

CATFISH CREEK CONSERVATION AUTHORITY

Mission Statement

*"To communicate and deliver resource management services and programs
in order to achieve social and ecological harmony for the watershed"*

Meeting of the Full Authority is to be held in the CCCA Boardroom on
Thursday, March 23rd, 2017, commencing at **10:00 a.m.**

A G E N D A

- 1) Welcome / Call to Order. Rick Cerna
- 2) Adoption of Agenda
- 3) Disclosure of Pecuniary Interest
- 4) Disclosure of Intention to Audio / Video Record Meeting
- 5) Adoption of Minutes of:
 - a) Full Authority Meeting #01/2017 (February 23, 2017)..... 3 - 7
- 6) Business Arising from Minutes:
- 7) Public / Special Delegations:
 - a) Jessica Jaremchuk, Frank Cowan Company
 - b) Myranda Eechaute, Hamilton Ward & Cathers Insurance
- 8) Reports:
 - a) Report FA 01/2017 - Monthly Staff Reports..... 8 - 9
(Ed Pietrzak, Tony Difazio, Peter Dragnas)
 - b) Report FA 02/2017 - January Summary of Revenue & Expenditures. 10 - 11
(Susan Mann)
 - c) Report FA 03/2017 - February Summary of Revenue & Expenditures..... 12 - 13
(Susan Mann)
 - d) Report FA 04/2017 - Accounts Paid. 14 - 15
(Susan Mann)
 - e) Report FA 05/2017 - Accounts Payable
(Susan Mann) * to be distributed at the meeting

- f) Report FA 06/2017 - CCCA Committees. 16
(Kim Smale)
- g) Report FA 07/2017 - General Insurance Program. 17 - 50
(Kim Smale)
- h) Report FA 08/2017 - Audit Findings Letter.. . . . 51 - 54
(Kim Smale)
- i) Report FA 09/2017 - Conservation Ontario's Provincial Pre-Budget Submission. . . . 55 - 64
(Kim Smale)
- j) Report FA 10/2017 - 2017 Final Budget and Municipal Levy. 65 - 89
(Kim Smale)

9) General Manager / Secretary-Treasurer's Report. Kim Smale

10) Unfinished Business

11) Chairperson's / Board Member's Report

12) Notice of Motions / New Business

- a) Seasonal Employment Interviews

13) Correspondence:

- a) Copied:

- City of St. Thomas - notice that St. Thomas City Council approved our levy in the amount of \$16,526.90 on February 6th, 2017.

- b) Not Copied:

- Correspondence Registers for January & February, 2017.

14) Committee of the Whole

15) Next Meeting / Adjournment

**MINUTES OF THE MEETING OF THE
CATFISH CREEK CONSERVATION AUTHORITY**

Thursday, February 23rd, 2017

Meeting #01/2017

The 66th Annual General Meeting of the Catfish Creek Conservation Authority was held at the East Elgin Community Complex.

PRESENT:

Sally Martyn	Chairperson	Municipality of Central Elgin
Rick Cerna	Vice-Chairperson	Township of Malahide
Arthur Oslach	Member	Town of Aylmer
Mark Tinlin	Member	City of St. Thomas
Anne Vanhoucke	Member	Township of South-West Oxford

STAFF:

Kim Smale	General Manager / Secretary-Treasurer
Susan Mann	Financial Services Coordinator
Ed Pietrzak	Conservation Areas Supervisor
Tony Difazio	Resource Planning Coordinator
Peter Dragunas	Water Management Technician
Laura Ronayne	Program Support Assistant
Dusty Underhill	Field Technician

GUESTS:

Ron Allensen	Lake Erie North Shore Landowners Association
Murray Alward	CCCA Supporter
Amanda Barch	Recipient, Student Scholarship
Michael Bennett	Job Creation Partnership Program
Bruce Bolin	Lake Erie North Shore Landowners Association
Fred Bozso	Chairperson, Catfish Creek Irrigation Advisory Committee
Craig Bradford	Reporter, The Aylmer Express
Cathy Brooks	CCCA Volunteer
Jennifer Buchanan	Auditor, Graham Scott Enns
Ron Casier	Canadian Chestnut Council
Kevin Cerna	CCCA Supporter
Cyril Crocker	Guest Speaker
Kyle Cronk	President, Lake Erie North Shore Landowners Association
Dan Dale	CCCA Supporter
Jed DeCory	Lake Erie North Shore Landowners Association
Ron Drabick	Aylmer District Ministry of Natural Resources and Forestry
John Duffy	CCCA Volunteer
Cliff Evanitski	General Manager, Long Point Region C.A.
Megan Garrod	Job Creation Partnership Program
Jeremy Gorman	Job Creation Partnership Program
Andrew Gunn	Trustee, Estate of Dorothy Fay Palmer
David Harding	Lake Erie North Shore Landowners Association
Dick Hibma	Chairperson, Conservation Ontario
Sara Howe	Job Creation Partnership Program
Al Hurst	St. Thomas Field Naturalists
Wes Jackson	President, Friends of Springwater
Stan & Karen Jones	Lake Erie North Shore Landowners Association
Tim Kelly	London Life Insurance
Henry & Ena Kielstra	CCCA Volunteers
Bill Mackie	Board Member, Kettle Creek C.A.
Dave Marr	Mayor, Municipality of Central Elgin
John Martyn	CCCA Supporter
David Mayberry	Warden, County of Oxford
David Mennill	Mayor, Township of Malahide
Erin Mutch	Thames Valley District School Board
Johanna Proud	Seasonal Camper, Springwater C.A.
Jennifer Reynaert	C.A.O., Town of Aylmer
David Rosso	Friends of Springwater

Linda Stevenson
Steve Walsh
Jim White

Councillor, City of St. Thomas
Elgin Federation of Agriculture
Conservation Award Recipient

WELCOME / CALL TO ORDER:

Chairperson Martyn welcomed everyone to the 66th Annual General Meeting of the Catfish Creek Conservation Authority and called the proceedings to order at (2:00 p.m.).

ADOPTION OF AGENDA:

Motion # 01/2017 A. Vanhoucke M. Tinlin CARRIED

THAT, the Agenda for the Annual General Meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST:

No one had a pecuniary interest to disclose at this time.

INTRODUCTIONS:

Chairperson Martyn introduced the Catfish Creek Conservation Authority Board of Directors, Staff, and Special Guests in attendance.

ADOPTION OF MINUTES:

Motion # 02/2017 M. Tinlin A. Oslach CARRIED

THAT, the Minutes of Full Authority meeting # 10/2016 (December 8, 2016), be accepted as circulated.

Motion # 03/2017 M. Tinlin A. Vanhoucke CARRIED

THAT, the Minutes of Personnel / Finance Committee meeting # PF 01/2017 (January 26, 2017), be accepted as circulated.

Motion # 04/2017 A. Oslach Rick Cerna CARRIED

THAT, the Minutes of Interview Committee meeting # IC 01/2017 (February 17, 2017) be accepted as circulated.

2016 AUDITED FINANCIAL STATEMENTS:

Jennifer Buchanan of Graham Scott Enns LLP Chartered Accountants presented the 2016 Financial Statements and Auditor's Report for the Catfish Creek Conservation Authority.

She stated that the Financial Statements present fairly, in all material respects, the statement of financial position of the CCCA as at December 31, 2016, and the statements of operations and accumulated surplus, changes in net assets, and cash flow for the year then ended in accordance with Canadian accounting standards for public sector entities.

The audience was advised that full copies of the Financial Statements are available at the CCCA Office upon request.

Motion # 05/2017 R. Cerna A. Vanhoucke CARRIED

THAT, the Financial Statements of the Catfish Creek Conservation Authority prepared by Graham Scott Enns LLP, as at December 31, 2016, be adopted as circulated.

CHAIRPERSON'S MESSAGE:

Chairperson Martyn delivered her Annual Message to the audience. She stressed the importance of our municipal partners and the annual revenue generated through municipal levies to support the many environmental programs and services provided by the Conservation Authority. A condensed version of the Chairperson's Message is included on the first page of the 2016 Annual Report.

ANNUAL REPORT PRESENTATION:

The General Manager / Secretary-Treasurer presented the 2016 Annual Report. He highlighted some of the information contained within the Report and noted that the CCCA was created 67 years ago on today's date on February 23rd, 1950.

Motion # 06/2017 M. Tinlin A. Vanhoucke CARRIED

THAT, the 2016 Annual Report be adopted as presented.

ELECTION OF OFFICERS:

Susan Mann, Financial Services Coordinator of the CCCA was asked to conduct the elections for Chairperson and Vice-Chairperson for the year 2017.

Ms. Mann reviewed the election procedures and declared all offices vacant. She then read the names of the current members eligible to vote and asked for the appointment of two scrutineers in the event of an election.

Motion # 07/2017 A. Vanhoucke R. Cerna CARRIED

THAT, Cliff Evanitski and Laura Ronayne act as scrutineers in the event of an election; and further,

THAT, the scrutineers distribute ballots to the eligible voting members, tabulate and report the results of the vote, and destroy all ballots.

Ms. Mann called for nominations for the position of Chairperson of the CCCA for 2017.

Mark Tinlin nominated Rick Cerna.

Nominations for Chairperson were called for a second and third time.

Motion # 08/2017 M. Tinlin A. Vanhoucke CARRIED

THAT, nominations for the position of Chairperson be closed.

Rick Cerna was acclaimed Chairperson for 2017.

Newly acclaimed Chairperson Cerna took the opportunity to thank Mayor Mennill for appointing him to represent the Township of Malahide on the CCCA Board of Directors and to Member Martyn for her service and dedication as Chairperson for the past eight (8) years. He also thanked staff for their passion and support and looked forward to working with them in 2017.

Ms. Mann called for nominations for the position of Vice-Chairperson of the CCCA for 2017.

Arthur Oslach nominated Mark Tinlin.

Ms. Mann called for nominations a second and third time.

Motion # 09/2017 A. Oslach A. Vanhoucke CARRIED

THAT, nominations for the position of Vice-Chairperson be closed.

Mark Tinlin was acclaimed Vice-Chairperson for 2017.

Rick Cerna assumed the Chair to continue the meeting.

GUEST SPEAKER:

Chairperson Cerna introduced Cyril Crocker from the Hawk Cliff Raptor Banders as the Guest Speaker.

Mr. Crocker began his talk by thanking the CCCA for the opportunity to speak at the Annual General Meeting. He then narrated a very informative slide show presentation on Hawk Cliff and the Annual Raptor Banding Program that began in 1969. Cyril has been banding since 1976 and described the various methods used to capture the different bird species, the types of bands used and the collection and recording of data such as the weight and sex of each bird.

Chairperson Cerna thanked Cyril for his talk and presented him with a small token of appreciation on behalf of the Conservation Authority.

STUDENT SCHOLARSHIP AWARD:

Member Vanhoucke awarded the 15th Annual Catfish Creek Conservation Authority Scholarship Award to Amanda Bartch. Amanda successfully completed the Environmental Leadership Program at East Elgin Secondary School and will be continuing her post-secondary education in the field of forestry and resource management at Sault College in September, 2017.

CONSERVATION AWARD:

Member Oslach was called upon to present the Conservation Award to Jim White in recognition of his conservation efforts on his scenic 57 hectare farm located in the Municipality of Central Elgin. Jim has undertaken a number of environmental initiatives on his property including planting thousands of trees and constructing three (3) wetlands to enhance the wildlife habitat along the main branch of Catfish Creek.

Mr. White thanked the CCCA for recognizing him with such a prestigious Award.

CERTIFICATE OF RECOGNITION:

Vice-Chairperson Tinlin officially recognized the Estate of Dorothy Fay Palmer and its Trustee, Mr. Andrew Gunn, for the generous financial support (\$135,000.00) provided to the CCCA for several special projects to benefit the environmental and local community.

Andrew Gunn was in attendance to accept the Certificate of Recognition on behalf of the Estate of Dorothy Fay Palmer. Mr. Gunn noted the improvements made to the Springwater Conservation Area and the Yarmouth Natural Heritage Area would be enjoyed by the public for years to come.

OTHER BUSINESS:

<u>Motion # 10/2017</u>	S. Martyn	M. Tinlin	CARRIED
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THAT, Rick Cerna, Chairperson, Mark Tinlin, Vice-Chairperson, and Kim Smale, General Manager / Secretary-Treasurer, be designated as Signing Officers for Authority business in the year 2017; and further,

THAT, Susan Mann, Financial Services Coordinator, be assigned with signing authority for payroll items and utility accounts; and further,

That, the borrowing maximum for 2017 be up to the sum of \$175,000.00.

<u>Motion # 11/2017</u>	S. Martyn	A. Oslach	CARRIED
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THAT, the Canadian Imperial Bank of Commerce, Aylmer Branch, be appointed the Authority's banking institution for the year 2017.

<u>Motion # 12/2017</u>	M. Tinlin	A. Vanhoucke	CARRIED
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THAT, Steve Gibson be appointed as the Authority Solicitor for the year 2017 to deal with matters of litigation; and further,

That, Kim Bowsher of Bowsher + Bowsher be appointed to deal with matters of real estate for the year 2017.

Motion # 13/2017

S. Martyn

A. Vanhoucke

CARRIED

THAT, Graham Scott Enns LLP Chartered Accountants, be appointed as the Authority's Auditor for the year 2017.

ADJOURNMENT:

Prior to adjourning the meeting, Chairperson Cerna invited everyone to stay for refreshments and networking opportunities.

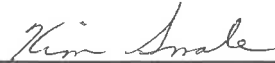
Motion # 14/2017

S. Martyn

A. Oslach

CARRIED

THAT, the Annual General Meeting of the Catfish Creek Conservation Authority be adjourned at (3:25 p.m.).



General Manager / Secretary –Treasurer



Authority Chairperson

REPORT FA 01/ 2017: To The Full Authority

FROM: Conservation Areas Supervisor
Resource Planning Coordinator
Water Management Technician

SUBJECT: Monthly Staff Reports

DATE: March 17, 2017

Conservation Areas Supervisor, Ed Pietrzak

Current Activities:

- Woodlot management activities on Authority owned lands.
- Participated in the interview sessions to help select interpretive and operational staff for the Springwater Maple Syrup Program.
- Hazard tree removal along the trails in the Springwater Forest.
- Preparation for the 2017 Springwater Maple Syrup Program and Festival.

Upcoming Activities:

- Maple Syrup.
- Woodlot Management.
- Tree Planting.
- Envirothon Competition.
- Regular duties as assigned.

Resource Planning Coordinator, Tony Difazio

Current Activities:

- Forestry data collection and preparation of four (4) Forest Management Plans under the 'Managed Forest Tax Incentive Program' (MFTIP);
- Assisted landowners with the development of wetland, tall grass prairie and erosion control restoration plans and funding assistance applications;
- Attended a meeting of the Elgin County Stewardship Council;
- Attended a 'Natural Heritage Systems Planning Workshop' in London;
- Attended a meeting of the 'Alternative Land Use Services' (ALUS) Partnership Advisory Committee;
- Prepared articles and photographs for the CCCA 2016 Annual Report and Annual General Meeting; and,
- Planning for wetland restoration project(s) at the Yarmouth Natural Heritage Area in 2017.

Upcoming Activities:

- Completion of MFTIP Forest Management Plans;
- Assist landowners in the watershed with stewardship / restoration projects;
- Attend a Department of Fisheries and Oceans workshop in London, to discuss the 'Municipal Drain Classification and Mapping Project' and updates to the 'Drain Notification Forms';

- Attend a Review Committee meeting for the 'Elgin Clean Water Program' to approve / allocate funding for 2017 stewardship projects; and,
- Regular duties as assigned.

Water Management Technician, Peter Dragunas

Current Activities:

- Monitoring of early season channel ice conditions within the Catfish Creek watershed with particular emphasis on Port Bruce.
- Riverine sediment removal from the Sediment Retention Structure at Port Bruce.
- Water Safety, Watershed Conditions Statement issued January 10th.
- Flood Watch Watershed Condition Statement issued January 12th.
- January 17th joint meeting with the Township of Malahide and the Catfish Creek Conservation Authority (CCCA) regarding flood surveillance staff introductions and CCCA 2017 Port Bruce ice jam management / flood mitigation measures within the lower reaches of the Catfish Creek at Port Bruce.
- Water Safety, Watershed Conditions Statement issued February 7th.
- Review, calibrate and update the hydrometric / precipitation data acquisition protocols for the CCCA Hydrometric Data Numeric Interpretation Model and the Ontario Low Water Response (OLWR) Data Compiler.
- Permit To Take Water (PTTW) application renewal assistance.
- Site visits with landowners to discuss and assist with the CCCA 2017 Tree Planting Program.
- Forests Ontario, 50 Million Tree Program Funding Applications.
- Monitoring, assessments and required modifications of the low water benchmarks and threshold criteria.

Upcoming Activities:

- Review of the CCCA's Flood Warning Plan, Flood Operations Plan and Ice Management Plan.
- Seasonal updates, examination, verifications and implementation of the Ontario Low Water Response Program for 2017.
- Continued site visits with landowners to discuss / assist with land reclamation and rehabilitation for the CCCA 2017 Tree Planting Program.
- Incorporation of the Ontario Low Water Response (OLWR) data compiler / interpolator with flood forecasting data.
- Regular duties as assigned.

Recommendation:

That, Staff Reports for the months of January and February, 2017, be noted and filed.

for 
Ed Pietrzak
Conservation Areas Supervisor

for 
Tony Difazio
Resource Planning Coordinator

for 
Peter Dragunas
Water Management Technician

REPORT FA 02 / 2017 : To The Full Authority
FROM: Susan Mann, Financial Services Coordinator
SUBJECT: January Summary of Revenue & Expenditures
DATE: January 31, 2017

SUMMARY OF REVENUE
for the period ending January 31, 2017


	2017 Budget	2017 To Date	Difference	2016 To Date
MNRF Provincial Grants	\$ 79,835.00	\$ -	\$ (79,835.00)	\$ -
Other Provincial Grants	\$ 92,188.92	\$ 9,650.11	\$ (82,538.81)	\$ 1,994.42
Federal Grants	\$ 44,287.10	\$ 20,987.10	\$ (23,300.00)	\$ -
General Levy	\$ 263,481.94	\$ -	\$ (263,481.94)	\$ -
Special Benefiting Levy	\$ 49,250.10	\$ -	\$ (49,250.10)	\$ -
Employment Program Grants	\$ 18,732.00	\$ -	\$ (18,732.00)	\$ -
Donations/Sponsorships	\$ 36,150.00	\$ 8,659.84	\$ (27,490.16)	\$ 9,053.19
Conservation Areas Revenue	\$ 473,500.00	\$ 68,015.58	\$ (405,484.42)	\$ 56,860.54
Maple Syrup Revenue	\$ 55,350.00	\$ -	\$ (55,350.00)	\$ 7.50
Bank Interest Earned	\$ 5,400.00	\$ -	\$ (5,400.00)	\$ -
Information & Education	\$ 7,500.00	\$ -	\$ (7,500.00)	\$ -
Legal Inquiries/Permit Applications	\$ 4,000.00	\$ 1,500.00	\$ (2,500.00)	\$ -
Trees/Planting/Spraying	\$ 3,750.00	\$ -	\$ (3,750.00)	\$ -
Woodlot Management	\$ 1,500.00	\$ 353.98	\$ (1,146.02)	\$ -
Watershed Stewardship Projects	\$ 10,000.00	\$ 8,500.00	\$ (1,500.00)	\$ -
Water Quality/Quantity Programs	\$ 500.00	\$ -	\$ (500.00)	\$ -
Revenue from Other C.A. Lands	\$ 12,350.00	\$ 11,000.00	\$ (1,350.00)	\$ 14,546.63
Other Revenue	\$ 6,723.42	\$ -	\$ (6,723.42)	\$ -
Contract Services	\$ 780.00	\$ -	\$ (780.00)	\$ 65.00
Vehicle & Equipment Rental Recoveries	\$ 38,175.00	\$ -	\$ (38,175.00)	\$ -
Previous Year Surplus (Deficit)	\$ (10,490.46)	\$ (10,490.46)	\$ -	\$ 376.83
Income Appropriation from Special Reserves	\$ 24,077.49	\$ -	\$ (24,077.49)	\$ -
Income Appropriation from General Reserves	\$ 88,832.59	\$ -	\$ (88,832.59)	\$ -
	\$ 1,305,873.10	\$ 118,176.15	\$ (1,187,696.95)	\$ 82,904.11

	2017 Budget	Received To Date	Difference
DONATIONS/SPONSORSHIPS			
Fish Stocking	\$ 1,000.00	\$ -	\$ (1,000.00)
Springwater Event Sponsorships	\$ 1,000.00	\$ -	\$ (1,000.00)
Annual Report	\$ 1,250.00	\$ -	\$ (1,250.00)
Environmental Education	\$ 4,000.00	\$ -	\$ (4,000.00)
EESS ELP Sponsorships	\$ 7,500.00	\$ -	\$ (7,500.00)
Community Forest	\$ 250.00	\$ -	\$ (250.00)
Maple Syrup Program	\$ 5,500.00	\$ 7,050.00	\$ 1,550.00
Springwater Forest Trails	\$ 8,500.00	\$ 1,408.19	\$ (7,091.81)
Archie Coulter C.A. Trails	\$ 650.00	\$ 201.65	\$ (448.35)
YNHA	\$ 3,500.00	\$ -	\$ (3,500.00)
Springwater C.A. Development	\$ 1,500.00	\$ -	\$ (1,500.00)
Ontario Police College Path of Honour	\$ 1,500.00	\$ -	\$ (1,500.00)
TOTAL Donations/Sponsorships	\$ 36,150.00	\$ 8,659.84	\$ (27,490.16)

SUMMARY OF EXPENDITURES

for the period ending January 31, 2017

	2017 Budget	2017 To Date	Balance	2016 To Date
ADMINISTRATION				
A-1 Wages & Benefits	\$ 97,676.87	\$ 7,603.65	\$ 90,073.22	\$ 7,609.83
A-2 Travel Exp. & Allow.	\$ 8,301.05	\$ 21.53	\$ 8,279.52	\$ 33.46
A-3 Equip. Purchase & Rental	\$ 9,025.00	\$ 1,074.58	\$ 7,950.42	\$ 1,063.39
A-4 Materials & Supplies	\$ 4,150.00	\$ (4.45)	\$ 4,154.45	\$ -
A-5 Rent & Utilities	\$ 15,909.64	\$ 853.02	\$ 15,056.62	\$ 782.58
A-6 General Expenses	\$ 37,107.00	\$ 9,276.53	\$ 27,830.47	\$ 8,941.57
TOTAL	\$ 172,169.56	\$ 18,824.86	\$ 153,344.70	\$ 18,430.83
FLOOD FORECASTING & WARNING				
F4-2 Flood Control Structures	\$ 11,692.00	\$ 710.71	\$ 10,981.29	\$ 708.18
F4-4 Flood Forecasting & Warning	\$ 152,964.81	\$ 10,785.39	\$ 142,179.42	\$ 10,967.88
F4-5 Ice Management	\$ 95,600.20	\$ 1,515.09	\$ 94,085.11	\$ 1,510.41
F4-6 Plan Input	\$ 34,034.62	\$ 2,256.27	\$ 31,778.35	\$ 2,356.77
F4-71 Watershed Planning	\$ 13,302.94	\$ 1,055.79	\$ 12,247.15	\$ 1,091.52
F4-72 Technical Studies (GIS)	\$ 9,119.26	\$ 340.69	\$ 8,778.57	\$ 328.05
TOTAL	\$ 316,713.83	\$ 16,663.94	\$ 300,049.89	\$ 16,962.81
OTHER PROGRAM AREAS				
B-1 Information & Education	\$ 27,570.29	\$ 1,095.59	\$ 26,474.70	\$ 1,486.52
E-1 Extension Services - Tree Planting Community Forest	\$ 29,433.27	\$ 1,528.71	\$ 27,904.56	\$ 1,686.05
E-1 Extension Services - Woodlot Management	\$ 7,422.44	\$ 400.42	\$ 7,022.02	\$ 643.28
E-1 Extension Services - Watershed Stewardship	\$ 40,755.92	\$ 15,692.90	\$ 25,063.02	\$ 29.18
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 105,181.92	\$ 18,717.62	\$ 86,464.30	\$ 3,845.03
CAPITAL & SPECIAL PROJECTS				
Water Management Programs	\$ 32,388.92	\$ 1,706.68	\$ 30,682.24	\$ 1,955.76
Springwater C.A. Development	\$ 13,546.16	\$ -	\$ 13,546.16	\$ -
Special Projects	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
TOTAL	\$ 48,935.08	\$ 1,706.68	\$ 47,228.40	\$ 1,955.76
CONSERVATION AUTHORITY LANDS				
Springwater Operation & Maint	\$ 488,348.80	\$ 16,109.27	\$ 472,239.53	\$ 14,155.75
Vehicle & Equipment Pool Exp.	\$ 57,455.00	\$ 625.38	\$ 56,829.62	\$ 3,347.23
Maple Syrup	\$ 57,522.11	\$ 3,453.89	\$ 54,068.22	\$ 3,157.22
Other C.A. Lands	\$ 59,546.80	\$ 2,974.07	\$ 56,572.73	\$ 2,326.42
TOTAL	\$ 662,872.71	\$ 23,162.61	\$ 639,710.10	\$ 22,986.62
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,305,873.10	\$ 79,075.71	\$ 1,226,797.39	\$ 64,181.05


 Susan Mann,
 Financial Services Coordinator

REPORT FA 03 / 2017 : To The Full Authority
FROM: Susan Mann, Financial Services Coordinator
SUBJECT: February Summary of Revenue & Expenditures
DATE: February 28, 2017

SUMMARY OF REVENUE
for the period ending February 28, 2017

	2017 Budget	2017 To Date	Difference	2016 To Date
MNRF Provincial Grants	\$ 79,835.00	\$ -	\$ (79,835.00)	\$ -
Other Provincial Grants	\$ 92,188.92	\$ 11,275.11	\$ (80,913.81)	\$ 17,725.01
Federal Grants	\$ 44,287.10	\$ 20,987.10	\$ (23,300.00)	\$ -
General Levy	\$ 263,481.94	\$ -	\$ (263,481.94)	\$ -
Special Benefiting Levy	\$ 49,250.10	\$ -	\$ (49,250.10)	\$ -
Employment Program Grants	\$ 18,732.00	\$ -	\$ (18,732.00)	\$ -
Donations/Sponsorships	\$ 36,150.00	\$ 21,544.64	\$ (14,605.36)	\$ 24,078.19
Conservation Areas Revenue	\$ 473,500.00	\$ 77,400.15	\$ (396,099.85)	\$ 63,321.60
Maple Syrup Revenue	\$ 55,350.00	\$ 2,178.76	\$ (53,171.24)	\$ 186.60
Bank Interest Earned	\$ 5,400.00	\$ -	\$ (5,400.00)	\$ -
Information & Education	\$ 7,500.00	\$ -	\$ (7,500.00)	\$ -
Legal Inquiries/Permit Applications	\$ 4,000.00	\$ 2,123.89	\$ (1,876.11)	\$ -
Trees/Planting/Spraying	\$ 3,750.00	\$ -	\$ (3,750.00)	\$ -
Woodlot Management	\$ 1,500.00	\$ 353.98	\$ (1,146.02)	\$ -
Watershed Stewardship Projects	\$ 10,000.00	\$ 8,500.00	\$ (1,500.00)	\$ -
Water Quality/Quantity Programs	\$ 500.00	\$ -	\$ (500.00)	\$ -
Revenue from Other C.A. Lands	\$ 12,350.00	\$ 11,140.00	\$ (1,210.00)	\$ 14,546.63
Other Revenue	\$ 6,723.42	\$ 3,723.42	\$ (3,000.00)	\$ -
Contract Services	\$ 780.00	\$ -	\$ (780.00)	\$ 130.00
Vehicle & Equipment Rental Recoveries	\$ 38,175.00	\$ 2,047.00	\$ (36,128.00)	\$ 1,729.34
Previous Year Surplus (Deficit)	\$ (10,490.46)	\$ (10,490.46)	\$ -	\$ 376.83
Income Appropriation from Special Reserves	\$ 24,077.49	\$ -	\$ (24,077.49)	\$ -
Income Appropriation from General Reserves	\$ 88,832.59	\$ -	\$ (88,832.59)	\$ -
	\$ 1,305,873.10	\$ 150,783.59	\$ (1,155,089.51)	\$ 122,094.20

DONATIONS/SPONSORSHIPS	2017 Budget	Received To Date	Difference
Fish Stocking	\$ 1,000.00	\$ 1,000.00	\$ -
Springwater Event Sponsorships	\$ 1,000.00	\$ -	\$ (1,000.00)
Annual Report	\$ 1,250.00	\$ 1,250.00	\$ -
Environmental Education	\$ 4,000.00	\$ 2,500.00	\$ (1,500.00)
EESS ELP Sponsorships	\$ 7,500.00	\$ 7,284.80	\$ (215.20)
Community Forest	\$ 250.00	\$ -	\$ (250.00)
Maple Syrup Program	\$ 5,500.00	\$ 7,650.00	\$ 2,150.00
Springwater Forest Trails	\$ 8,500.00	\$ 1,658.19	\$ (6,841.81)
Archie Coulter C.A. Trails	\$ 650.00	\$ 201.65	\$ (448.35)
YNHA	\$ 3,500.00	\$ -	\$ (3,500.00)
Springwater C.A. Development	\$ 1,500.00	\$ -	\$ (1,500.00)
Ontario Police College Path of Honour	\$ 1,500.00	\$ -	\$ (1,500.00)
TOTAL Donations/Sponsorships	\$ 36,150.00	\$ 21,544.64	\$ (14,605.36)

SUMMARY OF EXPENDITURES

for the period ending February 28, 2017

	2017 Budget	2017 To Date	Balance	2016 To Date
ADMINISTRATION				
A-1 Wages & Benefits	\$ 97,676.87	\$ 15,207.31	\$ 82,469.56	\$ 15,241.96
A-2 Travel Exp. & Allow.	\$ 8,301.05	\$ 185.33	\$ 8,115.72	\$ 40.26
A-3 Equip. Purchase & Rental	\$ 9,025.00	\$ 1,327.85	\$ 7,697.15	\$ 1,131.07
A-4 Materials & Supplies	\$ 4,150.00	\$ 332.54	\$ 3,817.46	\$ -
A-5 Rent & Utilities	\$ 15,909.64	\$ 1,799.70	\$ 14,109.94	\$ 1,770.72
A-6 General Expenses	\$ 37,107.00	\$ 18,973.72	\$ 18,133.28	\$ 17,195.05
TOTAL	\$ 172,169.56	\$ 37,826.45	\$ 134,343.11	\$ 35,379.06
FLOOD FORECASTING & WARNING				
F4-2 Flood Control Structures	\$ 11,692.00	\$ 1,525.82	\$ 10,166.18	\$ 1,416.36
F4-4 Flood Forecasting & Warning	\$ 152,964.81	\$ 21,669.55	\$ 131,295.26	\$ 22,079.18
F4-5 Ice Management	\$ 95,600.20	\$ 2,917.60	\$ 92,682.60	\$ 2,686.73
F4-6 Plan Input	\$ 34,034.62	\$ 4,549.26	\$ 29,485.36	\$ 4,676.30
F4-71 Watershed Planning	\$ 13,302.94	\$ 2,058.55	\$ 11,244.39	\$ 2,183.04
F4-72 Technical Studies (GIS)	\$ 9,119.26	\$ 1,349.15	\$ 7,770.11	\$ 1,300.06
TOTAL	\$ 316,713.83	\$ 34,069.93	\$ 282,643.90	\$ 34,341.67
OTHER PROGRAM AREAS				
B-1 Information & Education	\$ 27,570.29	\$ 1,690.80	\$ 25,879.49	\$ 5,329.65
E-1 Extension Services - Tree Planting Community Forest	\$ 29,433.27	\$ 3,048.22	\$ 26,385.05	\$ 3,383.89
E-1 Extension Services - Woodlot Management	\$ 7,422.44	\$ 878.14	\$ 6,544.30	\$ 1,286.56
E-1 Extension Services - Watershed Stewardship	\$ 40,755.92	\$ 19,518.37	\$ 21,237.55	\$ 49.41
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 105,181.92	\$ 25,135.53	\$ 80,046.39	\$ 10,049.51
CAPITAL & SPECIAL PROJECTS				
Water Management Programs	\$ 32,388.92	\$ 3,443.39	\$ 28,945.53	\$ 3,977.07
Springwater C.A. Development	\$ 13,546.16	\$ -	\$ 13,546.16	\$ -
Special Projects	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
TOTAL	\$ 48,935.08	\$ 3,443.39	\$ 45,491.69	\$ 3,977.07
CONSERVATION AUTHORITY LANDS				
Springwater Operation & Maint	\$ 488,348.80	\$ 34,827.06	\$ 453,521.74	\$ 36,776.29
Vehicle & Equipment Pool Exp.	\$ 57,455.00	\$ 1,847.78	\$ 55,607.22	\$ 3,683.26
Maple Syrup	\$ 57,522.11	\$ 15,920.75	\$ 41,601.36	\$ 14,238.43
Other C.A. Lands	\$ 59,546.80	\$ 5,533.84	\$ 54,012.96	\$ 4,086.36
TOTAL	\$ 662,872.71	\$ 58,129.43	\$ 604,743.28	\$ 58,784.34
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,305,873.10	\$ 158,604.73	\$ 1,147,268.37	\$ 142,531.65


 Susan Mann,
 Financial Services Coordinator

REPORT FA 04 / 2017 : TO THE FULL AUTHORITY

FROM: Susan Mann, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: March 16, 2017

VENDOR	CHQ #	TOTAL	EXPLANATION
payroll items (27062-27070)			
A&J Baertsoen	27071	101.70	campground maintenance
Air Liquide	27072	176.28	campground supplies
Aylmer Home Hardware	27073	3.94	office supplies
Canadian Tire	27074	168.28	vehicle maintenance
Clean Solutions & Supplies Ltd.	27075	50.14	supplies for Maple Syrup Program
Conservation Ontario	27076	9,228.50	installment 1 of 2 (CO Levy)
Dale Equipment Centre	27077	658.72	equipment maintenance
Dowler Karn Propane Ltd.	27078	194.11	shop heat fuel
East Elgin Community Complex	27079	455.71	Annual General Meeting facility rental
Francotyp-Postalia Canada	27080	193.23	postage metre rental
Glenbriar Bottled Water Co. Ltd.	27081	11.24	water cooler service
Hydro One	27082	1,146.84	schoolhouse, day use area, and gauge
JD Fuller	27083	191.40	security system monitoring for 2017
Jury, David	27084	220.35	computer network support
K&K Locksmiths	27085	37.29	campground supplies
Les Equipements d'erabliere CDL inc.	27086	156.39	supplies for Maple Syrup Program
McBain Signs & Graphic Design	27087	316.40	supplies for campground and other CAs
Molly Maid	27088	158.00	administration centre cleaning service
Ontario Maple Syrup Producers Assoc	27089	183.20	supplies for Maple Syrup Program
Purolator Courier	27090	13.68	courier fee
Secord Home Building Centre	27091	379.20	campground maintenance
TSC Stores L.P.	27092	237.25	campground supplies
Koolen Electric	27093	235.72	campground & shop maintenance
payroll items (27094-27103)			
Bell Canada	27104	88.08	gauge
Eastlink	27105	1,345.62	phone, fax line, gauges, & internet
Hydro One	27106	48.23	gauge
Telus Mobility	27107	98.01	mobile phones
Brown, Richard	27108	1,000.00	watershed stewardship grant
Casier, Ron	27109	2,132.06	watershed stewardship grant
Ferri, Nick	27110	14,360.00	watershed stewardship grant
Neukamm, Fred	27111	4,037.20	watershed stewardship grant
White, Ken	27112	15,000.00	watershed stewardship grant
Mann, Susan	27113	500.00	petty cash
Hydro One	27114	31.12	gauge
ALS Canada Ltd.	27118	62.83	administration maintenance
Aylmer Home Hardware	27119	18.83	supplies for Maple Syrup Program
Aylmer Propane	27120	86.00	supplies for Maple Syrup Program
Big Sky Brands Inc.	27121	387.27	Maple products for resale
Canadian Tire	27122	43.98	supplies for Maple Syrup Program
Clean Solutions & Supplies Ltd.	27123	459.03	supplies for Maple Syrup Program
Conservation Ontario	27124	667.13	ESRI maintenance contract
Dale Equipment Centre	27125	100.63	equipment maintenance
Eicher, Leroy & Sarah	27126	85.82	equipment maintenance
Elgin Pure Water	27127	274.99	campground maintenance
Fort Rose Maple Co.	27128	6,563.00	Maple products for resale
Glenbriar Bottled Water Co. Ltd.	27129	11.24	water cooler service
Graham Scott Enns LLP	27130	9,040.00	annual audit fees
K&K Locksmiths	27131	167.81	campground maintenance
Kerr Bros. Limited	27132	514.15	Maple products for resale
Koolen Electric	27133	101.14	administration maintenance

REPORT FA 04 / 2017 : TO THE FULL AUTHORITY

FROM: Susan Mann, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: March 16, 2017

VENDOR	CHQ #	TOTAL	EXPLANATION
Les Equipements d'erabliere CDL inc.	27134	34.86	supplies for Maple Syrup Program
McBain Signs & Graphic Design	27135	282.50	signage for OPG project
Postmedia Network Inc.	27136	25.14	advertising for Maple Syrup staff
Purolator Courier	27137	4.43	courier fee
R Safety	27138	292.52	campground supplies
S&T Gas Services	27139	440.70	maintenance on Pancake House grills
Secord Home Building Centre	27140	112.23	supplies for Maple Syrup Program & YNHA signage
Township of South-West Oxford	27141	130.21	installment 1&2 (property tax)
Wise Line Tools Inc	27142	23.17	campground supplies
Crocker, Cyril	27143	100.00	AGM Guest Speaker
Dowler Karn Propane Ltd.	27144	1,337.69	equipment and vehicle fuel
Hydro One	27145	1,201.05	campground and office
payroll items (27146-27162)			
Hydro One	27163	582.18	schoolhouse, day use area, and gauge
Bell Canada	27164	90.71	gauge
payroll item	27165		
Eastlink	27166	1,346.52	phone, fax line, gauges, & internet
		<u>\$ 77,745.65</u>	

RECOMMENDATION:

THAT, Accounts Paid totalling \$77,745.65 , be approved as presented in Report FA 04 / 2017.



Susan Mann,
Financial Services Coordinator

REPORT FA 06 / 2017 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: CCCA Committees

DATE: March 15, 2017

Purpose:

To appoint the Authority's Committees for the year 2017.

Discussion:

The Catfish Creek Conservation Authority Resolutions, Procedures, and Rules of Order state that the Chairperson and Vice-Chairperson will converse prior to the first Full Authority meeting following the Annual General Meeting to discuss and recommend the members and a Chairperson for the various Committees to the Full Authority for adoption.

In accordance with the aforementioned Regulation, the Chairperson and Vice-Chairperson have recommended the following appointments to the respective Committees for the year 2017.

Personnel / Finance Committee (5)

Mark Tinlin, Chairperson
Full Membership

Land Management Committee (5)

Arthur Oslach, Chairperson
Full Membership

Health and Safety Committee (3)

Kim Smale, Management Representative
Tony Difazio, Employee Representative
Ed Pietrzak, Safety Officer

Conservation Ontario Council

Rick Cerna, Voting Delegate
Sally Martyn, 1st Alternate
Kim Smale, 2nd Alternate

Lake Erie Source Protection Region

Management Committee (2)

Rick Cerna, Committee Member
Kim Smale, Committee Member

Interview Committee (2)

Rick Cerna, Committee Member
Sally Martyn, Committee Member

Recommendation:

THAT, the Full Authority approve the Committee appointments for the year 2017 as outlined in Report FA 06 / 2017.



Kim Smale
General Manager / Secretary-Treasurer

REPORT FA 07 / 2017 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: General Insurance Program

DATE: March 15, 2017

Purpose:

To consider the 2017 - 2018 General Insurance Report prepared by Frank Cowan Company Limited.

Discussion:

The CCCA insurance coverage is on a one year basis from April 1st to March 31st in the subsequent year. The Authority is currently insured with Frank Cowan Company Limited through Hamilton Ward & Cathers Insurance in Aylmer.

The cost of the Authority's 2016 - 2017 insurance coverage was \$36,415.00, plus applicable taxes. A renewal cost of \$31,485.00, plus applicable taxes has been submitted by the Cowan Company for the year 2017 - 2018, a decrease of \$4,930.00. The new premium is based on virtually the same level of coverage and deductibles as in the previous year.

Highlights of the 2017 - 2018 General Insurance Report are attached for your reference. Representatives from Hamilton Ward & Cathers Insurance and the Frank Cowan Company will be attending the meeting to present the Report and answer any questions from the Board.

RECOMMENDATION:

THAT, the Catfish Creek Conservation Authority renew its 2017 - 2018 insurance coverage with Frank Cowan Company Limited through Hamilton Ward & Cathers Insurance Service Limited at a total cost of \$31,485.00, plus applicable taxes.



Kim Smale
General Manager / Secretary-Treasurer



2017 General Insurance Program

CATFISH CREEK CONSERVATION AUTHORITY

Renewal Report for the Policy Term April 1, 2017 to April 1, 2018

In Partnership with:
Todd Sprague
Hamilton, Ward and Cathers Insurance
Service Limited
75 Talbot Street East
Aylmer, ON N5H 1H3

Prepared by:
Jessica Jaremchuk, BA, LL.B
Regional Manager

Ref 12800/rc 8 February 2017

Frank Cowan Company Limited
75 Main Street North
Princeton, ON N0J 1V0

18 SIP 01-2017-v1

Built with integrity, leading through innovation.

About Frank Cowan Company



Frank Cowan Company is a leader in providing specialized insurance programs, including risk management and claims services to municipalities, healthcare, education, community, children's and social service organizations across Canada. Proven industry knowledge, gained through eight decades of partnering with insurance companies and independent brokers, gives Frank Cowan Company the ability to effectively manage the necessary risk, advisory and claims services for both standard and complex issues.

Frank Cowan Company Limited is affiliated with Cowan Insurance Group Ltd., The Guarantee Company of North America and Millennium Credit Risk Management Limited through common ownership under Princeton Holdings Limited.

Frank Cowan Company is a Managing General Agent (MGA) with the authority to write and service business on behalf of strategic partners who share our commitment and dedication to protecting specialized organizations. Because our partners are long-term participants on our program, they understand the nature of fluctuating market conditions and complex claims and are prepared to stay the course.

THE ADVANTAGE OF A MANAGING GENERAL AGENT The MGA model is different than a traditional broker/insurer arrangement in that an MGA provides specialized expertise in a specific, niche area of business. As an MGA we also offer clients additional and helpful services in the area of risk management, claims and underwriting. And unlike the reciprocal model, a policy issued by an MGA is a full risk transfer vehicle not subject to retroactive assessments but rather a fixed term and premium.

We invite you to work with a partner who is focused on providing a complete insurance program specific to your organization that includes complimentary value added services that help drive down the cost of claims and innovative first to market products and enhancements. You will receive personalized service and expertise from a full-service, local and in-house team of risk management, claims, marketing and underwriting professionals.

As a trusted business partner, we believe in participating in and advocating for the causes that affect our clients. For this reason we affiliate with and support key provincial and national associations. In order for Frank Cowan Company to be effective in serving you, we, as an MGA, believe in fully understanding your needs, concerns and direction. Our support is delivered through thought leadership, financial resources, advocacy, services, education and more.

RISK MANAGEMENT SERVICES We are the leader in specialized risk management and place emphasis on helping your organization develop a solid plan to minimize exposure before potential incidents occur. Risk management is built into our offerings for all clients, fully integrated into every insurance program. Our risk management team is comprised of analysts, inspectors and engineers who use their expertise to help mitigate risk. We do everything we can to minimize your exposure before potential incidents occur. This includes providing education, road reviews, fleet reviews, contract analysis and property inspections.

CLAIMS MANAGEMENT SERVICES Our in-house team of experts has the depth of knowledge, experience and commitment to manage the complicated details of claims that your organization may experience. You deal with the public often in sensitive instances where serious accusations can be made. Your claims are often long-tail in nature and can take years to settle. Some claims aren't filed until years after the occurrence or accident. You want a team of professionals on your side that will vigorously defend your reputation. We understand your risks and your exposures and have maintained a long-term commitment to understanding the complex issues your organization may face so that we can better service your unique claims requirements.

Your Insurance Coverage

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Casualty

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
General Liability (Occurrence Form) <i>Broad Definition of Insured</i>	5,000	10,000,000 Per Claim No Aggregate
Forest Fire Expense	Nil	1,000,000 1,000,000 Aggregate
Errors & Omissions Liability (Claims Made Form)	2,500	10,000,000 Per Claim No Aggregate
Non-Owned Automobile Liability		10,000,000
Legal Liability for Damage to Hired Automobiles	500	100,000
Environmental Liability (Claims Made Form)	5,000	2,000,000 Per Claim 4,000,000 Aggregate

Crime

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Employee Dishonesty –Form A (Commercial Blanket Bond)		10,000
Loss Inside the Premises (Broad Form Money & Securities)		5,000
Loss Outside the Premises (Broad Form Money & Securities)		5,000
Audit Expense		10,000

Legal Expense

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Legal Defence Cost		50,000 250,000 Aggregate

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Property

Coverage Description	(\$) Deductibles	Basis	(\$) Limit of Insurance
Property of Every Description - Blanket	1,000	RC	2,521,400
Scheduled Items of Coverage - Insured	Refer to Schedule		Refer to Schedule
Moveable Property Belonging to Others	1,000		250,000
Valuable Papers	1,000		250,000
Accounts Receivable	1,000		250,000
Extra Expense	1,000		250,000
Media	1,000		250,000
Fine Arts Form	1,000		3,500
(\$) Total Amount of Insurance			3,799,900
RC = Replacement Cost ACV = Actual Cash Value VAL = Valued The Deductible is on a Per Occurrence Basis			

SCHEDULE OF COVERAGE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>BASIS OF LOSS SETTLEMENT APPLICABLE</u>	<u>LIMIT OR AMOUNT OF INSURANCE</u>
<u>RIDER NO. 1</u>			
A.	Blanket Amount on the following Property Insured: (excluding items specifically insured)	Replacement Cost	\$ 2,521,400.
(1)	Sparta Recording Building/Equipment, Southdale Line, Concession 2 Lot 8 Aylmer		
(2)	Silver Creek Recording Building/Equipment, 50400 Nova Scotia Line, Malahide		
(3)	Data Logger Recording Building/Equipment, 51261 Ron McNeil, Springfield		
(4)	Port Bruce Wind Recording Equipment and Tower, Hwy 73, Port Bruce		
(5)	Office Building, 8079 Springwater Road, Aylmer		
(6)	Garage/Workshop/Storage, 8079 Springwater Road, Aylmer		
(7)	Metal Storage Pole Barn, 8079 Springwater Road, Aylmer		
(8)	Whites Mill Washroom Building, 8079 Springwater Road, Aylmer		
(9)	Poplar Hill Washroom Building, 8079 Springwater Road, Aylmer		
(10)	Poplar Hill Playground Equipment, 47719 Conservation Line & Springwater Road, Aylmer		
(11)	Pine Ridge Washroom Buildings, 8079 Springwater Road, Aylmer		
(12)	Springwater Forest Trail Washrooms, 47719 Conservation Line & Springwater Road, Aylmer		
(13)	Fuel Storage Building and Fuel Tanks, 8079 Springwater Road, Aylmer (excluding Fuel in tanks)		
(14)	Display Panel Sign, 47719 Conservation Line & Springwater Road, Aylmer		
(15)	Footbridge (Steen Property), Aylmer		
(16)	Springwater Reservoir Boardwalk, 47719 Conservation Line & Springwater Road, Aylmer		
(17)	Springwater School Building and Storage, Conservation Line, Aylmer		
(18)	Water Filtration Building, Conservation Line, Aylmer		
(19)	Springwater Fishing Platform, Conservation Line, Aylmer		
(20)	Beach House/Concession Booth, Conservation Line, Aylmer		
(21)	Washrooms, Day-Use Area, Conservation Line, Aylmer		
(22)	South Pavilion, Day-Use Area, Conservation Line, Aylmer		
(23)	North Pavilion, Day-Use Area, Conservation Line, Aylmer		
(24)	Former Gatehouse,(storage) 47719 Conservation Line & Springwater Road, Aylmer		
(25)	Electrical Panels, 47719 Conservation Line & Springwater Road, Aylmer		
(26)	Spruce Woods Water Pump House, 47719 Conservation Line & Springwater Road, Aylmer		
(27)	Whites Mill Sewage Pump House, 47719 Conservation Line & Springwater Road, Aylmer		
(28)	Gatehouse, Day-Use Area, Conservation Line, Aylmer		
(29)	Sugar Shanty, 47719 Conservation Line & Springwater Road, Aylmer		
(30)	Activities Shelter, Poplar Hill Campground, Springwater Road, Aylmer		
(31)	Campground Store/Gatehouse, 47719 Conservation Line & Springwater Road, Aylmer		
(32)	Woodhut, 47719 Conservation Road & Springwater Road, Aylmer		
(33)	Recreational Playground Equipment		
(34)	Bradley Creek Foot Bridge, 8079 Springwater Road, Aylmer		
(35)	Springwater Forest Bridges, Conservation Line, Aylmer		
(36)	Waterlily Trail Boardwalk, Conservation Line, Aylmer		
(37)	New Holland TN75A Tractor Loader, Serial No. HJE029324, 8079 Springwater Road, Aylmer		
(38)	2009 New Holland Tractor, Model No. 1530NT16914, Serial No. 29NBB108345, 8079 Springwater Road, Aylmer		

- Continued -

SCHEDULE OF COVERAGE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>BASIS OF LOSS SETTLEMENT APPLICABLE</u>	<u>LIMIT OR AMOUNT OF INSURANCE</u>
<u>RIDER NO. 1 (Cont'd)</u>			
A.	Blanket Amount on the following Property Insured (Cont'd):		
	(39) Nuhn Prop Sewage Pump Wagon		
	(40) Two (2) Fibreglass Port-A-Potties, 8079 Springwater Road, Aylmer		
	(41) Woods Undermounted Mower, Model No. L306F10, 8079 Springwater Road, Aylmer		
	(42) Three Planter with Spray Equipment		
	(43) Chain Saws		
	(44) Survey Equipment		
	(45) Miscellaneous Tools		
	(46) 14' Aluminum Board including Motor		
	(47) Five (5) 16' Nova Craft Canoes and Four (4) Five-Person Paddle Boats		
	(48) Office Contents including Telephone System, 8079 Springwater Road, Aylmer		
	(49) Computer Equipment, 8079 Springwater Road, Aylmer		
	(50) Mitsubishi Projector, Model No. XD400U, Serial No. 01272, 8079 Springwater Road, Aylmer		
	(51) Fuji Digital Camera, Model No. S602Z, 8079 Springwater Road, Aylmer		
	(52) Nikon Digital Camera M/COOLPIX P3 Serial No. 50004488, 8079 Springwater Road, Aylmer		
	(53) Split-Fire Wood Splitter including Honda 5.5 HP Motor, 8079 Springwater Road, Aylmer		
	(54) 5' Rotary Bush Hog Mower, Model No. SQ60R-3, Serial No. 1230759, 8079 Springwater Road, Aylmer		
	(55) Lucknow Snowblower, Model No. S75, 8079 Springwater Road, Aylmer		
	(56) Springwater School Contents, 47719 Conservation Line & Springwater Road, Aylmer		
	(57) Interpretive Wagon, 8079 Springwater Road, Aylmer		
	(58) Farm Wagon, 8079 Springwater Road, Aylmer		
	(59) Woods Rear Mount Mower, 8079 Springwater Road, Aylmer		
	(60) Maple Syrup Equipment, 8079 Springwater Road, Aylmer		
	(61) Utility Trailer, 8079 Springwater Road, Aylmer		
	(62) Communication Receiving and Transmitting Equipment, 8079 Springwater Road, Aylmer		
	(63) 2011 Bauman Firewood Conveyor c/w Electric Motor, 8079 Springwater Road, Aylmer		
	(64) Leased Canon Digital Copier, Model No. IRC 5235, 8079 Springwater Road, Aylmer		
	(65) Solar Panels, Conservation Line, Aylmer		
	(66) 2015 Kubota Front Mount Lawn Tractor, Model No. F2690, Serial No. 10766 and Deck, Serial No. 11193, 8079 Springwater Road, Aylmer		
B.	Specific Limit of Insurance on the following:		
	(1) Footbridge, Archie Coulter Conservation Authority 46900 Brouwers Line, Central Elgin	Valued	25,000.
C.	Moveable Property Belonging to Others which the Insured is under obligation to insure or which is in the care, custody or control of the Insured and for which the Insured is legally liable.	Actual Cash Value	250,000.

This coverage does not apply to property otherwise scheduled above.

- Continued -

SCHEDULE OF COVERAGE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>BASIS OF LOSS SETTLEMENT APPLICABLE</u>	<u>LIMIT OR AMOUNT OF INSURANCE</u>
<u>RIDER NO. 1</u> (Cont'd)			
D.	It is understood and agreed that with respect to the Springwater Fishing Platform, Conservation Line, Aylmer, insured hereunder, the following Additional Exclusion is added Under the Property All Risks Form, Rider No. 1, Item 7 Perils Excluded:		
	- loss or damage caused by ice formations including spring breakup		
E.	Limit on Valuable Papers:		250,000.
F.	Limit on Accounts Receivable:		250,000.
G.	Limit of Extra Expense Insured at Any One Location:		250,000.
H.	Limit on Media:		250,000.
I.	Additional Condition		
	Automatic Extension is hereby deleted and replaced by the following.		
	The coverage afforded by this policy is extended to insure property acquired by or on behalf of the Insured up to a limit not exceeding \$ 25,000 provided the Insured is liable therefore and provided notice of such acquisitions is given to the Insurer within seven days.		
<u>RIDER NO. 2</u>			
A.	Fine Arts Form:		3,500.
<u>DEDUCTIBLE:</u>			
	Applicable to Rider Nos. 1 and 2	\$	1,000.
TOTAL AMOUNT OF INSURANCE			\$ 3,799,900.

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Equipment Breakdown (TechAdvantage)

Coverage Description	(\$ Deductibles / Waiting Period	(\$ Limit of Insurance
Direct Damage	1,000	10,000,000 Per Accident
Extra Expense		250,000
Spoilage		50,000
Expediting Expense		Included
Hazardous Substances		250,000
Ammonia Contamination		250,000
Water Damage		250,000
Professional Fees		250,000
Civil Authority or Denial of Access		30 days
Errors and Omissions		250,000
Data Restoration		50,000
By-Law Cover		Included
Off Premises Transportable Object		10,000
Brands and Labels		100,000
Green Coverage		50,000
Environmental Efficiency *Will not show on Declarations Page		Up to 150% of Loss
Anchor Locations		Included
Service Interruption *Will not show on Declarations Page		Included Within 1000 metres

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Owned Automobile

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Liability		
Bodily Injury and Property Damage		10,000,000
Accident Benefits		As stated in Section 4 of the Policy
Uninsured Automobile		As stated in Section 5 of the Policy
Direct Compensation – Property Damage		
*This policy contains a partial payment of recovery clause for property damage if a deductible is specified for direct compensation-property damage.		
Loss or Damage**		
Specified Perils (excluding Collision or Upset)		
Comprehensive (excluding Collision or Upset)		
Collision or Upset		
All Perils	1,000	Included
Endorsements		
GCNA #8 - Replacement Cost		Included
#32 - Use of Recreational Vehicle by Unlicensed Operators		Included
** This policy contains a partial payment of loss clause. A deductible applies for each claim except as stated in your policy.		

Account Premium

Prior Term	Total Annual Premium (Excluding Taxes Payable)	\$ 36,415	Total Annual Premium (Excluding Taxes Payable)	\$ 31,485
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Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply. The premium Quoted is subject to a 15% minimum retained (unless otherwise stated).

Cost Analysis

	Expiring Program Term	Renewal Program Term
Casualty		
General Liability	\$ 10,890	\$ 10,345
Errors and Omissions Liability	3,514	3,163
Non-Owned Automobile Liability	150	150
Environmental Liability	1,106	1,106
Crime	350	350
Legal Expense	750	750
Property		
Property	11,930	9,127
Equipment Breakdown	661	668
Automobile		
Owned Automobile	7,064	5,826
<u>Total Annual Premium</u>	\$ 36,415	\$ 31,485
(Excluding Taxes Payable)		

Changes to Your Insurance Program

Please be advised of the following changes to your insurance program that now apply:

Please note the change of Insurer(s), participation percentage and/or policy number(s).

Liability, Errors and Omissions and Cyber Risk Insurance (if coverage is applicable)

- Please refer to **'IMPORTANT PRODUCT CHANGES – DATA'** regarding changes to the above coverages.

Legal Expense

- The Legal Expense wording has changed. For a brief description in the changes to coverage please refer to Legal Expense Coverage Change information attached.
- The Legal Expense Important Information document has been updated to include a wallet card that can be copied and distributed to Insured's covered under the policy (e.g. employees, managers etc.)

Property Policy

- Building values have been increased in order to reflect inflationary trends.

Equipment Breakdown Coverage

- Coverage on your Equipment Breakdown policy is now the most innovative equipment breakdown coverage ever offered in the Canadian marketplace, protecting against losses caused by increasingly common technology-related exposures in virtually all modern equipment.
- For Coverage information and available options refer to the Equipment Breakdown Highlights Sheet.

Automobile Policy

- As of June 1, 2016, new auto reforms in Ontario will be in effect, including lower accident benefit limits, new options to increase coverage.

The Financial Services Commission of Ontario (FSCO) has produced a publication entitled *"Important Changes to your Policy"* which is available at www.fSCO.gov.on.ca and provides consumers with information regarding the auto insurance reforms. The publication explains changes to the standard auto insurance policy and the new choices available. A copy of this will also be provided with your Insurance renewal documents.

Please contact your Insurance Representative if you have any questions regarding the Auto Reforms.

IMPORTANT PRODUCT CHANGES – DATA

Overview

Every organization depends on data - be it in paper or digital form - to operate. Client and employee information is gathered and stored for transactional and/or customer service purposes, however, this activity poses a threat to both individuals and organizations with respect to right of privacy.

One of the largest exposures an organization has is the unauthorized access of confidential information and the number of ways in which access can be illegally obtained is countless and ever evolving. Frank Cowan Company believes in providing you with coverage that responds to new and emerging trends. As a result we are announcing several product changes and enhancements.

Liability Changes

Liability policies were not designed to cover loss of information from computer systems. Common cyber exposures are routinely and expressly excluded under liability. Instead, insurance has evolved to offer specific solutions for cyber events by way of cyber liability policies.

To clarify the intent of the Frank Cowan Company liability wordings, the personal injury coverage has been amended. While 'invasion of privacy' coverage is still provided under personal injury, coverage has been removed as it relates to data losses because a cyber liability policy is a better fit for this exposure.

In addition, standard exclusions for fungi, asbestos, terrorism are now included within the base wording. These were previously added to the policy via endorsement. The war and nuclear exclusions have been updated for consistency in liability wordings.

Errors and Omissions Changes

E & O coverage has changed to allow for an error or omission that may have resulted from a data entry error (e.g. a date error for an employees' benefit coverage). A loss of data or change in data as a result of a virus or cyber exposure is still not covered; however this change broadens coverage slightly and accurately reflects the original intent of this wording to cover human errors and omissions.

Cyber Risk Insurance Changes

The Frank Cowan Company offers a comprehensive cyber product and responds to network and data breaches to *your own* computer system.

There is an emerging trend where businesses that are similar in nature use Shared Computer Networks and Services via a Shared Network Agreement. This involves sharing specialized technological resources such as databases, programs, hardware and other resources to maintain the system and security.

Such an arrangement can have many benefits such as cost savings and access to more reliable systems/services, but is not traditionally covered by cyber insurance policies.

EXAMPLES OF HOW COVERAGE MAY RESPOND WITH THE CHANGES WE HAVE MADE

	Liability	E&O	Cyber
Invasion of Privacy			
Loss involving personal or confidential data in electronic form stored on the Insured's own computer system.	No	No	Yes
Loss involving personal or confidential data that is stored on a third party controlled shared computer network.	No	No	Yes
Invasion of Privacy involving personal or confidential information from other sources (public disclosure of private facts). E.g. A person is advised of a serious illness during a medical visit. A paper with this information is carelessly left on a desk and another patient reads and repeats this damaging information.	Yes	No	No
Data Entry or Administration Error			
The Insured makes an administration error or omission on computer system to an employee benefit plan.	No	Yes	No
The Insured makes an administration error or omission to a paper file to an employee benefit plan.	No	Yes	No

The following changes have been made to our cyber policy:

- We have clarified the definition of Service Provider to automatically include Network Service Agreements for Privacy Liability Coverage. New definitions have been added for Network Sharing Agreements and PCI-DSS (Payment Card Industry Data Security Standard).
- Forensic Costs no longer extend to a Service Providers System and industry standard war, radioactive contamination and nuclear exclusions have been added.
- We have amended the software responsibility exclusion so that it will only apply to software relating to security.

Frank Cowan Company is pleased to offer optional protection for Crisis Management Coverage when entering into a Shared Network Agreement via an endorsement that can be added to your cyber policy.

For your convenience, Frank Cowan Company has several resources available to assist your organization with next steps. Visit frankcowan.com and search for "cyber" to download articles and policies and procedures associated with cyber protection.

Note: Coverage for Liability, Errors and Omissions is optional and may not be provided on all risks. Should you have any or all of the above coverages, these changes will become effective at your next renewal date. If you are adding one of these coverages to your program, the changes to our wordings are effective July 1, 2016. If you have questions, or require more information, please contact your Company Representative.

Legal Expense Coverage Changes

Legal Expense

We offer comprehensive Legal Expense Coverage to protect an Insured against the cost of potential legal disputes arising out of the Named Insured's operations.

Overview of Changes

The following document outlines the changes to our wording:

- **'Permissions' Clause:** we have removed the clause that stated: *Any "Insured" claiming under this policy must have permission of the "Named Insured"*.
It is important to note that the definition of 'Insured' includes a wide range of people e.g. employees, volunteers, managers, council and committee members; and coverage is applicable to duties relating to the Named Insured's business.
- The term **'Insurer'** has been changed to **'Insurer's Claims Administrator'**.
- The term **'date of claim'** has been removed and replaced by the term **'claim'**. The term **'claim'** has been defined and spells out what constitutes a "claim" under each Insuring Agreement.

Insuring Agreements

- We have added a clause stating we will not cover legal costs related to an investigation that is conducted by the Named Insured (e.g. an internal investigation).
- Insuring Agreement II Contract Disputes and Debt Recovery
 - o Coverage was previously excluded for disputes relating to the terms of a lease of land or building, we now only exclude coverage when the Named Insured is the landlord; and
 - o We have deleted the exclusion relating to disputes over hardware, software or sales/services of computers.

Limits of Insurance Section

- We have clarified that all offences stemming from the same originating cause are considered to be one claim and apply to each legal proceeding.
- The **'Each Claim Limit'** shown on the declarations will still apply to each Insured.
- Coverage is still subject to an Each Claim Limit and an Aggregate Limit.

General Conditions

The General Condition 'Choice of Appointed Representative' has been amended to 'Conduct and Control of a Claim'. It is requested that Insureds select a law firm from the DAS panel of lawyers. The Insured must cooperate with legal counsel handling an Insured's case.

Client Material Available – Wallet Cards

- The 'Legal Expense Important Information' wording attached to each policy explains the steps that are to be taken in event of a claim.
- A **wallet card** is now attached to the policy which the Named Insured can copy & distribute to each Insured (e.g. managers, employees, etc.).

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

Description of Coverages

Frank Cowan Company offers a Comprehensive Insurance Program to meet your needs.

"Your Insurance Coverage" provides a summary of current coverages, limits and deductibles included in this proposal.

Highlights of coverage follow providing a summary of coverage. Highlight pages may include description of optional coverages.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

General Liability Highlights

Overview

- Insurers against liability imposed by law for damages because of bodily injury or death to any person resulting from the operations of the Corporation and for damages to or destruction of property of others caused by an occurrence.
- Insurers against liability imposed by law for damages because of Personal Injury sustained by any person caused by false arrest, detention or imprisonment, malicious prosecution, libel, slander, defamation of character, humiliation, invasion of privacy, wrongful eviction, wrongful entry and discrimination.

Features

- No annual aggregate limits.
- Bodily Injury, Property Damage, Products & Completed Operations Liability.
- Included as Insured's are Board Members, Employees, Volunteers, Group Home and Foster Parents or Kinship Care Providers while performing their duties as such.
- Blanket Tenants' Legal Liability included.
- Abuse Liability Extension (Occurrence Form, Aggregate Limit).
- Advertisers Liability included.
- Employers Liability included.
- Forest Fire Expense.
- Medical Payments.
- Environmental Liability Exclusion.
- If Applicable, refer to the attached Additional Insured(s) form.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

Public Entity Errors and Omissions Liability Coverage Highlights

Public Entity Errors and Omissions Insurance

Public Entity Errors and Omissions Insurance (E&O) Coverage protects risks from civil litigation caused by allegations of professional negligence or failure to perform professional duties. Errors and Omissions focuses on providing coverage when there is financial loss to a third party (rather than bodily injury or property damage as general liability does).

Features

Limits	Typically limits follow that of our Liability. We have the availability to offer up to \$50,000,000.
Defence Costs	Over and above the Limit of Insurance. Whether a potential claim is baseless, or not, mounting legal expense can have serious monetary consequences for an Insured.
No Annual Aggregate	With higher out of court settlements and increased damage awards, large or even a series of small claims can quickly erode an annual aggregate limit.
Claims Made Policy	Pays for claims occurring and reported during the policy period. Our policy provides retroactive coverage (no date need be specified) and stipulates that a claim is first known only when written notice is first received.
Claims Definition	The definition of claim also includes arbitration, mediation or alternative dispute resolution proceedings.
Insured Definition	Includes Councilors, Statutory Officers, Council Committees, Firefighters, Employees and Volunteers.

Coverage is Provided for Unique Exposures

Insurance	No exclusion for failure to procure or maintain adequate insurance bonds or coverage (e.g. construction projects).
Benefit Plans	Errors or Omissions in administering Employee Benefit Plans are covered.
Misrepresentations	Municipal governments are required to provide information with respect to local matters and must ensure the information which is provided is accurate, true and not misleading. Our definition of a Wrongful Act covers misstatements or misleading statements.
Other Specialists and Services	Covers errors or omissions when they are rendered in connection with operations that are typical of public sector such as those of building inspections, zoning, planning, developing or regulating by-laws. Officials and employees acting in good faith are often times the subject of lawsuits.

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Non-Owned Automobile Coverage Highlights

Overview

Non-Owned and hired automobile liability insurance covers bodily injury and property damage caused by a vehicle not owned by the Insured (including rented or borrowed vehicles). Coverage is provided for Third Party Liability arising from the use or operation of any automobile not owned or licensed in the name of the Insured if it results in bodily injury (including death), property damage (if the property was not in possession of the Insured) to a third party.

Features

SEF No. 96 Contractual Liability:

- When renting a vehicle you engage in a contractual relationship with the rental company where you assume liability for the operation of the automobile. It is therefore important that contractual coverage is added to the policy by way of an endorsement known as SEF (Standard Endorsement Form) No. 96. Contractual Liability coverage is automatically provided for all written contractual agreements with our Non-Owned Automobile coverage.

SEF No. 99 Long Term Lease Exclusion:

- When Contractual Liability is provided under the policy there is also an exclusion for Long Term Leased vehicles SEF No. 99. This excludes coverage for vehicles hired or leased for longer than a certain period such as 30 days.

Territory:

- The Non-Owned Automobile policy provides coverage while in Canada and United States.

Termination Clause:

- The standard termination clause has been amended in that the Insured may still provide notice of cancellation at any time, however, the Insurer must provide ninety days' notice of cancellation to the Insured rather than the standard 15 or 30 days.

SEF No. 94 Legal Liability (Physical Damage) to a Hired/Rented Automobile:

- We automatically provide coverage for damage to a vehicle that you have hired or rented. Coverage is provided via endorsement SEF No. 94. We automatically provide 'All Perils' coverage. The limit of coverage will vary per client.

Additional Information

Courts have repeatedly held that when an automobile is used on a person's behalf or under a person's direction, that person (or entity) has a responsibility for the operation of the automobile and may be held liable for damages in the event of an accident even though he or she is not the owner or driver of the vehicle. This common law principle has been supported by a number of court decisions making an employer responsible for the use and operation of an automobile when an employee is operating an automobile (not owned by the employer) while being used for the employer's business.

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Environmental Coverage Highlights

Overview

Pollution incidents are a significant risk that can result in serious harm to public health and safety as well as to the environment.

We provide pollution liability insurance for claims for third party bodily injury and property damage. Coverage is provided on a blanket basis resulting from pollution conditions on or migrating from premises owned, occupied, rented or leased by the insured that are discovered and are reported during the policy period. The policy responds to events that are gradual in nature as well as those that are sudden and accidental causing third party damage whether pollutants are released on land, into the atmosphere or in the water.

Features

Defence Costs

- Our Defence costs are over and above the limit of insurance and will respond even if allegations are groundless or false.

Storage Tanks

- Seepage or leakage from both above and below ground storage tanks are covered without being specifically listed on the policy.

Territory

- Worldwide territory.

Limits of Insurance

- Both a 'per incident' and an 'aggregate' limit is applicable.

Additional Information

Environmental exposures pose an imminent and substantial threat to public health, safety or welfare or to the environment. Exposures could stem from: wastewater treatment plants, electric utility plants, construction sites, flood and rainwater runoff or retention basins, underground fuel storage tanks, herbicides, pesticides, and fertilizers, road salts and chemicals used to de-ice roads and bridges, contaminated waste from medical facilities or health clinics, marina's, fire-fighting chemicals or even contaminated swimming pools.

An environmental exposure arising from sewers is covered under our liability.

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Crime Coverage Highlights

Overview

Our Crime Coverage is flexible in that the Insured may elect to purchase any or all of the crime coverage we have available.

Features

Below is a brief description of each coverage:

Employee Dishonesty – Form A Commercial Blanket Bond

- Covers loss of money, securities or other property from fraudulent or dishonest acts of the Insured's Employees.

Loss Inside and Loss Outside the Premises (Broad Form Money and Securities)

- Loss of Money and Securities caused by destruction, disappearance or wrongful abstraction.

Money Orders and Counterfeit Paper Currency

- Covers acceptance of false money orders or counterfeit Canadian or U.S. currency.

Forgery and Alteration

- Covers forgery or alteration to a financial instrument (cheque, draft or promissory note).

Credit Card Forgery

- Coverage protects the Insured (a corporate entity) from losses arising from its employees being defrauded on their corporate credit cards.

Computer and Transfer Fraud (Including Voice Computer Toll Fraud)

- Theft of money, securities or property when a computer is used to transfer money from an Insured to another person or place is provided.
- Voice computer toll fraud – the cost of long distance calls is covered if caused by the fraudulent use of an account code or a system password.

Extortion (Threats to Persons and Threats to Property)

- Threats to Person: Provides coverage when a threat is communicated to the Insured to do bodily harm to a director, officer or partner of the Insured (or a relative) when these persons are being held captive and the captivity has taken place within Canada or the U.S.A.
- Threats to Property: Provides coverage when a threat is communicated to the Insured to do damage to the premises or to property of the Insured located in Canada or the U.S.A.

Pension or Employee Benefit Plan Coverage

- Loss from a pension or employee benefit plan resulting directly from a dishonest or fraudulent act committed by a fiduciary.

Loss Sustained by a Client (Third Party Bond Coverage)

- Coverage is extended to a third party or client of an Insured for the loss of money, securities or other property caused by fraudulent or dishonest acts of an employee.

Audit Expense

- Coverage for the expenses that are incurred by the Insured to external auditors to review their books in order to prove a loss. This is a separate limit of insurance.

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Legal Expense Coverage Highlights

Coverage Features

We offer comprehensive Legal Expense Coverage to protect an Insured against the cost of potential legal disputes arising out of your operations.

- Coverage will pay as costs are incurred.
- Broad Core Coverage.
- Optional Coverage.
- Coverage for Appeals for Legal Defence Costs and any Optional Coverage purchased.
- Unlimited Telephone Legal Advice and access to Specialized Legal Representation in event of legal disputes.
- Additional Optional Coverage available.

Broad Core Coverage

The core coverage provides Legal Defence Costs for:

- Provincial statute or regulation.
- Criminal Code Coverage when being investigated or prosecuted. Coverage is applicable whether pleading guilty or a verdict of guilt is declared.
- Civil action for failure to comply under privacy legislation.
- Civil action when an Insured is a trustee of a pension fund for the Named Insured's employees.

Optional Coverage

In addition to the Core Coverage an Insured can mix and match any of the following Optional Coverage:

- Contract Disputes and Debt Recovery.
- Statutory License Protection.
- Property Protection.
- Tax Protection.

Limits and Deductibles

- Coverage is subject to an Occurrence and an Aggregate Limit.
- The Core Coverage is typically written with no deductible however a deductible may be applied to Optional Coverage.

Exclusions

- Each Insuring Agreement is subject to Specific Exclusions and Policy Exclusions.
- Municipal Conflict of Interest Act (or other similar provisions of other Provincial legislation) is excluded.
* Conflict of Interest Coverage may be provided under a separate policy for eligible classes of business.

Telephone Legal Advice and Specialized Legal Representation

- General Advice (available from 8 am until 12 am local time, 7 days a week).
- Emergency access to a Lawyer 24 hours a day, 7 days a week.
- Services now automatically include the option of using an appointed representative from a panel of Lawyers with expertise in a variety of areas.

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Property Coverage Highlights

Overview

We recognize Public Entities have a wide variety of property (buildings, equipment and supplies). Our wording is exceptionally broad and can cover property without it being specifically listed. Equipment and Supplies that may be unique to Public Entities may include: sewer maintenance equipment, unlicensed mobile equipment and other maintenance equipment, emergency equipment (e.g. firefighting equipment), generators, computers. Other contents and supplies are also automatically covered under our property wording without being specifically listed such as road salts, herbicides/pesticides, fuels or office contents.

Coverage can be tailored for particular risks or unique exposures e.g. coverage for police dogs, watercraft coverage for rescue operations, buildings in course of construction or property of others may require coverage.

Features

Coverage is typically written:

- On an all risk basis including replacement cost.
- As Property of Every Description – coverage can be scheduled separately if required.
- With no coinsurance, no statement of values, no margins clause or same site restriction.

Additional Coverage Features

- Land/water (pollution) clean-up: provided up to the limit of insurance if caused by an insured peril to insured property, no sublimit.
- Property in Transit is automatically covered and need not be scheduled separately (all property in transit is covered including that which is typically covered under ocean marine policy).
- Unlicensed Equipment (e.g. contractors equipment): Automatically includes replacement cost as the basis of settlement regardless of age (can be ACV or Valued if client requires) this is applicable if insured owns the unlicensed equipment.
- Standard Extensions of Coverage are included (e.g. accounts receivable or valuable papers).
- Water Towers, Standpipes and Water Reservoirs can be specifically insured.
- Coverage for docks and wharves is available.
- Sewer Back up – automatically covered.
- By-laws Coverage –for insured losses.
- Flood and Earthquake – available.
- Worldwide territory.
- Newly acquired.

Business Interruption Coverage

Business Interruption Coverage:

- Extra Expense – automatically covered.
- Other business interruption forms available upon request including:
 - Profits, Gross Revenue, Gross Earnings, Rental Value, Gross Rents forms.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

Equipment Breakdown TechAdvantage Highlights

Overview

Property policies typically exclude losses that Equipment Breakdown Insurance is designed to cover.

Equipment Breakdown Coverage insures against losses (property damage and business interruption) resulting from 'accidents' (as defined in the wording) to various types of equipment such as pressure, mechanical, electrical and pressure equipment (called "objects" in the policy). Coverage also extends to electronic equipment for 'electronic circuitry impairment'. Coverage typically extends to production machinery unless specifically excluded.

Features

Coverage is extended to pay for:

Property Damage: The cost to repair or replace damaged equipment or other covered property, including computers, due to a covered accident.

Business Income: The loss of business income due to an interruption caused by a covered accident from the date of loss until such equipment is repaired or replaced or could have been repaired or replaced plus additional time to allow your business to become fully operational.

Extra Expense: Additional costs (e.g., equipment rental) you incur after a covered loss to maintain normal operations.

Expediting Expenses: The cost of temporary repairs or to expedite permanent repairs to restore business operations.

Service Interruption: Business income and extra expense resulting from a breakdown of equipment owned by a supplier with whom the Insured has a contract to supply a service. If there is no contract, the equipment must be within 1000 metres of the location.

Data Restoration: The restoration of data that is lost or damaged due to a covered loss.

Demolition: Building demolition and rebuilding required by building laws.

Ordinance or law: The additional costs (other than demolition) to comply with building laws or codes.

Other Coverage: Spoilage, Hazardous Substances, Ammonia, Water damage, Professional Fees, Errors and Omissions, Newly Acquired Locations, Civil Authority or Denial of Access.

Coverage Automatically Includes:

Microelectronics Coverage: Provides insurance when physical damage is not detectable or when firmware or software failure causes non-physical damage. Triggered when covered equipment suddenly stops functioning as it had been and that equipment or a part containing electronic circuitry must be replaced.

Cloud Computing – Service Interruption: Pays for business interruption and extra expense when your cloud computing service provider experiences an outage due to an equipment breakdown.

Cloud Computing – Data Restoration: Pays for data restoration for data lost when stored and managed by a cloud computing service provider that experiences an equipment breakdown.

Off Premises Transportable Objects: Extends coverage to transportable equipment anywhere in North America.

Anchor Location: (when business income coverage is purchased) expands Business Income coverage resulting from a covered accident at an anchor location that attracts customers to an insured location.

Environmental Efficiency and Green Coverage: Pays for upgrades to more energy efficient or environmentally friendly equipment.

Brands and Labels: Pays for the cost of removing labels or additional cost of stamping salvaged merchandise after a loss.

Other Benefits

Public Relations Coverage: (when business income coverage is purchased other than extra expense) pays for public relations assistance to help manage your reputation that may be damaged by business interruption or data loss.

Contingent Business Interruption: (when business income coverage is purchased other than extra expense) pays for Business Income resulting from a covered accident to property not owned, operated or controlled by the Insured.

Optional Coverage

The coverage is included only if specified limits of insurance are shown on the Schedule of Coverage. A quote may be available (a completed application may be required).

Data Compromise Coverage: Up to \$50,000 (Annual Aggregate) for an Insured affected by a data breach. When a data breach occurs involving personal identifying information (information not typically available to the public) coverage includes expenses you incur for:

- Legal Counsel: to determine how you should best respond to the breach.
- Forensic Services: to help assess the nature and extent of the compromise.
- Regulatory Notification: to provide notification to the Office of the Privacy Commissioner of Canada.
- Notification and Services to Affected Individuals: a packet of customer support information, access to a helpline, fraud alert for the affected individuals, identity restoration case management for victims of identity theft caused by the breach.
- Public Relations Services: to assist in restoring your reputation.

Identity Recovery Coverage: Up to \$15,000 (Annual Aggregate) for an Insured affected by identity theft. Coverage applies to an Insured that is a sole proprietor, a partner if the Insured is a partnership, a chief executive in a corporation or a senior ministerial employee for religious institutions. Coverage is provided for various additional and unexpected expenses an individual will sustain due to an identity theft such as: costs for credit reports, lost wages, costs for the supervision of children, elderly or infirm dependents.

Additional Information

BI&I automatically provide inspection services for boilers and pressure vessels to satisfy the provincial inspection requirements on our behalf.

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Owned Automobile Coverage Highlights

Overview

We can provide mandatory automobile coverage for all licensed vehicles owned and/or leased by the Insured.

Features

Third-Party Liability Coverage:

- Coverage is provided for Third Party Liability (bodily injury and property damage) protecting you if someone else is killed or injured, or their property is damaged. It will pay for claims as a result of lawsuits against you up to the limit of your coverage, and will pay the costs of settling the claims. Coverage is for licensed vehicles you own and/or leased vehicles.

Standard Statutory Accident Benefits Coverage:

- We automatically provide standard benefits if you are injured in an automobile accident, regardless of who caused the accident. Optional Increased Accident Benefits Coverage is available upon written request.

Optional Statutory Accident Benefits Coverage - Available upon request

- Including coverage for: Income Replacement; Caregiver, Housekeeping & Home Maintenance; Medical & Rehabilitation; Attendant Care; Enhanced Medical Rehabilitation & Attendant Care; Death & Funeral; Dependent Care; Indexation Benefit (Consumer Price Index) – Ontario

Direct Compensation Property Damage:

- Covers damage to your vehicle or its contents, and for loss of use of your vehicle or its contents, to the extent that another person was at fault for the accident as per statute.

Physical Damage Coverage:

- Various basis of settlement including: Replacement Cost, Valued Basis and Actual Cash Value.

Replacement Cost – No deduction for depreciation for repairs or replacement.

- Available for specified vehicles (up to 25 years of age).
- Total Loss: the Insured has the option of purchasing a new vehicle, or accepting a cash settlement for the amount it would cost to purchase a new vehicle.
- Partial Loss: repair estimates are calculated by using all new parts to repair damage.

Valued Basis:

- Can be provided on specified vehicles, usually those that are obsolete, would not be replaced, or would be replaced with a used vehicle.

Actual Cash Value:

- Actual Cash Value (ACV) coverage is automatically provided for specified vehicles.

Additional Information

Blanket Fleet Endorsement:

- Coverage is provided on a blanket basis under the 21B – Blanket Fleet Endorsement. Premium adjustment is done on renewal. Adjustment is made on a 50/50 or pro rata basis as specified in the endorsement. Mid-term endorsements are not processed on policies with this blanket cover.

Single Loss:

- If a single loss involves both the Automobile and Property Insurance policies, the Property policy deductible is waived only on any insured property attached to the automobile.

For a list of vehicles quoted, refer to Exhibit "B".

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

EXHIBIT "A"

Estimate of Values

The information contained herein is confidential, commercial, financial, scientific and/or technical information that is proprietary to Frank Cowan Company and cannot be disclosed to others. Any such disclosure could reasonably be expected to result in significant prejudice to the competitive position of Frank Cowan Company, significant interference with its competitive position and/or cause it undue loss.

CATFISH CREEK CONSERVATION AUTHORITY

EXHIBIT "A"

BUILDINGS AND STRUCTURES

01/04/2017

ESTIMATE OF VALUES

1	OFFICE, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	432,600
2	GARAGE/WORKSHOP/STORAGE, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	134,100
3	METAL STORAGE POLE BARN, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	60,300
4	FUEL STORAGE BUILDING AND FUEL TANKS (EXCLUDING FUEL IN TANKS), 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	18,700
5	WHITES MILL WASHROOM, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	161,900
6	POPLAR HILL WASHROOM, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	84,900
7	PINE RIDGE WASHROOM, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	83,500
8	BRADLEY CREEK FOOT BRIDGE, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	3,400
9	DISPLAY PANEL SIGN, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	2,400
10	WOODHUT, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	4,000
11	SPRINGWATER FOREST TRAIL WASHROOMS, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	8,200
12	SPRUCE WOODS WATER PUMP HOUSE, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	13,400
13	WHITES MILL SEWAGE PUMP HOUSE, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	13,400
14	SPRINGWATER RESERVOIR BOARDWALK, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	23,800
15	CAMPGROUND STORE/GATEHOUSE, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	42,500
16	SUGAR SHANTY, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	62,300

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CATFISH CREEK CONSERVATION AUTHORITY

EXHIBIT "A"

BUILDINGS AND STRUCTURES

01/04/2017

ESTIMATE OF VALUES

17	ELECTRICAL PANELS, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	66,400
18	POPLAR HILL PLAYGROUND EQUIPMENT, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	93,000
19	FORMER GATEHOUSE (STORAGE), 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	26,400
20	SPRINGWATER SCHOOL BUILDING AND STORAGE, CONSERVATION LINE, AYLMER, N5H 2R4	173,800
21	WATER FILTRATION BUILDING, CONSERVATION LINE, AYLMER, N5H 2R4	20,000
22	SPRINGWATER FISHING PLATFORM, CONSERVATION LINE, AYLMER, N5H 2R4	22,400
23	BEACH HOUSE/CONCESSION BOOTH, CONSERVATION LINE, AYLMER, N5H 2R4	220,200
24	WATERLILY TRAIL BOARDWALK, CONSERVATION LINE, AYLMER, N5H 2R4	20,600
25	SPRINGWATER FOREST BRIDGES, CONSERVATION LINE, AYLMER, N5H 2R4	36,500
26	SOLAR PANELS, CONSERVATION LINE, AYLMER, N5H 2R4	12,400
27	WASHROOM BUILDING, DAY-USE AREA, CONSERVATION LINE, AYLMER, N5H 2R4	70,500
28	SOUTH PAVILLION, DAY-USE AREA, CONSERVATION LINE, AYLMER, N5H 2R4	55,800
29	NORTH PAVILLION, DAY-USE AREA, CONSERVATION LINE, AYLMER, N5H 2R4	55,800
30	GATEHOUSE, DAY-USE AREA, CONSERVATION LINE, AYLMER, N5H 2R4	10,100
31	SPARTA RECORDING BUILDING/EQUIPMENT, SOUTHDALE LINE, CONC 2 LOT 8, AYLMER, N5H 2R4	11,200
32	SILVER CREEK RECORDING BUILDING/EQUIPMENT, 50400 NOVA SCOTIA LINE, MALAHIDE, N5H 2C3	15,500
33	DATA LOGGER RECORD BUILDING AND EQUIPMENT, 51261 RON MCNEIL, AYLMER, JAMESTOWN, SPRINGFIELD, SPRINGFIELD,	27,800

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CATFISH CREEK CONSERVATION AUTHORITY

EXHIBIT "A"

BUILDINGS AND STRUCTURES

01/04/2017

ESTIMATE OF VALUES

N0L 1J0

34	FOOTBRIDGE (STEEN PROPERTY), AYLMER, N5H 2R4	35,100	
35	PORT BRUCE WIND RECORDING EQUIPMENT AND TOWER, HIGHWAY 73, PORT BRUCE, N5H 2R2	8,800	
36	ACTIVITIES SHELTER, POPLAR HILL CAMPGROUND, SPRINGWATER RD, AYLMER, N5H 2R4	17,200	
37	FOOTBRIDGE - ARCHIE COULTER CONSERVATION AREA, 46900 BROUWERS LINE, ORWELL, N5H 2R4	25,000	SPE VAL
38	RECREATIONAL PLAYGROUND EQUIPMENT	53,100	
73	EXTRA EXPENSE	250,000	LIM

TOTALS:

BLANKET

SPECIFIED

2,202,000

275,000

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CATFISH CREEK CONSERVATION AUTHORITY

EXHIBIT "A"

CONTENTS AND EQUIPMENT

01/04/2017

ESTIMATE OF VALUES

39	OFFICE CONTENTS INCLUDING TELEPHONE SYSTEM, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	63,100
40	COMPUTER EQUIPMENT, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	33,000
41	MITSUBISHI PROJECTOR XD400U, SERIAL NO. 01272, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	3,700
42	FUJI DIGITAL CAMERA S602Z, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	1,600
43	NIKON DIGITAL CAMERA COOLPIX P3, SERIAL NO. 50004488, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	400
44	LEASED CANON DIGITAL COPIER MODEL NO. IRC5235, SERIAL NO. JWH06558, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	17,800
45	COMMUNICATION RECEIVING AND TRANSMITTING EQUIPMENT, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	9,800
46	TWO (2) FIBREGLASS PORT-A-POTTIES, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	2,300
47	INTERPRETIVE WAGON, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	3,700
48	FARM WAGON, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	2,200
49	MAPLE SYRUP EQUIPMENT, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	12,100
50	NEW HOLLAND TN75A TRACTOR LOADER, SERIAL NO. HJE029324, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	33,500
51	2009 NEW HOLLAND TRACTOR 1530NT16914, SERIAL NO. 29NBB108345, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	23,900
52	WOODS UNDERMOUNTED MOWER L306F10, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	3,100
53	WOODS REAR MOUNT MOWER, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	3,100

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CATFISH CREEK CONSERVATION AUTHORITY

EXHIBIT "A"

CONTENTS AND EQUIPMENT

01/04/2017

ESTIMATE OF VALUES

54	5' ROTARY BUSH HOG MOWER SQ60R-3, SERIAL NO. 1230759, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	1,800	
55	UTILITY TRAILER, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	2,400	
56	SPLIT-FIRE WOOD SPLITTER INCLUDING HONDA 5.5HP MOTOR, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	2,500	
57	LUCKNOW SNOWBLOWER S75, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	3,100	
58	2011 BAUMAN FIREWOOD CONVEYOR C/W ELECTRIC MOTOR SERIAL NO. 11308 MODEL NO. 02808X25, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	5,400	
59	2015 KUBOTA FRONT MOUNT LAWN TRACTOR, MODEL F2690, SERIAL NO. 10766 AND DECK, SERIAL NO. 11193, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	27,400	
60	SPRINGWATER SCHOOL CONTENTS, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	1,600	
61	NUHN PROP SEWAGE PUMP WAGON	4,800	
62	TREE PLANTER WITH SPRAY EQUIPMENT	5,600	
63	CHAIN SAWS	6,400	
64	SURVEY EQUIPMENT	6,300	
65	MISCELLANEOUS TOOLS	26,800	
66	14' ALUMINUM BOAT INCLUDING MOTOR	3,500	
67	FIVE (5) 16' NOVA CRAFT CANOES AND FOUR (4) FIVE-PERSON PADDLE BOATS	8,500	
68	FINE ARTS FLOATER - (1) PRINT, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	3,500	LIM VAL
69	MOVEABLE PROPERTY OF OTHERS	250,000	LIM ACV
70	VALUABLE PAPERS	250,000	LIM
71	ACCOUNTS RECEIVABLE	250,000	LIM
72	MEDIA	250,000	LIM

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EXHIBIT "B"

AUTOMOBILE FLEET SCHEDULE

1	10 FORD PICKUP	B67224	REPL
2	14 DODGE RAM 1500	180671	REPL
3	08 KUBOTA ATV	093672	REPL
4	16 DODGE RAM 1500	340187	REPL

ADMINISTRATION SHOULD CAREFULLY EXAMINE THIS SCHEDULE TO DETERMINE ACCURATE INFORMATION. ANY CHANGES OR DISCREPANCIES SHOULD BE REPORTED TO US.

Liability Additional Insured(s)

1. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF NATURAL RESOURCES, but only with respect to the Named Insured's Employment Program.
2. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF TRAINING, COLLEGES AND UNIVERSITIES, DIRECTORS, OFFICERS, AGENTS, APPOINTEES AND EMPLOYEES, but only with respect to liability arising in the course of performance of the Named Insureds obligations under, or otherwise in connection with this Agreement
3. HER MAJESTY THE QUEEN OF ONTARIO AS REPRESENTED BY THE MINISTER OF AGRICULTURE, FOOD AND RURAL AFFAIRS, but only with respect to their New Building Canada Fund - Small Communities Fund Agreement with the Names Insured.
4. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF THE ENVIRONMENT AND CLIMATE CHANGE, but only with respect to their Funding Agreement with the Named Insured for Yarmouth Natural Heritage Area Wetland Restoration and Grassland Creation Project.
5. ONTARIO POWER GENERATION, but only with respect to the Biodiversity Management Program Services.

REPORT PF 08 / 2017 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary - Treasurer

SUBJECT: Audit Findings Letter

DATE: March 15, 2017

Purpose:

To review the contents of the 2016 Audit Findings Letter.

Discussion:

Graham Scott Enns LLP Chartered Accountants, completed the 2016 Financial Audit of the Catfish Creek Conservation Authority (CCCA) in January, 2017.

The Auditors provided the CCCA with a copy of the attached letter of their findings during the course of the Financial Audit procedures.

Recommendation:

THAT, the Chairperson of the Catfish Creek Conservation Authority sign the "Acknowledgement of the Board of Directors Letter" prepared by Graham Scott Enns LLP Chartered Accountants for the 2016 Financial Audit.



Kim Smale
General Manager / Secretary - Treasurer



GRAHAM SCOTT ENNS LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

P. 519-633-0700 · F. 519-633-7009
450 Sunset Drive, St. Thomas, ON N5R 5V1

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25 John Street South, Aylmer, ON N5H 2C1

www.grahamscottens.com

January 26, 2017

Catfish Creek Conservation Authority
8079 Springwater Road
RR # 5
Aylmer, Ontario, N5H 2R4

Dear Board of Directors:

Re: Audit Findings

This letter has been prepared to assist you with your review of the financial statements of Catfish Creek Conservation Authority for the year ending December 31, 2016. We look forward to meeting with you and discussing the matters outlined below.

Significant Matters Arising

Changes to Audit Plan

There were no changes to the audit plan (as previously presented to you).

Other Matters

We have not identified any other significant matters that we wish to bring to your attention at this time.

Significant Difficulties Encountered

There were no significant difficulties encountered during our audit.

Comments on Accounting Practices

Accounting Policies

The significant accounting policies used by the entity are outlined in Note 1 to the financial statements.

- There were no significant changes in accounting policies.
- We did not identify any alternative accounting policies that would have been more appropriate in the circumstances.
- We did not identify any significant accounting policies in controversial or emerging areas.

Significant Accounting Estimates

There were no significant estimates/judgements contained in the financial statements.

- None

Audit Findings Letter 1

Significant Financial Statement Disclosures

We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention.

Uncorrected Misstatements

We accumulated no significant uncorrected misstatements during our audit.

Significant Deficiencies in Internal Control

A deficiency in internal control exists when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

To identify and assess the risks of material misstatement in the financial statements, we are required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other control deficiencies, will be identified during our audit.

We did not identify any control deficiencies that, in our judgment, would be considered significant deficiencies.

Written Representations

In a separate communication, as attached, we have requested a number of written representations from management in respect to their responsibility for the preparation of the financial statements in accordance with Canadian accounting standards for public sector enterprises.

Other Audit Matters of Governance Interest

We did not identify any other matters to bring to your attention at this time.

We would like to thank management and staff for the assistance they provided to us during the audit.

We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you and respond to any questions you may have.

This letter was prepared for the sole use of those charged with governance of Catfish Creek Conservation Authority to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Sincerely,

GRAHAM SCOTT ENNS LLP

Chartered Professional Accountants



Bill Luyks, CPA, CA

Partner

Acknowledgement of Board of Directors:

We have read and reviewed the above disclosures and understand and agree with the comments therein:

Per: Catfish Creek Conservation Authority

Signed: _____ Date: _____

Print Name: _____

REPORT FA 09 / 2017 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer
SUBJECT: Conservation Ontario's Provincial Pre-Budget Submission
DATE: February 28, 2017

Purpose:

To provide the members with a copy of the 2017 Conservation Ontario Pre-Budget Submission to the Provincial Standing Committee on Finance and Economic Affairs.


Discussion:

On January 20th, 2017, Conservation Ontario presented the attached Pre-Budget Submission to the Standing Committee on Finance and Economic Affairs for consideration.

Also attached is a copy of the Speaking Notes from the General Manager of Conservation Ontario.

Recommendation:

THAT, Report FA 09 / 2017, be received as information at this time.



Kim Smale
General Manager / Secretary-Treasurer



Pre-Budget Submission to the Standing Committee on Finance and Economic Affairs

January 20, 2017

The costs of doing nothing to address increased flood risk in Ontario today only creates the need for even greater investments down the road and puts Ontario residents and property at risk.

Ontario's municipalities, residents and businesses more frequently face the extremes of climate change and often at the same time. Either there's too much water from extreme weather causing flooding, or not enough water as a result of prolonged drought with both conditions threatening the safety of drinking water quality and quantity.

There is a growing consensus that climate change, if not addressed, will create increasingly significant ecological and economic damages and costs. In its Hazard Identification Risk Assessment, Emergency Management Ontario identifies flooding as the leading cause of emergencies in Ontario¹.

In early January 2017 Canada's insurance industry called on all levels of government to improve climate change preparedness after a 'record-breaking year' of damage caused by natural disasters². They estimate that '\$4.9 billion in insurable damage was caused by natural disasters such as wildfires, floods and ice storms across the country'. In Ontario, damages were mainly from flooding and ice storms.

Insurance Bureau of Canada (IBC) lists notable 2016 floods in Ontario to include July storms in Bradford, Markdale, London and Toronto as well as a September storm after which the city of Windsor declared a state of emergency as a result of 190 mm of rain falling in less than 24 hours.

IBC predicts these incidents – and associated costs – will continue to climb as climate change progresses.

Conservation authorities are important, *cost efficient and experienced* partners with many programs that already help the Province to reduce and/or adapt to the impacts of climate change and reduce or prevent the cost of flooding, drought and other natural disasters. Some of these programs include:

- flood management operations reduce the impacts of flooding,
- implementation of development regulations identify flood prone areas and restrict building in these areas preventing significant damages,
- watershed planning, protection of green spaces and delivery of stewardship initiatives, such as tree planting and natural green infrastructure, build natural resiliency, and

¹ Emergency Management Ontario (Ontario Ministry of Community Safety and Correctional Services)
https://www.emergencymanagementontario.ca/english/emcommunity/ProvincialPrograms/hira/hira_2012.html#P6_1

² Insurance Bureau of Canada <http://www.ibc.ca/on/resources/media-centre/media-releases/severe-weather-natural-disasters-cause-record-year-for-insurable-damage-in-canada>

- low impact development and urban and rural stormwater management technologies also help to reduce runoff, soil erosion and protect water quality of streams and lakes including drinking water.

Conservation Authorities also play a significant role in the delivery of what is currently called the Province's Low Water Response (OLWR) program. In 2016, six Eastern Ontario watersheds experienced Level 3 Low water conditions. This has never occurred before and is the most serious low water designation, requiring immediate actions to be taken in order to ensure sustainable water supplies.

Conservation Ontario and the conservation authorities are aware of the fiscal constraints needed to address many provincial priorities, however, mitigating and reducing flooding needs to immediately be added to the list of these priorities. The cost of doing nothing today will significantly increase costs down the road.

Required Actions

In order for conservation authorities to continue to support the province to address a changing climate, particular attention needs to be focused on three areas:

1. Flood Management – additional investments are immediately needed for 2017/18
2. Low Water – continued investments
3. Source Water Protection – continued investment for source protection plan implementation

1. Integrated Flood Management Program – Imperative to address the need for updated floodplain mapping, flood management operations, and maintenance of conservation authority flood infrastructure

An essential conservation authority program area which supports the Province is flood management. Immediate investment in three priority areas is needed in order to continue to properly support the goals and objectives of Ontario's Climate Change Action Plan.

The table below outlines our total financial request as part of the Province's pre-budget consultation process. Strategic investment can build off current successful approaches.

Activity	2016/17 Provincial Investments	Requested Additional Funding 2017/2018	Total Provincial Investment for 2017/2018
Floodplain Mapping updates, technology and Tech Transfer	\$ 400,000	\$ 11.6 Million (short term)	\$ 12 Million (short term)
CA Flood Management Operations	\$ 7.4 million/yr	\$ 15.1 million	\$ 22.5 million/yr
Flood Infrastructure (major maintenance)	\$ 5 million/yr	\$ 2.5 Million	\$ 7.5 million/yr
Total Cost	\$12.8 million / yr	\$29.2million	\$42 million

a) Floodplain Mapping: Immediate one time investment of \$12 million is needed to support the update of floodplain mapping.

A current inventory of conservation authority floodplain mapping was completed in 2015 and reveals that it will cost approximately \$136 million to update all Conservation Authority Floodplain mapping. We believe that a short-term investment of \$12 million would support the work of Conservation Authorities, the MNRF and other provincial and municipal partners to undertake the following:

- **Development of a Provincial Flood Risk Assessment tool** to help prioritize flood mapping projects in addition to flood and other infrastructure projects, including roads and bridges at flood risk
- **Update the 2002 MNRF Technical Guidelines for Flood Hazard Limits to include climate change considerations.** Conservation Authorities with other stakeholders would collaboratively support the MNRF in the development of the Guidelines, undertaking a process similar to the current guidance being developed by the MOECC for Low Impact Development/Stormwater management
- **Support an initial acquisition to update base data and the large-scale elevation model** which would be updated on a 5-year cycle through ongoing flood management operations
- **Develop a strategy to update mapping on an ongoing basis** as information from climate monitoring and modelling is provided.
- **Support floodplain mapping updates, including for small rural and northern municipalities to match the Federal national Disaster Mitigation Program funding.**

b) Flood Management Operations – In order to continue to protect people and property from flooding, Conservation Ontario requests that \$15.1 million be invested in 2017/18 into conservation authority flood operations for a total contribution of \$22.5 million.

Provincial investments in conservation authority flood operations has not kept pace with needs which are quickly escalating and becoming more complex as a result of climate change impacts. Flooding is the leading cost of disasters in Ontario affecting personal property and lives as well as disrupting businesses and requiring the Province to provide disaster relief funding.

Conservation Ontario is requesting \$22.5 million in the next fiscal year but estimates that fully functioning conservation authority flood management operations across all conservation authorities requires a total investment of \$63.5 million/year, of which the Province's share should be 50% or \$31.75 million. Currently the province is paying less than a quarter of the total costs through an annual contribution of \$7.4 million to conservation authorities for their flood management operations. Municipalities are carrying an unfair burden for this provincially delegated responsibility.

Today, municipalities currently pay the bulk of the costs and these are rising as a result of more frequent and stronger storms and other extreme weather. This is particularly difficult for rural and smaller municipalities who do not have the municipal tax base to support the work needed to protect against flooding hazards. The Association of Municipalities of Ontario in their comments to the Province on the *Conservation Authorities Act* Review identified that "Municipal governments for some years have raised concerns about unstable funding to conservation authorities."

- c) Maintenance of Flood Infrastructure - Conservation Ontario is requesting that the Province invest an additional \$2.5 million in the MNRF Water Erosion and Control Infrastructure (WECI) Funding program for a total contribution of 7.5 million.**

Conservation authorities collectively own and operate a total of \$2.7 billion in flood infrastructure including over 900 dams, dykes, channels and erosion control structures. This aging infrastructure is critical in adapting to the impacts of climate change and reducing flood risk and requires major maintenance.

Currently, conservation authorities address the most critical problems with funding from the MNRF Water and Erosion Control Infrastructure Funding program. This annual provincial fund of \$5M requires matching municipal funding and this program is regularly oversubscribed by \$4M/year in total project costs. The additional \$2.5 million in funding from the Province would address this shortfall and some of this funding would be allocated to a small, rural and northern fund for water and erosion control infrastructure.

2. Low Water – Conservation authorities need continued investments in what is currently called the Ontario Low Water Response Program in order to support Provincial goals in this area

Sustained low levels of precipitation impact drinking water quality and quantity, food production through agricultural operations, recreational opportunities and economic activities. Drought also reduces the resilience of important ecosystems such as groundwater, wetlands, streams and lakes ultimately affecting the overall economic and human wellbeing of our communities.

Since 2000, Ontario's 36 conservation authorities have been partners with the Ministry of Natural Resources and Forestry (MNRF) and municipalities in what is currently called the Ontario Low Water Response program (OLWR).

Conservation authorities provide an important suite of activities which are crucial to address low water conditions. These include: collecting and analyzing monitoring data; providing recommendations for moving between low water levels; maintaining and scheduling local multi-stakeholder low water response team meetings; developing low water reports; and developing public/media messaging and education regarding changing low water conditions within local watersheds.

Long-term funding for this work has yet to be confirmed by the Province. Continued and/or enhanced funding support for Conservation Authorities in this program area is required.

3. Source Water Protection – Conservation authorities need continued funding to support the implementation of source protection plans under the Clean Water Act

This collaborative initiative funded by the Province will ensure that Ontarians have access to clean and safe drinking water. Conservation authorities have played a key role in developing science based assessment reports and 22 local source protection plans which have been approved by the Province.

As the focus of the source water protection work transitions from planning to implementation, it requires conservation authorities to continue to play a critical role in assisting the Province to ensure the plans are implemented effectively so that drinking water sources are safe and sustainable. Long-term funding for this work has yet to be confirmed by the Province. **Sustainable funding to conservation authorities for this work needs to continue in order to support the Province in safeguarding Ontario's drinking water.**



Speaking Notes

Pre-Budget Submission to the Standing Committee on Finance and Economic Affairs

January 20, 2017

Hello, my name is Kim Gavine and I am the General Manager for Conservation Ontario. I have with me Jo-Anne Rzaeki, Business Development and Partnerships Co-ordinator. Our organization represents Ontario's 36 Conservation Authorities who are watershed management agencies working across the province. Conservation Authority programs and services provide many added value benefits for the Province, helping to protect the Great Lakes, drinking water sources and natural areas as well as protecting people and property from costly flooding and erosion damages.

There are three messages *I hope* you remember after hearing me today and reading our submission to the committee:

Number one: **The costs of addressing flood damages in Ontario are significant and growing.** This includes damages to property and flood infrastructure, as well as the cost of business disruption and ecological damages.

Number two: **Conservation Authorities are cost effective and very experienced partners.** They have worked since the 1940s with the Province to reduce and mitigate the damages of flooding and erosion.

And number three: **Conservation Authority flood programs cannot keep up with the growing number of flood incidents and damages and need immediate short term and long term investments.** Funding is needed to address aging infrastructure, updates to floodplain mapping, and flood operations.

Climate change impacts and their costs are increasing.

Two reliable sources – the Insurance Bureau of Canada and the Federal Auditor General - urgently warned us that weather-related incidents *and the costs required to address the resulting damages* will continue to grow. These costs are felt by all levels of government, businesses and residents in Ontario.

Earlier this month, IBC called on all levels of government across Canada to improve climate change preparedness after a ‘record-breaking year’ of damage caused by natural disasters such as wildfires, ice storms and flooding. They flagged a number of notable flood incidents in Ontario which included July storms impacting Bradford, Markdale, London and Toronto. They also highlighted a September storm in the Windsor area which prompted the city of Windsor to declare a state of emergency.

In addition, a Spring 2016 report released by the Federal Auditor General stated that severe weather will have a great impact on Canadians. “Physical, social, and economic impacts are significant, often resulting in long-term costs and disrupting everyday life”.

What's most interesting about this report is that according to the Auditor General's office, Public Safety Canada estimates that every dollar invested in mitigation saves \$3 to \$5 in recovery costs.

Spending money on keeping conservation authority flood operations up to date will save money.

This leads me into my **second message** which is that Ontario's 36 Conservation Authorities are very cost effective and experienced partners for the Province in reducing and mitigating the impacts of flooding in Ontario.

Reviews of flood programs across Canada have shown that Ontario is a leader in flood operations compared to other provinces. We feel that this is due, in large part, to a long standing flood management partnership between the Province, municipalities and conservation authorities which dates back to the 1940s.

In addition to flood management programs within conservation authorities, there are many other CA programs and services which also help to manage the impacts of flooding and build resilient watersheds. These programs include watershed planning and regulations, source water protection, low water programs, agricultural and other stewardship, green infrastructure, stormwater management and many others. Together, with the flood management programs, they provide a solid package.

My **last message** is around the need for more provincial investments. As we've shown in our Flood Business Case, provincial funding has not kept pace with the

needs of conservation authority flood programs – programs which the Province itself relies on heavily. We struggle with outdated floodplain mapping, aging infrastructure, and, particularly, reduced flood operations.

Today, conservation authorities share a total of \$7.4 million per year in flood operation funding and a matching contribution of \$5 million a year in infrastructure funding. This funding falls well short of what is needed.

Many municipalities have had to step in and address immediate flooding concerns on a local basis. Their ability to do so varies, however, with many smaller municipalities struggling to contribute.

Through **incremental investing starting immediately** – the Province could begin to bring the conservation authority flood operations up to where they need to be. A high level review of these numbers is provided in our submission to the committee.

These investments will help to reduce future growing damage costs which will – if not prevented now – will be much greater and need to be paid for by the Province and others.

I apologize to the committee that our messages today are not new for you – but I must stress that each year we delay in addressing the lack of funding in Ontario's flood programs, the greater the need becomes.

I hope I have been able to effectively communicate those three key messages that I started with so that you have them for your discussions with your colleagues.

Thank you very much for your time today and I welcome any questions you may have.

Kim Gavine; kgavine@conservationontario.ca; 905-895-0716 ext 231

REPORT FA 10 / 2017 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: 2017 Final Budget and Municipal Levy

DATE: March 15, 2017

Purpose:

To approve the 2017 CCCA Budget and Municipal Levy apportionments.

Background:

A Draft Preliminary Budget and estimated Levy using Current Value Assessment (CVA) was presented to and approved by the Personnel / Finance Committee on January 26th, 2017. Subsequently, this information was circulated to the member municipalities for their consideration in accordance with the 30 day review period as set out in the Municipal Levy Regulation.

The Final Budget will be considered for approval at the March Full Authority meeting and is subject to a "weighted vote". A table has been included summarizing relative weightings for each municipality. A vote with greater than 50% weighted support of those members in attendance will pass the Budget. Votes are considered "lost" for absent members. No proxy voting is permitted.

A recorded vote will be called at the meeting in accordance with the Municipal Levy Regulation.

The Final Budget being presented in Report FA 10 / 2017, has not changed from the Draft Preliminary Budget that was approved and circulated in January.

Recommendation:

THAT, the 2017 Catfish Creek Conservation Authority Budget totalling \$1,305,873.10, be adopted as presented; and further,

THAT, the 2017 Municipal General Levy in the amount of \$263,481.94 and the Special Plan Review Levy in the amount of \$8,250.00, be approved as presented.

Member's Name	Municipality	CVA Apportionment %	Yes	No
Rick Cerna	Township of Malahide	35.0074		
Arthur Oslach	Town of Aylmer	27.8131		
Sally Martyn	Municipality of Central Elgin	27.6427		
Anne Vanhoucke	Township of South-West Oxford	3.3950		
Mark Tinlin	City of St. Thomas	6.1419		



Kim Smale
General Manager / Secretary-Treasurer



**CATFISH CREEK
CONSERVATION AUTHORITY**

**2017
FINAL BUDGET**

March 23, 2017

CATFISH CREEK CONSERVATION AUTHORITY

FINAL BUDGET 2017

SUMMARY OF REVENUE AND EXPENDITURES

	2017 Budget	2016 Budget	2016 Actual
SUMMARY - REVENUE			
Provincial Grants (Transfer Payments)	\$79,835.00	\$79,835.00	\$79,835.00
Other Provincial Grants	\$92,188.92	\$92,348.11	\$125,829.30
Federal Grants	\$44,287.10	\$23,300.00	\$60,945.00
Employment Program Grants	\$18,732.00	\$15,000.00	\$30,285.18
Municipal General Levies	\$263,481.94	\$244,124.45	\$244,124.45
Special Benefiting Levies	\$49,250.10	\$43,877.34	\$19,668.47
Donations/Sponsorships	\$36,150.00	\$36,850.00	\$41,989.32
Camp User Fees & Sales	\$473,500.00	\$458,860.00	\$486,536.70
Maple Syrup	\$55,350.00	\$55,850.00	\$54,539.36
Other Revenue	\$90,678.42	\$95,473.73	\$88,926.61
Previous Year's Surplus (Deficit)	-\$10,490.46	\$376.82	\$376.83
From (To) Reserves-Special Projects	\$24,077.49	\$51,836.52	\$36,034.97
From (To) Reserves	\$88,832.59	\$194,549.92	\$100,846.25
TOTAL REVENUE	\$1,305,873.10	\$1,392,281.89	\$1,369,937.44

	2017 Budget	2016 Budget	2016 Actual
SUMMARY - EXPENDITURES			
Administration	\$172,169.56	\$179,093.21	\$170,884.80
Flood Control Structures	\$11,692.00	\$13,317.37	\$10,945.24
Flood Forecasting & Warning	\$152,964.81	\$155,639.90	\$142,835.22
Ice Management	\$95,600.20	\$93,727.34	\$22,836.94
Plan Input & Review	\$34,034.62	\$33,796.11	\$32,503.03
Watershed Planning	\$13,302.94	\$14,927.62	\$18,151.03
Technical Studies	\$9,119.26	\$9,743.16	\$6,097.02
Information & Education	\$27,570.29	\$28,967.11	\$22,536.93
Other Conservation Lands	\$59,546.80	\$65,352.24	\$159,792.13
Tree Planting	\$29,433.27	\$31,593.54	\$15,942.62
Woodlot Management	\$7,422.44	\$9,895.80	\$8,547.22
Watershed Stewardship	\$40,755.92	\$20,750.00	\$21,421.76
Fish & Wildlife Habitat	\$0.00	\$0.00	\$0.00
Water Management Programs	\$32,388.92	\$36,260.21	\$39,536.72
Special Projects	\$3,000.00	\$3,000.00	\$3,380.68
Capital Projects	\$13,546.16	\$78,000.00	\$86,647.09
Vehicle & Equipment Op's	\$57,455.00	\$91,565.00	\$91,921.86
Maple Syrup	\$57,522.11	\$58,421.44	\$49,316.68
Springwater CA Operations	\$488,348.80	\$468,231.84	\$477,130.93
TOTAL EXPENSES	\$1,305,873.10	\$1,392,281.89	\$1,380,427.90
NET Profit (Loss)	\$0.00	\$0.00	-\$10,490.46

CATFISH CREEK CONSERVATION AUTHORITY

FINAL BUDGET 2017

INCOME APPROPRIATION FROM RESERVES

RESERVE NAME	Amount per 2017 Budget	BALANCE Per G/L	BALANCE 2017 Year End	Sub-Totals	Category
SPECIAL PROJECTS RESERVES:					
YNHA	\$ 5,859.64	\$ 13,475.83	\$ 7,616.19	\$ 3,859.64	YNHA
Bradley Creek	\$ -	\$ 6,035.53	\$ 6,035.53	\$ 2,000.00	Tree Planting
Group Benefits	\$ -	\$ -	\$ -		
Community Forest	\$ 750.00	\$ 2,954.49	\$ 2,204.49	\$ 750.00	Community Forest
Springwater Forest	\$ 8,095.80	\$ 89,262.02	\$ 81,166.22	\$ 2,187.16	Springwater Forest
ACCA	\$ 513.80	\$ 5,500.00	\$ 4,986.20	\$ 5,908.64	Woodlot Management
Environmental Education (ELP)	\$ 441.80	\$ 441.80	\$ -	\$ 500.00	Other CA's (ACCA)
Special Projects Support	\$ -	\$ 7,858.29	\$ 7,858.29	\$ 13.80	Woodlot Management
Palmer Estate	\$ 6,916.45	\$ 5,916.45	\$ -	\$ 441.80	ELP
Path of Honour	\$ 1,500.00	\$ 17,928.01	\$ 16,428.01	\$ -	
SUB-TOTAL SPECIAL PROJECTS RESERVES	\$ 24,077.49	\$ 149,372.42	\$ 125,294.93	\$ 1,500.00	Information & Education : ELP
GENERAL RESERVES:					
Working Capital:	\$ 64,332.59	\$ 148,500.00	\$ 84,167.41	\$ 3,370.29	Observation Platform
Capital Acquisition	\$ 16,000.00	\$ 31,911.17	\$ 15,911.17	\$ 3,546.16	Path of Honour
Land Acquisition	\$ -	\$ 75,757.35	\$ 75,757.35	\$ 1,500.00	
C.A. Development	\$ 8,500.00	\$ 44,274.92	\$ 35,774.92	\$ -	
SUB-TOTAL GENERAL RESERVES	\$ 88,832.59	\$ 300,443.44	\$ 211,610.85	\$ 88,832.59	
TOTALS	\$ 112,910.08	\$ 449,815.86	\$ 336,905.78	\$ 112,910.08	

**CATFISH CREEK CONSERVATION
2017 REVENUE SOURCES**

PROGRAM	2017 Proposed	PROV. GRANT	GENERAL LEVY	SPECIAL LEVY	Oth. Piv. GRANTS	Employment GRANTS	Federal GRANTS	RESERVES	SURPLUS (DEFICIT)	RE- ALLOCATED	DONATIONS	INCOME
Administration	172,169.56	9,400.60	103,134.48									
Flood Control Structures	11,692.00	5,904.94	5,787.06					51,290.43	-10,490.46	9,211.09		9,623.42
Flood Forecasting & Warning	152,964.81	49,367.65	103,597.16									
Ice Management	95,600.20	8,000.10		41,000.10	23,300.00		23,300.00					
Plan Input	34,034.62	3,057.15	18,727.47	8,250.00								4,000.00
Watershed Planning	13,302.94	1,604.56	11,698.38					0.00				
Technical Studies	9,119.26	2,500.00	6,619.26									
Information & Education	27,570.29		3,508.20					3,812.09			12,750.00	7,500.00
Other Conservation Lands	59,546.80				28,000.00		0.00	6,546.80			13,400.00	11,600.00
Tree Planting	29,433.27		10,409.93					15,023.34			250.00	3,750.00
Woodlot Management	7,422.44							5,922.44				1,500.00
Watershed Stewardship	40,755.92				9,000.00		20,987.10	768.82				10,000.00
Fish & Wildlife Habitat	0.00				0.00			0.00				
Water Management Programs	32,388.92				31,888.92			0.00				500.00
Special Projects	3,000.00							1,500.00			1,500.00	
Capital Projects	13,546.16							12,046.16			1,500.00	
Vehicle & Equipment Operations	57,455.00		0.00					16,000.00				41,455.00
Maple Syrup	57,522.11							0.00		-3,327.89	5,500.00	55,350.00
Springwater CA Operations	488,348.80					18,732.00		0.00		-5,883.20	2,000.00	473,500.00
TOTALS	1,305,873.10	79,835.00	263,481.94	49,250.10	92,188.92	18,732.00	44,287.10	112,910.08	-10,490.46	0.00	36,900.00	618,778.42

CATFISH CREEK CONSERVATION AUTHORITY

2017 MUNICIPAL GENERAL LEVY COMPARISON

Municipality	2016 CVA Apport. %	2016 General Levy	2016 With New CVA	Change Due to New CVA	Proposed Increase	2017 General Levy	* 2017 Planning Levy	2017 Total Levy
Aylmer, Town of	27.8131%	67,265.53	67,898.47	632.94	5,357.19	73,255.66	850.00	74,105.66
Central Elgin, Municipality of	27.6427%	67,361.35	67,482.55	121.20	5,324.37	72,806.92	2,150.00	74,956.92
Malahide, Township of	35.0074%	86,054.82	85,461.51	-593.31	6,742.91	92,204.42	4,550.00	96,754.42
South-West Oxford, Township of	3.3950%	8,535.58	8,288.05	-247.53	750.00	9,038.05	350.00	9,388.05
St. Thomas, City of	6.1419%	14,907.17	14,993.88	86.71	1,183.02	16,176.90	350.00	16,526.90
	100%	244,124.45	244,124.45	0.00	19,357.49	263,481.94	8,250.00	271,731.94

Footnotes:

* Levies partially support the costs of operating the provincially mandated responsibilities of municipal plan input and review. Operating grants for provincially mandated responsibilities have been flatlined since 2000. The Special Planning Levy is calculated based on past, existing, and anticipated program activity. The municipality has the option of recovering this Special Planning Levy through application fees.

**At the January 23, 2013, meeting of the CCCA Board of Directors, a minimum General Levy annual increase of \$750.00 was adopted.

Data for Calculation of Sliding Scale of Grants and Levy for 2017

Municipality	% of Municipality in Watershed	Current Value Assessment (CVA) for Municipality	Current Value Assessment (CVA) in Watershed	CVA Based Apportionment Percentage
Aylmer, Town of	100%	653,598,113	653,598,113	27.8131%
Central Elgin, Municipality of	40%	1,623,986,079	649,594,431	27.6427%
Malahide, Township of	82%	1,003,246,166	822,661,856	35.0074%
South-West Oxford, Township of	8%	997,270,598	79,781,648	3.3950%
St. Thomas, City of	4%	3,608,318,030	144,332,721	6.1419%
		7,886,418,986	2,349,968,769	100%

The apportionment figures are calculated from assessment data provided by the Municipal Property Assessment Corporation (MPAC), and further revised based on the Conservation Authority Levies Regulation (Ontario Regulation 670/00 under the Conservation Authorities Act. The assessment data is based on current value as of December, 2013.

**CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017**

Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
ADMINISTRATION						
WAGES & BENEFITS						
Wages - General Manager/Secretary-Treasurer	\$ 28,565.90	\$ 77,465.62	\$ 28,143.75	\$ 76,320.72	\$	\$ 76,320.84
Financial Services Coordinator	\$ 41,941.43	\$	\$ 41,321.51			
Program Support Assistant	\$ 6,958.29	\$	\$ 6,855.46			
Benefits - General Manager/Secretary-Treasurer	\$ 6,358.04	\$ 20,211.25	\$ 6,334.91	\$ 20,091.65	\$	\$ 20,320.32
Financial Services Coordinator	\$ 11,490.87	\$	\$ 11,443.62			
Program Support Assistant	\$ 2,362.34	\$	\$ 2,313.12			
A1		\$ 97,676.87		\$ 96,412.37		\$ 96,841.16
TRAVEL EXPENSES & ALLOWANCES		\$ 7,701.05		\$ 8,033.84		\$ 6,721.31
- FA Mtgs 10x5x\$45.46	\$ 2,273.00	\$	\$ 2,239.00		\$ 1,970.32	
- P/F Mtgs 3x5x\$45.46	\$ 681.90	\$	\$ 671.70		\$ 273.90	
- LMC Mtgs 2x5x\$45.46	\$ 454.60	\$	\$ 447.80		\$ 403.02	
- Interview Committee 2x2x\$45.46	\$ 181.84	\$	\$ 179.12		\$ 358.24	
- Special Meetings 1x5x\$45.26	\$ 227.30	\$	\$ 223.90		\$	
- Cons. Ont. Meetings &/or Latomell	\$ 1,200.00	\$	\$ 1,200.00		\$ 1,261.53	
- Members Mileage	\$ 1,000.00	\$	\$ 1,000.00		\$ 1,097.82	
- Chair's Honorarium	\$ 682.41	\$	\$ 672.32		\$ 672.32	
- Biennial Conservation Tour (1 member)	\$	\$	\$		\$	
- Meeting Expenses	\$	\$	\$		\$	
Staff Mileage & Expenses	\$ 1,000.00	\$ 600.00	\$ 1,400.00	\$ 600.00	\$ 684.16	\$ 543.36
A2		\$ 8,301.05		\$ 8,633.84		\$ 7,264.67
EQUIPMENT PURCHASE & RENTAL						
Office Equipment Purchase	\$	\$ 1,000.00	\$	\$ 1,000.00	\$	\$ 169.75
Office Equipment Rental:	\$	\$ 4,200.00	\$	\$ 4,300.00	\$	\$ 4,031.81
- postage meter	\$ 600.00	\$	\$ 700.00		\$ 522.02	
- photocopier	\$ 3,600.00	\$	\$ 3,600.00		\$ 3,509.79	
Maintenance of Office Equip:	\$	\$ 2,825.00	\$	\$ 2,750.00	\$	\$ 2,783.92
- photocopier	\$ 1,650.00	\$	\$ 1,600.00		\$ 1,611.28	
- postage meter	\$ 175.00	\$	\$ 150.00		\$ 174.01	
- computers & network support & website upgrade	\$ 1,000.00	\$	\$ 1,000.00		\$ 998.63	
Vehicle/Equipment Rental	\$	\$ 1,000.00	\$	\$ 1,800.00	\$	\$ 822.19
A3		\$ 9,025.00		\$ 9,850.00		\$ 7,807.67
MATERIALS & SUPPLIES						
Uniforms	\$	\$ 150.00	\$	\$ 150.00	\$	\$
Postage	\$	\$ 1,000.00	\$	\$ 1,000.00	\$	\$ 949.28
Stationery & Office Supp.	\$	\$ 2,500.00	\$	\$ 2,000.00	\$	\$ 2,555.67
General Printing (letterhead, envelopes, cards, etc.)	\$	\$ 500.00	\$	\$ 500.00	\$	\$
A4		\$ 4,150.00		\$ 3,650.00		\$ 3,504.95

**CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017**

	Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
RENT & UTILITY SERVICES							
Telephone	5245		\$ 2,700.00		\$ 2,500.00		\$ 2,686.23
Heat & Hydro:	5250		\$ 6,860.00		\$ 6,000.00		\$ 6,467.01
- Hydro		\$ 6,700.00		\$ 5,850.00		\$ 6,315.61	
- Hot Water Heater Rental		\$ 160.00		\$ 150.00		\$ 151.40	
Office Cleaning & Maintenance:	5255		\$ 6,349.64		\$ 14,500.00		\$ 11,230.36
- office cleaning (bi-weekly)		\$ 1,849.64		\$ 1,500.00		\$ 1,778.50	
- interior decorating		\$ 2,500.00		\$ 2,500.00		\$ -	
- water system		\$ 500.00		\$ 500.00		\$ -	
- roof replacement		\$ -		\$ 8,500.00		\$ 8,904.00	
- general maint		\$ 1,500.00		\$ 1,500.00		\$ 547.86	
	A5		\$ 15,909.64		\$ 23,000.00		\$ 20,383.60
GENERAL EXPENSES							
Taxes on Admin. Office	5270		\$ 2,500.00		\$ 2,700.00		\$ 2,434.92
Legal Fees	5275		\$ 750.00		\$ 750.00		\$ -
General Expenses	5285		\$ 2,500.00		\$ 2,800.00		\$ 2,367.89
Insurance, Adm.	5290		\$ 4,400.00		\$ 4,515.00		\$ 4,383.47
Bank Charges	5295		\$ 500.00		\$ 500.00		\$ 428.07
Audit Fees	5300		\$ 8,000.00		\$ 8,000.00		\$ 7,886.40
Conservation Ontario Levy	5305		\$ 18,457.00		\$ 17,782.00		\$ 17,782.00
Advertising for office equip, staff	5310		\$ -		\$ 500.00		\$ -
	A6		\$ 37,107.00		\$ 37,547.00		\$ 35,282.75
			\$ 172,169.56		\$ 179,093.21		\$ 170,884.80
ADMINISTRATION - REVENUE							
Grants: Provincial	4010		\$ 9,400.60		\$ 2,198.31		\$ 2,198.31
Municipal General Levy	4100		\$ 103,134.48		\$ 80,016.78		\$ 95,116.78
Revenue: Interest Income	4675		\$ 5,400.00		\$ 6,000.00		\$ 5,487.92
Revenue: Sundry Income	4850		\$ 4,223.42		\$ 500.00		\$ 2,248.62
Reserve - Working Capital	3150		\$ 51,290.43		\$ 79,944.58		\$ 60,500.00
Previous Year Surplus (Deficit)	4955		\$ 10,490.46		\$ 376.82		\$ 376.83
			\$ 162,958.47		\$ 169,036.49		\$ 165,928.46
Revenue Appropriated from SPW Operations			\$ 5,883.20		\$ 7,628.16		\$ -
Revenue Appropriated from Maple Syrup Program			\$ 3,327.89		\$ 2,428.56		\$ 2,500.00
			\$ 172,169.56		\$ 179,093.21		\$ 168,428.46

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017

		Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
FLOOD CONTROL STRUCTURES								
Springwater Dam:								
Wages	Conservation Areas Supervisor	5090		\$ 7,689.26		\$ 7,575.63		\$ 7,575.62
Benefits	Conservation Areas Supervisor	5091		\$ 1,402.74		\$ 1,446.74		\$ 1,443.87
Vehicle & Equipment Rentals		5092		\$ 550.00		\$ 550.00		\$ -
Routine/Minor Maintenance		5092		\$ 500.00		\$ 1,500.00		\$ 428.46
Preventative Maintenance		5094		\$ 250.00		\$ 750.00		\$ 208.85
Operation of Flood Control Structures (insurance&taxes)		5096		\$ 1,300.00		\$ 1,495.00		\$ 1,288.44
				<u>\$ 11,692.00</u>		<u>\$ 13,317.37</u>		<u>\$ 10,945.24</u>
FLOOD CONTROL STRUCTURES - REVENUE								
Grants: Provincial		4010		\$ 5,904.94		\$ 5,904.94		\$ 5,904.94
Municipal General Levy		4100		\$ 5,787.06		\$ 7,412.43		\$ 5,112.43
				<u>\$ 11,692.00</u>		<u>\$ 13,317.37</u>		<u>\$ 11,017.37</u>

**CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017**

	Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
FLOOD FORECASTING & WARNING							
Wages - General Manager/Secretary-Treasurer	5100	\$ 38,087.87	\$ 97,016.46	\$ 37,525.00	\$ 98,337.50	\$	\$ 94,270.38
Resource Planning Coordinator		\$ 25,164.86	\$	\$ 27,547.74			
Water Management Technician		\$ 31,489.78	\$	\$ 31,024.41			
Program Support Assistant		\$ 2,273.95	\$	\$ 2,240.35			
Benefits - Payroll:	5101					\$	\$ 23,678.91
General Manager/Secretary-Treasurer		\$ 8,477.39	\$ 23,098.35	\$ 8,446.54	\$ 23,382.40		
Resource Planning Coordinator		\$ 4,578.36	\$	\$ 5,235.42			
Water Management Technician		\$ 9,270.59	\$	\$ 8,944.41			
Program Support Assistant		\$ 772.01	\$	\$ 756.03			
Data Collection (Operation/Maintenance of Gauges)	5112		\$ 120,114.81		\$ 121,719.90	\$	\$ 117,949.29
Data Logger (Jamestown)	5112	\$ 6,600.00	\$ 6,600.00		\$ 6,500.00	\$	\$ 6,552.14
Flood Forecasting & Uniforms	5113	\$ 3,500.00	\$ 3,500.00		\$ 3,500.00	\$	\$
COMMUNICATIONS:	5114	\$ 500.00	\$ 500.00		\$ 700.00	\$	\$ 177.54
- Equipment Purchase		\$ 200.00	\$ 5,800.00	\$ 200.00	\$ 6,600.00	\$	\$ 2,250.84
- Turris Communications (air time & system license)		\$ 2,600.00	\$	\$ 2,400.00	\$	\$ 137.24	
- Industry Canada (mobile radio license)		\$ 200.00	\$	\$ 200.00	\$	\$ 191.00	
- Maintenance of radio equip		\$ 1,000.00	\$	\$ 2,000.00	\$	\$	
- computers & network support & website upgrade		\$ 1,100.00	\$	\$ 1,100.00	\$	\$ 1,170.12	
- Cell Phone		\$ 700.00	\$	\$ 700.00	\$	\$ 752.48	
OPERATIONS CENTRE:	5115		\$ 4,050.00	\$	\$ 3,150.00	\$	\$ 3,929.57
- Heat & Hydro		\$ 2,200.00	\$	\$ 1,500.00	\$	\$ 2,139.94	
- Insurance		\$ 650.00	\$	\$ 650.00	\$	\$ 644.22	
- Maintenance		\$ 1,200.00	\$	\$ 1,000.00	\$	\$ 1,145.41	
Response To Flood	5117		\$		\$ 750.00	\$	\$
FLOOD CONTROL SYSTEMS	5118						
- Insurance		\$ 7,600.00	\$ 7,600.00	\$	\$ 7,620.00	\$	\$ 7,586.46
- Telephone/Fax/Internet		\$ 4,050.00	\$ 4,050.00	\$	\$ 3,800.00	\$	\$ 4,029.36
Vehicle & Equipment Rental	5119	\$ 750.00	\$ 750.00	\$	\$ 1,300.00	\$	\$ 360.02
		\$ 32,850.00	\$ 32,850.00	\$	\$ 33,920.00	\$	\$ 24,885.93
SYSTEMS OPERATION - REVENUE			\$ 152,964.81		\$ 155,639.90	\$	\$ 142,835.22
Grants: Provincial	4010	\$ 49,367.65	\$ 49,367.65	\$	\$ 50,817.65	\$	\$ 50,817.65
Municipal General Levy	4100	\$ 103,597.16	\$ 103,597.16	\$	\$ 104,822.25	\$	\$ 92,022.25
		\$ 152,964.81	\$ 152,964.81	\$	\$ 155,639.90	\$	\$ 142,839.90

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017

	Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
ICE MANAGEMENT							
Wages - Water Management Technician	5125	\$ 9,083.59	\$ 11,940.18	\$ 8,949.35	\$ 11,763.72	\$	\$ 11,763.70
General Manager/Secretary-Treasurer		\$ 2,856.59	\$	\$ 2,814.37			
Benefits - Water Management Technician	5125	\$ 2,674.21	\$ 3,310.02	\$ 2,580.12	\$ 3,213.62	\$	\$ 3,262.64
General Manager/Secretary-Treasurer		\$ 635.80	\$	\$ 633.49			
EXPENSES:							
- Ice Breaking	5125	\$ 9,600.00	\$ 80,350.00	\$ 8,000.00	\$ 78,750.00	\$	\$ -
- Dredging		\$ 70,000.00	\$	\$ 70,000.00		\$	\$ 7,224.96
- Miscellaneous		\$ -	\$	\$ -		\$	\$ -
- Vehicle/Equipment Rental		\$ 750.00	\$ 95,600.20	\$ 750.00	\$ 93,727.34	\$	\$ 585.64
						\$	\$ 22,836.94
ICE MANAGEMENT - REVENUE							
Grants: Provincial	4010		\$ 8,000.10		\$ 11,500.00	\$	\$ 11,500.00
Grants: Other Provincial (Infrastructure Fund)	4050		\$ 23,300.00		\$ 23,300.00		
Grants: Federal (Infrastructure Fund)	4060		\$ 23,300.00		\$ 23,300.00		
Special Benefiting Levy	4120		\$ 41,000.10		\$ 35,627.34		\$ 11,418.47
			\$ 95,600.20		\$ 93,727.34		\$ 22,918.47
PLAN INPUT & REVIEW							
Wages - Resource Planning Coordinator	5130	\$	\$ 23,067.79	\$	\$ 22,726.89	\$	\$ 22,526.28
Benefits - Payroll	5131	\$	\$ 4,196.83	\$	\$ 4,319.22	\$	\$ 4,299.46
EXPENSES:	5132	\$	\$ 6,770.00	\$	\$ 6,750.00	\$	\$ 5,677.29
- Miscellaneous		\$ 500.00	\$	\$ 500.00	\$ 82.93		
- Uniforms		\$ 500.00	\$	\$ 500.00	\$ 493.88		
- Vehicle & Equipment Rental		\$ 850.00	\$	\$ 800.00	\$ 829.26		
- Equipment Purchase		\$ 500.00	\$	\$ 500.00	\$ -		
- Telephone/Fax/Internet		\$ 1,020.00	\$	\$ 1,000.00	\$ 1,012.58		
- computers & network support & website upgrade		\$ 1,100.00	\$	\$ 1,100.00	\$ 998.63		
- Insurance		\$ 2,300.00	\$	\$ 2,350.00	\$ 2,260.01		
			\$ 34,034.62		\$ 33,796.11	\$	\$ 32,503.03
PLAN INPUT - REVENUE							
Grants: Provincial	4010	\$	\$ 3,057.15	\$	\$ 3,657.15	\$	\$ 3,657.15
Municipal General Levy	4100	\$	\$ 18,727.47	\$	\$ 16,888.96	\$	\$ 16,888.96
Special Benefiting Levy (Plan Review)	4120	\$	\$ 8,250.00	\$	\$ 8,250.00	\$	\$ 8,250.00
Revenue: Legal Inquiries/Permit Applications	4700	\$	\$ 4,000.00	\$	\$ 5,000.00	\$	\$ 3,305.29
			\$ 34,034.62		\$ 33,796.11	\$	\$ 32,101.40

**CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017**

	Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
WATERSHED PLANNING							
Wages - Resource Planning Coordinator	5137	\$ 8,947.51	\$ 10,311.88	\$ 10,192.68	\$ 11,536.89		\$ 15,192.73
Program Support Assistant		\$ 1,364.37		\$ 1,344.21			
Benefits - Resource Planning Coordinator	5137	\$ 1,627.86	\$ 2,091.06	\$ 1,937.11	\$ 2,390.73		\$ 2,917.85
Program Support Assistant		\$ 463.20		\$ 453.62			
EXPENSES:							
- Implementation (expenses)	5137	\$ 500.00	\$ 500.00		\$ 500.00		\$ -
- Shoreline Management Plan	5137	\$ -	\$ -		\$ -		\$ -
- Monitoring (vehicle/equipment rentals)	5137	\$ 400.00	\$ 400.00		\$ 500.00		\$ 40.45
		\$ 13,302.94	\$ 13,302.94		\$ 14,927.62		\$ 18,151.03
WATERSHED PLANNING - REVENUE							
Grants: Provincial	4010		\$ 1,604.56		\$ 3,256.95		\$ 3,256.95
Grants: Employment Programs (CSJ)	4250	\$ -	\$ -		\$ -		
Reserve : Special Projects Support	3455	\$ -	\$ -		\$ -		
Municipal General Levy	4100	\$ 11,698.38	\$ 11,698.38		\$ 11,670.67		\$ 15,270.67
		\$ 13,302.94	\$ 13,302.94		\$ 14,927.62		\$ 18,527.62
TECHNICAL STUDIES (GIS)							
Wages - Water Management Technician	5140	\$ 3,027.86	\$ 3,027.86		\$ 2,983.12		\$ 2,983.12
Benefits - Payroll	5140	\$ 891.40	\$ 891.40		\$ 860.04		\$ 871.89
EXPENSES:							
- ESRI Annual Enterprise License Agreement	5140	\$ 1,000.00	\$ 5,200.00	\$ 1,000.00	\$ 5,900.00	\$ 672.45	\$ 2,242.01
- Miscellaneous (DEM)		\$ 2,500.00		\$ 2,500.00		\$ 113.04	
- computers & network support & website upgrade		\$ 1,100.00		\$ 1,300.00		\$ 998.63	
- Vehicle & Equipment Rental		\$ 100.00		\$ 100.00		\$ -	
- SWOOP Project		\$ -		\$ -		\$ -	
- Equip Maint/Materials & Supplies		\$ 500.00		\$ 1,000.00		\$ 457.89	
		\$ 9,119.26	\$ 9,119.26		\$ 9,743.16		\$ 6,097.02
TECHNICAL STUDIES (GIS) - REVENUE							
Grants: Provincial	4010		\$ 2,500.00		\$ 2,500.00		\$ 2,500.00
Municipal General Levy	4100	\$ 6,619.26	\$ 6,619.26		\$ 7,243.16		\$ 3,643.16
		\$ 9,119.26	\$ 9,119.26		\$ 9,743.16		\$ 6,143.16

**CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017**

	Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
INFORMATION & EDUCATION							
Wages - Fundraising Coordinator (Ric)			\$ 6,000.00		\$ 7,500.00		\$ 6,336.40
Travel & Expenses			\$ 500.00		\$ 500.00		\$
Annual Meeting			\$ 1,200.00		\$ 1,200.00		\$ 1,144.08
Annual Report			\$ 3,000.00		\$ 3,000.00		\$ 2,603.02
Education Programs			\$ 2,500.00		\$ 1,000.00		\$ 1,799.63
Environmental Leadership Program - Palmer Donation			\$ 3,370.29		\$ 4,267.11		\$ 1,896.82
Environmental Leadership Program			\$ 7,500.00		\$ 7,500.00		\$ 7,144.20
Printing & Publications			\$ 500.00		\$ 500.00		\$ 229.42
Conservation Scholarship			\$ 500.00		\$ 500.00		\$ 500.00
Materials & Supplies			\$ -		\$ 500.00		\$
Advertising & Promotion			\$ 1,000.00		\$ 1,000.00		\$ 883.36
Watershed Report Card			\$ 1,500.00		\$ 1,500.00		\$ -
Donations to Other Organizations			\$ -		\$ -		\$ -
	5330		\$ 27,570.29		\$ 28,967.11		\$ 22,536.93
INFORMATION & EDUCATION - REVENUE							
Revenue: Programs	4900		\$ 6,500.00		\$ 7,500.00		\$ 6,145.50
Revenue: Carolinian Forest Festival	4900		\$ 1,000.00		\$ 1,000.00		\$ 850.00
Municipal General Levy	4100		\$ 3,508.20		\$ -		\$ -
Reserve - Working Capital	3150		\$ -		\$ 5,864.00		\$ 4,000.00
Reserve - Environmental Education (ELP Program)	3415		\$ 441.80		\$ 86.00		\$ 355.80
Reserve - Palmer Estate	3427		\$ 3,370.29		\$ 4,267.11		\$ 1,896.82
Donations (Farmland Mutual)	4325		\$ 2,500.00		\$ -		\$
Donations (Youth Programs)	4325		\$ 1,500.00		\$ 1,500.00		\$ 1,850.00
Donations (ELP Program)	4325		\$ 7,500.00		\$ 7,500.00		\$ 7,500.00
Donations (Annual Report)	4325		\$ 1,250.00		\$ 1,250.00		\$ 1,250.00
			\$ 27,570.29		\$ 28,967.11		\$ 23,136.52

**CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017**

	Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
OTHER CONSERVATION LANDS							
Wages - Field Technician		\$ 6,429.61	\$ 16,076.14	\$ 5,628.20	\$ 13,892.52	\$	\$ 6,777.12
Conservation Areas Supervisor		\$ 8,388.29	\$	\$ 8,264.32			
Resource Planning Coordinator		\$ 1,258.24					
Benefits - Field Technician		\$ 786.47	\$ 2,545.66	\$ 706.45	\$ 2,284.72	\$	\$ 2,344.33
Conservation Areas Supervisor		\$ 1,530.27	\$	\$ 1,578.27			
Resource Planning Coordinator		\$ 228.92					
General Maintenance			\$ 1,250.00	\$	\$ 3,250.00	\$	\$ 270.16
- Archie Coulter		\$ 250.00	\$	\$ 500.00		\$ 105.67	
- Signage (Brown C.A., Steen C.A., Bradley Creek)		\$ 1,000.00	\$	\$ 750.00		\$	
- YNHA - expenses		\$	\$	\$ 2,000.00		\$ 164.49	
C.A. Lands Projects:							\$ 140,432.58
- YNHA Creek Restoration (MNR/LHSRP)		\$	\$ -	\$	\$ -	\$ 20,000.62	
- YNHA (Lower Catfish Creek Fisheries Restoration Project/DFO)		\$	\$ -	\$	\$ -	\$ 47,056.79	
- YNHA (Catfish Creek Valley Habitat Restoration/Environment Canada)		\$	\$ -	\$	\$ -	\$ 13,890.18	
- YNHA (Wetland Restoration & Grassland Creation Project/GLGCF)		\$	\$ -	\$	\$ -	\$ 24,435.03	
- YNHA (Catfish Creek Valley Habitat Restoration/TDFEF)		\$	\$ -	\$	\$ 7,000.00	\$ 7,010.86	
- YNHA (Wetland Restoration/OPG)		\$	\$ 28,000.00	\$	\$ 28,000.00	\$ 28,039.10	
- YNHA (Wetland Restoration/Ducks Unlimited)		\$	\$ 2,000.00	\$	\$		
Ontario Trails Association Project		\$	\$ -	\$	\$ -	\$	\$ 2,140.60
	5145	\$	\$ 49,871.80	\$	\$ 54,427.24	\$	\$ 151,964.79
Springwater Forest General Maintenance	5146	\$	\$ 1,500.00	\$	\$ 1,500.00	\$	\$ 2,013.31
Woodlot Management	5147	\$	\$ 4,500.00	\$	\$ 4,300.00	\$	\$ 776.66
Taxes - Local Areas	5155	\$	\$ 175.00	\$	\$ 175.00	\$	\$ 175.38
Taxes - on CAs	5156	\$	\$ 1,000.00	\$	\$ 2,500.00	\$	\$ 2,388.10
Taxes - Agreement Forests	5157	\$	\$ 1,250.00	\$	\$ 1,200.00	\$	\$ 1,241.61
Insurance	5165	\$	\$ 1,250.00	\$	\$ 1,250.00	\$	\$ 1,232.28
		\$	\$ 59,546.80	\$	\$ 65,352.24	\$	\$ 159,792.13

**CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017**

	Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
OTHER CONSERVATION LANDS - REVENUE							
Reserve (Spw Forest)	3225		\$ 2,187.16		\$ 3,690.61		\$ 6,994.57
Reserve (ACCA)	3230		\$ 500.00		\$ 500.00		\$ 489.75
Reserve (YNHA)	3425		\$ 3,859.64		\$ 2,000.00		
Grants - Other Provincial (OPG)	4050		\$ 28,000.00		\$ 28,000.00		\$ 28,000.00
Grants - Other Provincial (MNR/LHSRP)	4050		\$ -		\$ -		\$ 20,000.00
Grants - Other Provincial (MNR/LHSRP)	4050		\$ -		\$ -		\$ 24,435.00
Grants - Other Provincial (MOECC/GLGCF)	4060		\$ -		\$ -		\$ 13,890.00
Grants: Federal (Environment Canada)	4060		\$ -		\$ -		\$ 47,055.00
Grants: Federal (Fisheries & Oceans)	4060		\$ -		\$ -		\$ 8,994.57
Donations (Spw Forest)	4325		\$ 8,500.00		\$ 8,500.00		\$ -
Donations (Ducks Unlimited * YNHA)	4325		\$ 3,500.00		\$ -		\$ 589.75
Donations (Archie Coultter) Trail Boxes	4325		\$ 650.00		\$ 850.00		\$ 7,000.00
Donations - TD Friends of the Environment (YNHA)	4325		\$ -		\$ 7,000.00		\$ -
Revenue - Christmas Spirit Walk *Elgin Hiking Trail Club	4575		\$ 750.00		\$ 1,517.00		\$ -
Revenue: Sale of Logs From SPW Forest	4780		\$ -		\$ -		\$ 3,600.00
Revenue: Sale of Logs From YNHA	4785		\$ -		\$ 4,025.63		\$ 4,025.63
Revenue: Elgin Hiking Trail Club	4860		\$ -		\$ -		\$ 1,517.00
Revenue: Other CA's (Land Use Agreement - TVDSB)	4860		\$ 11,000.00		\$ 9,004.00		\$ 9,004.00
Revenue: Equestrian Permits	4870		\$ 600.00		\$ 265.00		\$ 623.22
			<u>\$ 59,546.80</u>		<u>\$ 65,352.24</u>		<u>\$ 161,249.85</u>

**CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017**

	Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
TREE PLANTING							
Wages - Water Management Technician	5380	\$ 8,478.02	\$ 15,225.56	\$ 10,739.22	\$ 16,509.97	\$	\$ 2,976.87
Conservation Areas Supervisor		\$ 2,796.10	\$	\$ 2,754.77			
Resource Planning Coordinator		\$ 2,236.88	\$	\$ 1,515.13			
Field Technician		\$ 1,714.56	\$	\$ 1,500.85			
Temporary Staff			\$ 3,500.00		\$ 3,500.00		\$ 1,703.97
Benefits - Water Management Technician	5381	\$ 2,495.93	\$ 3,622.71	\$ 3,096.14	\$ 4,098.57	\$	\$ 4,155.61
Conservation Areas Supervisor		\$ 510.09		\$ 526.09			
Resource Planning Coordinator		\$ 406.96		\$ 287.95			
Field Technician		\$ 209.73		\$ 188.39			
Temporary Staff							\$ 195.50
Operating Expenses & Uniforms	5385	\$	\$ 500.00		\$ 500.00	\$	\$ 280.79
Telephone/Fax/Internet	5390	\$	\$ 500.00		\$ 500.00	\$	\$ 509.76
Insurance	5390	\$	\$ 1,285.00		\$ 1,285.00	\$	\$ 1,252.59
Shop Utilities	5395	\$	\$ 300.00		\$ 200.00	\$	\$ 276.68
Vehicle & Equipment Charges	5397	\$	\$ 1,000.00		\$ 1,000.00	\$	\$ 667.45
Nursery Stock (private landowners)	5400	\$	\$ 2,500.00		\$ 3,000.00	\$	\$ 3,248.00
Municipal Lands	5410	\$	\$ 750.00		\$ 750.00	\$	\$ 675.40
Community Forest	5082	\$	\$ 250.00		\$ 250.00	\$	\$ -
		\$	\$ 29,433.27		\$ 31,593.54	\$	\$ 15,942.62
TREE PLANTING - REVENUE							
Municipal General Levy	4100	\$	\$ 10,409.93		\$ 12,070.20	\$	\$ 12,070.20
Donations (Community Forest)	4325	\$	\$ 250.00		\$ 250.00	\$	\$ 80.00
Reserve (Community Forest)	3165	\$	\$ 750.00		\$ 250.00		
Reserve (Working Capital)	3150	\$	\$ 12,273.34		\$ 13,273.34		\$ 1,000.00
Reserve (YNHA)	3425	\$	\$ 2,000.00		\$ 2,000.00		
Revenue: Landowners	4750	\$	\$ 3,000.00		\$ 3,000.00	\$	\$ 2,040.00
Revenue: Municipalities	4750	\$	\$ 750.00		\$ 750.00	\$	\$ 750.40
		\$	\$ 29,433.27		\$ 31,593.54	\$	\$ 15,940.60
WOODLOT MANAGEMENT							
Wages - Resource Planning Coordinator	5420	\$	\$ 4,333.95		\$ 6,886.94	\$	\$ 6,357.15
Benefits - Payroll	5421	\$	\$ 788.49		\$ 1,308.86	\$	\$ 1,302.88
EXPENSES:	5430	\$	\$ 2,300.00		\$ 1,700.00	\$	\$ 887.19
- Miscellaneous		\$ 500.00	\$	\$ 500.00	\$	\$ 187.38	
- Municipal Woodlots (Aylmer)		\$ 1,000.00	\$	\$ 1,000.00	\$	\$ -	
- Vehicle & Equipment Charges		\$ 800.00	\$	\$ 200.00	\$	\$ 699.81	
		\$	\$ 7,422.44		\$ 9,895.80	\$	\$ 8,547.22
WOODLOT MANAGEMENT - REVENUE							
Revenue: Forest Management Plan Approval Fees	4775	\$	\$ 500.00		\$ 500.00	\$	\$ 840.71
Revenue: Municipal Woodlots (Aylmer)	4775	\$	\$ 1,000.00		\$ 1,000.00		
Reserve (ACCA)	3230	\$	\$ 13.80		\$ 1,000.00		\$ 1,000.00
Reserve (SPW Forest)	3225	\$	\$ 5,908.64		\$ 7,395.80		\$ 7,707.00
		\$	\$ 7,422.44		\$ 9,895.80	\$	\$ 8,547.71

**CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017**

	Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
WATERSHED STEWARDSHIP							
Private Landowner Grants							
Wages - Resource Planning Coordinator	5440		\$ 30,987.10		\$ 20,000.00		\$ 18,580.38
Vehicle & Equipment Charges	5440		\$ -		\$ -		\$ 2,000.00
	5440		\$ 850.00		\$ 750.00		\$ 841.38
GLASI							
Wages - Water Management Technician	5440	\$ 4,893.17	\$ 7,315.46	\$ -	\$ -	\$ -	\$ -
Resource Planning Coordinator		\$ 2,422.29	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits - Water Management Technician		\$ 890.24	\$ 1,603.36	\$ -	\$ -	\$ -	\$ -
Resource Planning Coordinator		\$ 713.12	\$ -	\$ -	\$ -	\$ -	\$ -
			<u>\$ 40,755.92</u>		<u>\$ 20,750.00</u>		<u>\$ 21,421.76</u>
WATERSHED STEWARDSHIP - REVENUE							
Revenue: Elgin Clean Water Project (Landowner Share)	4830		\$ 5,000.00		\$ 5,000.00		\$ -
Revenue: Ducks Unlimited Canada	4830		\$ 5,000.00		\$ 5,000.00		\$ 7,384.30
Grants: Other Federal (ERCA)	4060		\$ 20,987.10		\$ 10,000.00		\$ 11,012.90
Grants: Other Provincial (GLASI)	4050		\$ 9,000.00		\$ -		\$ 2,000.00
Grants: Other Provincial (ECWP)	4050		\$ -		\$ -		\$ 750.00
Reserve (Working Capital)	3150		\$ 768.82		\$ 750.00		\$ -
			<u>\$ 40,755.92</u>		<u>\$ 20,750.00</u>		<u>\$ 21,147.20</u>
FISH & WILDLIFE HABITAT							
Vehicle & Equipment Charges			\$ -		\$ -		\$ -
Miscellaneous	5480		\$ -		\$ -		\$ -
			<u>\$ -</u>		<u>\$ -</u>		<u>\$ -</u>
FISH & WILDLIFE HABITAT - REVENUE							
Grants: Other Provincial	4050		\$ -		\$ -		\$ -
Reserve (Bradley Ck Rehab)	3175		\$ -		\$ -		\$ -
			<u>\$ -</u>		<u>\$ -</u>		<u>\$ -</u>

**CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017**

	Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
WATER MANAGEMENT PROGRAMS							
Water Quality Monitoring (PWQMMN):	5455		\$ -		\$ -		\$ 64.72
COA	5454		\$ -		\$ -		\$ 11,511.41
SPP Wages:							
- General Manager/Secretary-Treasurer		\$ 7,617.57	\$ 7,617.57	\$ 9,381.25	\$ 10,069.94		\$ 12,169.94
- Financial Services Coordinator		\$ -	\$ -	\$ 688.69			
SPP Benefits :							
- General Manager/Secretary-Treasurer		\$ 1,695.48	\$ 1,695.48	\$ 2,111.64	\$ 2,302.37		\$ 2,347.88
- Financial Services Coordinator		\$ -	\$ -	\$ 190.73			
SPA Mtgs 3X\$10.00			\$ 150.00		\$ 150.00		\$ 60.00
Computer Network & Internet			\$ -		\$ -		\$ -
SPP Support Costs			\$ 500.00		\$ 1,533.61		\$ 440.27
			\$ 9,963.05		\$ 14,055.92		\$ 26,529.50
Low Water Response Program:	5456						
- Wages: Water Management Technician		\$ 6,055.73	\$ 9,779.28	\$ 5,966.23	\$ 9,634.76		\$ 9,634.70
- Wages: General Manager/Secretary-Treasurer		\$ 1,904.39		\$ 1,876.25			
- Wages: Program Support Assistant		\$ 1,819.16		\$ 1,792.28			
- Benefits: Water Management Technician		\$ 1,782.81	\$ 2,824.29	\$ 1,720.08	\$ 2,747.23		\$ 2,794.07
- Benefits: General Manager/Secretary-Treasurer		\$ 423.87		\$ 422.33			
- Benefits: Program Support Assistant		\$ 617.61		\$ 604.82			
Low Water Response Program - Expenses			\$ 600.00		\$ 600.00		\$ 513.73
Catfish Creek Irrigation Advisory Committee			\$ 500.00		\$ 500.00		\$ -
Precipitation Gauge			\$ 8,722.30		\$ 8,722.30		\$ -
	5457		\$ 22,425.87		\$ 22,204.29		\$ 12,942.50
			\$ 32,388.92		\$ 36,260.21		\$ 39,536.72
WATER MANAGEMENT PROGRAMS - REVENUE							
Reserve (Working Capital)	3150		\$ -		\$ -		\$ -
Revenue: Elgin Federation of Agriculture	4830		\$ 500.00		\$ 500.00		\$ -
Revenue (Prepaid): Long-Term Deposits (EFA)	2540		\$ -		\$ 4,712.10		\$ -
Grants: Other Provincial (Low Water Response)	4050		\$ 13,203.57		\$ 12,981.99		\$ 12,953.75
Grants: Other Provincial (COA)	4050		\$ -		\$ -		\$ 11,475.00
Grants: Other Provincial (Source Protection Planning)	4050		\$ 9,963.05		\$ 14,055.92		\$ 15,202.65
Grants: Other Provincial (gauges) (PPR)	2540		\$ 8,722.30		\$ 4,010.20		\$ -
			\$ 32,388.92		\$ 36,260.21		\$ 39,631.40

**CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017**

	Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
SPECIAL PROJECTS							
Special Projects (Support)	5080		\$ -		\$ -		\$ -
OPC Path of Honour	5080		\$ 3,000.00		\$ 3,000.00		\$ 3,380.68
			\$ 3,000.00		\$ 3,000.00		\$ 3,380.68
SPECIAL PROJECTS - REVENUE							
Reserve - Working Capital	3150		\$ -		\$ -		\$ -
Reserve - OPC Path of Honour	3430		\$ 1,500.00		\$ 1,500.00		\$ 1,119.32
Reserve - Springwater Forest	3225		\$ -		\$ -		\$ -
Reserve - Special Projects Support	3455		\$ -		\$ -		\$ -
Donations - OPC Path of Honour	4325		\$ 1,500.00		\$ 1,500.00		\$ 4,500.00
			\$ 3,000.00		\$ 3,000.00		\$ 3,380.68
CAPITAL DEVELOPMENT PROJECTS							
Springwater CA Development (Day Use Hydro Upgrade)	5085		\$ -		\$ -		\$ -
Springwater CA Observation Platform	5085		\$ 3,546.16		\$ 22,000.00		\$ 18,453.84
Springwater CA Development (Poplar Hill Washroom)	5085		\$ -		\$ 56,000.00		\$ 68,193.25
Springwater CA Development (40 Picnic Tables)	5085		\$ 10,000.00		\$ -		\$ -
			\$ 13,546.16		\$ 78,000.00		\$ 86,647.09
CAPITAL DEVELOPMENT PROJECTS - REVENUE							
Reserve - CA Dev	3250		\$ 8,500.00		\$ 47,353.00		\$ 59,546.00
Reserve - Funded Capital Projects	3428		\$ -		\$ 7,147.00		\$ 7,147.00
Reserve - Palmer Estate	3427		\$ 3,546.16		\$ 22,000.00		\$ 18,453.84
Government of Canada	4060		\$ -		\$ -		\$ -
Donations - Palmer Estate	4325		\$ 1,500.00		\$ 1,500.00		\$ 1,500.00
Donations - Capital Development (Misc.)	4325		\$ 13,546.16		\$ 78,000.00		\$ 86,646.84

**CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017**

		Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
VEHICLE & EQUIPMENT OPERATIONS								
Vehicle Acquisition		5500		\$ -		\$ 30,000.00		\$ 28,056.31
Equipment Acquisition (4X4 RTV)		5505		\$ 18,500.00		\$ 22,000.00		\$ 24,722.78
Miscellaneous Small Tools		5510		\$ 1,000.00		\$ 1,000.00		\$ 895.15
Vehicle Fuel		5515		\$ 8,000.00		\$ 8,500.00		\$ 7,012.44
Vehicle Maint. & Repairs		5520		\$ 3,500.00		\$ 3,000.00		\$ 4,171.11
Vehicle Licenses		5525		\$ 500.00		\$ 1,000.00		\$ 425.00
Insurance		5530		\$ 7,500.00		\$ 7,800.00		\$ 7,050.00
Equipment Fuel		5535		\$ 3,500.00		\$ 4,000.00		\$ 2,443.05
Equipment Maint. & Repairs		5540		\$ 14,000.00		\$ 13,500.00		\$ 16,199.02
Equipment Insurance		5545		\$ 780.00		\$ 765.00		\$ 773.06
Ontario Works Program		5470		\$ 175.00		\$ -		\$ 173.94
Appropriation to Reserves		3450		\$ -		\$ -		\$ -
				\$ 57,455.00		\$ 91,565.00		\$ 91,921.86
VEHICLE & EQUIPMENT OPERATIONS - REVENUE								
Reserve (Capital Acquisition)		3450		\$ 16,000.00		\$ 47,365.00		\$ 43,590.00
Reserve (Working Capital)		3150		\$ -		\$ -		\$ -
Municipal General Levy		4100		\$ -		\$ 4,000.00		\$ 4,000.00
Revenue: Vehicle & Equip Rental Charges		4980		\$ 38,175.00		\$ 35,000.00		\$ 40,324.02
Revenue: Equipment & Vehicle Trade-In		4972		\$ 2,500.00		\$ 4,500.00		\$ -
Revenue: Contract Services (Ontario Works Program)		4880		\$ 780.00		\$ 700.00		\$ 780.00
				\$ 57,455.00		\$ 91,565.00		\$ 88,694.02

**CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017**

	Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
MAPLE SYRUP PROGRAM							
Wages - Interpreter (school programs)			\$ 3,000.00		\$ 1,600.00		\$ 1,600.00
Interpreters (Festival)			\$ 3,800.00		\$ 3,800.00		\$ 3,400.00
Program Support Assistant		\$ 3,638.32	\$ 7,067.45	\$ 3,584.56	\$ 6,586.27		\$ -
Field Technician		\$ 3,429.13		\$ 3,001.71			
Support Staff for School Groups					\$ 2,193.75		
Festival Administrative Staff			\$ 3,500.00		\$ 3,422.25		
Festival Operations Staff			\$ 6,500.00		\$ 6,500.00		\$ 19,719.63
Benefits - Program Support Assistant		\$ 1,235.21	\$ 1,654.66	\$ 1,209.64	\$ 1,586.41		\$ -
Field Technician		\$ 419.45		\$ 376.77			
Support Staff for School Groups					\$ 241.31		
Administrative Staff					\$ 376.45		
Operations Staff			\$ 385.00		\$ 715.00		
-building repairs & renovations (signage & enclosure)			\$ 715.00		\$ 500.00		\$ 260.00
-vehicle & equip. rental			\$ 500.00		\$ 3,000.00		\$ 2,360.54
-purchase of resaleable supplies			\$ 3,000.00		\$ 18,000.00		\$ 17,128.64
-advertising			\$ 1,500.00		\$ 1,500.00		\$ 1,022.10
-equipment maint. & repair			\$ 400.00		\$ 400.00		\$ 210.09
-operating expenses - general			\$ 5,000.00		\$ 5,500.00		\$ 2,915.68
Reserve (Working Capital)	3150		\$ -		\$ -		\$ -
Reserve (Capital Acquisition)	3450		\$ -		\$ -		\$ -
-horse drawn wagon rental	5600		\$ 2,500.00		\$ 2,500.00		\$ 700.00
			\$ 57,522.11		\$ 58,421.44		\$ 49,316.68
MAPLE SYRUP PROGRAM - REVENUE							
Revenue: Sales	4650		\$ 25,500.00		\$ 25,500.00		\$ 25,456.37
Revenue: School Groups	4650		\$ 10,500.00		\$ 10,500.00		\$ 11,242.50
Revenue: Tours (non-TVDSB)	4650		\$ 2,500.00		\$ 2,500.00		\$ 1,996.50
Revenue: Admissions	4650		\$ 15,000.00		\$ 15,500.00		\$ 14,370.53
Revenue: Facility Rental	4650		\$ 1,850.00		\$ 1,850.00		\$ 1,473.46
Reserve: Working Capital	3150		\$ -		\$ -		\$ 9,500.00
Donations/Sponsorships	4325		\$ 5,500.00		\$ 5,000.00		\$ 6,925.00
			\$ 60,850.00		\$ 60,850.00		\$ 51,964.36
Revenue Appropriated to Administration			\$ -		\$ 2,428.56		\$ -
Revenue Appropriated to C.A. Development	3250		\$ -		\$ -		\$ -
			\$ 57,522.11		\$ 58,421.44		\$ 49,464.36

**CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017**

	Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
SPRINGWATER CONSERVATION AREA							
Campground Expenditures							
Wages - General Manager/Secretary-Treasurer	5650	\$ 16,187.34	\$ 155,892.77	\$ 14,071.87	\$ 147,587.03	\$	\$ 133,667.58
Conservation Areas Supervisor		\$ 51,028.74		\$ 50,274.63			
Financial Services Coordinator		\$ 27,960.96		\$ 26,859.05			
Field Technician		\$ 31,290.78		\$ 28,990.89			
Program Support Assistant		\$ 29,424.95		\$ 27,390.59			
Senior Park Technician (1)		\$ 20,607.75	\$ 86,726.30		\$ 78,393.56	\$	\$ 88,436.44
Park Tech (2 staff)		\$ 12,093.75		\$ 22,626.00			
Park Tech Asst (3 staff)		\$ 12,093.75		\$ 16,281.00			
Gate Staff (7 staff: 2770 total hours)		\$ 33,823.55		\$ 33,149.81			
Visitor Services Coordinator (1 staff)		\$ 8,107.50		\$ 6,336.75			
Benefits - General Manager/Secretary-Treasurer	5651	\$ 3,602.89	\$ 34,389.84	\$ 3,167.45	\$ 33,427.96	\$	\$ 34,301.83
Conservation Areas Supervisor		\$ 9,309.11		\$ 9,601.12			
Financial Services Coordinator		\$ 7,660.58		\$ 7,438.35			
Field Technician		\$ 3,827.49		\$ 3,438.07			
Program Support Assistant		\$ 9,989.77		\$ 9,782.97			
Senior Park Technician (permanent)		\$ 2,266.85	\$ 9,539.89	\$	\$ 8,623.29	\$	\$ 9,952.00
Park Technicians (11%)		\$ 1,330.31		\$ 2,488.86			
Park Tech Assistants (11%)		\$ 1,330.31		\$ 1,790.91			
Gate Staff (11%)		\$ 3,720.59		\$ 3,646.48			
Visitor Services (11%)		\$ 891.83		\$ 697.04			
Vehicle & Equipment Rental	5675		\$ 18,000.00		\$ 19,000.00		\$ 17,922.58
Advertising	5680		\$ 5,000.00		\$ 6,500.00		\$ 4,621.26
Camp Taxes	5685		\$ 8,000.00		\$ 6,700.00		\$ 7,870.72
Camp Insurance	5690		\$ 11,000.00		\$ 12,000.00		\$ 10,382.34
Telephone Expenses	5695		\$ 2,200.00		\$ 2,000.00		\$ 2,109.04
Camp Hydro	5700		\$ 58,000.00		\$ 46,500.00		\$ 56,516.54
Camp Heat	5702		\$ 1,500.00		\$ 800.00		\$ 1,459.86
SUPPLIES:	5670		\$ 18,500.00		\$ 18,300.00		\$ 19,110.17
- General Printing		\$ 1,000.00		\$ 2,300.00		\$ 731.00	
- Sanitary Supplies		\$ 5,500.00		\$ 6,000.00		\$ 5,283.72	
- General Materials & Supplies		\$ 10,500.00		\$ 8,500.00		\$ 11,049.95	
- Uniforms		\$ 1,500.00		\$ 1,500.00		\$ 2,045.50	
MAINTENANCE:	5672		\$ 35,600.00		\$ 36,000.00		\$ 39,348.26
- computers & network support & website upgrade		\$ 1,300.00		\$ 1,100.00		\$ 1,017.49	
- Garbage Collection		\$ 6,000.00		\$ 5,600.00		\$ 6,387.97	
- General Infrastructure		\$ 15,000.00		\$ 15,000.00		\$ 16,694.15	
- Hazard Tree Removal		\$ 5,000.00		\$ 5,000.00		\$ 7,730.00	
- Liquid Waste Removal		\$ 6,250.00		\$ 5,000.00		\$ 6,386.75	
- Picnic Table Maintenance		\$ 750.00		\$ 750.00		\$	
- TODS signage		\$ 550.00		\$ 550.00		\$ 480.00	
- Water System Maintenance & Testing		\$ 750.00		\$ 3,000.00		\$ 651.90	

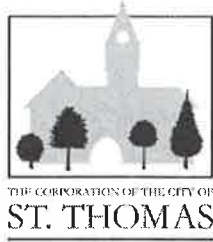
**CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017**

	Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
Store Product (for resale)	5760		\$ 11,000.00		\$ 11,500.00		\$ 10,890.06
Firewood Purchased (for resale)			\$ -		\$ -		\$ -
Picnic Administration	5755		\$ -		\$ -		\$ -
MISCELLANEOUS:	5705		\$ 8,100.00		\$ 13,800.00		\$ 13,688.97
- Staff Training		\$ 750.00		\$ 500.00		\$ 51.90	
- Reservation System Upgrade		\$ -		\$ 6,000.00		\$ 6,330.00	
- Bank Charges (POS Terminal)		\$ 7,350.00		\$ 7,300.00		\$ 7,307.07	
- Misc. Expenses		\$ -	\$ 463,448.80	\$ -	\$ 441,131.84		\$ 450,277.65
Day-Use Expenditures							
Day-Use Hydro	5710		\$ 2,750.00		\$ 2,300.00		\$ 2,572.70
Day-Use Taxes	5720		\$ 500.00		\$ 550.00		\$ 487.32
Day-Use Insurance	5730		\$ 3,750.00		\$ 3,800.00		\$ 3,705.70
Schoolhouse Heat & Hydro	5740		\$ 3,500.00		\$ 4,000.00		\$ 2,931.84
Schoolhouse Maint/Furnishings	5750		\$ 500.00		\$ 750.00		\$ 85.00
			\$ 11,000.00		\$ 11,400.00		\$ 9,782.56

**CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2017**

	Code	Subtotals	Budget 2017	Subtotals	Budget 2016	Subtotals	Actual 2016
Special Events Expenditures							
Trout Program	5640		\$ 1,400.00		\$ 1,200.00		\$ 1,461.64
Special Events Expenses	5775		\$ 9,000.00		\$ 9,500.00		\$ 9,220.22
			\$ 10,400.00		\$ 10,700.00		\$ 10,681.86
Woodlot Management - Springwater			\$ 3,500.00		\$ 5,000.00		\$ 6,388.86
TOTAL EXPENSES - SPRINGWATER			\$ 488,348.80		\$ 468,231.84		\$ 477,130.93
SPRINGWATER CA - REVENUE							
Sponsorships	4326		\$ 1,000.00		\$ 1,000.00		\$ 800.00
Donations (Trout Program)	4325		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00
Donations (Friends of Springwater)	4325		\$ -		\$ -		\$ -
Donations (Festivals)	4325		\$ -		\$ -		\$ -
Revenue: Camp/Day Use User Fees			\$ 100,000.00		\$ 100,000.00		\$ 101,534.65
Revenue: Seasonal Camper Property Tax Fees			\$ 600.00		\$ 660.00		\$ 16,551.00
Revenue: Store Sales			\$ 16,000.00		\$ 16,000.00		\$ 17,392.47
Revenue: Firewood Sales			\$ 17,500.00		\$ 20,500.00		\$ 7,694.66
Revenue: Facility Rentals			\$ 7,500.00		\$ 7,000.00		\$ 320,674.01
Revenue: Seasonal Fees & Winter Storage			\$ 310,000.00		\$ 292,500.00		\$ 873.45
Revenue: Trout Program			\$ 900.00		\$ 1,200.00		\$ 21,816.46
Revenue: Special Events			\$ 21,000.00		\$ 21,000.00		\$ 3,958.00
Grants: Employment (Job Creation Partnership Program)	4275		\$ 8,732.00		\$ 5,000.00		\$ 20,213.00
Grants: Employment (CSJ)	4225		\$ 5,000.00		\$ 5,000.00		\$ 6,114.18
Grants: Employment (SEO/SEP-MNR)	4250		\$ 5,000.00		\$ 5,000.00		\$ -
Reserve: Capital Acquisition	3450		\$ -		\$ -		\$ 10,000.00
Reserve: Working Capital	3150		\$ -		\$ -		\$ 5,162.80
Reserve: C.A. Development	3250		\$ -		\$ -		\$ 33,337.20
			\$ 494,232.00		\$ 475,860.00		\$ 470,121.88
Revenue Appropriated to Administration			\$ -		\$ -		\$ -
Revenue Appropriated to C.A. Development			\$ 5,883.20		\$ 7,628.16		\$ -
	3250		\$ -		\$ -		\$ -
			\$ 488,348.80		\$ 468,231.84		\$ 470,121.88
TOTAL EXPENDITURES			\$ 1,305,873.10		\$ 1,392,281.89		\$ 1,380,427.90
TOTAL REVENUE			\$ 1,305,873.10		\$ 1,392,281.89		\$ 1,369,937.44
			\$ -		\$ 0.00		\$ -
			\$ -		\$ -		\$ 10,490.46

Dan Sheridan CPA, CGA
Manager of Finance
Corporation of the City of St. Thomas
PO Box 520 545 Talbot Street
St. Thomas, ON N5P 3V7



Telephone: (519) 631-1680 Ext. 4102
Fax: (519) 633-9019
Email: dsheridan@stthomas.ca

February 23, 2017

Catfish Creek Conservation Authority
8079 Springwater Road, R.R. #5
Aylmer, Ontario
N5H 2R4



Re: 2017 Payment Schedule

Please be advised St Thomas City Council approved your levy in the amount of \$16 526.90 on February 6th, 2017.

Your funds will be distributed as per the below schedule:

Date	Amount
May 1	\$8 263.45
September 1	\$8 263.45

In order to approve payments in a timely manner, please ensure you submit your request to the City by December 31st of each year.

If you have any questions, please do not hesitate to contact me.

Yours very truly,

A handwritten signature in black ink, appearing to read "Dan Sheridan".

Dan Sheridan CPA, CGA
Manager of Finance

Correspondence: To The Full Authority

FROM: Kim Smale, General Manager / Secretary - Treasurer
SUBJECT: Correspondence Register, January 1 - 31, 2017
DATE: January 31, 2017

GOVERNMENT AGENCIESCanadian Wildlife Service – Ontario, Toronto

- e-mail "Progress Review Reporting Due : January 16, 2017"

Ministry of Natural Resources and Forestry, London

- e-mail "Great Lakes Shoreline Ecosystem Mapping Project Working Session"

Ministry of Natural Resources and Forestry, Peterborough

- e-mail "Flood Plain Mapping Technical Transfer Workshop March 8-9, 2017"
- notice that our Managed Forest Plan under the Managed Forest Tax Incentive Program will expire on December 31, 2017.

Ministry of Tourism, Culture and Sport, London

- e-mail "Ontario Sport & Recreation Communities Fund-Local Information Sessions"
- e-mail "Seniors' Community Grant"

CONSERVATION AUTHORITIESConservation Ontario

- e-mail "Provincial Offences Officer Level 1 Training Course"
- e-mail "Enabling Ontario's Conservation Authorities to Make Data Discoverable and Accessible"
- e-mail "Ontario Invasive Council Social Media Campaign"
- e-mail "SWP Communication Working Group Teleconference Meeting Minutes"
- e-mail "RFP – Study of Technical Floodplain Mapping Practices in Geomatics"
- e-mail "a copy of Conservation Ontario's 2017 Pre-Budget Submission to the Provincial Committee on Finance and Economic Affairs."
- e-mail "Five Year Review Report on CO's Class EA for Remedial Flood and Erosion Control Projects"
- e-mail "Mood Walks Partnership – Successful Year and Good Recognition"
- e-mail "2016 Annual Report For CO Class EA"
- e-mail "Legal Opinion: Municipal Authority To Protect Natural Heritage Features"
- e-mail "Reducing Phosphorous To Minimize Algal Blooms In Lake Erie"
- e-mail "Auditor General Report – Climate Change Section"

Kettle Creek C.A.

- an invitation to attend their Annual General Meeting being held on February 15th at the St. Thomas Public Library.

Niagara Peninsula C.A.

- e-mail "Municipal Levy Apportionment Survey (Default Formula vs. Agreement)"

MUNICIPALITIES

Township of Malahide

- a Notice of Meeting for February 28th, 2017, to discuss the proposed drainage works affecting the Ellis Drain.

Township of South-West Oxford

- a Notice of Meeting to consider the Engineer's Report for the Gay Grain.
- a Notice of Court of Revision being held on February 7th, 2017, regarding the Gay Drain.

GENERAL CORRESPONDENCE

Dowler – Karn, St. Thomas

- information about Ontario's new Carbon Cap-and-Trade Program.

Magazines

- Parks and Rec Business, Fanshawe College

Ontario Soil and Crop Improvement Association, Guelph

- a package of educational resources that are geared toward a farming audience.

Parkside Collegiate Institute, St. Thomas

- a Certificate Of Appreciation for participating in the Co-operative Education Placement Program.



Kim Smale

General Manager / Secretary - Treasurer

Correspondence: To The Full Authority

FROM: Kim Smale, General Manager / Secretary - Treasurer

SUBJECT: Correspondence Register, February 1 - 28, 2017

DATE: February 28, 2017

GOVERNMENT AGENCIES

Environment and Climate Change Canada, Toronto

- an invitation to attend a workshop in Barrie on the 28th of March, 2017, to discuss the value of CA lands for biodiversity.

Ministry of Agriculture, Food and Rural Affairs, Guelph

- a request for a copy of our Certificate of Insurance for Project # SCF-0356.

Ministry of Natural Resources and Forestry, Peterborough

- e-mail "Provincial Watershed Conditions Statement Issued for Southern Ontario on February 6, 2017"
- notice that due to internal financial pressures, the MNRF will only be funding \$1,625.00 of the total \$12,953.75 request from the CCA to deliver the 2016 Ontario Low Water Response Program.
- e-mail "Community Conservation Lands Application – Release"
- e-mail "30th Annual Kemptville Woodlot Conference February 22nd, 2017"

CONSERVATION AUTHORITIES

Conservation Ontario

- e-mail "Preventing and Reducing the Impacts of Flooding Makes Good Business Sense"

Grand River C.A.

- an invitation to attend their Annual General Meeting being held on February 24th, 2017.

Hamilton C.A.

- notice that Lisa Burnside has been appointed to the position of Chief Administrative Officer effective February 3rd, 2017.

Kettle Creek C.A.

- e-mail "2017-18 Canada-Ontario Agreement (COA) Funding"
- e-mail "Gully Erosion Project"

Long Point Region C.A.

- an invitation to attend their Annual General Meeting at 1:30 p.m. on February 24th, 2017.

Raisin Region C.A.

- notice that Richard Pilon has been appointed to the position of General Manager replacing Roger Houde who is retiring after 31 years of service.

Upper Thames River C.A.

- e-mail "2017 Flood Contingency Plan, Municipal and Agency"

MUNICIPALITIES

Municipality of Central Elgin

- notification of MPAC's Response under the Conservation Land Tax Incentive Program for the Archie Coulter C.A. for the years 2015 and 2016.

Town of Aylmer

- e-mail "CCCA 2017 Financial Request"
- a copy of a Resolution that the communication from the CCCA about the financial request for 2017, be referred to Council's 2017 Budget deliberations.

Township of Malahide

- a Notice of Meeting to consider the Engineer's Report for the Mt. Salem Drain Extension

GENERAL CORRESPONDENCE

Annual Reports

- Lakehead Region C.A., Lake Simcoe Region C.A.

Magazines

- Parks and Rec Business, Maple Syrup Digest

Tinlin, Mark

- a request for information from the CCCA for the February 13th Annual Committee Update Reports to the City of St. Thomas Council.

TD Friends of the Environment Foundation, Toronto

- notice that our application for the Carolinian Trails Restoration Project has been approved for a grant of \$10,040.00.



Kim Smale

General Manager / Secretary - Treasurer