01 p.m., the seasonal camper will no longer be part of the Seasonal Camper program, and the campsite may be offered to other campers via lottery.
- e) If fees are not paid by September 2, 2024, at 12:01 p.m., the camping unit, shed, deck, and all personal property must be removed from the campsite by October 15, 2024.
- f) The trailer will be removed from the Conservation Area by October 15, 2024, should the off-season storage fee not be paid. If the trailer is not removed by October 15, it will be removed by GRCA at the camper's expense.
- g) All seasonal sites without a reservation will become available for booking on September 15

## 2.0 Rules & Regulations

### 2.1 Conservation Authorities Act, Trespass to Property Act

- a) Campers should be aware that entry and use of the conservation area is permitted only for activities conducted per the regulations made under the Conservation Authorities Act of Ontario and the rules, regulations, and policies of GRCA. All other activities are prohibited in accordance with the provisions of the *Trespass to Property Act*. Not complying with the rules and regulations may result in enforcement actions by Conservation Authority staff or Police. In addition to charges that could be laid under the law, you may be evicted from all GRCA properties without a refund.

### 2.2 Equipment Restrictions

- a) Maximum of 2 pieces of shelter equipment plus one dining shelter/tarp per campsite where space permits. Only one piece of shelter equipment can be a tent trailer, house trailer, fifth wheel, or self-propelled camping unit.
- b) Tent(s) as the primary sleeping unit will not be permitted on seasonal sites.

### 2.3 Occupancy

- a) Only six persons may occupy the site overnight.
- b) The permit holder or their immediate family (spouse, parent, children (over 18 years), grandparent) must be among those occupying the site overnight.

### 2.4 Campsite Occupant Conduct & Behaviour

- a) Permit holders must ensure that all individuals occupying the site do not interfere with the quiet, peaceful use and enjoyment of Conservation Authority lands by other campers and conservation area visitors.
- b) Threatening behaviour by campers or their pets is unacceptable. No profanity, excessive noise or other unsuitable behaviour is permitted.

- c) Verbal or physical abuse or threatening behaviour toward GRCA staff or other Conservation Area users will not be tolerated. It will result in immediate and indefinite eviction from the campground and all GRCA properties.

### 2.5 Quiet Hours

- a) No excessive noise at any time or engaging in activities which disturb other registered patrons.
- b) Quiet hours are 11 p.m. – 7 a.m. During quiet hours, no radios, televisions, musical instruments, loud conversation, etc.

### 2.6 Visitor Hours

- a) Visitors are permitted in the conservation area until 9 p.m. All visitors must vacate by 9 p.m.
- b) All visitors are to park in designated parking areas and have a valid entry permit displayed. Campsites, including visitors, must be at most six persons overnight.

### 2.7 Property

- a) Do not deface, damage, destroy or remove any property, plants, animals or natural objects in conservation areas. This includes cutting live plants, trees, and branches and using dead wood for firewood.
- b) No person shall willfully damage public or private property, buildings or other facilities. Failure to do so may result in charges under the law and/or immediate eviction from C.A. property.
- c) Alterations or changes to the shoreline are not permitted.

### 2.8 Evictions

- a) Seasonal Campers may be evicted and their license terminated if the Superintendent believes on reasonable and probable grounds that a person from the site has:

## APPENDIX B

- Defaced, removed or damaged any property, artifact or natural object.
  - Cut, removed, injured or destroyed a plant, tree, shrub, flower or other growing thing.
  - Failed to maintain the site in a clean and sanitary condition.
  - Permitted a domestic animal to be at large, make excessive noise or disturb other persons.
  - Used discriminatory, harassing, abusive or insulting language or gestures.
  - Made excessive noise or disturbed other persons in the conservation area.
  - Consumed or possessed alcohol or cannabis during a ban.
  - Contravened a provision of the Criminal Code (Canada)
  - Engaged in any other action that the Superintendent and Manager of Conservation Areas determine is grounds for eviction.
- b) Upon eviction or non-renewal of a Seasonal Camper, they shall not be eligible to be a Seasonal Camper at any GRCA campground.

### 2.9 Permits

- a) Valid camping permits or season passes must be always displayed on vehicle dashboards and be visible to staff.
- b) Altered or improper use will void the permit. The permit owner is responsible for all associated costs for lost, stolen or seized permits.
- c) Campsite permits must be displayed in the campsite post and visible to staff.

### 2.10 Alcohol & Cannabis

- a) Consumption or possession of alcohol is permitted on registered campsites only. Consuming or possessing alcohol off of your registered campsite or as prohibited by a ban may result in charges and/or eviction from C.A. property.
- b) Consuming cannabis is permitted on registered campsites and in open spaces, except on sand beaches, swimming areas, swimming pool enclosures, near splash pads and

playgrounds, picnic shelters with more than two solid sides, or other enclosed buildings. Consuming and/or possessing cannabis when prohibited by a ban may result in charges and/or eviction from C.A. property.

- c) Cultivation of cannabis is prohibited within the Conservation Area.

### 2.11 Alcohol & Cannabis Bans

- a) Conservation areas have alcohol/cannabis bans in place during certain times. During this period, the possession and/or consumption of alcohol and cannabis is prohibited anywhere within the property, including all registered campsites.

#### **Brant, Byng Island, Conestogo Lake, Laurel Creek, Guelph Lake, Pinehurst Lake**

- May 16 – 21, 2024
- August 29 – September 3, 2024

#### **Elora Gorge**

- May 1 – October 15, 2024

### 2.12 Vehicles

- a) Valid camping permits or season passes must be always displayed on the vehicle windshield and be visible to staff.
- b) One seasonal vehicle permit is included with the campsite fee.
- c) Up to 2 additional seasonal vehicle permits may be purchased for other vehicles, to a total maximum of 3 vehicle permits per campsite. Proof of vehicle registration must be the same address as the site owner. The vehicle may be required to be parked in a separate, designated parking area.
- d) Parked vehicles and boat/utility trailers must not interfere with the safe use of campground roadways.

### 2.13 Campsite Standards

- a) Place your garbage in the containers provided. Campsites must be kept clean and tidy at all times.
- b) No sewage or grey water is to be dumped on campsites. Please use dumping stations.

## 2.14 Generators & Solar Panels

- a) Written permission of the Superintendent must be obtained before using a generator.
- b) Only inverter generators are permitted.
- c) Continuous or prolonged generator use is prohibited, and generators shall only be operated between 10:00 a.m. and 7:00 p.m.
- d) Solar panels may be erected, but the total surface area cannot exceed 16 square feet.
- e) Seasonal Camper - Equipment & Building Permission Application shall be completed and approved by the Superintendent on the placement of the solar panels.

## 2.15 Music & Speakers/Sound Systems

- a) Music may not interfere with other campers' or visitors' quiet, peaceful enjoyment and use of C.A. lands.
- b) No detachable, external amplified speakers are allowed.

## 2.16 Campfires

- a) Fires are to be built in designated areas only.
- b) Campfire flames should not exceed 0.4 meters (1.5 feet) from the ground. Campfires must always be supervised.
- c) The firepit may not exceed 30 inches in diameter.
- d) Firewood shall be bought from either the GRCA or the local area to help limit the spread of invasive species and diseases.
- e) A maximum of 32 cubic feet (one face cord 4'x8') of firewood may be stored in the firewood box or stacked neatly on the campsite.
- f) Wood pallets or skids may not be used as firewood.
- g) One pre-manufactured and available firewood storage box from a retail outlet is permitted. The size of the box cannot exceed 32 cubic feet (4 ft x 4 ft x 2 ft).
- h) All firewood and firewood storage boxes must be removed from the site at the end of the season or stored inside your permitted shed.
- i) The collection of firewood from GRCA property is prohibited. Collecting, cutting,

removing or destroying any plant, tree or other living object is prohibited.

- j) The use of chainsaws is not permitted.
- k) In the event of a fire ban, all site occupants are expected to comply with the order of the Fire Chief or Fire Marshall. Failure to do so could result in fines levied by the issuing authority and/or eviction from the C.A.

## 2.17 Domesticated Animals

- a) A maximum of 3 pets may occupy a site anytime.
- b) Pets are to be on a leash not exceeding 2 meters at all times.
- c) Pets are not allowed on the beach or in swimming areas.
- d) Owners must clean up after their pets and properly dispose of waste.
- e) No pets shall be left unattended or permitted to disturb others.
- f) Any aggressive or inappropriate behaviour by any pet will result in immediate and permanent removal from the C.A.

## 2.18 Vending

- a) Vending, soliciting and advertising are not permitted within the CA.

## 2.19 Propane Cylinders

- a) Single-use (non-refillable) propane cylinders are to be deposited in the collection area found in the park.
- b) Do not put propane cylinders in the garbage.
- c) Do not deposit any propane cylinders into a blue box.
- d) Do not discharge leftover propane into the atmosphere, even if the cylinder has a device.
- e) A maximum of two 30-lb propane tanks are permitted on each trailer, and one 20-lb propane tank for B.B.Q.

## 2.20 Golf Carts, ATVs & UTVs

- a) Golf carts and ATVs/UTVs are not permitted within the Conservation Areas.
- b) Using a prohibited vehicle may result in

## APPENDIX B

charges and/or eviction from C.A.'s property.

- c) All other power-assisted, low-speed vehicles are not permitted, except single-rider assistive devices and only as prescribed by a doctor.

### 2.21 Riding Lawnmowers

- a) Riding lawnmowers for recreational purposes within the area is prohibited and shall be stored inside the shed when not in use.

### 2.22 Bikes & E-Bikes

- a) Bicycles (non-motorized)
  - Are permitted on Conservation Area roadways and identified trails.
  - Individuals 17 years and under must wear an approved bicycle helmet when cycling in the conservation area.
  - Must have a working white or amber light on the front & red light on the rear ½ hour before sunset to ½ hour after sunrise or when unfavourable light conditions.
- b) E-bikes
  - Are permitted on Conservation Area roadways only.
  - Individuals riding the E-bike must be 16 years or older and wear an approved bicycle or motorcycle helmet, per Ontario's E-bike laws.
  - Must comply with the definition of an E-bike under the Highway Traffic Act.

### 2.23 Boat & Watercraft Storage

- a) Boats or personal watercraft on trailers must be stored in the designated area, and the appropriate storage/launch fee must be paid.
- b) Boats may be stored on-site with the approval of the C.A. Superintendent, providing that the storage of the boat does not interfere with roadways.
- c) All stored boats are subject to the boat storage/launch fee.
- d) Inflatable water toys must be deflated and stored when not in use.

### 2.24 Drones

- a) The possession or use of drones for

professional, personal or recreational use is strictly prohibited.

### 2.25 Water & Hydro Services

- a) All electrical power cords, hardware, and connections to the on-site service panel must be made according to the Electrical Safety Code. They will be subject to inspection by the Electrical Safety Authority. Please meet this requirement to avoid the power disconnect from the camping unit.
- b) Tampering, altering or gaining access to the service panel, which is the property of GRCA, is prohibited and may result in eviction from C.A. property.
- c) Only one connection to the on-site service panel per site. All additional connections must be made directly to a camping unit.
- d) Water backflow preventers on water taps must always remain in place and cannot be removed for any reason.
- e) The washing of vehicles and watering of lawns is prohibited.

### 2.26 Wastewater Disposal & Sewer Lines

- a) No sewage or grey water may be dumped from the camping unit except in designated dumping stations.
- b) Trailers on campsites with sewage service must maintain a secure connection to the on-site hookup.
- c) Alterations to sewer services or connections are prohibited.
- d) Trailers on campsites without sewage service must use the camping unit's existing or portable wastewater holding tank.
- e) All wastewater connections and equipment are subject to inspection by a C.A. Staff.

### 2.27 Holding Tanks

- a) Only holding tanks specifically designed for trailers may store potable, grey and black water. Portable waste holding tanks are only used to transport waste to the designated dumping station.

## 3.0 Additional Policies For Seasonal Camping

### 3.1. Site Access

- a) Campers must not attempt to deny access to the campsite by GRCA staff or its designated representatives for the purpose of campground maintenance, operations, servicing, development and security.
- b) The camper shall not access the campsite or Conservation Area before or after the camping season.

### 3.2. Permanent Residence

- a) All seasonal campers must provide proof of a separate, permanent Canadian residence.
- b) Applicants must provide a valid photo I.D. showing the permanent residence address.
- c) The seasonal trailer is not a mobile home and cannot be used as a permanent or principal residence.
- d) A camper shall not use the Conservation Areas address as their shipping or mailing address.

### 3.3. Liability Insurance

- a) All seasonal campers must provide proof of insurance with a minimum of \$2 million personal liability insurance by formal letter or certificate requested from their insurance broker while the camping unit is in a Grand River Conservation Authority campground.
- b) Acceptable insurance includes an R.V./Camper policy or other as an extension to a Homeowner, Condo, or Tenant insurance package policy. A letter from the trailer owner's insurance broker confirming all the information above will be accepted.

**Insurance policies must include the owner's name and home address, the policy period, a minimum of \$2 million liability coverage and the make, model and year of the trailer being insured.**

- c) This must be received with the application. Seasonal camping fees will not be accepted, and a permit will not be issued until proof of insurance is submitted.

### 3.4. Trailer Requirements

- a) Park models, destination trailers and mobile homes are not permitted.
  - Park models are referred to as recreational vehicles designed for temporary living and recreational use, often resembling a small home or cabin and not meant for frequent travel like a travel trailer.
- b) All camping units must comply with CSA Z240 RV Series "Recreational Vehicles" and NFPA 1192 for Recreational Vehicles.
- c) Trailer size is limited at maximum of 12.2 meters (40 feet) long by 2.6 meters (8.5 feet) wide (based on manufacturers' specifications and excluding slide-outs) or smaller as site parameters may permit.
- d) A maximum of 30 A.M.P. services is available on site.
- e) Skirting of trailers is not permitted.
- f) Trailers must be maintained, road-worthy, licensed and easily removable from the site.
- g) Removal may be requested anytime due to maintenance and/or safety concerns.
- h) Trailer exteriors are to be kept clean and free of mold, mildew and moss.
- i) All camping units must be oriented with the trailer hitch assembly facing the road and easily accessible.

### 3.5. Camping Unit Alterations

- a) Roof installations and alterations not part of the original trailer design are prohibited, except solar panel installation by a trained and certified installer.

### 3.6. Smoke & Carbon Monoxide Detectors

- a) Campers must comply with Ontario Fire Code smoke and carbon monoxide alarm requirements.

## APPENDIX B

- b) All alarms should be tested before sleeping in a camping unit and then monthly and after any absence of more than a few days.
- c) Replace alarms as required by legislation. Having working alarms in your R.V. or trailer is the law.

### 3.7. Site Surrender

- a) Use of a campsite is non-transferable. If an owner of a trailer sells the trailer, the seasonal permit fee is not refundable.
- b) A Seasonal Camper is prohibited from attempting to transfer, lease, sublet or assign the campsite, in total or part, to another person.
- c) Subletting or renting trailers and/or sites is prohibited.
- d) GRCA reserves the right to designate which campsites are seasonal and to relocate seasonal campers to a different campsite when deemed necessary by the Superintendent.

### 3.8. Environment & Hydro/Water Conservation

- a) Campers should make every effort to conserve electricity and water. Campers must turn off indoor and outdoor lights and air conditioners when the site is unused.
- b) Campers must maintain and repair any faulty plumbing or connections to eliminate water waste. Tap water shall be conserved to assist with water supply, and water taps should be turned off when a camper leaves the park for any period of time.

### 3.9. Exterior Fridges

- a) Only one exterior fridge is allowed per campsite.
- b) The fridge must be compact and restricted to:
  - 90 centimetres (36 inches) in height
  - 60 centimetres (24 inches) in width
  - Maximum capacity of 73.75 cubic centimetres (4.5 cu ft)

- c) An exterior fridge is subject to the approval of the C.A. Superintendent.
- d) The exterior fridge must be plugged directly into the camping unit.
- e) An exterior fridge cannot be stored in the shed and must be stored appropriately and safely.
- f) Only energy-efficient fridges are permitted, no older than five years of age. Disposal of a broken unit is the responsibility of the camper.

### 3.10. Winter Storage

- a) All slide-outs or tip-outs must be closed. All electrical and water connections must be disconnected and stored inside your camping unit or shed.
- b) Only the shed, firepit, and deck are to be left on the site.
- c) All decorative and personal belongings must be removed from the campsite. All on-site equipment, such as B.B.Q.s, chairs, swings, planters, toys, etc., is to be stored inside your camping unit or shed. No items can be stored under the deck or under the trailer.
- d) No equipment is to remain on-site outside and must be removed.
- e) Byng Island - Vehicles or equipment other than the camping unit - such as boats, boat trailers and utility trailers - are not permitted to remain on-site.

### 3.11. Site Standards

- a) Campsites and trailers must always be clean and well-maintained. No skids, pallets, lumber, construction debris, etc., can be stored on campsites.

### 3.12. Garbage Disposal

- a) Garbage must be bagged and deposited in the waste bins provided.
- b) Furniture, appliances, construction materials and hazardous items must not be disposed of within the Conservation Area.

### 3.13. Site Decorations & Furniture

- a) Patio lights are allowed but must be turned off by midnight.

## APPENDIX B

- b) All lights must be attached to the camping unit, shed or deck.
- c) Lawn ornaments of any kind are not permitted on campsites.
- d) Swimming pools, wading pools, hot tubs and outdoor spas are prohibited.
- e) Portable playgrounds, swings or similar equipment are not permitted.
- f) No permanent clotheslines permitted. Portable temporary clotheslines are allowed.
- g) All ornamentation and decoration must be on or attached to the deck, shed or camping unit only, including signs, lights, bird feeders or houses, garden décor, planters, wooden ornaments, chimes, etc.
- h) No decorations or plantings are permitted along waterfronts or shorelines.
- i) Fences of any kind are not permitted.
- j) Equipment, furniture or structures in poor condition, deemed unsafe or unsightly, must be removed from the site at the direction of the C.A. Superintendent.
- k) Gardens and plantings on campsites are not permitted. Planters and flower boxes are only allowed on the deck, shed or camping unit.
- l) No decorations, ornamentation or hammocks are permitted to be attached to trees or vegetation. Hammocks on self-supporting stands are allowed.

### 3.14. Decks & Awnings

- a) One (1) deck is permitted.
- b) Maximum deck dimensions are as follows:
  - Width: 2.44 meters (8 feet).
  - Length: Not to protrude past the front or rear wall of the trailer (except rear entry trailers)
  - Site coverage: 18.58 m<sup>2</sup> (200 ft<sup>2</sup>)
  - Height 60 centimetres (23 inches) at its highest point.
- c) Decks must be built in sections with no single section measuring more than 1.2m x 2.4m (4'x8') to allow for easy disassembly/removal.

- d) No skids or pallets are to be used for deck construction.
- e) Railings above the deck floor cannot exceed 91 centimetres (36 inches). Railings must be spindled and must not obstruct the view onto the deck. All railing designs are subject to the approval of the C.A. Superintendent.
- f) The Conservation Area Superintendent must approve all decks for size and location with a completed Seasonal Camper - Equipment & Building Permission Application before construction.
- g) The Conservation Area Superintendent must approve any improvements to campsites (decks, sheds, etc.).
- h) Patio stones are not permitted except under trailer tires or stabilizers.
- i) A trailer/R.V. service provider must manufacture awnings attached to the camping unit. Awnings may not exceed beyond the end of the trailer.
- j) No roof structures over the deck, except trailer awning or pre-manufactured, store-bought gazebo.
- k) Add-a-room structures of any material (vinyl, canvas, wood, etc.) are not permitted. All existing add-a-rooms are to be entirely removed by October 15, 2025, to meet full compliance for 2026.)
- l) No wooden or metal additions to the camping unit are permitted.
- m) Additional decks, platforms, staircases, pergolas, terraces, or similar structures are not permitted. Any type of excavation, cement work or buried infrastructure, including electrical cords and water hoses, is not allowed.
- n) R.V. mats/carpets may be used instead of a deck, but they must conform to the same size restrictions as decks and shall be stored away when the trailer is not being used.

### 3.15. Storage Sheds

- a) One storage shed is permitted per campsite subject to the following conditions:
- b) Sheds can be a maximum of 64 ft<sup>2</sup> and require a completed Seasonal Camper - Equipment & Building Permission Application.

## APPENDIX B

- c) Size, style and location must be approved in advance by the Conservation Area Superintendent.
- d) All sheds must be commercially designed, molded plastic or vinyl.
- e) Sheds shall not be modified from the manufacturer's design.
- f) Patio stones, skids or pallet bases are not permitted.
- g) Vinyl sheds shall be taken down during the winter.
- h) Sheds shall maintain structural integrity to ensure the safety of individuals and should exhibit no signs of wear, damage, or deterioration in any part of the structure, encompassing the roof, walls, and foundation. Additionally, sheds should enhance the overall aesthetic appeal of the surrounding area in a positive manner.
- i) Clause c) and e) will be grandfathered until the shed must be replaced and shall not be moved, sold or transferred within the area.

### 3.16. Satellite Dishes

- a) Satellite dishes are only permitted if attached to the camping unit, deck or a removable tripod/stand.

### 3.17. Flags & Flagpoles

- a) Flag poles are not permitted.
- b) Flags may only be attached to the camping unit, deck or shed.
- c) Flags must be appropriate for public display.

### 3.18. New Seasonal Camper - Lottery

- a) Vacant seasonal sites are assigned through a lottery process.
- b) Applicants can submit a Seasonal Campsite Lottery Application through the GRCA website, available starting on September 15, 2024.
- c) Applications for new seasonals close on September 30, 2024.
- d) Successful applicants in the lottery will have until October 22, 2024, to pay a \$1,000.00 deposit to secure the site.

### 3.19. Contractors

- a) All Contractors must provide proof of adequate liability insurance and WSIB

coverage to the Superintendent prior to entry to the area (pre-qualified as per the GRCA process).

- b) Seasonal Campers must register any outside contractors performing work on their camping unit/campsite at least 24 hours in advance.
- c) Staff must be provided with the contractor's name, job description, and expected date/time.

### 3.20. Docks

- a) For 2024 and 2025, only Seasonal Campers with a valid permit at Brant & Byng Island may have a single dock. Responsibility for safety, structural soundness and maintenance shall rest entirely with the dock owner.
- b) Docks are to be used exclusively by the owner and cannot be shared, sub-let or co-owned.
- c) The Seasonal Waterfront Dock Request form must be completed and approved by the Superintendent prior to dock installation.
- d) Docks must have less than or equal:
  - 2 meters (6 ft.) of shoreline contact area
  - 15 sq. meters (161 sq. ft.) of surface decking.
- e) A solar or battery-powered light to illuminate the dock during dark hours is recommended.
- f) The dock must be temporary and shall be designed to float or be supported by wooden, steel, or plastic pilings.
- g) Crib foundations or solid core structures made of cement or steel will not be permitted.
- h) The dock must be tethered or anchored above the high-water mark on the campsite to prevent it from becoming a drifting hazard.
- i) Boat lifts are not allowed.
- j) Materials to be used:
  - Only construction materials not listed under the Canadian Environmental Protection Act (CEPA) as hazardous waste are to be used. All materials must be suitable for processing by an approved recycling facility or can be disposed of at any disposal facility.

## APPENDIX B

- Plastic barrels may be used, provided they do not contain chemical residue. Steel drums, Styrofoam, and foam will not be permitted.
- k) Wood products treated with copper, chromium or arsenic can no longer be placed where they are directly in contact with water. Docks may not be stained or painted while in the water. The dock may only be in the water during the seasonal camping season timeframe.
- l) Seasonal Campers are permitted to have one motorized boat or two personal watercrafts at the dock but not a combination thereof.
- m) All dock components must be removed before October 15 and stored in the designated storage area specified by the Superintendent. Failure to remove all components will result in the forfeiture of your dock installation privileges.
- n) Docks that do not conform to GRCA specifications or that are deemed unsafe or acceptable to the Superintendent or designate, shall be removed immediately. Any costs associated with the removal or cleanup of the docks incurred by the GRCA will be passed on to the permit holder.



## OUR VALUES

**Resilience**  
**Collaboration**  
**Innovation**  
**Courage**  
**Respect**



**Schedule 1 – 2024 Seasonal Camping Rates**

<b>Conservation Area</b>	<b>2024 HST Included</b>
<b>Brant</b>	
Unserviced	\$2,259.00
Premium unserviced (waterfront)	\$2,777.00
Serviced (water only)	\$2,420.00
Standard serviced	\$3,063.00
Premium serviced (EWS)	\$3,633.00
<b>Byng</b>	
Premium serviced-water only (waterfront)	\$2,820.00
Premium serviced (waterfront)	\$3,670.00
Unserviced	\$2,259.00
Serviced	\$3,224.00
Serviced (water only)	\$2,420.00
<b>Conestogo</b>	
Unserviced	\$2,259.00
Serviced	\$2,779.00
<b>Elora</b>	
Serviced (sewer)	\$3,633.00
Serviced	\$3,063.00
<b>Guelph</b>	
Serviced	\$3,063.00
Premium unserviced (waterfront)	\$2,777.00
<b>Laurel Creek</b>	
Serviced	\$3,063.00
<b>Pinehurst</b>	
Unserviced	\$2,259.00
Serviced	\$3,063.00
<b>Additional Fees</b>	
Additional vehicle	\$115.00
Seasonal deposit – returning seasonal camper	\$250.00
Seasonal deposit – new seasonal camper	\$1,000.00

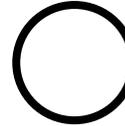
**Schedule 2 – Typical Site Layout**

**Please ask the Superintendent to visit your site to ensure proper set up**

Roadway

Trailer parked on pad with tongue at road and accessible.

**Firepit**  
Max 30



**Trailer (camping unit)**

Max length 40 ft  
Max width 8.5 ft  
without slides

Do not alter the physical makeup of site (e.g. tree trimming)



**Deck**  
Max size 200 sq. ft  
Max width 8 ft  
Max sections

**Approval is required before building or modifications can be made on the site.**

Sewage cart to remove waste.



**Firewood Box**  
Max size 32 cubic feet

**Shed**  
Max size 64 sq. ft

**Ensure that all electrical cords, plugs, etc., conform to the Electrical Safety Authority and are not buried. No extension cords.**



# Seasonal Camper - Equipment & Building Permission Application

Conservation Area Name: \_\_\_\_\_ Campsite #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### 1. CAMPING UNIT

The camping unit shall not exceed the length permitted or the electrical service provided on the site.

Camping Unit Type (check one)

- Camping Trailer
- Fifth Wheel
- Truck Camper
- Motor Home
- Tent Trailer

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Length of Trailer /R.V.: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Electrical Service Rating (amp)  15 amp  30 amp  Other \_\_\_\_\_

### 2. STRUCTURES

- STORAGE SHED – Maximum area 64 sq. ft (e.g. 8 ft x 8 ft), no electricity to sheds.**

Dimensions (feet) Length \_\_\_\_\_ x Width \_\_\_\_\_ x Height \_\_\_\_\_ Area (square feet) \_\_\_\_\_

- DECK – Maximum size 200 sq. ft (Not longer than trailer, maximum width 8 ft)**

Dimensions (feet) Length \_\_\_\_\_ x Width \_\_\_\_\_ x Height \_\_\_\_\_ Number of Sections \_\_\_\_\_

Material  Wood  Carpet  Other \_\_\_\_\_ Railing  Yes  No

- FIREWOOD BOX – Maximum capacity 32 cubic feet (e.g. 4 ft x 4ft x 2 ft)**

Dimensions (feet) Length \_\_\_\_\_ x Width \_\_\_\_\_ x Height \_\_\_\_\_ Capacity (cubic feet) \_\_\_\_\_

- OTHER STRUCTURE (e.g. Solar Panels, Fridge, etc.) \_\_\_\_\_**

**NOTE: A detailed site plan must be submitted with application.**

- DESIGN APPROVED**

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

- COMPLETED PROJECT RE-INSPECTION**

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

Please sketch out your campsite, identifying the front of campsite, location of trailer, shed, deck and other features on-site (e.g., firewood box, etc.) along with component dimensions.



**Schedule 4 – Seasonal Camper Guidebook Compliance Dates**

Existing seasonal campsites must comply with the section-specific deadlines outlined in the table below. Full adherence to the guidebook is required by October 15, 2025, unless otherwise specified.

<b>Section</b>	<b>Guideline</b>	<b>Compliance Date</b>
2.23	Propane Cylinders	May 1, 2024
2.24	Bikes & E-bikes	May 1, 2024
3.9	Exterior Fridges	May 1, 2024
3.10	Winter Storage	October 15, 2024
3.11	Site Standards	October 15, 2024
3.13	Site Decorations & Furniture	October 15, 2024
3.16	Satellite Dishes	October 15, 2024
3.17	Flags & Flagpoles	October 15, 2024
2.15	Generators	October 15, 2025
2.17	Campfires & Firewood	October 15, 2025
3.14	Decks	October 15, 2025
3.14	Patio Stones	October 15, 2025
3.14	Awnings & Roofs	October 15, 2025
3.14	Add-a-room	October 15, 2025
3.15	Storage Shed (size & Qty)	October 15, 2025
3.4	Trailer Requirements	October 15, 2025

# Grand River Conservation Authority

**Report number:** GM-03-24-27

**Date:** March 22, 2024

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

**Subject:** Implementation of Legislative and Regulatory Changes under the Conservation Authorities Act - Ontario Regulation 41/24

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## Recommendation:

THAT amendments to Grand River Conservation Authority's mapping of natural hazards and their associated regulated areas to implement Ontario Regulation 41/24 be approved;

AND THAT the Interim Policy Guidelines for the Administration and Implementation of Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) be approved;

AND THAT the delegation of powers as outlined in Appendix B be approved.

## Summary:

As outlined in Reports GM-11-22-88 and GM-12-22-105, the Grand River Conservation Authority (GRCA) provided comments on ERO Posting #109-6141 and ERO Posting #019-2927 regarding proposed legislative and regulatory updates impacting the regulation of development for the protection of people and property from natural hazards.

On February 16, 2024, the Province released decision notices to move ahead with the changes under the *Conservation Authorities Act* (CA Act) to support Ontario's Housing Supply Action Plan. Previously unproclaimed sections of the CA Act will come into force and effect and GRCA's development regulation (Regulation 150/06) will be revoked and replaced with Ontario Regulation 41/24, a single regulation for all conservation authorities. These changes take effect on April 1, 2024 and impact activities and the extent of areas regulated by the GRCA, procedural matters, reporting requirements and enforcement.

## Report:

As outlined in Report GM-11-22-88 and Report GM-12-22-105, the Grand River Conservation Authority provided comments on ERO Posting #109-6141 and ERO Posting #019-2927 regarding proposed legislative and regulatory updates impacting the regulation of development for the protection of people and property from natural hazards.

On February 16, 2024, the Province released decisions to move ahead with legislative and regulatory changes under the *Conservation Authorities Act* (CA Act) to support Ontario's Housing Supply Action. The province has stated these changes are aimed at accelerating housing development approvals while continuing to protect Ontario families, communities, and critical resources. The proposed changes are intended to further focus Conservation Authorities on their core mandate, support faster and less costly approvals, and streamline CA processes.

Previously unproclaimed sections of the CA Act will come into force and effect and all individual Conservation Authority development regulations will be revoked, including GRCA's Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (Ontario Regulation 150/06) and replaced with one new minister's regulation (Ontario Regulation 41/24) governing prohibited activities, exemptions and permits. These changes come into effect on April 1<sup>st</sup>, 2024.

New provisions in Ontario Regulation 686/21: Mandatory Programs and Services under the CA Act will also come into effect April 1<sup>st</sup>, 2024 related to CA permitting reporting standards and requirements.

The following report provides a summary of key changes, recommendations for interim policies, updated mapping, and delegated authority. This report also outlines additional work required to ensure compliance with the new regulatory and legislative framework.

It is important to note that there are no changes to GRCA's role in planning services at this time. Conservation Authorities continue to provide mandatory (Category 1) programs or services related to reviewing and commenting on applications and other matters (e.g., planning document updates) under the *Planning Act*, and for proposals under Acts referred to in Section 6 (2) of Ontario Regulation 686/21: Mandatory Programs and Services.

## Summary of Key Changes

### 1. Definitions and Regulation Limits

- The definition of a *watercourse* has been amended to a *defined channel, having a bed and banks or sides (formerly an identifiable depression in the ground)*.
- The regulated area adjacent to a wetland is changed to 30 metres for all wetlands (formerly 120 metres for provincially significant wetlands or wetlands equal to or greater than 2 hectares).
- The regulated area adjacent to floodplains is changed from “not to exceed 15 metres” to 15 metres (formerly 5 metres for engineered floodplains, no change for estimated or approximate floodplains 15 metres allowance).

### 2. Regulation Mapping

- Maps depicting regulated areas must be made available to the public on an authority's website.
- At least once annually review mapping to determine if updates are required and make any updates available to the public.
- Where significant mapping updates are to be made an authority shall provide notice to the public, municipalities, and stakeholders at least 30 days prior to any authority meeting to consider the changes.

### 3. Permit Exemptions

- A number of development activities are now exempt in the Regulation from requiring a permit. The GRCA already exempted the majority of the listed activities, except for non-habitable garage reconstruction with certain size and location requirements. Minimal impact is anticipated on the overall number of applications issued as a result of this exemption.

### 4. Permit Applications

- An authority must engage in pre-consultation if requested by an applicant.
- More detailed list of permit application requirements, including fee submission and landowner authorization if not the applicant.
- Must notify applicant in writing within 21 days of receiving an application if application is deemed complete.
- Once application deemed complete no new studies/plans can be requested.
- An applicant may request a review by an authority if no notice of complete application received within 21 days or if the applicant disagrees with the authority's determination of a complete application or request for additional information.
  - Reviews must be completed within 30 days of request.

- 90 days for notice of decision for all permits (formerly no legislative timeframe, best practice was 30 days for minor permits and 90 days for major permits).
- Requests for permit fee reconsideration must be responded to within 30 days and can be appealed to the Ontario Land Tribunal (OLT) for non-decision or continued objection to fee amount.

## 5. Permits

- Existing decision criteria (tests) for a permit related to *pollution* and *conservation of land* are removed.
- New decision criteria (tests) added for consideration are *unstable soil or bedrock*, *health or safety of persons*, and *damage or destruction of property*.
- Permit conditions limited to those which assist in preventing or mitigating hazards or effects on health and safety or property damage, or which support permit administration.
- Maximum period of validity for permits issued by delegate (or Minister) increased from 24 to 60 months.
- New powers for Minister to issue permits and/or direct an authority not to issue a permit.
- Applicants may request a Minister's review where authority refuses permit or imposes conditions on a permit which an applicant objects to.

## 6. Enforcement

- New ability to issue stop work orders.
- Maximum fines for offences increased.

## 7. Other

- Authorities shall develop policy and procedure documents for permit applications and reviews.
- Authorities shall prepare and publish an annual report that outlines statistics on permits and its level of compliance with the requirements of O. Reg. 41/24, *Prohibited Activities, Exemptions and Permits*.

## 8. Conservation Areas (Section 29)

- Enactment of O. Reg. 688/21, *Rules of Conduct in Conservation Areas*.
- Replaces individual CA regulations, including GRCA's Conservation Areas regulation, O. Reg. 106, *Conservation Areas – Grand River*.
- Outlines prohibited activities and activities requiring a permit.
- Enforcement provisions remain unchanged.

## Implementation to Date

GRCA staff are working on implementing the changes, however it is not possible to complete all necessary updates and documentation for April 1, 2024. Staff have focused on the following priority actions to date:

### 1. Regulatory Mapping Updates

Mapping revisions to reflect the changes to the extent of regulated areas have been completed. The reduction in the regulated area around wetlands from 120 metres to 30 metres will impact the number of applications issued. There is variance in any given year in the number of applications that are within 31-120 metres to a wetland, however the 3-year average is approximately 200 permits/year.

Taking into consideration the change in regulated allowances to wetlands and floodplains, the overall impact is a 25 percent reduction in the area regulated by the GRCA. Public consultation of the regulatory changes was completed by the Province.

## **2. Interim Policy Guidance**

Staff are working to complete a legislative and regulatory conformity exercise of existing GRCA permit policies and will bring forward updated policies to the General Membership as soon as possible. Until then, staff propose an interim guideline be used as outlined in Appendix A, which is based on a template provided by Conservation Ontario. This interim guideline will be posted on the GRCA's website and used by staff to review/process O. Reg 41/24 permits.

## **3. Delegation of Authority Powers**

Through GRCA By-law 2-2023, the Chief Administrative Officer of the GRCA is delegated the authority to approve permits that meet GRCA policies for a validity period of up to 24 months (2 years). The new section 28.4 of the CA Act provides additional delegation authority for consideration. The ability to delegate powers related to the approval of permits that meet GRCA policies with or without conditions, extension and cancellation of permits, fee reconsideration requests and administrative reviews related to completeness of applications, presents an opportunity to streamline administrative components of the permit review and decision-making process.

Staff propose the delegation of powers as outlined in Appendix B. Report GM-03-24-28 within this agenda package seeks approval of revisions to the GRCA By-law to implement the proposed delegation of powers.

Other revisions to documents, policies and procedures will be required to reflect the delegation of powers, including the "GRCA Policies and Procedures for Compliance with the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation - Ontario Regulation 150/06", the "Hearing Guidelines" and GRCA's Fee Policy. A new procedural document will be developed to describe the process for administrative reviews.

## **4. Re-appointment of officers**

Redesignation of existing Provincial Offences Act (POA) Officers under the newly proclaimed section 30.1 of the CA Act is required. On October 27, 2022, in anticipation of this requirement as discussed in Report GM-10-23-78, through Motion 23-163, the General Membership of the GRCA approved the re-appointment of all POA officers to take effect on the date of proclamation (now known to be April 1, 2024).

## **5. Communication**

An overview of the changes has been presented to the Home Builders/GRCA Liaison Committee and a communication has been issued to municipalities. Updates will be provided as available.

## **Next Steps**

Staff will continue to implement required changes which include;

- updates to regulatory and legislative references on all applications, forms, website, templates, guidelines, etc.
- review and update GRCA's Fee Policy
- conformity reviews/updates to policies for administration of the Regulation and compliance document
- development of a procedures document and
- continued communication with municipal partners.

**Financial Implications:**

While the impact of the reduction in regulated area around wetlands will be partially offset by permits now required due to an increase in regulated area around floodplains, it is anticipated that there will be financial impacts. The financial impact on resource planning revenue has not been quantified at this time and will be reassessed for the 2025 budget. The factors impacting revenue include regulatory changes outlined in this report, market conditions, and previously introduced legislation and/or ministerial direction (i.e. fee freeze).

**Other Department Considerations:**

Geomatics staff assisted with amendments to the regulatory mapping.

**Prepared by:**

Beth Brown  
Manager of Planning and Regulation Services

**Approved by:**

Samantha Lawson  
Chief Administrative Officer

## Appendix A

### Interim Policy Guidelines for the Administration and Implementation of Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits)

**Effective Date: April 1, 2024**

#### Summary

On April 1, 2024, Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) and Part VI of the *Conservation Authorities Act* came into effect. This regulation replaces the Grand River Conservation Authority's (GRCA) previous "Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" regulation (Ontario Regulation 150/06).

The proclamation of the new legislative and regulatory framework necessitates updates to existing Conservation Authority policies and procedures, including the "GRCA Policies for the Administration of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation - Ontario Regulation 150/06" and the "GRCA Policies and Procedures for Compliance with the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation - Ontario Regulation 150/06" and will require the development of a procedural document.

#### Interim Policy Guidance

As of April 1, 2024, the GRCA will review and make decisions on applications for permits in accordance with Part VI of the *Conservation Authorities Act* and Ontario Regulation 41/24. Amendments to the "GRCA Policies for the Administration of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation - Ontario Regulation 150/06" and the "GRCA Policies and Procedures for Compliance with the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation - Ontario Regulation 150/06" will be forthcoming to reflect this new framework. Where discrepancies exist between the text of the legislation or regulation and the information provided within the above noted policy and compliance documents and these Interim Policy Guidelines, the text of the legislation and regulation will prevail.

Key amendments required to the existing GRCA's policy and compliance documents include, but are not limited to:

- 1) Assessing permit applications made under Section 28.1 of the *Conservation Authorities Act* to determine if the proposed works will affect the control of flooding, erosion, dynamic beaches, and **unstable soil or bedrock**.
- 2) Assessing applications to determine whether the proposed activity would create conditions or circumstances that, in the event of a natural hazard, might jeopardize the **health or safety of persons** or result in the **damage or destruction of property**.
- 3) Attaching conditions to a permit only if the conditions (1) assist in preventing or mitigating any effects on the control of flooding, erosion, dynamic beaches or unstable soil or bedrock or (2) assist in preventing or mitigating any effects on human health or safety or any damage or destruction of property in the event of a natural hazard or (3) support the administration or implementation of the permit, including conditions related to reporting, notification, monitoring and compliance with the permit.
- 4) Reducing the regulated area surrounding provincially significant wetlands or wetlands greater than or equal to 2 hectares in size from 120 metres to 30 metres. Increasing the regulated area around engineered floodplains with the addition of a 15 metres regulated

allowance rather than 5 metres. (Note: The allowance to estimated and approximate floodplains remain at 15 metres).

- 5) Updated regulated area associated with Lake Erie flooding hazard and dynamic beach (Note: No impact on existing mapped Regulation Limit for shoreline hazards).
- 6) Exemptions from CA permits for specific activities outlined in section 5 of O. Reg. 41/24 when carried out in accordance with the regulation. (Note: Additional general exemptions as per existing GRCA policy will remain).
- 7) Revised the term “Development” to “Development Activity” (Note: No change in definition).
- 8) Updated definition of *watercourse* to a “defined channel, having a bed and banks or sides, in which a flow of water regularly or continuously occurs”.
- 9) Enforcement tools, procedures, appeals and hearing processes described in Parts VI and VII of the *Conservation Authorities Act*.

## Appendix B

### Proposed Delegation of Powers

Activity	Recommended Delegation	Rationale
<p><b>Permit Approvals/Extensions/Cancellations/Fees</b></p> <ul style="list-style-type: none"> <li>i. Approval of Permits (with or without conditions) that meet GRCA policy up to the maximum period of validity of 60 months/5 years (Sections 9 and 11, O. Reg 41/24)</li> <li>ii. Approval of Permit Extension requests up to the maximum period of validity of 60 months/5 years (Section 11, O.Reg 41/24)</li> <li>iii. Notice of Intent to Refuse Permit Extension (Section 11, O.Reg 41.24)</li> <li>iv. Notice of Intent to Cancel Permit (Section 28.3 CA Act)</li> <li>v. If applicant disagrees with conditions attached to permit approval by GRCA (Section 28.1(5) of CA Act)</li> <li>vi. Request for Reconsideration of permit fee (Section 21.2 of CA Act)</li> </ul>	<p>CAO</p>	<ul style="list-style-type: none"> <li>• Permit approvals up to 24 months and extensions currently delegated to CAO as per GRCA By-Law 2-2023</li> <li>• Permits reviewed for consistency with policies approved by the Board</li> <li>• Expediency to review and issue permits within new legislated and regulated timeframes</li> <li>• Request for fee reconsideration – Limited timeframe (30 days) to complete review, then can appeal directly to Ontario Land Tribunal</li> </ul>
<p><b>Administrative Reviews</b></p> <ul style="list-style-type: none"> <li>i. If notification of complete application not received within 21 days (Section 8 of O.Reg. 41/24)</li> <li>ii. If applicant disagrees with staff decision that application is incomplete (Section 8 of O.Reg 41/24)</li> <li>iii. If applicant is of the view that information/studies/plans requested by staff is not reasonable (Section 8 of O.Reg 41/24)</li> </ul>	<p>CAO</p>	<ul style="list-style-type: none"> <li>• Limited timeframe (30 days) to complete a review</li> <li>• No mechanism within the CA Act or Regulation for appeal</li> <li>• Reviewer should have knowledge of CA application process and familiarity with CA development policies/guidelines</li> <li>• Reviews related to confirmation of complete application rather than decision on permit itself</li> </ul>

## Appendix B

Activity	Recommended Delegation	Rationale
<p><b>Hearings</b></p> <ul style="list-style-type: none"> <li>i. Hearing required if permit recommended for refusal as refusals not delegated to staff (Section 28.1(5) of CA Act)</li> <li>ii. Hearing requested on Notice of Intent to refuse permit extension request (Section 11(5) of Reg)</li> <li>iii. Hearing requested on Notice of Intent to cancel a permit (Section 28.3(2) of CA Act)</li> <li>iv. Hearing requested regarding conditions attached to Authority permit approval (Section 28.1(5) of CA Act)</li> <li>v. Hearing requested on conditions proposed by Authority to be attached to mandatory permits under order by the Province (Section 28.1.2 (7) of CA Act- Mandatory permits, zoning orders)</li> <li>vi. Hearing requested on issuance of stop work order (Section 30.4 (6) of CA Act)</li> <li>vii. *Offer opportunity for hearing on reconsideration of fee request (Section 21.2 of CA Act)</li> </ul>	<p>General Membership</p>	<ul style="list-style-type: none"> <li>• Hearings prior to April 1, 2024 were held before the General Membership, so it is an established process that is understood</li> <li>• Decisions are subject to appeal via a request for Minister's review or to the Ontario Land Tribunal</li> <li>• Hearings would be subject to the <i>Statutory Powers Procedure Act</i></li> <li>• * Applicant may appeal directly to Ontario Land Tribunal (OLT) if reconsider of fee decision not made within 30 days of request or if applicant disagrees with decision and pays under protest. While a hearing is not required through legislation as applicant has right to appeal directly to OLT, propose the ability for applicant to request hearing before General Membership rather than appeal directly to OLT</li> </ul>
<p><b>Appeals Directly to OLT</b></p> <ul style="list-style-type: none"> <li>i. Failure to provide decision on complete application within 90 days (Section 28.1(22) of CA Act)</li> </ul>		<p>Applicant encouraged to reach out to Senior Staff/CAO to inquire on review status and resolve outstanding matters</p>

# Grand River Conservation Authority

**Report number:** GM-03-24-28

**Date:** March 22, 2024

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

**Subject:** Proposed By-law 1-2024

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## **Recommendation:**

THAT By-law 1-2024 be read a first, second, and third time and adopted by the General Membership, to take effect on April 1, 2024;

AND THAT By-law 2-2023 be repealed on April 1, 2024;

AND THAT a copy of By-law 1-2024 be forwarded to the Ministry of the Natural Resources and Forestry and posted on the Grand River Conservation Authority's website.

## **Summary:**

There have been many legislative changes impacting Conservation Authorities in the past few years. On February 16, 2024, the Province released decision notices to move ahead with the changes under the *Conservation Authorities Act* (CA Act) to support Ontario's Housing Supply Action Plan. Previously unproclaimed sections of the CA Act will come into force and effect and GRCA's development regulation (Regulation 150/06) will be revoked and replaced with Ontario Regulation 41/24. These changes take effect on April 1, 2024 and necessitate updates to existing Conservation Authority documents, policies and procedures in relation to GRCA's planning and compliance program.

Report GM-03-24-27 provides an overview of the changes and status of implementation. Revisions to the Grand River Conservation Authority's By-law were identified, including delegation of certain powers provided for under Section 28.4 of the CA Act.

## **Report:**

On February 16, 2024, the Province released decision notices to move ahead with the changes under the Conservation Authorities Act (CA Act) to support Ontario's Housing Supply Action Plan. Previously unproclaimed sections of the CA Act will come into force and effect and GRCA's development regulation (Regulation 150/06) will be revoked and replaced with Ontario Regulation 41/24. These changes take effect on April 1, 2024 and necessitate updates to existing Conservation Authority documents, policies and procedures, including the GRCA's By-law.

Report GM-03-24-27 provides an overview of the changes and status of implementation. Key changes to the Grand River Conservation Authority's By-law were identified as follows:

- 1) Updates to regulatory and legislative references in all documents.  
The By-law has been edited to reference the new Regulation 41/24 and Parts/Sections of the CA Act.
- 2) Delegation of Powers  
Section 28.4 of the CA Act provides for delegation of certain powers. More specifically, this section reads that " An authority may delegate any of its powers relating to the issuance or cancellation of permits under this Act or the regulations, or to the holding of hearings in relation to the permits, to the authority's executive committee or to any other person or body, subject to any limitations or requirements that may be prescribed by regulation."

As outlined in Appendix B of GM Report-03-24-27, the delegation of powers to the Chief Administrative Officer is recommended for approval of permits with or without conditions that meet GRCA policies, extension and cancellation of permits, fee reconsideration requests and administrative reviews related to completeness of applications. These changes represent an opportunity to streamline administrative components of the permit review and decision-making process.

The current By-law 2-2023 has been updated to reflect these changes and is included as Appendix A, By-law 1-2024. A summary of the changes is as follows:

Section	Explanation of Change
B.1.c. Powers of the General Membership	<p>Added wording as the ability to request a hearing in additional circumstances is now provided.</p> <p>Revised wording to reflect new ability to appeal directly to the Minister for certain matters.</p> <p>Deleted reference to Local Planning Appeal Tribunal as it no longer exists. The Local Planning Appeal Tribunal was merged with the Environmental Review Tribunal, Board of Negotiation, Conservation Review Board and the Mining and Lands Tribunal into the Ontario Land Tribunal.</p>
B 2. Chief Administrative Officer	<p>Updated reference to new Regulation.</p> <p>Revised delegation of powers to approve permits that meet GRCA policies (with or without conditions) for a maximum of 60 months, up from 24 months previously.</p> <p>Delegate power to extend a permit for a maximum of 60 months in total.</p> <p>Delegate power to undertake administrative reviews.</p> <p>Delegate power to approve Notices of Intent to refuse permit extensions requested or cancel a permit.</p> <p>Delegate power to reconsider a fee upon request.</p>
Section 13	<p>Updated reference to new Regulation.</p> <p>Add Parts of the CA Act where the ability to request a hearing has been added.</p> <p>Added the requirement to retain a copy of a permit extension and send a copy to the applicant and municipality in addition to permit approvals.</p>

**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:**

Beth Brown  
 Manager of Planning and Regulations Services

**Approved by:**

Samantha Lawson  
 Chief Administrative Officer



# Grand River Conservation Authority

## By-Law No. 12-20243

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**GRAND RIVER CONSERVATION AUTHORITY**  
**By-Law No. 12-2024~~3~~**

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**INDEX**

Administrative By-Law .....	1
Introduction.....	1
A. Definitions .....	3
B. Governance .....	4
1. Members.....	4
2. Officers .....	6
3. Absence of Chair and Vice-Chair(s) .....	8
4. Maximum Term for Chair and Vice-Chair(s).....	8
5. Election of Chair and Vice-Chairs.....	8
6. Appointment of Auditor .....	8
7. Appointment of Financial Institution.....	8
8. Financial Statements and Report of the Auditor.....	8
9. Borrowing Resolution .....	9
10. Corporate Policies .....	9
11. Apportionment Notice .....	9
12. Signing Officers .....	9
13. Advisory Boards and Other Committees .....	9
14. Remuneration of Members .....	10
15. Retention of Records.....	11
16. Records Available to Public.....	11
17. By-law Review .....	12
18. By-law Available to Public .....	12
19. Enforcement of By-laws and Policies .....	12
20. Indemnification of Members, Officers and Employees .....	12
C. Meeting Procedures .....	12
1. Rules of Procedure.....	12
2. Notice of Meeting.....	13
3. Special Meetings .....	13
4. Meetings Open to Public .....	14
5. Agenda for Meetings .....	14
6. Quorum.....	14

**APPENDIX A**

7.	Order of Business .....	15
8.	Debate .....	15
9.	Matters of Precedence .....	16
10.	Electronic Meetings and Participation .....	16
11.	Members' Attendance.....	16
12.	Delegations.....	<a href="#">17</a> <del>16</del>
13.	Section 28 Hearings and Permit Issuance .....	17
14.	Annual Meeting.....	18
15.	Meetings with Closed "In Camera" Sessions.....	18
16.	Voting .....	19
17.	Notice of Motion.....	20
18.	Motion to Reconsider.....	20
19.	Duties of the Meeting Chair .....	<a href="#">21</a> <del>20</del>
20.	Conduct of Members .....	21
21.	Minutes of Meetings .....	21
	D. Approval of By-law and Revocation of Previous By-law(s) .....	23
	E. Appendices to the Administrative By-law .....	24
	Appendix 1 - Code of Conduct.....	24
	Appendix 2 - Conflict of Interest.....	28
	Appendix 3 - Procedure for Election of Officers.....	30

## 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 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. Members of the Authority are 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;

## APPENDIX A

(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;

(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;

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

## APPENDIX A

### A. Definitions

“**Apportionment**” 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)*.

“**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.

“**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.

## APPENDIX A

“**Weighted Majority Vote**” means the votes of 51 percent of the total weighted value for of the votes cast. Each member’s vote is weighted by the percentage that applies under Ontario Regulation 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 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, 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 they may be replaced 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.

## APPENDIX A

- 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 the total budget for the ensuing year, and approving the 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 or as may be required under the Act or Regulation 41/24, and advising every applicant of their right to appeal the applicable decision directly to the Minister or through the Ontario Land 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 Chief Administrative Officer and/or the Secretary-Treasurer and other staff of the Authority are responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, 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.

## APPENDIX A

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, 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 Members.

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.

## APPENDIX A

### 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 [Prohibited Activities, Exemptions and Permits 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 6024 months;
- Approves permit extensions and Notices of Intent to refuse permit extensions or cancel permits made under Section 28 of the Conservation Authorities Act, RSO 1990 or the [Prohibited Activities, Exemptions and Permits Regulation](#).
- Completes administrative reviews under the [Prohibited Activities, Exemptions and Permits Regulation](#) and reviews fee reconsideration requests.
- 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;

## APPENDIX A

- 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.

## APPENDIX A

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 corporate policies from time to time, including Human Resources Policies, for employees containing conditions of employment and benefits.

### 11. Apportionment Notice

The 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.

## APPENDIX A

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 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.

## APPENDIX A

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 at the expense and discretion of the 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*

## APPENDIX A

*Information and Protection of Personal Privacy Act (MFIPPA) and 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 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 will be followed.

## APPENDIX A

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. 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 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.

## APPENDIX A

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 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. Adoption of Projects\*
14. 3<sup>rd</sup> reading of By-laws
15. Other business
16. Closed Meeting
17. 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

## APPENDIX A

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 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;

## APPENDIX A

- 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 the Meeting Procedures identified in this by-law apply.

In-person attendance at meetings is preferred, however, a Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time, 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.

### 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 Part V, VI or VIII of the Conservation Authorities Act, or under the Prohibited Activities, Exemptions and Permits 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

## APPENDIX A

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 or extended, the Authority will retain a record of the permit and a copy shall be sent by regular mail or email to the applicant, 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 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.

## APPENDIX A

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.

## APPENDIX A

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 municipal apportionment is to be approved, the Secretary-Treasurer shall conduct the vote to approve the apportionment by a Weighted Majority of the Members present and eligible to vote, in accordance with *O.Regulation 402/22 Budget and Apportionment*. The vote to approve the budget shall also be conducted by a Weighted Majority of the Members present and eligible to vote.

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.

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 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, the Chair may appoint a Member of the Authority to take the chair in 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.

## APPENDIX A

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.

APPENDIX A

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

By-law number ~~24~~-2023 is hereby repealed;

By-law number ~~12~~-202~~43~~ shall come into force on the ~~1st~~~~15th~~ day of ~~April~~ ~~December~~, 202~~43~~

READ A FIRST AND SECOND TIME

December 15, 2023

Date

READ A THIRD TIME AND FINALLY PASSED

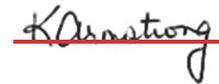
December 15, 2023

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.

## APPENDIX A

### 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.

### 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, 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.

## APPENDIX A

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.

## APPENDIX A

### **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 Election of Officers.

### 3. *Scrutineer(s)*

The appointment of one or more scrutineers is required 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 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

## APPENDIX A

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

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

# Grand River Conservation Authority

**Report number:** GM-03-24-23

**Date:** March 22, 2024

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

**Subject:** Landowner Stewardship Grant Funding Agreement Renewals

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## **Recommendation:**

THAT Report Number GM-03-24-23 Landowner Stewardship Grant Funding Agreement Renewals be received as information.

## **Summary:**

The Grand River Conservation Authority (GRCA) delivers conservation services as a Category 2 (municipal service) program under Memoranda of Understanding between the GRCA and participating municipalities. These services include delivery of cost-share grant programs to support private land stewardship actions to improve watershed health. Funding for the cost-share grants comes from various sources, including participating and non-participating municipalities and federal and provincial grants.

Staff are working with municipal partners to renew grant agreements for the Rural Water Quality Programs for Dufferin County, Wellington County, the Region of Waterloo, Brant County, and Haldimand County. Agreements will also be developed to renew GRCA delivery of the Oxford Clean Water Program (lead by the Upper Thames River Conservation Authority), Hamilton Well Decommissioning Program, and Brant Grow Green Program.

## **Report:**

To support the Grand River Conservation Authority's (GRCA) Strategic Plan priority of improving watershed health, the GRCA provides conservation services to landowners to help them protect water quality and enhance natural resources on their properties. These conservation services are delivered as a Category 2 (municipal service) program under Memoranda of Understanding (MOU) between the GRCA and participating municipalities. The Category 2 MOUs came into effect on January 1, 2024.

A key element of the GRCA's conservation services is delivery of financial and technical assistance to landowners to implement beneficial projects. Funding for cost-share grants provided to landowners comes from various sources, including participating and non-participating municipalities and federal and provincial grants.

The GRCA has administered and delivered a Rural Water Quality Program (RWQP) on behalf of Haldimand, Brant, Wellington, and Dufferin counties and the Region of Waterloo for many years. These municipalities provide grant funding to the GRCA for distribution to landowners as cost share grants to support approved water quality improvement projects. Combined municipal grant contributions of \$750,000 are anticipated in 2024 to offset landowner project costs. The county-wide programs are delivered by other conservation authorities outside the Grand River watershed.

The Region of Waterloo RWQP funding agreement expires at the end of 2025. The Haldimand, Brant, Wellington and Dufferin RWQP agreements expired at the end of 2023. Staff are working with municipalities to renew these agreements for 2024-2028. These will be multi-party agreements between the municipality and all Conservation Authorities delivering cost share

funding within the municipality on their behalf. Final funding agreements are expected to be circulated for municipal endorsement by the end of April.

Staff are working with the City of Hamilton on an agreement to continue delivering a well decommission grant program on their behalf.

GRCA also delivers a rural Clean Water Program on behalf of Oxford County, which is administered by the Upper Thames Region Conservation Authority (UTRCA). The UTRCA is taking the lead on drafting a multi-party agreement for continued program delivery.

GRCA seeks out additional funding to support private land stewardship projects across the watershed. This funding enhances municipal RWQPs where they exist and brings cost share funding to landowners where there is no municipal program. The GRCA currently delivers cost-share funding to landowners through Forests Ontario, Tree Canada in partnership with Conservation Ontario, and the Fisheries and Oceans Canada Habitat Stewardship Program for Aquatic Species at Risk.

### **Program Success**

Depending on the program, eligible projects may include stream fencing, erosion control structures, decommissioning private water wells, manure storage upgrades, nutrient management planning, cover crops, tree planting and others.

Stewardship projects help reduce nutrient, sediment, and chemical losses to the environment. Projects also provide environmental, economic, and social benefits by building soil health, improving resilience to extreme weather events, sequestering carbon, reducing greenhouse gas emissions, protecting source water, providing recreational activities, and fostering biodiversity.

Since 1998 the RWQP has delivered over \$23 million of cost share grants to help landowners implement nearly 8,000 voluntary projects to improve and protect water quality across the watershed. In addition to the funding provided by municipalities and partner agencies, landowners contributed \$43 million towards the projects for a total investment of over \$66 million.

### **Financial Implications:**

Combined municipal contributions of \$750,000 are anticipated in 2024 to offset landowner project costs.

### **Other Department Considerations:**

Not Applicable.

#### **Prepared by:**

Louise Heyming  
Supervisor of Conservation Outreach

Janet Ivey  
Manager of Water Resources

#### **Approved by:**

Samantha Lawson  
Chief Administrative Officer

# Grand River Conservation Authority

**Report number:** GM-03-24-22

**Date:** March 22, 2024

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

**Subject:** Bridgeport Dike Capacity Improvement Environmental Assessment Study Contract Budget Increase

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## Recommendation:

THAT the Grand River Conservation Authority approve an increase to the Contract with KGS Group of \$141,524, excluding HST;

AND THAT a total project budget increase for the Bridgeport Dike Capacity Improvement Environmental Assessment Study in the amount of \$160,000, excluding HST be approved.

## Summary:

The GRCA has partnered with the City of Kitchener in a federal Disaster Mitigation and Adaptation Fund (DMAF) grant program to carry out repairs and capacity improvements to the Bridgeport Dike. This Bridgeport Dike Capacity Improvement Environmental Assessment Study is the first step in completing the dike improvements. This phase of the Dike Capacity Improvement Project is anticipated to be completed in 2024, with subsequent projects to complete the detailed design and construction to commence in 2025.

## Report:

In 2021, KGS Group was retained to complete the Bridgeport Dike Rehabilitation and Capacity Improvement Class Environmental Assessment. Previous engineering studies have determined that the existing Bridgeport Dike does not provide flood protection to the community of Bridgeport behind the dike to the design standard of the Regional Flood, as intended. In addition, previous engineering studies identified stability and seepage issues in the dike. The need for this project was identified by GRCA to provide increased capacity to protect the community from flooding during the Regional Flood and address seepage and stability issues.

Funding to support this project was secured in partnership with the City of Kitchener through the Federal grant program Disaster Mitigation and Adaptation Fund (DMAF) for 40 percent funding, with the remaining 60 percent provided by the provincial Water and Erosion Control Infrastructure (WECI) funding and matching GRCA funds. The DMAF funding agreement is contingent upon this project being constructed to provide a level of protection to the Regional Flood Standard.

To address stakeholder input and assess alternative solutions that meet the project requirement of achieving flood protection for the community protected by the Bridgeport Dike to the Regional Flood Standard, the need for an increased project scope to complete this study has been identified.

The GRCA Board approved the KGS proposal to carry out the study for \$247,230.00 and approved an overall project budget of \$275,000 (excluding HST) (GM-08-21-57).

In 2021 there was an Engineering Scope Change Authorization to complete additional geotechnical investigations for \$18,247.00.

At this time, KGS Group is requesting an increase to the project contract total amount of \$116,503.50 to complete the additional scope of work that has been identified through consultation with stakeholders, including the City of Kitchener and First Nations to address input, assess alternative solutions at an appropriate level and complete additional analysis to find a feasible design alternative that can meet the required level of flood protection that GRCA and the City of Kitchener committed to achieve as part of the DMAF funding agreement.

The scope change work completed in 2023 relates to additional hydraulic modeling to evaluate additional alternatives of raising the dike or dike alignments that were identified through stakeholder input and/or due to the result that raising the dike on the current alignment results in significant increases to flood elevations impacting upstream properties and properties on the west bank of the Grand River opposite the Bridgeport Dike.

An increased project scope and schedule, additional project management, progress meetings, and stakeholder workshops to evaluate the alternatives are included in this additional project budget increase request for work completed in 2023 and proposed work to complete the project in 2024.

Table 1: Project Budget Approval 2021

KGS Group Consulting Fee	\$247,230
Project Contingency	\$27,770
Total Project Budget excluding HST (Report GM-08-21-57)	\$275,000

The total costs for completion of the Bridgeport Dike Capacity Improvement Environmental Assessment Study are summarized in Table 2.

Table 2: 2024 Purposed Budget Increase

KGS Scope Change 1 & 2 Subtotal (with Provisional Items)	\$169,294
Total KGS Contract with Scope Changes and Provisional Items	\$416,524
Approved Project Budget from 2021 (Table 1)	\$275,000
Total KGS Contract Increase for Board Approval	\$141,524
Additional Project Contingency for Board Approval	\$18,476
Total Project Budget increase for Board Approval	\$160,000
Total Project Budget excluding HST	\$430,000

### Financial Implications:

The project budget will be covered within the current approved Disaster Mitigation and Adaptation Fund Federal funding (40 percent), current year approved Water and Erosion Control Infrastructure provincial funding, anticipated 2024 Water and Erosion Control Infrastructure provincial funding (30 percent), and matching funds from GRCA reserves (30 percent).

### Other Department Considerations:

Not applicable.

### Prepared by:

Katelyn Lynch, P.Eng  
 Manager of Water Infrastructure

### Approved by:

Samantha Lawson  
 Chief Administrative Officer

# Grand River Conservation Authority

**Report number:** GM-03-24-31

**Date:** March 14, 2024

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

**Subject:** Request for Proposals - Engineering Consulting Services, Permits and Plan Review

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## **Recommendation:**

THAT the Grand River Conservation Authority accept the proposal from Stantec Consulting Limited to carry out engineering consulting services up to the amount of \$150,000 excluding HST.

## **Summary:**

Not applicable

## **Report:**

The Grand River Conservation Authority is responsible for reviewing and providing responses to municipalities under the Mandatory Programs and Services Regulation (O.R. 686/21), including acting on behalf of the Province regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2020), as a regulatory authority under Ontario Regulation 150/06 (to be replaced with Ontario Regulation 41/24 on April 1<sup>st</sup>) and as a public body under the *Planning Act* as per our Conservation Authority Board approved policies. At times, the GRCA is also an adjacent affected landowner.

In June 2023, temporary external review assistance was identified as an interim measure to maintain service delivery and legislative responsibilities during staff vacancies. A request for proposals (RFP) was issued at that time seeking engineering consulting services for the review of some applications including; permit applications submitted under Ontario Regulation 150/06 (to be replaced with Ontario Regulation 41/24 on April 1<sup>st</sup>), pre-consultation or Planning Act applications circulated to the GRCA by municipalities in the watershed, Aggregate Act applications, Drainage Act circulations, Environmental Assessments and other projects as assigned. Technical review of supporting studies and plans will be required, including stormwater management reports, slope stability studies, hydraulic studies/modelling, grading plans, servicing plans, and erosion and sediment control plans. The GRCA Board approved the award to Stantec Consulting for engineering consulting services up to \$150,000 in June 2023.

Staff vacancies continue to be a challenge, and another Request for Proposals (RFP) for external review assistance was publicly advertised in March 2024 on the Bidding electronic procurement website. There were 35 registered document takers and 6 proposals received. A committee consisting of the Deputy Chief Administrative Officer, Secretary-Treasurer, Manager of Flood Operations and Manager of Planning and Regulation Services participated in the proposal evaluations. The proposals were evaluated using weighted criteria including:

- Proposal completeness and quality
- Qualifications and experience of the firm, project manager, and team
- Project team experience with the scope of work and local knowledge (GRCA watershed and policies)
- Understanding, Quality assurance/Quality Control (QC/QA) control procedures, approach and methods to providing the service, including value-added elements;

- Commitment to the timelines provided by the GRCA to review and prepare technical review comments
- Cost (Hourly rate per team member)

As the consultant will be preparing comments that will form GRCA’s response and position on a particular development or permit application, it is imperative that the consultant can readily undertake the review with minimal training and to a high standard.

Therefore, while a consulting firm may have the technical abilities to undertake the work, it is critical that the Project Team has local knowledge working in the Grand River watershed, and is familiar with Provincial and GRCA policies, manuals and guiding documents. Experience in review processes for a public body, agency or on behalf of an Ontario municipality was considered an asset.

The ranked order of the evaluation and proposal costs (excluding HST) are shown in Table 1.

**Table 1: Consulting Services Results**

Rank	Company
1	Stantec Consulting Limited.
2	Matrix Solutions Incorporated.
3	Water’s Edge Environmental Solutions Team.
4	WSP.
5	GSS Engineering Consultants Limited.
6	Greenland International Consulting Limited

Stantec Consulting Limited’s proposal received the highest ranking in the evaluation and is recommended as the preferred consultant to carry out the Project. Strengths of the proposal and consultant include:

- Project team with diverse technical experience available to support review of a wide variety of files and projects
- Clear and concise proposal demonstrating understanding of project scope
- Experience in the Grand River watershed, and prior experience in providing peer review services, including to the GRCA
- Relevant recent similar project carried out with similar levels of scope and complexity for Engineering Consulting services, permits and plan review for GRCA
- Project team with considerable watershed experience on project aspects and sufficient depth to improve efficiencies and overcome any potential staffing issues
- Accurate and appropriate estimation of the effort required to conduct the project
- Demonstrated ability to work with GRCA staff

The selection made by the committee represents its opinion at the current time for the recommended consultant providing the best overall value and approach to the project and ability to carry out the work.

The upset limit was estimated to provide approximately 6 to 8 months of assistance. Recruitment is underway for the vacant positions.

**Financial Implications:**

It is anticipated that funding for these expenses will be offset by department surplus.

**Other Department Considerations:**

Engineering staff on the Flood Operations team will assist with supporting the engineering consultant.

**Prepared by:**

Vahid Taleban  
Manager of Flood Operations

**Approved by:**

Samantha Lawson  
Chief Administrative Officer

# Grand River Conservation Authority

**Report number:** GM-03-24-30

**Date:** March 22, 2024

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

**Subject:** Current Watershed Conditions as of March 12, 2024

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## **Recommendation:**

THAT Report Number GM-03-24-30 – Current Watershed Conditions as of March 12, 2024 be received as information.

## **Summary:**

Precipitation in February was below average with more recorded in the second half of the month. In the first half of March, the watershed received close to long-term average precipitation for half of March. The warm trend continued into mid-March with average temperatures more than 6 degrees above the long-term average. From mid-February into early March, precipitation tended to be rain more than snow. Rainfall combined with warm temperatures has left the watershed without a snowpack. With the loss of the snowpack and below average precipitation in February, where possible, reservoirs are being held slightly above their normal operating levels to facilitate filling to the April 1 target. Downstream low flow targets are consistently being met.

The Low Water Response Team moved the watershed back to normal condition on February 1 and the watershed remains in normal condition. As of March 12, 3-month indicators for precipitation are showing normal conditions throughout the watershed but precipitation in February was below average.

Lake Erie continues to be above the long-term average, below the levels in 2021, and close to the levels in 2022 and 2023. The long-term forecast over the next three months is for above normal temperatures and near normal precipitation.

## **Report:**

### **Precipitation**

Precipitation up to March 12 ranged from 67 to 97 percent of the long-term average for half of March at climate stations across the watershed, as shown in Table 1. To date, most of the precipitation in March has fallen as rain, rather than snow.

Trends in precipitation, as presented in Table 2, show that during the past 3 months, the watershed has experienced slightly wetter than normal conditions on average, with precipitation levels ranging from around 96 percent at the Laurel climate station to 144 percent at the Brantford Airport climate station area with an overall average of around 113 percent. Over longer periods, the precipitation levels are approaching normal long-term averages. A visual representation of these trends for the Shand climate station is provided in Figure 1.

The snowpack was measured on March 1 and snow was present at 9 out of 12 sites; at these sites, snow water equivalent was low compared to the long-term average. Since then, warm temperatures in March have completely diminished the snowpack.

**Table 1: Current monthly precipitation for climate stations across the watershed up to March 12, 2024, including the long-term average precipitation for half of March.**

Climate Station	Current Month Precipitation (millimeters)	Long Term Average Precipitation (millimeters)	Percentage of Long-Term Average (%)
Shand	26.4	29.7	89%
Conestogo	29.6	31.1	95%
Guelph	27.5	28.8	95%
Luther	25.6	32.0	80%
Woolwich	21.0	25.2	83%
Laurel	24.9	29.7	84%
Shades	29.9	30.7	97%
Brantford	17.7	26.6	67%

**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	69%	109%	89%	107%	98%
Conestogo	70%	98%	80%	103%	96%
Guelph	52%	115%	82%	106%	97%
Luther	78%	112%	82%	107%	103%
Woolwich	58%	112%	89%	101%	98%
Laurel	54%	96%	74%	94%	88%
Shades	49%	116%	78%	111%	98%
Brantford	56%	144%	90%	112%	104%

### Air Temperatures

February was very warm with temperatures around 5 to 6 degrees Celsius higher than the long-term average. At the Shand Dam climate station, daily maximum temperatures exceeded 0 degrees Celsius for 20 days during the month of February and daily averages ranged between -9.5 to +7.5 degrees Celsius with an average daily temperature of -1.7 degrees Celsius.

The average temperature at the Shand Dam climate station over the first 12 days of March was 3.1 degrees Celsius which is approaching 8 degrees warmer than the long-term average for the first half of the month of February.

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

### Lake Erie Water Levels

During February, the average lake level was approximately 0.45 meters above the long-term average. Levels stayed almost the same at the beginning of March and are approximately 0.35 meters above the long-term average. The forecast for Lake Erie is for lake levels to continue to increase over the next month following the normal spring rise in levels before

declining in the early summer. Lake Erie is ice free. Figure 3 shows the range of water levels expected over the next six months as well as the observed water levels over the last four years.

### **Reservoir Conditions**

Reservoirs will continue to be used to manage flows during melt or rain events over the next couple of months. Reservoirs were used to capture runoff from precipitation in late February and early March to facilitate spring filling. With the loss of the snowpack and low precipitation in February, where possible, reservoirs are being held slightly above their normal operating levels to facilitate filling to the April 1 target. Flood storage is available in the large reservoirs with 29 percent available at Shand and 44 percent at Conestogo. Year to date reservoir levels and operating rule curves are shown in Figures 4 and 5 for the four largest reservoirs. Discharges are normal and all downstream flow targets are being met.

### **Low Water Response**

The Low Water Response Team moved the watershed back to normal condition on February 1 and the watershed remains in normal condition. As of March 12, 3-month indicators for precipitation are showing normal conditions throughout the watershed but the precipitation in February was below average. Precipitation and streamflow data will continue to be monitored along with groundwater level data.

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

### **Long Range Forecast**

Environment and Climate Change Canada is forecasting above normal temperatures and normal precipitation for the watershed over the 3 months of March, April, and May.

### **Flood Preparedness and Flood Centre Activities**

During the month of February, the flood operations center issued 1 flood message. A small Lake Erie Surge occurred on Thursday February 15 in the evening. GRCA flood operation center issued one flood message for this event, a Flood Watch message on Thursday, February 15, based on the Ministry of Natural Resources and Forestry (MNR) forecast of Lake Erie levels in the vicinity of Port Maitland. Lake Erie levels did not reach Flood Zone 1 and only minor road flooding was reported.

On March 8, the flood operations center issued a watershed conditions statement when there was 20-40 millimeters of rain in the forecast for the upcoming weekend.

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

Training sessions on the flood program and emergency management are being planned for new staff and for staff in new roles. Additional training sessions for dam operators and field staff will be conducted over the next few months as part of normal annual meetings.

### **Financial Implications:**

Not applicable

### **Other Department Considerations:**

Not applicable

**Prepared by:**

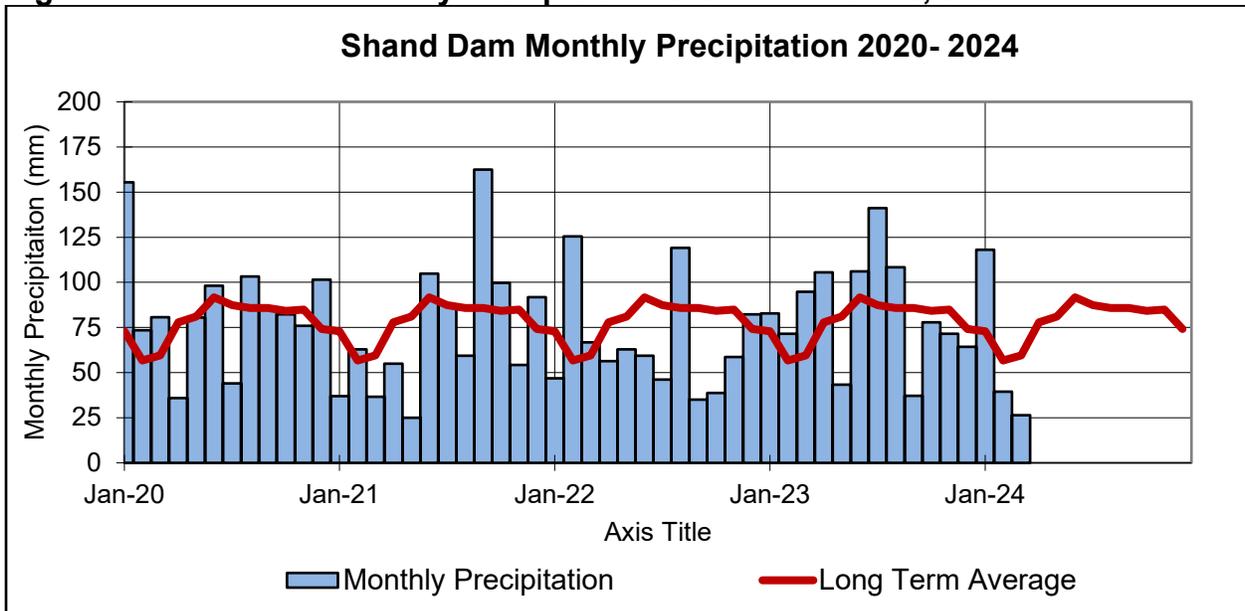
Mark Anderson, P. Eng.  
Senior Engineer – Flood Management

Liz Fisher  
Water Management Supervisor

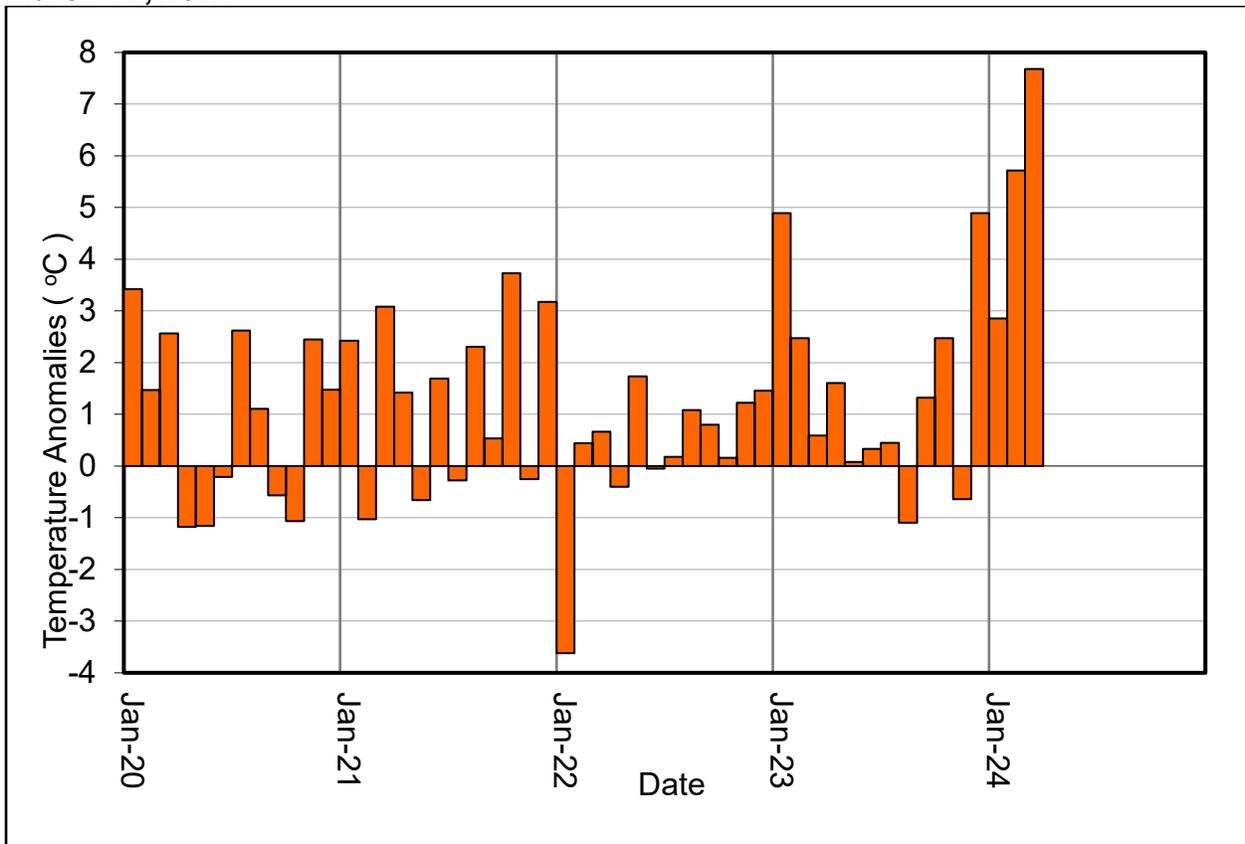
**Approved by:**

Vahid Taleban, P. Eng.  
Manager of Flood Operations

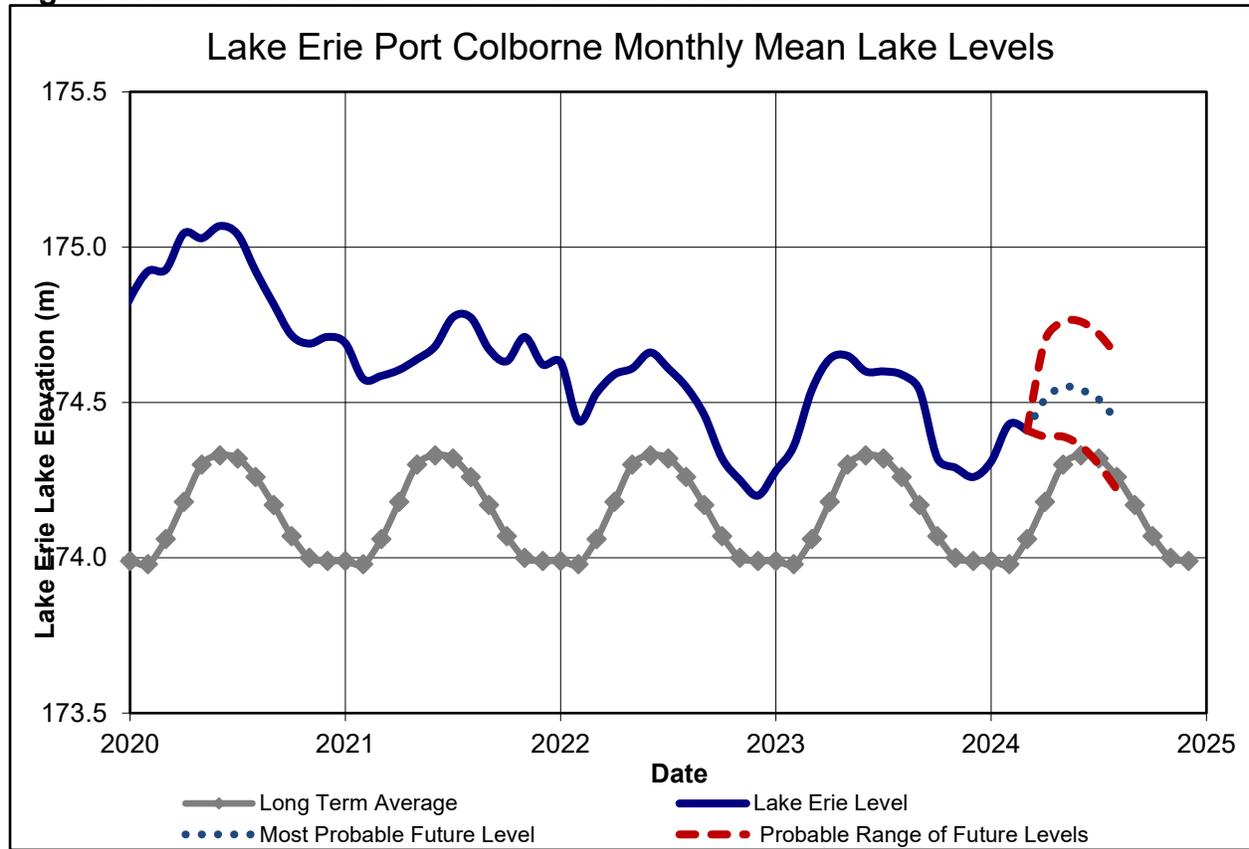
**Figure 1: Shand Dam Monthly Precipitation 2020 to March 12, 2024**



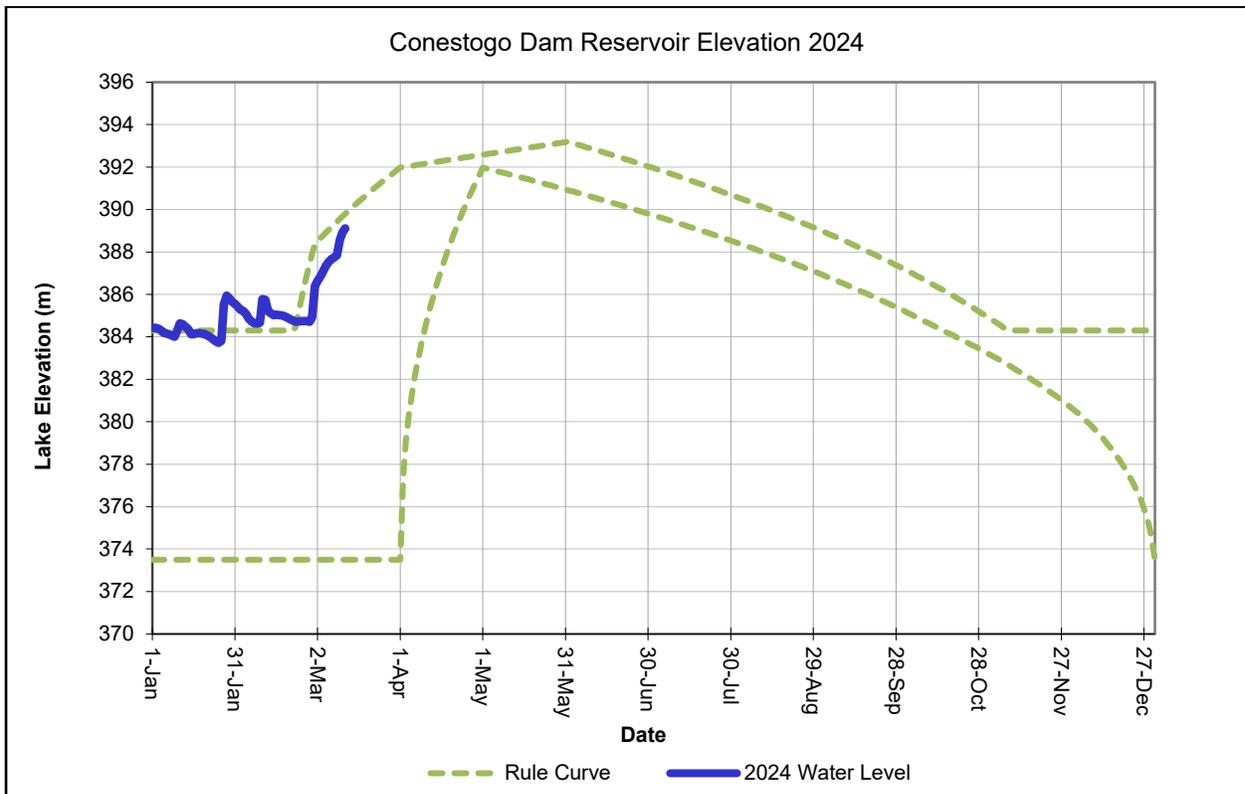
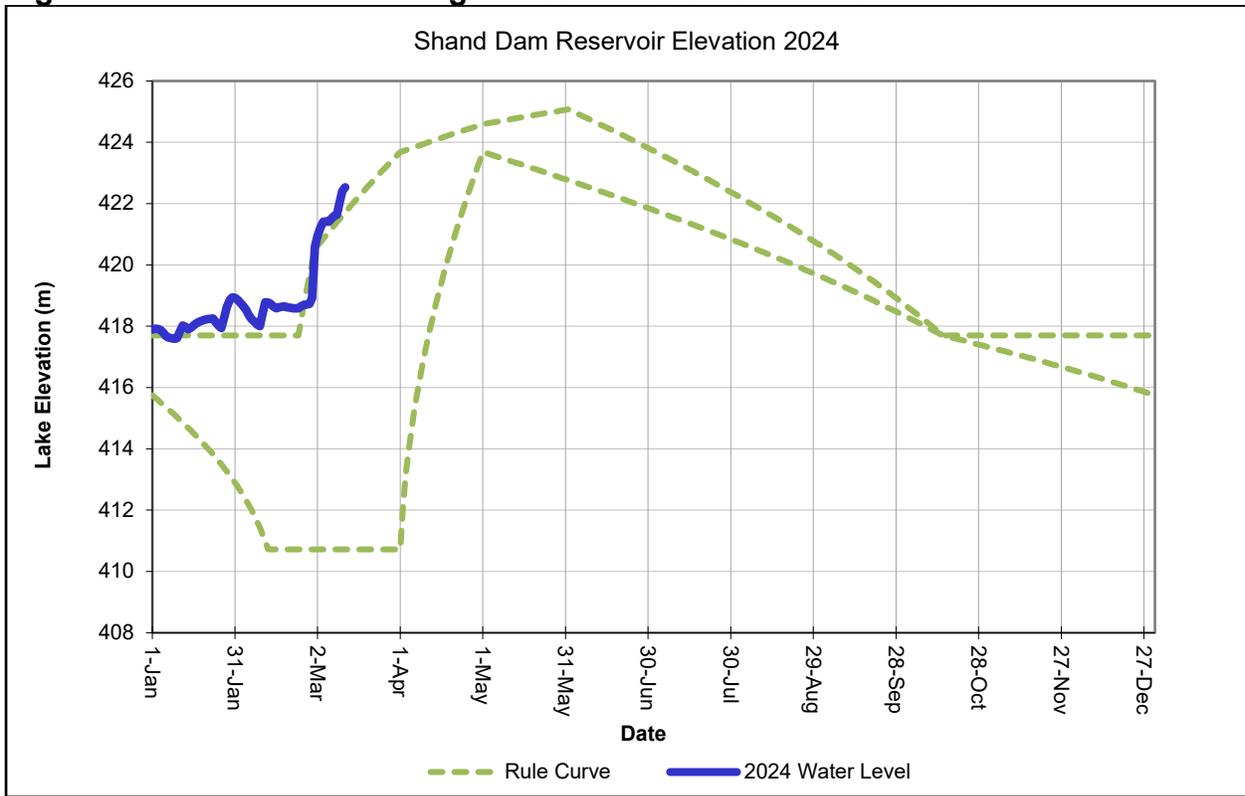
**Figure 2: Monthly Average Air Temperatures at Shand Dam from 2020 to March 12, 2024**



**Figure 3: Water levels for Lake Erie at Port Colborne**



**Figure 4: Shand and Conestogo Reservoir Elevation Plots for 2024**



**Figure 5: Guelph and Luther Reservoir Elevation Charts for 2024**

