



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

Date:	February 24, 2023
Time:	9:30 am
Location:	Hybrid Meeting of the General Membership GRCA Administration Centre Zoom Virtual Meeting
Members Present	Bruce Banbury, Christine Billings, Gino Caputo, John Challinor II, Ken Yee Chew, Brian Coleman, Doug Craig, Kevin Davis, Mike Devine, Jim Erb, Susan Foxton, Guy Gardhouse, Gord Greavette, Lisa Hern, Daniel Lawrence, Dave Miller, Sandy Shantz, Rob Shirton, Jerry Smith, Natasha Salonen, Shawn Watters, Chris White, Kari Williams, Alex Wilson, Pam Wolf
Members Absent	Colleen James
Staff	Samantha Lawson, Karen Armstrong, Beth Brown, Krista Bunn, Brandon Heyer, Janet Ivey, Katelyn Lynch, Lisa Keys, Sonja Radoja, Lisa Stocco, Pam Walther-Mabee, Kayleigh Keighan, Mark McKinnon, Nathan Munn, Eowyn Spencer
Others	Valerie Bradford, MP for Kitchener South-Hespeler; Lloyd Longfield, MP for Guelph; Tim Louis, MP for Kitchener Conestoga; Bryan May, MP for Cambridge and North Dumfries; Mayor David Bailey, County of Brant; Mayor Dorothy McCabe, City of Waterloo; Angela Coleman, Conservation Ontario; Alan Dale, Chair of the Lake Erie Region Source Protection Committee; Stacey Stahlmann, KPMG
Outgoing GRCA Board Members Present	Richard Carpenter, Joan Gatward, Ian McCrae, Jane Mitchell, Joe Nowak, Warren Stauch

- 1. Call to Order**  
The Meeting was called to order by the Chair at 9:31 a.m.
- 2. Certification of Quorum**  
The Secretary-Treasurer called the roll and certified a quorum with more than half of the Members present. A total of 25 Members attended the meeting.
- 3. Chair's Remarks**

The Chair welcomed the Members, guests, and staff and thanked everyone for attending the Annual General Meeting. Guests were introduced and provided brief greetings. The Chair also welcomed some past members who have completed their terms with this Board. Outgoing Members were presented with a photo plaque in recognition of their service, and they are wished all the best in their future endeavours.

Following the recognition of service, the Chair made the following remarks:

- On February 22, the GRCA hosted the Flood Warning Emergency Planning meeting. The meeting was very well attended by watershed flood and emergency coordinators, and other provincial and federal partners. This biannual meeting covered great information about our flood warning system and emergency preparedness coordination, and included a presentation from Environment Canada on projections for hydro-climate variables of the Grand River basin. Great work from GRCA staff for hosting.
- Also on February 22, thank you to Councillor Mike Devine, one of our Region of Waterloo members for attending the federal funding announcement related to the Cambridge to Paris rail trail rehabilitation project being undertaken by the City of Cambridge.
- On February 6, staff presented the draft budget to Wellington-North council, and will continue presentations as requested.
- On February 2, S.Lawson joined MPP Mike Harris and others for a pre-budget consultation meeting for the provincial budget, presenting on behalf of the GRCA. Thank you Samantha for your presentation.
- Meetings with our participating municipalities regarding category 2 programs and services are ongoing, and staff have begun meeting with adjacent conservation authorities along with municipal staff in areas that share jurisdiction.
- Staff are working on a draft version of a Management Plan for the Niska land holdings, and will be posting on the GRCA website for public comment in the near future. More information will be prepared for the Board as needed.

**4. Review of Agenda**

23-19

**Moved By** Brian Coleman

**Seconded By** John Challinor II

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

**Carried**

**5. Declarations of Pecuniary Interest**

There were no declarations of pecuniary interests made in relation to the matters to be dealt with.

**6. Minutes of the Previous Meeting**

23-20

**Moved By** Pam Wolf

**Seconded By** Shawn Watters

THAT the minutes of the General Membership Meeting of January 27, 2023 be approved as circulated.

**Carried**

**7. Business Arising from Previous Minutes**

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

**8. Hearing of Delegations**

There were no Delegations.

**9. Presentations**

There were no Presentations.

**10. Correspondence**

**10.1 Halton Region - 2023 Budget Direction**

**10.2 Bev McIntyre - Guelph Lake CA seasonal camping fees**

**10.3 GRCA Response - Guelph Lake CA seasonal camping fees**

23-21

**Moved By** Susan Foxton

**Seconded By** John Challinor II

THAT Correspondence from Halton Region regarding their 2023 budget direction, and from Bev McIntyre regarding the 2023 Guelph Lake seasonal campsite fees and the related response from GRCA staff be received as information.

**Carried**

**11. Reports:**

**11.1 GM-02-23-20 - GRCA Fee Policy Schedule 2 - Conservation Areas - Amended**

J.Challinor requested that prior years be shown in fees reports, and K.Armstrong confirmed that they typically are and was missed on this item due to this being a minor update.

23-22

**Moved By** Brian Coleman

**Seconded By** Lisa Hern

THAT the Grand River Conservation Authority Fee Schedule 2 - Conservation Areas be approved, amended, and implemented effective February 24, 2023

**Carried**

**11.2 GM-02-23-10 - Grand River Notification Agreement Renewal**

There were no comments or questions regarding this report.

23-23

**Moved By** Jerry Smith

**Seconded By** Bruce Banbury

THAT the Chair of the Grand River Conservation Authority be authorized to sign the renewal of the Grand River Notification Agreement.

**Carried**

**11.3 Minutes of the GRCA Board Composition Review Committee - February 10, 2023**

D.Miller inquired about the population based method, and K.Armstrong confirmed that it refers to the population of a given municipality that falls within the watershed. The information is provided by the Ministry of Natural Resources and Forestry, and is also applied for the weighted vote and levy allocation.

23-24

**Moved By** Susan Foxton

**Seconded By** Alex Wilson

THAT the minutes of the GRCA Board Composition Review Committee held on February 10, 2023 be received as information.

**Carried**

**11.4 GM-02-23-18 - Current Watershed Conditions**

There were no comments or questions regarding this report.

23-25

**Moved By** Pam Wolf

**Seconded By** Susan Foxton

THAT Report Number GM-02-23-18 – Current Watershed Conditions as of February 14, 2023 be received as information.

**Carried**

**11.5 GM-02-22-13 - Afforestation Services for Spring 2023**

M.Devine inquired about the number and species of trees to be planted. N.Munn responded that it is approximately 100,000 trees of various native species; many of which are seedlings but also include saplings and potted stock.

23-26

**Moved By** Guy Gardhouse

**Seconded By** Pam Wolf

THAT the Grand River Conservation Authority award the 2023 contract for machine planting for seedlings to Bartram Woodlands Ltd. in the amount of \$14,405.00 (excluding taxes) and a total budget of \$16,565.75 (excluding taxes) be approved;

AND THAT the Grand River Conservation Authority award the 2023 contract for hand planting for seedlings to Brinkman & Associates Ltd. in the amount of \$111,105.00 (excluding taxes) and a total budget of \$127,770.75 (excluding taxes) be approved;

AND THAT the Grand River Conservation Authority award the 2023 contract for hand planting for tall stock to Tamarack Reforestation Inc. in the amount of \$39,975.00 (excluding taxes) and a total budget of \$45,971.25 (excluding taxes) be approved.

**Carried**

**11.6 GM-02-23-14 - 2023 Replacement Tractors Purchase**

D.Miller inquired about the criteria used to determine the successful quote, and B.Heyer responded that the GRCA is looking for best value and the value, quality, and conformance to certain specs for certain locations is as important as overall cost because all equipment needs to meet specific requirements and the GRCA maintains a lean fleet so there isn't a lot of spare equipment sitting around if things happen.

23-27

**Moved By** Bruce Banbury

**Seconded By** Brian Coleman

THAT the Grand River Conservation Authority purchase two 2023 John Deere model 4052R, tractors with cab and front loader from Premier Equipment Ltd. (Elmira) for a total amount of \$149,334.34 (excluding HST).

**Carried**

**11.7 GM-02-23-15 - 2023 Replacement Vehicle Purchase**

There were no comments or questions regarding this report.

23-28

**Moved By** Susan Foxton

**Seconded By** John Challinor II

THAT the Grand River Conservation Authority purchase one 2023 Ford F150 XL Supercrew 4x4 Hybrid ½ ton pickup truck for a total amount of \$73,280.00 (excluding HST) from Parkway Ford Sales Ltd;

AND THAT the Grand River Conservation Authority purchase one 2023 Ford Transit 350 medium roof van at a total cost of \$66,495.00 (excluding HST) from Parkway Ford Sales Ltd.

AND THAT the Grand River Conservation Authority purchase two 2023 Dodge 3500 4x4 pickup trucks for a total amount of \$150,818.00 (excluding HST) from Blue Mountain Chrysler Ltd.

**Carried**

**11.8 GM-02-23-12 - 2023 Road Site Preparation and Surface Treatment**

There were no comments or questions regarding this report.

23-29

**Moved By** Pam Wolf

**Seconded By** Brian Coleman

THAT the Grand River Conservation Authority award the tender for the 2023 road site preparation and surface treatment to Cornell Construction Limited of Brantford, Ontario up to the amount of \$572,700.00 excluding HST;

AND THAT a total project budget of \$630,000.00 excluding HST be approved.

**Carried**

**11.9 GM-02-23-09 - Cash and Investment Status**

There were no comments or questions regarding this report.

23-30

**Moved By** Jerry Smith

**Seconded By** Gord Greavette

THAT Report Number GM-02-23-09 Cash and Investment Status – January 2023 be received as information.

**Carried**

**11.10 GM-02-23-16 - Financial Summary**

There were no comments or questions regarding this report.

23-31

**Moved By** Pam Wolf

**Seconded By** Susan Foxton

THAT the Financial Statements for the period ending January 31, 2023 be approved.

**Carried**

**11.11 GM-02-23-11 - Weighted Voting - 2023 Budget and General Levy**

There were no comments or questions regarding this report.

23-32

**Moved By** Susan Foxton

**Seconded By** Pam Wolf

THAT Report Number GM-02-23-11 - Weighted Voting – 2023 Budget and General Levy be received as information.

**Carried**

**11.12 GM-02-23-17 - Budget 2023**

- There were no comments or questions regarding this report.
- Motion to be considered at agenda item 14d.

K.Davis exited the meeting at approximately 10:15 a.m.

**12. Committee of the Whole**

Not required.

**13. General Business**

There was no General Business.

**13.1 Report of the Audit Committee**

- S.Radoja provided a presentation to explain fluctuations in the 2022 estimated budget compared to actual spending and revenue, which is mainly attributed to a major land sale, higher than anticipated Conservation Area revenues and tree sales, delayed projects costs, and savings in staffing costs due to vacancies.
- Some special and capital project delays include work on the Guelph Lake Nature Centre which should commence in 2023, and the Brant Workshop which is expected to be completed in 2023.
- J.Smith asked if deferred projects can be highlighted to the Board, and S.Radoja confirmed. Water control projects can be highlighted in capital reports, and Conservation Area projects can be included in financial forecasts.
- D.Miller noted that percentage of revenue from government grants, and highlighted that provincial and federal governments should be asked to maintain or increase funding levels.
- S.Radoja returned to the presentation, wrapping up with key highlights from reserve fund transfers.

23-33

**Moved By** John Challinor II

**Seconded By** Ken Yee Chew

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

**Carried**

**13.1.1 Motions recommended by the Audit Committee**

23-34

**Moved By** Pam Wolf

**Seconded By** Susan Foxton

THAT the Terms of Reference for the Audit Committee dated February 25, 2022 be approved and implemented with the approval date of February 24, 2023.

**Carried**

23-35

**Moved By** Christine Billings

**Seconded By** Pam Wolf

THAT the Gauge Reserve be increased by \$45,000;

AND THAT the Forestry Reserve be increased by \$70,000;

AND THAT the Master Plans Reserve be increased by \$90,000

AND THAT the Nature Centre Reserves be increased by \$35,000 to be distributed equally between the App's, Guelph, Laurel, Taquanyah, and Shade's Mills reserves.

**Carried**

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

There were no comments or questions regarding this agenda item.

23-36

**Moved By** Brian Coleman

**Seconded By** Shawn Watters

THAT the Financial Statements of Grand River Conservation Authority as at December 31, 2022 and the Report of the Auditors thereon be received, approved and placed on file;

AND THAT copies be made available to all member municipalities, Grand River Conservation Authority Members and the Ontario Ministries of Natural Resources and Forestry, and the Environment, Conservation and Parks.

**Carried**

**13.3 Appointment of Auditors**

There were no comments or questions regarding the Appointment of Auditors.

23-37

**Moved By** Sandy Shantz

**Seconded By** Mike Devine

THAT KPMG Chartered Professional Accountants be appointed as Auditors for the year ending December 31, 2023 at a fee not to exceed \$41,837.

**Carried**

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

The weighted vote on the budget is a recorded vote.

23-38

**Moved By** Brian Coleman

**Seconded By** Pam Wolf

THAT the 2023 Budget of Grand River Conservation Authority of \$35,426,690 be approved;

AND THAT the member municipalities be assessed for payment of:

Matching Levy: \$449,688

Non-Matching Levy: \$11,568,312



Capital Levy: \$950,000

Total General Levy: \$12,968,000

AND THAT each member municipality's share of the 2023 General Levy be calculated using "Modified Current Value Assessment".

Member	Municipality/Group	Weight	Absent	Present	In Favour	Opposed
Doug Craig	Region of Waterloo	5.0%		5.0%	5.0%	
Mike Devine	Region of Waterloo	5.0%		5.0%	5.0%	
Jim Erb	Region of Waterloo	5.0%		5.0%	5.0%	
Susan Foxton	Region of Waterloo	5.0%		5.0%	5.0%	
Gord Greavette	Region of Waterloo	5.0%		5.0%	5.0%	
Colleen James	Region of Waterloo	5.0%	5.0%			
Sandy Shantz	Region of Waterloo	5.0%		5.0%	5.0%	
Natasha Salonen	Region of Waterloo	5.0%		5.0%	5.0%	
Kari Williams	Region of Waterloo	5.0%		5.0%	5.0%	
Pam Wolf	Region of Waterloo	5.0%		5.0%	5.0%	
Daniel Lawrence	Haldimand & Norfolk Counties	0.9%		0.9%	0.9%	
Rob Shirton	Haldimand & Norfolk Counties	0.9%		0.9%	0.9%	
John Challinor II	Region of Halton	2.5%		2.5%	2.5%	
Alex Wilson	City of Hamilton	12.5%		12.5%	12.5%	
Bruce Banbury	County of Oxford	0.8%		0.8%	0.8%	
Gino Caputo	City of Brantford	3.7%		3.7%	3.7%	
Kevin Davis	City of Brantford	3.7%	3.7%			
Christine Billings	City of Guelph	6.8%		6.8%	6.8%	
Ken Yee Chew	City of Guelph	6.8%		6.8%	6.8%	
Guy Gardhouse	Group 1 (E. Garafraxa, Amaranth, Southgate, Melancthon, Grand Valley)	1.1%		1.1%	1.1%	
Lisa Hern	Group 2 (Mapleton, Wellington North)	1.3%		1.3%	1.3%	
Jerry Smith	Group 3 (North Perth, Perth East)	0.4%		0.4%	0.4%	
Shawn Watters	Twp of Ctr Wellington	2.6%		2.6%	2.6%	
Chris White	Group 4 (Erin, Puslinch, Eramosa)	3.0%		3.0%	3.0%	
Brian Coleman	County of Brant	1.5%		1.5%	1.5%	
David Miller	County of Brant	1.5%		1.5%	1.5%	
		100.0%	8.7%	91.3%	91.3%	0.0%

**Carried**

### **13.5 Provision for Borrowing (Pending Receipt of Municipal Levies)**

C.Billings had a question about internal borrowing as opposed to lending, and S.Radoja confirmed that it would be the more likely outcome, and that this motion is considered annually as a precaution in case of emergencies.

23-39

**Moved By** Susan Foxton

**Seconded By** Bruce Banbury

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

THEREFORE BE IT RESOLVED:

THAT the Authority be authorized to borrow, on an interim basis, a sum or sums not exceeding in the aggregate One Million Dollars (\$1,000,000) from the Authority's bank at the said bank's minimum lending rate established from time to time, until the Authority has received payment of levies from Participating Municipalities;

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

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

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

**Carried**

#### **14. Appointments to Committees**

##### **14.1 Appointment of Audit Committee**

23-40

**Moved By** Susan Foxton

**Seconded By** Bruce Banbury

THAT the following Members be appointed to the Audit Committee until the next Annual General Meeting: the Chair and Vice-chair, and Guy Gardhouse, Brian Coleman, Shawn Watters, John Challinor, and Pam Wolf.

**Carried**

**14.2 Appointment of Special Recognition Committee**

The Chair advised the Board that the Special Recognition Committee has not met in over two years, and as such the Committee will be held in abeyance. Members will be appointed at such time as matters arise that require the attention of the Committee.

**14.3 Appointment of Conservation Ontario Council Representatives**

23-41

**Moved By** Shawn Watters

**Seconded By** John Challinor II

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

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

**Carried**

**15. Confirmation of By-Law 1-2023**

23-42

**Moved By** Brian Coleman

**Seconded By** Mike Devine

THAT the Grand River Conservation Authority Administrative By-law 1-2023 be confirmed as approved at the meeting of the General Membership held on January 27, 2023.

**Carried**

**16. Other Business**

- S.Foxton had a follow up question regarding the Special Recognition Committee and the awards, and S.Lawson responded that the Community Conservation Grants selection was deferred to the Grand River Conservation Foundation in 2019.
- D.Lawrence extended congratulations to Mayor Davis for the City of Brantford's temporary acquisition of the Brantford Bulldogs hockey team. G.Caputo responded on the Mayor's behalf, sharing gratitude and enthusiasm for the new partnership.

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

**18. Next Meeting - March 24, 2023 at 9:30 a.m.**

**19. Adjourn**

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

**Moved By** Susan Foxton

**Seconded By** Pam Wolf

THAT the meeting of the General Membership be adjourned.

**Carried**

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Chair

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Secretary-Treasurer