

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 22nd, 2018, commencing at 2:00 p.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 #01/2018 (February 22, 2018) 3 - 7
- 6) Business Arising from Minutes
- 7) Public / Special Delegations:
 - a) Todd Sprague, Hamilton Ward & Cathers Insurance
- 8) Reports:
 - a) Report FA 01/2018 - Monthly Staff Reports 8 - 10
(Tony Difazio, Peter Dragunas, Dusty Underhill)
 - b) Report FA 02/2018 - January Summary of Revenue & Expenditures 11 - 12
(Susan Simmons)
 - c) Report FA 03/2018 - February Summary of Revenue & Expenditures 13 - 14
(Susan Simmons)
 - d) Report FA 04/2018 - Accounts Paid 15
(Susan Simmons)
 - e) Report FA 05/2018 - Accounts Payable 16
(Susan Simmons)
 - f) Report FA 06/2018 - Monthly Plan Review 17 - 19
(Tony Difazio)
 - g) Report FA 07/2018 - Grant Funding Agreement 20
(Kim Smale)
 - h) Report FA 08/2018 - General Insurance Program 21 - 59
(Kim Smale)

- i) Report FA 09/2018 - Photocopier Lease 60 - 61
(Susan Simmons)
- j) Report FA 10/2018 - Conservation Ontario's Provincial Pre-Budget Submission .. 62 - 66
(Kim Smale)
- k) Report FA 11/2018 - WECI Capital Investment Program 67
(Kim Smale)
- l) Report FA 12/2018 - 2018 Final Budget and Municipal Levy 68 - 74
(Kim Smale)
- m) Report FA 13/2018 - CCCA Committees 75
(Kim Smale)
- n) Report FA 14/2018 - Catfish Creek Flooding at Port Bruce 76 - 78
(Peter Dragunas)
- 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:
 - Conservation Ontario - a copy of a letter from the Chair of Conservation Ontario to the Premier of Ontario expressing the need for additional investments to the Conservation Authorities to allow them to better address the impacts of climate change.
 - Ian Johnson and Bob Clark - a copy of a letter to Malahide Township Council thanking the Township and the CCCA for their efforts during the flooding in Port Bruce on January 12 and 13, 2018.
 - Municipality of Central Elgin - a copy of Council's resolution approving Central Elgin's apportionment of the 2018 CCCA Levy in the amount of \$80,664.83, including the Special Planning Levy.
 - b) Not Copied:
 - Correspondence Registers for January & February, 2018.
- 14) Committee of the Whole
- 15) Next Meeting / Adjournment

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

Thursday, February 22nd, 2018

Meeting #01/2018

The 67th Annual General Meeting of the Catfish Creek Conservation Authority was held at the East Elgin Community Complex.

PRESENT:

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

STAFF:

Kim Smale	General Manager / Secretary-Treasurer
Susan Simmons	Financial Services Coordinator
Tony Difazio	Resource Planning Coordinator
Peter Dragunas	Water Management Technician
Dusty Underhill	Conservation Areas Supervisor
Tiffany Kalita-Guay	Program Support Assistant

GUESTS:

Murray Alward	CCCA Supporter
Dan Arppe	Jaffa Environmental Education Centre
Pete Barbour	Councillor, Town of Aylmer
Don Beattie	Account Manager, C.I.B.C.
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
Alyssa Cousineau	Coordinator, ALUS Elgin
Kyle Cronk	President, Lake Erie North Shore Landowners Association
Dan Dale	CCCA Supporter
Heather Derks	Member Services Representative, Elgin Federation of Agriculture
Lindsay Duncan	Coordinator, County of Elgin Tourism
George Fairservice	CCCA Volunteer
Emily Febrey	CCCA Volunteer
Mary French	Deputy Mayor, Town of Aylmer
Julie Gonyou	C.A.O., County of Elgin
Jeremy Gorman	CCCA Support Staff
David Harding	Lake Erie North Shore Landowners Association
Sarah Hargreaves	Conservation Award Recipient
Al Hurst	St. Thomas Field Naturalists
Jim Jenkins	Deputy Mayor, Township of Malahide
Stan & Karen Jones	Lake Erie North Shore Landowners Association
Tim Kelly	London Life Insurance
Drake Larsen	Conservation Award Recipient
John Martyn	CCCA Supporter
Judy Maxwell	Interim General Manager, Long Point Region C.A.
Betsy McClure	Stewardship Coordinator, Kettle Creek C.A.
David Mennill	Mayor, Township of Malahide
Brett Norman	Guest Speaker
Sacha Pimiskern	CCCA Support Staff
Melissa Schneider	Vice-President, Elgin Federation of Agriculture
Al Sharpe	Director, Elgin Hiking Trail Club
Dr. Duncan Sinclair	Ducks Unlimited Canada
Duncan Sinclair Jr.	Teacher, Environmental Leadership Program
Elizabeth VanHooren	General Manager, Kettle Creek C.A.
Karen Vecchio	MP, Elgin-Middlesex-London

Mark Wales
Steve Walsh
Robyn Whaley
Cassandra Young

Lake Erie Region Source Protection Committee
ALUS Representative, Elgin Federation of Agriculture
Recipient, Student Scholarship Award
Student, Fanshawe Cooperative Education Placement

WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone to the 67th Annual General Meeting of the Catfish Creek Conservation Authority and called the proceedings to order at (2:00 p.m.).

ADOPTION OF AGENDA:

Motion # 01/2018 D. Mayberry A. Oslach 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 Cerna introduced the Catfish Creek Conservation Authority Board of Directors, Staff, and Special Guests in attendance.

Member Mayberry, the current Mayor of the Township of South-West Oxford and the Warden of Oxford County asked for the opportunity to say a few words about his predecessor Councillor Anne Vanhoucke who passed away suddenly on December 22nd, 2017. Anne was the elected representative from the Township of South-West Oxford on the CCCA Board of Directors since 2004.

ADOPTION OF MINUTES:

Motion # 02/2018 A. Oslach D. Mayberry CARRIED

That, the Minutes of Full Authority meeting # 10/2017 (December 15, 2017), be accepted as circulated.

Motion # 03/2018 S. Martyn M. Tinlin CARRIED

That, the Minutes of Personnel / Finance Committee meeting # PF 01/2018 (February 01, 2018), be accepted as circulated.

Motion # 04/2018 A. Oslach S. Martyn CARRIED

That, the Minutes of Interview Committee meeting # IC 01/2018 (February 09, 2018), be accepted as circulated.

2017 AUDITED FINANCIAL STATEMENTS:

Jennifer Buchanan of Graham Scott Enns LLP Chartered Accountants presented the 2017 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, 2017, 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 # 05/2018 D. Mayberry M. Tinlin CARRIED

That, the Financial Statements of the Catfish Creek Conservation Authority and Audit Findings Letter prepared by Graham Scott Enns LLP, as at December 31, 2017, be adopted as circulated.

CHAIRPERSON'S MESSAGE:

Chairperson Cerna presented the Annual Chairperson's Message to the audience. A condensed version is included on the first page of the 2017 Annual Report.

ANNUAL REPORT PRESENTATION:

The General Manager / Secretary-Treasurer presented the 2017 Annual Report. He mentioned the largesse of community support and involvement the CCCA received over the past year. He also thanked the staff from the CCCA and the Township of Malahide for their efforts during the two (2) recent flood events in Port Bruce.

Motion # 06/2018 D. Mayberry A. Oslach CARRIED

That, the 2017 Annual Report be adopted as presented.

ELECTION OF OFFICERS:

Susan Simmons, Financial Services Coordinator of the CCCA was asked to conduct the elections for Chairperson and Vice-Chairperson for the year 2018.

Ms. Simmons 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 (2) scrutineers in the event of an election.

Motion # 07/2018 S. Martyn M. Tinlin CARRIED

That, Elizabeth VanHooren and Judy Maxwell 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. Simmons called for nominations for the position of Chairperson of the CCCA for 2018.

Arthur Oslach nominated Rick Cerna.

Nominations for the position of Chairperson were called for a second and third time.

Motion # 08/2018 A. Oslach D. Mayberry CARRIED

That, nominations for the position of Chairperson be closed.

Rick Cerna was acclaimed Chairperson for 2018.

Ms. Simmons called for nominations for the position of Vice-Chairperson of the CCCA for 2018.

Sally Martyn nominated Mark Tinlin.

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

Motion # 09/2018 D. Mayberry A. Oslach CARRIED

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

Mark Tinlin was acclaimed Vice-Chairperson for 2018.

Rick Cerna assumed the Chair to continue the meeting.

GUEST SPEAKER:

Vice-Chairperson Tinlin introduced Brett Norman from the Nature Conservancy of Canada as the Guest Speaker.

Mr. Norman began his presentation by providing the audience with some background information about himself and the Nature Conservancy of Canada (NCC). Founded in 1962, the

NCC has helped conserve 1.1 million hectares of ecologically significant land across the country, protecting habitat for over 200 of Canada's most endangered species. Brett then talked about the Southern Norfolk Sand Plain Natural Area Conservation Plan that he has been involved with during his time with NCC. He noted the land acquisition, field restoration and research activities being implemented on the properties that are now owned and managed by the NCC.

Vice-Chairperson Tinlin thanked Brett for his talk and presented him with a small token of appreciation on behalf of the Conservation Authority

STUDENT SCHOLARSHIP AWARD:

Member Mayberry presented the 16th Annual Catfish Creek Conservation Authority Scholarship Award to Robyn Whaley. Robyn plans on continuing her post-secondary education in the field of wildlife biology and conservation at the University of Guelph in September, 2018.

CONSERVATION AWARD:

Member Martyn was called upon to present the Conservation Award to Drake Larsen and Sarah Hargreaves in recognition of their conservation efforts on their 50 - acre Three Ridges Ecological Farm located in the Township of Malahide. Drake and Sarah have undertaken several environmental projects on their property including the creation of a series of wetlands and grassed swales, planting tallgrass prairie and nut trees, and invasive species control. Drake is a farmer liaison for the Alternative Land Use Services (ALUS) Elgin Program and Sarah is the current Program Manager for the Ecological Farmers of Ontario.

CERTIFICATES OF RECOGNITION:

Member Oslach presented Certificates of Recognition to the following Board Member and Staff for their important contributions to the CCCA.

- 10 Years - Sally Martyn, Board Member
- 10 Years - Peter Dragunas, Water Management Technician
- 15 Years - Tony Difazio, Resource Planning Coordinator
- 20 Years - Susan Simmons, Financial Services Coordinator
- 40 Years - Kim Smale, General Manager / Secretary-Treasurer

OTHER BUSINESS:

<u>Motion # 10/2018</u>	D. Mayberry	A. Oslach	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 2018; and further,

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

That, the borrowing maximum for 2018 be up to the sum of \$175,000.00.

<u>Motion # 11/2018</u>	M. Tinlin	S. Martyn	CARRIED
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That, the Canadian Imperial Bank of Commerce, Aylmer Branch, be appointed the Authority's banking institution for the year 2018.

<u>Motion # 12/2018</u>	A. Oslach	M. Tinlin	CARRIED
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That, Steve Gibson, Elgin County Solicitor, be appointed as the Authority's Solicitor for the years 2018 and 2019 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 2018.

<u>Motion # 13/2018</u>	M. Tinlin	S. Martyn	CARRIED
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That, Graham Scott Enns LLP Chartered Accountants be appointed as the Authority's Auditor for the year 2018.

ADJOURNMENT:

Chairperson Cerna invited everyone to stay for refreshments and networking opportunities following the meeting.

Motion # 14/2018

D. Mayberry

A. Oslach

CARRIED

That, the Annual General Meeting of the Catfish Creek Conservation Authority be adjourned at (3:15 p.m.).

General Manager / Secretary –Treasurer

Authority Chairperson

REPORT FA 01 / 2018: To The Full Authority

FROM: Resource Planning Coordinator
Water Management Technician
Conservation Areas Supervisor

SUBJECT: Monthly Staff Reports

DATE: March 15, 2018

Resource Planning Coordinator, Tony Difazio

Current Activities:

- Completed several stewardship applications for landowners, and project reports for presentation to the Elgin Clean Water Program Committee;
- Completed a Forest Management Plan under the 'Managed Forest Tax Incentive Program';
- Assisting with updates to the Conservation Authority Regulation Mapping Initiative;
- Assisted with flood monitoring and mitigation efforts during recent flood events in the watershed; and,
- Participated in a number of Webinars outlining future potential funding programs, and other Provincial initiatives.

Upcoming Activities:

- Assist with the planning and delivery of upcoming stewardship restoration projects throughout the watershed;
- Overall supervision and coordination of Regulation Mapping updates;
- Assist with the development of conceptual restoration plans and preparation of funding applications;
- Attend an upcoming Elgin Clean Water Committee meeting;
- Delivery of the Forestry module for the 2018 Envirothon Competition to be held at the Springwater Conservation Area. The Field Studies Workshop will be held on Tuesday, April 17 and the Regional Competition Day is Tuesday, May 1, 2018; and,
- Regular duties as assigned.

Water Management Technician, Peter Dragunas

Current Activities:

- Watershed Condition Statements Issued:
 - January 11th Water Safety,
 - January 22nd Water Safety,
 - February 16th Water Safety,
 - February 19th Flood Watch,
 - March 1st Water Safety.

- Flood Warnings Issued:
 - January 12th,
 - January 23rd,
 - February 20th.
- Debriefing meeting with Malahide Township and Catfish Creek Conservation Authority staff concerning the January 12th flood.
- Forests Ontario 50 Million Tree Program administration.
- Administration of the Greening Communities Program for the CCCA. Site visits with landowners to discuss / assist with CCCA 2018 Tree Planting Program.
- 2018 Ontario Low Water Response preseason assessment, improvements to Low Water Response data analysis model.
- March 2nd Conservation Authorities and applicable government agencies, meeting at Upper Thames River Conservation Authority with regard to Flood Warning & Emergency Planning with focus on the February 20th floods.
- March 9th, London Farm Show with area Conservation Authorities and Forests Ontario to promote reforestation and land reclamation.
- Permit to Take Water (PTTW) application renewal assistance.

Upcoming Activities:

- CCCA 2018 Tree Planting Program.
- 2018 OLWR analysis.
- Regular duties as assigned.

Conservation Areas Supervisor, Dusty Underhill

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.
- Assisted the Water Management Technician with the drilling of ice holes on Catfish Creek in Port Bruce.
- Preparation and delivery of the 2018 Springwater Maple Syrup Program and Festival.
- Received certification as a "Trained Person" for the Operation of Small Drinking Water Systems.

Upcoming Activities:

- Assisting Elgin County Tourism with a Tourism Promotional Video Shoot of the Springwater Maple Syrup Festival.
- Woodlot Management.
- Tree Planting.
- Envirothon Competition.
- Springwater Maple Syrup Program and Festival.
- Regular duties as assigned.

Recommendation:

That, Staff Reports for the months of January and February, 2018, be noted and filed.



Tony Difazio
Resource Planning Coordinator



Dusty Underhill
Conservation Areas Supervisor



Peter Dragunas
Water Management Technician

REPORT FA 02 / 2018 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: January Summary of Revenue & Expenditures
DATE: January 31, 2018

SUMMARY OF REVENUE
for the period ending January 31, 2018

	2018 Budget	2018 To Date	Difference	2017 To Date
MNRF Provincial Grants	\$ 79,835.00	\$ -	\$ (79,835.00)	\$ -
Other Provincial Grants	\$ 61,355.81	\$ 9,282.79	\$ (52,073.02)	\$ 9,650.11
Federal Grants	\$ 23,650.00	\$ -	\$ (23,650.00)	\$ 20,987.10
General Levy	\$ 283,278.96	\$ -	\$ (283,278.96)	\$ -
Special Benefiting Levy	\$ 66,137.88	\$ -	\$ (66,137.88)	\$ -
Employment Program Grants	\$ 21,000.00	\$ -	\$ (21,000.00)	\$ -
Donations/Sponsorships	\$ 31,200.00	\$ 14,974.80	\$ (16,225.20)	\$ 8,659.84
Conservation Areas Revenue	\$ 507,500.00	\$ 71,028.69	\$ (436,471.31)	\$ 68,015.58
Maple Syrup Revenue	\$ 54,100.00	\$ 3.50	\$ (54,096.50)	\$ -
Bank Interest Earned	\$ 3,500.00	\$ -	\$ (3,500.00)	\$ -
Information & Education	\$ 6,700.00	\$ -	\$ (6,700.00)	\$ -
Legal Inquiries/Permit Applications	\$ 5,000.00	\$ 84.07	\$ (4,915.93)	\$ 1,500.00
Trees/Planting/Spraying	\$ 4,250.00	\$ -	\$ (4,250.00)	\$ -
Woodlot Management	\$ 1,000.00	\$ 486.73	\$ (513.27)	\$ 353.98
Watershed Stewardship Projects	\$ -	\$ -	\$ -	\$ 8,500.00
Water Quality/Quantity Programs	\$ 500.00	\$ -	\$ (500.00)	\$ -
Revenue from Other C.A. Lands	\$ 12,680.00	\$ 13,466.37	\$ 786.37	\$ 11,000.00
Other Revenue	\$ 4,000.00	\$ -	\$ (4,000.00)	\$ -
Contract Services	\$ -	\$ -	\$ -	\$ -
Vehicle & Equipment Rental Recoveries	\$ 38,175.00	\$ 2,259.54	\$ (35,915.46)	\$ -
Previous Year Surplus (Deficit)	\$ 1,169.70	\$ 1,169.70	\$ -	\$ (10,490.46)
Income Appropriation from Special Reserves	\$ 30,044.83	\$ -	\$ (30,044.83)	\$ -
Income Appropriation from General Reserves	\$ 88,749.76	\$ -	\$ (88,749.76)	\$ -
	\$ 1,323,826.94	\$ 112,756.19	\$ (1,211,070.75)	\$ 118,176.15

DONATIONS/SPONSORSHIPS	2018 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	\$ 1,500.00	\$ 345.00	\$ (1,155.00)
EESL ELP Sponsorships	\$ 7,500.00	\$ 6,384.80	\$ (1,115.20)
Community Forest	\$ 250.00	\$ -	\$ (250.00)
Maple Syrup Program	\$ 6,000.00	\$ 7,200.00	\$ 1,200.00
Springwater Forest Trails	\$ 9,000.00	\$ 1,045.00	\$ (7,955.00)
Archie Coulter C.A. Trails	\$ 700.00	\$ -	\$ (700.00)
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	\$ 31,200.00	\$ 14,974.80	\$ (16,225.20)

SUMMARY OF EXPENDITURES

for the period ending January 31, 2018

	2018 Budget	2018 To Date	Difference	2017 To Date
ADMINISTRATION				
A-1 Wages & Benefits	\$ 96,050.23	\$ 7,844.42	\$ 88,205.81	\$ 7,603.65
A-2 Travel Exp. & Allow.	\$ 9,030.75	\$ -	\$ 9,030.75	\$ 21.53
A-3 Equip. Purchase & Rental	\$ 9,225.00	\$ 1,764.74	\$ 7,460.26	\$ 1,074.58
A-4 Materials & Supplies	\$ 4,350.00	\$ 152.01	\$ 4,197.99	\$ (4.45)
A-5 Rent & Utilities	\$ 15,274.64	\$ 705.08	\$ 14,569.56	\$ 853.02
A-6 General Expenses	\$ 40,286.00	\$ 9,704.34	\$ 30,581.66	\$ 9,276.53
TOTAL	\$ 174,216.62	\$ 20,170.59	\$ 154,046.03	\$ 18,824.86
FLOOD FORECASTING & WARNING				
F4-2 Flood Control Structures	\$ 11,558.29	\$ 722.39	\$ 10,835.90	\$ 710.71
F4-4 Flood Forecasting & Warning	\$ 160,877.33	\$ 11,833.46	\$ 149,043.87	\$ 10,785.39
F4-5 Ice Management	\$ 65,887.88	\$ 1,311.42	\$ 64,576.46	\$ 1,515.09
F4-6 Plan Input	\$ 35,863.55	\$ 2,573.11	\$ 33,290.44	\$ 2,256.27
F4-71 Watershed Planning	\$ 11,277.73	\$ 699.80	\$ 10,577.93	\$ 1,055.79
F4-72 Technical Studies (GIS)	\$ 13,345.09	\$ 560.19	\$ 12,784.90	\$ 340.69
TOTAL	\$ 298,809.87	\$ 17,700.37	\$ 281,109.50	\$ 16,663.94
OTHER PROGRAM AREAS				
B-1 Information & Education	\$ 35,639.80	\$ 392.67	\$ 35,247.13	\$ 1,095.59
E-1 Extension Services - Tree Planting Community Forest	\$ 34,861.84	\$ 1,545.57	\$ 33,316.27	\$ 1,528.71
E-1 Extension Services - Woodlot Management	\$ -	\$ -	\$ -	\$ -
E-1 Extension Services - Woodlot Management	\$ 6,826.99	\$ 467.52	\$ 6,359.47	\$ 400.42
E-1 Extension Services - Watershed Stewardship	\$ 33,435.34	\$ 941.67	\$ 32,493.67	\$ 15,692.90
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 110,763.97	\$ 3,347.43	\$ 107,416.54	\$ 18,717.62
CAPITAL & SPECIAL PROJECTS				
Water Management Programs	\$ 24,855.81	\$ 869.42	\$ 23,986.39	\$ 1,706.68
Springwater C.A. Development	\$ 23,546.16	\$ -	\$ 23,546.16	\$ -
Special Projects	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
TOTAL	\$ 51,401.97	\$ 869.42	\$ 50,532.55	\$ 1,706.68
CONSERVATION AUTHORITY LANDS				
Springwater Operation & Maint	\$ 519,792.63	\$ 18,954.98	\$ 500,837.65	\$ 16,109.27
Vehicle & Equipment Pool Exp.	\$ 44,330.00	\$ 4,062.10	\$ 40,267.90	\$ 625.38
Maple Syrup	\$ 60,100.00	\$ 3,052.95	\$ 57,047.05	\$ 3,453.89
Other C.A. Lands	\$ 64,411.88	\$ 2,618.16	\$ 61,793.72	\$ 2,974.07
TOTAL	\$ 688,634.51	\$ 28,688.19	\$ 659,946.32	\$ 23,162.61
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,323,826.94	\$ 70,776.00	\$ 1,253,050.94	\$ 79,075.71

Susan Simmons,
Financial Services Coordinator

REPORT FA 03 / 2018 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: February Summary of Revenue & Expenditures
DATE: February 28, 2018

SUMMARY OF REVENUE
for the period ending February 28, 2018

	2018 Budget	2018 To Date	Difference	2017 To Date
MNRF Provincial Grants	\$ 79,835.00	\$ -	\$ (79,835.00)	\$ -
Other Provincial Grants	\$ 61,355.81	\$ 32,932.70	\$ (28,423.11)	\$ 11,275.11
Federal Grants	\$ 23,650.00	\$ -	\$ (23,650.00)	\$ 20,987.10
General Levy	\$ 283,278.96	\$ -	\$ (283,278.96)	\$ -
Special Benefiting Levy	\$ 66,137.88	\$ -	\$ (66,137.88)	\$ -
Employment Program Grants	\$ 21,000.00	\$ -	\$ (21,000.00)	\$ -
Donations/Sponsorships	\$ 31,200.00	\$ 17,974.80	\$ (13,225.20)	\$ 21,544.64
Conservation Areas Revenue	\$ 507,500.00	\$ 76,740.60	\$ (430,759.40)	\$ 77,400.15
Maple Syrup Revenue	\$ 54,100.00	\$ 817.86	\$ (53,282.14)	\$ 2,178.76
Bank Interest Earned	\$ 3,500.00	\$ 114.31	\$ (3,385.69)	\$ -
Information & Education	\$ 6,700.00	\$ -	\$ (6,700.00)	\$ -
Legal Inquiries/Permit Applications	\$ 5,000.00	\$ 252.21	\$ (4,747.79)	\$ 2,123.89
Trees/Planting/Spraying	\$ 4,250.00	\$ -	\$ (4,250.00)	\$ -
Woodlot Management	\$ 1,000.00	\$ 486.73	\$ (513.27)	\$ 353.98
Watershed Stewardship Projects	\$ -	\$ -	\$ -	\$ 8,500.00
Water Quality/Quantity Programs	\$ 500.00	\$ -	\$ (500.00)	\$ -
Revenue from Other C.A. Lands	\$ 12,680.00	\$ 13,466.37	\$ 786.37	\$ 11,140.00
Other Revenue	\$ 4,000.00	\$ -	\$ (4,000.00)	\$ 3,723.42
Contract Services	\$ -	\$ -	\$ -	\$ -
Vehicle & Equipment Rental Recoveries	\$ 38,175.00	\$ 2,259.54	\$ (35,915.46)	\$ 2,047.00
Previous Year Surplus (Deficit)	\$ 1,169.70	\$ 1,169.70	\$ -	\$ (10,490.46)
Income Appropriation from Special Reserves	\$ 30,044.83	\$ -	\$ (30,044.83)	\$ -
Income Appropriation from General Reserves	\$ 88,749.76	\$ -	\$ (88,749.76)	\$ -
	\$ 1,323,826.94	\$ 146,214.82	\$ (1,177,612.12)	\$ 150,783.59

	2018 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	\$ 500.00	\$ (750.00)
Environmental Education	\$ 1,500.00	\$ 345.00	\$ (1,155.00)
EESS ELP Sponsorships	\$ 7,500.00	\$ 6,384.80	\$ (1,115.20)
Community Forest	\$ 250.00	\$ -	\$ (250.00)
Maple Syrup Program	\$ 6,000.00	\$ 8,600.00	\$ 2,600.00
Springwater Forest Trails	\$ 9,000.00	\$ 1,145.00	\$ (7,855.00)
Archie Coulter C.A. Trails	\$ 700.00	\$ -	\$ (700.00)
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	\$ 31,200.00	\$ 17,974.80	\$ (13,225.20)

SUMMARY OF EXPENDITURES

for the period ending February 28, 2018

	2018 Budget	2018 To Date	Difference	2017 To Date
ADMINISTRATION				
A-1 Wages & Benefits	\$ 96,050.23	\$ 15,957.52	\$ 80,092.71	\$ 15,207.31
A-2 Travel Exp. & Allow.	\$ 9,030.75	\$ 9.00	\$ 9,021.75	\$ 185.33
A-3 Equip. Purchase & Rental	\$ 9,225.00	\$ 1,764.74	\$ 7,460.26	\$ 1,327.85
A-4 Materials & Supplies	\$ 4,350.00	\$ 1,245.60	\$ 3,104.40	\$ 332.54
A-5 Rent & Utilities	\$ 15,274.64	\$ 1,433.19	\$ 13,841.45	\$ 1,799.70
A-6 General Expenses	\$ 40,286.00	\$ 20,013.81	\$ 20,272.19	\$ 18,973.72
TOTAL	\$ 174,216.62	\$ 40,423.86	\$ 133,792.76	\$ 37,826.45
FLOOD FORECASTING & WARNING				
F4-2 Flood Control Structures	\$ 11,558.29	\$ 1,299.49	\$ 10,258.80	\$ 1,525.82
F4-4 Flood Forecasting & Warning	\$ 160,877.33	\$ 23,793.12	\$ 137,084.21	\$ 21,669.55
F4-5 Ice Management	\$ 65,887.88	\$ 11,355.63	\$ 54,532.25	\$ 2,917.60
F4-6 Plan Input	\$ 35,863.55	\$ 5,205.04	\$ 30,658.51	\$ 4,549.26
F4-71 Watershed Planning	\$ 11,277.73	\$ 1,452.60	\$ 9,825.13	\$ 2,058.55
F4-72 Technical Studies (GIS)	\$ 13,345.09	\$ 4,010.36	\$ 9,334.73	\$ 1,349.15
TOTAL	\$ 298,809.87	\$ 47,116.24	\$ 251,693.63	\$ 34,069.93
OTHER PROGRAM AREAS				
B-1 Information & Education	\$ 35,639.80	\$ 702.48	\$ 34,937.32	\$ 1,690.80
E-1 Extension Services - Tree Planting Community Forest	\$ 34,861.84	\$ 2,890.96	\$ 31,970.88	\$ 3,048.22
E-1 Extension Services - Woodlot Management	\$ -	\$ -	\$ -	\$ -
E-1 Extension Services - Watershed Stewardship	\$ 6,826.99	\$ 901.39	\$ 5,925.60	\$ 878.14
E4-1 Fish & Wildlife Habitat	\$ 33,435.34	\$ 2,052.50	\$ 31,382.84	\$ 19,518.37
TOTAL	\$ 110,763.97	\$ 6,547.33	\$ 104,216.64	\$ 25,135.53
CAPITAL & SPECIAL PROJECTS				
Water Management Programs	\$ 24,855.81	\$ 1,738.40	\$ 23,117.41	\$ 3,443.39
Springwater C.A. Development	\$ 23,546.16	\$ -	\$ 23,546.16	\$ -
Special Projects	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
TOTAL	\$ 51,401.97	\$ 1,738.40	\$ 49,663.57	\$ 3,443.39
CONSERVATION AUTHORITY LANDS				
Springwater Operation & Maint	\$ 519,792.63	\$ 35,424.83	\$ 484,367.80	\$ 34,827.06
Vehicle & Equipment Pool Exp.	\$ 44,330.00	\$ 8,301.97	\$ 36,028.03	\$ 1,847.78
Maple Syrup	\$ 60,100.00	\$ 7,790.76	\$ 52,309.24	\$ 15,920.75
Other C.A. Lands	\$ 64,411.88	\$ 3,916.18	\$ 60,495.70	\$ 5,533.84
TOTAL	\$ 688,634.51	\$ 55,433.74	\$ 633,200.77	\$ 58,129.43
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,323,826.94	\$ 151,259.57	\$ 1,172,567.37	\$ 158,604.73

Susan Simmons

Susan Simmons,
Financial Services Coordinator

REPORT FA 04 / 2018 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: February 28, 2018

VENDOR	CHQ #	TOTAL	EXPLANATION
Jury, David	28031	\$ 568.65	computer network support
payroll February 5 (28032-28039)			
Fairservice, George	28040	\$ 1,041.04	support for Springwater Operations (2 weeks)
Employer Health Tax	28041		remittance for 2017
Bell Canada	28042	\$ 88.07	gauge
Hydro One	28043	\$ 44.28	gauge
Eastlink	28044	\$ 1,155.49	phone, fax line, gauges, & internet
Telus Mobility	28045	\$ 102.83	mobile phones
payroll February 14 (28046-28054)			
Hydro One	28055	\$ 1,199.28	campground, admin centre & gauges
Hydro One	28056	\$ 30.36	gauge
Municipality of Central Elgin	28057	\$ 5,661.53	property taxes - interim 2018
Township of Malahide	28058	\$ 169.74	property taxes - interim 2018

\$ 10,061.27

RECOMMENDATION:

THAT, Accounts Paid totalling \$10,061.27 , be approved as presented in Report FA 04 / 2018.



Susan Simmons,
Financial Services Coordinator


REPORT FA 05 / 2018 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Payable
DATE: March 15, 2018

VENDOR	CHQ #	TOTAL	EXPLANATION
payroll March 5 (28059-28068)			
Bell Canada	28069	\$ 90.71	gauge
Eastlink	28070	\$ 1,160.13	phone, fax line, gauges, & internet
Hydro One	28071	\$ 43.44	gauge
CIBC Visa	Cash	\$ 200.27	campground supplies
ALS Canada Ltd.	28072	\$ 76.84	campground maintenance
Ansell's Awards & Specialties	28073	\$ 97.08	Conservation Award & brass sign plates
Aramark Refreshment Services	28074	\$ 259.01	coffee service
Aylmer Express Limited	28075	\$ 2,614.50	Annual Reports and advertising
Aylmer Home Hardware	28076	\$ 50.84	administration maintenance supplies
Aylmer Propane	28077	\$ 99.03	shop heat fuel
Canadian Tire	28078	\$ 71.14	supplies for Maple Syrup and Ice Management
Canon Canada Inc.	28079	\$ 441.85	photo copier service
CJDL Consulting Engineers	28080	\$ 411.32	YNHA project
Conservation Ontario	28081	\$ 660.45	annual ESRI license fee
Dale Equipment Centre	28082	\$ 183.63	equipment maintenance
Daytripping in Southern Ontario	28083	\$ 209.05	advertising for Maple Syrup Festival
Deep Roots Farm	28084	\$ 15,038.38	Maple Products for resale
Delta Power Equipment Ltd.	28085	\$ 4,781.38	equipment maintenance
Dowler Karn Propane Ltd.	28086	\$ 972.48	shop heat fuel
Educational Animal Display	28087	\$ 508.50	special attraction for Maple Syrup Festival
Elgin RV Sales & Service	28088	\$ 20.34	supplies for Maple Syrup Festival
Esta Chocolates Inc.	28089	\$ 371.19	Maple Products for resale
Ferguson, Kevin	28090	\$ 215.00	watershed stewardship project
Forests Ontario	28091	\$ 226.00	supplies for Maple Syrup Festival
Frank's Maintenance Products	28092	\$ 233.57	supplies for Maple Syrup Festival
Glenbriar Bottled Water Co. Ltd.	28093	\$ 22.48	water cooler service
Graham Scott Enns LLP	28094	\$ 9,322.50	annual audit fees
Higgs Construction Ltd.	28095	\$ 9,788.63	ice management - Port Bruce
Industry Canada	28096	\$ 191.00	annual radio license fees
Jaffa Machine Ltd.	28097	\$ 160.12	equipment maintenance
Jakeman's Maple Products	28098	\$ 1,684.89	Maple Products for resale
Jury, David	28099	\$ 416.10	computer network support
McBain Signs & Graphic Design	28100	\$ 497.20	supplies for campground and YNHA project
Mission Management Information Systems Inc.	28101	\$ 615.85	annual reservation software support
Molly Maid	28102	\$ 237.00	administration centre cleaning service
Postmedia Network Inc.	28103	\$ 795.52	advertising for Maple Syrup Festival
Printers Plus	28104	\$ 1,670.14	office supplies
Purolator Courier	28105	\$ 59.72	courier fees
R Safety	28106	\$ 77.72	supplies for Maple Syrup Festival
Secord Home Building Centre	28107	\$ 143.71	supplies for Maple Syrup Festival
Smale, Kim	28108	\$ 144.03	mileage reimbursement
St. Thomas Canvas & Awning Inc.	28109	\$ 66.67	supplies for Annual General Meeting
Youngblut Timber Art	28110	\$ 1,000.00	special attraction for Maple Syrup Festival
		<u>\$ 55,929.41</u>	

RECOMMENDATION:

THAT, Accounts Payable totalling \$55,929.41 , be approved for payment as presented in Report FA 05 / 2018.


Susan Simmons,
Financial Services Coordinator

REPORT FA 06/2018	:	To The Full Authority
FROM	:	Tony Difazio, Resource Planning Coordinator
SUBJECT	:	MONTHLY PLAN REVIEW
DATE	:	March 9, 2018

PURPOSE: To outline the Monthly Plan Review Report as it has been implemented during January & February, 2018.

BACKGROUND: Technical staff have responded to each of the applications as per their committee dates.

RECOMMENDATION: THAT, the Full Authority approve the Monthly Plan Review Report for the months of January & February, 2018.

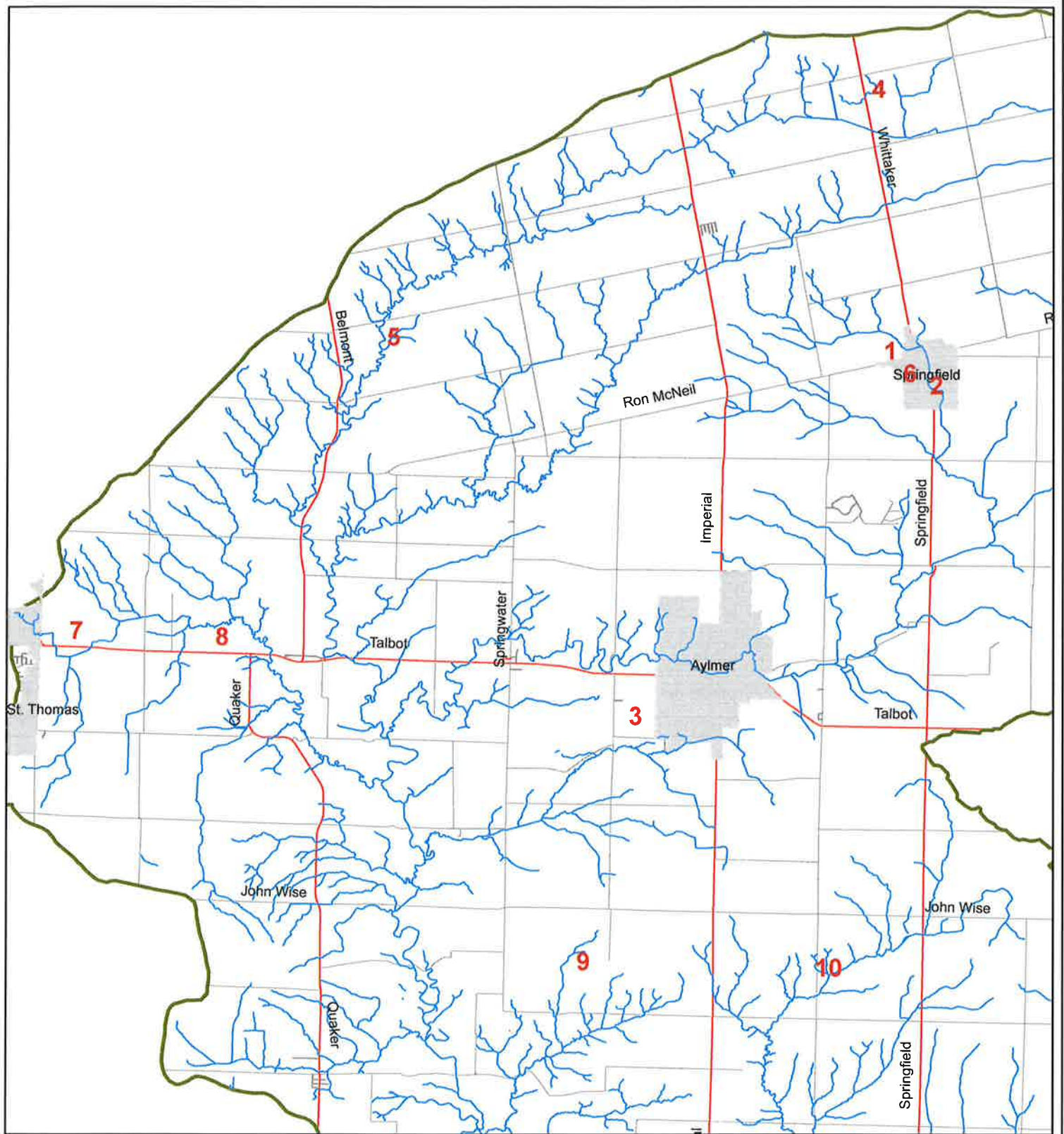


Tony Difazio, Resource Planning Coordinator

CATFISH CREEK CONSERVATION AUTHORITY
MONTHLY PLAN REVIEW REPORT
 March, 2018

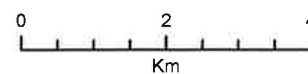
ZONING BYLAW AMENDMENTS			
SITE NO.	LOCATION	PROPOSAL	COMMENTS
1	51130 John Wise Line; Village of Springfield	* This amendment is to change the zoning on a vacant lot from <i>Village General Commercial</i> to <i>Village Residential</i> , to permit the construction of a single detached dwelling;	* NO OBJECTIONS
2	Springfield Road; Township of Malahide	* This amendment will rezone a small, irregular shaped parcel from <i>Agriculture</i> to <i>Rural Commercial</i> ; * This will permit the severance and merger/addition of this parcel to the adjacent/existing commercial lot (truck & equipment storage);	* NO OBJECTIONS
3	8900 Rogers Road; Township of Malahide	* This amendment will change the zoning on a surplus farm dwelling lot from <i>Agriculture</i> to <i>Agriculture Residential</i> ; * The retained farm parcel will be rezoned to <i>Special Agriculture</i> to prohibit construction of any new dwellings;	* NO OBJECTIONS

SEVERANCE APPLICATIONS			
SITE NO.	LOCATION	PROPOSAL	COMMENTS
3	8900 Rogers Road; Township of Malahide	* The applicants propose to sever a 100m X 135m parcel containing one house and several farm buildings, to create one new residential lot deemed surplus to the needs of the applicants; * The owners are retaining 41ha, to remain in agricultural use;	* NO OBJECTIONS
4	51145 York Line; Township of Malahide	* The applicants propose to sever a 60m X 90m parcel containing one house and one shed, to create one new residential lot deemed surplus to the needs of the applicants; * The owners are retaining 19.7 ha, to remain in agricultural use;	* NO OBJECTIONS
5	47201 Lyons Line; Township of Malahide	*The applicants propose to sever a 65m X 105m parcel to add to the adjoining residential lot to the west; * The owners are retaining 55.7ha, to remain in agricultural use;	* NO OBJECTIONS
6	51017 Ron McNeil Line; Village of Springfield	*The applicants propose to sever a 20.3m X 39.6m parcel along Omamee Street to create 1 new residential building lot; * The owners are retaining 965m ² , containing one house to remain in residential use;	* NO OBJECTIONS
7	45004 Talbot Line; Municipality of Central Elgin	* The applicants propose to sever an irregular shaped lot (2780m ²) containing 1 house, to create 1 new residential lot deemed surplus to the needs of the applicants; * The applicants are retaining 20 ha containing 1 barn and shed to remain in agricultural use;	* NO OBJECTIONS
8	45052 Talbot Line; Municipality of Central Elgin	*The applicants propose to sever a 248m X 364m lot (7.93ha) containing one barn (to be removed), to add to the adjoining agricultural land to the west; * The owners are retaining a 0.4ha parcel containing 1 house, barn and sheds to remain in residential use;	* NO OBJECTIONS
9	48738 John Wise Line; Township of Malahide	* The applicants wish to sever a large (146ha) agricultural parcel/estate, fronting John Wise Line and Calton Line; * The property will be severed into 7 agricultural parcels varying in size between 20 and 21 ha.;	* NO OBJECTIONS
10	7068 Hacienda Road; Township of Malahide	*The applicants propose to sever a 38m X 161m parcel fronting Hacienda Road to create 1 new residential building lot; * The owners are retaining 1ha, containing 1 house and 1 shop (to be removed) to remain in residential use;	* NO OBJECTIONS



Plan Review Map **March, 2018**

1 Plan Review Site Number



REPORT FA 07 / 2018 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: Grant Funding Agreement

DATE: March 6, 2018

PURPOSE:

To seek approval from the Board of Directors to enter into a Grant Funding Agreement with the Province of Ontario represented by the Minister of the Environment and Climate Change (MOECC).

DISCUSSION:

The Catfish Creek Conservation Authority (CCCA) recently received notice that the MOECC is interested in entering into a Grant Funding Agreement for the Lower Catfish Creek Restoration Project through the Great Lakes Guardian Community Fund.

In order for the CCCA to receive its first funding installment, the MOECC requires a Resolution of Support from the Board of Directors authorizing the Conservation Authority to enter into a Grant Funding Agreement with the Province of Ontario. The total grant approved for the project is \$ 25,000.00.

RECOMMENDATION:

THAT, the Catfish Creek Conservation Authority enter into a Grant Funding Agreement with the Province of Ontario represented by the Minister of the Environment and Climate Change for the Great Lakes Guardian Community Fund.



Kim Smale
General Manager / Secretary-Treasurer

REPORT FA 08 / 2018 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: General Insurance Program

DATE: March 12, 2018

Purpose:

To consider the 2018 - 2019 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 2017 - 2018 insurance coverage was \$31,485.00, plus applicable taxes. A renewal cost of \$31,580.00, plus applicable taxes has been submitted by the Cowan Company for the year 2018 - 2019, an increase of \$95.00. The new premium is based on virtually the same level of coverage and deductibles as in the previous year.

Highlights of the 2018 - 2019 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 2018 - 2019 insurance coverage with Frank Cowan Company Limited through Hamilton Ward & Cathers Insurance Service Limited at a total cost of \$31,580.00, plus applicable taxes.



Kim Smale
General Manager / Secretary-Treasurer

2018 General Insurance Program

CATFISH CREEK CONSERVATION AUTHORITY

Renewal Report for the Policy Term April 1, 2018 to April 1, 2019

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/ja

15 February 2018

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

GIP 04-2017-v1

Insuring the Public Interest Since 1927



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
Voluntary Medical Payments		50,000 Per Person 50,000 Per Accident
Voluntary Property Damage		50,000 Per Occurrence 50,000 Annual Aggregate
Voluntary Compensation - Employees		50,000 Each Person 250,000 Annual Aggregate
Forest Fire Expense		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	2,565,500
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			3,844,000
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	\$ 2,565,500.
(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		

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.

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			<u>\$ 3,844,000.</u>

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
#20 - Coverage for Transportation Endorsement		1,200/Occurrence (Applies to Vehicles 1, 2, 4)
#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)	\$ 31,485	Total Annual Premium (Excluding Taxes Payable)	\$ 31,580
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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	\$ 10,345	\$ 10,707
Errors and Omissions Liability	3,163	3,163
Non-Owned Automobile Liability	150	150
Environmental Liability	1,106	1,106
Crime	350	350
Legal Expense	750	750
Property		
Property	9,127	9,526
Equipment Breakdown	668	675
Automobile		
Owned Automobile	5,826	5,153
<u>Total Annual Premium</u>	\$ 31,485	\$ 31,580
(Excluding Taxes Payable)		

Changes to Your Insurance Program

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

Property Policy

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

Automobile Policy

- As of July 1, 2017 certain vehicles will no longer be considered road building machines and will be considered as commercial motor vehicles and as such may need to be insured on your automobile policy. Please refer to your broker or the MTO website for full details.

Program Options

1. Unmanned Aerial Vehicle (UAV) Coverage

- Property and/or Liability Cover may be available for Unmanned Aerial Vehicles (UAV)
- Application required to quote
- For Coverage information refer to the Unmanned Aerial Vehicles (UAV) Highlight Sheet.

2. Cyber Liability

Organizations rely on technology and the safe processing and storage of data to conduct business on a daily basis. Ensuring the security of data information is becoming an increasingly difficult task, especially considering changing regulations. A failure in technology or data breach can have significant consequences not only on the balance sheet but also to your organization's reputation.

Cyber Risk Insurance is available. See attached Highlights Sheet. **A completed application is required should a quote be requested.**

Cyber Liability

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Cyber Risk Insurance		Limits from \$100,000 to \$1,000,000 Aggregate Available
Below are the Coverages Provided under a Cyber Policy		
Media Content Services Liability		Included
Network Security Liability		Included
Privacy Liability		Included
Extortion Threat		Included
Sub-Limits		
Privacy Notification Costs		Aggregate
Regulatory Proceedings		Aggregate
Crisis Management Expense		Aggregate
Business Interruption	24 Hours	Aggregate
The Sub-Limits are subject to specific limits and are based on the Main Cyber Aggregate Limit Selected. They are included within the Cyber Aggregate limit and not in addition to this Limit.		

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). *Coverage must be specifically endorsed and is only applicable if specifically shown under 'Your Insurance Coverage' and on your policy.*
- 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 one of the broadest and most flexible in the industry. An Insured may elect to purchase any or all of the Standard Crime Coverage we have available. In addition to the Standard crime coverage the Insured may elect to also purchase any of our Optional Coverages.

Optional Crime Coverage Includes:

- Extortion Coverage (Threats to persons and property).
- Pension or Employment Benefit Plan coverage.
- Residential Trust Fund Coverage.
- Credit Card Coverage.
- Client Coverage (Third Party Bond)
- Fraudulently Induced Transfer Coverage (otherwise known as Social Engineering). *Separate Coverage Highlights Sheet for Fraudulently Induced Transfer Coverage is available.*

For more information on our Optional Coverage. Refer to our Crime Coverage Options Highlight Sheet

Features of our Standard Crime Coverage

Below is a brief description of the Standard Crime Coverage an Insured may elect to purchase:

Employee Dishonesty – Form A Commercial Blanket Bond

- This protects the employer from financial loss due to the fraudulent activities of an employee or group of employees. The loss can be the result of theft of money, securities or other property belonging to the employer.

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

- Covers loss by theft, disappearance, or destruction of the Insured's money and securities inside the Insured's premises (or Insured's bank's premises) as well as outside the Insured's premises while in the custody of a messenger.

Money Orders and Counterfeit Paper Currency

Covers Loss:

- Due to acceptance of a money order that was issued (or is purported to have been issued) by a post office or express company; and
- From the acceptance of counterfeit paper currency of Canada or the United States.

Forgery and Alteration

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

Audit Expense

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

Computer and Transfer Fraud (Including Voice Computer Toll Fraud)

- Loss caused when money, securities, or other property is transferred because of a fraudulent computer entry or change. The entry or change must be within a computer system that the Insured owns (and on their premises).
- Loss caused when money or securities are transferred, paid, or delivered from the Insured's account at a financial institution based on fraudulent instructions (at the financial institutions premises).
- Voice computer toll fraud covers the cost of long distance calls if caused by the fraudulent use of an account code or a system password.

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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 Definition of Insured including managers, employees and volunteers.

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.

Client Material and Wallet Card

- 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.).

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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.

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.

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.

Program Options – Highlights of Coverage

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

In addition to "Your Insurance Coverage", enhancements to your coverage are available as outlined under the Program Options page.

Highlights of coverage follow providing a brief description of these options.

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.

Unmanned Aerial Vehicle (UAV) Coverage Highlights

Overview

Transport Canada is responsible for regulating Unmanned Aerial Vehicles (UAV's) and requires UAV's used for work or research to register with them. Operators must comply with all applicable regulations.

Liability or property policies can now be enhanced with endorsements to cover Unmanned Aerial Vehicles. Coverage is intended to close the gap in liability and property insurance because of aviation exclusions.

Property Coverage

Property: (Optional Coverage)

- All Risk Coverage for the UAV (including all permanently attached equipment) and Ground or Operating Equipment (including any detachable equipment such as cameras etc).
- Coverage includes electrical and mechanical breakdown.
- Basis of settlement options include: Replacement Cost, Valued Amount or Actual Cash Value.

In addition to the standard exclusions within the Property All Risk Wording, the following exclusions also apply:

- Those used for military purposes, personal or recreational use.
- Those being rented to, leased to or lent to others.
- Mysterious disappearance after commencement of a flight unless UAV remains unrecovered for 30 days.
- If they are not in compliance with the manufacturer's specifications (e.g. the weight payload) is exceeded, when operated in wind at a higher speed than recommended etc.).
- UAV's must not exceed 500 meters in altitude or the range of 1km from the operator.
- Hijacking or unauthorized control of the UAV or Equipment.
- Failure to comply with any statute, permit, rule, regulation or any requirement for qualification to operate the UAV or the equipment.
- Criminal or dishonest acts, infidelity of employees, or theft from an unlocked vehicle.

Coverage is limited to Canada only.

Liability Coverage

- While Transport Canada mandates a minimum amount of insurance (\$100,000), coverage will follow the policy limit up to \$15,000,000. Higher limits may be available

We will extend liability to UAV's:

- Having a range of up to a maximum of 1km from the operator.
- With an altitude of 500 metres or less.
- Operators meeting all Transport Canada regulations.
- Not being used for military purposes, personal or recreational use.

Coverage is limited to Canada only.

Important Information

While our UAV endorsements are primarily designed to offer coverage for UAV's 25kg or less, we may be able to offer coverage for those falling outside of these parameters through our general aviation market.

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Cyber Risk Insurance Coverage Highlights

Overview

Cyber, network and data exposures impact all companies and thus this solution is suitable for almost any industry. We offer comprehensive Cyber Risk Insurance Coverage to protect an Insured against the cost of a failure in technology or data breach as well as costs involved in restoring the organization's reputation.

The Privacy Liability coverage section will now automatically extend coverage to a 'Service Provider' and/or under a 'Shared Network Arrangement'. We also offer an optional endorsement which will extend coverage to Crisis Management Costs.

Coverage

Media Content Services Liability.

- Media exposures such as defamation and breaches of intellectual property rights arising from your on-line publishing.

Network Security Liability.

- Failure to protect against unauthorized access to; unauthorized use of, or denial of services attack.

Privacy Liability Coverage.

- Consists of various components such as: Privacy Liability, Privacy Notification Costs and Regulatory Proceedings Coverage.
 - Privacy Liability
 - Provides coverage for your liability when you fail to safeguard personal information you have been entrusted with.
 - Privacy Notification Costs
 - Notification costs and credit monitoring after a breach.
 - Regulatory Proceedings Coverage
 - Covers fines and penalties.

Extortion Threat

- Cover to assist you in dealing with the costs of handling/response to a threat from a hacker to attack your information and electronic assets.

Crisis Management Expense

- Costs to assist you after a network compromise to your own system (e.g. public relations costs).

Business Interruption

- Covers the reduction in business income during the period of restoration after compromise to your own system.

Limits and Deductibles

Limits

- A range of limits available up to \$5 million (sub limits apply to first party coverage).
- Pays up to the Limit of Insurance for each coverage specified, subject to an Aggregate Limit.

Deductibles

- A separate deductible may apply to each coverage.

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.

Certification

Please ensure that the information found in this form is identical to the corresponding sections of the application form.

Group and Project Information

Legal Group Name:

Project Title:

Funding Summary

EcoAction Total Requested Contribution:

Total Project Value:

Certification

We certify that the information provided in this application, including all enclosures, is accurate to the best of our knowledge and that we are authorized to sign on behalf of the group (two signatures are required).

Name:

Title:

Signature: _____ Date: _____

Name:

Title:

Signature: _____ Date: _____

CATFISH CREEK CONSERVATION AUTHORITY

EXHIBIT "A"

BUILDINGS AND STRUCTURES

01/04/2018

ESTIMATE OF VALUES

1	OFFICE, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	441,300
2	GARAGE/WORKSHOP/STORAGE, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	136,800
3	METAL STORAGE POLE BARN, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	61,500
4	FUEL STORAGE BUILDING AND FUEL TANKS (EXCLUDING FUEL IN TANKS), 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	19,100
5	WHITES MILL WASHROOM, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	165,100
6	POPLAR HILL WASHROOM, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	86,600
7	PINE RIDGE WASHROOM, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	85,200
8	BRADLEY CREEK FOOT BRIDGE, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	3,500
9	DISPLAY PANEL SIGN, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	2,400
10	WOODHUT, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	4,100
11	SPRINGWATER FOREST TRAIL WASHROOMS, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	8,400
12	SPRUCE WOODS WATER PUMP HOUSE, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	13,700
13	WHITES MILL SEWAGE PUMP HOUSE, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	13,700
14	SPRINGWATER RESERVOIR BOARDWALK, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	24,300
15	CAMPGROUND STORE/GATEHOUSE, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	43,400
16	SUGAR SHANTY, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	63,500

PROPRIETARY DATA : USE OR DISCLOSURE OF THE INFORMATION IN THIS DOCUMENT IS SUBJECT TO THE RESTRICTIONS ON THE TITLE PAGE

REF:12800

31/01/2018

1

QUOTE ID: 290765

CATFISH CREEK CONSERVATION AUTHORITY

EXHIBIT "A"

BUILDINGS AND STRUCTURES

01/04/2018

ESTIMATE OF VALUES

17	ELECTRICAL PANELS, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	67,700
18	POPLAR HILL PLAYGROUND EQUIPMENT, 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	94,900
19	FORMER GATEHOUSE (STORAGE), 47719 CONSERVATION LINE & SPRINGWATER ROAD, AYLMER, N5H 2R4	26,900
20	SPRINGWATER SCHOOL BUILDING AND STORAGE, CONSERVATION LINE, AYLMER, N5H 2R4	177,300
21	WATER FILTRATION BUILDING, CONSERVATION LINE, AYLMER, N5H 2R4	20,400
22	SPRINGWATER FISHING PLATFORM, CONSERVATION LINE, AYLMER, N5H 2R4	22,800
23	BEACH HOUSE/CONCESSION BOOTH, CONSERVATION LINE, AYLMER, N5H 2R4	224,600
24	WATERLILY TRAIL BOARDWALK, CONSERVATION LINE, AYLMER, N5H 2R4	21,000
25	SPRINGWATER FOREST BRIDGES, CONSERVATION LINE, AYLMER, N5H 2R4	37,200
26	SOLAR PANELS, CONSERVATION LINE, AYLMER, N5H 2R4	12,600
27	WASHROOM BUILDING, DAY-USE AREA, CONSERVATION LINE, AYLMER, N5H 2R4	71,900
28	SOUTH PAVILLION, DAY-USE AREA, CONSERVATION LINE, AYLMER, N5H 2R4	56,900
29	NORTH PAVILLION, DAY-USE AREA, CONSERVATION LINE, AYLMER, N5H 2R4	56,900
30	GATEHOUSE, DAY-USE AREA, CONSERVATION LINE, AYLMER, N5H 2R4	10,300
31	SPARTA RECORDING BUILDING/EQUIPMENT, SOUTHDALE LINE, CONC 2 LOT 8 , AYLMER, N5H 2R4	11,400
32	SILVER CREEK RECORDING BUILDING/EQUIPMENT, 50400 NOVA SCOTIA LINE, MALAHIDE, N5H 2C3	15,800
33	DATA LOGGER RECORD BUILDING AND EQUIPMENT, 51261 RON MCNEIL , AYLMER, JAMESTOWN, SPRINGFIELD, SPRINGFIELD,	28,400

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CATFISH CREEK CONSERVATION AUTHORITY

EXHIBIT "A"

BUILDINGS AND STRUCTURES

01/04/2018

ESTIMATE OF VALUES

N0L 1J0

34	FOOTBRIDGE (STEEN PROPERTY), AYLMER, N5H 2R4	35,800	
35	PORT BRUCE WIND RECORDING EQUIPMENT AND TOWER, HIGHWAY 73, PORT BRUCE, N5H 2R2	9,000	
36	ACTIVITIES SHELTER, POPLAR HILL CAMPGROUND, SPRINGWATER RD, AYLMER, N5H 2R4	17,500	
37	FOOTBRIDGE - ARCHIE COULTER CONSERVATION AREA, 46900 BROUWERS LINE, ORWELL, N5H 2R4	25,000	SPE VAL
38	RECREATIONAL PLAYGROUND EQUIPMENT	54,200	
73	EXTRA EXPENSE	250,000	LIM

TOTALS:

<u>BLANKET</u>	<u>SPECIFIED</u>
2,246,100	275,000

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REF:12800

31/01/2018

3

QUOTE ID: 290765

CATFISH CREEK CONSERVATION AUTHORITY

EXHIBIT "A"

CONTENTS AND EQUIPMENT

01/04/2018

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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REF:12800

31/01/2018

CATFISH CREEK CONSERVATION AUTHORITY

EXHIBIT "A"

CONTENTS AND EQUIPMENT

01/04/2018

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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REF:12800

31/01/2018

TOTALS:BLANKETSPECIFIED

319,400

1,003,500

EXHIBIT "B"

AUTOMOBILE FLEET SCHEDULE

1	10 FORD PICKUP	B67224	REPL
2	14 DODGE RAM 1500	180671	REPL
3	17 KUBOTA RTV X900W	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 Named 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.
6. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTRY OF NATURAL RESOURCES AND FORESTRY, but only with respect to their agreement with the Named Insured for Provincial Transfer Payments

POLICY EFF: 01/04/2018

RISK NO: 12800

MODIFIED: 29/01/2018

QUOTE: 290448

Property Additional Interest(s)

LOSS PAYEE(S):

CBSC CAPITAL INC.
3450 Superior Court, Unit 1
Oakville, ON L6L 0C4

Certificate

With respect to the leased Canon Digital Copier, Model No. IRC5235, Serial No. JWH06558

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

POLICY EFF: 01/04/2018

RISK NO: 12800

MODIFIED: 31/01/2018

QUOTE: 290765

[illegible][illegible]

claimant. Claim recoveries by their nature are admissible only and are subject to change. Usually claims can be complete and can take no more time to reach resolution. One that takes it is not unusual for claims costs to escalate, sometimes dramatically. Most current estimates, for that, do not assume liability claims are as often reported after a policy year has passed – something years later. Therefore this report is likely not a complete or final view of the ultimate insured claims for this year.

REPORT FA 09 / 2018 : To The Full Authority**FROM:** Susan Simmons, Financial Services Coordinator**SUBJECT:** Photocopier Lease**DATE:** March 6, 2018**PURPOSE:**

To present the members with information regarding replacing the Authority's colour photocopier/printer/scanner/fax (multi-function).

BACKGROUND:

The Catfish Creek Conservation Authority (CCCA) currently leases a Canon iR c5235 colour photocopier/printer/scanner/fax unit from CBSC Capital Inc. This lease expires in December of this year.

Staff have obtained quotes from CBSC Capital Inc. and Forest City Business Equipment for replacing the current unit.

The following table details the current quarterly rates, as well as the rates quoted for replacement. Both companies now offer a new rate schedule for not-for-profit organizations.

<u>Equipment</u>	<u>Lease</u>	<u>Estimated Service</u>	<u>Total Quarterly</u>
Canon iR Adv c5235	\$846.00	\$427.78	\$1,273.78
Canon iR Adv c5535i	\$620.83	\$303.53	\$924.36
Kyocera 3252ci	\$507.00	\$324.16	\$831.16

The following chart details some of the major differences between the two copiers.

	Canon iR Adv c5535i	Kyocera 3252ci
Speed	35 pages/min	32 pages/min
Drawer Size	550 sheets	500 sheets
Dimensions (HxWxD)	37-3/8" x 24-3/8" x 29-1/4"	31.10" x 23.70" x 26.18"
Weight	313.1 lbs	202.83 lbs
Black Toner Yield	69,000	25,000
Colour Toner Yield	26,000	15,000
Black Drum Yield	488,000	200,000
Colour Drum Yield	386,000	200,000

The chart indicates that the Canon iR Adv c5535i is a higher end machine than the Kyocera 3252ci.

While the price of the Kyocera is slightly lower than Canon, staff feel that when considering the overall specifications as well as the proven track record with Canon in regard to the equipment and service provided over the past 15 years, it is advisable to continue leasing the Canon product.

RECOMMENDATION:

THAT, the Full Authority approve the lease of a Canon iR Adv c5535i from Canon Canada for a 68 month term at a rate of \$620.83 per quarter, plus applicable taxes.



Susan Simmons,
Financial Services Coordinator

REPORT FA 10 / 2018 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: Conservation Ontario's Provincial Pre-Budget Submission

DATE: March 6, 2018

PURPOSE:

To provide the members with a copy of the 2018 Conservation Ontario Pre-Budget Submission to the Provincial Standing Committee on Finance and Economic Affairs.

DISCUSSION:

In January, 2018, 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 for your reference.

RECOMMENDATION:

THAT, Report FA 10 / 2018, 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 2018

Conservation Authorities Provide An Effective & Cost Efficient Opportunity for the Province to Reduce Flooding Impacts

Introduction

The passage of Bill 139 (*Building Better Communities and Conserving Our Watersheds*) includes an updated *Conservation Authorities Act* (CA Act) which recognizes the critical role that Ontario's 36 Conservation Authorities play in helping build resilient watersheds that can mitigate or adapt to growing climate change impacts.

Conservation Authorities provide an effective and cost efficient province-wide network of experienced watershed managers who already work in multiple partnerships with all levels of government and others. Their broad mandate, which was recognized and provided with a stamp of approval in the new CA Act, enables them to help achieve many local, regional and provincial priority outcomes.

During the debate on the *Conservation Authorities Act*, many Members of Provincial Parliament stated that more investments are needed by the Province in order to support the important work of Conservation Authorities.

Throughout the two year consultation period, a wide range of stakeholders, including the development, municipal and nonprofit sectors, also called for more investments to be made in Conservation Authority programs and services.

All recognize the growing impacts of climate change and that Conservation Authorities need to be supported to help Ontario address these impacts.

Protecting People and Property from Flooding

Currently, there is no greater challenge than climate change and flooding is one of the most widely experienced impacts today in Ontario. Flooding is very costly for all levels of government, businesses and residents. Extreme flooding creates significant infrastructure and property damages, disruptions to business and travel and personal stress for homeowners and others. A way to turn this around would be to use the 2018 provincial budget to address some of the immediate needs of the Conservation Authority programs.

Because more frequent and stronger storms are now the norm, each year in our submission to the Standing Committee on Finance and Economic Affairs, we are unfortunately able to top the damage estimates from the previous year. This year a significant target was Windsor. During a late August 2017 rainstorm, the area received 200 mm of rain in less than 24 hours. The city of Windsor saw between 45 and 88 mm of rain the first night and got a further 50 mm by the next afternoon (Environment Canada).

The nearby community of LaSalle was the hardest hit, with 125 mm of rain on the first day and 160 mm on the second day.

This makes the second year in a row that Windsor encountered storms with intensities much higher than the typical 1:100 year theoretical design storm. Flooding was also very significant elsewhere including along the Ottawa and St. Lawrence rivers. It was a busy year for Conservation Authorities in Ontario.

What Will It Take To Make Improvements?

The immediate need is to make investments in the Conservation Authority flood forecasting and warning programs in order to keep on top of escalating flood events.

Three areas the Province should immediately consider directing investments:

1. Floodplain Mapping Updates
2. Conservation Authority Flood Operation Enhancements
3. Additional Funding for Aging Flood Infrastructure

1. Floodplain Mapping Updates

Conservation Authorities monitor 'riverine' conditions – preventing and reducing the impacts of flooding of watercourses. As the rivers and creeks absorb floodwaters, it moves downstream into communities often overloading already inadequate or dated infrastructure such as roads, buildings and homes.

Conservation Authorities monitor precipitation and streamflow on a regular basis, and communicate messages and warnings to municipalities, the general public and others. And, to prevent problems from occurring in the first place, they rely on regulations to keep buildings and other infrastructure out of flood prone areas. The floodplain maps are a critical component to the Conservation Authority flood programs. They delineate traditional flood prone lands. As climate change progresses, however, conditions change and this affects the floodplains.

Many Conservation Authorities are facing a growing problem. They have many older maps that don't adequately capture the newer flood events as conditions change. These maps need to be updated now and on an ongoing basis in order to adapt to climate change impacts.

While some larger municipalities have been able to assist their Conservation Authorities to update their floodplain mapping, this is not the case across the province.

In 2015 Conservation Ontario completed an inventory of Conservation Authority floodplain mapping and found that 74 % needs some updating at an estimated value of \$136 million.

What Do Conservation Authorities Do Around Flooding?

- monitor stream flow, rainfall and snow packs
- model and forecast flooding
- issue flood messages and warnings
- support the municipal emergency planning and preparedness activities
- provide planning support and advice to municipalities
- acquire selected floodplain lands and flood vulnerable structures
- manage flood infrastructure
- inform and educate the public about flooding

These responsibilities have saved millions of dollars in costly flood damages.

2. Conservation Authority Flood Operations Enhancements

Keeping up with climate change conditions is an ongoing challenge.

Conservation Authority flood management programs are quite effective today but they need to keep up with changing conditions. With each new storm, Conservation Authorities learn something and make adjustments where they can, in order to continue to provide a high level of protection.

They can do an even better job with updated modelling and forecasting technologies, additional climate monitoring stations, updated mapping, repaired infrastructure, enhanced operational procedures and improved training for staff. Proper investments will mean that the overall system is better maintained and managed, and continues to be reliable even in the face of changing conditions.

Conservation Ontario gratefully recognizes limited investments already made by all levels of government to date. But, as the Province knows, it's not enough. The Federal National Disaster Mitigation Program (NDMP) has been helpful but additional investments are needed from the Province to assist lower resourced Conservation Authorities and municipalities.

Addressing as many of the Conservation Authority flood operations needs today will go a long way to help to reduce the ongoing *and escalating* future costs of flood impacts.

Currently, the Province provides an annual contribution of \$7.4 million to Conservation Authorities for their flood management operations. In 2015, it was estimated that the real costs of the flood management program was \$63.5 million dollars per year. We believe that an initial investment of \$15 million of new annual funding would enable Conservation Authorities to move the bar higher in modernizing their flood monitoring and warning system. It would support the acquisition of new monitoring technologies and implementation of systems that would significantly enhance the flood forecast and warning program to keep Ontarians and their properties safe.

This investment could also support the ongoing maintenance of floodplain mapping, especially for areas of high risk, to ensure their current relevance. Digitizing flood information requires significant investments but once this is done, future updates are much easier and costs will be lower.

3. Additional Funding for Aging Flood Infrastructure

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. All of this infrastructure is critical in preventing flooding and protecting people, however, some of it is aging rapidly and requires major maintenance.

Currently, Conservation Authorities strive to address as many of the most critical problems as possible with funding from the Ministry of Natural Resources and Forestry's Water and Erosion Control Infrastructure (WECI) program. This annual provincial fund of \$5 million requires matching municipal funding, which is tough to get from smaller municipalities and, also, the program is often oversubscribed.

Conservation Ontario is requesting that the Province double their annual investment to \$10 million to support the major maintenance and repair of water and erosion control infrastructure, accelerating the work to make the infrastructure safe and resilient to the effects of climate change.

The Province should also consider the creation of a new \$5 million investment to build new infrastructure where no other viable protection alternative exists. This could be created as a 50/50 or

25/75 provincial/municipal match and would only be utilized where planning and permitting approaches are not viable and new infrastructure is the only option.

Conservation Ontario also requests that the Province provide a new \$2 million annual investment to create a rural and northern water and erosion control infrastructure fund to support smaller municipalities that don't have the financial capacity to fund their municipal share.

Conclusion

Conservation Authorities have had a very long and successful partnership with the Province, to develop and implement one of the best flood management programs in Canada. Ontario regularly ranks above any other province or territory when flood programs are reviewed and compared.

Ontario is where the majority of Canada's population lives and it is a significant economic engine which provides benefits to all Canadians. We have a responsibility to ensure that we are doing the best we can to ensure that people and the economy continue to thrive and are not threatened by costly flooding.

Working with experienced and established Conservation Authority flood programs provides the Province and other partners with significant time and budget savings which should make it hard to turn down.

REPORT FA 11 / 2018 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: WECI Capital Investment Program

DATE: March 6, 2018

Purpose:

To consider a Resolution of Support for the submission of one (1) water related project for ranking under the Water and Erosion Control Infrastructure (WECI) Capital Investment Program.

Discussion:

One (1) water related project was entered by CCCA staff into the WECI Inventory Database for ranking prior to the February 12th, 2018, submission deadline.

As this fund is cost shared with participating municipalities dollar for dollar, written confirmation (usually a copy of a municipal council resolution) is required to acknowledge that the municipal portion of the funds is secured and that each project will be completed by March 31st, 2019.


The following project has been submitted to the Ministry of Natural Resources and Forestry for ranking and funding consideration in 2018 - 2019.

Rocabore Bay Flood Control Project Repairs:

The project is located at the outlet of Catfish Creek in the Village of Port Bruce, Township of Malahide. The proposed repairs are needed to improve the overall function and hydraulic capacity of the Rocabore Bay Flood Control Project to enhance ice movement and reduce the potential of ice jams and serious flooding. The estimated cost of the repairs is \$ 96,750.00. The Township of Malahide is deemed the participating municipality for this project.

RECOMMENDATION:

THAT, the Catfish Creek Conservation Authority supports the submission of the Rocabore Bay Flood Control Project Repairs to the Water and Erosion Control Infrastructure Capital Investment Program for ranking and funding consideration in 2018 - 2019.



Kim Smale
General Manager / Secretary-Treasurer

REPORT FA 12 / 2018 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: 2018 Final Budget and Municipal Levy

DATE: March 12, 2018

Purpose:

To approve the 2018 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 February 1st, 2018. 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 12 / 2018, has not changed from the Draft Preliminary Budget that was approved and circulated in February.

Recommendation:

THAT, the 2018 Cattfish Creek Conservation Authority Budget totalling \$1,323,826.94, be adopted as presented; and further,

THAT, the 2018 Municipal General Levy in the amount of \$288,249.24 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	36.1823		
Arthur Oslach	Town of Aylmer	27.0107		
Sally Martyn	Municipality of Central Elgin	27.2385		
David Mayberry	Township of South-West Oxford	3.4851		
Mark Tinlin	City of St. Thomas	6.0834		



Kim Smale
General Manager / Secretary-Treasurer



**CATFISH CREEK
CONSERVATION AUTHORITY**

**2018
FINAL BUDGET**

February 5, 2018

2018 Budget Information Catfish Creek Conservation Authority

The Catfish Creek Conservation Authority (CCCA) 2018 Final Budget has been prepared based on the following financial information.

- Calculation of the 2018 Levy apportionments are based on "Content of Assessment Breakdown by Class from 2015 Year-End Summary of Assessment for Tax" data provided by MPAC, and further modified by the Ministry of Natural Resources & Forestry in accordance with Ontario Regulation 670/00. Population data is also provided by MPAC and is based on a province-wide enumeration conducted in 2010.
- The Municipal General Levy includes an overall monetary increase of \$24,767.30 apportioned to each of the five (5) member municipalities in accordance with the Current Value Assessment.
- \$63,529.48 will be transferred from the Working Capital Reserve account to balance the 2018 Budget. An additional \$10,707.37 has been re-allocated from the Springwater C.A. Operations to help reduce the overall impact on the General Levy.
- Municipal General Levies represent only 21.8% of the total CCCA Budget. Provincially, 40% is the average for the 36 Conservation Authorities.
- Provincial Operating Grants to Conservation Authorities for Provincially Mandated Programs and Services have remained unchanged since 2000.
- CCCA Reserve Accounts continue to decline to offset the \$156,678.00 shortfall in Provincial Grants for Provincially Mandated Programs.
- The majority of the CCCA's \$1,323,826.94 Budget is spent on local goods and services within the watershed.
- Approximately five (5) times the amount of the General Levy in 2018 is being generated from other revenue sources for programs and projects in the watershed.
- The overall increase of \$24,767.30 in the General Levy is earmarked for program expenditures in which the CCCA has limited or no control over such as Minimum Wage Increases, Employer Payroll Expenses, Liability Insurance Premiums, Property Taxes, Fuel, Utilities, and provincial cuts in funding. These increases are expected to cost an additional \$35,000.00 in 2018.
- In comparison, the Kettle Creek Conservation Authority raised their 2018 Municipal General Levy by \$59,752.00 and the Long Point Region Conservation Authority by \$110,768.00

CATFISH CREEK CONSERVATION AUTHORITY

BUDGET 2018 (February 5, 2018)

SUMMARY OF REVENUE AND EXPENDITURES

	2018 Budget	2017 Budget	2017 Actual
SUMMARY - REVENUE			
Provincial Grants (Transfer Payments)	\$79,835.00	\$79,835.00	\$79,835.00
Other Provincial Grants	\$61,355.81	\$92,188.92	\$118,166.76
Federal Grants	\$23,650.00	\$44,287.10	\$72,503.46
Employment Program Grants	\$21,000.00	\$18,732.00	\$32,320.70
Municipal General Levies	\$288,249.24	\$263,481.94	\$263,481.94
Special Benefiting Levies	\$66,137.88	\$49,250.10	\$53,062.46
Donations/Sponsorships	\$31,200.00	\$32,650.00	\$80,107.96
Camp User Fees & Sales	\$507,500.00	\$473,500.00	\$519,280.00
Maple Syrup	\$54,100.00	\$55,350.00	\$47,644.76
Other Revenue	\$75,805.00	\$94,178.42	\$130,420.78
Previous Year's Surplus (Deficit)	\$1,169.70	-\$10,490.46	-\$10,490.46
From (To) Reserves-Special Projects	\$30,044.83	\$24,077.49	-\$13,742.21
From (To) Reserves	\$83,779.48	\$88,832.59	-\$41,354.00
TOTAL REVENUE	\$1,323,826.94	\$1,305,873.10	\$1,331,237.15

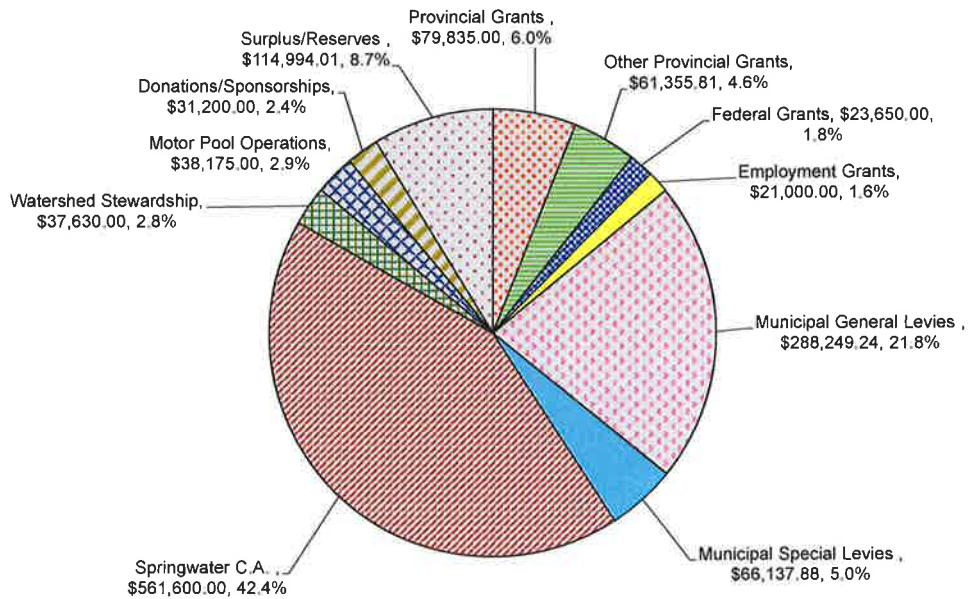
	2018 Budget	2017 Budget	2017 Actual
SUMMARY - EXPENDITURES			
Administration	\$174,216.62	\$172,169.56	\$160,990.51
Flood Control Structures	\$11,558.29	\$11,692.00	\$10,624.62
Flood Forecasting & Warning	\$160,877.33	\$152,964.81	\$141,339.12
Ice Management	\$65,887.88	\$95,600.20	\$90,901.60
Plan Input & Review	\$35,863.55	\$34,034.62	\$33,019.76
Watershed Planning	\$11,277.73	\$13,302.94	\$13,044.43
Technical Studies	\$13,345.09	\$9,119.26	\$5,932.73
Information & Education	\$35,639.80	\$27,570.29	\$18,398.49
Other Conservation Lands	\$64,411.88	\$59,546.80	\$107,502.64
Tree Planting	\$34,861.84	\$29,433.27	\$38,951.60
Woodlot Management	\$6,826.99	\$7,422.44	\$5,960.40
Watershed Stewardship	\$33,435.34	\$40,755.92	\$97,806.32
Fish & Wildlife Habitat	\$0.00	\$0.00	\$8,779.52
Water Management Programs	\$24,855.81	\$32,388.92	\$11,878.76
Special Projects	\$3,000.00	\$3,000.00	\$9,544.75
Capital Projects	\$23,546.16	\$13,546.16	\$8,299.36
Vehicle & Equipment Op's	\$44,330.00	\$57,455.00	\$53,100.92
Maple Syrup	\$60,100.00	\$57,522.11	\$48,443.96
Springwater CA Operations	\$519,792.63	\$488,348.80	\$465,547.96
TOTAL EXPENSES	\$1,323,826.94	\$1,305,873.10	\$1,330,067.45

NET Profit (Loss)	\$0.00	\$0.00	\$1,169.70
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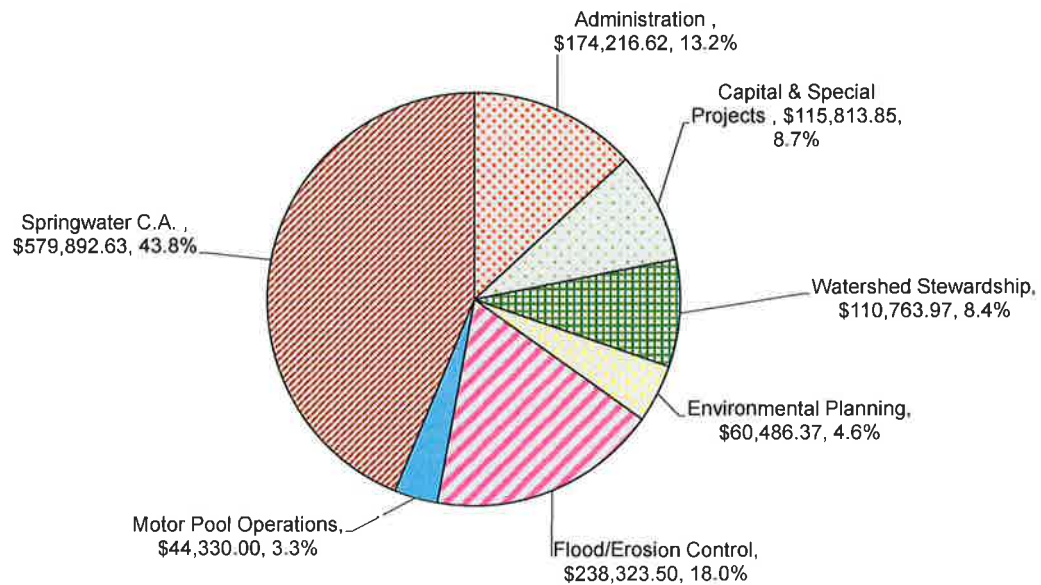
**CATFISH CREEK CONSERVATION
2018 REVENUE SOURCES**

PROGRAM	2018 Proposed	PROV. GRANT	GENERAL LEVY	SPECIAL LEVY	Oth. Prv. GRANTS	Employment GRANTS	Federal GRANTS	RESERVES	SURPLUS (DEFICIT)	RE- ALLOCATED	DONATIONS	INCOME	TOTAL
Administration	174,216.62	9,800.70	120,201.62					24,837.23	1,169.70	10,707.37		7,500.00	174,216.62
Flood Control Structures	11,558.29	5,904.94	5,653.35										11,558.29
Flood Forecasting & Warning	160,877.33	48,967.65	111,909.68										160,877.33
Ice Management	65,867.88	8,000.00		57,867.88	0.00		0.00						65,867.88
Plan Input	35,863.55	3,057.15	19,556.40	8,250.00								5,000.00	35,863.55
Watershed Planning	11,277.73	1,604.56	9,673.17					0.00					11,277.73
Technical Studies	13,345.09	2,500.00	10,845.09										13,345.09
Information & Education	35,639.80		0.00					18,689.80			10,250.00	6,700.00	35,639.80
Other Conservation Lands	64,411.88				28,000.00			14,031.88			9,700.00	12,680.00	64,411.88
Tree Planting	34,861.84		10,409.93					19,951.91			250.00	4,250.00	34,861.84
Woodlot Management	6,826.99							5,826.99				1,000.00	6,826.99
Watershed Stewardship	33,435.34				9,000.00		23,650.00	785.34				0.00	33,435.34
Fish & Wildlife Habitat	0.00				0.00			0.00					0.00
Water Management Programs	24,855.81				24,355.81			0.00				500.00	24,855.81
Special Projects	3,000.00							1,500.00			1,500.00		3,000.00
Capital Projects	23,546.16							22,046.16			1,500.00		23,546.16
Vehicle & Equipment Operations	44,330.00		0.00					6,155.00				38,175.00	44,330.00
Maple Syrup	60,100.00									0.00	6,000.00	54,100.00	60,100.00
Springwater CA Operations	519,792.63					21,000.00		0.00		-10,707.37	2,000.00	507,500.00	519,792.63
TOTALS	1,323,826.94	79,835.00	288,249.24	66,137.88	61,355.81	21,000.00	23,650.00	113,824.31	1,169.70	0.00	31,200.00	637,405.00	1,323,826.94

Revenue Sources - 2018



Expenditures - 2018



CATFISH CREEK CONSERVATION AUTHORITY

2018 MUNICIPAL GENERAL LEVY COMPARISON

Municipality	2017 CVA Apport. %	2017 General Levy	2017 With New CVA	Change Due to New CVA	Proposed Increase (9.4%)	2018 General Levy	* 2018 Planning Levy	2018 Total Levy
Aylmer, Town of	27.0107%	73,255.66	71,188.28	-2,067.38	6,689.82	77,858.10	850.00	78,708.10
Central Elgin, Municipality of	27.2385%	72,806.92	71,768.58	-1,038.34	6,746.25	78,514.83	2,150.00	80,664.83
Malahide, Township of	36.1823%	92,204.42	95,333.86	3,129.44	8,961.38	104,295.25	4,550.00	108,845.25
South-West Oxford, Township of	3.4851%	9,038.05	9,182.67	144.62	863.17	10,045.84	350.00	10,395.84
St. Thomas, City of	6.0834%	16,176.90	16,028.55	-148.34	1,506.68	17,535.24	350.00	17,885.24
	100%	263,481.95	263,481.94	0.00	24,767.30	288,249.24	8,250.00	296,499.24

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.

Data for Calculation of Sliding Scale of Grants and Levy for 2018

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%	651,625,866	651,625,866	27.0107%
Central Elgin, Municipality of	40%	1,642,805,868	657,122,347	27.2385%
Malahide, Township of	82%	1,064,498,849	872,889,056	36.1823%
South-West Oxford, Township of	8%	1,050,970,725	84,077,658	3.4851%
St. Thomas, City of	4%	3,668,986,838	146,759,474	6.0834%

8,078,888,146

2,412,474,401

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).

REPORT FA 13 / 2018 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: CCCA Committees

DATE: March 16, 2018

Purpose:

To appoint the Authority's Committees for the year 2018.

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 2018.

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
Dusty Underhill, 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 2018 as outlined in Report FA 13 / 2018.



Kim Smale
General Manager / Secretary-Treasurer

REPORT FA 14 / 2018: To The Full Authority

FROM: Peter Dragunas, Water Management Technician

SUBJECT: Catfish Creek Flooding at Port Bruce

DATE: March 12, 2018

Purpose:

To update the Full Authority with regard to the 2018 Flooding at Port Bruce.

Discussion / Background:

The Catfish Creek, 02GC018 hydrometric station located near Sparta is a government approved hydrometric station therefor Catfish Creek Conservation Authority (CCCA) uses the real time stage and discharge hydrometric data from this station for Flood Forecasting and Ontario Low Water Response data acquisition. The discharge data is then extrapolated to Port Bruce using *The Authority Telemark Correlation Study Port Bruce*, Cumming – Cockburn & Associates Limited, November 1982.

Because ice jams are site-specific and unpredictable, generally it is not possible to transpose ice jam elevated stage (water height) from up stream hydrometric stations, however discharge (water flow) can be estimated. By reason of the aforementioned statement the examination of preceding events utilized the recorded open channel condition data at station 02GC018, for the flood discharge. This extrapolation assists in the effort to identify the timing, maximum discharge and return period.

Ice Hole Drilling: holes are drilled through the ice cover in a systematic pattern to reduce the integrity of the ice over time by eroding the ice immediately adjacent and downstream of the hole. These holes are intended to weaken the ice in the harbour area thereby allowing it to break earlier than the upstream ice and move through the harbour and out to the lake. Timing is crucial. Holes are drilled at a time that will minimize hole freeze-back allowing channel flows to further weaken the ice cover through hydraulic vortex erosion / melting during spring freshet and ice melts.

Ice Breaking / Ice Removal at the Port Bruce Harbour: These activities are carried out as an advance measure to possibly help mitigate ice jamming within the Hamlet of Port Bruce as well as a countermeasure to breakup existing jams within the harbour area. Generally, ice breaking is implemented at a time when weather patterns are conducive to spring freshet and ice integrity degradation and / or as a countermeasure during unexpected increased channel flows. The intention is that the remaining in channel ice cover will be unimpeded by harbour ice as it is flushed out into the lake. In some instances simply breaking the ice cover is not sufficient, and is often accompanied by perpetual clearing of the ice within the harbour area during in channel ice migration.

January 12th Flooding

- Forecast for warming weather and precipitation did not give enough lead time to drill ice holes which would be effective.
- Precipitation totals (15 – 25mm) were expected to be absorbed by the snow cover and freeze within the snow pack.
- Changes in the forecast indicated that the precipitation may not freeze in the snow pack.
- Harbour ice breaking commenced at approximately 5:30 a.m. Friday January 12, 2018.
- Harbor was ice free at approximately 11:00 a.m. Friday.
- Sparta Gauge discharge peaked at 1:00p.m. Friday at 93 m³/sec. (under a 5 year return period)
- Estimated discharge at Port Bruce 120 m³/sec (under a 5 year return period).

The ice thickness estimated in Port Bruce was approximately 35 cm. (14 in.) of solid blue ice. The volume of water did not have enough hydraulic conveyance to keep the ice moving which in turn jammed in hydraulically acknowledged depositional zones. A conservative estimate of ice volume transported through the Port Bruce harbour was approximately 150,000 cubic meters.

The extent of the flooding identified through windshield surveys and on the ground measurements extrapolated to GIS mapping elevations indicate that the extent of overland flooding approached the 100 year flood lines.

February 20th Flooding

- Weather forecast allowed the minimum lead time to drill ice holes that may be effective for ice jam mitigation.
- Due to the forecast precipitation totals (up to 75mm) rain was not expected to be absorbed by the snow cover but instead to melt it
- Harbour ice breaking commenced at approximately 4:30 a.m. Tuesday February 20, 2018.
- Harbour was ice free at approximately 11:00 a.m.
- Sparta Gauge discharge peaked at 1400 Tuesday at 273 m³/sec. (exceeded a 100 year return period)
- Estimated discharge at Port Bruce 352 m³/sec.

The ice thickness estimated in Port Bruce was approximately 25 cm. (10 in.). The volume of water breached bank full due to the 100 year discharge volumes which in turn impeded the hydraulic energy and in turn did not have the required force to keep the ice moving which again jammed in hydraulically acknowledged depositional zones.

The extent of the flooding identified through windshield surveys and on the ground measurements extrapolated to GIS mapping elevations indicate that the extent exceeded the 100 year flood lines for a short duration.



Peter Dragunas,
Water Management Technician

To be consistent with the wording used by weather agencies, the Ministry of Natural Resources and Forestry in partnership with Conservation Ontario, Environment Canada and other applicable agencies updated and changed the flood messaging terminology in February of 2012.

Indicator	Old Wording	Changes	New Wording
Normal	No Flood conditions	No change	No Flood conditions
Level 1	Bulletins: <ul style="list-style-type: none"> Flood Safety Bulletin Watershed Conditions Bulletin High Water Safety Bulletin 	The term Bulletin will no longer be used. Instead, there will be two types of Watershed Condition Statements: one for water safety and one for flood outlook.	Watershed Condition Statement: Water Safety and Flood Outlook.
Level 2	Flood Advisory	Advisory now becomes Watch	Flood Watch
Level 3	Flood Warning	No Change	Flood Warning

Normal

Conditions are within NORMAL limits. No flooding is expected.

Watershed Conditions Statement - Water Safety

High flows, unsafe banks, melting ice or other factors that could be dangerous for recreational users such as anglers, canoeists, hikers, children, pets, etc. Flooding is not expected.

Watershed Conditions Statement - Flood Outlook

Early notice of the potential for flooding based on weather forecasts calling for heavy rain, snow melt, high wind or other conditions that could lead to high runoff, cause ice jams, lakeshore flooding or erosion.

Flood Watch

Flooding is possible in specific watercourses or municipalities. Municipalities, emergency services and individual landowners in flood-prone areas should prepare.

Flood Warning

Flooding is imminent or already occurring in specific watercourses or municipalities.

Throughout a flood event, the Catfish Creek Conservation Authority (CCCA) will continue to monitor weather, ice, and watercourse conditions, and provide technical advice to municipalities to help mitigate the effects of flooding.



February 23, 2018

Kathleen Wynne, Premier of Ontario
Office of the Premier
Legislative Building, Queen's Park
Toronto, Ontario, M7A 1A1

Dear Premier:

On behalf of Conservation Ontario, the association that supports Ontario's 36 Conservation Authorities, I would like to thank you for taking the time out of your busy schedule to visit the Grand River Conservation Authority's watershed on February 21st and see, first-hand, the impacts of extreme flooding. With each new storm, conservation authorities learn something which helps to inform the future and build better resiliency.

However, conservation authority flood management programs are working flat out to keep up with changing conditions and we could use your government's help. Conservation authorities need updated modelling and forecasting technologies, additional climate monitoring stations, updated mapping, repaired flood infrastructure, enhanced operational procedures and improved training for staff. Over time, proper investment will mean that the overall system is better maintained and managed, and continues to be reliable even in the face of changing conditions.

Five thousand people were uprooted in Brantford this week because of the Grand River flood and I understand that many homes are not reparable. This is extremely costly in damages but even more so – tremendously stressful for the families who have to go through this.

I should mention as well, that on the same day that the Grand River was flooding, ten other conservation authorities also had flood warnings with many others declaring flood watches or water safety messages. Just today, an imminent flood warning was issued in the Kawartha Conservation watershed and, based on a warning from the Lower Thames Valley Conservation Authority, the Chatham-Kent Mayor has requested an immediate voluntary evacuation of the community of Thamesville.

We urge your government to seriously consider additional investments to the conservation authorities to allow them to better address the impacts of climate change. Again, thank you for your time this week.

Respectfully,

Dick Hibma
Chair, Conservation Ontario

c.c. Minister Des Rosiers, MNRF

Kim Gavine, Conservation Ontario

Conservation Ontario
120 Bayview Parkway, Newmarket ON L3Y 3W3
Tel: 905.895.0716 Email: info@conservationontario.ca
www.conservationontario.ca

Malahide Township Council
Township of Malahide
87 John Street South
Aylmer, ON N5H 2C3

January 26, 2018

Dear Sirs

We ask you to pass on our gratitude to all those who came down to help us in Port Bruce on January 12 and 13. Most importantly Brent Smith, Malahide Fire Chief and Emergency Coordinator and his staff, Ryan DeSutter, Malahide Roads Manager and his staff, Peter Dragunas of the Catfish Creek Conservation Authority, Dave Higgs of Higgs Construction and Frank Laemers of Laemers Excavating.

Many of these people started at 5 am Friday, worked through the final ice jam in the harbour at 3:30 pm and were still in Port Bruce until after the flood waters receded late Friday. Roads personnel cleared ice and debris from area roads from midnight to early Saturday morning. Their heroic efforts saved us from a more severe, more lasting flood.

Special thanks to Peter Dragunas for keeping an eye on the creek before, during and after Friday. To Brent Smith for managing the whole emergency response from very early Friday. To Ryan Sutter for responding to both routine Township and Port Bruce's extraordinary needs. To Dave Higgs who worked his dragline from 5:30 to midnight without relief. To Frank Laemers who brought his long reach from Port Stanley. To all of the heavy equipment operators who helped to remove ice and other debris from the harbour. To all of the volunteer firemen who went door to door to raise the alarm and offer assistance.

When flooding threatens and all is uncertain, the arrival of emergency personnel and equipment is very reassuring. Thank you again for all of your help. In future, we hope that we will remember to say thank you more often.

Ian Johnson and Bob Clark
Port Bruce

cc. Catfish Creek Conservation Authority



The Corporation of the Municipality of
Central Elgin

450 Sunset Drive, 1st Floor, St. Thomas, Ontario N5R 5V1 P: 519.631.4860 F: 519.631.4036

March 15th, 2018

Kim Smale
General Manager/Secretary-Treasurer
Catfish Creek Conservation Authority
8079 Springwater Road
Aylmer, ON N5H 2R4

Via email: admin@catfishcreek.ca

Dear Mr. Smale:

Re: 2018 CCCA Final Budget

Please be advised that Council discussed your correspondence on the above noted matter at their Regular Meeting of Council dated Monday, March 12, 2018 and the following resolution was passed:

THAT: The Council of the Corporation of the Municipality of Central Elgin approve Central Elgin's apportionment of the 2018 Catfish Creek Conservation Authority Levy in the amount of \$80,664.83, including the Special Planning Levy.

Please feel free to contact me should you have any questions or require additional information.

Yours truly,

Dianne Wilson
Deputy Clerk/Records Management Coordinator

c.c. K. Harris, Director of Finance/Treasurer



Correspondence: To The Full Authority

FROM: Kim Smale, General Manager / Secretary - Treasurer
SUBJECT: Correspondence Register, January 1st – 31st, 2018
DATE: January 31st, 2018

GOVERNMENT AGENCIES

Ministry of Advanced Education and Skills Development, London

- e-mail "Ontario Job Creation Partnership Agreement Reconciliation Letter and Report"

Ministry of the Environment and Climate Change, Toronto

- e-mail "Drinking Water Source Protection Webinar January 29th, 2018"

Ministry of Natural Resources and Forestry, Peterborough

- e-mail "Provincial Watershed Conditions Statement Issued on January 5th, 2018"
- e-mail "Provincial Flood Watch for Southern Ontario Issued on January 19th, 2018"
- e-mail "Required Information : Land Stewardship and Habitat Restoration Program".

CONSERVATION AUTHORITIES

Conservation Ontario

- e-mail "Source Water Protection Communications Teleconference Call January 17th, 2018"
- notice that Dick Hibma will not be seeking re-election to the Board of Directors of Conservation Ontario.
- notice that Nathalie Des Rosiers has been appointed as the new Minister of Natural Resources and Forestry.
- notice that James Duncan, Nature Conservancy of Canada Regional Vice – President for Ontario, passed away unexpectedly on January 15th, 2018.
- e-mail "Source Water Protection Communications Teleconference Call Postponed"
- e-mail "Source Water Protection Joint Advisory Committee West Regional Representative Position"
- e-mail "Watershed Planning Guidelines"
- notice that former CO staff member Charley Worte passed away in early January, 2018.
- e-mail "MOECC Approach to Climate Change Adaptation (EBR #013-1520)"

Grand River C.A.

- notice of a Lake Erie Region Management Committee meeting being held at the CCCA on March 6th, 2018.

Long Point Region C.A.

- an invitation to attend their 2018 Annual General Meeting on February 23rd, 2018.

MUNICIPALITIES

Oxford County

- a copy of a Resolution appointing Mayor David Mayberry, Township of South – West Oxford, to the CCCA to fill the vacancy created due to the sudden passing of Township Councillor Anne Vanhoucke.

Township of Malahide

- notice of a complaint involving dogs off leashes on the trails in the Springwater Forest.
- e-mail "Request to Hold a Flood Debriefing Meeting"
- a Notice of Meeting to consider the Engineer's Report for the Smit Drain – Branch C.

GENERAL CORRESPONDENCE

Invasive Species Centre, Sault Ste. Marie

- e-mail "Economic Impacts of Invasive Species Survey"

Nature Conservancy of Canada, Port Rowan

- confirmation that Brett Norman, Coordinator, Conservation Biology for the Norfolk Forests and Long Point Wetlands project area will be the Guest Speaker at the CCCA Annual General Meeting.

Newsletters

- Conservation Ontario

Pietrzak, Ed

- a letter notifying the CCCA that he will be retiring effective January 5th, 2018.



Kim Smale
General Manager / Secretary - Treasurer

Correspondence: To The Full Authority

FROM: Kim Smale, General Manager / Secretary - Treasurer

SUBJECT: Correspondence Register, February 1-28, 2018

DATE: February 28, 2018

GOVERNMENT AGENCIES

Environment and Climate Change Canada, Toronto

- e-mail "2018 - 2019 Call for Proposals for the Habitat Stewardship Program"
- e-mail "Funding Available Under the Great Lakes Protection Initiative and the Eco Action Community Funding Program"

Ministry of the Environment and Climate Change, Toronto

- notice that our application to the Great Lakes Guardian Community Fund was successful in the technical evaluation set out in the Application Guide.
- e-mail "Draft Watershed Planning Guidance Document Posted on the Environmental Registry"

Ministry of Natural Resources and Forestry, Peterborough

- e-mail "Provincial Flood Watch Issued for Southern Ontario on February 20, 2018"
- e-mail "Section 39 Provincial Grant Annual Budget Summary 2018 - 19"

CONSERVATION AUTHORITIES

Conservation Ontario

- email "Watershed Planning Guidelines Webinar"
- e-mail "Conservation Ontario Council 2018 Meeting Dates"
- e-mail "Final CO Comments on MOECC Climate Adaptation Approach and Organization (EBR # 013-1520)"
- e-mail "Conservation Ontario's Provincial Pre - Budget Submission"
- e-mail "CO's Queen's Park Day 2018"
- notice that the Gilmore's Leave for Appeal was dismissed by the Supreme Court of Canada.
- e-mail "Environmental Items Mentioned in the Federal Budget"
- e-mail "Local Planning Appeal Tribunal Webinar Invitation"
- a copy of a letter from the Chair of Conservation Ontario to the Premier of Ontario expressing the need for additional investments to the Conservation Authorities to allow them to better address the impacts of climate change.

Essex Region C. A.

- e-mail "Draft Lake Erie Action Plan"

Grand River C. A.

- e-mail "BMP's Sample Policies Submission"
- an invitation to attend their Annual General Meeting being held on February 23rd, 2018.

Upper Thames River C.A.

- e-mail "Focus On The Thames Forum - March 27 - 28, 2018"

MUNICIPALITIES

County of Elgin

- a copy of a Resolution authorizing the renewal of the Memorandum of Understanding to provide legal services to the Catfish Creek Conservation Authority for a period of two years.

Municipality of Central Elgin

- a copy of the Engineer's Report for the Prior Municipal Drain - Branch C.

Township of Malahide

- Notice of an On - site Meeting for a Construction or Improvement Project being proposed for the Woolleyville Line Drain.

GENERAL CORRESPONDENCE

Annual Reports

- Lake Simcoe Region C. A., Central Lake Ontario C. A., Kettle Creek C. A., Long Point Region C. A.

Casier, Ron

- information regarding the 2018 South West Regional Envirothon Competition being held at the Springwater Conservation Area on May 1st, 2018.

Forest Ontario, Peterborough

- e-mail "An Open Letter to all Concerned Conservation Interests Regarding the Future of Native Tree Seed in Southern Ontario"

Magazines


- Bird Studies Canada

Minutes

- Conservation Ontario Council

Newsletters

- Conservation Ontario



Kim Smale
General Manager / Secretary - Treasurer