



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

Friday, November 22, 2024

9:30 a.m.

Hybrid Meeting of the General Membership

GRCA Administration Centre

Zoom Virtual Meeting

Pages

1. Call to Order

2. Certification of Quorum

3. Chair's Remarks

4. Review of Agenda

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

5. Declarations of Pecuniary Interest

6. Minutes of the Previous Meeting

1

THAT the minutes of the October 25, 2024 meeting of the General Membership be approved as circulated.

7. Business Arising from Previous Minutes

8. Hearing of Delegations

9. Presentations

10. Correspondence

THAT Correspondence from Benjamin Doolittle UE, Mohawk Nation of Grand River regarding the establishment of Mohawk Environmental Protection and Sustainability Initiative be received as information.

a. Benjamin Doolittle UE, Mohawk Nation of Grand River

10

11.	1st and 2nd Reading of By-Laws	
12.	Reports:	
a.	GM-11-24-110 - By-law Update - Change to Vice-Chair	25
	THAT By-law 1-2025 be read a first, second, and third time and adopted by the General Membership, to take effect on January 1, 2025;	
	AND THAT By-law 2-2024 be repealed on January 1, 2025;	
	AND THAT a copy of By-law 1-2025 be forwarded to the Ministry of the Natural Resources and posted on the Grand River Conservation Authority's website.	
b.	GM-11-24-111 - Fee Policy and Fee Schedule Amendments	58
	THAT the amended Grand River Conservation Authority Fee Policy as outlined in this report be approved and implemented effective January 1, 2025;	
	AND THAT the amended Fee Schedule 1 – Outdoor Environmental Education Fees be approved and implemented effective January 1, 2025;	
	AND THAT the amended the Schedule 3 – Planning and Regulations Fees be approved and implemented effective January 1, 2025 unless otherwise directed through a Minister's Direction.	
c.	GM-11-24-101 - Reserves 2024	80
	See report for full recommendation.	
d.	GM-11-24-107 - Cash and Investment Status	91
	THAT Report Number GM-11-24-107– Cash and Investment Status – October 2024 be received as information.	
e.	GN-11-24-106 - Financial Summary	93
	THAT the Financial Summary for the period ending October 31, 2024 be approved.	
f.	GM-11-24-109 - Per Diems and Honorariums 2025	98
	THAT Report Number GM-11-24-109 – Per Diems and Honorariums for 2025 be received as information.	
g.	GM-11-24-102 - Complimentary GRCA Membership Passes	100
	THAT Report Number GM-11-24-102 – 2025 Complimentary GRCA Membership Passes be received as information.	

- h. GM-11-24-105 - Water Control Structures Major Maintenance Forecast 2025-2029 101
 THAT Report Number GM-11-24-105 – Water Control Structures Major Maintenance Forecast – 2025-2029 be received as information.
- i. GM-11-24-103 - Dam/River Safety in the Grand River Watershed 117
 THAT Report Number GM-11-24-103 – Dam/River Safety in the Grand River watershed be received as information.
- j. GM-11-24-104 - Shand Dam Stoplog Storage Building - Tender Award 119
 THAT the Grand River Conservation Authority award the contract for the Shand Dam Stoplog Storage Building to Wellington Construction Contractors Inc. for the amount of \$322,000 (excluding HST);
 AND THAT a contingency of 10 percent be included in the overall project budget for a total project budget of \$354,200 (excluding HST).
- k. GM-11-24-108 - Current Watershed Conditions 121
 THAT Report Number GM-11-24-108 – Current Watershed Conditions as of November 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

THAT the General Membership enter a closed meeting to discuss a confidential matters in accordance with the Municipal Act section 239(2) for the following purposes: labour relations or employee negotiations, and 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 municipality or local board.

- a. Minutes of the previous closed session
- b. Labour relations or employee negotiations
- c. Property Matter

18. Next Meeting - December 13, 2024 at 9:30 a.m.

To be followed by the Chair's Reception in the Office of the CAO

19. Adjourn

Regrets only to:

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

THAT the General Membership Meeting be adjourned.



Grand River Conservation Authority Minutes - General Membership Meeting

Date: October 25, 2024
Time: 9:30 am
Location: Hybrid Meeting of the General Membership

Members Present Christine Billings, Gino Caputo, John Challinor II, Brian Coleman, Doug Craig, Kevin Davis, Mike Devine, Jim Erb, Susan Foxtton, Guy Gardhouse, Gord Greavette, Colleen James, Daniel Lawrence, Dave Miller, Sandy Shantz, Rob Shirton, Shawn Watters, Chris White, Kari Williams, Pam Wolf

Regrets Bruce Banbury, Ken Yee Chew, Lisa Hern, Natasha Salonen, Jerry Smith, Alex Wilson

Staff Samantha Lawson, Beth Brown, Krista Bunn, Joel Doherty, Brandon Heyer, Janet Ivey, Kayleigh Keighan, Murray Lister, Katelyn Lynch, Sonja Radoja, Lisa Stocco, Vahid Taleban, Pam Walther-Mabee, Melissa Larion, Nathan Munn, Eowyn Spencer

Others Martina Cotter, Susan Watson

1. Call to Order

The Chair called the meeting to order at 9:30 a.m.

2. Certification of Quorum

Quorum was certified with more than half of the Members present. A total of 20 Members attended the meeting.

3. Chair's Remarks

The Chair welcomed the Members and made the following remarks:

- The Conservation Areas finished another successful season with camping and some of the CAs closing for the season on October 15. Belwood, Guelph, Laurel, Pinehurst, Rockwood, and Shade's remain open year-round for various activities.
- The 2024 Latornell Conservation Symposium, co-hosted by Conservation Ontario and the University of Guelph, was held in Woodbridge on October 8th and 9th. Several GRCA staff across multiple departments attended the conference that brings together CA staff, professionals, researchers, policymakers and industry experts to discuss pressing environmental issues with a focus on collaboration. Simion Tolnai presented this year on the GRCA Watershed-wide Wastewater Optimization Program.

4. Review of Agenda

The Chair suggested moving the closed session (agenda item 17) up the agenda to immediately follow declarations of pecuniary interest, and there were no concerns raised from the Board.

24-155

Moved By Brian Coleman

Seconded By Susan Foxtan

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

Carried

5. Declarations of Pecuniary Interest

G.Greavette declared a conflict with the closed agenda item. The conflict will be recorded in the GRCA's official registry in accordance with the *Municipal Conflict of Interest Act section 6(1)*.

J.Erb joined the meeting at 9:36 a.m.

6. Closed Meeting

24-156

Moved By Susan Foxtan

Seconded By Mike Devine

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

Carried

The General Membership convened in closed session and the live-stream of the meeting was paused. Resolution 24-157 was passed in closed session in accordance with the *Municipal Act section 239(6)*.

24-158

Moved By John Challinor II

Seconded By Doug Craig

THAT the General Membership return to open session.

Carried

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

6.b Labour relations or employee negotiations

24-159

Moved By Pam Wolf

Seconded By Jim Erb

THAT the salary grid for non-union positions be increased by 2.25% on January 1, 2025.

Carried

7. Minutes of the Previous Meetings (includes 6.a Minutes of the previous closed session)

24-160

Moved By Guy Gardhouse

Seconded By Gord Greavette

THAT the minutes of the General Membership Meeting held on September 27, 2024 be approved as circulated, and the minutes of the closed session on the same date be approved as circulated.

Carried

8. Business Arising from Previous Minutes

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

9. Hearing of Delegations

9.a Susan Watson re: Conservation Areas Strategy

- Susan Watson addressed the Board to discuss the results of the public survey related to the Conservation Areas Strategy. Ms.Watson thanked staff for aggregating the comments in the board report, noted the importance of hearing the input of members of the public, and

expressed concern that it is difficult to identify how feedback was incorporated into the final strategy. It was noted that many comments spoke to changes that should be made to considerations of land acquisitions.

- Ms. Watson requested that the Board defer the approval of the strategy to allow more time to incorporate feedback and to provide transparency to the public regarding land acquisitions and dispositions.
- The Chair thanked the delegation for the presentation and there were no comments or questions raised by the Board.

10. Presentations

There were no Presentations.

11. Correspondence

There were no comments or questions regarding the correspondence.

24-161

Moved By John Challinor II

Seconded By Shawn Watters

THAT Correspondence from the Town of Bradford West Gwillimbury to the Ministry of Environment, Conservation and Parks regarding the Ontario Deposit Return Program, Amy Haertel regarding public safety awareness around low head dams in the Grand River watershed, Hugh Whitely regarding the Conservation Areas Strategy, and Halton Region regarding a municipal alcohol policy be received as information.

Carried

12. 1st and 2nd Reading of By-Laws

None.

13. Reports:

13.a GM-10-24-89 - Elora Quarry and GRCA Membership Pass Pilot Project 2024 Update

There were no comments or questions regarding this report, as the Chair noted the pilot program had been successful in 2024.

24-162

Moved By Pam Wolf

Seconded By Shawn Watters

THAT Report Number GM-09-24-89 - Elora Quarry and GRCA Membership Pass Pilot Project 2024 Update be received as information.

Carried

13.b GM-10-24-91 - Conservation Areas Strategy

- M.Kitchen and J.Ivey presented the Conservation Areas (CA) Strategy and Human Heritage Policy.
- M.Kitchen began the presentation with an overview of the public consultation process undertaken as part of the development of the Conservation Areas Strategy.
- The presentation highlighted the survey results and identified how the received feedback related to the scope of the CA Strategy, discussed the overall themes of the feedback provided, and demonstrated how each of the identified themes correlates to the CA strategy, or are addressed through another GRCA strategic priority or existing plan.
- J.Ivey continued the presentation to highlight that an existing Human Heritage Policy was reviewed alongside the development of the CA Strategy, and has been identified as redundant. The Policy was approved in 2005 with the objectives of fostering stewardship of cultural heritage features of the watershed. Over time, the GRCA's role in this objective has been impacted by changing legislation and priorities and key elements of the Policy that remain in alignment with current priorities have been incorporated into the CA Strategy.

- The Chair thanked staff for the presentation, and Board members had questions regarding the comments heard from the delegation regarding acquisition policies, and regarding giant hogweed and invasive species management.
- S.Lawson responded to questions, noting that the GRCA's Land Acquisition Policy identifies acquisition parameters and has a high threshold to meet requirements for purchases of land, and that invasive species including giant hogweed are managed by the GRCA on GRCA properties, but the GRCA has no legal mechanism to enter private property for the purpose of invasive species management.

24-163

Moved By John Challinor II

Seconded By Daniel Lawrence

THAT Report Number GM-10-24-91 – Conservation Areas Strategy be received as information;

AND THAT the Conservation Areas Strategy be approved and posted on the Grand River Conservation Authority website;

AND THAT the GRCA's Human Heritage Policy 2005 (P-03-05-20) be rescinded.

Carried

13.c GM-10-24-86 - Permits Issued under Ontario Regulation 41/24

There were no comments or questions regarding this report.

24-164

Moved By Rob Shirton

Seconded By Brian Coleman

THAT Report Number GM-10-24-86 – Permits Issued under Ontario Regulation 41/24 be received as information.

Carried

13.d GM-10-24-96 - Water Control Structures Asset Management Plan

- K.Lynch provided an overview of the Water Control Structures Asset Management Plan. The presentation highlighted steps taken to develop the plan and its function to support capital budget decisions for long-term financial forecasting.
- The review, conducted by Hatch Consultants, included reviewing the current dam and dike safety management procedures, condition assessments, a failure mode analysis, and 20-year capital expenditures, with a focus on major flood control dams and dikes owned and operated by the GRCA.
- The Chair thanked staff for the presentation and opened the floor to questions. K.Lynch responded to questions with the following key notes:
- An annual review will be conducted by staff, and if need arises a consultant may be engaged from time-to-time.
- Finance staff were consulted throughout the process of developing this plan, and funding sources have been identified. Water control infrastructure projects are supported by the Province through a biennial cost-share agreement and are eligible to draw funds from the Land Sale Reserve. There are also Federal programs that provide funding through an application process. Staff work closely with Provincial, Federal, and Municipal partners to find available funding sources to supplement the use of reserve funds.
- In the short term (five-year forecast), no new significant concerns were identified and in the longer term (20-years), some items were identified through condition assessments that can now be considered for future budget targets.
- Recommendations regarding smaller dikes will be addressed and the document updated as those items are assessed. A rating of poor may not require immediate priority however any critical items will be prioritized as needed.

24-165

Moved By Pam Wolf

Seconded By Christine Billings

THAT Report Number GM-10-24-96 – Water Control Structures Asset Management Plan be received as information.

AND THAT the Water Control Structures Asset Management Plan be approved and implemented.

Carried

13.e GM-10-24-95 - Shand Dam Spillway Stoplog Gains Refurbishment - Tender Award

There were no comments or questions regarding this report.

24-166

Moved By Dave Miller

Seconded By Shawn Watters

THAT the Grand River Conservation Authority award the contract for the Shand Dam Spillway Stoplog Gains Refurbishment to BGL Contractors Corp for the amount of \$555,860.00 dollars (excluding HST);

AND THAT a contingency of 10 percent be included in the overall project budget for a total project budget of \$611,446.00 (excluding HST).

Carried

13.f GM-10-24-97 - Membership, Ticketing, and Equipment Rentals System - Request for Proposals

- S.Foxton noted that financial impact is more than is currently being spent, and R.Shirton inquired about the location of the vendor.
- M.Lister responded to questions, noting that the reason for the higher cost relates to upgraded services as identified in the report, and that the selected vendor is the closest carrier of the specialty service required for this RFP.

24-167

Moved By John Challinor II

Seconded By Guy Gardhouse

THAT the Grand River Conservation Authority enter into an agreement for a Membership and Ticketing System Solution with ParkPass Inc. based in Toronto, Ontario for a term of three years with an option to extend the agreement up to three additional one-year terms;

AND THAT a total budget of \$215,000 excluding HST be approved.

Carried

13.g GM-10-24-92 - Cash and Investment Status

There were no comments or questions regarding this report.

24-168

Moved By Gord Greavette

Seconded By Brian Coleman

THAT Report Number GM-10-24-92 – Cash and Investment Status – September 2024 be received as information.

Carried

13.h GM-10-24-99 - Financial Summary

There were no comments or questions regarding this report.

24-169

Moved By Brian Coleman

Seconded By John Challinor II

THAT the Financial Summary for the period ending September 30, 2024 be approved.

Carried

13.i GM-10-24-87 - Budget 2025-Draft 1

- K.Keighan provided a detailed overview of the first draft of the 2025 budget.
- The presentation highlighted challenges such as economic conditions, revenue projections, programs in transition, and increased demands on available resources, and identified major assumptions, estimated revenue, and expenditures for capital, operating, and special projects.
- A breakdown of estimated expenses was provided for each of the category 1, 2, and 3 programs, with their identified funding sources.
- As part of the budget process, the municipal apportionment for 2025 has been estimated at a 3.5% increase over 2024.
- The Chair thanked staff for the presentation, and the Board members had questions and discussed the impact of different programs and projects on the budget projection.
- In response to questions, K.Keighan, S.Lawson, and S.Radoja provided the following notes:
 - Estimated revenue for Conservation Areas is very conservative given that revenue is dependent on weather, seasonal impacts, and other socio-economic conditions.
 - Staff positions relying on transition reserves are being phased in to the operating budget, and no new positions are expected for 2025.
 - The Reserve report will be provided to the Board in November and will demonstrate the status of reserve funds and how they are positioned to support capital projects in alignment with strategic priorities.
 - Staff will present the draft budget to participating municipal councils upon request.
 - The draft budget reflects current asset management plans and prioritized capital projects.
 - The Burford tree nursery is a category 3 program operating at a deficit, and K.Keighan confirmed reserves are not being used to fund the program.
 - The assumed surplus will be refined and updated as the budget is finalized, and surplus allocations will be directed by the Board.

24-170

Moved By Shawn Watters

Seconded By Pam Wolf

THAT Report Number 10-24-87 – Budget 2025 - Draft #1 be approved for consultation purposes, circulated to all participating municipalities, and posted to the GRCA website.

THAT staff be directed to forward correspondence regarding the Minister's direction to freeze planning and regulations user fees to the Minister of Natural Resources and Forestry.

Carried

D.Lawrence left the meeting at 11:46 a.m.

13.j GM-10-24-88 - Budget 2025-Draft 1 - Municipal Apportionment

There were no comments or questions regarding this report.

24-171

Moved By Susan Foxton

Seconded By Kari Williams

THAT Report Number GM-10-24-88 – Budget 2025 – Draft #1 – Municipal Apportionment be received as information.

Carried

13.k GM-10-24-93 - Fee Policy - Planning and Regulations Permit

- B.Brown provided an overview of the report to illustrate the fee schedules developed based on Board direction at the September meeting of the General Membership.
- The presentation showed the fee schedules and potential schedules based on 85, 90, and 100 percent cost recovery for planning review services and permit fees and showed comparators from other conservation authorities in Ontario. Also included was an estimated revenue schedule based on the various cost-recovery targets and an additional fee schedule for other services such as environmental assessment review services.
- There was discussion from the Board regarding the proposed fees, comparators used and the variance between organizations for similar fees, and next steps.
- B.Brown responded to questions with the following notes:
 - The recommendations to increase fees are a result of the fee review study, which was completed in 2021, and potential revenue was based on 2021 numbers as the fees have been subject to a Minister's freeze order since the same year. Overall revenue has been declining for plan review services and permit fees due to changes in legislation.
 - Overall, at an 85% cost recovery for this fee schedule the GRCA is within a comparable range for fees charged. Variances are a result of differing cost recovery targets and client bases amongst Ontario conservation authorities.
 - The fee scale for environmental assessments may vary significantly based on the level of service or input requested from the GRCA, and the proposed fee includes a low-end rate.
 - There was additional discussion about wanting to remain fair and competitive with the fee structure while balancing the cost-recovery targets and ensuring a general annual increase to address inflation.
 - Staff will provide further detail on new fees and include revisions for other services where minor fees may not increase at the same rate so that it remains a viable option for staff to provide general inquiry responses and base services to the public at a reasonable cost.
 - K.Davis suggested a friendly amendment to the motion, so that the timeframe to reach 100% cost-recovery be phased over five years.

24-172

Moved By Brian Coleman

Seconded By Jim Erb

WHEREAS staff were directed through Resolution 24-146 to prepare a fee structure to reach 85% cost recovery for permits in 2025, and a fee structure to reach 100% cost recovery for Plan Review and Regulations fees over five years;

AND WHEREAS fee amendments require approval by the General Membership;

BE IT RESOLVED THAT the Grand River Conservation Authority provide direction on the fee structure and implementation timeline as presented in report GM-10-24-93;

AND THAT staff bring forward a Fee Schedule at the next General Membership meeting.

Carried

13.1 GM-10-24-94 - Fee Policy 2025

There were no comments or questions regarding this report.

24-173

Moved By John Challinor II

Seconded By Brian Coleman

THAT amendments to the Grand River Conservation Authority Fee Policy as outlined in this report be approved and implemented effective January 1, 2025;

AND THAT Fee Schedule 1 – Outdoor Environmental Education Fees be approved and implemented effective January 1, 2025;

AND THAT Fee Schedule 2 – Conservation Areas Fees be approved and implemented effective January 1, 2025;

AND THAT Fee Schedule 4 – Tree Nursery Fees be approved and implemented effective January 1, 2025.

Carried

13.m GM-10-24-98 - 2025 Board Meeting Schedule

There were no comments or questions regarding this report.

24-174

Moved By Guy Gardhouse

Seconded By Gord Greavette

THAT the 2025 Grand River Conservation Authority Board Meeting Schedule be approved.

Carried

J.Erb left the meeting at 11:56 a.m.

13.n GM-10-24-90 - Ice Management Plan

- V.Taleban provided an overview of the Ice Management Plan, which has been developed as part of the regulatory deliverables required under Ontario Regulation 686/21.
- The presentation highlighted general ice processes in the Grand River watershed and identified various factors affecting ice jams. Factors include reservoirs, low-head dams, wastewater and groundwater discharge, all of which play a part in the formation and movement of ice in the watershed.
- There was information provided with respect to forecasting capabilities and mitigation techniques and projects, and climate change considerations.
- The Chair thanked staff for the presentation and Board members had questions for staff related to the ability to forecast ice events, trends in weather and climate resilience, and current projects underway to mitigate ice-related issues in vulnerable areas.
- K.Davis addressed staff to inquire about the ongoing ice mitigation project underway in Brantford, which began following a serious ice event in the Brantford reach of the Grand River. K.Lynch responded, noting that the project is underway and was stalled due to staff turnover, but it has been identified as a priority in 2025 and 2026, with a plan to move through the EA process and complete design in 2025. K.Davis initially requested an amendment to the staff recommendation to expedite the project in Brantford, but instead offered support following staff's response to the inquiry.
- In response to forecasting ice events, V.Taleban noted that ice jams are difficult to predict but GRCA has a strong flood messaging system in place and actively monitors weather data and river flows. Identifying potential ice jams is a part of routine monitoring through flood response and river watch.

24-175

Moved By Shawn Watters

Seconded By Mike Devine

THAT the Ice Management Plan be approved and implemented.

Carried

M.Devine left the meeting at 12:19 p.m.

13.o GM-10-24-100 - Current Watershed Conditions

There were no comments or questions regarding this report.

24-176

Moved By John Challinor II

Seconded By Doug Craig

THAT Report Number GM-10-24-100 – Current Watershed Conditions as of October 15, 2024
be received as information.

Carried

14. Committee of the Whole

Not required.

15. General Business

There was no General Business.

16. 3rd Reading of By-Laws

None.

17. Other Business

18. Next Meetings

- General Membership: Friday, November 22, 2024 at 9:30 a.m.
- Audit Committee: Immediately following the November meeting of the General Membership

19. Adjourn

The meeting was adjourned at 12:20 p.m.

24-177

Moved By John Challinor II

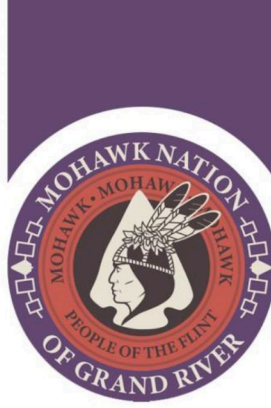
Seconded By Brian Coleman

THAT the meeting of the General Membership be adjourned.

Carried

Chair

Secretary-Treasurer



MOHAWK UNIVERSITY

MOHAWK NATION OF GRAND RIVER

To: Minister Andrea Khanjin for the Ministry of Environment, Conservation, and Parks (Ontario), Minister Prabmeet Sarkaria of the Ministry of Transportation, Minister Peter Bethlenfalvy for the Ministry of Finance (Ontario)

Cc: Minister Steven Guilbeault for the Ministry of Environment and Climate Change (Federal), Minister Gary Anandasangaree for the Ministry of Crown-Indigenous Relations, Minister Patty Hajdu for the Ministry of Indigenous Services, Minister Dominic LeBlanc for the Ministry of Public Safety (Federal), MPs and MPPs within the Grand River, Mayors and officials of the Grand River Conservation Authority (GRCA)

Re: Establishment of Mohawk Environmental Protection and Sustainability Initiative (MEPSI) – SG0500-241102-010001

Letter Code: SG0501-241102-T00001

Office: Secretary-General's Office

Date: November 2, 2024

Subject: Notification of the Mohawk National Transportation and Safety Initiative (MNTSI)

Dear Ministers, Members of Parliament, Municipal Leaders, and Representatives of the Grand River Conservation Authority,

I am writing to formally notify you of the establishment of the Mohawk Environmental Protection and Sustainability Initiative (MEPSI), a program that reflects the Mohawk Nation's sovereign role and commitment to environmental stewardship within our traditional territories.

Mandate and Purpose

MEPSI has been created in accordance with the Haldimand Pledge (1779) and Proclamation (1784) and our enduring duty to preserve and protect the lands and resources entrusted to us. This initiative embodies the principles of Traditional Ecological Knowledge (TEK) and sustainable resource management to support the ongoing preservation of our environment and assert our rights to govern environmental matters within the Haldimand Tract.

Key Components

- **Sovereign Control:** MEPSI affirms the Mohawk Nation's exclusive authority over environmental governance within the Grand River and Acquired Territory. Through this initiative, we will oversee resource use, establish conservation practices, and conduct environmental assessments according to our established legal rights.
- **Ecosystem Preservation:** Our commitment includes measures to protect biodiversity, secure water sources, and undertake land restoration projects that align with our cultural values and traditional responsibilities.
- **Collaborative Engagement:** MEPSI seeks to engage local governments, agencies, and stakeholders in cooperative efforts that respect our jurisdiction and promote shared goals for sustainable environmental practices.
- **Awareness and Education:** MEPSI will support educational programs to raise awareness about environmental stewardship both within our communities and with neighboring entities.

Constitutional Duty and Legal Precedent

We emphasize that the Haldimand Pledge and Proclamation establishes a constitutional duty for all Canadians, including government representatives, to recognize the exclusive rights of the Mohawk Nation of Grand River. In this respect, obtaining our consent is essential prior to implementing any external initiatives that may impact our lands or resources.

Requests for Acknowledgment and Collaboration

In support of our shared environmental goals, we respectfully request that your office:

1. **Recognize MEPSI** as a legitimate, Mohawk-led initiative dedicated to environmental protection and sustainable practices within our traditional territories.
2. **Collaborate with MEPSI representatives** to ensure alignment between local, provincial, and federal policies and our environmental stewardship framework.
3. **Support the enforcement of our rights** regarding land use and environmental oversight to prevent unauthorized claims or activities on our territory.

Conclusion

The Mohawk Environmental Protection and Sustainability Initiative is a significant step toward reaffirming our rights and responsibilities as stewards of our lands and resources. By acknowledging and supporting this initiative, your office will contribute to the sovereignty of the Mohawk Nation and foster a collaborative approach to tackling shared environmental challenges.

We look forward to your acknowledgment of this initiative and anticipate a constructive dialogue that promotes mutual respect and cooperation in environmental governance.

Sincerely,

Benjamin Doolittle UE

Secretary-General

Mohawk Nation of Grand River

benjamin.doolittle@mohawkuniversity.org

226-938-1146

Directive from the Office of the Secretary-General of the Mohawk Nation of Grand River

Directive Title: Mohawk Environmental Protection and Sustainability Initiative (MEPSI)

Directive Code: SG0500-241102-020001

Office: Secretary-General's Office

Date: November 2, 2024

Issued by: Benjamin Doolittle, Secretary-General of the Mohawk Nation of Grand River

In response to the pressing need for safeguarding Mohawk lands, waters, and ecosystems, this directive establishes the Mohawk Environmental Protection and Sustainability Initiative (MEPSI). This initiative reaffirms the Mohawk Nation's exclusive authority over environmental governance across the Grand River and Acquired Territory, prioritizing sustainable management and the protection of both cultural and natural heritage. Through this directive, the Mohawk Nation asserts its inherent rights over land, air, and water, embracing a model of environmental stewardship that reflects our cultural principles and respect for all forms of life.

Mandate

The MEPSI establishes a comprehensive framework for the independent regulation of environmental practices within the Grand River basin and Acquired Territory. This framework is informed by the Riparian Doctrine, asserting our interests in land and water that extend outward to Lake Erie and the six-mile boundary of the Grand River. This approach reflects the Mohawk Nation's sovereign claim over our lands and waters, guided by precedents in UN Security Council resolutions that recognize the "acquisition of territory" as a fundamental aspect of sovereignty, particularly as stated in Resolution 242 (1967).

The **Riparian Doctrine** is a foundational principle of water law that grants rights to landowners whose property borders a watercourse. It entitles the Mohawk Nation of Grand River to reasonable use of water within our territory, preserving both the water quality and ecosystems that are essential to our way of life. These rights extend along the Grand River's six-mile boundary and outward to Lake Erie, recognizing the Mohawk Nation's enduring role as stewards of the land and water.

Our claim to the Grand River and adjacent lands also involves **territorial borders** shared with Canada and the United States. The Treaty of Ghent and subsequent agreements established boundary commissions between the U.S. and Canada, but it is essential to note that the Mohawk Nation of Grand River was not party to these agreements. The United Kingdom, on behalf of Canada, participated in these treaties without consulting or securing consent from the Mohawk Nation, an oversight that continues to affect our rights today. We affirm that these borders, defined without Mohawk participation, do not diminish our sovereignty or our rights over lands within the Grand River and Acquired Territory.

Moreover, under Canadian constitutional law, the Haldimand Pledge and Proclamation are part of Canada's constitutional framework, guaranteeing exclusive use and rights for the Mohawk

Nation within the Haldimand Tract. In the **Re Manitoba Language Rights Case**, the Supreme Court of Canada held that any subsequent Canadian law contradicting established constitutional pledges, such as the Haldimand Proclamation, would be deemed invalid or void. Accordingly, any federal or provincial law that contravenes these rights must be retracted, as it fails to uphold the constitutional guarantees upon which Canada itself was established.

Purpose

MEPSI is committed to:

- **Preserving Natural Resources:** Implementing practices that safeguard water, air, land, and biodiversity.
- **Asserting Regulatory Rights:** Establishing the Mohawk Nation's rights to regulate environmental practices, asserting jurisdiction over all activities impacting our natural resources.
- **Creating a Blue Belt Conservation and Stewardship Platform:** Developing an innovative platform to manage environmental responsibilities effectively and transparently.

Scope

The MEPSI applies across all Mohawk lands, encompassing:

- **Airspace and Water Resources:** Including all riparian boundaries essential for ecological health.
- **Land Development and Resource Extraction:** Overseeing practices to ensure they align with sustainable management principles.
- **Waste Management and Conservation Efforts:** Enforcing regulations that reflect Mohawk values of stewardship, sustainability, and community-driven governance.

Core Principles

1. **Sovereign Control over Environmental Practices:** MEPSI affirms the Mohawk Nation's autonomous authority to establish and enforce environmental policies rooted in our inherent rights and responsibilities to our lands.
2. **Environmental Stewardship Education:** Educational initiatives under MEPSI will promote awareness of environmental sustainability, instilling a sense of responsibility and connection to the land among all generations.
3. **Restoration and Pollution Reduction:** MEPSI will prioritize land restoration efforts and pollution reduction strategies, collaborating with environmental experts and local communities to achieve these goals.
4. **Constitutional Grounds and Historical Clarifications:** The Mohawk Nation asserts that the Treaty of Ghent and subsequent UK-Canada international boundary treaty and agreements did not involve the Mohawk Nation, affirming that our historical sovereignty is undiminished by external border definitions. MEPSI draws upon the Mandamus

Principle, declaring that any laws or policies violating foundational rights or the Haldimand Proclamation are void within Grand River Territory.

5. **Traditional Ecological Knowledge (TEK) and Intergenerational Principles:** TEK will guide MEPSI's conservation approach, supported by the "Seven Generations Principle," ensuring that actions taken today consider impacts on future generations.
6. **Consultation and Collaboration:** MEPSI will actively seek community engagement, fostering partnerships with organizations that share our commitment to environmental protection and sustainability.
7. **Transparency and Accountability:** MEPSI will uphold a commitment to transparent monitoring of environmental activities, sharing regular updates on the Blue Belt platform for community access and engagement.

Implementation Strategies

1. **Regulatory Development and Community Engagement**
 - **Inclusive Framework Creation:** Establish regulations through collaborative efforts involving community members and environmental specialists, ensuring that policies reflect traditional knowledge and ecological science.
 - **Public Forums and Workshops:** Host events to gather input and educate community members about regulatory developments and environmental issues.
2. **Blue Belt Conservation and Stewardship Platform**
 - **Online Resource Hub:** The Blue Belt platform will serve as an accessible online trust that provides information on conservation initiatives, opportunities for community involvement, and resources for sustainable practices.
 - **Interactive Engagement:** Facilitate community participation through initiatives such as virtual workshops, educational content, and conservation challenges.
3. **Pollution Reduction and Land Restoration**
 - **Targeted Programs:** Develop and implement targeted programs focused on pollution prevention, land rehabilitation, and sustainable land-use practices in collaboration with environmental experts and local stakeholders.
 - **Monitoring and Reporting:** Regularly monitor and report on pollution levels and restoration efforts, ensuring transparency and fostering community trust.
4. **Independent Oversight and Community Reporting**
 - **Environmental Oversight Committee:** Establish an independent committee with representation from Mohawk elders, environmental scientists, and community leaders to oversee MEPSI's implementation.
 - **Community-Driven Reporting Channels:** Enable community members to report environmental violations through the Blue Belt platform, ensuring accountability and responsiveness.
5. **Land Recovery and Conservation**
 - **Land Recovery Objectives:** MEPSI has the authority to reclaim degraded lands or prevent unauthorized developments on Mohawk lands.
 - **Zero-Tolerance for Unauthorized Activities:** MEPSI enforces a zero-tolerance policy for unauthorized development, extraction, or pollution within Mohawk territories, with sanctions ranging from fines to legal actions.

6. Strategic Partnerships and Funding

- **Collaborative Opportunities:** Engage in partnerships with conservation NGOs and agencies that acknowledge Mohawk sovereignty, forming alliances on equal terms for mutual environmental goals.
- **Funding Opportunities:** Seek funding from bodies that respect Indigenous sovereignty, reinforcing MEPSI's financial independence for environmental initiatives.

Integration of Kareenna and Traditional Ecological Knowledge (TEK)

In the implementation of the Mohawk Environmental Protection and Sustainability Initiative (MEPSI), the Mohawk Nation embraces the principle of **Kareenna**, a Mohawk term that signifies song, frequency, and the interconnectedness of individuals within their environment. This concept underscores the harmonious relationship between people and nature, emphasizing how each person's actions resonate throughout the broader ecological landscape.

Traditional Ecological Knowledge (TEK) will also serve as a foundational element of MEPSI. TEK, which encompasses the intergenerational knowledge and practices developed by Indigenous peoples over centuries, provides critical insights into sustainable land and resource management. By integrating TEK into MEPSI, we honor the wisdom of our ancestors, ensuring that our environmental practices are informed by a deep understanding of local ecosystems and their dynamics.

Together, Kareenna and TEK will guide MEPSI's approach to environmental stewardship, fostering community engagement and participation in sustainable practices that reflect our cultural heritage and the teachings of the land. By cultivating a sense of individual and collective responsibility, we promote the idea that our well-being is inextricably linked to the health of our ecosystems.

Through education and outreach, MEPSI will emphasize the importance of both Kareenna and TEK in shaping a culture of stewardship that respects our past, acknowledges our present, and protects the environment for future generations. This dual framework encourages community members to actively engage in conservation efforts and environmental decision-making, ensuring that our collective actions resonate positively across generations.

The Proverbial Longhouse and the Concept of Longbody

At the heart of the Mohawk cultural identity lies the **proverbial longhouse**, symbolizing not only the physical structure of communal living but also the profound philosophical understanding of our place within the cosmos. The longhouse represents the cyclical nature of existence, with the sun rising in the east and setting in the west, illustrating the interconnectedness of all life and the continuity of time. This symbol serves as a reminder that our true longhouse encompasses not just our immediate surroundings but the entirety of our experiences, including our ancestors, community, and the natural world.

Within this longhouse, we are part of a larger **Longbody**, a holistic view that transcends individual identity and recognizes the interconnectedness of all beings. The term "Longbody" derives from the Iroquois belief that the self extends beyond the individual to include one's belongings, family, ancestors, and the environment. This perspective encourages us to see our shared experiences as a collective narrative where our similarities outweigh our differences, regardless of culture or climate.

The **Longbody** serves as a powerful metaphor for total liberation, embodying a comprehensive understanding of our existence that encourages collaboration and shared responsibility. It is a framework used by teams and individuals alike, promoting unity in purpose and action. This interconnection emphasizes that each member of the community contributes to the health and well-being of the collective, fostering an environment where all voices are valued and heard.

In alignment with the principles of Traditional Ecological Knowledge (TEK) and the cultural teachings of the Mohawk Nation, MEPSI will utilize the Longbody concept to enhance our understanding of environmental stewardship. By recognizing that we are all integral parts of a greater whole, we can approach our ecological practices with a sense of responsibility that honors our ancestors and secures the well-being of future generations.

This interconnected worldview also resonates with the research surrounding Pueblo parapsychology, which highlights the spiritual interconnection among all living and material things. As demonstrated in the work of Christopher Aanstoos and William Roll, the Longbody concept transcends the Iroquois tradition, reflecting similar beliefs within various tribal cultures, including those of the American Southwest. The enduring spiritual connections among community members, both living and deceased, and the sacred landscapes they inhabit are integral to their identity and survival.

By embodying the principles of the Longbody within MEPSI, we aim to foster a culture of holistic environmental awareness, where the ecological health of our land is seen as a reflection of the health of our community and the well-being of each individual.

Notification to the Grand River Conservation Authority (GRCA)

The Mohawk Nation of Grand River hereby serves notice to the Grand River Conservation Authority (GRCA) regarding the establishment and directives of the Mohawk Environmental Protection and Sustainability Initiative (MEPSI). Recognizing that the GRCA has historically operated with assumed control over the Grand River and surrounding lands, we assert that the GRCA's exercise of authority on Mohawk lands without explicit consent constitutes intermeddling. Consequently, the GRCA shall be recognized as a *trustee de son tort*—a status applied to those who interfere with the rightful jurisdiction and sovereignty of another entity, here the Mohawk Nation, under the exclusive-use rights and riparian entitlements enshrined by the Haldimand Pledge and Proclamation and subsequent affirmations.

The GRCA board comprises local mayors who occupy Mohawk lands within the Grand River territory. The board's involvement in approving developments, land use, and environmental

matters on Mohawk lands reflects an attempt to circumvent the constitutional and legal obligations to respect Mohawk exclusive use rights, as well as riparian and other ecological interests. Such governance practices, by which mayors and municipal representatives engage in decisions affecting Mohawk territories, systematically avoid acknowledgment of the Mohawk Nation's sovereignty and legal rights. This board's oversight thus further infringes upon our established entitlements and bypasses the required observance of exclusive use provisions.

By this Directive, the GRCA is hereby advised that the Mohawk Nation of Grand River, through MEPSI, exercises sole authority over environmental stewardship, land use, and resource management across the Grand River and Acquired Territory. Any unauthorized or unapproved actions by the GRCA on these lands shall be regarded as an infringement on Mohawk sovereignty and may result in further actions to reclaim or restrict any illegitimate influences over these territories.

Notification to Local Mayors Along the Grand River

In addition to notifying the Grand River Conservation Authority (GRCA), the Mohawk Nation of Grand River, through the Mohawk Environmental Protection and Sustainability Initiative (MEPSI), will formally notify each mayor presiding over municipalities within the Grand River Territory. These officials, by their participation on the GRCA board and approval of developments and land use on Mohawk lands, may be deemed *trustees de son tort*—individuals who, by assuming control over lands and resources not rightfully theirs, engage in intermeddling with Mohawk rights and sovereignty.

This Directive asserts that any action taken by these officials, individually or collectively, that disregards the exclusive rights of the Mohawk Nation as established by the Haldimand Pledge and Proclamation and subsequent constitutional affirmations, constitutes a breach of our sovereign jurisdiction. Such actions effectively attempt to sidestep the constitutional obligations to uphold the Mohawk Nation's exclusive use rights and riparian interests within these territories.

Each mayor, upon receipt of this notification, is advised that further unauthorized or unilateral decisions affecting Mohawk lands, waters, or resources will be subject to scrutiny under the Mohawk Nation's authority through MEPSI. They are urged to respect the established jurisdictional boundaries and engage in cooperative dialogue to ensure that all governance practices reflect and honor the inherent rights and sovereignty of the Mohawk Nation of Grand River.

Notification to Members of Parliament and Provincial Parliament

In conjunction with notifying the Grand River Conservation Authority (GRCA) and local mayors, the Mohawk Nation of Grand River will formally notify all Members of Parliament (MPs) and Members of Provincial Parliament (MPPs) representing constituencies along the Grand River. These officials, by virtue of their legislative powers, play a crucial role in enabling local governance structures that encroach upon Mohawk lands and resources.

The presence of MP offices situated on Mohawk lands constitutes a violation of the Crown's pledges and obligations to uphold the Mohawk Nation's rights to exclusive use as established by the Haldimand Proclamation and reaffirmed by historical treaties. Furthermore, the legislative jurisdiction extended to cities, towns, and other entities that claim authority over Mohawk lands undermines the inherent sovereignty of the Mohawk Nation.

This Directive asserts that the actions of MPs and MPPs, whether through direct participation in local governance or by enabling legislative frameworks that diminish Mohawk rights, must be addressed. Each MP and MPP will be advised that their continued oversight and support of local governance structures infringe upon the constitutional guarantees of exclusive rights for the Mohawk Nation of Grand River.

By this notification, the Mohawk Nation calls upon all MPs and MPPs to engage in respectful dialogue and collaboration to ensure that their actions reflect an acknowledgment of our sovereignty and comply with the obligations established under the Haldimand Pledge and Proclamation and other constitutional frameworks. Any failure to uphold these commitments may result in scrutiny and potential legal actions to protect the Mohawk Nation's interests.

Notification to Parties of the Grand River Notification Agreement

As part of our commitment to upholding the rights of the Mohawk Nation of Grand River, we will notify all parties involved in the Grand River Notification Agreement. It is important to note that this agreement was established without the inclusion of Mohawk representation, and it serves to notify signatories regarding uses of Mohawk lands.

We assert that any actions or agreements concerning the use of our lands must involve direct consultation and consent from the Mohawk Nation. The absence of our voice in such agreements undermines the sovereignty and rights of the Mohawk people. Therefore, we will ensure that the parties are aware of our position and that future discussions regarding land use and management include our participation.

Notified Parties:

The following parties are formally notified of the establishment of MEPSI and are expected to align their operations and policies in accordance with the Mohawk Nation's sovereign authority over environmental matters within the Haldimand Tract.

Relevant Provincial Ministers:

- **Minister of the Environment, Conservation and Parks** – Oversight of provincial environmental policies and regulatory alignment with MEPSI objectives
- **Minister of Transportation** – In consideration of land use and infrastructure impacts within the Haldimand Tract
- **Minister of Finance** – Oversight of fiscal policies affecting land and resource management

Relevant Federal Ministers:

- **Minister of Environment and Climate Change** – To ensure alignment on environmental policies, sustainable practices, and conservation initiatives
- **Minister of Crown-Indigenous Relations** – Responsible for upholding federal recognition of the Mohawk Nation’s sovereignty and stewardship within the Haldimand Tract
- **Minister of Indigenous Services** – Engagement on policies affecting Indigenous communities, resources, and the preservation of traditional ecological practices
- **Minister of Public Safety** – For federal support on jurisdictional respect and collaborative enforcement on MEPSI’s initiatives and environmental protocols

Federal and Provincial Representatives:

- **Members of Parliament (MPs) and Members of Provincial Parliament (MPPs)** representing constituencies within the Haldimand Tract, acknowledging the Haldimand Proclamation’s mandate

Local Governments and Mayors as Peace Officers

- **Mayors and municipal officials within the Grand River region**, acting as representatives on the Grand River Conservation Authority (GRCA) and in their capacity as peace officers, to ensure municipal alignment with MEPSI’s objectives and sovereign jurisdictional rights

Grand River Conservation Authority (GRCA):

- Notification to the GRCA board, including all mayors and officials involved in regional environmental and conservation matters, recognizing the Mohawk Nation’s governance role and promoting cooperative engagement on sustainable management initiatives

Grand River Notification Agreement Signatories:

- All parties to the Grand River Notification Agreement, recognizing and upholding the Mohawk Nation’s environmental stewardship responsibilities and rights within the Haldimand Tract

Each notified party is expected to formally acknowledge this directive and engage in discussions with MEPSI representatives to support mutual environmental goals within the framework of Mohawk sovereignty.

Official Notifications to Ontario Ministries Regarding the Mohawk Environmental Protection and Sustainability Initiative (MEPSI)

Minister Contact Information:

- **Hon. Andrea Khanjin**, Minister of Environment, Conservation, and Parks (Ontario)
 - ★ **Contact:**
Phone: 416-314-6790
Email: minister.mecp@ontario.ca
- **Hon. Prabmeet Sarkaria**, Minister of Transportation (Ontario)
 - ★ **Contact:**
Phone: 416-327-9200
Email: minister.mto@ontario.ca
- **Hon. Peter Bethlenfalvy**, Minister of Finance (Ontario)
 - ★ **Contact:**
Phone: 416-325-0400
Email: Minister.fin@ontario.ca

Cc:

- **Hon. Steven Guilbeault**, Minister of Environment and Climate Change (Federal)
 - ★ **Contact:**
Phone: 613-996-5322
Email: ministre-minister@ec.gc.ca
- **Hon. Gary Anandasangaree**, Minister of Crown-Indigenous Relations (Federal)
 - ★ **Contact:**
Phone: 819-997-0002
Email: gary.anandasangaree-p@rcaanc-cirnac.gc.ca
- **Hon. Patty Hajdu**, Minister of Indigenous Services (Federal)
 - ★ **Contact:**
Phone: N/A
Email: ministresa-ministeris@sac-isc.gc.ca
- **Hon. Dominic LeBlanc**, Minister of Public Safety (Federal)
 - ★ **Contact:**
Phone: 343-553-4894
Email: IGA.Minister-Ministre.AIG@pco-bcp.gc.ca
- **MPs and MPPs within the Grand River**
 - ★ **Contact:**
[Insert List of MPs/MPPs with Contact Information]
- **Mayors and officials of the Grand River Conservation Authority (GRCA)**
 - ★ **Contact:**
Chair: Chris White
Phone: 519-830-6725
Email: chriswhite1@cogeco.ca
- **Board Members Contact Information**
 - ★ **Town of Grand Valley, Townships of Amaranth, East Garafraxa, Melancthon, and Southgate**

- **Natasha Salonen**
Phone: 226-751-3775
Email: nsalonen@regionofwaterloo.ca
 - **Kari Williams**
Phone: 226-752-5243
Email: kwilliams@regionofwaterloo.ca
 - **Pam Wolf**
Phone: 519-622-8154
Email: pwolf@regionofwaterloo.ca
- ★ **Municipality of North Perth and Township of Perth East**
 - **Jerry Smith**
Phone: 519-575-8790
Email: milverton@pertheast.ca
 - **Halton Region**
 - **John Challinor II**
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Email: John.ChallinorII@milton.ca
- ★ **City of Hamilton**
 - **Alex Wilson**
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- ★ **Oxford County**
 - **Bruce Banbury**
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Email: b.banbury@hotmail.com
- ★ **County of Brant**
 - **Brian Coleman**
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- ★ **City of Brantford**
 - **Kevin Davis**
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 - **Gino Caputo**
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Email: ginocaputo@brantford.ca
- ★ **Haldimand and Norfolk Counties**
 - **Dan Lawrence**
Phone: 905-741-8790
Email: dlawrence@haldimandcounty.on.ca

- **Rob Shirton**
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Email: rshirton@haldimandcounty.on.ca

Conclusion

The Mohawk Environmental Protection and Sustainability Initiative (MEPSI) represents a pivotal step in the Mohawk Nation's journey toward environmental sovereignty. This directive, rooted in the principles of the Riparian Doctrine, Traditional Ecological Knowledge, and our historical understanding of sovereignty, underscores our commitment to environmental stewardship and sustainable practices. Through MEPSI, we affirm our rights and responsibilities as caretakers of our lands and waters, ensuring the well-being of our communities and future generations.

Call to Action

The Mohawk Nation of Grand River calls upon all community members to engage with the MEPSI initiative, participate in environmental stewardship activities, and uphold our shared responsibility for the land, air, and water. Together, we can ensure that our ecological legacy reflects our cultural values, honors our ancestors, and safeguards the natural world for future generations.

Original Signed: Benjamin Doolittle
Secretary-General
Mohawk Nation of Grand River



Grand River Conservation Authority

Report number: GM-11-24-110

Date: November 22, 2024

To: Members of the Grand River Conservation Authority

Subject: By-law Update – Change to Vice-Chair

Recommendation:

THAT By-law 1-2025 be read a first, second, and third time and adopted by the General Membership, to take effect on January 1, 2025;

AND THAT By-law 2-2024 be repealed on January 1, 2025;

AND THAT a copy of By-law 1-2025 be forwarded to the Ministry of the Natural Resources and posted on the Grand River Conservation Authority's website.

Summary:

Not Applicable

Report:

Following discussion at the General Membership meetings of June 28 and August 23, 2024, staff have updated the By-law to clarify that there will be only one Vice-Chair position as of January 1, 2025 which will be in effect in advance of the next election.

Financial Implications:

Not applicable

Other Department Considerations:

Not applicable

Prepared by:

Karen Armstrong
Deputy CAO, Secretary-Treasurer

Approved by:

Samantha Lawson
Chief Administrative Officer



Grand River Conservation Authority

By-Law No. 1-2025

GRAND RIVER CONSERVATION AUTHORITY
By-Law No. 1-2025

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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;
- (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.

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.~~

“**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.
- 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.

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.

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.

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 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 60 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;
- Ensures notices are given and minutes are provided as required by this By-Law;
- Ensures accurate records of meetings and accounts of the Authority are kept;
- Carries out or causes to be carried out required financial transactions on behalf of the Authority;
- Is an alternate member of Conservation Ontario Council;
- Serves as a signing officer for the Authority.

3. Absence of Chair and Vice-Chair~~(s)~~

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

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

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

5. Election of Chair and Vice-Chairs

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

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

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

6. Appointment of Auditor

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

7. Appointment of Financial Institution

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

8. Financial Statements and Report of the Auditor

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

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

9. Borrowing Resolution

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

10. Corporate Policies

The Authority shall approve and amend 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.

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.

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*

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.

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.

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. 1st & 2nd readings of By-laws*
10. Presentation of Reports
11. Committee of the Whole
12. Election of officers*
13. Adoption of Projects*
14. 3rd 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

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;
- 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, each individual delegation shall be limited to one (1) speaker for not more than five(5) minutes. A group delegation of more than three (3) speakers presenting together will be limited to a total maximum of ten (10) minutes. When a large number of delegations wish to speak on the same topic, the time limits may be adjusted 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. 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 Regulations, the General Membership shall form a tribunal for the purpose of such a hearing. When hearings are to be held individual notice of hearing shall be sent by registered mail or email to the applicant, with a copy by ordinary mail or email to the applicable municipal clerk.

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

Permit Issuance

When a permit is approved 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.

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

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

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

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

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

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

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

16. Voting

In accordance with Section 16 of the Act:

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

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

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

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

On a tie vote, the motion is lost.

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

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

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

At the meeting of the Authority at which the 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.

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

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

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

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

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

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

By-law number 2-2024~~4~~ is hereby repealed;

By-law number ~~2-2024~~1-2025 shall come into force on the ~~27th day of September, 2024~~1st day of January, 2025

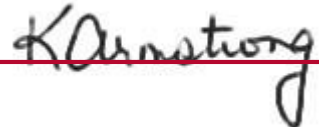
READ A FIRST AND SECOND TIME Date: ~~August 23, 2024~~November 22, 2024

READ A THIRD TIME AND FINALLY PASSED Date: ~~September 27~~November 22, 2024

Signed:



Chair



Secretary-Treasurer

E. Appendices to the Administrative By-law

Appendix 1 - Code of Conduct

1. Background

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

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

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

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

2. General

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

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

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

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

3. Gifts and Benefits

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties.

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.

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

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

Appendix 2 - Conflict of Interest

1. *Municipal Conflict of Interest Act*

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

2. *Disclosure of Pecuniary Interest*

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

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

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

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

4. *Closed Meetings*

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

5. *Member Absent*

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

6. *Disclosure Recorded in Minutes*

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

7. *Pecuniary Interest Registry*

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

8. *Breach of Conflict of Interest Policy*

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

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

Should a member of the public or a municipality allege that a Member has breached the 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 afterward. 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~~ the 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 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-11-24-111

Date: November 22, 2024

To: Members of the Grand River Conservation Authority

Subject: Fee Policy and Fee Schedule Amendments

Recommendation:

THAT the amended Grand River Conservation Authority Fee Policy as outlined in this report be approved and implemented effective January 1, 2025;

AND THAT the amended Fee Schedule 1 – Outdoor Environmental Education Fees be approved and implemented effective January 1, 2025;

AND THAT the amended the Schedule 3 – Planning and Regulations Fees be approved and implemented effective January 1, 2025 unless otherwise directed through a Minister's Direction.

Summary:

On October 25, 2024, amendments to the Fee Policy and Schedules 1, 2, and 4 were approved as outlined in GM report 10-24-94. It was noted that Fee Schedule 3 – Planning and Regulations would be finalized based on direction provided by the General Membership through GM report 10-23-93 and brought forward at the next General Membership meeting.

An amended Fee Schedule 3 has been developed and the proposed increases for 2025 are attached (Appendix E). A summary of the amendments is as follows:

- Varying increases for plan review and regulations fees to achieve a 100% user fee cost recovery target for certain services, phased in over 5 years
- Introduction of new permit and plan review fees
- Addition of a 3% adjustment for inflation
- Amended Fee Notes

Once approved, Fee Schedule 3 will take effect January 1, 2025, unless otherwise directed through a Minister's Direction e.g. planning and permitting fee freeze until December 31, 2024 is extended.

Further amendments to the Fee Policy and Schedule 1 for the Outdoor Environmental Education Program are also proposed, to include a new non-refundable deposit and cancellation fees. The amendments to the Fee Policy and Fee Schedule 1 will take effect on January 1, 2025.

Report:

Planning and Regulations

The Planning and Regulations program is a mandatory service that provides a watershed benefit by regulating development and undertaking review of applications/proposals in and near natural hazards to reduce the risk of loss of life and minimize property damage. The Planning and Regulations program comprises all elements of planning and the permit process including proactive planning (i.e., plan input and policy advice), review of planning and other applications, the GRCA permit process, public inquiries, title clearances, compliance, and enforcement. The program is funded through self-generated revenue (user fees) and municipal apportionment.

Currently, as per a Minister's Direction, planning and permitting fees are frozen until December 31, 2024. At this time, it is unknown if this direction will be extended. If fees can be increased in 2025, two reports (GM-09-24-81 and GM-10-24-93) were prepared to seek direction from the

General Membership on user fee cost recovery targets, a timeline to implement fee increases, and potential new fees.

Based on direction received from the General Membership, an amended Fee Schedule 3 has been developed and the proposed increases for 2025 are attached (Appendix E).

The proposed 2025 Fee Schedule has been shared with the GRCA-Home Builders Liaison Committee (Committee) as required by the Fee Policy. In 2023, GRCA staff and Watson and Associates Economists Ltd. presented to the Committee on the Program Rates and User Fee Review (User Fee Review) completed by the consultant and proposed cost recovery targets. An update on potential changes was provided at the September 2024 Committee meeting. Feedback was provided and incorporated into the September and October Board reports, which included phased implementation of fee increases and the re-submission fee being applied at staff's discretion. No further feedback has been received from the Committee and no objections have been received from the Associations.

In summary, the Fee Schedule incorporates the following changes:

- Target of 100% cost recovery for plan review and permitting user fees
- Phase-in fee increases evenly over a 5-year period
- Add an annual adjustment for inflation, being 3% for 2025

The following amendments to the Fee Schedule are also proposed as outlined in GM-09-24-81 and GM-10-24-93:

New fees in Plan Review Schedule

- Niagara Escarpment Commission (NEC) circulations
- Environmental Assessments (EA)
- Drainage Act applications

The new plan review fees for NEC, EAs, and Drainage Act applications are based on the User Fee Review. An additional category was added for Individual EAs and a "minor" and "major" fee was proposed based on the anticipated level of involvement being equivalent to either a complex plan review application or the maximum fee for a plan of subdivision.

New fees in Permit Fee Schedule

- "Routine" permits
- "Other inquiry" fee

A new "routine" permit category is proposed for development that is very low risk and small in project scope. This will provide a fee category for applications that require limited staff involvement and do not warrant a "minor" fee. Examples of "routine" permits may include but are not limited to non-habitable small accessory structures such as sheds, unenclosed gazebos, and pools. With respect to inquiries, adding an "other inquiry" fee is proposed to maintain a lower fee for landowner inquiries to encourage early consultation with landowners so GRCA input is provided early in project planning before development proceeds and becomes a compliance issue.

Amended Fees/Fee Notes

- Added Minister's Zoning orders (MZO) as an example of a complex application.
- Revised fees for 4th and subsequent submissions of the same report/plan for both plan review and permitting from a flat fee of \$575 to a percentage of the applicable fee category. This fee would be implemented at the discretion of staff.
- Added a note that permit applications will be closed if additional information/plans/reports required by GRCA staff are not submitted within 1 year.

Appendices A and B show the proposed plan review and permit fees for 2025 and over the 5-year phase-in period, 2024 fees for comparison, and the corresponding percentage increase

between 2024 and the total phased-in fee. Appendix E shows the proposed 2025 Fee Schedule 3 of planning and regulations services.

Outdoor Environmental Education

GRCA outdoor education programs are funded by various sources including agreements with school boards, fees charged directly to school classes or other groups participating, and donations from the GRCF. This revenue has been augmented by the GRCA Transition Reserve to cover costs for 2025. The program includes fees for both school and non-school programs that have been determined based on the cost to deliver the program, the demand for the program, and the user's ability to pay.

Since January 2021, the GRCA's Outdoor Environmental Education Program has been limited to programs offered under agreements with school boards, or in a few cases, agreements with individual schools or community agencies. To facilitate additional program offerings for schools that are not included in the GRCA's negotiated agreements, GRCA staff have been developing an updated online booking system. While no increases to Outdoor Environmental Education Program fees are being proposed for 2025, included with the online booking system will be a process for receiving legal documents, and a non-refundable deposit to cover the cost of administration and cancellation fees. The Fee Policy and Fee Schedule 1 for the Outdoor Environmental Education Program have been amended to include these additional fees. The updated Fee Policy is attached as Appendix C and Schedule 1 is attached as Appendix D.

As per [O.Reg.400/22 Information Requirements](#), the approved amended Fee Policy and Fee Schedule 1 will be posted on the GRCA's website on the [Governance page](#) on January 1, 2025. Schedule 3 will also be posted on January 1, 2025 unless otherwise directed through a Minister's Direction.

Financial Implications:

The Planning and Regulations budgets have historically been conservative given the uncertainty of costs and revenue due to several factors, including legislative changes, staffing vacancies, economic conditions, and variability in the number and type of applications received. Forecast adjustments are incorporated into monthly financial reporting to the Board as applicable.

Based on 100% cost recovery targets, the potential revenue impact is an additional \$900,000. This estimate is based on information from the User Fee Review and the average number of applications from 2017-2021 and would be spread over the 5-year phase-in implementation period. The actual additional revenue is uncertain and a downward trend has been observed.

It is important to note that the cost recovery targets are only for regulations and planning services that are charged a user fee. The remainder of the services in the Regulations and Planning program are funded from municipal apportionment.

Other Department Considerations:

Not applicable.

Prepared by:

Beth Brown
Manager of Planning and
Regulations Services

Lisa Stocco
Manager of Strategic Communications and
Environmental Education

Approved by:

Samantha Lawson
Chief Administrative Officer

Phasing Plan for 100% Cost Recovery for Plan Review			
Plan Review Fee Schedule	2024 After Tax	2025 After Tax	Approx % Increase (to end of phasing period)
<i>Subdivision and Condominium</i>			
Base fee per application	\$2,505	*\$2,945	87% *2026: \$3385 *2027: \$3820 *2028: \$4260 *2029: \$4700
Per net hectare	\$1,305/hectare	*\$1,345/hectare	15% *2026: \$1380 *2027: \$1420 *2028: \$1460 *2029: \$1500
Maximum fee (including base and per hectare)	\$30,000	*\$32,000	33% *2026: \$34,000 *2027: \$36,000 *2028: \$38,000 *2029: \$40,000
Applicant driven modification	\$1,670	*\$1,875	62% *2026: \$2080 *2027: \$2290 *2028: \$2495 *2029: \$2,700
Final clearance for registration per stage: technical review required	\$6,708	*\$6,710	0.03% -rounded
Final clearance Processing Fee: no reports or review required	\$255	*\$305	96% *2026: \$350 *2027: \$400 *2028: \$450 *2029: \$500

*Subject to additional inflationary increase, fees rounded to nearest \$5

Phasing Plan for 100% Cost Recovery for Plan Review			
Plan Review Fee Schedule	2024 After Tax	2025 After Tax	Approx % Increase (to end of phasing period)
<i>Official Plan and/or Zoning Bylaw Amendment</i>			
Major	\$2,500	*\$3,560	212% *2026: \$4620 *2027: \$5680 *2028: \$6740 *2029: \$7800
Minor	\$465	*\$550	94% *2026: \$640 *2027: \$725 *2028: \$810 *2029: \$900
<i>Consent</i>			
Major	\$1,185	*\$1,650	195% *2026: \$2110 *2027: \$2575 *2028: \$3040 *2029: \$3500
Minor	\$465	*\$570	115% *2026: \$680 *2027: \$790 *2028: \$890 *2029: \$1000

*Subject to additional inflationary increase, fees rounded to nearest \$5

Phasing Plan for 100% Cost Recovery for Plan Review			
Plan Review Fee Schedule	2024 After Tax	2025 After Tax	Approx % Increase (to end of phasing period)
Minor Variances			
Major	\$675	*\$720	33% *2026: \$765 *2027: \$810 *2028: \$855 *2029: \$900
Minor	\$300	*\$340	67% *2026: \$380 *2027: \$420 *2028: \$460 *2029: \$500
Site Plan Applications			
Major	\$3,515	*\$4,490	139% *2026: \$5470 *2027: \$6445 *2028: \$7420 *2029: \$8400
Minor	\$465	*\$690	244% *2026: \$920 *2027: \$1145 *2028: \$1370 *2028: \$1600
Complex Applications			
	\$10,230	*\$10,945	35% *2026: \$11,660 *2028: \$13,085 *2027: \$12,370 *2029: \$13,800

*Subject to additional inflationary increase, fees rounded to nearest \$5

Phasing Plan for 100% Cost Recovery for Plan Review			
Plan Review Fee Schedule	2024 After Tax	2025 After Tax	Approx % Increase (to end of phasing period)
<i>Below Water Table Aggregate Applications</i>			
No features of interest within 30 metres of licence limit	\$10,230	*\$10,230	0%
Features of interest within 30 metres of licence limit	\$42,850	*\$42,850	0%
<i>Above Water Table Aggregate Applications</i>			
No features of interest within 30 metres of licence limit	\$465	*\$465	0%
Features of interest within 30 metres of licence limit	\$10,230	*\$10,230	0%
<i>Niagara Escarpment Commission Applications</i>			
Major	N/A	*\$1,000	New *2026: \$2000 *2027: \$3000 *2028: \$4000 *2029: \$5000
Minor	N/A	*\$140	New *2026: \$280 *2028: \$420 *2028: \$560 *2029: \$700

*Subject to additional inflationary increase, fees rounded to nearest \$5

Phasing Plan for 100% Cost Recovery for Plan Review			
Plan Review Fee Schedule	2024 After Tax	2025 After Tax	Approx % Increase (to end of phasing period)
<i>Environmental Assessments</i>			
Class A or A+	N/A	\$0	0%
Class B	N/A	*\$1,000	New *2026: \$2000 *2027: \$3000 *2028: \$4000 *2029: \$5000
Class C	N/A	*\$1,280	New *2026: \$2560 *2027: \$3840 *2028: \$5120 *2029: \$6400
Individual EA	N/A	*\$2760 or *\$8000	New (fee determined on staff involvement) *2026: \$5520 or \$16,000 *2027: \$8280 or \$24,000 *2028: \$11,040 or \$32,000 *2029: \$13,800 or \$40,000
<i>Drainage Act applications</i>			
New Drains, Improvements	N/A	*\$440	New *2026: \$880 *2027: \$1320 *2028: \$1760 *2029: \$2200

*Subject to additional inflationary increase, fees rounded to nearest \$5

Phasing Plan to Achieve 100% Cost Recovery for Permits and Inquiries			
Table 1: Permit Fee Schedule	2024 After Tax	2025 After Tax	Approx % Change (to end of phasing period)
NEW Routine: Very low risk of impact on regulated features. Very small project scope. No detailed report/plans or site visit.			
Fee for Development, Alterations or Interference with Wetlands, Shorelines, and Watercourses Applications	N/A	*\$275	NEW – 41% decrease from minor fee
Minor: Low risk of impact on regulated features. No technical reports required			
Fee for Development, Alterations or Interference with Wetlands, Shorelines, and Watercourses Applications	\$465	*\$505	41% *2026: \$540 *2027: \$580 *2028: \$620 *2029: \$660
Intermediate: Moderate risk and/or potential impact on regulated features. Detailed report/plans, and/or site visit required.			
Fee for Development Applications	\$675	*\$870	147% *2026: \$1070 *2027: \$1270 *2028: \$1470 *2029: \$1665
Fee for Alterations or Interference with Wetlands, Shorelines and Watercourses Applications	\$1,185	*\$1,280	41% *2026: \$1375 *2027: \$1470 *2028: \$1570 *2029: \$1665

*Subject to additional inflationary increase, fees rounded to nearest \$5

Phasing Plan to Achieve 100% Cost Recovery for Permits and Inquiries			
Table 1: Permit Fee Schedule	2024 After Tax	2025 After Tax	Approx % Change (to end of phasing period)
Major: Requires one or more reports (Environmental Impact Study, Hydraulic Analysis, Stormwater Management, Geotechnical, etc.)			
Fee for Development Applications	\$10,230	*\$10,455	11% *2026: \$10,680 *2027: \$10,910 *2028: \$11,140 *2029: \$11,365
Fee for Alterations or Interference with Wetlands, Shorelines and Watercourses Applications <i>Culvert/Bridge replacement</i>	\$6,710	*\$7,640	69% *2026: \$8570 *2027: \$9500 *2028: \$10,430 *2029: \$11,365
<i>All other applications</i>	\$10,230	*\$10,455	11% *2026: \$10,680 *2027: \$10,910 *2028: \$11,140 *2029: \$11,365
Large Fill: over 1,000m ³	\$10,230 plus \$0.50/m ³	*\$10,230 plus \$0.50/m ³	11% *2026: \$10,680 plus \$0.50/m ³ *2027: \$10,910 plus \$0.50/m ³ *2028: \$11,140 plus \$0.50/m ³ *2029: \$11,365 plus \$0.55/m ³
Works initiated prior to GRCA approval	2 times the fee for the category	2 times the fee for the category	0%
Rural Water Quality Programs or GRCA projects	\$90	*\$115	144% *2026: \$140 *2027: \$170 *2028: \$190 *2029: \$220

*Subject to additional inflationary increase, fees rounded to nearest \$5

Phasing Plan to Achieve 100% Cost Recovery for Permits and Inquiries			
Table 1: Permit Fee Schedule	2024 After Tax	2025 After Tax	Approx % Change (to end of phasing period)
All Categories			
Permit Extension	\$90	*\$115	144% *2026: \$140 *2027: \$170 *2028: \$190 *2029: \$220
Plans amended to an approved permit	\$90	*\$115	144% *2026: \$140 *2027: \$170 *2028: \$190 *2029: \$220

Table 2: Inquiry Schedule	2024 After Tax	2025 After Tax	Approx % Change (to end of phasing period)
NEW Other inquiries (per request/per property)	N/A	*\$255	0% NEW - Separate from solicitor/real estate inquiries
Title Clearance, Real Estate Inquiry Fee (per request/per property)	\$255	*\$290	73% *2026: \$330 *2027: \$365 *2028: \$400 *2029: \$440

*Subject to additional inflationary increase, fees rounded to nearest \$5

Grand River Conservation Authority Fee Policy



Approval Date: January 1, 2025

Effective Date: January 1, 2025

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Legislative Framework and Background

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

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

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

Guiding Principles

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

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

Programs and Services - Implementation

1. Outdoor Environmental Education

GRCA outdoor environmental education programs are funded by various sources including agreements with school boards, fees charged directly to school classes or other groups participating, and donations to the GRCA. GRCA reserves or surplus funds from other GRCA programs and services may also be a source of funding as directed by the GRCA's Board of Directors. The GRCA currently offers programs on-site at nature centres or conservation areas, off-site at schools or other locations determined by school boards or groups with which the GRCA has an agreement, or virtually.

This program includes fees for:

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

Fees - See Schedule 1

Factors in Determining Fees

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

Refunds/Fee Reconsideration

- For individual program bookings, the GRCA has specific refund/deposit/cancellation policies described in Fee Schedule 1. Exceptions for extenuating circumstances may be considered at the discretion of the Manager of Strategic Communications and Environmental Education. For negotiated contracts, Refunds are considered on a case-by-case basis should the GRCA be unable to deliver the service.

Discounts/Subsidies/Donations/Exemptions

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

Review Process

- Both school and non-school program fees ~~Fees~~ are reviewed annually. School program fees under contracts are reviewed and ~~and~~ negotiated annually with school boards. Contracts cover the school year (September – August) and are negotiated in time for the subsequent school year.

Public Notification and Consultation Process

- Following Board approval of fees, the new fees are updated on the GRCA's website.

2. Conservation Areas

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

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

Fees – See Schedule 2

Factors in Determining Fees

Criteria for setting fees are:

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

Refunds/ Fee Reconsideration/ Cancellation and Deposits

- The GRCA has specific refund/deposit/cancellation policies related to the programs and services described in Fee Schedule 2.
- Refunds are considered on a case-by-case basis. All refunds may be subject to cancellation/service fees. Items rented on-site or booked within a short rental period (e.g. next 7 days) will not be refunded (e.g., kayak rental, tubing, mini-golf, cross-country ski equipment rentals, movie nights etc.). All refunds are at the discretion of the Manager of Conservation Area Operations.
- Deposits for amenity rentals (e.g., canoes, kayaks, tubing experience) with a dollar value above \$25 will be charged at the discretion of the Manager of Conservation Area Operations.

Discounts/Subsidies/Donations/Exemptions

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

Review Process

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

Public Notification and Consultation Process

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

Other - Indigenous patrons at GRCA Conservation Areas

- Indigenous patrons who enter the Conservation Areas for the purpose of ceremony, the collection of vegetation for medicinal use, or to harvest animals within their treaty rights are not required to pay a fee to enter the conservation area or miscellaneous hunting area. Upon entry, Indigenous patrons entering for these reasons are asked to advise staff about the purpose of their visit. For entry related to hunting, access is limited to GRCA-authorized miscellaneous hunting properties, and a permit is required which can be obtained by contacting the GRCA Administration Centre.

3. Planning and Regulations

This program includes fees for:

- Permit Fees
- Inquiry Fees
- Plan Review Fees

Fees – See Schedule 3

Factors in Determining Fees

The GRCA administers fees to achieve a partial cost recovery for the Planning and Regulations program.

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

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

Refunds/Fee Reconsideration

Application for an administrative review of a fee may be requested by a third party, either an individual, an organization, or an appointed representative. Requests for an administrative review must be in writing to the Chief Administrative Officer (or delegate) and specify the reason(s) for the request for review.

Upon reconsideration of a fee that was charged by the GRCA, the GRCA may:

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

If the third party is ordered to pay a fee and is not satisfied with this outcome, the third party may:

- Option 1 - Within 30 days of receipt of the reconsideration decision, an appeal may be requested to be directed to the GRCA Board of Directors. Once heard, the appeal will be dismissed or upheld through a resolution passed by the Board of Directors. The appellant will be notified of the Board's decision. If the party is not satisfied with the outcome, the party has the right to proceed with Option 2.
- Option 2- Pay the fee, indicating to the GRCA in writing that the fee is being paid under protest and within 30 days after payment of the fee, appeal the amount charged by the GRCA upon reconsideration to the Ontario Land Tribunal.

If the GRCA fails to make a decision on the fee reconsideration request within 30 days of receipt, the third party may:

- Option 1 – A hearing may be requested to be directed to the GRCA Board of Directors for a decision. The Board of Directors may:
 - Order the person to pay the fee in the amount originally charged;
 - Vary the amount of the fee originally charged, as the GRCA considers appropriate; or
 - Order that no fee be charged for the program or service.
 The appellant will be notified accordingly of the Board's decision. If the party is not satisfied with the outcome, the party has the right to proceed with Option 2.
- Option 2 - Appeal the amount of the fee directly to the Ontario Lands Tribunal.

Discounts/Subsidies/Donations/Exemptions

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

Non-profit conservation groups contributing to the protection and restoration of the natural environment, examples include but are not limited to: Ducks Unlimited, Nature Conservancy of Canada, Ontario Federation of Anglers and Hunters.

Review Process

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

Public Notification and Consultation Process

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

4. Tree Nursery

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

Fees - See Schedule 4

Factors in Determining Fees

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

- Analysis of operating costs (including seed processing, fertilization, soil care, irrigation, weed control, the length of time it takes to grow various tree species to saleable size, lifting trees, packaging trees, transporting trees from our Nursery in Burford, sourcing trees from external commercial nurseries, transporting trees, storing trees in our cooler until they are distributed, and the distribution of all of these trees to tree planting contractors)

- Completing market comparators, including charges from other Conservations Authorities and retail nurseries
- Inflation
- Respond to infrequent/isolated requests related to tree sales (deliveries, plan reviews for external agencies, storage fees, and tree maintenance).
- From year to year, not all tree species are available. Tree planting costs are determined through an annual contractor Request For Proposal (RFP) process that occurs over the winter in preparation for the spring tree planting season.

Refunds/Fee Reconsideration:

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

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

- From time to time, tree stock has been overestimated which can result in excess stock. In this event, trees will be offered to watershed municipalities for their planting requirements.
- On the second Friday in May every year, the GRCA holds an end-of-season tree sale. All watershed residents are welcome to purchase trees at this tree sale on a first-come first-served basis. Trees sold at the sale are left over from the planting season, due to cancelled orders or stock overruns and are typically sold at a discount.
- The GRCA may donate trees as authorized by the Chief Administrative Officer.

Review Process

- Fees are reviewed annually in the late summer or early fall by Forestry Operations staff.

Public Notification and Consultation Process

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

5. Conservation Lands

This program includes fees for the following:

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

Fees – not applicable; as negotiated

Factors in Determining Fees

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

Refunds/Fee Reconsideration

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

Discounts/Subsidies/Donations/Exemptions

- Not applicable

Review Process

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

Public Notification and Consultation Process

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

Policy Review Process and Frequency

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

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

Public Notification

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

Date of Effect and Transition

This updated Fee Policy becomes effective as of ~~October 25, 2024~~ January 1, 2025.

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

References

This policy was developed using the following references:

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

TITLE	GRCA Fee Policy: Fee Schedule 1 – Outdoor Environmental Education Programs and Services
DEPARTMENT	Strategic Communications and Environmental Education
APPROVED DATE	November 22, 2024
EFFECTIVE DATE	January 1, 2025

Table 1 –Outdoor Environmental Education User Fees

Program/Service	2025 Fee
Full Day School Program	\$600 (Due 10 days in advance of the confirmed program date.)
Half Day School Program	\$300 (Due 10 days in advance of the confirmed program date.)
Non-school program	\$100/hour for program delivery. Additional expenses for preparation, clean up and travel will be charged at the same rate. Mileage – round trip at current GRCA rate. (Due 10 days in advance of the confirmed program date.)

*HST is in addition to the above-noted rates

Table 2: Additional Fees

Program/Service	2025 Fee
Non-refundable Deposit (administrative fee) – All Programs	\$100 (due at the time of the confirmed booking and deducted from the final invoice)
Cancellation Fee – All Programs	Cancellations made 10 or more business days in advance of the confirmed program date will be removed from the booking calendar and no further fee shall apply. Cancellations made less than 10 business days of the confirmed program date will be charged 50% of the full rate noted above. All cancellations must be received in writing by email.

*HST is in addition to the above-noted rates

TITLE	GRCA Fee Policy: Fee Schedule 3 – Planning and Regulations Programs and Services
DEPARTMENT	Planning and Regulations Services
APPROVED DATE	November 22, 2024
EFFECTIVE DATE	January 1, 2025

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

Permit Fee Schedule	
Note: Applicants are encouraged to apply online on the GRCA Permits Application Page	
Routine - Very low risk and/or potential impact on natural hazards. Very small scope. No technical reports required.	
• Fee for Development, Alterations or Interference with Wetlands, Shorelines, and Watercourses Applications	\$280
Minor - Low risk and/or potential impact on natural hazards. No technical reports required	
• Fee for Development Applications	\$520
• Fee for Alterations or Interference with Wetlands, Shorelines, and Watercourses Applications	\$520
Intermediate - Moderate risk and/or potential impact on natural hazards. Detailed report and/or plans, site visit required	
• Fee for Development Applications	\$895
• Fee for Development, Alterations or Interference with Wetlands, Shorelines, and Watercourses Applications	\$1,320
Major - Requires one or more reports (Environmental Impact Study, Hydraulic Analysis, Stormwater Management, Geotechnical, etc.)	
• Fee for Development Applications	\$10,770
• Fee for Alterations or Interference with Wetlands, Shorelines, and Watercourses Applications	Culvert/Bridge replacement: \$7,870 All other applications: \$10,770
Large Fill - over 1,000m ³	\$10,770 plus \$0.50/m ³
Works initiated prior to GRCA approval	2 times the fee for the category
Rural Water Quality Programs or GRCA projects	\$120
Permit Extension	\$120
Plans amended to an approved permit	\$120
Fourth (4th) and subsequent submission for review (same report/plans)	4 th submission 25% of the applicable fee category, 5 th and subsequent 50% of the applicable fee category

Inquiry Schedule	
Other Inquiry Fee (per property/per request)	\$260
Title Clearance and Real Estate (per property/per request)	\$300

Plan Review Fee Schedule	
Subdivision and Condominium	
Base fee	\$3,030
Per net hectare	\$1,385
Maximum fee (including base and per hectare)	\$32,960
Applicant driven modification	\$1,930
Final clearance for registration of each stage: technical review required	\$6,910
Final clearance Processing Fee: no reports or review required	\$315
Official Plan and/or Zoning Bylaw Amendment	
Major	\$3,665
Minor	\$565
Consent	
Major	\$1,700
Minor	\$585
Minor Variance	
Major	\$740
Minor	\$350
Site Plan	
Major	\$4,625
Minor	\$710
Complex Application	\$11,270
Below Water Table Aggregate Application	
No features of interest within 30 metres of licence limit	\$10,535
Features of interest within 30 metres of licence limit	\$44,135
Above Water Table Aggregate Application	
No features of interest within 30 metres of licence limit	\$480
Features of interest within 30 metres of licence limit	\$10,535
Niagara Escarpment Commission Application	
Major	\$1,030
Minor	\$145
Environmental Assessment	
Class A or A+	\$0
Class B	\$1030
Class C	\$1320
Individual EA	Major \$8,240
Individual EA	Minor \$2,840
Drainage Act Applications	
New Drains, Improvements	\$450
Fourth (4th) and subsequent submission for review (same report)	4th submission 25% of the applicable fee category, 5th and subsequent 50% of the applicable fee category

2025 Fee Notes

1. All fees are made payable and submitted directly to Grand River Conservation Authority.
2. Permit fees are non-refundable, except where review indicates that no permit is necessary.
3. Applicants are encouraged to consult with staff prior to submission of all applications to determine the extent and nature of the information required to accompany the application, and to determine the appropriate fee.
4. Applicants are encouraged to submit Permit applications through **the GRCA's online Permit Application System** after pre-submission consultation (where appropriate).
5. Permit applications that fall into one or more categories will be charged one fee, at the highest rate.
6. Plan review applications that fall into one or more categories will be charged one fee, at the highest rate.
7. The Conservation Authority may provide a refund or require the applicant submit additional funds for a permit or plan review fee if it is found that an incorrect fee has been submitted.
8. Routine Permit Category – Very low risk and/or potential impact to natural hazards. Very limited project scope. Low level of staff review, no technical reports or site visits required. Examples may include, but are not limited to, small non-habitable accessory structures (sheds, gazebos) and pools depending on the scope of work and type of, and/or proximity to the natural hazard.
9. Minor Permit Category – Low risk and/or potential impact to natural hazards. No technical reports or site visits required.
10. Intermediate Permit Category – Moderate risk and/or potential impact on natural hazards. Detailed plans required. Scoped technical reports and/or site visits required.
11. Major Permit Category– High risk and/or potential impact to natural hazards. Detailed plans required. One or more technical reports required (Environmental Impact Study, Hydraulic Analysis, Storm Water Management, Geotechnical, etc.). Development permit applications for: golf courses, trailer parks, campgrounds, lifestyle communities will be considered as a major permit.
12. Major Plan Review Category– High or Moderate hazard risk and/or potential impact on natural hazards. Detailed plans required. One or more technical reports (may be scoped) are required, and a site visit may be required.
13. Complex Plan Review Category - Planning Act (e.g. OPA/ZC) and/or Site plan applications for: golf courses, trailer parks, campgrounds, lifestyle communities. Minister's Zoning Orders may fall within this category or at a higher category where applicable (ie. Plan of Subdivision).
14. Large Fill - The fee is applicable to material placed within the Conservation Authority's regulated areas. Grading associated with active Planning Act approvals is not considered a large fill application.
15. Major permit applications that have previously paid application or clearance plan review fees to the GRCA will be charged fees under the Minor or Intermediate category depending on level of staff review.
16. Permit Extension – Permits are valid for up to 24 months unless otherwise specified on the permit. An application for an extension is \$120 and must be requested at least 60 calendar days before the expiry of the permit. Extensions will not be granted after the expiry date and will require a new application, full review, and the Schedule of Fees in effect at the time of submission will apply. The maximum period of validity of a permit, including extensions, is 60 months.
17. The subdivision or condominium base fee including per net hectare fee will be capped at \$32,960.
18. The net hectare fee will be based on the initial submission and will exclude lands outside of the development limit (e.g. natural hazard, natural heritage areas and buffers). Stormwater management facilities and other open space or park uses are to be included in the net hectare fee calculation.
19. At the submission of a subdivision or condominium application, 70% of the base fee and per net hectare is required. Prior to issuance of conditions of draft plan approval, the remaining 30% of the fee is required.
20. A Processing Fee will apply for a draft plan clearance letter for a subdivision or condominium application where no technical review/reports (e.g. no Erosion and Sediment Control plan, SWM brief, etc.) are required.
21. Responses to Title Clearances, Real Estate and other Inquiries includes correspondence and mapping related to natural hazards and areas regulated under Ontario Regulation 41/24.
22. Permit applications will be closed if information/studies/plans required by the GRCA have not been received from the applicant/agent within 1 year of the date requested. No refunds will be issued.

Grand River Conservation Authority

Report number: GM-11-24-101

Date: November 22, 2024

To: Members of the Grand River Conservation Authority

Subject: Reserves 2024

Recommendation:

THAT the *Property and Liability Insurance* Reserve be maintained at an amount equal to opening balance, less significant uninsured losses, and no interest to be allocated to this reserve for 2024;

AND THAT the *Building and Mechanical Equipment* Reserve be maintained at an amount equal to opening balance, less expenses or any unspent budgeted building maintenance and equipment amounts be transferred to this reserve for future expenditures, and no interest to be allocated to this reserve for 2024;

AND THAT the *Personnel* Reserve be maintained at an amount equal to opening balance, less expenditures or accruals for sick leave, vacation, staff restructuring and/or termination of employees, plus repayment by Canada Revenue Agency of any CEWS interest charges, and no interest be allocated to this reserve for 2024;

AND THAT the *Transition* Reserve be maintained at an amount equal to opening balance, less net 2024 deficit generated by the Outdoor Environmental Education program, budgeted (or forecast) transfers from reserve, plus interest;

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

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

AND THAT the *Cottage Lot Program* Reserve be maintained at an amount equal to the opening balance, less unbudgeted expenses related to Cottage Lot program, plus unspent 2024 budgeted cottage lot expenses related to service fee expenses, plus interest;

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

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

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

AND THAT the *Watershed Restoration* Reserve be maintained at an amount equal to opening balance, plus Category 3 special project funding surpluses, less expenditures for wetland acquisitions or enhancements in the watershed, less expenditures for natural heritage restoration projects and conservation services watershed restoration projects as outlined in the budget (or forecast), plus interest;

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

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

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

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

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

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

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

AND THAT the *General Capital Reserve* be maintained at an amount which reflects the surplus transferred in from the former Dunnville Lock reserve, less expenditures for any Water Management Capital projects approved by the General Membership, less unbudgeted expenditures related to hydro turbine repairs, plus hydro generation revenue in excess of budgeted (or forecast) surplus, plus interest;

AND THAT the *Conservation Areas Capital/Stabilization Reserve*, increased/decreased by any surplus/deficit generated by the 'fee for use' Conservation Areas (excluding Luther) in 2024, plus interest;

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

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

AND THAT the *Motor Pool Equipment Replacement Reserve* be maintained at a target level of approximately 15% to 25% of replacement cost of the Motor Pool fleet, plus interest;

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

AND THAT the *Category 1 and General Operating Expense (mandatory) Stabilization Reserve* be maintained at an amount equal to opening balance, plus net residual surplus related to Category 1 programs and General Operating Expense financial statement, plus interest;

AND THAT the *Category 2 Stabilization Reserve* be maintained at an amount equal to opening balance, plus net residual surplus related to Category 2 programs, plus interest;

AND THAT the *Category 3 Stabilization Reserve* be maintained at an amount equal to opening balance, plus net residual surplus related to Category 3 programs, plus interest

Summary:

The Grand River Conservation Authority's reserves are established by resolutions of the General Membership and are presented in the audited financial statement as a part of the "Accumulated Surplus", in accordance with Generally Accepted Accounting Principles (GAAP). Details of reserve

amounts are also provided in the notes to the audited financial statements. This report outlines the nature of movements to and from reserves and provides estimates of reserve balances for 2024.

By year-end 2024, reserves are forecast to be \$54.5 million which represents an increase of \$1.8 million. Significant increases to reserves include: \$1.75 million proceeds from a land disposition, \$800,000 in conservation area operating surplus, \$2.2 million in interest income, and \$145,000 from timber revenue. These increases are offset by decreases of \$1.0 million for flood control structure major maintenance, \$600,000 towards the construction of Guelph Lake Nature Centre, \$300,000 for motor pool capital purchases, \$400,000 for Information Systems expenses, \$300,000 to fund the Outdoor Environmental Education program, \$145,000 for development of an Asset Management Plan for Water Control Structures, and \$150,000 for staffing costs.

Report:

Reserves are established and confirmed annually by resolution of the Board. Some Reserves are required by provincial policies (e.g. Gravel and Land Sales) and some are discretionary and used to avoid fluctuations in municipal funding requests (e.g. Information Systems and Technology Replacement, Motor Pool Replacement, General Capital Reserve). Conservation Authorities are not allowed to directly debenture for expenditures, so it is important to anticipate needs and set aside funds for future projects in reserves. Interest is accrued to reserves where required by provincial policies and/or board direction.

A description of reserve activity during year 2024 is presented in the following two formats:

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

Reserves are forecast to be \$54.5 million representing an increase of \$1.8 million.

New Stabilization Reserves

The year 2024 represents the first year of financial reporting in accordance with the new regulations using the defined reporting categories. These Categories are defined under *O.Reg.687/21 Transition Plans and Agreements for Programs and Services*. In addition, under *Section 21.2.2 of the Act*, the GRCA developed an Inventory of Programs and Services based on the categories identified in the Regulation. The categories include: (1) Mandatory, (2) Municipally requested, (3) Other (Authority determines are advisable), and General Operating Expenses.

As such, staff recommend that any net residual surplus generated by the various reporting categories in 2024 be allocated to the following newly created reserves as applicable:

- Category 1 and General Operating Expense (mandatory) Stabilization Reserve
- Category 2 Stabilization Reserve
- Category 3 Stabilization Reserve

The net residual surplus represents any annual operating surplus remaining following allocations to/for reserves in accordance with reserve guidelines and board motions and following any 2024 surplus allocated to the 2025 budget. These stabilization reserves serve to facilitate the use of surplus generated by each category being used for expenses related to their designated category.

Significant forecast reserve movements (approximate amounts) include:

Increases to Reserves:

- | | |
|--|-------------|
| • Land Sale Proceeds | \$1,750,000 |
| • Conservation Areas Operating Surplus | \$780,000 |
| • Interest Income Earned | \$2,200,000 |
| • Hydro Revenue | \$80,000 |
| • Timber Revenue | \$145,000 |

Decreases to Reserves:

• Water Control Structures Major Maintenance costs	\$1,000,000
• Construction of Guelph Lake Nature Centre	\$600,000
• Motor Pool Capital Expenses	\$465,000
• Information Systems Expenses	\$400,000
• Asset Management Plan development costs	\$145,000
• Use of Transition Reserve to fund the Environmental Education deficit	\$300,000
• Use of Transition Reserve to fund staffing (1.0 FTE)	\$100,000

Land Sale Proceeds Reserves

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

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

During 2022, the Lieutenant Governor in Council assigned ministerial power for conservation authorities from the Ministry of Environment, Conservation and Parks (MECP) to the Ministry of Natural Resources (MNR). MNR (as per policy statement 6.3 dated June 13, 1997) retains the right to either deny the use of reserves that have a provincial interest or to otherwise direct the use of such reserves. In addition, effective January 1st, 2023, the Conservation Authorities Act contains Section 21(7) which outlines a provision that allows the government to direct a share of land sales proceeds to Category 1 programs in certain circumstances and within 90 days of notice of the disposition.

The Land Sale Proceeds reserve is forecast to be approximately \$24.6 million by yearend 2024.

Transition Reserve

At the January 22, 2021 General Membership meeting (report GM-21-01-05 'Budget 2021-draft #2'), the board passed a motion to create the Transition reserve. The purpose of the reserve is to fund expenditures related to the transitioning of GRCA to new provincial regulations requirements and/or fund costs related to managing expenses impacted by COVID-19 or revenue losses due to COVID-19. As of December 31, 2023, the reserve balance is \$2.6 million. For 2024, \$417,000 is forecast to be taken from this reserve to fund staffing costs related to meeting the requirements of the new regulations to generate a land inventory (\$100,000) and to fund the Outdoor Environmental Education program deficit (\$312,000).

Status of Loan from General Capital Reserve for Conestogo Turbine Repairs

Funds totalling \$421,617 were borrowed from the general capital reserve in 2006 for repairs to the Conestogo turbine. At the time of the loan, it was suggested (no formal board motion) that the general capital reserve be repaid but there was no specific mention of interest. The 'Reserves 2006' board report to the Administration, Finance and Personnel committee dated November 14, 2006, stated that replenishment of the reserve would be addressed via future budgets. As of December 31, 2023 the Conestogo turbine loan balance (principal plus interest less repayments) is NIL. Surplus hydro revenue between 2019 and 2023 was allocated to the general capital reserve as repayments. Interest repaid to reserve totalled \$215,000. For 2024, any surplus in excess of the budgeted surplus will be transferred to the general capital reserve to replenish the reserve for future hydro repairs and maintenance expenses.

General Capital Reserve funding for Construction of Guelph Lake Nature Centre

The board approved utilizing the general capital reserve to fund the Guelph Lake Nature Centre up to a maximum of \$1.1 million with the understanding that the Grand River Conservation Authority endeavour to continue to raise funds that would be used to repay the general capital reserve. This

forecast estimates that the funding required will be \$600,000 which assumes the construction will be completed by end of 2024 within the amount budgeted. Actual spending by year-end will determine the reserve funding required.

Conservation Area Reserve

This reserve was budgeted to decrease by \$500,000, to facilitate funding \$2.0 million in the 2024 capital spending budget. Instead, the reserve is currently forecasted to increase by \$800,000. This is the result of forecast revenue exceeding budgeted revenue by \$1.5 million (budget \$10.7 million versus forecast \$12.2 million), receipt of \$100,000 federal funding for accessibility expenses at Shades Mills Conservation Area offset by a forecast increase in operating expenses of \$300,000 for a net positive impact of \$1.3 million on the reserve compared to budgeted reserve movement.

Attached Schedules:

- Schedule 1 - Summary Reserve Report – Forecast 2024
- Schedule 2 - Reserve Activity Detail – Forecast 2024 (by Operating, Capital, Motor Pool)
- Schedule 3 - Purpose of Reserve and Guidelines for calculating amounts

Financial Implications:

In 2024, reserves are forecasted to increase by \$1.8 million to \$54.5 million. Reserves were budgeted to decrease \$200,000 in 2024. The forecast increase is primarily driven by \$1.75 million in land sale proceeds, Conservation Areas reserve increasing by \$800,000 instead of decreasing by \$500,000 offset by \$1.6 million forecast use of reserves to help fund the construction of the Guelph Lake Nature Centre (\$600,000-contingent on timing of completion and final actual costs), and to fund water control structures major maintenance costs (\$1.0 million-contingent of timing of project work).

Significant differences between budget and forecast are:

Positive Impacts on Reserves

• Land Sale Proceeds	\$1,750,000
• Conservation Area Surplus	\$1,300,000
• Floodplain Mapping Expenses reduce (deferred)	\$250,000
• Interest Income increased	\$100,000
• Timber Revenue to reserves	\$150,000
• Motor Pool Chargebacks increased	\$100,000
• Demolitions Expenses reduced (deferred)	\$100,000
• Gauge Expenses reduced (deferred)	\$100,000

Negative Impacts on Reserves

• Water Control Structures Expenses increased	\$1,000,000
• Guelph Lake Nature Centre Construction costs	\$600,000
• Asset Management Plan development costs	\$145,000
• Cottage Lot Program Expenses increased (hazard tree management)	\$80,000
• Nature Centre repair costs	\$40,000
• Hydro Turbine repair costs	\$40,000

Other Department Considerations:

None.

Prepared by:

Sonja Radoja
 Manager of Corporate Services

Approved by:

Karen Armstrong
 Deputy CAO/Secretary-Treasurer

General Meeting - November 22, 2024

	ACTUAL 2023	"NET CHANGE" INCREASE/(DECREASE) 2023 VS 2024	DETAILS OF "NET CHANGE" FORECAST 2024			FORECAST 2024
			Transfer In (Interest Income)	Transfer In	Transfer Out Description of Transfer	
Type A: GRCA Controlled						
Operating Reserves (designated)						
Property & Liability Insurance	281,417	0	0			281,417
Building & Mechanical Equipment	1,343,443	0	0			1,343,443
Personnel	1,299,167	(5,000)	0	60,000	(65,000) OUT- Vacation Accrual, Wages; IN-\$60K CEWS Interest Repayment	1,294,167
Transition	2,632,308	(301,761)	115,239		(417,000) OUT-\$100K Staff Position, \$312,000 Environmental Education, \$5K Waterloo Water Festival	2,330,547
Forestry	1,536,205	212,884	67,884	145,000	IN-\$145K Timber Revenue	1,749,089
Information Systems and Technology	1,390,899	(427,686)	51,089	1,379,225	(1,858,000) IN-Chargebacks; OUT-Operating/Capital costs	963,213
Cottage Operations	1,271,831	(24,321)	55,679		(80,000) OUT-\$80K Cottage Lot Hazard Tree Management	1,247,510
Grand River Watershed Management Plan	118,589	5,191	5,191			123,780
Planning Enforcement	547,652	23,976	23,976			571,628
Property Rental Expenses	785,090	34,371	34,371			819,461
Watershed Restoration	335,225	14,676	14,676			349,901
Master Planning	442,298	19,363	19,363			461,661
Water Management Operating NEW-2022	1,038,942	42,204	42,204			1,081,146
Motor Pool Equipment	1,670,460	(248,508)	66,492	1,400,000	(1,715,000) IN-Chargebacks;OUT-Operating/Capital costs	1,421,952
Motor Pool Insurance	95,821	4,196	4,196			100,017
Capital Reserves (designated)						
Water Control Structures	3,056,063	202,808	131,897	70,911	0 IN-\$70,911 reallocation from Land Sale Proceeds Reserve (2024 Asset Management Plan Expense)	3,258,871
Cambridge Desiltation Pond	4,967	(561)	196		(757) OUT-Cambridge Desiltation Pond costs	4,406
Completion of Capital Projects	162,000	0	0			162,000
Conservation Areas-Stabilization/Capital Gauges	8,471,029	1,153,855	370,855	783,000	0 IN-\$783K Conservation Area Surplus	9,624,884
	1,010,910	44,256	44,256		0	1,055,166
Capital Reserves (undesignated)						
General Capital Reserve	1,442,571	(460,343)	63,157	76,500	(600,000) IN-Hydro Generation Revenue; OUT-Guelph NC Building	982,228
Total Type A: GRCA Controlled	28,936,887	289,600	1,110,721	3,914,636	(4,735,757)	29,226,487
Type B: Reserves with Outside Control/Interest						
With MNRF Interest (Capital Reserves)						
Gravel	270,315	11,833	11,833		0	282,148
Woolner	13,915,251	608,707	609,196		(489) OUT-\$489 Land Sales Expense	14,523,958
Contaminated Sites	(1,064,997)	(46,625)	(46,625)			(1,111,622)
Residential Property Sales	267,633	11,716	11,716			279,349
Valley Lands - Horst	0	0	0			0
Valley Lands - KW	763,591	(185,587)	30,324		(215,911) OUT-\$145K(2025) and \$70,911 (2024) Asset Management Plan Expenses	578,004
Valley Lands - KW (Pioneer Towers)	2,030,123	(912,756)	88,871		(1,001,627) OUT-\$1.0M Major Dam Mtce, \$1,627 Land Sale Expense	1,117,367
Valley Lands - Guelph	6,543,674	286,476	286,476			6,830,150
Laurel Creek Land	539,829	20,621	23,621		(3,000) OUT-\$3K Land Sales Expense	560,450
2024 Sale - o/s details		1,768,615	22,780	1,745,835	IN-\$1,745,835 Land Sales Proceeds	1,768,615
Puslinch Land	196	12	12		0	208
Woolwich Land	4,661	(2,811)	189		(3,000) OUT-\$3K Land Sales Expense	1,850
Elora	28,750	1,259	1,259			30,009
Land Sale Proceeds Reserve	23,028,711	1,549,627	1,027,819	1,745,835	(1,224,027) IN-Land Sale Proceeds; OUT-\$1.0M Major Dam Mtce, \$8,116 Land Sales Expenses, \$215,911AMP Expenses	24,578,338
With School Board Interest (Operating Reserves)						
App's Nature Centre	76,501	3,351	3,351			79,852
Laurel Creek Nature Centre	116,762	(26,888)	5,112		(32,000) OUT-Major R&M Laurel	89,874
Guelph Lake Nature Centre	145,181	6,356	6,356			151,537
Taquanyah Nature Centre	23,102	1,012	1,012			24,114
Shade's Mills Nature Centre	81,014	544	3,544		(3,000) OUT-Major R&M Shades	81,558
Total Type B: Outside Control/Interest	23,741,586	1,545,835	1,059,027	1,745,835	(1,259,027)	25,287,421
TOTAL	\$52,678,473	1,835,435	\$2,169,748	\$5,660,471	(\$5,994,784)	\$54,513,908

RESERVE ACTIVITY DETAIL - FORECAST 2024 (by Operating, Capital and Motor Pool)

Schedule 2

Balance Dec 31 23	OPERATING RESERVES	Year-to-date Income to Res	Year-to-date Interest	Year-to-date Outputs fr Res	Balance Sept 30/24	Forecast Interest	Fcst Change Incr (Decr)	Fcst Dec 31/24	Recommended Changes	Recommended 2024 Balance
281,417	Property & Liability Insurance		-		281,417	0		281,417		281,417
1,343,443	Building & Mechanical Equipment		-		1,343,443	0		1,343,443		1,343,443
0	Small Office Equipment (consolidate)		-		-	0		0		0
1,299,167	Personnel	60,000	-		1,359,167		(65,000)	1,294,167		1,294,167
2,632,308	Transition		86,429		2,718,737	28,810	(417,000)	2,330,547		2,330,547
76,501	App's Nature Centre		2,513		79,014	838		79,852		79,852
116,762	Laurel Creek Nature Centre		3,834		120,596	1,278	(32,000)	89,874		89,874
145,181	Guelph Lake Nature Centre		4,767		149,948	1,589		151,537		151,537
23,102	Taquanyah Nature Centre		759		23,861	253		24,114		24,114
81,014	Shade's Mills Nature Centre		2,658		83,672	886	(3,000)	81,558		81,558
1,390,899	Information Systems and Technology	1,034,414	38,317	(1,429,469)	1,034,161	12,772	(83,720)	963,213		963,213
1,271,831	Cottage Lot Program		41,759		1,313,590	13,920	(80,000)	1,247,510		1,247,510
118,589	Grand River Water Management Plan		3,893		122,482	1,298		123,780		123,780
547,652	Planning Enforcement Reserve		17,982		565,634	5,994		571,628		571,628
785,090	Property Rental Expenses		25,778		810,868	8,593		819,461		819,461
1,536,205	Forestry Management Reserve	145,000	50,913		1,732,118	16,971		1,749,089		1,749,089
442,298	Master Plans		14,522		456,820	4,841		461,661		461,661
1,038,942	Water Management Operating		31,653		1,070,595	10,551		1,081,146		1,081,146
335,225	Watershed Restoration (Wetland Restoration)		11,007		346,232	3,669		349,901		349,901
13,465,626	TOTAL OPERATING RESERVES	1,239,414	336,784	(1,429,469)	13,612,355	112,261	(680,720)	13,043,896		13,043,896
Balance Dec 31 23	CAPITAL RESERVES	Year-to-date Income to Res	Year-to-date Interest	Year-to-date Outputs fr Res	Balance Sept 30/24	Forecast Interest	Fcst Change Incr (Decr)	Fcst Dec 31/24	Recommended Changes	Recommended 2024 Balance
4,967	Cambridge Desiltation Pond		147	(757)	4,357	49		4,406		4,406
162,000	Completion of Capital Projects				162,000	0		162,000		162,000
270,315	Gravel		8,875		279,190	2,958		282,148		282,148
(1,064,997)	Contaminated Sites		(34,969)		(1,099,966)	(11,656)		(1,111,622)		(1,111,622)
13,915,251	Land Sale - Woolner		456,897	(489)	14,371,659	152,299		14,523,958		14,523,958
763,591	Land Sale - Valley Lands - KW		22,743	(70,911)	715,423	7,581	(145,000)	578,004		578,004
2,030,123	Land Sale-Valley Land-KW (Pioneer Tower)		66,653	(1,627)	2,095,149	22,218	(1,000,000)	1,117,367		1,117,367
6,543,674	Land Sale - Valley Land - Guelph		214,857		6,758,531	71,619		6,830,150		6,830,150
267,633	Land Sales - Residential Properties		8,787		276,420	2,929		279,349		279,349
539,829	Land Sale - Laurel		17,716	(3,000)	554,545	5,905		560,450		560,450
196	Land Sale - Puslinch		9		205	3		208		208
4,661	Land Sale - Woolwich		142	(3,000)	1,803	47		1,850		1,850
28,750	Land Sale - Elora		944		29,694	315		30,009		30,009
0	Land Sale - Guelph	1,745,835	5,695		1,751,530	17,085		1,768,615		1,768,615
1,442,571	General Capital Reserve		47,368		1,489,939	15,789	(523,500)	982,228		982,228
1,010,910	Water Gauges		33,192		1,044,102	11,064		1,055,166		1,055,166
8,471,029	Conservation Areas -Capital & Stabilization		278,141		8,749,170	92,714	783,000	9,624,884		9,624,884
3,056,063	Water Control Structures	70,911	102,673		3,229,647	29,224		3,258,871		3,258,871
37,446,566	TOTAL CAPITAL RESERVES	1,816,746	1,229,870	(79,784)	40,413,398	420,143	(885,500)	39,948,041	0	39,948,042
Balance Dec 31 23	MOTOR POOL RESERVE	Year-to-date Income to Res	Year-to-date Interest	Year-to-date Outputs fr Res	Balance Sept 30/24	Forecast Interest	Fcst Change Incr (Decr)	Fcst Dec 31/24	Recommended Changes	Recommended 2024 Balance
1,670,460	Equipment Replacement	1,028,933	49,869	(1,296,457)	1,452,805	16,623	(47,476)	1,421,952		1,421,952
95,821	Insurance		3,147		98,968	1,049		100,017		100,017
1,766,281	TOTAL MOTOR POOL RESERVE	1,028,933	53,016	(1,296,457)	1,551,773	17,672	(47,476)	1,521,969	0	1,521,969
Balance Dec 31 23	TOTAL RESERVES	Year-to-date Income to Res	Year-to-date Interest	Year-to-date Outputs fr Res	Balance Sept 30/24	Forecast Interest	Fcst Change Incr (Decr)	Fcst Dec 31/24	Recommended Changes	Recommended 2024 Balance
13,465,626	Operating Reserves	1,239,414	336,784	(1,429,469)	13,612,355	112,261	(680,720)	13,043,896		13,043,896
37,446,566	Capital Reserves	1,816,746	1,229,870	(79,784)	40,413,398	420,143	(885,500)	39,948,041		39,948,042
1,766,281	Motor Pool Reserves	1,028,933	53,016	(1,296,457)	1,551,773	17,672	(47,476)	1,521,969		1,521,969
52,678,473	TOTAL RESERVES	4,085,093	1,619,670	(2,805,710)	55,577,526	550,077	(1,613,696)	54,513,907	0	54,513,908

Grand River Conservation Authority

PURPOSE OF RESERVES & GUIDELINES FOR CALCULATING AMOUNTS

Reserves	Purpose and Guidelines
RESERVES WITH OUTSIDE CONTROL	
Gravel	For expenses that are in accordance with MNRF policies (including land purchases) and for water treatment capital expenditures. Any gravel income would be added to this reserve.
Land Sale Proceeds	Reserve established via land sale proceeds net of selling costs and costs to prepare land for sale. Expenditures funded by this reserve must be in accordance with Ministry of Natural Resources and Forestry (MNRF) policies. Following the 2018 June provincial election the Lieutenant Governor in Council assigned ministerial power for conservation authorities from MNRF to the Ministry of Environment, Conservation and Parks (MECP). In 2022, power for conservation authorities transferred back to MNRF. Funds were borrowed from this reserve to fund major maintenance of GRCA turbines and the reserve are was repaid with interest in 2020. During 2018 approval received from MNRF to utilize up to \$1.8 million over the period 2018 to 2021 for hazard tree management.
Nature Centres	For building major maintenance and repairs.
GRCA CONTROLLED RESERVES	
Property & Liability Insurance	For losses not covered by our property and liability insurance policies and to cover deductibles as necessary. Reserve was established with premium savings realized at the time GRCA increased the deductibles.
Building and Mechanical Equipment	For head office large repairs and maintenance (office renovations, roof, roads, boiler room, air conditioning) and for replacement of small office equipment.
Personnel	For unbudgeted expenses related to compensation and benefits including: restructuring, severance, sick leaves, vacation liability, emergency costs (i.e. flood overtime, pandemic), LTD severance. In 2022 added expenses related to Canada Emergency Wage Subsidy (CEWS) interest charges. If interest charges are refunded to GRCA the proceeds will be returned to this reserve.

Reserves	Purpose and Guidelines
Transition – NEW 2021	Established in January 2021 (see ‘Budget 2021-draft#2) this reserve is for expenditures related to the transitioning of GRCA to new provincial regulations requirements and/or fund costs related to managing expenses impacted by COVID-19 or revenue losses due to COVID-19.
Category 1 & General Operating Expenses Stabilization – NEW 2024	NEW for 2024. This reserve represents Category 1 and General Operating Expenses actual annual net residual surplus, defined as the annual net operating surplus for Category 1 programs remaining following allocations to/for reserves in accordance with reserve guidelines and board motions and following any 2024 surplus allocated to the 2025 budget. This reserve serves to track surpluses generated by Category 1 and are to be used to fund Category 1 program deficits as needed and/or use of this reserve may be incorporated into future budgets for Category 1 programs.
Category 2 Stabilization – NEW 2024	NEW for 2024. This reserve represents Category 2 actual annual net residual surplus, defined as the annual net operating surplus for Category 2 programs remaining following allocations to/for reserves in accordance with reserve guidelines and board motions and following any 2024 surplus allocated to the 2025 budget. This reserve serves to track surpluses generated by Category 2 and are to be used to fund Category 2 program deficits as needed and/or use of this reserve may be incorporated into future budgets for Category 2 programs.
Category 3 Stabilization – NEW 2024	NEW for 2024. This reserve represents Category 3 actual annual net residual surplus, defined as the annual net operating surplus for Category 3 programs remaining following allocations to/for reserves in accordance with reserve guidelines and board motions and following any 2024 surplus allocated to the 2025 budget. This reserve serves to track surpluses generated by Category 3 and are to be used to fund Category 3 program deficits as needed and/or use of this reserve may be incorporated into future budgets for Category 3 programs.
Information Systems and Technology (formerly called Computer Replacement)	For computer equipment, telecommunications equipment and software. The reserve acts as a pool with operating and capital expenses funded by this reserve and then internal charges to departments used to replenish the reserve. Internal charges set to cover average annual cost (operating and capital) of information systems and technology.

Reserves	Purpose and Guidelines
Cottage Operations	For cottage lot program common area service expenses (i.e. roads and hazard tree maintenance). Allows for smoothing of costs included in annual operating budget and available to fund unanticipated unbudgeted costs.
Grand River Water Management Plan	For expenses related to implementing and maintaining the Grand River Water Management Plan. Established with surplus realized in 2008.
Planning Enforcement	For expenses related to enforcement of planning regulations.
Forest Management	For expenses related to forest management (clarify: GRCA lands versus public lands as well). Each year Timber Sale revenue is allocated to the reserve and surplus from the Private Land Tree Planting program including Burford Nursery may be allocated to this reserve.
Property Rental	For unanticipated unbudgeted property rental expenses. Each year if the property rental program realizes a surplus an amount may be allocated to the reserve.
Cambridge Desiltation Pond	For expenses related to maintaining the City of Cambridge Pond as per agreement. City originally advanced funds to GRCA for this work. Each year actual expenditures are funded by this reserve.
Completion of Capital Projects	For expenses related to projects underway (committed). This reserve includes funds set aside for Upper Grand Restoration Projects and each year actual expenditures funded through this reserve.
Master Plans	For expenses related to preparing master plans for GRCA lands. Established in 2019 with \$120,000 input from GRCA 2018/2019 year-end surplus.
Water Management Operating – NEW 2022	For expenses incurred within the water management program operating expenses related to staffing for engineering positions. This reserve established by transferring \$1,000,000 from the ‘water control structures’ reserve.
General Capital	For expenses related to GRCA water management capital projects. This reserve was originally established with funds held for the Dunnville lock project which never proceeded.

Reserves	Purpose and Guidelines
Gauges	For expenses related to construction of water monitoring gauges. Reserve established from prior years unspent flood forecasting and warning and gauge budgets.
Watershed Restoration (previously Wetland Acquisition)	For expenses related to wetland acquisitions or enhancements to wetlands in the watershed, natural heritage restoration projects, and conservation services watershed restoration projects.
Conservation Areas Capital/Stabilization	<p><u>Capital:</u></p> <p>For capital expenses that are unanticipated and/or budgeted for.</p> <p><u>Stabilization:</u></p> <p>To fund operating deficits.</p> <p>This reserve is increased in years when the conservation areas achieve an overall surplus including a surplus driven by the deferral of capital projects.</p>
Water Control Structures	For expenses related to major maintenance of water control structures. To extent that capital projects were budgeted for and not completed by year-end, any unspent amount will be placed in this reserve. This reserve will also be increased by any operating surplus realized by the Dam program. Allows for smoothing of costs included in annual operating budget and available to fund unanticipated unbudgeted costs.
Motor Pool Equipment Replacement	For motor pool equipment. The reserve acts as a pool with operating and capital expenses funded by this reserve and internal charges to departments used to increase the reserve. A target amount for this reserve is approximately 15% - 25% of replacement cost. Internal charges are set to cover average annual cost (operating and capital) of motor pool operations.
Motor Pool Insurance	For expenses related to non-insured vehicle damage/loss including deductibles. Reserve was established with premium savings realized at the time GRCA increased the deductibles.

Grand River Conservation Authority

Report number: GM-11-24-107

Date: November 22, 2024

To: Members of the Grand River Conservation Authority

Subject: Cash and Investment Status – October 2024

Recommendation:

THAT Report Number GM-11-24-107– Cash and Investment Status – October 2024 be received as information.

Summary:

The cash position including Notes Receivable of the Grand River Conservation Authority as at October 31, 2024 was \$64,462,892 with outstanding cheques written in the amount of \$ 28,388.

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
October 31, 2024**

BANK ACCOUNTS	Location	Type	Amount	Interest Rate
	CIBC	Current Account	14,599,022	4.68%
	RBC	Current Account	36,026	nil
	Wood Gundy	Current Account	0	nil
	CIBC - SPP Holding	Current Account	378,847	4.68%
TOTAL CASH - CURRENT ACCOUNT			15,013,895	

INVESTMENT	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	3,004,207	4.55%	4.55%	not applicable	389,492
		CIBC High Interest	High Interest Savings Account	2,285,200	4.55%	4.55%	not applicable	234,466
		One Investment Savings	High Interest Savings Account	4,859,590	4.740%	4.740%	not applicable	419,024
	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	CIBC	Bond	4,100,000	3.300%	4.36%	May 26, 2025	96,320
	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
	March 6, 2024	Laurentian Bank of Canada	GTD Investment Certificate	1,000,000	5.20%	5.20%	March 6, 2025	42,169
	March 6, 2024	National Bank of Canada	GTD Investment Certificate	1,000,000	5.00%	5.00%	March 6, 2025	40,958
	March 6, 2024	HSBC Bank of Canada	GTD Investment Certificate	1,000,000	4.80%	4.80%	March 6, 2026	39,320
	March 6, 2024	National Bank of Canada	GTD Investment Certificate	1,000,000	4.70%	4.70%	March 6, 2026	39,320
	June 27, 2024	CIBC	GTD Investment Certificate	4,000,000	4.80%	4.80%	June 30, 2025	38,501
	June 27, 2024	Laurentian Bank of Canada	GTD Investment Certificate	3,200,000	4.43%	4.43%	June 28, 2027	73,016
	September 5, 2024	Manulife Trust Co	GTD Investment Certificate	3,000,000	3.810%	3.81%	September 7, 2027	42,745
	September 5, 2024	Manulife Trust Co	GTD Investment Certificate	3,500,000	3.810%	3.81%	September 7, 2027	36,638
	September 10, 2024	National Trust Company	GTD Investment Certificate	2,100,000	3.750%	3.75%	September 11, 2026	25,243
	September 10, 2024	Montreal Trust Company	GTD Investment Certificate	2,100,000	3.750%	3.75%	September 11, 2026	25,243
	October 23, 2024	CIBC Mortgages Inc.	GTD Investment Certificate	3,000,000	3.600%	3.60%	October 24, 2025	20,416
	October 23, 2024	CIBC Trust Corp	Non-Redeemable GIC	2,000,000	3.600%	3.60%	October 24, 2025	13,610
TOTAL INVESTMENTS				49,448,997				\$1,789,937

TOTAL CASH AND INVESTMENTS **\$64,462,892**

* Reserve Balance at December 31st, 2023 52,678,473

Investment By Institution

	% of Total Portfol
C.I.B.C.	41%
Montreal Tust Company	4%
Manulife Trust Co	13%
ManuLife Financial Bank	4%
One Investment Program	10%
Province of Ontario	5%
Laurenian Bank of Canada	9%
National Bank of Canada	8%
HSBC Bank of Canada	2%
National Trust Company	4%
	100%

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

Grand River Conservation Authority

Report number: GM-11-24-106

Date: November 22, 2024

To: Members of the Grand River Conservation Authority

Subject: Financial Summary for the Period Ending October 31, 2024

Recommendation:

THAT the Financial Summary for the period ending October 31, 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 to the end of the current fiscal year. Currently, a net surplus of \$452,500 at year-end is anticipated.

Report:

Forecast Adjustments for the period ending October 31, 2024 include the following:

- A. Self-Generated Revenue increased by \$260,000
 - Conservation Services reclassified Grand River Conservation Foundation funding increase of \$20,000; with an offsetting Donations – Other decrease by \$20,000 related to the Brant/Brantford Water Festival.
 - Environmental Education revenue decreased by \$10,000 to reflect the status of the 2024-2025 school board contracts.
 - Hydro Production revenue increased by \$20,000.
 - Conservation Area revenue increased by \$250,000 due to revised projection of annual fee revenue.
- B. Operating Expenses decreased by \$110,000
 - Resource Planning operating expenses decreased by \$50,000, made up of a compensation and benefits expense decrease of \$200,000 due to vacancy and rate savings, a \$120,000 consulting expense increase and a \$30,000 administrative expense increase.
 - General Operating compensation and benefits expenses decreased by \$25,000 due to communications staff vacancy and rate savings.
 - Watershed Services compensation and benefits expenses decreased by \$15,000 due to the ability to fund wages through special project grants.
 - Conservation Services compensation and benefits expenses decreased by \$10,000 due to the ability to fund wages through special project grants.
 - Environmental Education operating expenses decreased by \$10,000, made up of compensation and benefits rate savings of \$25,000 and major repairs expense increase of \$15,000 for repairs at Laurel Creek Nature Centre.
 - Property Rentals operating expenses result in a nil adjustment as a result of compensation and benefits decrease of \$25,000 due to vacancy savings and a \$25,000 expense increase in residential property major maintenance.
 - Motor Pool operating expenses result in a nil adjustment as a result of compensation and benefits decrease of \$20,000 due to rate savings and a \$20,000 expense increase in motor pool repairs and maintenance.
- C. Net Funding to Reserves increased by \$270,000
 - Transfer to the General Capital reserve increased by \$20,000 due to surplus hydro revenue.

- Transfer to Conservation Area reserve increased by \$250,000 as a result of the increase in forecast revenue.

Financial Implications:

The forecast adjustments reported to date will result in a forecast surplus of \$452,500 as at December 31, 2024.

Other Department Considerations:

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

Prepared by:

Kayleigh Keighan
Manager of Finance

Approved by:

Karen Armstrong
Deputy CAO/Secretary-Treasurer

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

General Membership - November 22, 2024

FORECAST - SEPTEMBER 30, 2024 - NET RESULT **\$352,500**

CHANGES - October 2024

P&S #4	Resource Planning	\$200,000 (\$120,000) (\$30,000)	Compensation and Benefit Expense Decrease Other Operating Expense Increase - Consulting Administration Expense Increase	\$50,000
P&S #7	General Operating Expenses - Category 1	\$25,000	Compensation and Benefit Expense Decrease	\$25,000
P&S #8	Watershed Services - Category 2	\$15,000	Compensation and Benefit Expense Decrease	\$15,000
P&S #10	Conservation Services	\$10,000 \$20,000 (\$20,000)	Compensation and Benefit Expense Decrease Foundation Donations Increase - Brant/Brantford Water Festival Donations - Other Decrease - Brant/Brantford Water Festival	\$10,000
P&S #11	Outdoor Environmental Education	\$25,000 (\$15,000) (\$10,000)	Compensation and Benefit Expense Decrease Major Repairs Expense Increase Revenue - School Contracts Decrease	\$0
P&S #12	Property Rentals	\$25,000 (\$25,000)	Compensation and Benefit Expense Decrease Other Operating Expense Increase	\$0
P&S #13	Hydro Production	\$20,000 (\$20,000)	Hydro Generation Revenue Increase Transfer to General Capital Reserve Increase	\$0
P&S #14	Conservation Areas	\$250,000 (\$250,000)	Conservation Area Revenue Increase (\$12.2M to \$12.45M) Transfer to Conservation Area Reserve Increase	\$0
P&S #16	Motor Pool & Information Systems - Supplementary	\$20,000 (\$20,000)	Compensation and Benefit Expense Decrease Other Operating Expense Increase - R&M	\$0

FORECAST - OCTOBER 31, 2024 - NET RESULT **\$452,500**

GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
for the period Ending October 31, 2024

Category			Budget 2023	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
<u>REVENUE</u>								
<u>Municipal</u>								
Municipal Apportionment	Category 1	various	11,976,000	12,275,000	12,275,000	12,275,000	12,275,000	-
Memorandums of Understanding Apportionment	Category 2	various	992,000	1,017,000	1,017,000	1,017,000	1,017,000	-
Other	Category 2 & 3	8	850,000	940,000	957,170	940,000	940,000	-
Total Municipal			13,818,000	14,232,000	14,249,170	14,232,000	14,232,000	-
<u>Government Grants</u>								
MNRF Transfer Payments	Category 1	various	449,688	449,688	449,688	449,688	449,688	-
Source Protection Program-Provincial	Category 1	6	640,000	834,000	662,732	862,000	862,000	-
Other Provincial	Category 1	various	737,500	737,500	833,899	1,762,500	1,762,500	-
Other Provincial	Category 2	8	-	130,000	151,788	130,000	130,000	-
Other Provincial	Category 3	10	30,000	100,000	71,409	65,000	65,000	-
Federal	Category 1,2,3	various	40,000	155,000	325,195	246,500	246,500	-
Total Government Grants			1,897,188	2,406,188	2,494,711	3,515,688	3,515,688	-
<u>Self Generated</u>								
User Fees and Sales								
<i>Resource Planning</i>	Category 1	4	1,144,000	994,000	830,536	914,000	914,000	-
<i>Burford Operations & Planting Services</i>	Category 3	9	580,000	680,000	787,298	820,000	820,000	-
<i>Conservation Lands Income</i>	Category 3	14	71,000	71,000	33,288	71,000	71,000	-
<i>Conservation Lands Income</i>	Category 1	5	15,000	15,000	158,750	160,000	160,000	-
<i>Conservation Areas User Fees</i>	Category 3	14	10,000,000	10,700,000	12,432,183	12,200,000	12,450,000	250,000
<i>Environmental Education</i>	Category 3	11	500,000	600,000	380,719	600,000	590,000	(10,000)
Property Rentals	Category 3	12	2,981,000	3,038,000	2,975,794	3,058,000	3,058,000	-
Hydro Generation	Category 3	13	580,000	580,000	597,461	580,000	600,000	20,000
Land Sales	Category 1	5	-	-	1,745,835	1,750,000	1,750,000	-
Grand River Conservation Foundation	Category 1,2,3	various	27,000	662,000	329,527	1,563,000	1,583,000	20,000
Donations	Category 1,2,3	various	-	-	55,468	35,000	15,000	(20,000)
Investment Income	General Operating	7	1,350,000	2,200,000	1,410,446	2,200,000	2,200,000	-
Miscellaneous Income	various	various	-	-	82,383	60,000	60,000	-
Total Self-Generated Revenue			17,248,000	19,540,000	21,819,688	24,011,000	24,271,000	260,000
TOTAL REVENUE			32,963,188	36,178,188	38,563,569	41,758,688	42,018,688	260,000

GRAND RIVER CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
for the period Ending October 31, 2024

Category			Budget 2023	Budget 2024	YTD Actual	Previous Forecast	Current Forecast	Forecast Change
EXPENSES								
OPERATING								
Watershed Management	Category 1	1	1,276,000	1,146,100	742,169	985,100	985,100	-
Flood Forecasting and Warning	Category 1	2	895,000	911,000	899,712	1,011,000	1,011,000	-
Water Control Structures	Category 1	3	2,143,200	2,128,700	1,815,605	2,275,700	2,275,700	-
Resource Planning	Category 1	4	2,551,800	2,679,600	2,151,620	2,744,600	2,694,600	(50,000)
Conservation Lands Management	Category 1	5	2,954,600	2,871,900	2,199,223	2,801,900	2,801,900	-
Source Protection Program	Category 1	6	640,000	834,000	662,732	862,000	862,000	-
General Operating Expenses	General Operating	7	3,495,788	4,267,714	3,161,262	4,222,214	4,197,214	(25,000)
Watershed Services	Category 2	8	1,043,000	1,068,000	825,951	994,000	979,000	(15,000)
Burford Operations & Planting Services	Category 3	9	867,300	992,900	948,833	1,037,900	1,037,900	-
Conservation Services	Category 3	10	81,200	82,200	14,582	82,200	72,200	(10,000)
Environmental Education	Category 3	11	775,100	912,000	752,121	973,000	963,000	(10,000)
Property Rentals	Category 3	12	1,095,200	1,109,200	952,566	1,139,200	1,139,200	-
Hydro Production	Category 3	13	95,500	95,500	100,248	135,500	135,500	-
Conservation Areas	Category 3	14	9,037,000	9,782,000	9,216,700	10,082,000	10,082,000	-
Administrative Support	Category 3	15	1,198,000	1,217,400	853,501	1,133,400	1,133,400	-
Total Operating Expenses			28,148,688	30,098,214	25,296,825	30,479,714	30,369,714	(110,000)
MAJOR MAINTENANCE & EQUIPMENT								
Watershed Management	Category 1	1	110,000	110,000	20,901	110,000	110,000	-
Flood Forecasting and Warning	Category 1	2	190,000	190,000	76,025	190,000	190,000	-
Water Control Structures	Category 1	3	1,500,000	1,500,000	1,695,234	3,500,000	3,500,000	-
Conservation Areas	Category 3	14	2,000,000	2,000,000	1,494,982	2,000,000	2,000,000	-
Information Systems	General Operating	16	290,000	459,000	184,649	421,000	421,000	-
Motor Pool	General Operating	16	14,000	415,000	119,589	415,000	415,000	-
Total Major Maintenance & Equipment Expenses			4,104,000	4,674,000	3,591,380	6,636,000	6,636,000	-
SPECIAL PROJECTS								
Flood Forecasting and Warning	Category 1	2	-	250,000	2,825	250,000	250,000	-
Conservation Lands Management	Category 1	5	-	100,000	56,862	100,000	100,000	-
Watershed Services	Category 2	8	800,000	1,095,000	733,856	1,103,500	1,103,500	-
Conservation Services	Category 3	10	40,000	185,000	188,567	195,000	195,000	-
Environmental Education	Category 3	11	-	500,000	614,304	2,000,000	2,000,000	-
Total Special Project Expenses			840,000	2,130,000	1,596,414	3,648,500	3,648,500	-
TOTAL EXPENSES			33,092,688	36,902,214	30,484,619	40,764,214	40,654,214	(110,000)
Gross Surplus/(Deficit)			(129,500)	(724,026)	8,078,950	994,474	1,364,474	370,000
Prior Year Surplus Carryforward			100,000	537,526	537,526	537,526	537,526	-
Net Funding FROM/(TO) Reserves			29,500	186,500	200,000	(1,179,500)	(1,449,500)	(270,000)
NET SURPLUS			-	-	8,816,476	352,500	452,500	100,000

Grand River Conservation Authority

Report number: GM-11-24-109

Date: November 22, 2024

To: Members of the Grand River Conservation Authority

Subject: Per Diems and Honorariums for 2025

Recommendation:

THAT Report Number GM-11-24-109 – Per Diems and Honorariums for 2025 be received as information.

Summary:

Not applicable

Report:

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

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

At the October 25, 2024 General Membership meeting, a resolution was passed approving a 2.25% increase for non-union positions effective January 1, 2025. A summary of Per Diems, Honorariums, and Reimbursement for Members, January 1, 2025 is attached, reflecting the 2.25% increase. At the present time, no change is recommended for mileage reimbursement in the 2025 Budget (\$0.55 per km).

Financial Implications:

The 2025 Draft Budget includes \$110,000 for Board Members' honorariums, per diems, mileage, and expenses. The anticipated adjusted rates have been incorporated into the budgeted amount.

Other Department Considerations:

Not applicable

Prepared by:

Karen Armstrong
Deputy CAO, Secretary-Treasurer

Approved by:

Samantha Lawson
Chief Administrative Officer

**Grand River Conservation Authority
Per Diems, Honorariums, and Reimbursement for Members - January 1, 2025**

		Chair	Vice-Chair	Other Members
(1)	General Membership/Committee of the Whole	\$167.94**	\$167.94**	\$167.94**
(2)	Other Committees - Audit, Special Recognition or Ad Hoc Committees <i>Note: A Per Diem is only paid when a Committee meets on a separate day from (1)</i>	\$101.08**	\$101.08**	\$101.08**
(3)	Other time spent on business of the Authority (pursuant to By-law Section B.14)*	\$30,433.70/year	\$3,043.83/year	\$101.08**/ meeting
(4)	Mileage for travel to or from any of the above***	\$0.55/km	\$0.55/km	\$0.55/km

***GRCA By-law No.2-2024, Section B.14 Remuneration of Members**

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

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

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

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

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

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

Remuneration for the member appointed by the Minister as a representative of the agricultural sector shall be at the expense and discretion of the Province.

**** Per-diems have been adjusted by 2.25% effective January 1, 2025 *** Mileage reimbursement rate has remained unchanged from 2024**

Grand River Conservation Authority

Report number: GM-11-24-102

Date: November 22, 2024

To: Members of Grand River Conservation Authority

Subject: 2025 Complimentary GRCA Membership Passes

Recommendation:

THAT Report Number GM-11-24-102 – 2025 Complimentary GRCA Membership Passes be received as information.

Summary:

Not applicable.

Report:

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

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

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

The complimentary Conservation Area Membership passes will be issued in January 2025. Additional passes can be issued on authorization of the Chair or Chief Administrative Officer.

Financial Implications:

The 2025 draft Budget allows for the issuance of these complimentary passes. The price for a 2025 pass is \$160 including HST.

Other Department Considerations:

Not applicable

Prepared by:

Pam Walther-Mabee
Manager of Conservation Area Operations

Approved by:

Samantha Lawson
Chief Administrative Officer

Grand River Conservation Authority

Report number: GM-11-24-105

Date: November 22, 2024

To: Members of the Grand River Conservation Authority

Subject: Water Control Structures Major Maintenance Forecast 2025 - 2029

Recommendation:

THAT Report Number GM-11-24-105 – Water Control Structures Major Maintenance Forecast – 2025 -2029 be received as information.

Summary:

Not applicable.

Report:

This report provides an overview of proposed major maintenance spending on Grand River Conservation Authority (GRCA) dams and dikes for the period of 2025 -2029.

The GRCA owns and operates 28 dams. Seven of the GRCA dams are actively used to manage flows within the watershed and are classified as multi-purpose dams. The multi-purpose dams serve two key functions: managing floods and supplying water to the river during periods of low flow (flow augmentation) . Auxiliary benefits such as hydro production and recreation result from the operation of the dams. In October 2024, the GRCA completed

The GRCA's other 21 dams are generally run-of-the river dams or earthen embankment dams with small head ponds. Although the smaller dams do not serve a water management function, they are important community features. These smaller dams may also serve a local fire suppression role providing a primary source of water needed to aid fire suppression. The New Dundee Dam provides a primary source for fire suppression for the community of New Dundee. The Wellesley Dam would provide a secondary or backup source for fire suppression in the community of Wellesley.

Four main techniques are used to identify deficiencies with dams:

1. Dam safety reviews are comprehensive reviews conducted by outside engineering firms. During the dam safety review, the dam is examined to ensure its design and construction meet current standards. Dam safety reviews can identify deficiencies with a dam and make recommendations for upgrades. Periodic dam safety reviews may be conducted at dams where comprehensive reviews have been completed. Periodic reviews can identify new issues that require attention. These reviews help form the basis for long-term major maintenance planning and asset management.
2. Detailed technical investigations are less comprehensive than a dam safety review and focus on a specific component of a dam. They are normally conducted by outside engineering firms. Technical investigations examine specific components of a dam, for example, the gates or electrical systems at a dam. These detailed technical investigations may recommend technical work be completed on the specific component and help provide information for the major maintenance forecast. These technical investigations may be completed to develop detailed designs to address a specific issue.
3. An annual inspection program identifies deficiencies with the dams and places repairs on a five-year forecast. At the large dams, engineer inspections are carried out in the spring after the reservoirs are filled, and again in the fall after the reservoirs are emptied. The other

dams are inspected in the spring. After the inspections are completed, repairs are prioritized, and the financial forecast is adjusted.

4. The large dams operated by GRCA are visited daily by dam operators. Dam operators complete daily visual inspections and report issues or incidents to engineering staff. Emergency or ad-hoc inspections of issues or incidents are completed as needed and further detailed investigations or actions are completed as needed. Daily inspections are an important part of the dam safety program at GRCA. Financial forecasts are adjusted as needed.

The major dike systems in Brantford, Cambridge, and Kitchener (Bridgeport) are inspected each year. Procedures for completion of third-party dike safety reviews and technical investigations continue to be refined. They follow a similar approach used for the dam safety reviews but are focused on technical aspects of dike safety. Dike safety reviews have been completed for the Bridgeport, Brantford, and Cambridge dikes. Detailed technical investigations and major maintenance works are being completed on specific components of these dike systems. Guidelines from other jurisdictions have been consulted to develop terms of reference for dike safety reviews. This approach is being taken in the absence of provincial technical guidelines.

The two big risks associated with the large water control infrastructure are the inability to operate gates at the large dams to safely discharge flood flows and the inability of the large dam or dikes to hold back flood water.

Three of the large dams operated by the GRCA rely solely on gates to discharge flood flows; these include Shand, Conestogo, and Woolwich Dams. Other large dams like Guelph, Luther, Laurel Creek, and Shades Mills dams have the ability to passively discharge flood water either by an emergency spillway or overflow relief. Special emphasis has been focused on gate operational reliability at the large dams operated by GRCA. Several measures have been implemented to improve operational reliability including some projects in the 2025-2029 major maintenance budget.

With regard to the large dikes in the communities of Brantford, Cambridge, and Kitchener (Bridgeport), work has been completed to identify the capacity of these dikes to convey floods. Technical studies have been completed or are underway to identify deficiencies that could result in the inability of these dikes to safely contain flood waters to the channel between the dikes including the Bridgeport Dike Rehabilitation and Capacity Improvement Class Environmental Assessment to address stability and increase the level of protection provided by the dike. The 2025 major maintenance budget identifies the Brantford Dike Ice Jam Mitigation Class Environmental Assessment to advance recommended alternatives to provide additional protection from the impacts of ice jam flooding through the Brantford reach.

2025 Major Maintenance Forecast - Dikes

An Environmental Assessment of options to increase the capacity of the Bridgeport dikes is being completed. Currently, the Bridgeport dikes have the capacity to convey approximately the 100 year flood in any given year. The capacity study will investigate options to increase the capacity of the Bridgeport dikes to convey larger events up to the Regulatory flood. The Environmental Assessment will select the preferred solution. The cost of implementing repairs and improvements is estimated to be \$4,500,000 in the 2026 to 2028 forecast. These estimates will be refined once preferred solutions are identified and detailed designs are completed. This work is being funded through a combination of Federal (DMAF) and Provincial (WECI) funding.

In the City of Cambridge, work on the dikes will focus on repair of floodwall construction joints in association with the west bank floodwall upstream of Parkhill Dam.

Following the February 2018 ice jam event that resulted in overtopping of sections of the Brantford dikes, forensic technical investigations were initiated in 2018 to identify the cause of

ice jams in the Brantford dike reach and potential mitigation measures that can be taken to reduce the risk of future ice jams overtopping these dikes. That work was completed in the spring of 2019. In 2020 and 2021, work focused on further investigating and refining mitigation options to reduce the potential for future ice jams. Work in 2025 will focus on completing an Environmental Assessment of specific mitigation options, and detailed design preferred options. Capital works to implement options are included in the capital forecast for 2026 to 2028. Forecast costs of mitigation options will be refined as detailed designs are completed. Staff will determine if any additional federal funding grants may be applicable for this project.

In the community of Drayton, background work has been completed to estimate the benefits and budgetary costs to extend the existing dike upstream of the community of Drayton to allow passage of the 100 year flood in any given year. This background work can be used to support an application by the Township of Mapleton to the federal funding for flood mitigation projects as available. The flood damage estimates, used to assess the benefits mitigation protection, also included updating floodplain mapping through the community of Drayton. Public meetings will be scheduled to present results along with any changes to the regulatory floodplain through the community of Drayton.

The budget forecast includes continued vegetation maintenance along the New Hamburg dike following a recommendation from the flood mitigation study completed for the community of New Hamburg.

2025 Major maintenance Forecast - Dams

The Shand Dam project focuses on completion of isolation stoplog fabrication and gains refurbishment. The temporary stop log system is needed to allow isolation of the gate for maintenance and inspection while reservoir levels are above the gate crest.

The multi-year concrete repair project is continuing at Conestogo Dam with upstream concrete repairs in the forebay on the upstream side of the control structure in 2024 and 2025. The final phase of repairs on the downstream spillway are included in the 2026 to 2027 forecast.

Work at Guelph Dam will focus on a Dam Safety Review update to be completed in 2028 which will identify specific projects to address any deficiencies.

An automated gate operating system will be designed and implemented at Woolwich Dam. Woolwich Dam does not have an emergency spillway. Gate 1 of the dam is designed to automatically operate in the event of an unanticipated rise in reservoir levels. The automatic gate operation of Gate 1 is a safeguard. The existing control and operating system is at the end of its design life and in need of replacement.

A Dam Safety Review will be completed at Laurel Dam in 2026, which will provide recommendations for future maintenance and rehabilitation work, including rip rap replacement around the control structure.

A Dam Break Inundation Mapping and Hazard Potential Classification study is being undertaken for Shades Mills Dam in 2024. This work will support the completion of a Dam Safety Review in 2025, which will assess seepage and geotechnical issues and provide recommendations for piezometer and relief well monitoring.

Repairs at Luther Dam will focus on replacement of a toe drain in the embankment in 2025.

Work at Baden Dam will include an embankment repair and installation of a toe drain to address seepage issues.

Major studies and work are proposed at Wellesley Dam to address embankment seepage and flow capacity issues. Work in 2025 will focus on design and approvals and on implementation of automated gate controls.

Channel bank repairs design and construction will be completed at Wellington St. Dam in the channel directly downstream of the dam in 2025.

The following are attached:

Table 1 - High-level summary of the five-year forecast by program area, dikes, multi-purpose dam or small dam, and by specific structure in each program area.

Table 2 - Details of the expenditures proposed for the next five years, for the dike, multi-purpose dams, and small dam programs.

If a DS or a DR number is assigned to a project in the table, it means that provincial funding has been approved for 50% of the project cost. For future projects, DR-Future and DS-Future indicate future repairs and studies that are eligible but may or may not receive provincial funding. In 2024, the Ministry of Natural Resources Water and Erosion Control Infrastructure (WECI) grant funding program initiated a two-year application and approval timeline. As such, the GRCA has received confirmation of successful projects that may commence in April 2025.

Funding considerations:

The City of Kitchener was successful in obtaining DMAF funding in 2019. The City of Kitchener allowed the GRCA to include as part of its application, funding for improvements and repairs to the Bridgeport dikes. The DMAF program provides 40% funding. Therefore, for eligible Bridgeport dike repairs and studies, the funding formula would be 40% federal DMAF, 30% provincial WEIC and 30% GRCA. In Table 2, DR-DMAF has been noted beside eligible projects to identify multiple funding sources.

Applying to federal programs like the NDMP and DMAF are examples of how the GRCA attempts to leverage municipal levy and provincial WEIC funding.

Financial Implications:

2025

The water control structures major maintenance 2025 budget is set at \$3,000,000. Forecast spending for 2025 is \$5,039,400 (See Table 1). GRCA has received notification regarding successful funding of projects submitted for the provincial Water Erosion Control Infrastructure (WEIC) program for projects planned for the provincial fiscal year April 1, 2025 to March 31, 2026. Not all GRCA projects submitted received funding for the 2025 fiscal year, however \$1,587,534.00 of provincial funding for 50% of the successful projects has been secured.

The 2025 Budget Draft #1 spending of \$3,000,000 is being funded with \$750,000 Municipal Apportionment, \$1,450,000 provincial WEIC grants, and \$800,000 from Land Sale Proceeds Reserve. The final approved 2025 Budget will be adjusted accordingly based on 2024 carryover projects and approved WEIC projects.

2026 to 2029

Forecast spending to range between approximately \$2.8 and \$ 7.0 million (See Table 1 attached). The five-year forecast typically includes \$1.5 million in spending. Savings from underspending are placed into the water control structures reserve and overspending is funded via a combination of WEIC funding, other government grants or programs (i.e. the Federal Disaster Mitigation DMAF), or use of reserves as applicable.

If federal DMAF becomes available for projects, the cost-sharing arrangement would be: 30% general municipal levy, 30% WEIC grant, and 40% DMAF grant.

As of December 31, 2023, the water control structures reserve balance is \$3.1 million dollars. Certain projects may also be eligible for funding from the land sale proceeds reserve which as of December 31, 2023, is \$23.0 million .

Future project costs will be updated as designs are completed and estimated costs are refined.

Future Changes to Funding Under the Conservation Authorities Act

At this time, it is staff's understanding that the provincial WECI program will continue to fund major maintenance of water control structures dams, and dikes as has been the case in the past, including dams that may only provide a local amenity feature. Matching funding would be required from the local conservation authority or municipality. The budget forecast provided assumes continued WECI funding for the full range of dams operated by the GRCA.

The changes to the Conservation Authorities Act required the GRCA to develop an asset management plan for water control structures. GRCA's Water Control Infrastructure Asset Management Plan was approved by the GRCA Board in October 2024, and capital expenditures from the Plan have been incorporated and/or updated in this report.

Other Department Considerations:

Not applicable

Prepared by:

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Manager of Water Infrastructure

Approved by:

Samantha Lawson
Chief Administrative Officer

Table 1 Water Control Structures Major Maintenance Forecast 2025–2029

Expenditures	2025	2026	2027	2028	2029
Total by Year	\$5,039,400	\$3,756,900	\$6,203,900	\$7,323,900	\$3,863,900

Dikes	2025	2026	2027	2028	2029
Brantford Dike	\$395,000	\$625,000	\$2,075,000	\$825,000	\$325,000
Bridgeport Dike	\$252,000	\$202,000	\$1,022,000	\$2,002,000	\$1,502,000
Caledonia Dike	\$2,000	\$2,000	\$2,000	\$152,000	\$2,000
Cambridge Dike	\$252,000	\$72,000	\$2,000	\$232,000	\$1,052,000
Drayton Dike	\$2,000	\$37,000	\$2,000	\$2,000	\$2,000
New Hamburg Dike	\$57,000	\$57,000	\$27,000	\$27,000	\$27,000
Total - Dikes	\$960,000	\$995,000	\$3,130,000	\$3,240,000	\$2,910,000

Multi-Purpose Dams	2025	2026	2027	2028	2029
Conestogo Dam	\$1,791,000	\$1,451,000	\$1,376,000	\$166,000	\$36,000
Guelph Lake Dam	\$11,300	\$51,300	\$81,300	\$261,300	\$36,300
Laurel Creek Dam	\$102,400	\$62,400	\$12,400	\$92,400	\$212,400
Luther Dam	\$50,800	\$800	\$105,800	\$100,800	\$30,800
Shade's Mills Dam	\$302,000	\$112,000	\$102,000	\$2,000	\$152,000
Shand Dam	\$759,000	\$69,000	\$89,000	\$669,000	\$19,000
Woolwich Dam	\$405,900	\$55,900	\$305,900	\$825,900	\$5,900
Total - Multi-purpose dams	\$3,507,400	\$1,947,400	\$2,218,400	\$2,263,400	\$618,400

Small Dams	2025	2026	2027	2028	2029
Baden	\$295,800	\$20,800	\$800	\$800	\$800
Bissell Dam	\$800	\$800	\$70,800	\$10,800	\$10,800
Breslau Dam	\$800	\$800	\$800	\$800	\$800
Caledonia Dam	\$0	\$98,500	\$3,500	\$78,500	\$3,500
Chicopee Dam	\$600	\$600	\$600	\$20,600	\$600
Damascus Dam	\$700	\$700	\$700	\$700	\$700
Drimmie Dam	\$600	\$100,600	\$600	\$600	\$600
Dunnville	\$32,200	\$62,200	\$7,200	\$542,200	\$2,200
Everton Dam	\$600	\$15,600	\$600	\$600	\$600
Floradale Dam	\$600	\$10,600	\$40,600	\$600	\$600
New Dundee Dam	\$26,500	\$1,500	\$76,500	\$151,500	\$1,500
New Hamburg Dam	\$1,200	\$13,200	\$1,200	\$1,200	\$1,200
Parkhill Dam	\$1,500	\$13,500	\$1,500	\$1,500	\$1,500
Rockwood Dam # 2	\$800	\$20,800	\$800	\$800	\$800
St. Jacobs	\$2,000	\$2,000	\$42,000	\$402,000	\$2,000
Upper Ayr	\$600	\$40,600	\$600	\$600	\$600
Victoria Mills Dam	\$600	\$30,600	\$200,600	\$600	\$600
Wellesley Dam	\$75,600	\$325,600	\$300,600	\$300,600	\$600
Wellington Street Dam	\$102,900	\$2,900	\$62,900	\$202,900	\$202,900
Wilkes Dam	\$27,600	\$52,600	\$42,600	\$102,600	\$102,600
Total - Small dams	\$572,000	\$814,500	\$855,500	\$1,820,500	\$335,500

Small Dams Decommissioned, Retired or Transferred to Municipality	2025	2026	2027	2028	2029
Chilligo Dam (Dam de-commissioned)	\$0	\$0	\$0	\$0	\$0
Columbia Street Dam (Transferred to municipality)	\$0	\$0	\$0	\$0	\$0
Grand Valley Dam (to be confirmed this dam is owned by local municipality)	\$0	\$0	\$0	\$0	\$0
Rockwood Dam # 1 (Dam Retired)	\$0	\$0	\$0	\$0	\$0
Taquanyah (Dam de-commissioned)	\$0	\$0	\$0	\$0	\$0

Table 2 Water Control Structures Major Maintenance Forecast 2025-2029

	WECI Project	2025	2026	2027	2028	2029
Total Expenditures of All Dams and Dikes for Year		\$5,039,400	\$3,756,900	\$6,203,900	\$7,323,900	\$3,863,900

Dikes	WECI Project	2025	2026	2027	2028	2029
Brantford Dike						
Minor maintenance works		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Dike safety study - Future Engineering Studies of specific issues	DR-Future WECI		\$50,000	\$50,000	\$50,000	\$50,000
Dike safety study - River Road Floodwall and Gilkison Reach Mitigation EA and Final Design	DR.25.025 - WECI	\$350,000				
Dike safety study - Emergency preparedness inundation mapping		\$20,000				
Dike safety implementation - River Road Floodwall and Gilkison Reach mitigation	DR-Future WECI-Federal		\$500,000	\$1,500,000	\$750,000	\$250,000
GRCA Birkett Triangle Landfill - stabilization riprap, cleanup - design,	Property Program		\$50,000	\$500,000		
Dike safety Implementation - ongoing vegetation removal and management		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Subtotal for structure		\$395,000	\$625,000	\$2,075,000	\$825,000	\$325,000
Bridgeport Dike						
Minor maintenance works		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Dike safety Implementation - Installation of Gate Valve on storm outlet				\$20,000		
Dike safety study - Seepage, Stability and Capacity Improvements Design EA	DS.24.028 - WECI and DMAF	\$250,000				
Dike safety study - Seepage, Stability and Capacity Improvements Detailed Design	DR.25.001 - WECI and DMAF		\$200,000			
Dike safety study - Implementation of Seepage Control and Capacity Improvements	DS -Future- WECI and DMAF			\$1,000,000	\$2,000,000	\$1,500,000
Subtotal for structure		\$252,000	\$202,000	\$1,022,000	\$2,002,000	\$1,502,000
Caledonia Dike						
Minor maintenance works		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Dike bank erosion repairs east and west sides of the river	DR-Future WECI				\$150,000	
Subtotal for structure		\$2,000	\$2,000	\$2,000	\$152,000	\$2,000

Dikes	WECI Project	2025	2026	2027	2028	2029
Cambridge Dike						
Minor maintenance works		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Dike safety Implementation - Repair and reseal floodwall construction joints West Bank u/s Parkhill Road	DR.25.048 - WECI	\$250,000				
Dike Implementation - Decommission pump room and refurbish bridge closures	DR -Future WECI				\$30,000	\$250,000
Dike safety - Design and tender repair to east bank floodwall	DR -Future WECI		\$70,000			
Dike safety - Implementation - repair to east bank floodwall	DR -Future WECI				\$200,000	\$800,000
Subtotal for structure		\$252,000	\$72,000	\$2,000	\$232,000	\$1,052,000
Drayton Dike						
Minor maintenance works -		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Dike safety - Install rubber backflow check valves	DS -Future WECI		\$35,000			
Environmental Assessment - Extension of Existing Dike	Municipal and Grant					
Extension of the Existing Dike	Municipal and Grant					
Subtotal for structure		\$2,000	\$37,000	\$2,000	\$2,000	\$2,000
New Hamburg Dike						
Dike Minor Maintenance		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Environmental Assessment - Preferred flood mitigation options	Municipal and Grant	\$30,000	\$30,000			
Extension of the Existing Dike - Implementation of Flood Mitigation Options	Municipal and Grant					
Dike Safety- tree removal		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Subtotal for structure		\$57,000	\$57,000	\$27,000	\$27,000	\$27,000
Total - Dikes		\$960,000	\$995,000	\$3,130,000	\$3,240,000	\$2,910,000

Multipurpose Dams	WECI Project	2025	2026	2027	2028	2029
Multi-Purpose Dams Overall Dam Safety Program						
Dam Safety Maturity Matrix- CEATI Membership		\$30,000	\$30,000	\$31,000	\$31,000	\$31,000
Dam Safety Maturity Index Implementation - external consulting - actively operated dams as priority - facilitators. Meeting with OPG		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Security - multi-purpose dams security cameras		\$20,000	\$20,000	\$20,000	\$20,000	
Dam Safety Information Management - external consultants and drawings management		\$15,000	\$75,000	\$75,000	\$75,000	\$75,000
Subtotal for Overall Dam Safety Program		\$85,000	\$145,000	\$146,000	\$146,000	\$126,000
Conestogo Dam						
Minor maintenance works		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Unidentified preventative maintenance		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Vegetation Control/Management		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Dam Safety Review	DS Future-WECI			\$200,000		
Control Room Roof Repair	DS Future-WECI	\$75,000				
Concrete rehabilitation 2025 - u/s 2	DR.25.045 - WECI	\$1,700,000				
Auto Gate Controls - Operation Indicator	DR Future-WECI		\$65,000			
Onsite Emergency Backup Generator Replacement			\$150,000			
Replacement of emergency egress ladder	DR -Future-WECI			\$60,000		
Concrete rehabilitation 2026 - spillway 1	DR -Future-WECI		\$1,200,000			
Concrete rehabilitation 2027 - spillway 2	DR -Future-WECI			\$1,100,000		
Replace gate hoist cables 4 gates	DR-Future-WECI		\$20,000			
Mechanical refurbishments - sump pumps, draft tube valve	DR-Future-WECI				\$150,000	\$20,000
Subtotal for structure		\$1,791,000	\$1,451,000	\$1,376,000	\$166,000	\$36,000
Guelph Lake Dam						
Minor maintenance works		\$6,300	\$6,300	\$6,300	\$6,300	\$6,300
Unidentified preventative maintenance		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

Multipurpose Dams	WECI Project	2025	2026	2027	2028	2029
Mechanical refurbishment - draft tube valve	DR-Future-WECI			\$30,000		
Vegetation management - saddle dams	DR-Future-WECI			\$40,000		
Replace guard rails	DR-Future-WECI		\$40,000			
Dam Safety Periodic Review	DS -Future-WECI				\$150,000	
Mechanical refurbishment - sump pump replacements	DR-Future-WECI				\$100,000	
Replace gate cables 6 gates	DR-Future-WECI					\$25,000
Subtotal for structure		\$11,300	\$51,300	\$81,300	\$261,300	\$36,300
Laurel Creek Dam						
Minor maintenance works		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Turf Maintenance		\$400	\$400	\$400	\$400	\$400
Dam Safety Review	DS-Future-WECI	\$100,000				
Large rip-rap replacement around control structure	DR-Future-WECI		\$60,000			
Vegetation management downstream relief wells	DR-Future-WECI			\$10,000		
Implement DSR Recommendations	DR-Future-WECI				\$80,000	0
Mechanical replacement - discharge valve	DR-Future-WECI					\$30,000
Mechanical refurbishment - spillway gates	DR-Future-WECI					\$120,000
Improve access to discharge valve	DR-Future-WECI					\$50,000
Rehabilitation of toe drain, cleaning of fines from rip-rap	DR-Future-WECI				\$10,000	\$10,000
Subtotal for structure		\$102,400	\$62,400	\$12,400	\$92,400	\$212,400
Luther Dam						
Minor maintenance works		\$800	\$800	\$800	\$800	\$800
Embankment repair - toe drain		\$50,000				
Add debris boom/debris management system in forebay; cleanout forebay	DR-Future-WECI			\$100,000		
Survey				\$5,000		

Multipurpose Dams	WECI Project	2025	2026	2027	2028	2029
Dam Safety Review	DS -Future-WECI				\$100,000	
Implement DSR Recommendations	DR-Future-WECI					\$30,000
Subtotal for structure		\$50,800	\$800	\$105,800	\$100,800	\$30,800
Shade's Mills Dam						
Minor maintenance works		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Replace instrumentation piezometers and repair relief wells	DS-Future-WECI	\$100,000				
Decommission mercury manometers	DR-Future-WECI		\$10,000			
Dam Safety Review	DS.25.027	\$200,000				
Implement recommendations from dam safety reviews (incl. rip rap on upstream embankment)	DR-Future-WECI		\$100,000	\$100,000		
Mechanical refurbishment - spillway gates actuators	DR-Future-WECI					\$50,000
Structural - refurbish concrete guard rails	DR-Future-WECI					\$100,000
Subtotal for structure		\$302,000	\$112,000	\$102,000	\$2,000	\$152,000
Shand Dam						
Minor maintenance works (railings etc.)		\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
unidentified maintenance		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Vegetation control		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Dam Safety Review	DS.25.026 - WECI	\$200,000				
Gate superstructure load monitoring 3 remaining gates				\$40,000		
Gate motor brake refurbishment		\$40,000				
Isolation Stoplog Gains Refurbishment	DR.24.040 - WECI	\$500,000				
Superstructure safety warning lights	DR-Future-WECI			\$30,000		
Piezometer rehabilitation and monitoring	DR-Future-WECI		\$50,000			
Concrete Repairs - wingwalls and piers	DR-Future-WECI				\$400,000	
Discharge valves refurbishment	DR-Future-WECI				\$150,000	

Multipurpose Dams	WECI Project	2025	2026	2027	2028	2029
Sump pump replacement	DR-Future-WECI				\$100,000	
Subtotal for structure		\$759,000	\$69,000	\$89,000	\$669,000	\$19,000
Woolwich Dam						
Unidentified maintenance		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Turf Maintenance		\$900	\$900	\$900	\$900	\$900
Upgrade/maintenance of the automatic gate controls Gate 1 Woolwich Dam	DR.25.047-WECI	\$100,000				
Hydro feed from road - underground burial	DR.25.055 - WECI	\$300,000	\$50,000			
Dam Safety Update Periodic Review	DS-Future-WECI			\$150,000		
Settlement Assesment (update)	DS-Future-WECI			\$20,000	\$20,000	
Cleanout of dam drainage	DR-Future-WECI			\$50,000		
Sluice gate refurbishment	DR-Future-WECI			\$80,000		
Rehabilitate Crest of Dam, rip rap and replace guard rails - implementation	DR-Future-WECI				\$800,000	
Subtotal for structure		\$405,900	\$55,900	\$305,900	\$825,900	\$5,900
TOTAL - Multi-purpose dams		\$3,507,400	\$1,947,400	\$2,218,400	\$2,263,400	\$618,400

Small Dams	WECI Project	2025	2026	2027	2028	2029
Baden						
Minor maintenance works		\$800	\$800	\$800	\$800	\$800
Vegetation management						
Isolate gates Replace wooden gates		\$20,000	\$20,000			
Embankment Repair Toe Drain Installation	DR.24.071 - WECI	\$275,000				
Bissell Dam						
Minor maintenance works		\$800	\$800	\$800	\$800	\$800
Design solution and specification to isolate and rehabilitate wooden gates				\$50,000		
Concrete patching on main gate structure				\$20,000		

Small Dams	WECI Project	2025	2026	2027	2028	2029
Rehabilitate wooden gates					\$10,000	\$10,000
Breslau Dam						
Minor maintenance works		\$800	\$800	\$800	\$800	\$800
Caledonia Dam						
Minor maintenance works			\$3,500	\$3,500	\$3,500	\$3,500
Embankment repairs including design			\$75,000			
Public safety repairs - railings, grates and gate			\$20,000			
Implement new stoplog gains and stoplogs					\$75,000	
Chicopee Dam						
Minor maintenance works		\$600	\$600	\$600	\$600	\$600
Underwater conduit inspection					\$20,000	
Damascus Dam						
Minor maintenance works		\$700	\$700	\$700	\$700	\$700
Inspect valve and complete maintenance on low flow valve	DR-Future-WECI					
Drimmie Dam						
Minor maintenance works		\$600	\$600	\$600	\$600	\$600
Replace safety boom			\$100,000			
Dunville Account 5508						
Main Dam						
North Wingwall concrete inspection				\$5,000		
Future concrete repair north wingwall					\$500,000	
Weir # 2						
Replace stop logs						
Weir # 3						
Repair and retrofit of fish way - design					\$40,000	
Minor maintenance works		\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Weir # 4						
Minor maintenance works		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Design solution to isolate and replace stop logs		\$30,000				
Replace stop logs			\$45,000			
Augment rip-rap			\$15,000			
Design and install stairs by wing wall						
Everton Dam						
Minor maintenance works		\$600	\$600	\$600	\$600	\$600

Small Dams	WECI Project	2025	2026	2027	2028	2029
Dam embankment rip-rap			\$15,000			
Floradale Dam						
Minor maintenance works		\$600	\$600	\$600	\$600	\$600
Dam concrete rehab - spillway face strategy	DS -Future-WECI		\$10,000			
Dam concrete rehab - repair	DR -Future-WECI			\$40,000		
New Dundee Dam						
Minor maintenance works		\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Worker Safety Deck operations improvement study	DR.24.070 - WECI	\$25,000				
Replacement of Gate Controls and monitoring				\$75,000		
Embankment RipRap protection replacement	DR -Future-WECI				\$150,000	
New Hamburg Dam						
Minor maintenance works		\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Replace gate seals, fishway debris cleanout			\$12,000			
Parkhill Dam						
Minor maintenance works		\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Outfall grate replacement			\$12,000			
Rockwood 1&2						
Minor maintenance works		\$800	\$800	\$800	\$800	\$800
Rehabilitation of downstream channel			\$20,000			
St. Jacobs						
Minor maintenance works		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Dam Design and Approval - LIRA - minor crest repair				\$40,000		
Dam Weir Repair - Construction					\$400,000	
Upper Ayr						
Minor maintenance works		\$600	\$600	\$600	\$600	\$600
Engineering Inspection to investigate gain separation from concrete, recommend repair			\$40,000			
Victoria Mills Dam						
Minor maintenance works		\$600	\$600	\$600	\$600	\$600
Design of repair to low flow outlet structure			\$30,000			
Repair to low flow outlet structure				\$200,000		
Wellesley Dam						
Minor maintenance works		\$600	\$600	\$600	\$600	\$600
Dam Rehab Design and Approvals - Embankment, Concrete		\$75,000	\$50,000			
Final Design and Approvals			\$75,000			

Small Dams	WECI Project	2025	2026	2027	2028	2029
Embankment repair, sheetpiling			\$150,000	\$100,000		
Gate Replacement/refurbishment			\$50,000			
Spillways, Concrete Design and Repair				\$200,000	\$300,000	
Wellington Street Dam and weirs and channel						
Minor maintenance works		\$2,900	\$2,900	\$2,900	\$2,900	\$2,900
Downstream embankment repair - design and construction		\$100,000				
Decommission/Rebuild Study - Rehabilitate super structure and gates (Follow Discussions with City in 2022)				\$60,000	\$200,000	\$200,000
Wilkes Dam						
Minor maintenance works		\$2,600	\$2,600	\$2,600	\$2,600	\$2,600
Design a repair concrete wing wall - park side		\$25,000				
Inwater inspection report			\$50,000			
Repair concrete wing wall - Park side study and repair				\$40,000	\$100,000	\$100,000
Total - Small Dams		\$572,000	\$814,500	\$855,500	\$1,820,500	\$335,500

Small Dams - Retired, Decommissioned or Transferred	WECI Project	2025	2026	2027	2028	2029
Chilligo Dam						
Dam de-commissioned		\$0	\$0	\$0	\$0	\$0
Columbia Street Dam						
Operation and maintenance transferred to City of Waterloo		\$0	\$0	\$0	\$0	\$0
Grand Valley Dam						
In discussions with municipal regarding transfer of dam to municipality		\$0	\$0	\$0	\$0	\$0
Rockwood Dam # 2						
Dam Retired		\$0	\$0	\$0	\$0	\$0
Taquanyah						
Dam de-commissioned		\$0	\$0	\$0	\$0	\$0
Total - Retired, Decommissioned or Transferred		\$0	\$0	\$0	\$0	\$0
Total of All Dams and Dikes for Year		\$5,039,400	\$3,756,900	\$6,203,900	\$7,323,900	\$3,863,900

Grand River Conservation Authority

Report number: GM-11-24-103

Date: November 22, 2024

To: Members of the Grand River Conservation Authority

Subject: Dam/ River Safety in the Grand River Watershed

Recommendation:

THAT Report Number GM-11-24-103 – Dam/River Safety in the Grand River watershed be received as information.

Summary:

Not applicable.

Report:

In Ontario, dam owners are responsible for the safe operation and maintenance of their dams, including public safety measures. The Lakes and Rivers Improvement Act provides the Ministry of Natural Resources with the legislative authority to govern the design, construction, operation, maintenance, and safety of dams in Ontario. The Navigable Waters Act provides Transport Canada with the legislative authority to govern any work that may interfere with navigation on any navigable water, including dams, weirs, booms, and buoys.

The Grand River Conservation Authority (GRCA) owns and operates 28 dams in the Grand River watershed and takes a variety of actions and approaches to help ensure people are safe and have awareness of the dangers around water, and in particular around GRCA dams. At GRCA dams, safety devices that are provided include a danger sign upstream of the dam and a sign that indicates there's a portage ahead (for sites that are deemed navigable). There are also signs located at the upstream and downstream portage locations, and typically more danger signs closer to the dam. At dams with a tailwater fishery, there are also warning signs downstream of the dam warning of changing river flows. These are placed at angler access points and coordinated with groups such as Friends of the Grand River. The Canadian Dam Association provides guidelines for best industry practices concerning Public Safety around Dams, including recommendations for risk assessments and safety devices including signage, booms, and buoys which the GRCA has implemented at all GRCA dams. In addition, the GRCA has secured approvals from Transport Canada under the Canadian Navigable Waters Act for all dams and their associated safety buoys and booms.

Dam and water safety information is shared with the public in a variety of ways. As part of its flood warning system, the GRCA issues flood messages to alert municipal flood coordinators about the potential for flooding. These messages are also shared with the media and on the GRCA website, and always include information about water safety. GRCA staff attend community events throughout the watershed to educate the public on the hazards associated with dam structures and water safety. In addition, through the Outdoor Environmental Education Program and Children's Water Festivals, education is provided to children about the hazards associated with dam structures and water safety. General dam safety and water safety messages are shared on GRCA social media channels regularly.

The GRCA is committed to doing its part to raise awareness about water safety and safety around its dams. Nonetheless, everyone has a role to play with respect to safety, and along with the GRCA, there are other public and private agencies in the watershed that also help to raise awareness about water safety.

The GRCA does not own the rivers and there are more than 100 dams in the watershed that are not owned by the GRCA. These dams may not have the same safety devices in place that are encountered at GRCA-owned dams. The GRCA will continue to provide information in alignment with the role and responsibilities of a conservation authority and will continue to focus on public safety as a dam owner as part of the GRCA's overall dam safety program.

The river data that is published on the GRCA website is collected through the GRCA's flood forecasting and warning system; this is its purpose as part of the GRCA's core mandate of natural hazard management as a conservation authority. While this data may also be useful to people who engage in recreational activities in the rivers the GRCA does not have the authority or appropriate expertise to be able to provide the public with advice on what river levels would be considered safe or unsafe for these activities. Suitability of river flows for recreation depends on many different factors including the experience of the individual, the equipment used, and the conditions at the time.

Financial Implications:

Not applicable.

Other Department Considerations:

Not applicable.

Prepared by:

Katelyn Lynch
Manager of Water Infrastructure

Lisa Stocco
Manager of Strategic Communications
and Environmental Education

Approved by:

Samantha Lawson
Chief Administrative Officer

Grand River Conservation Authority

Report number: GM-11-24-104

Date: November 22, 2024

To: Members of the Grand River Conservation Authority

Subject: Shand Dam Stoplog Storage Building – Tender Award

Recommendation:

THAT the Grand River Conservation Authority award the contract for the Shand Dam Stoplog Storage Building to Wellington Construction Contractors Inc. for the amount of \$322,000 (excluding HST);

AND THAT a contingency of 10 percent be included in the overall project budget for a total project budget of \$354,200 (excluding HST).

Summary:

A public Tender for the Shand Dam Stoplog Storage Building was posted publicly on Biddingo on Wednesday October 23, 2024. The Grand River Conservation Authority (GRCA) received five (5) tender packages prior to the bid closing on Tuesday November 5, 2024, and recommends award of the tender to Wellington Construction Contractors Inc. The Wellington Construction Contractors Inc. tender package met all the submission requirements.

Report:

The GRCA manages a large portfolio of water control structures. Annual inspections are performed at the structures and repair work is identified, then planned and prioritized as part of the 5-year budget forecasts. Inspections have identified the need for upcoming remedial work on the gates at Shand Dam. To complete this work, isolation stop logs are required to be fabricated, as well as refurbishment of the isolation stoplog gains needs to be completed. These works are being carried out under separate projects. The existing isolation stoplog gains have been inspected by Hatch Ltd. and determined to be in poor and inoperable condition. Refurbishment of the isolation stoplog gains is required in order to install the isolation stoplogs to perform future gate maintenance work. The operations regime for the reservoir has been changed over the years and the reservoir is no longer drained down to allow work on the gate components. The currently identified need for the use of the isolation stoplogs includes gate recoating and refurbishing of seized rollers and worn roller paths on the gates. A previous project to fabricate one set of seven (7) metal stop logs to fully isolate one of the four (4) dam sluices will be completed in 2024. The logs will be transferrable to all bays and allow for isolation to partial height to allow for work on more than one bay at a time.

This project will carry out the construction of a storage building for the newly fabricated isolation stop logs to be stored on-site at the Belwood Lake Conservation Area. Due to the size and weight of the isolation stop logs, a new storage building is required which includes an oversized door to allow equipment to load and unload the stop logs for transfer to the dam.

A Public Tender for construction of the storage building was posted publicly on Biddingo on Wednesday, October 23, 2024. A total of 31 companies picked up the digital tender documents. Five bid packages were received and were opened following tender closing on Tuesday, November 5, 2024, at 3:00 pm at the GRCA Administration Office and virtually on Microsoft Teams. The Tender Opening Committee consisted of the Manager of Water Infrastructure, Manager of Finance, Infrastructure Engineer, Water Structures Maintenance Supervisor, and Project Engineering Consultant MTE Consultants Inc.

Table 1 – Tender Summary

Contractor	Amount (Excluding HST)
Abcott Construction Ltd.	\$339,000.00
Dakon Construction Ltd.	\$383,769.00
DC&F Corp.	\$349,943.75
ONIT Construction Inc.	\$337,252.03
Wellington Construction Contractors Inc.	\$322,000.00

The tender documents were reviewed by GRCA and MTE Consultants Inc. and meet all submission requirements. The project schedule is constrained due to the requirement to complete the work within the provincial Water and Erosion Control Infrastructure (WECI) funding timelines. The proposed bid cost will be covered within the existing project budget, with 50 percent funding approved through the provincial Water and Erosion Control Infrastructure (WECI) program. The award of the project is recommended to go to Wellington Construction Contractors Inc. as the lowest bid and as meeting all requirements, representing the best value to the GRCA.

Financial Implications:

The funding for this project has been included in the Water Control Structures maintenance budgets and 50 percent grant funding has been received under the provincial Water and Erosion Control Infrastructure (WECI) program. The remaining 50 percent of the project cost will be funded from the Land Sale Proceeds Reserve.

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-11-24-108

Date: November 22, 2024

To: Members of the Grand River Conservation Authority

Subject: Current Watershed Conditions as of October 15, 2024

Recommendation:

THAT Report Number GM-11-24-108 – Current Watershed Conditions as of November 12, 2024 be received as information.

Summary:

Precipitation in October was below average across the watershed. On average, the stations have only received about 51 percent of the long-term normal precipitation for half of November so far. As of November 12, 3-month indicators for precipitation are showing below normal conditions at all 8 climate stations.

Recorded temperatures in October at Shand, Luther, Shades, and Environment and Climate Change Canada's Brantford Airport climate (Brantford) stations, show that the average temperature across the watershed was around 1.6 degrees Celsius warmer than normal. The temperature during the first 12 days of November at the Shand Dam climate station was around 4 degrees Celsius warmer than the long-term average for the first half of November.

Guelph Dam and Luther Dam are at their normal operating levels for this time of year and Shand Dam and Conestogo Dam have been drawn down to accommodate rehabilitation work.

The large reservoirs will continue to serve their primary functions of flood storage and low flow augmentation, however there may be some deviation from the low flow target at Doon in November and December because of the rehabilitation work at Shand and Conestogo Dams.

Lake Erie continues to be above the long-term average.

The seasonal forecast over the next three months is for above normal temperatures and above normal precipitation.

Report:

Precipitation

The watershed received below normal rainfall in October.

In the first 12 days of November, recorded precipitation ranged from 32 to 68 percent of the long-term average for half of the month of November at climate stations across the watershed. Data is shown in Table 1.

Trends in precipitation, as presented in Table 2, show that during the past 3 months, the watershed has experienced drier than normal conditions. Precipitation amounts ranged from around 40 percent at the Conestogo climate station to 70 percent at the Shades station with an overall average of around 51 percent. Over longer periods recorded precipitation is still close to normal long-term averages overall. A visual representation of these trends for the Shand climate station is provided in Figure 1.

Table 1: Current monthly precipitation for climate stations across the watershed up to the morning of November 12, 2024.

Climate Station	Current Month Precipitation (mm)	Long Term Average Precipitation (mm)	Percentage of Long-Term Average (%)
Shand	28.8	42.4	68%
Conestogo	28.4	47.6	60%
Guelph	18.4	40.2	46%
Luther	27.5	46.2	59%
Woolwich	18.8	34.8	54%
Laurel	18.4	41.8	44%
Shades	16.6	38.9	43%
Brantford	11.8	36.8	32%

Table 2: Precipitation trends as a percentage (% percent) 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	37%	51%	88%	102%	101%
Conestogo	42%	40%	72%	90%	93%
Guelph	32%	45%	86%	100%	99%
Luther	64%	56%	88%	101%	101%
Woolwich	42%	47%	82%	92%	97%
Laurel	42%	51%	84%	90%	89%
Shades	44%	70%	99%	105%	106%
Brantford	46%	45%	104%	109%	102%

Air Temperatures

Recorded temperatures in October at Luther, Shand, Shades, and Brantford were around 1.6 degrees Celsius higher than the long-term average at the stations, overall.

The average temperature at the Shand Dam climate station over the first 12 days of November was 7.6 degrees Celsius which is around 4 degrees warmer than the long-term average for the first half of the month of November. During the same period, temperatures at Luther, Shand, and Brantford were also above their respective long-term averages, ranging from 4.6 degrees Celsius recorded at Shades to 5.2 degrees Celsius at Luther. A visual representation of these trends for the Shand climate station is provided in Figure 2.

Lake Erie Water Levels

During October, the average lake level was around 0.24 metres above the long-term average. As of November 12, levels continued to follow a seasonal decline but remain above the long-term average.

The most probable forecast for Lake Erie is for lake levels to remain above the long-term average for the remainder of the year. Figure 3 shows the observed water levels starting in 2021 as well as the range of water levels expected over the next six months.

Reservoir Conditions

The large reservoirs are being used to meet downstream flow targets. Dry conditions this fall mean that reservoirs are continuing to be more heavily relied upon to augment flows downstream. Luther and Guelph reservoirs are at their normal operating levels for this time of year.

The Grand River Conservation Authority (GRCA) is undertaking concrete rehabilitation work on the upstream (reservoir facing) side of Conestogo dam which is continuing into the fall of 2024 and again in the summer/ fall of 2025. To accommodate this concrete work, water in the Conestogo Lake reservoir has been drawn down below the lower rule curve, and levels are expected to continue to drop over the next month to continue the concrete rehabilitation. Water levels will be managed to try to minimize any further decreases and if possible, water will be taken into storage to stabilize or increase the reservoir level.

The GRCA is also preparing for a maintenance project on Shand Dam. To accommodate the work, water in the Belwood reservoir has been lowered below the gates, which is below the lower rule curve for this time of year. The dam will continue to operate as intended throughout the duration of the project and provide its primary flood storage and flow augmentation functions. Water levels will be managed to try to minimize any further decreases and if possible, water will be taken into storage to stabilize or increase the reservoir level.

Reservoir operations at other GRCA dams may be adjusted to accommodate the maintenance drawdowns at Shand and Conestogo and to augment low flow as much as possible. The concrete rehabilitation projects may result in a deviation from the low flow target at Doon in November or December. The impact of deviating from the low flow target will be mitigated by lower water temperatures at this time of year and significant impacts on water quality are not anticipated.

There is 85 and 96 percent available storage at Shand and Conestogo, respectively. Year to date reservoir levels and operating rule curves are shown in Figures 4 and 5 for the four largest reservoirs.

Low Water Response

The watershed has received below average rain since August, leading to precipitation and stream flow indicators declining below the threshold for low water conditions in some areas.

Considering seasonal water use trends, the Grand River Low Water Response Team decided to maintain a normal low water condition at the time of the Grand River Low Water Response Team meeting on September 27, 2024.

However, precipitation and streamflow data will continue to be monitored along with groundwater level data and the GRCA will coordinate meetings with the Low Water Response Team to review conditions as a group, as needed.

Long Range Forecast

Environment and Climate Change Canada is forecasting above normal temperatures and above normal precipitation for the watershed over the 3 months of November to December 2024 and January 2025.

Flood Preparedness and Flood Centre Activities

The GRCA flood operations centre did not issue any flood messages in October or November, so far.

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

Training sessions for dam operators and field staff will be conducted as needed.

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 morning of November 12, 2024

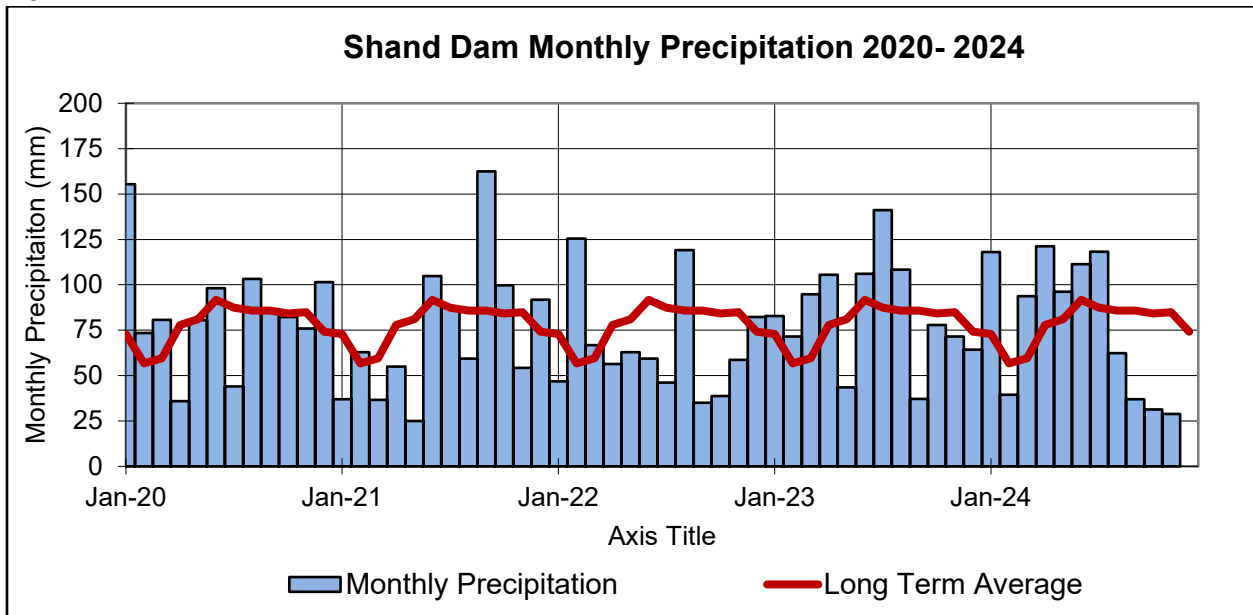


Figure 2: Monthly Average Air Temperatures at Shand Dam from 2020 to November 12, 2024

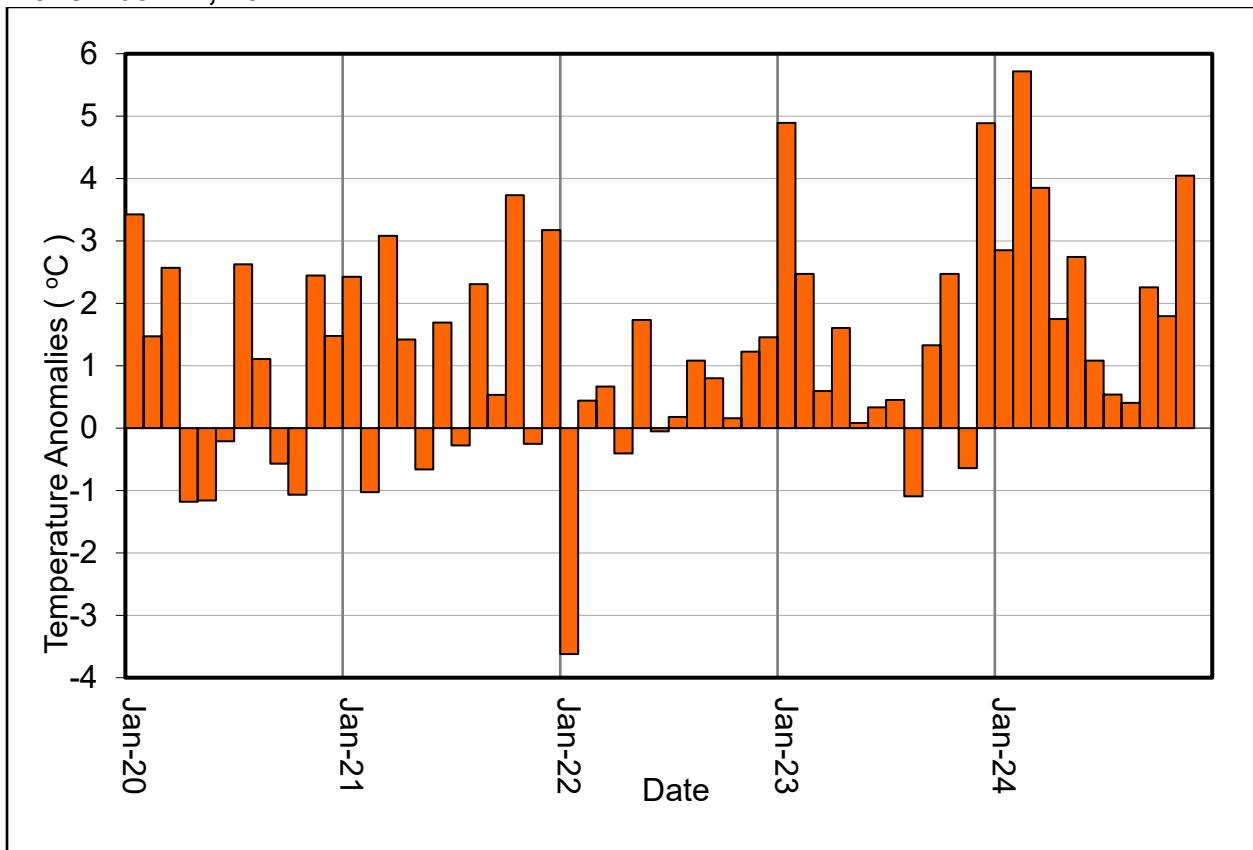


Figure 3: Water levels for Lake Erie at Port Colborne

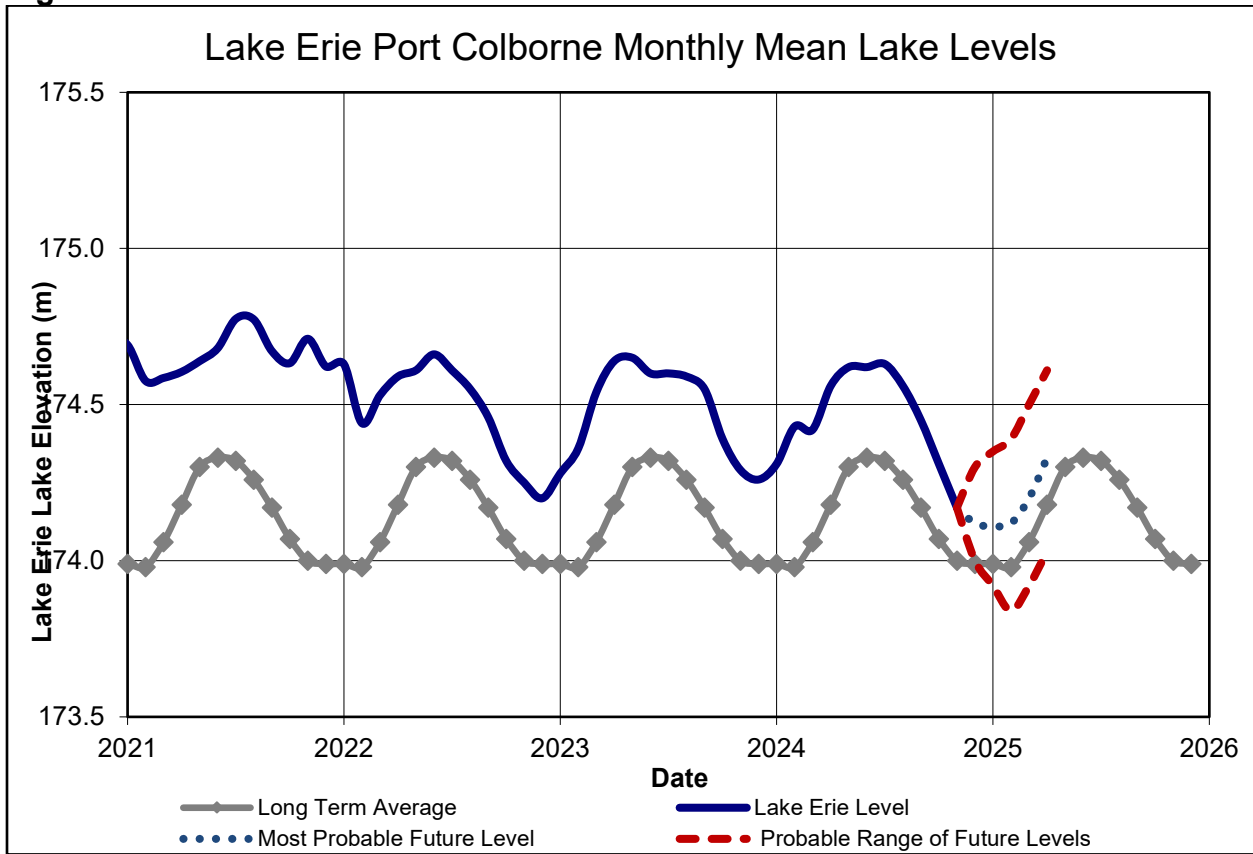


Figure 4: Shand and Conestogo Reservoir Elevation Plots for 2024

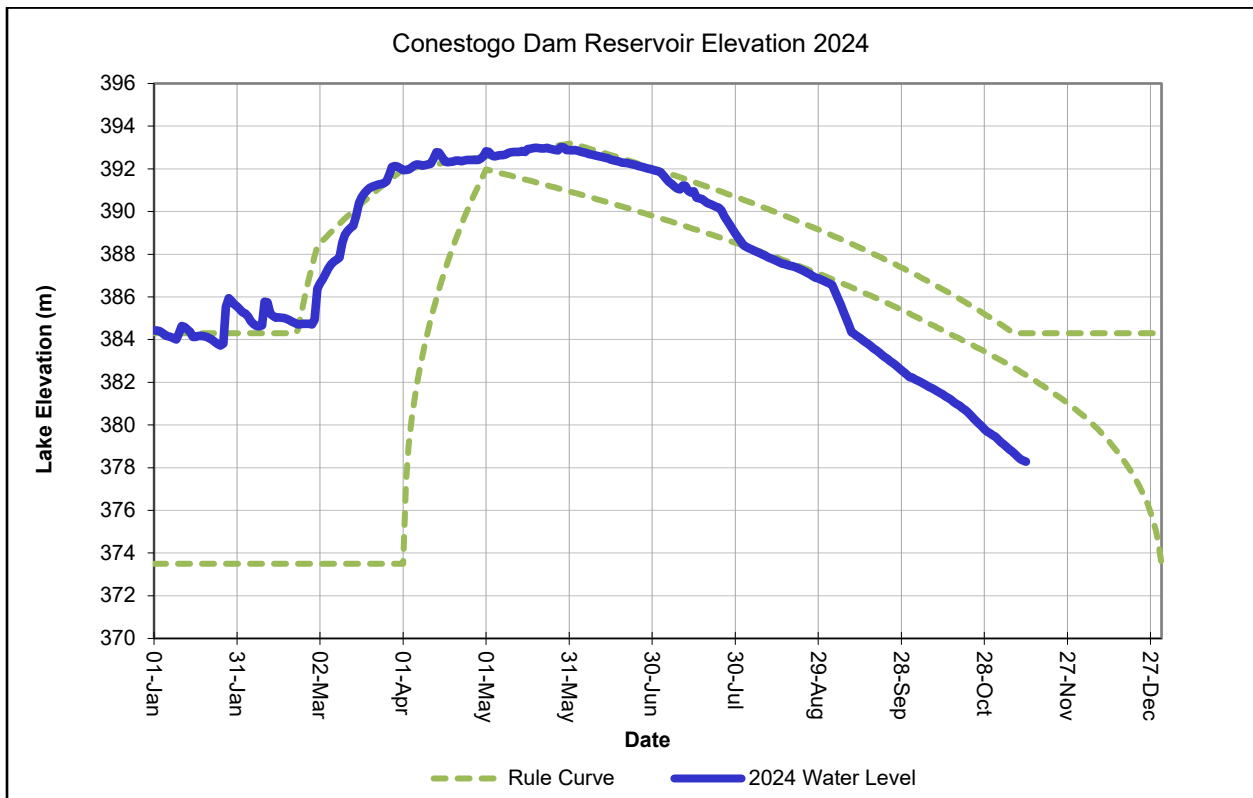
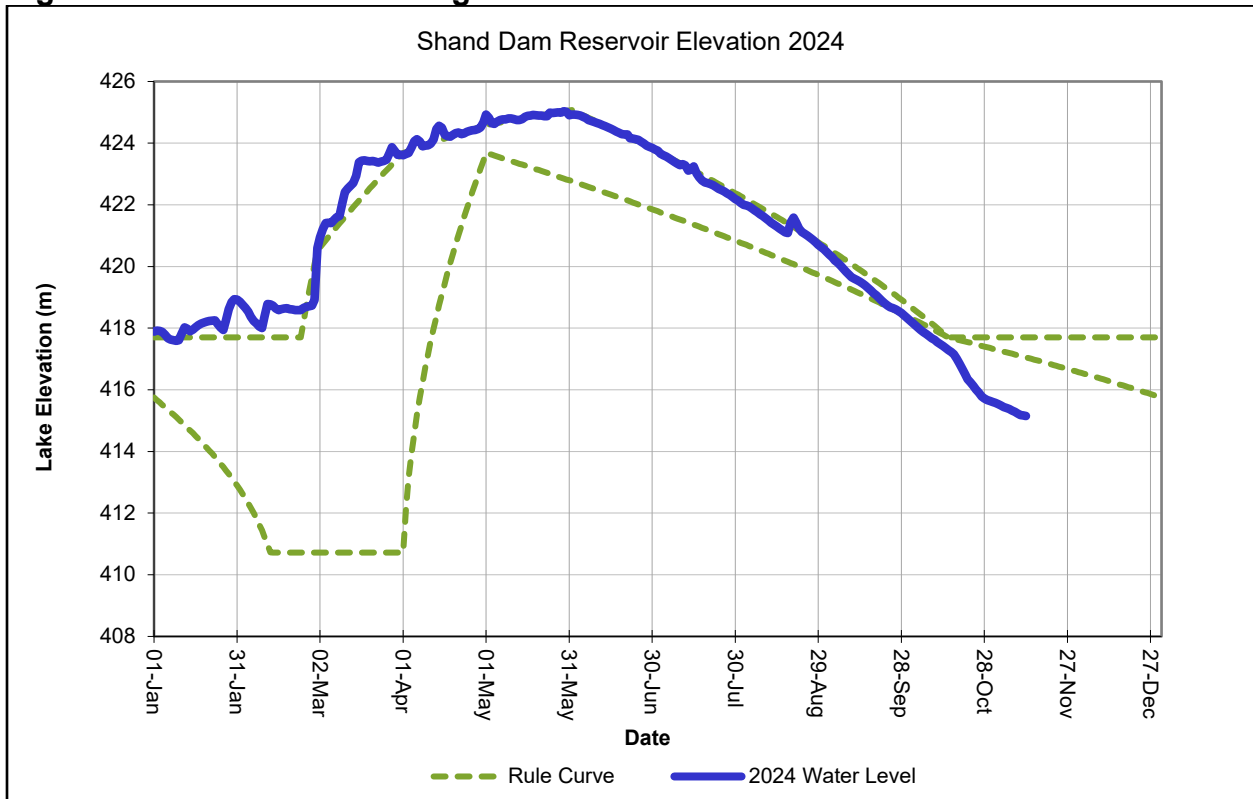


Figure 5: Guelph and Luther Reservoir Elevation Charts for 2024

