

# 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 21<sup>st</sup>, 2019, commencing at **10:00 a.m.**

## A G E N D A

- 1) Welcome / Call to Order ..... Rick Cerna
- 2) Adoption of Agenda
- 3) Disclosure of Pecuniary Interest
- 4) Disclosure of Intention to Audio / Video Record Meeting
- 5) Adoption of Minutes of:
  - a) Full Authority Meeting #01/2019 (February 21, 2019) ..... 3 - 8
- 6) Business Arising from Minutes
- 7) Public / Special Delegations:
  - a) Todd Sprague, Hamilton Ward & Cathers Insurance
- 8) Reports:
  - a) Report FA 01/2019 - 2019-2020 General Insurance Program Renewal. .... 9 - 34  
(Christopher Wilkinson)
  - b) Report FA 02/2019 - Monthly Staff Reports ..... 35 - 37  
(Tony Difazio, Peter Dragunas, Dusty Underhill, Emily Febrey)
  - c) Report FA 03/2019 - February Summary of Revenue & Expenditures. .... 38 - 39  
(Susan Simmons)
  - d) Report FA 04/2019 - Accounts Paid. .... 40 - 41  
(Susan Simmons)
  - e) Report FA 05/2019 - Accounts Payable ..... 42  
(Susan Simmons)
  - f) Report FA 06/2019 - Monthly Plan Review ..... 43 - 45  
(Tony Difazio)
  - g) Report FA 07/2019 - Catfish Creek Flooding at Port Bruce ..... 46 - 48  
(Peter Dragunas)
  - h) Report FA 08/2019 - 2019 Final Budget and Municipal Levy ..... 49 - 74  
(Christopher Wilkinson)

- i) Report FA 09/2019 - Conservation Areas Supervisor Job Description . . . . . 75 - 77  
(Christopher Wilkinson)
- j) Report FA 10/2019 - Firewood. . . . . 78 - 79  
(Christopher Wilkinson)
- k) Report FA 11/2019 - CCCA Committees . . . . . 80  
(Christopher Wilkinson)
- l) Report FA 12/2019 - Conservation Ontario Council Meeting . . . . . 81  
(Christopher Wilkinson)
- 9) General Manager / Secretary-Treasurer's Report. . . . . Christopher Wilkinson
- 10) Unfinished Business
- 11) Chairperson's / Board Member's Report
- 12) Notice of Motions / New Business:
  - a) Seasonal Employment Interviews (Friday, April 26<sup>th</sup>, 2019)
- 13) Correspondence:
  - a) Copied:
    - Ministry of Natural Resources and Forestry - a letter received January 25, 2019 from Kathy Woeller, Acting Director of Integration Branch advising that there is no information to share at this time with regards to the 2019/20 Water and Erosion Control Infrastructure (WECI) funding.
    - Central Elgin - a letter received February 12<sup>th</sup>, 2019 from Dianne Wilson, Deputy Clerk advising that the Council of the Corporation of the Municipality of Central Elgin has approved CCCA's levy in the amount of \$87, 640.25.
    - Catfish Creek Conservation Authority - a letter sent February 19<sup>th</sup>, 2019 advising Oxford County that CCCA may be interested in acquiring part of the abandoned railway corridor outlined as the "subject lands" on the attached map.
    - Oxford County - a letter received March 1, 2019 from Chloe Senior, Clerk, advising that a result of the council meeting, the abandoned railway corridor has been declared surplus lands, and that staff will bring back a report to council on how the land is to be disposed of for consideration of the Council.
  - b) Not Copied:
    - Correspondence Registers for January & February, 2019.
- 14) Committee of the Whole
- 15) Next Meeting / Adjournment

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

**Thursday, February 21<sup>st</sup>, 2019**

**Meeting #01/2019**

The 68<sup>th</sup> Annual General Meeting of the Catfish Creek Conservation Authority was held at the East Elgin Community Complex.

## **PRESENT:**

Rick Cerna	Chairperson	Township of Malahide
Sally Martyn	Member	Municipality of Central Elgin
Arthur Oslach	Member	Town of Aylmer

## **ABSENT:**

Paul Buchner	Member	Township of South-West Oxford
Mark Tinlin	Vice-Chairperson	City of St. Thomas
Tony Difazio	Resource Planning Coordinator	
Emily Febrey	Active Naturally Program Manager	

## **STAFF:**

Christopher Wilkinson	General Manager / Secretary-Treasurer
Susan Simmons	Financial Services Coordinator
Peter Dragunas	Water Management Technician
Dusty Underhill	Conservation Areas Supervisor
Kelsey Oatman	Program Support Assistant
Austin Verbeek	Field Technician

## **GUESTS:**

Murray Alward	CCCA Supporter
Pete Barbour	Councillor, Town of Aylmer
Josh Brick	Director of Legislative Services / Clerk, Town of Aylmer
Bruce Bolin	Lake Erie North Shore Landowners Association
Fred Bozso	Chairperson, Catfish Creek Irrigation Advisory Committee
Cathy Brooks	CCCA Volunteer
Jennifer Buchanan	Auditor, Graham Scott Enns
Ron Casier	Canadian Chestnut Council
Jamie Chapman	Councilor, Town of Aylmer
Karen Cook	Councilor, Municipality of Central Elgin
Alyssa Cousineau	Guest Speaker
Kyle Cronk	President, Lake Erie North Shore Landowners Association
Dan Dale	CCCA Supporter
Alex Friesen	Recipient, Student Scholarship Award
Allie Friesen	Student Scholarship Award Family
Dominique Giguere	Deputy Mayor, Township of Malahide
Mary Hamm	Elgin County Library

Richard Hollum	Interested Citizen
Al Hurst	St. Thomas Field Naturalists
Tim Kelly	London Life Insurance
Henry Kielstra	CCCA Supporter
John Martyn	CCCA Supporter
Duncan McPhail	Warden, County of Elgin
Mrs. McPhail	Family Member, County of Elgin
Betsy McClure	Stewardship Program Coordinator, Kettle Creek C. A.
David Mennill	Mayor, Township of Malahide
Kevin Morland	Conservation Award Winner
Erin Mutch	Learning Coordinator, Jaffa Environmental Education Centre
Rob Perry	Reporter, The Aylmer Express
Shannon Queen	Teacher, Jaffa Environmental Education Centre
Colleen Row	Councilor, Municipality of Central Elgin
Al Sharpe	Director, Elgin Hiking Trail Club
Kim Smale	Former General Manager / Secretary – Treasurer, Catfish Creek C. A.
Todd Sprague	Hamilton Ward & Cathers Insurance
Elizabeth VanHooren	General Manager / Secretary – Treasurer, Kettle Creek C. A.
Makayla Wall	Recipient, Student Scholarship Award
Mrs. Wall	Student Scholarship Award Family

### **WELCOME / CALL TO ORDER:**

Chairperson Cerna welcomed everyone to the 68<sup>th</sup> Annual General Meeting of the Catfish Creek Conservation Authority and called the proceedings to order at (2:00 p.m.).

### **ADOPTION OF AGENDA:**

<u>Motion # 01/2019</u>	S. Martyn	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 and Special Guests in attendance.

Chairperson Cerna introduced special guests Pete Barbour, Councilor from the Town of Aylmer, David Mennill, Mayor from the Township of Malahide, Dominique Giguere, Deputy Mayor from the Township of Malahide, Elizabeth VanHooren, General Manager / Secretary-Treasurer of Kettle Creek Conservation Authority.

Member Martyn then introduced Karen Cook and Colleen Roe, Councilors from the Municipality of Central Elgin.

Christopher Wilkinson, General Manager/Secretary-Treasurer introduced the Conservation Authority staff members present at the meeting.

### **CHAIRPERSON'S MESSAGE:**

Chairperson Cerna provided his remarks, highlighting the success of our outdoor education programs, successful management of ice in Port Bruce, and how municipalities continue to leverage the environmental expertise of CCCA. A condensed version is included on the first page of the 2018 Annual Report.

### **ADOPTION OF MINUTES:**

<u>Motion # 02/2019</u>	A. Oslach	S. Martyn	CARRIED
-------------------------	-----------	-----------	---------

THAT, the Minutes of Full Authority meeting #10/2018 (December 14, 2018), be accepted as circulated.

<u>Motion # 03/2019</u>	S. Martyn	A. Oslach	CARRIED
-------------------------	-----------	-----------	---------

THAT, the Minutes of Personnel / Finance Committee meeting #PF 01/2019 (January 23, 2019), be accepted as amended.

<u>Motion # 04/2019</u>	A. Oslach	S. Martyn	CARRIED
-------------------------	-----------	-----------	---------

THAT, the Minutes of Interview Committee meeting # 01/2019 (February 08, 2019), be accepted as amended.

### **BUSINESS ARISING FROM THE MINUTES:**

None

### **ANNUAL REPORT PRESENTATION:**

The General Manager / Secretary-Treasurer presented the 2018 Annual Report. He mentioned the importance of community support through donations and volunteers 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 recent flood event in Port Bruce.

<u>Motion # 05/2019</u>	S. Martyn	A. Oslach	CARRIED
-------------------------	-----------	-----------	---------

THAT, the 2018 Annual Report be adopted as presented.

### **2018 AUDITED FINANCIAL STATEMENTS:**

Jennifer Buchanan of Graham Scott Enns LLP Chartered Accountants presented the 2018 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, 2018, 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 # 06/2019

A. Oslach

S. Martyn

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, 2018, be adopted as circulated.

**ELECTION OF OFFICERS:**

Christopher Wilkinson, General Manager / Secretary-Treasurer of the CCCA was asked to conduct the elections for Chairperson and Vice-Chairperson for the year 2019.

Mr. Wilkinson reviewed the election procedures and declared all offices vacant. He 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 # 07/2019

S. Martyn

A. Oslach

CARRIED

THAT, Susan Simmons and Kelsey Oatman 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.

Mr. Wilkinson assumed the chair for the elections, outlined the voting procedures, and declared all offices and positions vacant.

Mr. Wilkinson called for nominations for the position of Chairperson of the CCCA for 2019.

Arthur Oslach nominated Rick Cerna.

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

Motion # 08/2019

A. Oslach

S. Martyn

CARRIED

THAT, nominations for the position of Chairperson be closed.

Rick Cerna was acclaimed Chairperson for 2019.

Mr. Wilkinson called for nominations for the position of Vice-Chairperson of the CCCA for 2019.

Sally Martyn nominated Arthur Oslach.

Mr. Wilkinson called for nominations a second and third time.

Motion # 09/2019

S. Martyn

R. Cerna

CARRIED

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

Arthur Oslach was acclaimed Vice-Chairperson for 2019.

Rick Cerna assumed the Chair to continue the meeting.

## **OTHER BUSINESS:**

Motion # 10/2019                      A. Oslach                      S. Martyn                      CARRIED

THAT, the Full Authority appoint the firm Graham Scott Enns LLP Chartered Professional Accountants as the Authority's auditor until the next Annual General Meeting in February 2020; and further,

THAT, the Full Authority appoint Canadian Imperial Bank of Commerce, Aylmer Brach as the Authority's financial institution until the next Annual General Meeting in February 2020.

Motion # 11/2019                      S. Martyn                      A. Oslach                      CARRIED

THAT, the Full Authority appoint Steve Gibson, Elgin County Solicitor as the Authority's solicitor to deal with matters of litigation until the next Annual General Meeting in February 2020; and further,

THAT, the Full Authority appoint Kim Bowsher of Bowsher + Bowsher as the authority's solicitor to deal with matters of real estate until the next Annual General Meeting in February 2020.

Motion # 12/2019                      A. Oslach                      S. Martyn                      CARRIED

THAT, the Catfish Creek Conservation Authority be authorized to borrow, on an interim basis, a sum or sums not exceeding in the aggregate \$200,000 from the Authority's bank at the said bank's minimum lending rate established from time to time, until the Authority has received payment of levies from member municipalities; and further,

THAT, the Chair or Vice-Chair together with the General Manager / Secretary-Treasurer of the Authority are hereby authorized to execute for and on behalf of the Authority, a promissory note or notes for the sum to be borrowed pursuant to this Resolution and to affix thereto the corporate seal of the Authority.

Motion # 13/2019                      S. Martyn                      A. Oslach                      CARRIED

THAT, Susan Simmons, Financial Services Coordinator, be assigned with signing authority for payroll items and utility accounts.

## **GUEST SPEAKER**

Chairperson Cerna introduced guest speaker Alyssa Cousineau from ALUS Canada as the Guest Speaker.

Ms. Cousineau began her presentation by providing the audience with some background information about herself and ALUS Canada. She described how ALUS was formed in Bayham Township in 2006, and has since spread all the way to the Municipality of West Elgin. She spoke about stewardship projects and initiatives which improve the water quality in our lakes and rivers by providing resources and yearly financial support to participants. This includes repairing marginalized farmland, and converting it back into natural state that include wetlands or tall grass prairies including alternative farming methods. She noted three (3) projects that were completed in the Catfish Creek Watershed.

Chairperson Cerna thanked Ms. Courineau for her talk and presented her with a small token of appreciation on behalf of the Conservation Authority.

### **STUDENT SCHOLARSHIP AWARD:**

Member Oslach presented the 17<sup>th</sup> Annual Catfish Creek Conservation Authority Scholarship Awards to Makayla Ward and Alex Friesen. Makayla plans on continuing her post-secondary education in Animal Biology at the University of Guelph in September, 2019. Alex wishes to pursue a career in Ariculture and Urban Forestry at Sir Sandford Fleming College of Applied Arts & Technology in September, 2019.

### **CONSERVATION AWARD:**

Member Martyn was called upon to present the Conservation Award to Kevin Morland. Kevin has volunteered for over 15 years with CCCA mainly with the environmental education programs. Through his involvement with Scouts Canada, he has planted thousands of trees within the Catfish Creek Watershed and beyond.

### **CERTIFICATES OF RECOGNITION:**

Member Martyn presented Certificates of Recognition to the following Volunteers for their outstanding and important contributions to the CCCA.

- Outstanding Volunteer Contributions – Victor Herrington
- Outstanding Volunteer Contributions – Cathy Brooks

### **ADJOURNMENT:**

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

Motion # 14/2019

A. Oslach

S. Martyn

CARRIED

THAT, the Annual General Meeting of the Catfish Creek Conservation Authority be adjourned at (3:23 p.m.).

---

General Manager / Secretary –Treasurer

---

Authority Chairperson



## **REPORT FA 01 / 2019 : To The Full Authority**

**FROM:** Christopher Wilkinson, General Manager / Secretary-Treasurer  
**SUBJECT:** 2019-2020 General Insurance Program Renewal  
**DATE:** March 21, 2019

---

### Purpose:

To consider the 2019 - 2020 General Insurance Report prepared by Frank Cowan Company Limited.

### Discussion:

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

The cost of the Authority's 2018 - 2019 insurance coverage was \$31,675.00, plus applicable taxes. A renewal cost of \$32,379.00, plus applicable taxes has been submitted by the Cowan Company for the year 2019 - 2020, an increase of \$704.00. The new premium is based on virtually the same level of coverage and deductibles as in the previous year.

Highlights of the 2019 - 2020 General Insurance Report are attached for your reference. A full report including the optional coverages is available upon request. A representative from Hamilton Ward & Cathers Insurance will be attending the meeting to answer any questions from the Board.

### Recommendation:

THAT, the Full Authority approve the Catfish Creek Conservation Authority renewal of its 2019 - 2020 insurance coverage with Frank Cowan Company Limited through Hamilton Ward & Cathers Insurance Service Limited at a total cost of \$32,379.00, plus applicable taxes.



---

Christopher Wilkinson  
General Manager / Secretary-Treasurer

**To:** admin@catfishcreek.ca  
**Cc:** Todd Sprague  
**Subject:** 2019 Renewal Report  
**Attachments:** 12800 - Report 2019.pdf; 12800 - Report Attachments 2019.pdf; Property Wordings 2018.pdf; Property Extension Endorsement.pdf; Jurisdictional Inspection Requirements Form.pdf; Notice to Policyholder - TSSA Regulations.pdf

Hi Chris,

I hope you are well today.

Please find attached the 2019 Renewal Report from Frank Cowan Company. I have also attached the new property wordings, Jurisdictional inspection requirements form, TSSA regulations for your review.

If you have any questions before or after your board meeting, please let me know.

Have a wonderful weekend,

Alison

**Alison Robison**

Commercial Marketer and Broker



**HWC Insurance**

Aylmer St. Thomas Tillsonburg  
Port Stanley Stratfordville  
1-800-263-1552



**On your side.**

Your best insurance is an insurance broker.



Visit us online at:

Coverage cannot be bound unless you speak directly with a RIBO licensed representative of Hamilton, Ward and Cathers Insurance Service Limited.

Please remember the environment before printing this email.

The information contained in this email and document(s) attached may be privileged, confidential and protected from disclosure. If the reader of this message is not the intended recipient, or an employee or an agent responsible for delivering this email to the intended recipient, you are hereby notified that any reading, dissemination, distribution or copying or using this material, or any information contained within it, is strictly prohibited. If you receive this message in error, please immediately notify the sender and destroy this document.



**On your side.**

Your best insurance is an insurance broker.



# 2019 General Insurance Program

CATFISH CREEK CONSERVATION AUTHORITY

Renewal Report for the Policy Term April 1, 2019 to April 1, 2020

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

Prepared by:  
**Aran Myers**  
Account Manager

Ref 12800/es

6 March 2019

75 Main Street North  
Princeton, ON N0J 1V0  
1-800-265-4000  
frankcowan.com

We have  
updated and enhanced  
our property wordings.  
See the Property Highlights  
Sheet for more information.

**Built with integrity, leading through innovation.**

 **FRANK COWAN  
COMPANY**

Frank Cowan Company is a trademark of Princeton Holdings Limited, used under license.

# 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 over nine decades of partnering with insurance companies and independent brokers, gives Frank Cowan Company the ability to effectively manage the necessary risk, advisory and claims services for both standard and complex issues.

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

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

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

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

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

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

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

## Your Insurance Coverage

### Schedule of Coverage

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

#### Casualty

Coverage Description	(\$) *Deductibles	(\$) Limit of Insurance
General Liability (Occurrence Form) <i>Broad Definition of Insured</i>	5,000	10,000,000 Per Claim No Aggregate
Forest Fire Expense		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
*Your deductible may be a Deductible and Reimbursement Clause (including expenses) refer to Policy Wordings		

#### 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 (Claims Made)

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

<b>Coverage is on an All Risk Basis unless otherwise specified.  Basis of Settlement is Replacement Cost unless otherwise specified  The Deductible is on a Per Occurrence Basis</b>			
Coverage Description	(\$) Deductibles	Basis	(\$) Limit of Insurance
Property of Every Description - Blanket	1,000	RC	2,791,000
Scheduled Items Coverage, Deductible and Basis of Settlement as per Schedule	Refer to Schedule		25,000

<b>Property Supplemental Coverage</b> (Included in the Total Sum Insured unless otherwise specified in the wording)		
Building By-laws	1,000	Included
Building Damage by theft	1,000	Included
Debris Removal	1,000	Included
Electronic Computer Systems		
Electronic Computer Hardware and Media	1,000	Included
Electronic Computer Systems Breakdown		Not Insured
Electronic Computer Systems – Extra Expense		Not Insured
Extra Expense Period of Restoration	1,000	90 Days
Expediting Expense	1,000	Included
Fire or Police Department Service Charges	1,000	Included
First Party Pollution Clean-up	1,000	Included
Fungi and Spores	1,000	10,000
Furs, Jewellery and Ceremonial Regalia		
Ceremonial Regalia	1,000	Included
Furs and Jewellery	1,000	25,000
Inflation Adjustment	1,000	Included
Live Animals Birds or Fish	1,000	25,000
Newly Acquired Property	1,000	Included

Professional Fees	1,000	Included
Property and Unnamed Locations	1,000	Included
Property Temporarily Removed Including while on Exhibition and during Transit	1,000	Included
Recharge of Fire Protection Equipment Expense	1,000	Included
Sewer Backup and Overflow	1,000	Included

<b>Public Entity Extension Endorsement</b> (In Addition to the Total Sum Insured unless specifically scheduled in the wording)		
Accounts Receivable	1,000	250,000
Bridges and Culverts	1,000	100,000
Buildings Owned due to Non-Payment of Municipal Taxes		Not Insured
Buildings in the Course of Construction Reporting Extension	1,000	1,000,000
By Laws – Governing Acts	1,000	25,000
Consequential Loss Caused by Interruption of Services		
On Premises	1,000	Included
Off Premises	1,000	50,000
Cost to Attract Volunteers Following a Loss	1,000	10,000
Docks, Wharves and Piers	1,000	50,000
Errors and Omissions	1,000	Included
Exterior Paved Surfaces	1,000	50,000
Extra Expense	1,000	250,000
Fine Arts		
At Insured's Own Premises	1,000	25,000
On Exhibition	1,000	25,000
Fundraising Expenses	1,000	10,000
Green Extension	1,000	50,000
Growing Plants		
Any One Item	1,000	1,000
Per Occurrence	1,000	100,000
Ingress and Egress	1,000	Included

Leasehold Interest	1,000	25,000
Master Key	1,000	25,000
Peak Season Increase	1,000	25,000
Personal Effects	1,000	25,000
Property of Others	1,000	250,000
Rewards: Arson, Burglary Robbery and Vandalism	1,000	25,000
Signs	1,000	Included
Vacant Property	1,000	250,000
Valuable Papers	1,000	250,000
<b>Additional Endorsements</b>		
Earthquake – Other Property	1,000	Included
Earthquake – Buildings	Not Applicable	Excluded
Flood – Other Property	1,000	Included
Flood – Buildings	Not Applicable	Excluded
<b>(\$) Total Amount of Insurance</b>		4,363,400
<b>RC = Replacement Cost; ACV = Actual Cash Value; VAL = Valued</b>		



## 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 <b>*Will not show on Declarations Page</b>		Up to 150% of Loss
Anchor Locations		Included
Service Interruption <b>*Will not show on Declarations Page</b>		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/Occ
#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)	\$ 31,567	Total Annual Premium (Excluding Taxes Payable)	\$ 32,379
------------	---	-----------	---	-----------

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

	<u>Expiring Program Term</u>	<u>Renewal Program Term</u>
<b>Casualty</b>		
General Liability	\$ 10,707	\$ 11,242
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
<b>Property</b>		
Property	9,513	10,121
Equipment Breakdown	675	682
<b>Automobile</b>		
Owned Automobile	5,153	4,815
<b><u>Total Annual Premium</u></b>	<b>\$ 31,567</b>	<b>\$ 32,379</b>
(Excluding Taxes Payable)		

## Changes to Your Insurance Program

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

### Property Policy

- **We have made important changes to your policy.** We have rewritten our Property Coverages with many improvements, including several new coverages making our wording much more flexible and adaptable to your needs while retaining the broad coverage Frank Cowan Company is known for. This redesign includes our wordings as well as our Declaration Pages and Summary of Coverage.

While many changes have been made to expand coverage under your property policy, changes have also been made to clarify intent with coverage being much more clear and concise. There may also be areas where coverage is now more restrictive.

Refer to the Property Change Highlights for further details.

- Building values have been increased in order to reflect inflationary trends.
- Fine Arts – 1 Print, located in Main Office coverage now under the Property Extensions, Limit \$ 25,000.
- Springwater Fishing Platform covered under Docks, Wharves and Piers, Limit \$ 50,000.
- Footbridge – Archie Coulter Conservation Area amended to Scheduled, Actual Cash Value Basis.
- Bradley Creek Foot Bridge, Springwater Forest Bridges, Footbridges (Steen Property) are now covered under Property Extensions Bridges/Culverts – Limit \$ 100,000.
- Moveable Property of Other is now under Extensions Property of Others – Limit 4 250,000.
- Utility Trailer is covered under the Licensed Vehicle and Equipment Endorsement.

# PROPERTY CHANGE HIGHLIGHTS

We have made important changes to your policy. Please read your policy carefully and contact your Frank Cowan Company Representative should you have any questions or concerns.

## NEW LOOK AND STYLE

---

Frank Cowan Company's property coverage has a new look and style that provides you with a more streamlined approach for your convenience and ease of reference. This redesign includes our wordings as well as our Declaration Pages and Summary of Coverage.

## OVERVIEW

---

We have rewritten our Property Coverages with many improvements, including several new coverages making our wording much more flexible and adaptable to your needs while retaining the broad coverage Frank Cowan Company is known for.

While many changes have been made to expand coverage under your property policy, changes have also been made to clarify intent with coverage being much more clear and concise. There may also be areas where coverage is now more restrictive (e.g. vacancy exposures are automatically covered for up to 120 days, after which time coverage is to be reported). Due to the extent of changes, the structure, layout and terminology of our wordings have been modified significantly. As this document only provides a brief overview of changes, please read your policy carefully.

Moving forward, your policy will be comprised of a Base Property Wording and a new Public Entity Extension of Coverage Endorsement along with any miscellaneous or specific endorsements required to tailor coverage to your needs.

## BASE PROPERTY WORDING (PROPERTY COVERAGE) OVERVIEW OF CHANGES

---

Your property insurance includes broad coverage to protect your physical assets (e.g. buildings and other property you own, lease or are legally liable for) from direct physical loss. All parts of the base Property Wording have been re-written including the:

- Introduction
- Insuring Agreement
- Insurer's Liability Under the Form
- Property Insured
- Deductible and Dual Policy Deductible Clauses
- Perils Insured
- Property and Perils Excluded
- Supplemental Coverages
- Coverage Territory
- Loss Conditions
- Basis of Settlement
- Loss Agreement Clause
- Definitions

## **BASE PROPERTY WORDING (PROPERTY COVERAGE) OVERVIEW OF CHANGES CONTINUED**

---

Improvements to the base Property Wording include the following:

- Additional titles and sections have been added for ease of reference.
- The Insuring Agreement has been re-written to clearly specify what the Insurer(s) agrees to indemnify the Insured for under the policy.
- The Insurer's Liability Under the Form clause clarifies the Insurer(s) intent when there is and is not a catastrophic limit shown on the Declarations.
- Two Deductible Clauses: We now have a standard Deductible Clause and a Dual Policy Deductible Clause. The Dual Policy Deductible Clause states how a deductible will be applied when there is both an automobile policy and a property policy involved in the same loss (when both policies are written with Frank Cowan Company).
- The 'Perils Insured' clause has been expanded to provide coverage on either a Named Perils or All Risk basis, whichever is indicated on the Declarations/Summary of Coverage pages.

## **EXCLUSIONS UNDER THE BASE PROPERTY WORDING**

---

Many important changes have been made to both the Property and Perils Excluded Sections to remain current and in order to:

- Prevent duplication of coverage. Additional exclusions may be shown as in many instances coverage is more specifically insured under the policy (e.g. under the Public Entity Extension Endorsement we provide coverage for Fine Arts, Valuable Papers etc.)
- Clearly exclude exposures the policy was not intended to cover (e.g. Ocean Marine exposures, Property Illegally Acquired etc.)
- Allow us to review a risk exposure more thoroughly (e.g. Vacant Risks).
- Implement stronger exclusionary clauses with the addition of non-concurrency language under the Perils Excluded and Other Excluded Losses sections.
- Review our catastrophic coverage and exposures (e.g. Earthquake and Flood). These will now be added separately for a premium when you request coverage.
- Add Standard Exclusions within the base wording including exclusions for Terrorism, Fungi, Nuclear and Data.
- Remove the outdated exclusion for loss or damage to rented premises, where the cause of loss was due to neglect by tenants.

## **ADDITIONAL CHANGES**

---

Additional Changes to the Base Property Wording include:

Loss Conditions:	An option for Insurer(s) to settle a loss directly with the Insured or owner of the property.
Loss Agreement:	Revisions to stipulate how the Equipment Breakdown and property policies will both respond in the event of a loss.
Territory:	Clarification that coverage is worldwide.
Basis of Settlement:	Expansion in various sections to clarify different settlement options.
Definitions:	Many new definitions have been added to provide clarification of intent.

## **SUPPLEMENTAL COVERAGE UNDER THE BASE PROPERTY WORDING**

This section has been added to clarify the many benefits we automatically provide such as:

• Building Bylaws	• Furs, Jewellery and Ceremonial Regalia
• Building Damage by Theft	• Inflation Adjustment
• Debris Removal Expense	• Live Animals, Birds or Fish
• Electronic Computer Systems	• Newly Acquired Property
• Expediting Expense	• Professional Fees
• Fire or Police Department Service	• Property at Unnamed Locations
• First Party Pollution Clean-Up Coverage	• Property Temporarily Removed Including while on Exhibition and during
• Fungi (covers the expense for any testing, evaluating or monitoring for fungi or spores required due to loss)	• Recharge of Fire Protective Equipment
	• Sewer Back Up and Overflow

**Note:** The Supplemental Coverage does not increase your Total Sum Insured in most cases.

## **STATUTORY AND ADDITIONAL CONDITIONS CHANGES**

Liberalization Clause:	A new clause allowing any change in statutory coverage to automatically apply to the property policy.
Mortgage Clause:	A new clause which was previously added via endorsement.
Verification of Values:	A new clause which provides the Insurer access to your Insureds' books/records etc. which may be required especially in event of a loss.

## **PUBLIC ENTITY EXTENSIONS OF COVERAGE ENDORSEMENT**

Each Extension of Coverage will have an individual Limit of Insurance that will be shown on the Summary of Coverage/Declarations Page.

The Limit of Insurance for each Extension of Coverage is over and above the Total Sum Insured (unless shown as 'included' on the declarations or otherwise stipulated within the wording).

Limits of Insurance available for each Extension of Coverage will vary based on the individual risk.

• Accounts Receivable	• Green Extension
• Bridges and Culverts	• Growing Plants
• Building Coverage Owned Due to the Non Payment of Municipal Taxes – <i>Named Perils Coverage applies.</i>	• Ingress and Egress
• Building(s) in the Course of Construction Reporting Extension	• Leasehold Interest
• By Laws – Governing Acts	• Master Key
• Consequential Loss caused by Interruption of Services	• Peak Season Increase
• Cost to Attract Volunteers Following a	• Personal Effects
• Docks, Wharves and Piers	• Property of Others

**PUBLIC ENTITY EXTENSIONS OF COVERAGE ENDORSEMENT CONTINUED**

<ul style="list-style-type: none"><li>• Errors and Omissions</li></ul>	<ul style="list-style-type: none"><li>• Rewards: Arson, Burglary, Robbery and Vandalism</li></ul>
<ul style="list-style-type: none"><li>• Exterior Paved Surfaces</li></ul>	<ul style="list-style-type: none"><li>• Signs</li></ul>
<ul style="list-style-type: none"><li>• Extra Expense</li></ul>	<ul style="list-style-type: none"><li>• Vacant Properties – <i>Named Perils Coverage applies on an Actual Cash Value basis.</i></li></ul>
<ul style="list-style-type: none"><li>• Fine Arts at Own Premises and Exhibition Site</li></ul>	<ul style="list-style-type: none"><li>• Valuable Papers</li></ul>
<ul style="list-style-type: none"><li>• Fundraising Expenses</li></ul>	



## Description of Coverage

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

---

- Insures 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 accident.
- Insures 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 while performing their duties as such.
- Blanket Tenants' Legal Liability included.
- Abuse Liability Extension (Occurrence Form, Aggregate Limit).
- Advertisers Liability included.
- Employers Liability included.
- Forest Fire Expense.
- Medical Payments.
- Environmental Liability Exclusion.
- If Applicable, refer to the attached Additional Insured(s) form.

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

# PUBLIC ENTITY ERRORS AND OMISSIONS LIABILITY COVERAGE HIGHLIGHTS

## PUBLIC ENTITY ERRORS AND OMISSIONS INSURANCE

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

### FEATURES

<b>Limits</b>	Typically limits follow that of our Liability. We have the availability to offer up to \$50,000,000.
<b>Defence Costs</b>	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.
<b>No Annual Aggregate</b>	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.
<b>Claims Made Policy</b>	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.
<b>Claims Definition</b>	The definition of claim also includes arbitration, mediation or alternative dispute resolution proceedings.
<b>Insured Definition</b>	Includes Councilors, Statutory Officers, Council Committees, Firefighters, Employees and Volunteers.

### COVERAGE IS PROVIDED FOR UNIQUE EXPOSURES

<b>Insurance</b>	No exclusion for failure to procure or maintain adequate insurance bonds or coverage (e.g. construction projects).
<b>Benefit Plans</b>	Errors or Omissions in administering Employee Benefit Plans are covered.
<b>Misrepresentations</b>	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.
<b>Other Specialists and Services</b>	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.

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.

# 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

## 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.

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.

# 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.

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.

# 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.

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.

# 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 (including human rights tribunals).
- 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.).

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

# PROPERTY COVERAGE HIGHLIGHTS

## OVERVIEW

---

Property insurance is about planning for the unexpected and protecting your physical assets in order to minimize your business disruption should a loss occur. It is important that your property insurance includes broad coverage to protect these assets (e.g. buildings and other property you own, lease or are legally liable for) from direct physical loss.

We will work closely with you to customize a property coverage solution. We cover a wide variety of property, including buildings, inventory and supplies, office furniture and fixtures, computers, electronics, equipment (including unlicensed mobile equipment, maintenance and emergency equipment) and other unique property.

The Frank Cowan Company property wording is flexible and adaptable. Your policy will be comprised of a Base Property Wording and a Public Entity Extension of Coverage Endorsement as well as any miscellaneous or specific endorsements to tailor coverage to meet your needs.

## FEATURES AND BENEFITS

---

Features and Benefits include:

- Coverage is typically written on an all-risk basis including replacement cost.
- Our standard practice is to write property on a Property of Every Description (POED) or blanket basis, however, coverage can be scheduled separately if required.
- No margins clause and no statement of values required.
- We have two Deductible Clauses: A standard Deductible Clause and a Dual Policy Deductible Clause. The Dual Policy Deductible clause states how a deductible will be applied when there is both an automobile policy and a property policy involved in the same loss (when both policies are written with Frank Cowan Company).
- Worldwide Coverage
- Unlicensed Equipment (e.g. Contractors Equipment): Automatically includes Replacement Cost as the basis of settlement regardless of age. This can be amended to an Actual Cash Value (ACV) or Valued basis if required (applicable only if the Insured owns the unlicensed equipment).
- Flood and Earthquake coverage are available.

## SUPPLEMENTAL COVERAGE UNDER THE BASE PROPERTY WORDING

---

The Base Property Wording automatically includes numerous Supplemental Coverages such as:

- |   |   |
|---|---|
| • Building Bylaws   | • Furs, Jewellery and Ceremonial Regalia  |
| • Building Damage by Theft  | • Inflation Adjustment  |
| • Debris Removal Expense  | • Live Animals, Birds or Fish   |
| • Electronic Computer Systems   | • Newly Acquired Property   |
| • Expediting Expense  | • Professional Fees   |
| • Fire or Police Department Service   | • Property at Unnamed Locations   |
| • First Party Pollution Clean-Up Coverage   | • Property Temporarily Removed including while on Exhibition and during Transit |
| • Fungi (covers the expense for any testing, evaluating or monitoring for fungi or spores required due to loss) | • Recharge of Fire Protective Equipment   |
|   | • Sewer Back Up and Overflow  |

**Note:** The Supplemental Coverage does not increase your Total Sum Insured in most cases.



## PUBLIC ENTITY EXTENSIONS OF COVERAGE ENDORSEMENT

---

Each Extension of Coverage has an individual Limit of Insurance and will be shown on the Summary of Coverage/Declarations Page.

The Limit of Insurance for each Extension of Coverage is over and above the Total Sum Insured (unless shown as 'included' on the declarations or otherwise stipulated within the wording).

Limits of Insurance available for each Extension of Coverage will vary based on the individual risk.

- Accounts Receivable
- Bridges and Culverts
- Building Coverage Owned Due to the Non Payment of Municipal Taxes – *Named Perils Coverage applies.*
- Building(s) in the Course of Construction Reporting Extension
- By Laws – Governing Acts
- Consequential Loss caused by Interruption of Services
- Cost to Attract Volunteers Following a Loss
- Docks, Wharves and Piers
- Errors and Omissions
- Exterior Paved Surfaces
- Extra Expense
- Fine Arts at Own Premises and Exhibition Site
- Fundraising Expenses
- Green Extension
- Growing Plants
- Ingress and Egress
- Leasehold Interest
- Master Key
- Peak Season Increase
- Personal Effects
- Property of Others
- Rewards: Arson, Burglary, Robbery and Vandalism
- Signs
- Vacant Properties – *Named Perils Coverage applies on an Actual Cash Value basis.*
- Valuable Papers

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.

## **REPORT FA 02 / 2019: To The Full Authority**

**FROM:** Resource Planning Coordinator  
Water Management Technician  
Conservation Areas Supervisor  
Program Manager Active Naturally Initiative

**SUBJECT:** Monthly Staff Reports

**DATE:** January 11, 2019

---

### **Resource Planning Coordinator, Tony Difazio**

#### **Current Activities:**

- Collection of Forestry field data and preparation of forestry management plans for landowners enrolled in the Managed Forest Tax Incentive Program (MFTIP);
- Completion of Human Resources/Health and Safety Training Modules;
- Provided assistance with Authority flood monitoring and mitigation efforts; and,
- Completion of various grant applications for funding assistance of potential 2019 Stewardship Initiatives.

#### **Upcoming Activities:**

- Preparation of steward plans and grant applications for funding assistance for landowners in the watershed;
- Forestry data collection and plan writing for landowners participating in the MFTIP;
- Regular duties as assigned.

### **Water Management Technician, Peter Dragunas**

#### **Current Activities:**

- Watershed Condition Statements Issued:
  - January 23<sup>rd</sup> Water Safety,
  - February 1<sup>st</sup> Water Safety,
  - February 7<sup>th</sup> Water Safety.
- Flood Watches issued:
  - January 23<sup>rd</sup>,
  - February 4<sup>th</sup>,
  - February 22<sup>nd</sup>.
- Flood Warnings Issued:
  - February 5<sup>th</sup>.

- Lake Erie Shoreline Condition Statements Issued:
  - February 22<sup>nd</sup>,
  - February 25<sup>th</sup>.
- Catfish Creek Watershed flood watch and ice breakup monitoring.
- Review of the Catfish Conservation Authority Flood Watch and Warning Procedures.
- Prepared the Catfish Creek Conservation Authority submission to Ontario Power Generation's (OPG), Regional Biodiversity Funding Program, 2019 - 2021 Proposal, SOW 2019-KF-01.
- Forests Ontario 50 Million Tree Program administration.
- Administration of the Greening Communities Program for the Catfish Creek Conservation Authority (CCCA).
- Site visits with landowners to discuss / assist with CCCA 2019 Tree Planting Program.
- Provincial Groundwater Monitoring Network (PGMN) data compilations.
- Permit To Take Water (PTTW) application renewal assistance.

#### **Upcoming Activities:**

- CCCA 2019 Tree Planting Program.
- 2019 OLWR analysis.
- Regular duties as assigned.

#### **Conservation Areas Supervisor, Dusty Underhill**

#### **Current Activities:**

- Established a new concussion guideline policy
- Winterized the School House until spring
- Initiate 2019 Maple Sugaring tenders
- Finalized the picnic table tenders, awarding the Little Wood shop the tender for 24 tables fully constructed and delivered
- Met with Andy Koolen to discuss electrical maintenance and upgrade opportunities within the Springwater Campground
- Met with Checkers Cleaning Supply to finalize a deal for our cleaning supplies
- Completed Fall Arrest Training on January 22, 2019 at Martin's Safety Training
- Conducted secondary school cooperative education interviews and have obtaining one student from St. Joseph Catholic School, and one student from East Elgin Secondary School.
- Finalized the new gazebo project for Ontario Police College Path of Honor and purchased a Gazebo from Kuntry Gazebo.
- Maple Syrup program and Annual Festival preparation
- Completed the 2019 Maple Syrup staff interviews
- Completed my First Aid and CPR training for both infant and adult through St. John's Ambulance
- Met with James Renwick, a University of Western Ontario Bachelors of Education student who will be fulfilling a one-month coop with Emily, the Active Naturally Program Initiative helping her prepare for Go Wild, Grow Wild Expo at the Western Fair District and the Envirothon.
- Health inspection for our Pancake House

- Met with Todd Caverly to discuss this year's Paws-itively Elgin event.
- Attended our Annual General Meeting
- Tapped 180 Maple Trees on the 22<sup>nd</sup> of February, 2019
- Started the 2019 Maple Sugaring season on the 26<sup>th</sup> of February, 2019.

#### **Upcoming Activities:**

- Taking Provincial Offences Act training March 17<sup>th</sup> to the 22<sup>nd</sup> at Geneva Park in Orillia
- Placing an order for \$1000.00 worth of Rainbow Trout from Mimosa Springs Trout Farm
- Preparing for Opening Season in Springwater Campground
- Brainstorming for new revenue generating ideas within the Conservation Areas.
- Wood processing/ hazard tree removal on Authority owned lands
- Seasonal Camper Administration

#### **Program Manager Active Naturally Initiative, Emily Febrey**

#### **Current Activities:**

- Conducted Badge Days with different Scouting and Guide Groups,
- Prepared for the Annual Springwater Maple Syrup Festival,
- Conducted a very successful Family Day Free Snowshoe Event with over 100 participants,
- Maintained our social media channels including featuring in a new video.


#### **Upcoming Activities:**

- Scheduling more groups to come out for programming through the Active Naturally Initiative including Women's Archery day in collaboration with Ontario Federation of Anglers and Hunters,
- Prepare for the upcoming Springwater Special Events,
- Prepare and attend for the Go Wild, Grow Wild Expo,
- Prepare for the Annual Envirothon Competition,
- Other duties as assigned.

#### **Recommendation:**

THAT, Staff Reports for the months of January and February, 2019, be received for information.

  
Tony Difazio  
Resource Planning Coordinator

  
Peter Dragunas  
Water Management Technician

  
Dusty Underhill  
Conservation Areas Supervisor

  
Emily Febrey  
Program Manager, Active Naturally Initiative

**REPORT FA 03 / 2019 : To The Full Authority**  
**FROM: Susan Simmons, Financial Services Coordinator**  
**SUBJECT: February Summary of Revenue & Expenditures**  
**DATE: February 28, 2019**

**SUMMARY OF REVENUE**  
**for the period ending February 28, 2019**

	<b>2019 Budget</b>	<b>2019 To Date</b>	<b>Difference</b>	<b>2018 To Date</b>
MNRF Provincial Grants	\$ 79,835.00	\$ -	\$ (79,835.00)	
Other Provincial Grants	\$ 71,415.49	\$ 22,984.49	\$ (48,431.00)	
Federal Grants	\$ 3,840.00	\$ 3,840.00	\$ -	
General Levy	\$ 315,344.69	\$ -	\$ (315,344.69)	
Special Benefiting Levy	\$ 30,861.50	\$ -	\$ (30,861.50)	
Employment Program Grants	\$ 19,900.00	\$ -	\$ (19,900.00)	
Donations/Sponsorships	\$ 43,400.00	\$ 21,694.80	\$ (21,705.20)	
Conservation Areas Revenue	\$ 523,197.35	\$ 66,483.53	\$ (456,713.82)	
Maple Syrup Revenue	\$ 64,641.22	\$ 950.02	\$ (63,691.20)	
Bank Interest Earned	\$ 6,700.00	\$ 410.08	\$ (6,289.92)	
Information & Education	\$ 7,900.00	\$ 10.62	\$ (7,889.38)	
Legal Inquiries/Permit Applications	\$ 5,000.00	\$ 380.54	\$ (4,619.46)	
Trees/Planting/Spraying	\$ 4,250.00	\$ -	\$ (4,250.00)	
Woodlot Management	\$ 1,000.00	\$ 486.73	\$ (513.27)	
Revenue from Other C.A. Lands	\$ 12,270.00	\$ 11,953.18	\$ (316.82)	
Other Revenue	\$ 500.00	\$ 0.06	\$ (499.94)	
Vehicle & Equipment Rental Recoveries	\$ 38,705.00	\$ 3,583.92	\$ (35,121.08)	
Previous Year Surplus (Deficit)	\$ 1,387.50	\$ 1,387.50	\$ -	
Income Appropriation from Special Reserves	\$ 21,072.76	\$ -	\$ (21,072.76)	
Income Appropriation from General Reserves	\$ 50,759.44	\$ -	\$ (50,759.44)	
	<b>\$ 1,301,979.96</b>	<b>\$ 134,165.47</b>	<b>\$ (1,167,814.48)</b>	<b>\$ -</b>

<b>DONATIONS/SPONSORSHIPS</b>	<b>2019 Budget</b>	<b>Received To Date</b>	<b>Difference</b>
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	\$ 500.00	\$ (1,000.00)
EESS ELP Sponsorships	\$ 7,500.00	\$ 8,484.80	\$ 984.80
Community Forest	\$ 250.00	\$ -	\$ (250.00)
Maple Syrup Program	\$ 8,000.00	\$ 10,700.00	\$ 2,700.00
Springwater Forest Trails	\$ 9,000.00	\$ 560.00	\$ (8,440.00)
Archie Coulter C.A. Trails	\$ 900.00	\$ 200.00	\$ (700.00)
Wetland Restoration	\$ 10,000.00	\$ -	\$ (10,000.00)
Springwater C.A. Development	\$ 1,500.00	\$ -	\$ (1,500.00)
Ontario Police College Path of Honour	\$ 1,500.00	\$ -	\$ (1,500.00)
<b>TOTAL Donations/Sponsorships</b>	<b>\$ 43,400.00</b>	<b>\$ 21,694.80</b>	<b>\$ (21,705.20)</b>

# SUMMARY OF EXPENDITURES

for the period ending February 28, 2019

	2019 Budget	2019 To Date	Difference	2018 To Date
<b>ADMINISTRATION</b>				
A-1 Wages & Benefits	\$ 95,466.74	\$ 14,327.75	\$ 81,138.99	
A-2 Travel Exp. & Allow.	\$ 10,162.00	\$ 280.96	\$ 9,881.04	
A-3 Equip. Purchase & Rental	\$ 9,225.00	\$ 1,706.64	\$ 7,518.36	
A-4 Materials & Supplies	\$ 4,350.00	\$ 274.17	\$ 4,075.83	
A-5 Rent & Utilities	\$ 15,274.64	\$ 1,527.13	\$ 13,747.51	
A-6 General Expenses	\$ 41,344.00	\$ 20,602.21	\$ 20,741.79	
<b>TOTAL</b>	<b>\$ 175,822.38</b>	<b>\$ 38,718.86</b>	<b>\$ 137,103.52</b>	<b>\$ -</b>
<b>FLOOD FORECASTING &amp; WARNING</b>				
F4-2 Flood Control Structures	\$ 10,887.89	\$ 2,007.26	\$ 8,880.63	
F4-4 Flood Forecasting & Warning	\$ 155,380.30	\$ 22,554.76	\$ 132,825.54	
F4-5 Ice Management	\$ 39,739.25	\$ 3,129.24	\$ 36,610.01	
F4-6 Plan Input	\$ 36,439.13	\$ 5,133.01	\$ 31,306.12	
F4-71 Watershed Planning	\$ 19,822.08	\$ 3,506.64	\$ 16,315.44	
F4-72 Technical Studies (GIS)	\$ 7,314.83	\$ 1,284.22	\$ 6,030.61	
<b>TOTAL</b>	<b>\$ 269,583.48</b>	<b>\$ 37,615.13</b>	<b>\$ 231,968.35</b>	<b>\$ -</b>
<b>OTHER PROGRAM AREAS</b>				
B-1 Information & Education	\$ 41,322.25	\$ 1,931.09	\$ 39,391.16	
E-1 Extension Services - Tree Planting Community Forest	\$ 31,540.32	\$ 2,353.66	\$ 29,186.66	
E-1 Extension Services - Woodlot Management	\$ -	\$ -	\$ -	
E-1 Extension Services - Watershed Stewardship	\$ 6,652.01	\$ 888.48	\$ 5,763.53	
E4-1 Fish & Wildlife Habitat	\$ 3,840.00	\$ -	\$ 3,840.00	
<b>TOTAL</b>	<b>\$ 83,354.58</b>	<b>\$ 5,173.23</b>	<b>\$ 78,181.35</b>	<b>\$ -</b>
<b>CAPITAL &amp; SPECIAL PROJECTS</b>				
Water Management Programs	\$ 26,762.68	\$ 2,498.94	\$ 24,263.74	
Springwater C.A. Development	\$ 40,000.00	\$ 13,010.00	\$ 26,990.00	
Special Projects	\$ 30,299.00	\$ 12,036.72	\$ 18,262.28	
<b>TOTAL</b>	<b>\$ 97,061.68</b>	<b>\$ 27,545.66</b>	<b>\$ 69,516.02</b>	<b>\$ -</b>
<b>CONSERVATION AUTHORITY LANDS</b>				
Springwater Operation & Maint	\$ 512,097.36	\$ 34,355.63	\$ 477,741.73	
Vehicle & Equipment Pool Exp.	\$ 43,110.00	\$ 2,652.20	\$ 40,457.80	
Maple Syrup	\$ 62,641.22	\$ 17,385.08	\$ 45,256.14	
Other C.A. Lands	\$ 58,309.26	\$ 3,819.32	\$ 54,489.94	
<b>TOTAL</b>	<b>\$ 676,157.84</b>	<b>\$ 58,212.23</b>	<b>\$ 617,945.61</b>	<b>\$ -</b>
<b>APPROPRIATION TO GENERAL RESERVES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>APPROPRIATION TO SPECIAL RESERVES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 1,301,979.96</b>	<b>\$ 167,265.11</b>	<b>\$ 1,134,714.85</b>	<b>\$ -</b>



Susan Simmons,  
Financial Services Coordinator

# REPORT FA 04 / 2019 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator  
SUBJECT: Accounts Paid  
DATE: February 28, 2019

VENDOR	CHQ #	TOTAL	EXPLANATION
Aylmer Express Limited	28907	\$ 706.25	Springwater advertising
payroll items (28908-28917)			
Hydro One	28918	\$ 1,416.19	campground/Day Use area and 1 gauge
Bell Canada	28919	\$ 88.05	gauge
Hydro One	28920	\$ 73.24	gauge
payroll item	28921		
Municipality of Central Elgin	28922	\$ 5,322.34	property tax (installments 1&2)
Township of South-West Oxford	28923	\$ 133.86	property tax (installments 1&2)
Thomas P Rylett Limited	28924	\$ 6,081.10	Springwater C.A. Development Project
Langs Contracting	28925	\$ 7,204.32	Springwater C.A. Development Project
CIBC Visa	OnLine	\$ 536.75	Joint Health & Safety Committee Certification Part 1
CIBC Visa	OnLine	\$ 678.00	Working at Heights Training Construction
CIBC Visa	OnLine	\$ 23.63	Occupational Health Safety Act, Jan 2018 books
Telus Mobility	OnLine	\$ 188.84	mobile phones
Eastlink	28926	\$ 1,167.74	phone, fax line, gauges, & internet
Ansell's Awards & Specialties	28927	\$ 78.43	Conservation Award
Aramark Refreshment Services	28928	\$ 267.84	coffee service
Aylmer Express Limited	28929	\$ 606.81	Help Wanted Ad & Watershed Report Cards
Aylmer Home Hardware	28930	\$ 43.40	Maple Syrup Program supplies
Canadian Tire	28931	\$ 409.21	wagon repairs and Maple Syrup Program supplies
Conservation Ontario	28932	\$ 656.63	ESRI maintenance agreement
Delta Power Equipment Ltd.	28933	\$ 793.98	equipment maintenance
Dowler Karn Propane Ltd.	28934	\$ 492.70	shop heat fuel
Durkee's	28935	\$ 180.80	Maple Syrup Program supplies
Elgin Feeds Ltd.	28936	\$ 28.24	wagon repairs
Esta Chocolates Inc.	28937	\$ 719.58	Maple Syrup Program supplies
FedEx	28938	\$ 46.83	courier fee
Francotyp-Postalia Canada	28939	\$ 198.32	postage metre rental (quarterly)
Glenbriar Bottled Water Co. Ltd.	28940	\$ 11.24	water cooler service
Grandma's Oven	28941	\$ 102.75	refreshments for AGM
Integrity IT Services	28942	\$ 181.93	computer network support
Kuntry Gazebos	28943	\$ 7,500.00	Ontario Police College
McBain Signs & Graphic Design	28944	\$ 395.50	Springwater Forest Trail signs (Dogs must be leashed)
Molly Maid	28945	\$ 79.00	administration centre cleaning services
Occupational Safety Group	28946	\$ 508.50	Joint Health & Safety Committee Certification Part 2
Purolator Courier	28947	\$ 4.53	courier fee
R Safety	28948	\$ 160.10	wagon repairs and Maple Syrup Program supplies
RMB Communication Systems	28949	\$ 107.35	Springwater C.A. Development Project
Springwater Mills Ltd.	28950	\$ 2,237.40	firewood for resale
Swan Metal Heating & Cooling	28951	\$ 203.40	Springwater C.A. Development Project
Waste Connections of Canada Inc.	28952	\$ 23.54	campground maintenance
payroll items (28953-28961)			
Hydro One	28962	\$ 914.81	campground, Administration Centre & Shop
Hydro One	28963	\$ 243.87	Schoolhouse & Day Use Area
Hydro One	28964	\$ 30.12	gauge
Township of Malahide	28965	\$ 13.30	Ellis Drain Branch A
Township of Malahide	28966	\$ 347.00	property tax (installments 1&2)
A&J Baertsoen	28967	\$ 1,032.56	equipment maintenance
Bergen, Samuel	28968	\$ 6,078.25	Maple Syrup Program supplies
Canadian Tire	28969	\$ 100.00	gift cards for AGM volunteer awards
Checkers Cleaning Supply	28970	\$ 387.26	campground supplies
Dowler Karn Propane Ltd.	28971	\$ 129.32	shop heat fuel



**REPORT FA 04 / 2019 : TO THE FULL AUTHORITY**

FROM: Susan Simmons, Financial Services Coordinator

SUBJECT: Accounts Paid

DATE: February 28, 2019

VENDOR	CHQ #	TOTAL	EXPLANATION
Glenbriar Bottled Water Co. Ltd.	28972	\$ 37.60	water cooler service
Graham Scott Enns LLP	28973	\$ 9,605.00	annual Audit fees
Jakeman's Maple Products	28974	\$ 5,693.81	Maple Syrup Program supplies
McBain Signs & Graphic Design	28975	\$ 67.80	Use At Your Own Risk signs for Springwater Pond
Purolator Courier	28976	\$ 4.53	courier fee
Receiver General for Canada	28977	\$ 191.00	Industry Canada renewal fee
St. John Ambulance	28978	\$ 145.00	First Aid Training
Wilkinson, Christopher	28979	\$ 243.54	mileage reimbursement
Yellow Pages	28980	\$ 2,102.40	Springwater C.A. advertising
payroll item	28981		
Desjardins Card Services (Staples)	OnLine	\$ 57.49	office supplies
Hydro One	28982	\$ 30.12	gauge
		<u>\$ 67,113.10</u>	

**RECOMMENDATION:**

THAT, Accounts Paid totalling \$67,113.10 , be approved as presented in Report FA 04 / 2019.

Susan Simmons,  
Financial Services Coordinator

**REPORT FA 05 / 2019 : TO THE FULL AUTHORITY**

FROM: Susan Simmons, Financial Services Coordinator  
 SUBJECT: Accounts Payable  
 DATE: March 15, 2019

VENDOR	CHQ #	TOTAL	EXPLANATION
payroll items (28983-28992)			
Bell Canada	28993	\$ 90.70	gauge
Hydro One	28994	\$ 43.11	gauge
CIBC Visa	OnLine	\$ 1,401.20	Conservation Authority Compliance Training Level 1
CIBC Visa	OnLine	\$ 90.00	MOE - Pesticide-Forestry License
CIBC Visa	OnLine	\$ 198.72	Hotel Accomodations - Indigenous Training Workshop
CIBC Visa	OnLine	\$ 53.79	Tim Hortons - Coffee for AGM
CIBC Visa	OnLine	\$ 161.83	Canva - Publication Software Subscription
payroll item	28995		
Eastlink	28996	\$ 1,286.84	phone, fax line, gauges, & internet
Telus Mobility	28997	\$ 191.42	mobile phones
Aylmer Express Limited	28998	\$ 2,714.06	Annual Reports with Distribution/meeting & employment ads
Aylmer Home Hardware	28999	\$ 9.59	Maple Syrup Program supplies
Aylmer Propane	29000	\$ 110.06	Maple Syrup Program supplies
Babb Electric	29001	\$ 94.92	Springwater C.A. Development Project
Canadian Tire	29002	\$ 53.03	Maple Syrup Program & Office supplies
Checkers Cleaning Supply	29003	\$ 165.98	Maple Syrup Program & Office supplies
Dale Equipment Centre	29004	\$ 71.19	equipment maintenance
Dowler Karn Propane Ltd.	29005	\$ 2,397.04	equipment and vehicle fuel
Drew's Auto Body	29006	\$ 1,481.68	vehicle maintenance
Elgin Feeds Ltd.	29007	\$ 7.90	Maple Syrup Program supplies
Glenbriar Bottled Water Co. Ltd.	29008	\$ 11.24	water cooler service
Integrity IT Services	29009	\$ 181.93	computer network support
Langs Contracting	29010	\$ 384.20	Springwater C.A. Development Project
Les Equipements d'erabliere CDL inc.	29011	\$ 51.98	Maple Syrup Program supplies
McBain Signs & Graphic Design	29012	\$ 67.80	campground supplies
Molly Maid	29013	\$ 79.00	administration centre cleaning services
My Broadcasting Corp	29014	\$ 395.50	advertising for the Maple Syrup Festival
North End Auto	29015	\$ 374.26	vehicle maintenance
Purolator Courier	29016	\$ 4.53	courier fee
R Safety	29017	\$ 105.69	Maple Syrup Program supplies
Secord Home Building Centre	29018	\$ 223.55	equipment & trails maintenance, Maple Syrup supplies
Total Plumbing Solutions	29019	\$ 558.22	Springwater C.A. Development Project
Waste Connections of Canada Inc.	29020	\$ 23.64	campground maintenance
Wilsher farms ltd.	29021	\$ 80.00	Maple Syrup Program supplies
Youngblut Timber Art	29022	\$ 1,000.00	Maple Syrup Program special attraction
		<u>\$ 14,164.60</u>	

**RECOMMENDATION:**

THAT, Accounts Payable totalling \$14,164.60 , be approved for payment as presented in Report FA 05 / 2019.

Susan Simmons,  
 Financial Services Coordinator

---

<b>REPORT FA 06 / 2019</b>	:	<b>To The Full Authority</b>
<b>FROM</b>	:	Tony Difazio, Resource Planning Coordinator
<b>SUBJECT</b>	:	MONTHLY PLAN REVIEW
<b>DATE</b>	:	March 15, 2019

---

**PURPOSE:** To outline the Monthly Plan Review Report as it has been implemented during January & February 2019.

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

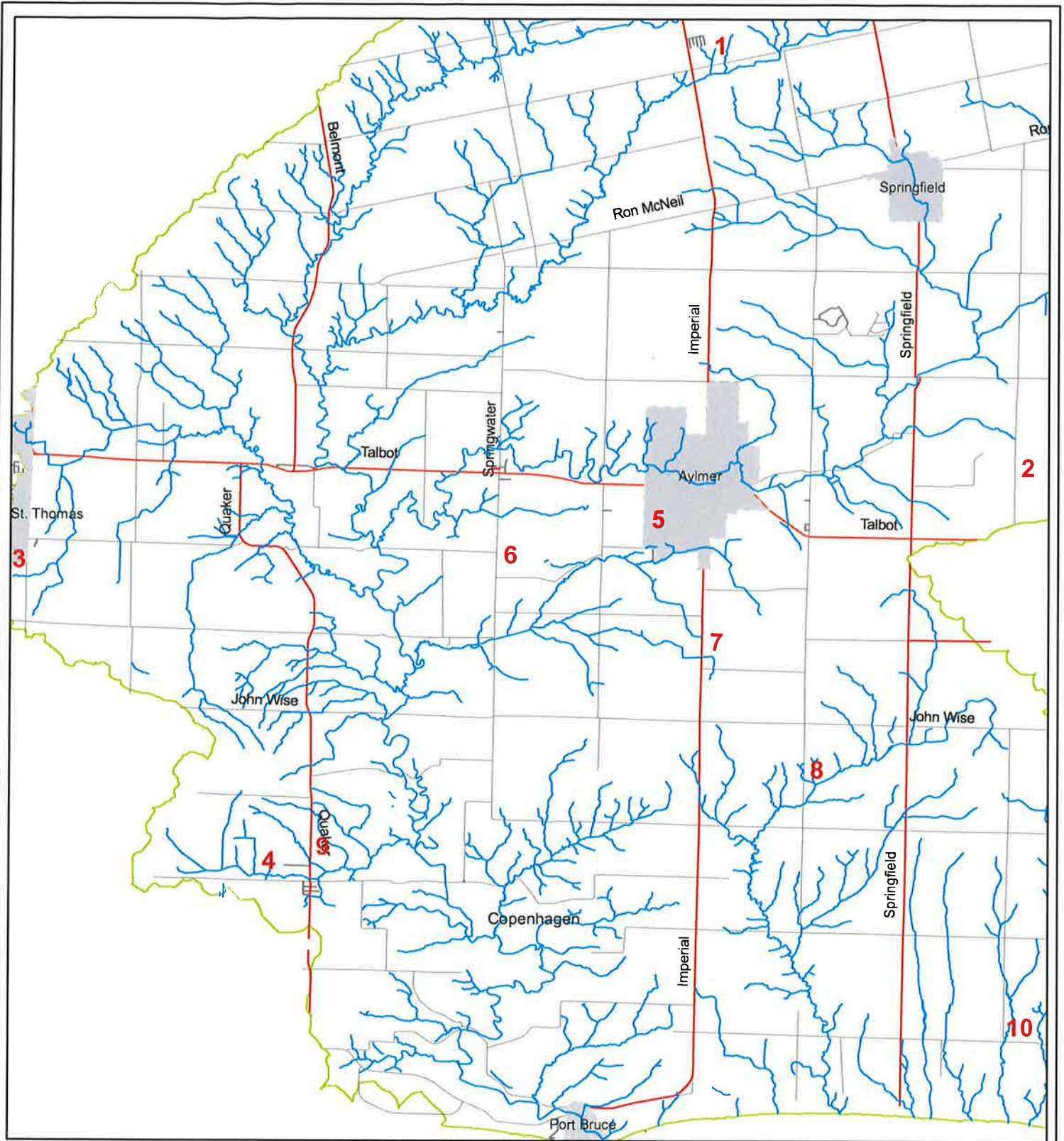
**RECOMMENDATION:** THAT, the Full Authority approve the Monthly Plan Review Report for the months of January & February, 2019.

  
\_\_\_\_\_  
Tony Difazio, Resource Planning Coordinator

**CATFISH CREEK CONSERVATION AUTHORITY**  
**MONTHLY PLAN REVIEW REPORT**  
 March, 2019

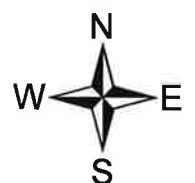
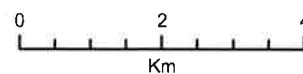
<b>ZONING BYLAW AMENDMENTS</b>			
<b>SITE NO</b>	<b>LOCATION</b>	<b>PROPOSAL</b>	<b>COMMENTS</b>
<b>1</b>	Pt.Lot:11; Conc.:10; Malahide Township	* Rezone the property to allow a second dwelling (mobile home) as a garden suite at 49836 Lyons Line;	* NO OBJECTIONS
<b>2</b>	Pt. Lot:99; Conc.: NTR; Malahide Township	* This amendment will permit the establishment of a food processing plant (cheese factory) at 9600 Walker Road;	* NO OBJECTIONS
<b>3</b>	Pt.Lot:10;Conc.: 7; City of St. Thomas	* This amendment will correct the maximum the number of permitted units on specific lots within Phase 2A of Harvest Run Estates;	* NO OBJECTIONS
<b>4</b>	Pt.Lot:20; Conc.:4; Mun. of Central Elgin	* Rezone the property to recognize the existing residential dwelling and permit the construction of a shop and garden suite at 45990 Sparta Line;	* NO OBJECTIONS

<b>SEVERANCE APPLICATIONS</b>			
<b>SITE NO</b>	<b>LOCATION</b>	<b>PROPOSAL</b>	<b>COMMENTS</b>
<b>5</b>	184 South Street; Town of Aylmer	* Sever a 41m X 64m parcel to add to the adjoining institutional land (church) to the west;	* NO OBJECTIONS
<b>6</b>	8642 Springwater Road Township of Malahide	* Sever one residential farm dwelling deemed surplus to the needs of the applicants; the owners are retaining 38.6 ha. to remain in agricultural use;	* NO OBJECTIONS
<b>7</b>	8220 Imperial Road Township of Malahide	* Sever a 30m X 83m parcel to create a new residential building lot in the Hamlet of South Gore;	* NO OBJECTIONS
<b>8</b>	6362 Quaker Road Mun. of Central Elgin	* Sever a 35m X 44m parcel to add to the adjoining residential lot to the west; just north of Sparta;	* NO OBJECTIONS
<b>9</b>	7068 Hacienda Road Township of Malahide	* Sever a 38m X 138m parcel, to create one new residential building lot in Luton;	* NO OBJECTIONS
<b>10</b>	52026 Nova Scotia Line Township of Malahide	* Sever one residential farm dwelling deemed surplus to the needs of the applicants; the owners are retaining 69.2 ha. to remain in agricultural use;	* NO OBJECTIONS



# **Plan Review Map** **March, 2019**

**1** Plan Review Site Number



## REPORT FA 07 / 2019: To The Full Authority

**FROM:** Peter Dragunas, Water Management Technician

**SUBJECT:** Catfish Creek Flooding at Port Bruce

**DATE:** March 12, 2019

---

### Purpose:

To update the Full Authority with regard to the 2019 Flooding at Port Bruce.

### Discussion:

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: When possible 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.



## February 4, 5<sup>th</sup> Flooding

- Forecast for warming weather and precipitation did not give enough lead time to drill ice holes which would be effective.
- Precipitation forecast totals for the event were 15 – 25mm.
- Ice thickness estimated in Port Bruce was approximately 15 cm (6in.), with over half of the ice thickness comprised of frozen rain on snow making for very poor ice quality. As a result of the poor ice quality and unsafe conditions, no holes were drilled in the ice.

### February 4, 2019

- 04:00, stage 0.774m, discharge (Q) 7.174m<sup>3</sup>/sec.
- WSC gauge data indicated that the stage had been increasing for the last six hours and that the forecast stage may hit critical stage (1.48m) at the WSC gauge.
- Historically, under ice conditions floods have occurred at 1.48m stage (measured at the WSC gauge).
- 05:00, began ice and flood monitoring in the watershed. Stage at the WSC gauge 0.823m, discharge, 8.61m<sup>3</sup>/sec.
- Monitored ice and flood conditions throughout the day with no significant events taking place.

### February 5, 2019

- 3:30, Sparta Line ice released,
- 3:45, Jamestown ice released, no jamming flowing smoothly. Flood monitoring will concentrate on Pineao flats to Port Bruce.
- 04:30, evidence of ice breaking at Pineo Flats. Notified Cindy (cottage at Pineo Flats) that the ice is breaking.
- Approximately 4:40 contacted Brent Smith to advise him of the pending Flood Warning notification.
- 04:50 contacted Dave Higgs for harbour ice removal.
- 05:00, sent cell phone Flood Warning email notifications to Malahide staff.
- 06:00, sent cell phone Flood Warning email notifications to Catfish staff.
- 07:00, contacted Frank Laemers to notify that his assistance in port Bruce is required.
- 07:30, sent Flood Warning email notifications to external organizations from office.
- 08:00, Meeting with Christopher Wilkinson (CCCA GM) for a debriefing regarding the Flood Warning activities for transfer of Flood Coordinator duties.
- 13:00, discharge peaked at Sparta gauge, 2.145m Q 92.4m<sup>3</sup>/sec.

### Recommendation:

THAT, Report FA 07 / 2019, be received as information at this time.



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"> <li>Flood Safety Bulletin</li> <li>Watershed Conditions Bulletin</li> <li>High Water Safety Bulletin</li> </ul>	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	<b>Advisory</b> now becomes <b>Watch</b>	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.



## REPORT FA 08 / 2019: To The Full Authority

**FROM:** Christopher Wilkinson, General Manager / Secretary-Treasurer

**SUBJECT:** 2019 Budget and Levy

**DATE:** March 7, 2019

---

### Purpose:

To approve the 2019 CCCA Budget and Municipal Levy apportionments

### Discussion:

Attached please find a copy of the CCCA's 2019 Draft Budget. The total forecasted budget is \$1,301,979.96 represents a decrease of 1.02% in overall spending in comparison to the approved 2018 budget of \$1,323,826.94. The variance from 2018 is primarily due to the limited grant opportunities anticipated in 2019.

The corresponding increase in the Municipal General Levy is 9.4% (\$27,095.43) to \$315,344.69.

A Draft Budget and estimated Levy using Current Value Assessment (CVA) was presented to and approved by the Personnel / Finance Committee on November 28<sup>th</sup>, 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 is subject to a "weighted vote". All Conservation Authority budgets are subject to a weighted vote according to the relative value of property assessment in the municipality. Fundamentally, this means those who pay more, have more influence on the budget. The following table summarizes relative weightings for each municipality:

Member's Name	Municipality	CVA Apportionment %	Yes	No
Rick Cerna	Township of Malahide	36.6079		
Arthur Oslach	Town of Aylmer	26.6666		
Sally Martyn	Municipality of Central Elgin	27.1101		
Paul Buchner	Township of South-West Oxford	3.5441		
Mark Tinlin	City of St. Thomas	6.0713		

The budget will be approved if greater than 50% of the weighted vote of those members in attendance is cast in favour of the budget. Please note that if a member is unable to attend the Full Authority meeting, they are not able to vote by proxy and their vote is lost. (Attendance and voting by teleconference is acceptable). If a member is absent, each remaining member's weighting remains the same but a new 50% value is calculated based on only those members in attendance.

Budget approval is a recorded vote. Each municipality will be announced in turn and the representative of that municipality will be asked to either support or oppose the budget, and recorded in the above table as Yes or No respectively.

The Final Budget being presented in Report FA / 2019, reflects updates approved at the November Personnel / Finance Committee meeting. Several minor updates have been made to reflect actual final figures as per the audited 2018 year end.

Should you have any questions regarding the draft budget or the voting procedures in advance of the meeting, please contact Christopher Wilkinson directly at 519-773-9037.

Recommendation:

THAT, the 2019 Catfish Creek Conservation Authority Budget totalling \$1,301,979.96 be adopted as presented; and further,

THAT, the 2019 Municipal General Levy in the amount of \$315,344.69 and the Special Plan Review Levy in the amount of \$8,250.00, be approved as presented.



---

Christopher Wilkinson  
General Manager / Secretary-Treasurer



**CATFISH CREEK  
CONSERVATION AUTHORITY**

**2019  
FINAL BUDGET**

**February 28, 2019**

# CATFISH CREEK CONSERVATION AUTHORITY

FINAL BUDGET 2019 (February 28, 2019)

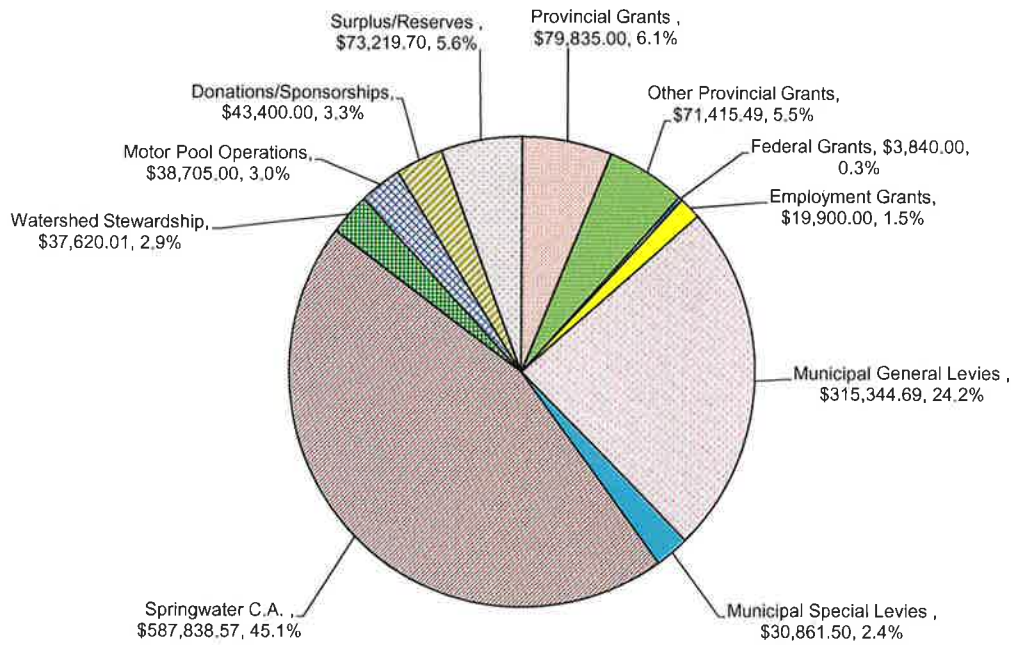
## SUMMARY OF REVENUE AND EXPENDITURES

	2019 Budget	2018 Budget	2018 Actual
<b>SUMMARY - REVENUE</b>			
Provincial Grants (Transfer Payments)	\$79,835.00	\$79,835.00	\$79,835.00
Other Provincial Grants	\$71,415.49	\$61,355.81	\$124,317.48
Federal Grants	\$3,840.00	\$23,650.00	\$69,809.91
Employment Program Grants	\$19,900.00	\$21,000.00	\$37,344.94
Municipal General Levies	\$315,344.69	\$288,249.24	\$288,249.24
Special Benefiting Levies	\$30,861.50	\$66,137.88	\$30,833.59
Donations/Sponsorships	\$43,400.00	\$31,200.00	\$59,212.19
Camp User Fees & Sales	\$523,197.35	\$507,500.00	\$541,993.62
Maple Syrup	\$64,641.22	\$54,100.00	\$65,970.27
Other Revenue	\$76,325.01	\$75,805.01	\$98,016.01
Previous Year's Surplus (Deficit)	\$1,387.50	\$1,169.70	\$1,169.70
From Reserves-Special Projects	\$21,072.76	\$30,044.83	\$20,233.96
From Reserves	\$50,759.44	\$83,779.48	\$65,210.35
<b>TOTAL REVENUE</b>	<b>\$1,301,979.96</b>	<b>\$1,323,826.94</b>	<b>\$1,482,196.27</b>

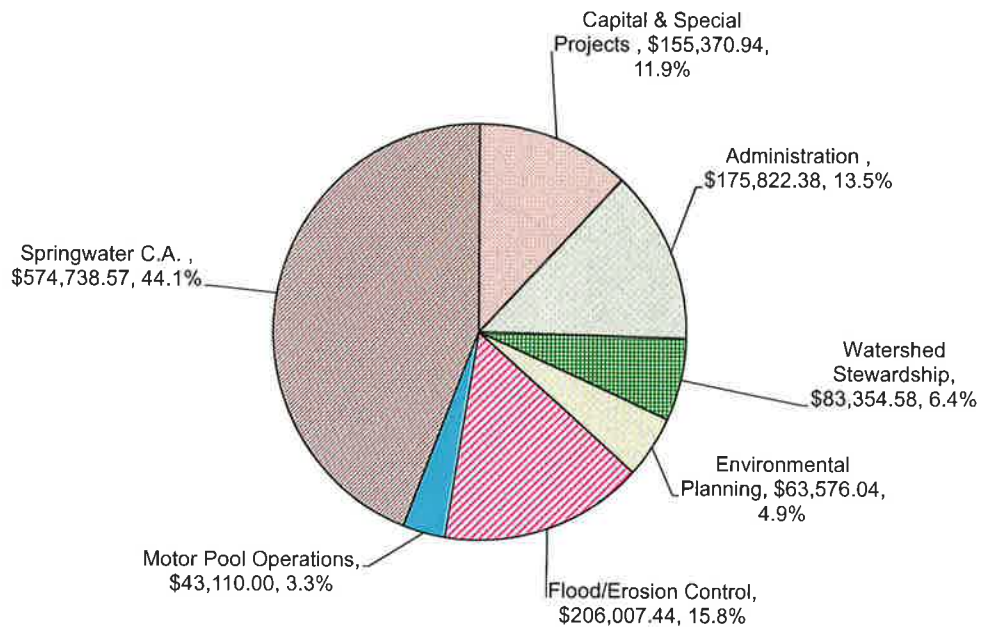
	2019 Budget	2018 Budget	2018 Actual
<b>SUMMARY - EXPENDITURES</b>			
Administration	\$175,822.38	\$174,216.62	\$175,922.85
Flood Control Structures	\$10,887.89	\$11,558.29	\$9,492.71
Flood Forecasting & Warning	\$155,380.30	\$160,877.33	\$155,583.65
Ice Management	\$39,739.25	\$65,887.88	\$30,583.59
Plan Input & Review	\$36,439.13	\$35,863.55	\$36,158.53
Watershed Planning	\$19,822.08	\$11,277.73	\$10,081.59
Technical Studies	\$7,314.83	\$13,345.09	\$16,565.20
Information & Education	\$41,322.25	\$35,639.80	\$15,162.28
Other Conservation Lands	\$58,309.26	\$64,411.88	\$55,617.54
Tree Planting	\$31,540.32	\$34,861.84	\$26,050.58
Woodlot Management	\$6,652.01	\$6,826.99	\$5,992.94
Watershed Stewardship	\$3,840.00	\$33,435.34	\$94,748.69
Fish & Wildlife Habitat	\$0.00	\$0.00	\$250.06
Water Management Programs	\$26,762.68	\$24,855.81	\$26,673.59
Special Projects	\$30,299.00	\$3,000.00	\$29,642.38
Capital Projects	\$40,000.00	\$23,546.16	\$86,534.51
Vehicle & Equipment Op's	\$43,110.00	\$44,330.00	\$38,715.58
Maple Syrup	\$62,641.22	\$60,100.00	\$61,993.71
Springwater CA Operations	\$512,097.36	\$519,792.63	\$464,078.21
To Reserves-Special Projects	\$0.00	\$0.00	\$11,269.00
To Reserves	\$0.00	\$0.00	\$129,691.56
<b>TOTAL EXPENSES</b>	<b>\$1,301,979.96</b>	<b>\$1,323,826.94</b>	<b>\$1,480,808.77</b>

<b>NET Profit (Loss)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,387.50</b>
--------------------------	---------------	---------------	-------------------

## Revenue Sources - 2019



## Expenditures - 2019



# CATFISH CREEK CONSERVATION AUTHORITY

## 2019 MUNICIPAL GENERAL LEVY COMPARISON

Municipality	2018 CVA Apport. %	2018 General Levy	2018 With New CVA	Change Due to New CVA	Proposed Increase (9.4%)	2019 General Levy	* 2019 Planning Levy	2019 Total Levy
Aylmer, Town of	26.6666%	77,858.10	76,866.32	-991.78	7,225.43	84,091.75	850.00	84,941.75
Central Elgin, Municipality of	27.1101%	78,514.83	78,144.65	-370.18	7,345.60	85,490.25	2,150.00	87,640.25
Malahide, Township of	36.6079%	104,295.25	105,521.88	1,226.63	9,919.06	115,440.93	4,550.00	119,990.93
South-West Oxford, Township of	3.5441%	10,045.84	10,215.93	170.09	960.30	11,176.23	350.00	11,526.23
St. Thomas, City of	6.0713%	17,535.24	17,500.49	-34.74	1,645.05	19,145.53	350.00	19,495.53
	<b>100%</b>	<b>288,249.26</b>	<b>288,249.26</b>	<b>0.01</b>	<b>27,095.43</b>	<b>315,344.69</b>	<b>8,250.00</b>	<b>323,594.69</b>

### 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 2019

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%	674,016,403	674,016,403	26.6666%
Central Elgin, Municipality of	40%	1,713,064,208	685,225,683	27.1101%
Malahide, Township of	82%	1,128,399,907	925,287,924	36.6079%
South-West Oxford, Township of	8%	1,119,753,199	89,580,256	3.5441%
St. Thomas, City of	4%	3,836,406,190	153,456,248	6.0713%

8,471,639,907

2,527,566,514

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).

**CATFISH CREEK CONSERVATION  
2019 REVENUE SOURCES**

PROGRAM	2019 Proposed	PROV. GRANT	GENERAL LEVY	SPECIAL LEVY	Oth. Prv. GRANTS	Employment GRANTS	Federal GRANTS	RESERVES	SURPLUS (DEFICIT)	RE- ALLOCATED	DONATIONS	INCOME	TOTAL	BALANCE
Administration	175,822.38	0.00	137,297.07					9,937.81	1,387.50	20,000.00		7,200.00	175,822.38	0.00
Flood Control Structures	10,887.89	5,234.54	5,653.35										10,887.89	0.00
Flood Forecasting & Warning	155,380.30	43,470.62	111,909.68										155,380.30	0.00
Ice Management	39,739.25	17,127.75		22,611.50									39,739.25	0.00
Plan Input	36,439.13	1,591.05	21,598.08	8,250.00								5,000.00	36,439.13	0.00
Watershed Planning	19,822.08	9,911.04	9,911.04										19,822.08	0.00
Technical Studies	7,314.83	2,500.00	4,814.83										7,314.83	0.00
Information & Education	41,322.25		9,345.71					13,826.54			10,250.00	7,900.00	41,322.25	0.00
Other Conservation Lands	58,309.26				17,776.66			8,362.60			19,900.00	12,270.00	58,309.26	0.00
Tree Planting	31,540.32		10,409.93					16,630.39			250.00	4,250.00	31,540.32	0.00
Woodlot Management	6,652.01							5,652.01				1,000.00	6,652.01	0.00
Watershed Stewardship	3,840.00				0.00		3,840.00	0.00					3,840.00	0.00
Fish & Wildlife Habitat	0.00				0.00			0.00					0.00	0.00
Water Management Programs	26,762.68				26,435.98			326.70				0.00	26,762.68	0.00
Special Projects	30,299.00				27,202.85			1,596.15			1,500.00		30,299.00	0.00
Capital Projects	40,000.00							15,500.00		23,000.00	1,500.00		40,000.00	0.00
Vehicle & Equipment Operations	43,110.00		4,405.00					0.00				38,705.00	43,110.00	0.00
Maple Syrup	62,641.22									-10,000.00	8,000.00	64,641.22	62,641.22	0.00
Springwater CA Operations	512,097.36					19,900.00		0.00		-33,000.00	2,000.00	523,197.36	512,097.36	0.00
<b>TOTALS</b>	<b>1,301,979.96</b>	<b>79,835.00</b>	<b>315,344.69</b>	<b>30,861.50</b>	<b>71,415.49</b>	<b>19,900.00</b>	<b>3,840.00</b>	<b>71,832.20</b>	<b>1,387.50</b>	<b>0.00</b>	<b>43,400.00</b>	<b>664,163.58</b>	<b>1,301,979.96</b>	<b>0.00</b>

# CATFISH CREEK CONSERVATION AUTHORITY

FINAL BUDGET 2019 (February 28, 2019)

## INCOME APPROPRIATION FROM RESERVES

RESERVE NAME	Amount per 2019 Budget	BALANCE Per G/L	BALANCE 2019 Year End	Sub-Totals	Category
<b>SPECIAL PROJECTS RESERVES:</b>					
YNHA	\$ 5,617.69	\$ 12,675.83	\$ 7,058.14	\$ 3,617.69 \$ 2,000.00	YNHA Tree Planting
Bradley Creek	\$ -	\$ 5,785.53	\$ 5,785.53	\$ -	
Group Benefits	\$ -	\$ -	\$ -		
Community Forest	\$ 500.00	\$ 2,654.49	\$ 2,154.49	\$ 500.00	Community Forest
Springwater Forest	\$ 9,493.07	\$ 87,356.79	\$ 77,863.72	\$ 3,744.91 \$ 5,652.01	Springwater Forest Woodlot Management
ACCA	\$ 1,000.00	\$ 3,900.00	\$ 2,900.00	\$ 1,000.00	Other CA's (ACCA)
Environmental Education (General)	\$ 2,000.00	\$ 3,745.00	\$ 1,745.00	\$ 2,000.00	Information & Education
Environmental Education (ELP)	\$ 962.00	\$ 962.23	\$ 0.23	\$ 962.00	ELP
Special Projects Support	\$ -	\$ 7,858.29	\$ 7,858.29	\$ -	
Palmer Estate	\$ -	\$ -	\$ -	\$ - \$ -	
Path of Honour	\$ 1,500.00	\$ 32,757.67	\$ 31,257.67	\$ 1,500.00	Path of Honour
<b>SUB-TOTAL SPECIAL PROJECTS RESERVES</b>	<b>\$ 21,072.76</b>	<b>\$ 157,695.83</b>	<b>\$ 136,623.07</b>	<b>\$ 20,976.61</b>	
<b>GENERAL RESERVES:</b>					
Working Capital:	\$ 35,259.44	\$ 191,683.00	\$ 156,423.56	\$ 9,937.81 \$ 10,864.54 \$ - \$ 14,130.39 \$ - \$ 326.70 \$ -	Administration Information & Education Other CA's Tree Planting Watershed Stewardship Water Management Vehicle & Equipment
Capital Acquisition	\$ -	\$ 60,128.17	\$ 60,128.17	\$ -	Tools
Land Acquisition	\$ -	\$ 75,757.35	\$ 75,757.35	\$ -	
C.A. Development	\$ 15,500.00	\$ 75,163.97	\$ 59,663.97	\$ 15,500.00	Picnic Tables & Electrical Panels
<b>SUB-TOTAL GENERAL RESERVES</b>	<b>\$ 50,759.44</b>	<b>\$ 402,732.49</b>	<b>\$ 351,973.05</b>	<b>\$ 50,759.44</b>	
<b>TOTALS</b>	<b>\$ 71,832.20</b>	<b>\$ 560,428.32</b>	<b>\$ 488,596.12</b>	<b>\$ 71,736.05</b>	



**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
<b>ADMINISTRATION</b>							
<b>WAGES &amp; BENEFITS</b>							
Wages - General Manager/Secretary-Treasurer	5170	\$ 27,931.25	\$ 77,483.36	\$ 28,994.39	\$ 77,840.04	\$ 31,842.17	\$ 82,724.87
Financial Services Coordinator		\$ 43,507.11		\$ 42,570.56		\$ 42,570.56	
Program Support Assistant		\$ 6,045.00		\$ 6,275.09		\$ 8,312.14	
Benefits - General Manager/Secretary-Treasurer	5171	\$ 6,057.58	\$ 17,983.38	\$ 6,099.55	\$ 18,210.19	\$ 7,041.63	\$ 19,041.05
Financial Services Coordinator		\$ 11,198.59		\$ 10,923.18		\$ 10,977.57	
Program Support Assistant		\$ 727.21		\$ 1,187.46		\$ 1,021.85	
<b>A1</b>			<u>\$ 95,466.74</u>		<u>\$ 96,050.23</u>		<u>\$ 101,765.92</u>
<b>TRAVEL EXPENSES &amp; ALLOWANCES</b>	5180		<u>\$ 9,562.00</u>		<u>\$ 8,430.75</u>		<u>\$ 9,060.22</u>
- FA Mtgs 9x5x\$50.00		\$ 2,250.00		\$ 2,307.50		\$ 2,215.20	
- P/F Mtgs 2x5x\$20.00		\$ 350.00		\$ 923.00		\$ 686.10	
- LMC Mtgs 2x5x\$50.00		\$ 500.00		\$ 461.50		\$ 415.35	
- Interview Committee 2x2x\$50.00		\$ 200.00		\$ 184.60		\$ 461.50	
- Special Meetings 2x5x\$50.00		\$ 500.00		\$ 461.50		\$ 230.75	
- Cons. Ont. Meetings &/or Latonnell		\$ 1,200.00		\$ 1,200.00		\$ -	
- Members Mileage		\$ 1,700.00		\$ 1,200.00		\$ 1,669.68	
- Chair's Honorarium		\$ 1,000.00		\$ 692.65		\$ 692.65	
- Biennial Conservation Tour (1 member)		\$ 862.00		\$ -			
- Meeting Expenses		\$ 1,000.00		\$ 1,000.00		\$ 2,688.99	
- Retiree Health Benefits		\$ -		\$ 1,050.00			\$ 592.30
Staff Mileage & Expenses	5183		<u>\$ 600.00</u>		<u>\$ 600.00</u>		
<b>A2</b>			<u>\$ 10,162.00</u>		<u>\$ 9,030.75</u>		<u>\$ 9,652.52</u>
<b>EQUIPMENT PURCHASE &amp; RENTAL</b>							
Office Equipment Purchase	5200		\$ 1,000.00		\$ 1,000.00		\$ 1,123.39
Office Equipment Rental:	5205		\$ 4,325.00		\$ 4,325.00		\$ 3,497.49
- postage meter		\$ 725.00		\$ 725.00		\$ 714.36	
- photocopier		\$ 3,600.00		\$ 3,600.00		\$ 2,783.13	
Maintenance of Office Equip:	5210		\$ 2,700.00		\$ 2,700.00		\$ 2,443.28
- photocopier		\$ 1,700.00		\$ 1,700.00		\$ 1,503.29	
- computers & network support & server replacement		\$ 1,000.00		\$ 1,000.00		\$ 939.99	
Vehicle/Equipment Rental	5215		<u>\$ 1,200.00</u>		<u>\$ 1,200.00</u>		<u>\$ 1,476.11</u>
<b>A3</b>			<u>\$ 9,225.00</u>		<u>\$ 9,225.00</u>		<u>\$ 8,540.27</u>
<b>MATERIALS &amp; SUPPLIES</b>							
Uniforms	5225		\$ 150.00		\$ 150.00		\$ 278.32
Postage	5230		\$ 1,100.00		\$ 1,100.00		\$ 932.54
Stationery & Office Supp.	5235		\$ 2,600.00		\$ 2,600.00		\$ 5,385.88
General Printing (letterhead, envelopes, cards, etc.)	5240		<u>\$ 500.00</u>		<u>\$ 500.00</u>		<u>\$ 67.16</u>
<b>A4</b>			<u>\$ 4,350.00</u>		<u>\$ 4,350.00</u>		<u>\$ 6,663.90</u>

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
<b>RENT &amp; UTILITY SERVICES</b>							
Telephone	5245		\$ 2,800.00		\$ 2,800.00		\$ 2,258.59
Heat & Hydro:	5250		\$ 6,125.00		\$ 6,125.00		\$ 4,784.29
- Hydro		\$ 6,000.00		\$ 6,000.00		\$ 4,627.39	
- Hot Water Heater Rental		\$ 125.00		\$ 125.00		\$ 156.90	
Office Cleaning & Maintenance:	5255		\$ 6,349.64		\$ 6,349.64		\$ 1,882.10
- office cleaning (bi-weekly)		\$ 1,849.64		\$ 1,849.64		\$ 1,636.22	
- interior decorating		\$ 2,500.00		\$ 2,500.00			
- water system		\$ 500.00		\$ 500.00			
- general maint		\$ 1,500.00		\$ 1,500.00		\$ 245.88	
	<b>A5</b>		<u>\$ 15,274.64</u>		<u>\$ 15,274.64</u>		<u>\$ 8,924.98</u>
<b>GENERAL EXPENSES</b>							
Taxes on Admin. Office	5270		\$ 3,200.00		\$ 3,200.00		\$ 3,081.10
Legal Fees	5275		\$ 750.00		\$ 750.00		\$ -
General Expenses	5285		\$ 2,600.00		\$ 2,600.00		\$ 4,136.27
Insurance, Adm.	5290		\$ 4,400.00		\$ 4,400.00		\$ 3,956.50
Bank Charges	5295		\$ 500.00		\$ 500.00		\$ 452.50
Audit Fees	5300		\$ 8,750.00		\$ 8,500.00		\$ 8,395.20
Conservation Ontario Levy	5305		\$ 19,644.00		\$ 18,836.00		\$ 18,836.00
Advertising for office equip, staff	5310		\$ 1,500.00		\$ 1,500.00		\$ 1,517.69
	<b>A6</b>		<u>\$ 41,344.00</u>		<u>\$ 40,286.00</u>		<u>\$ 40,375.26</u>
			<u>\$ 175,822.38</u>		<u>\$ 174,216.62</u>		<u>\$ 175,922.85</u>
<b>ADMINISTRATION - REVENUE</b>							
Grants: Provincial	4010		\$ -		\$ 9,800.70		\$ 15,758.75
Municipal General Levy	4100		\$ 137,297.07		\$ 120,201.62		\$ 121,974.65
Revenue: Interest Income	4675		\$ 6,700.00		\$ 3,500.00		\$ 6,695.12
Revenue: Sundry Income	4850		\$ 500.00		\$ 4,000.00		\$ 1.79
Reserve - Working Capital	3150		\$ 9,937.81		\$ 24,837.23		\$ 30,322.00
Previous Year Surplus (Deficit)	4955		\$ 1,387.50		\$ 1,169.70		\$ 1,169.70
			<u>\$ 155,822.38</u>		<u>\$ 163,509.25</u>		<u>\$ 175,922.01</u>
Revenue Appropriated from SPW Operations			\$ 10,000.00		\$ 10,707.37		
Revenue Appropriated from Maple Syrup Program			\$ 10,000.00		\$ -		
			<u>\$ 175,822.38</u>		<u>\$ 174,216.62</u>		<u>\$ 175,922.01</u>

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
<b>FLOOD CONTROL STRUCTURES</b>							
Springwater Dam:							
Wages Conservation Areas Supervisor	5090		\$ 6,880.43		\$ 7,804.60	\$ 6,566.49	
Benefits Conservation Areas Supervisor	5091		\$ 1,957.46		\$ 1,403.69	\$ 1,076.62	
Vehicle & Equipment Rentals	5092		\$ 250.00		\$ 250.00	\$ 548.78	
Routine/Minor Maintenance	5092		\$ 550.00		\$ 500.00	\$ 157.63	
Preventative Maintenance	5094		\$ 150.00		\$ 500.00	\$ 114.38	
Operation of Flood Control Structures (insurance&taxes)	5096		\$ 1,100.00		\$ 1,100.00	\$ 1,028.81	
			<u>\$ 10,887.89</u>		<u>\$ 11,558.29</u>	<u>\$ 9,492.71</u>	
<b>FLOOD CONTROL STRUCTURES - REVENUE</b>							
Grants: Provincial	4010		\$ 5,234.54		\$ 5,904.94	\$ 3,839.36	
Municipal General Levy	4100		\$ 5,653.35		\$ 5,653.35	\$ 5,653.35	
			<u>\$ 10,887.89</u>		<u>\$ 11,558.29</u>	<u>\$ 9,492.71</u>	

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
<b>FLOOD FORECASTING &amp; WARNING</b>							
Wages - General Manager/Secretary-Treasurer	5100	\$ 39,103.76	\$ 104,570.09	\$ 40,592.15	\$ 106,705.09	\$ 45,813.00	\$ 106,830.96
Resource Planning Coordinator		\$ 26,104.27		\$ 25,542.34		\$ 25,542.28	
Water Management Technician		\$ 35,806.18		\$ 36,879.37		\$ 33,333.35	
Program Support Assistant		\$ 3,555.88		\$ 3,691.23		\$ 2,142.33	
Benefits - Payroll:	5101						
General Manager/Secretary-Treasurer		\$ 8,480.61	\$ 25,585.21	\$ 8,539.38	\$ 26,022.24	\$ 8,558.14	\$ 24,815.30
Resource Planning Coordinator		\$ 6,713.91		\$ 6,549.84		\$ 6,576.05	
Water Management Technician		\$ 9,962.92		\$ 10,234.52		\$ 9,407.83	
Program Support Assistant		\$ 427.77		\$ 698.50		\$ 273.28	
			\$ 130,155.30		\$ 132,727.33		\$ 131,646.26
Data Collection (Operation/Maintenance of Gauges)	5112		\$ 6,600.00		\$ 6,600.00		\$ 6,502.93
Data Logger (Jamestown)	5112		\$ -		\$ -		\$ -
Flood Forecasting	5113		\$ 500.00		\$ 500.00		\$ 590.17
COMMUNICATIONS:	5114		\$ 2,700.00		\$ 5,300.00		\$ 3,327.79
- Equipment Purchase		\$ 200.00		\$ 200.00		\$ 608.02	
- Turris Communications (air time & system license)		\$ -		\$ 2,600.00		\$ -	
- Industry Canada (mobile radio license)		\$ 200.00		\$ 200.00		\$ 191.00	
- Maintenance of radio equip		\$ 500.00		\$ 500.00		\$ -	
- computers & network support & server replacement		\$ 1,000.00		\$ 1,000.00		\$ 1,598.87	
- Cell Phone		\$ 800.00		\$ 800.00		\$ 929.90	
OPERATIONS CENTRE:	5115		\$ 3,225.00		\$ 3,350.00		\$ 2,383.23
- Heat & Hydro		\$ 1,500.00		\$ 1,500.00		\$ 1,401.18	
- Insurance		\$ 525.00		\$ 650.00		\$ 514.40	
- Maintenance		\$ 1,200.00		\$ 1,200.00		\$ 467.65	
Response To Flood	5117		\$ 500.00		\$ 500.00		
FLOOD CONTROL SYSTEMS	5118						\$ 10,166.40
- Insurance			\$ 7,000.00		\$ 7,200.00	\$ 6,845.13	
- Telephone/Fax/Internet			\$ 4,200.00		\$ 4,200.00	\$ 3,321.27	
Vehicle & Equipment Rental	5119		\$ 500.00		\$ 500.00		\$ 966.87
			\$ 25,225.00		\$ 28,150.00		\$ 23,937.39
			\$ 155,380.30		\$ 160,877.33		\$ 155,583.65
<b>SYSTEMS OPERATION - REVENUE</b>							
Grants: Provincial	4010		\$ 43,470.62		\$ 48,967.65		\$ 43,673.97
Municipal General Levy	4100		\$ 111,909.68		\$ 111,909.68		\$ 111,909.68
			\$ 155,380.30		\$ 160,877.33		\$ 155,583.65

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
<b>ICE MANAGEMENT</b>							
Wages - Water Management Technician	5125	\$ 11,935.39	\$ 14,728.52	\$ 9,219.84	\$ 12,119.28	\$ 9,219.86	\$ 12,404.06
General Manager/Secretary-Treasurer		\$ 2,793.13		\$ 2,899.44		\$ 3,184.20	
Benefits - Water Management Technician	5125	\$ 3,320.97	\$ 3,926.73	\$ 2,558.63	\$ 3,168.60	\$ 2,413.97	\$ 3,018.13
General Manager/Secretary-Treasurer		\$ 605.76		\$ 609.96		\$ 604.16	
EXPENSES:	5125	\$ 21,084.00		\$ 50,600.00		\$ 15,161.40	
- Ice Breaking		\$ 20,484.00		\$ 15,000.00		\$ 14,920.56	
- Dredging		\$ -		\$ 35,000.00		\$ -	
- Miscellaneous & Supplies		\$ 100.00		\$ 100.00		\$ -	
- Vehicle/Equipment Rental		\$ 500.00		\$ 500.00		\$ 240.84	
		<u>\$ 39,739.25</u>		<u>\$ 65,887.88</u>		<u>\$ 30,583.59</u>	
<b>ICE MANAGEMENT - REVENUE</b>							
Grants: Provincial	4010		\$ 17,127.75		\$ 8,000.00		\$ 8,000.00
Special Benefiting Levy	4120		\$ 22,611.50		\$ 57,887.88		\$ 22,583.59
			<u>\$ 39,739.25</u>		<u>\$ 65,887.88</u>		<u>\$ 30,583.59</u>
<b>PLAN INPUT &amp; REVIEW</b>							
Wages - Resource Planning Coordinator	5130		\$ 24,291.47		\$ 23,768.56		\$ 23,768.54
Benefits - Payroll	5131		\$ 6,247.66		\$ 6,094.99		\$ 6,119.38
EXPENSES:	5132		\$ 5,900.00		\$ 6,000.00		\$ 6,270.61
- Miscellaneous & Supplies		\$ 500.00		\$ 500.00		\$ 645.75	
- Uniforms		\$ 500.00		\$ 500.00		\$ 81.66	
- Vehicle & Equipment Rental		\$ 900.00		\$ 900.00		\$ 1,525.32	
- Equipment Purchase		\$ -		\$ -		\$ -	
- Telephone/Fax/Internet		\$ 1,200.00		\$ 1,200.00		\$ 834.62	
- computers & network support		\$ 600.00		\$ 600.00		\$ 1,084.77	
- Insurance		\$ 2,200.00		\$ 2,300.00		\$ 2,098.49	
		<u>\$ 36,439.13</u>		<u>\$ 35,863.55</u>		<u>\$ 36,158.53</u>	
<b>PLAN INPUT - REVENUE</b>							
Grants: Provincial	4010		\$ 1,591.05		\$ 3,057.15		\$ 4,458.36
Municipal General Levy	4100		\$ 21,598.08		\$ 19,556.40		\$ 19,556.40
Special Benefiting Levy (Plan Review)	4120		\$ 8,250.00		\$ 8,250.00		\$ 8,250.00
Revenue: Legal Inquiries/Permit Applications	4700		\$ 5,000.00		\$ 5,000.00		\$ 3,893.77
			<u>\$ 36,439.13</u>		<u>\$ 35,863.55</u>		<u>\$ 36,158.53</u>

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
<b>WATERSHED PLANNING</b>							
Wages - Resource Planning Coordinator	5137	\$ 13,994.79	\$ 15,180.08	\$ 7,095.09	\$ 8,325.50	\$ 7,095.08	\$ 7,809.20
Program Support Assistant		\$ 1,185.29		\$ 1,230.41		\$ 714.12	
Benefits - Resource Planning Coordinator	5137	\$ 3,599.40	\$ 3,742.00	\$ 1,819.40	\$ 2,052.23	\$ 1,826.70	\$ 1,917.79
Program Support Assistant		\$ 142.59		\$ 232.83		\$ 91.09	
<b>EXPENSES:</b>							
- Implementation (expenses)	5137		\$ 500.00		\$ 500.00		\$ 354.60
- Monitoring (vehicle/equipment rentals)	5137		\$ 400.00		\$ 400.00		
			<u>\$ 19,822.08</u>		<u>\$ 11,277.73</u>		<u>\$ 10,081.59</u>
<b>WATERSHED PLANNING - REVENUE</b>							
Grants: Provincial	4010		\$ 9,911.04		\$ 1,604.56		\$ 1,604.56
Municipal General Levy	4100		\$ 9,911.04		\$ 9,673.17		\$ 8,477.03
			<u>\$ 19,822.08</u>		<u>\$ 11,277.73</u>		<u>\$ 10,081.59</u>
<b>TECHNICAL STUDIES (GIS)</b>							
Wages - Water Management Technician	5140		\$ 3,140.89		\$ 3,073.28		\$ 2,836.91
Temporary Staff (Co-Op) (23 wks @ hrs/week)			\$ -		\$ 5,358.08		\$ 5,605.60
Summer Staff			\$ -		\$ -		\$ 3,515.71
Benefits - Payroll	5140		\$ 873.94		\$ 852.88		\$ 804.64
Temporary Staff (Co-Op)			\$ -		\$ 760.85		\$ 654.76
Summer Staff			\$ -		\$ -		\$ 281.29
<b>EXPENSES:</b>	5140		\$ 3,300.00		\$ 3,300.00		\$ 2,866.29
- ESRI Annual Enterprise License Agreement		\$ 1,000.00		\$ 1,000.00		\$ 594.76	
- computers & network support & server replacement		\$ 1,500.00		\$ 1,500.00		\$ 1,423.06	
- Vehicle & Equipment Rental		\$ 100.00		\$ 100.00		\$ 141.69	
- Miscellaneous & Supplies		\$ 700.00		\$ 700.00		\$ 706.78	
			<u>\$ 7,314.83</u>		<u>\$ 13,345.09</u>		<u>\$ 16,565.20</u>
<b>TECHNICAL STUDIES (GIS) - REVENUE</b>							
Grants: Provincial	4010		\$ 2,500.00		\$ 2,500.00		\$ 2,500.00
Municipal General Levy	4100		\$ 4,814.83		\$ 10,845.09		\$ 10,268.20
Grants: Employment (CSJ)	4225		\$ -		\$ -		\$ 3,797.00
			<u>\$ 7,314.83</u>		<u>\$ 13,345.09</u>		<u>\$ 16,565.20</u>

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
<b>INFORMATION &amp; EDUCATION</b>							
Wages Fundraising/Environmental Education (6 month contract)			\$ 20,475.00		\$ 18,200.00		\$ -
Benefits Fundraising/Environmental Education (6 month contract)			\$ 2,907.45		\$ -		\$ -
Travel & Expenses			\$ 500.00		\$ 500.00		\$ 210.76
Annual Meeting			\$ 1,200.00		\$ 1,200.00		\$ 734.38
Annual Report			\$ 3,000.00		\$ 3,000.00		\$ 2,233.63
Education Programs			\$ 1,500.00		\$ 1,500.00		\$ 474.42
Environmental Leadership Program - Palmer Donation			\$ 939.80		\$ 939.80		
Environmental Leadership Program			\$ 7,500.00		\$ 7,500.00		\$ 10,762.62
Printing & Publications			\$ 500.00		\$ 500.00		\$ -
Conservation Scholarship			\$ 500.00		\$ 500.00		\$ 500.00
Miscellaneous Materials & Supplies			\$ 500.00		\$ -		\$ 17.05
Advertising & Promotion			\$ 300.00		\$ 300.00		\$ 229.42
Watershed Report Card			\$ 1,500.00		\$ 1,500.00		\$ -
	5330		<u>\$ 41,322.25</u>		<u>\$ 35,639.80</u>		<u>\$ 15,162.28</u>
<b>INFORMATION &amp; EDUCATION - REVENUE</b>							
Revenue: Programs	4900		\$ 6,200.00		\$ 5,500.00		\$ 6,265.24
Revenue: ELP	4840		\$ 500.00				\$ 2,000.00
Revenue: Carolinian Forest Festival	4900		\$ 1,200.00		\$ 1,200.00		\$ 1,200.00
Municipal General Levy	4100		\$ 9,345.71		\$ -		\$ -
Reserve - Working Capital	3150		\$ 10,864.54		\$ 16,050.00		\$ 4,800.00
Reserve - Environmental Education (General)	3407		\$ 2,000.00		\$ 1,700.00		\$ 2,045.00
Reserve - Environmental Education (ELP Program)	3415		\$ 962.00		\$ -		\$ 1,938.00
Reserve - Palmer Estate	3427		\$ -		\$ 939.80		\$ 939.80
Donations (Environmental Education)	4325		\$ 1,500.00		\$ 1,500.00		\$ 2,045.00
Donations (ELP Program)	4325		\$ 7,500.00		\$ 7,500.00		\$ 6,384.80
Donations (Annual Report)	4325		\$ 1,250.00		\$ 1,250.00		\$ 1,250.00
			<u>\$ 41,322.25</u>		<u>\$ 35,639.80</u>		<u>\$ 15,177.84</u>

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
<b>OTHER CONSERVATION LANDS</b>							
Wages - Field Technician		\$ 5,585.71	\$ 14,396.84	\$ 6,526.06	\$ 16,317.29	\$ 938.81	\$ 9,379.39
Conservation Areas Supervisor		\$ 7,505.92		\$ 8,514.11		\$ 7,163.46	
Resource Planning Coordinator		\$ 1,305.21		\$ 1,277.12		\$ 1,277.12	
Benefits - Field Technician		\$ 671.96	\$ 3,143.07	\$ 810.80	\$ 2,669.59	\$ 107.92	\$ 1,611.25
Conservation Areas Supervisor		\$ 2,135.41		\$ 1,531.30		\$ 1,174.52	
Resource Planning Coordinator		\$ 335.70		\$ 327.49		\$ 328.81	
General Maintenance			\$ 2,750.00		\$ 1,250.00		\$ 2,928.39
- Archie Coulter		\$ 250.00		\$ 250.00		\$ 72.20	
- Signage (Brown C.A., Steen C.A., Bradley Creek)		\$ -		\$ 1,000.00		\$ 426.30	
- Brown C.A.		\$ -		\$ -		\$ 103.14	
- YNHA - expenses		\$ 2,500.00		\$ -		\$ 2,326.75	
C.A. Lands Projects:							
- YNHA (Carolinian Trails Restoration/TDFEF)			\$ -		\$ 3,500.00		\$ 3,848.83
- YNHA (Wetland Restoration/OPG)			\$ 20,344.35		\$ 28,000.00		\$ 3,969.87
- Wetland Restoration/Ducks Unlimited			\$ 10,000.00		\$ -		\$ -
- YNHA (Accessibility Platform)			\$ -		\$ -		\$ 7,563.47
- Brown C.A. (Wetland Restoration/Ducks Unlimited)			\$ -		\$ 5,000.00		\$ 13,544.57
- C.A. Lands Enforcement			\$ 1,500.00		\$ 1,500.00		\$ -
	5145		\$ 52,134.26		\$ 58,236.88		\$ 42,845.77
Springwater Forest General Maintenance	5146		\$ 1,500.00		\$ 1,500.00		\$ 10,635.68
Woodlot Management	5147		\$ 1,000.00		\$ 1,000.00		\$ -
Taxes - Local Areas	5155		\$ 175.00		\$ 175.00		\$ 129.04
Taxes - on CAs	5156		\$ 1,000.00		\$ 1,000.00		\$ 46.51
Taxes - Agreement Forests	5157		\$ 1,250.00		\$ 1,250.00		\$ 867.96
Insurance	5165		\$ 1,250.00		\$ 1,250.00		\$ 1,092.58
<b>TOTAL Other Conservation Lands</b>			<b>\$ 58,309.26</b>		<b>\$ 64,411.88</b>		<b>\$ 55,617.54</b>



**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
<b>OTHER CONSERVATION LANDS - REVENUE</b>							
Reserve (Spw Forest)	3225		\$ 3,744.91		\$ 8,531.88		\$ 5,660.00
Reserve (Working Capital)	3150		\$ -		\$ -		
Reserve (ACCA)	3230		\$ 1,000.00		\$ 1,500.00		\$ 600.00
Reserve (YNHA)	3425		\$ 3,617.69		\$ 4,000.00		\$ 2,300.00
Grants - Other Provincial (OPG)	4050		\$ 17,776.66		\$ 28,000.00		\$ 10,223.34
Donations (Spw Forest)	4325		\$ 9,000.00		\$ 9,000.00		\$ 9,879.78
Donations (Archie Coulter) Trail Boxes	4325		\$ 900.00		\$ 700.00		\$ 973.53
Donations (Greenlane Environmental - YNHA Accessibility Platform)	4325		\$ -		\$ -		\$ 4,000.00
Donations (AACF) - YNHA Accessibility Platform)	4325		\$ -		\$ -		\$ 2,100.00
Donations (Ducks Unlimited)	4325		\$ 10,000.00		\$ -		\$ 6,283.68
Donations (YNHA General)	4325		\$ -		\$ -		\$ 60.00
Revenue: Christmas Spirit Walk	4780		\$ -		\$ 750.00		\$ 775.00
Revenue: Sale of Logs From SPW Forest	4780		\$ -		\$ -		\$ 1,361.37
Revenue: Other CA's (Land Use Agreement - TVDSB)	4860		\$ 11,670.00		\$ 11,330.00		\$ 11,330.00
Revenue: Equestrian Permits	4870		\$ 600.00		\$ 600.00		\$ 70.80
			<u>\$ 58,309.26</u>		<u>\$ 64,411.88</u>		<u>\$ 55,617.50</u>

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
<b>TREE PLANTING</b>							
Wages - Water Management Technician	5380	\$ 6,281.79	\$ 12,593.66	\$ 8,605.19	\$ 15,453.94	\$ 1,943.28	\$ 6,735.39
Conservation Areas Supervisor		\$ 2,501.97		\$ 2,838.04		\$ 2,521.67	
Resource Planning Coordinator		\$ 2,320.38		\$ 2,270.43		\$ 2,270.44	
Field Technician		\$ 1,489.52		\$ 1,740.28		\$ -	
Temporary Staff			\$ 3,000.00		\$ 3,000.00		\$ 4,239.46
Benefits - Water Management Technician	5381	\$ 1,747.88	\$ 3,235.66	\$ 2,388.05	\$ 3,696.90	\$ 2,253.04	\$ 3,245.18
Conservation Areas Supervisor		\$ 711.80		\$ 510.43		\$ 407.58	
Resource Planning Coordinator		\$ 596.79		\$ 582.21		\$ 584.56	
Field Technician		\$ 179.19		\$ 216.21		\$ -	
Temporary Staff			\$ 426.00		\$ 426.00		\$ 491.36
Operating Expenses & Uniforms	5385		\$ 200.00		\$ 200.00		\$ 658.44
Telephone/Fax/Internet	5390		\$ 600.00		\$ 600.00		\$ 420.21
Insurance	5390		\$ 1,285.00		\$ 1,285.00		\$ 1,223.75
Shop Utilities	5395		\$ 200.00		\$ 200.00		\$ 179.81
Vehicle & Equipment Charges	5397		\$ 3,000.00		\$ 3,000.00		\$ 1,768.26
Nursery Stock (private landowners)	5400		\$ 6,000.00		\$ 6,000.00		\$ 6,425.00
CCCA Lands	5405		\$ -		\$ -		\$ -
Municipal Lands	5410		\$ 750.00		\$ 750.00		\$ 663.72
Community Forest	5082		\$ 250.00		\$ 250.00		\$ -
			<u>\$ 31,540.32</u>		<u>\$ 34,861.84</u>		<u>\$ 26,050.58</u>
<b>TREE PLANTING - REVENUE</b>							
Municipal General Levy	4100		\$ 10,409.93		\$ 10,409.93		\$ 10,409.93
Grants - Other Provincial (Trees Ontario)	4050		\$ -		\$ -		\$ 7,257.60
Donations (Community Forest)	4325		\$ 250.00		\$ 250.00		\$ -
Reserve (Community Forest)	3165		\$ 500.00		\$ 500.00		\$ -
Reserve (Working Capital)	3150		\$ 14,130.39		\$ 17,451.91		\$ 5,100.00
Reserve (YNHA)	3425		\$ 2,000.00		\$ 2,000.00		\$ -
Revenue: Landowners	4750		\$ 3,500.00		\$ 3,500.00		\$ 2,484.77
Revenue: Municipalities	4750		\$ 750.00		\$ 750.00		\$ 738.72
			<u>\$ 31,540.32</u>		<u>\$ 34,861.84</u>		<u>\$ 25,991.02</u>
<b>WOODLOT MANAGEMENT</b>							
Wages - Resource Planning Coordinator	5420		\$ 4,495.73		\$ 4,398.96		\$ 4,398.94
Benefits - Payroll	5421		\$ 1,156.28		\$ 1,128.03		\$ 1,132.55
EXPENSES:	5430		\$ 1,000.00		\$ 1,300.00		\$ 461.45
- Miscellaneous		\$ 500.00		\$ 500.00		\$ 127.75	
- Municipal Woodlots (Aylmer)		\$ -		\$ -		\$ -	
- Vehicle & Equipment Charges		\$ 500.00		\$ 800.00		\$ 333.70	
			<u>\$ 6,652.01</u>		<u>\$ 6,826.99</u>		<u>\$ 5,992.94</u>
<b>WOODLOT MANAGEMENT - REVENUE</b>							
Revenue: Forest Management Plan Approval Fees	4775		\$ 1,000.00		\$ 1,000.00		\$ 973.46
Revenue: Municipal Woodlots (Aylmer)	4775		\$ -		\$ -		\$ -
Reserve (SPW Forest)	3225		\$ 5,652.01		\$ 5,826.99		\$ 5,000.00
			<u>\$ 6,652.01</u>		<u>\$ 6,826.99</u>		<u>\$ 5,973.46</u>

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
<b>WATERSHED STEWARDSHIP</b>							
Private Landowner Grants	5440		\$ 3,840.00		\$ 21,153.94		\$ 37,545.85
Private Landowner Projects:							
Cole, Geoffrey							\$ 1,052.59
Sullivan (GLGCF)							\$ 25,000.43
Temple							\$ 444.08
White Stream Project (LSHRP)							\$ 20,001.38
Wages - Resource Planning Coordinator	5440	\$ -	\$ -	\$ 1,986.63	\$ 2,496.06	\$ 1,986.63	\$ 1,986.63
Benefits - Resource Planning Coordinator	5440	\$ -	\$ -	\$ 509.43		\$ 509.43	\$ 509.43
Vehicle & Equipment Charges	5440				\$ 850.00		\$ 689.87
Miscellaneous	5440						\$ 3.99
GLASI							
Wages - Water Management Technician	5435		\$ -	\$ 2,458.62	\$ 7,070.43	\$ 2,269.46	\$ 5,681.32
Resource Planning Coordinator		\$ -	\$ -	\$ 4,611.81		\$ 3,411.86	
Benefits - Water Management Technician	5436		\$ -	\$ 682.30	\$ 1,864.91	\$ 643.69	\$ 1,833.12
Resource Planning Coordinator		\$ -	\$ -	\$ 1,182.61		\$ 1,189.43	
			<u>\$ 3,840.00</u>		<u>\$ 33,435.34</u>		<u>\$ 94,748.69</u>
<b>WATERSHED STEWARDSHIP - REVENUE</b>							
Revenue: Ducks Unlimited Canada	4830		\$ -		\$ -		\$ 20,000.00
Revenue: Landowner Projects	4830						\$ 938.09
Prepaid Revenue Long-Term Projects: ERCA (HSP)	4060		\$ 3,840.00				\$ 3,840.00
Grants: Federal (ERCA)	4060		\$ -		\$ 23,650.00		\$ 23,649.91
Grants: Other Provincial (GLASI)	4050		\$ -		\$ 9,000.00		\$ 9,000.00
Grants: Other Provincial (GLGCF)	4050		\$ -		\$ -		\$ 25,000.00
Grants: Other Provincial (LSHRP)	4050						\$ 20,000.00
Reserve (Working Capital)	3150		\$ -		\$ 785.34		\$ -
			<u>\$ 3,840.00</u>		<u>\$ 33,435.34</u>		<u>\$ 94,748.00</u>
<b>FISH &amp; WILDLIFE HABITAT</b>							
Vehicle & Equipment Charges			\$ -		\$ -		\$ 250.06
Miscellaneous			\$ -		\$ -		
	5480		<u>\$ -</u>		<u>\$ -</u>		<u>\$ 250.06</u>
<b>FISH &amp; WILDLIFE HABITAT - REVENUE</b>							
Grants: Federal (DFO)	4060		\$ -		\$ -		\$ 250.00
Reserve (Bradley Ck Rehab)	3175		\$ -		\$ -		\$ 250.00
			<u>\$ -</u>		<u>\$ -</u>		<u>\$ 250.00</u>

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
<b>WATER MANAGEMENT PROGRAMS</b>							
Water Quality Monitoring (PWQMN):	5455		\$ -		\$ -		
SPP Wages:			\$ 7,448.33		\$ 7,731.84		\$ 7,257.60
- General Manager/Secretary-Treasurer		\$ 7,448.33		\$ 7,731.84		\$ 7,257.60	
- Financial Services Coordinator		\$ -		\$ -			
SPP Benefits :			\$ 1,615.35		\$ 1,626.55		\$ 1,511.51
- General Manager/Secretary-Treasurer		\$ 1,615.35		\$ 1,626.55		\$ 1,511.51	
- Financial Services Coordinator		\$ -		\$ -			
SPA Mtgs 3X5X\$20.00			\$ 300.00		\$ 150.00		\$ 190.00
Computer (Server replacement)			\$ -		\$ 3,500.00		\$ 3,500.00
SPP Support Costs			\$ 350.00		\$ 454.66		\$ 180.08
	5456		\$ 9,713.68		\$ 13,463.05		\$ 12,639.19
Low Water Response Program:							
- Wages: Water Management Technician		\$ 5,653.61	\$ 5,653.61	\$ 1,229.31	\$ 1,229.31		\$ 11,862.72
- Benefits: Water Management Technician		\$ 1,573.09	\$ 1,573.09	\$ 341.15	\$ 341.15		\$ 1,642.41
Low Water Response Program - Expenses			\$ 600.00		\$ 600.00		\$ 529.27
Catfish Creek Irrigation Advisory Committee			\$ 500.00		\$ 500.00		\$ -
Precipitation Gauge			\$ 8,722.30		\$ 8,722.30		\$ -
	5457		\$ 17,049.00		\$ 11,392.76		\$ 14,034.40
			\$ 26,762.68		\$ 24,855.81		\$ 26,673.59
<b>WATER MANAGEMENT PROGRAMS - REVENUE</b>							
Reserve (Working Capital)	3150		\$ 326.70		\$ -		\$ 415.00
Revenue: Elgin Federation of Agriculture	4830		\$ -		\$ 500.00		\$ -
Grants: Other Provincial (Low Water Response) (2017)	4050				\$ 2,170.46		\$ 7,343.00
Grants: Other Provincial (Low Water Response) (current year)	4050		\$ 8,000.00		\$ -		\$ 8,000.00
Grants: Other Provincial (COA)	4050		\$ -		\$ -		\$ 3,000.00
Grants: Other Provincial (Source Protection Planning)	4050		\$ 9,713.68		\$ 13,463.05		\$ 8,746.39
Grants: Other Provincial (gauges) (PPR)	2540		\$ 8,722.30		\$ 8,722.30		\$ -
			\$ 26,762.68		\$ 24,855.81		\$ 26,674.39

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
<b>SPECIAL PROJECTS</b>							
Special Projects	5080		\$ -		\$ -		\$ 26,247.15
Active Naturally Initiative: wages (28 weeks)	5080		\$ 22,050.00			\$ 19,896.79	
Active Naturally Initiative: benefits (28 weeks)	5080		\$ 3,131.10			\$ 2,348.56	
Active Naturally Supplies	5080		\$ 2,117.90			\$ 4,001.80	
OPC Path of Honour	5080		\$ 3,000.00		\$ 3,000.00		\$ 3,311.23
Contract Services	5470		\$ -		\$ -		\$ 84.00
			<u>\$ 30,299.00</u>		<u>\$ 3,000.00</u>		<u>\$ 29,642.38</u>
<b>SPECIAL PROJECTS - REVENUE</b>							
Reserve - Working Capital	3150		\$ -		\$ -		\$ -
Reserve - OPC Path of Honour	3430		\$ 1,500.00		\$ 1,500.00		\$ 9,224.00
Reserve - Springwater Forest	3225		\$ 96.15		\$ -		
Reserve - Special Projects Support	3455		\$ -		\$ -		
Prepaid Revenue Long-Term Projects: Active Naturally Initiative	4050		\$ 21,907.85				\$ 21,907.85
Revenue: Contract Services	4880						\$ 300.00
Grants: Active Naturally Initiative	4050		\$ 5,295.00				\$ 47,655.00
Donations - Dowler Karn (Active Naturally Initiative)	4325		\$ -		\$ -		\$ 500.00
Donations - OPC Path of Honour	4325		\$ 1,500.00		\$ 1,500.00		\$ 12,535.40
			<u>\$ 30,299.00</u>		<u>\$ 3,000.00</u>		<u>\$ 29,858.55</u>
<b>CAPITAL DEVELOPMENT PROJECTS</b>							
Springwater CA Observation Platform/Boardwalk	5085		\$ -		\$ 3,546.16		\$ 3,696.51
Springwater CA Shop Renovations	5085		\$ 20,000.00				\$ 82,838.00
Springwater CA Electrical Panel Upgrades	5085		\$ 10,000.00		\$ 10,000.00		\$ -
Springwater CA Development (40 Picnic Tables)	5085		\$ 10,000.00		\$ 10,000.00		\$ -
			<u>\$ 40,000.00</u>		<u>\$ 23,546.16</u>		<u>\$ 86,534.51</u>
<b>CAPITAL DEVELOPMENT PROJECTS - REVENUE</b>							
Reserve - CA Dev	3250		\$ 15,500.00		\$ 18,500.00		\$ 29,788.35
Reserve - Palmer Estate	3427		\$ -		\$ 3,546.16		\$ 3,546.16
Other Grants: Federal	4060		\$ -		\$ -		\$ 50,000.00
Donations - Capital Development (Misc.)	4325		\$ 1,500.00		\$ 1,500.00		\$ 3,200.00
			<u>\$ 17,000.00</u>		<u>\$ 23,546.16</u>		<u>\$ 86,534.51</u>
Revenue Appropriated from SPW Operations	3250		\$ 23,000.00		\$ -		\$ -
			<u>\$ 40,000.00</u>		<u>\$ 23,546.16</u>		<u>\$ 86,534.51</u>

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
<b>VEHICLE &amp; EQUIPMENT OPERATIONS</b>							
Vehicle Acquisition	5500		\$ -		\$ -		
Equipment Acquisition	5505		\$ -		\$ -		
Miscellaneous Small Tools	5510		\$ 1,000.00		\$ 1,000.00		\$ 249.25
Small Equipment Acquisition	5510		\$ 1,000.00		\$ 750.00		\$ 726.31
Vehicle Fuel	5515		\$ 11,500.00		\$ 8,500.00		\$ 11,055.28
Vehicle Maintenance & Repairs	5520		\$ 5,200.00		\$ 3,500.00		\$ 5,102.22
Vehicle Licenses	5525		\$ 510.00		\$ 500.00		\$ 505.25
Insurance	5530		\$ 5,200.00		\$ 7,000.00		\$ 5,153.00
Equipment Fuel	5535		\$ 4,000.00		\$ 3,800.00		\$ 3,985.80
Equipment Maintenance & Repairs	5540		\$ 14,000.00		\$ 18,500.00		\$ 11,321.19
Equipment Insurance	5545		\$ 700.00		\$ 780.00		\$ 617.28
			<u>\$ 43,110.00</u>		<u>\$ 44,330.00</u>		<u>\$ 38,715.58</u>
<b>VEHICLE &amp; EQUIPMENT OPERATIONS - REVENUE</b>							
Reserve (Capital Acquisition)	3450		\$ -		\$ 1,750.00		
Reserve (Working Capital)	3150		\$ -		\$ 4,405.00		
Municipal General Levy	4100		\$ 4,405.00		\$ -		
Revenue: Vehicle & Equip Rental Charges	4980		\$ 38,705.00		\$ 38,175.00		\$ 38,987.87
			<u>\$ 43,110.00</u>		<u>\$ 44,330.00</u>		<u>\$ 38,987.87</u>

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
<b>MAPLE SYRUP PROGRAM</b>							
Wages - Pancake House Coordinator - Education Programs			\$ 3,000.00		\$ 3,000.00		\$ 3,000.00
Program Support Assistant		\$ 1,580.39	\$ 4,559.43	\$ 1,640.44	\$ 5,121.00	\$ 694.08	\$ 1,854.27
Field Technician		\$ 2,979.04		\$ 3,480.56		\$ 1,160.19	
Temporary Staff (Co-Op)			\$ -		\$ 2,795.52		\$ 728.00
Program Assistant (8 weeks)			\$ 4,368.00		\$ 4,368.00		\$ 3,141.86
Administrative Assistant (8 weeks)			\$ 4,524.00		\$ 4,524.00		\$ 5,579.60
Festival Administrative Staff (3)			\$ 3,974.88		\$ 2,649.92		\$ 3,680.04
Festival Operations Staff (3)			\$ 3,974.88		\$ 3,974.88		\$ 7,654.16
Benefits - Program Support Assistant		\$ 190.12	\$ 548.50	\$ 310.45	\$ 742.88	\$ 83.29	\$ 227.44
Field Technician		\$ 358.38		\$ 432.43		\$ 144.15	
Temporary Staff (Co-Op)			\$ -		\$ 396.96		\$ 85.50
Program Assistant			\$ 620.26		\$ 620.26		\$ 365.22
Administrative Assistant			\$ 642.41		\$ 642.41		\$ 663.17
Festival Administrative Staff			\$ 564.43		\$ 376.29		\$ 328.40
Festival Operations Staff			\$ 564.43		\$ 564.43		\$ 872.28
Building Repairs & Renovations			\$ 500.00		\$ 500.00		\$ -
Vehicle & Equipment Rental			\$ 3,000.00		\$ 3,000.00		\$ 3,651.66
Purchase of Resaleable Supplies			\$ 22,700.00		\$ 16,923.45		\$ 22,652.97
Advertising			\$ 600.00		\$ 1,500.00		\$ 499.46
Equipment Maintenance & Repair			\$ 500.00		\$ 400.00		\$ 141.70
Operating Expenses - General			\$ 5,500.00		\$ 5,500.00		\$ 5,067.98
Special Attractions			\$ 2,500.00		\$ 2,500.00		\$ 1,800.00
	5600		<u>\$ 62,641.22</u>		<u>\$ 60,100.00</u>		<u>\$ 61,993.71</u>
<b>MAPLE SYRUP PROGRAM - REVENUE</b>							
Reserve - CA Dev	3250		\$ -		\$ -		\$ -12,476.56
Revenue: Sales	4650		\$ 30,041.22		\$ 24,500.00		\$ 30,872.64
Revenue: School Groups	4650		\$ 13,000.00		\$ 12,500.00		\$ 13,743.00
Revenue: Tours (non-TVDSB)	4650		\$ 1,600.00		\$ 2,500.00		\$ 1,628.00
Revenue: Admissions	4650		\$ 18,000.00		\$ 12,000.00		\$ 17,779.73
Revenue: Facility Rental	4650		\$ 2,000.00		\$ 2,600.00		\$ 1,946.90
Donations/Sponsorships	4325		\$ 8,000.00		\$ 6,000.00		\$ 8,500.00
			<u>\$ 72,641.22</u>		<u>\$ 60,100.00</u>		<u>\$ 61,993.71</u>
Revenue Appropriated to Administration			\$ -10,000.00		\$ -		\$ -
Revenue Appropriated to C.A. Development	3250		\$ -		\$ -		\$ -
			<u>\$ 62,641.22</u>		<u>\$ 60,100.00</u>		<u>\$ 61,993.71</u>

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
<b>SPRINGWATER CONSERVATION AREA</b>							
<b>Campground Expenditures</b>							
Wages - General Manager/Secretary-Treasurer	5650	\$ 15,827.71	\$ 144,820.50	\$ 16,430.15	\$ 156,541.24	\$ 18,043.99	\$ 105,424.31
Conservation Areas Supervisor		\$ 45,661.03		\$ 51,794.19		\$ 40,020.86	
Financial Services Coordinator		\$ 29,004.74		\$ 28,380.38		\$ 28,205.32	
Field Technician		\$ 27,183.78		\$ 31,760.14		\$ 1,550.64	
Program Support Assistant		\$ 27,143.24		\$ 28,176.38		\$ 17,603.50	
Seasonal Senior Park Technician (1)		\$ 15,008.50	\$ 120,059.14	\$ 15,008.50	\$ 119,154.70	\$ 15,128.43	\$ 135,348.12
Park Tech (2 staff)		\$ 20,810.40		\$ 21,036.60		\$ 22,403.54	
Park Tech Ass't (3 staff)		\$ 30,139.20		\$ 30,466.80		\$ 31,651.45	
Gate Staff (7 staff: 2968 total hours)		\$ 44,163.84		\$ 42,705.60		\$ 58,196.74	
Visitor Services Coordinator (1 staff)		\$ 9,937.20		\$ 9,937.20		\$ 7,967.96	
Benefits - General Manager/Secretary-Treasurer	5651	\$ 3,432.63	\$ 30,424.31	\$ 3,456.41	\$ 29,331.72	\$ 3,423.76	\$ 20,305.03
Conservation Areas Supervisor		\$ 12,990.41		\$ 9,315.40		\$ 7,144.74	
Financial Services Coordinator		\$ 7,465.73		\$ 7,282.12		\$ 7,318.36	
Field Technician		\$ 3,270.21		\$ 3,945.88		\$ 181.86	
Program Support Assistant		\$ 3,265.33		\$ 5,331.91		\$ 2,236.31	
Seasonal Senior Park Technician		\$ 2,131.21	\$ 17,048.40	\$ 2,131.21	\$ 16,919.97	\$ 1,415.14	\$ 15,039.93
Park Technicians (14.2%)		\$ 2,955.08		\$ 2,987.20		\$ 2,636.85	
Park Tech Assistants (14.2%)		\$ 4,279.77		\$ 4,326.29		\$ 3,992.66	
Gate Staff (14.2%)		\$ 6,271.27		\$ 6,064.20		\$ 6,065.29	
Visitor Services (14.2%)		\$ 1,411.08		\$ 1,411.08		\$ 929.99	
Vehicle & Equipment Rental	5675		\$ 21,000.00		\$ 18,000.00		\$ 20,671.14
Advertising	5680		\$ 4,500.00		\$ 4,500.00		\$ 5,994.22
Camp Taxes	5685		\$ 8,000.00		\$ 8,000.00		\$ 7,315.95
Camp Insurance	5690		\$ 9,000.00		\$ 9,000.00		\$ 7,835.65
Telephone Expenses	5695		\$ 2,300.00		\$ 2,300.00		\$ 1,825.63
Camp Hydro	5700		\$ 41,000.00		\$ 50,000.00		\$ 40,560.61
Camp Heat	5702		\$ 800.00		\$ 500.00		\$ 739.48
SUPPLIES:	5670		\$ 21,300.00		\$ 20,500.00		\$ 19,306.39
- General Printing		\$ 1,000.00		\$ 1,000.00		\$ 699.00	
- Sanitary Supplies		\$ 6,000.00		\$ 6,000.00		\$ 5,912.86	
- General Materials & Supplies		\$ 12,000.00		\$ 12,000.00		\$ 10,409.28	
- Uniforms		\$ 2,300.00		\$ 1,500.00		\$ 2,285.25	
MAINTENANCE:	5672		\$ 42,550.00		\$ 39,600.00		\$ 31,172.17
- computers & network support		\$ 3,000.00		\$ 3,000.00		\$ 1,026.60	
- Garbage Collection		\$ 13,000.00		\$ 9,500.00		\$ 12,423.83	
- General Infrastructure		\$ 15,000.00		\$ 15,000.00		\$ 8,620.52	
- Hazard Tree Removal		\$ 5,000.00		\$ 5,000.00		\$ 4,685.00	
- Liquid Waste Removal		\$ 3,000.00		\$ 3,000.00		\$ 2,210.00	
- Picnic Table Maintenance		\$ 750.00		\$ 750.00		\$ -	
- TODS signage		\$ -		\$ 550.00		\$ -	
- Water System Maintenance & Testing		\$ 2,800.00		\$ 2,800.00		\$ 2,206.22	



**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
Store Product (for resale)	5760		\$ 11,000.00		\$ 11,000.00		\$ 11,117.57
Firewood Purchased (for resale)			\$ -		\$ -		\$ -
Picnic Administration	5755		\$ -		\$ -		\$ -
MISCELLANEOUS:	5705		\$ 13,295.00		\$ 10,395.00		\$ 13,258.51
- Staff Training		\$ 750.00		\$ 750.00		\$ 707.12	
- Reservation System		\$ 545.00		\$ 545.00		\$ 545.00	
- Bank Charges (POS Terminal)		\$ 12,000.00		\$ 9,100.00		\$ 11,817.79	
- Misc. Expenses		\$ -		\$ -		\$ 188.60	
			<u>\$ 487,097.35</u>		<u>\$ 495,742.63</u>		<u>\$ 435,914.71</u>
<b>Day-Use Expenditures</b>							
Day-Use Hydro	5710		\$ 2,750.00		\$ 2,750.00		\$ 2,154.41
Day-Use Taxes	5720		\$ 500.00		\$ 500.00		\$ 108.04
Day-Use Insurance	5730		\$ 3,500.00		\$ 3,500.00		\$ 3,312.57
Schoolhouse Heat & Hydro	5740		\$ 3,600.00		\$ 3,600.00		\$ 3,200.99
Schoolhouse Maint/Furnishings	5750		\$ 1,000.00		\$ 1,000.00		\$ 897.33
			<u>\$ 11,350.00</u>		<u>\$ 11,350.00</u>		<u>\$ 9,457.26</u>

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2019 (February 28, 2019)**

	Code	Subtotals	Budget 2019	Subtotals	Budget 2018	Subtotals	Actual 2018
<b>Special Events Expenditures</b>							
Trout Program	5640		\$ 1,200.00		\$ 1,200.00		\$ 1,016.67
Special Events Expenses	5775		\$ 8,000.00		\$ 8,000.00		\$ 5,533.73
			<u>\$ 9,200.00</u>		<u>\$ 9,200.00</u>		<u>\$ 6,550.40</u>
<b>Woodlot Management - Springwater</b>							
			\$ 4,450.00		\$ 3,500.00		\$ 12,155.84
<b>TOTAL EXPENSES - SPRINGWATER</b>			<u>\$ 512,097.35</u>		<u>\$ 519,792.63</u>		<u>\$ 464,078.21</u>
<b>SPRINGWATER CA - REVENUE</b>							
Sponsorships	4326		\$ 1,000.00		\$ 1,000.00		\$ 500.00
Donations (Trout Program)	4325		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00
Revenue: Camp/Day Use User Fees			\$ 112,201.35		\$ 110,000.00		\$ 110,675.09
Revenue: Seasonal Camper Property Tax Fees			\$ 600.00		\$ 600.00		\$ 603.56
Revenue: Store Sales			\$ 17,500.00		\$ 16,000.00		\$ 17,531.43
Revenue: Firewood Sales			\$ 3,600.00		\$ 20,000.00		\$ 17,112.44
Revenue: Facility Rentals			\$ 9,000.00		\$ 9,000.00		\$ 8,581.55
Revenue: Seasonal Fees & Winter Storage			\$ 357,396.00		\$ 330,000.00		\$ 363,952.39
Revenue: Trout Program			\$ 900.00		\$ 900.00		\$ 856.62
Revenue: Special Events			\$ 22,000.00		\$ 21,000.00		\$ 22,680.54
Grants: Employment (Youth Employment)	4255		\$ -		\$ -		\$ 2,000.00
Grants: Employment (CSJ)	4225		\$ 15,000.00		\$ 15,000.00		\$ 18,985.00
Grants: Employment (SEO/SEP-MNR)	4250		\$ -		\$ 6,000.00		\$ 7,608.76
Grants: Employment (Green Jobs)	4275		\$ 4,900.00		\$ -		\$ 4,954.18
Reserve: Capital Acquisition	3450		\$ -		\$ -		-\$ 23,000.00
Reserve: Working Capital	3150		\$ -		\$ -		-\$ 54,000.00
Reserve: C.A. Development	3250		\$ -		\$ -		-\$ 35,000.00
			<u>\$ 545,097.35</u>		<u>\$ 530,500.00</u>		<u>\$ 465,041.56</u>
Revenue Appropriated to Administration			-\$ 10,000.00		-\$ 10,707.37		
Revenue Appropriated to C.A. Development	3250		-\$ 23,000.00		\$ -		
			<u>\$ 512,097.35</u>		<u>\$ 519,792.63</u>		<u>\$ 465,041.56</u>
<b>TOTAL EXPENDITURES</b>			<b>\$ 1,301,979.96</b>		<b>\$ 1,323,826.94</b>		<b>\$ 1,339,848.19</b>
<b>TOTAL REVENUE</b>			<b>\$ 1,301,979.96</b>		<b>\$ 1,323,826.94</b>		<b>\$ 1,341,235.69</b>
			<u><b>\$ 0.00</b></u>		<u><b>-\$ 0.00</b></u>		<u><b>\$ 1,387.50</b></u>

**REPORT FA 09 / 2019 : To The Full Authority**

**FROM:** Christopher Wilkinson, General Manager / Secretary-Treasurer  
**SUBJECT:** Conservation Areas Supervisor Job Description  
**DATE:** March 5, 2019

---

Purpose:

To update the members on a proposed change to the Conservation Areas Supervisor Job Description.

Discussion:

The current Conservation Areas Supervisor job description indicates the employee is to act as the "safety officer" for the authority.

The Occupational Health and Safety Act does not require a safety officer, however requires "Employee Representative(s)".

As a supervisor, the Conservation Areas Supervisor is responsible for the Health and Safety of staff working in the Conservation Lands program. The Conservation Areas Supervisor has taken Health and Safety Awareness for Supervisors training. Staff with Health and Safety concerns may report their matter to any member of the Joint Health and Safety Committee, including the Conservation Areas Supervisor.

As a result, staff request the Board to consider the following amendment to the Conservation Areas Supervisor job specification: Remove "*Act as the Authority's Safety Officer*" and replace with "*Ensure staff are acquainted with any hazards in the workplace; are provided maintained equipment and protective devices, and take every precaution reasonable in the circumstances to protect staff*".

Recommendation:

THAT, the Full Authority approve the amendment to the Conservation Areas Supervisor Job Description as outlined in Report FA 09 / 2019.



---

Christopher Wilkinson,  
General Manager / Secretary-Treasurer



## **CATFISH CREEK CONSERVATION AUTHORITY**

### **POSITION TITLE: Conservation Areas Supervisor**

**IMMEDIATE SUPERVISOR:** General Manager / Secretary-Treasurer

**PURPOSE OF POSITION:**

To maintain, operate, and develop the Authority's land holdings, coordinate and implement fish and wildlife and tree planting projects on Authority-owned lands and work closely with management, operational, financial, and program staff to deliver high quality outdoor recreational experiences to the public.

**SPECIFIC RESPONSIBILITIES:**

- All employees of the Conservation Authority shall perform their duties and responsibilities in a safe, efficient, competent and professional manner in accordance with the General Conduct Of Authority Employees Regulation;
- Responsible for the long-term planning, operation, sound management, and maintenance of all Conservation Authority properties;
- Supervise and as required, execute capital development work on Authority-owned properties such as construction of roads, buildings, picnic areas, etc.;
- Coordinate and implement fish and wildlife and tree planting projects on Authority-owned properties;
- Coordinate a Visitor Services Program for the public at the Springwater Conservation Area;
- Organize and provide operational support for special events and recreational opportunities at the various Conservation Areas;
- Coordinate the development of a Marketing Strategy for the Springwater Conservation Area and other Conservation Areas;
- Maintain accurate inventory records on vehicles, equipment, tools, and supplies;
- Provide operational support to other staff during tree planting and woodlot management activities on private, municipal, and Authority-owned lands;
- Train and supervise all summer staff on safety, park operations including security, forestry techniques, etc.;
- Coordinate a regular maintenance schedule for vehicles and equipment. Responsible for any necessary repairs to ensure a high standard of safety and operation is maintained;
- Provide input and recommendations on capital development projects, schedules and work plans for the operation and maintenance of Authority-owned lands;
- Complete regular maintenance checks on the Springwater Dam, including records and other data. Implement all preventative, routine, and minor maintenance of the structure;

- Report any concerns with the operational administration aspects of the Store and Registration Centres at the Springwater Conservation Area directly to the Program Support Assistant;
- Discuss any concerns with the financial administration aspects of the Store and Registration Centres directly with the Financial Services Coordinator;
- Supervise day-to-day, seasonal, contract, and "outside" personnel to carry out operational duties on Authority lands;
- Develop, coordinate, and implement the Authority's Environmental Education Programs;
- Assist other Authority staff from time-to-time in devising relevant work programs to suit currently available Special Employment Programs;
- Assist in the supervision and implementation of Special Employment Programs;
- Act as support staff as prescribed in the Authority's Flood Warning and Operation Plans;
- Ensure staff are acquainted with any hazards in the workplace; are provided maintained equipment and protective devices, and take every precaution reasonable in the circumstances to protect staff;
- Implement the operational and interpretive aspects of the Springwater Maple Syrup Program;
- Other duties as assigned by the General Manager / Secretary-Treasurer.

#### **QUALIFICATIONS:**

- Graduation from a college or university in a natural resources management related discipline;
- Ability to supervise the activities of both skilled and unskilled personnel;
- Knowledge and experience in the use of all types of equipment, plumbing, electrical, etc.;
- Ability to deal with the public in a knowledgeable and courteous manner;
- Minimum of three (3) years' experience in a related field;
- Possession of a valid Ontario driver's licence.

#### **COMPENSATION AND BENEFITS:**

- Full time, salary range based on a 37.5 hour workweek. Frequent extended hours and occasional weekends. Comprehensive benefits including extended health coverage and defined contribution retirement plan.

## **Report FA 10 / 2019: To The Full Authority**

**FROM:** Dusty Underhill  
**SUBJECT:** Firewood  
**DATE:** March 8, 2019

---

### Purpose:

To provide the members of the board with information regarding our wood processing / sales procedures to date, and to discuss a solution for the anticipated wood shortage problems for the 2019 operating season.

### Discussion:

#### **Pre 2012 Wood Program**

For approximately 10 years between 2002 and 2012, the Catfish Creek Conservation Authority had a partnership with the City of St Thomas and the Ontario Works program to provide a shuttle service for 10 individuals daily to gain valuable life skill sets, and work ethic. For those ten years the Ontario Works participants split all of the firewood the Conservation Authority uses through out its different programs. It was a very efficient, cost effective program as we did not pay any wages into the program. In 2012 the program was abolished as the van came into disrepair leaving it up to full time and contract staff to keep up with the demands of firewood.

#### **Current Demand for Wood**

The Springwater Campground required approximately 200 cords of wood in each of the 2017 and 2018 operating seasons to keep up with our volume of customers and demand.

The maple syrup program required approximately 30 cords of wood in both the 2017 and 2018 operating seasons.

Processing 200 cords of wood takes (3) staff roughly 80 days to split and stack (25% of our calendar year).

All of our firewood reserves such as the Town of Aylmer woodlot and Ward McKenna have been depleted. We only have the wood from the dead ash trees in the campground and the pine we acquired during our woodlot management program with the Environmental Leadership Program.

#### **Total Cost to process wood internally**

According to CCCA Safety Protocol it takes three people to operate our wood processor. At minimum wage, including employment expenses the labour costs would be approximately \$49.80/hour. It is safe to say that the associated costs for processing a cord of wood could be in excess of \$70.00 an hour per cord, split and loaded. A cord of wood sells for \$70.00 in the Springwater Campground leaving a 0% profit margin. This does not include the associated machine/trucking costs to bring wood to the wood processing area, which is always a great expense.

**Proposed Solution**


CCCA purchased 36 cords of wood from Whites Mills for \$55.00 cut, split, delivered. With no labor or trucking costs associated, this will result in a \$15.00 profit on every cord sold.

Whites mill is able to offer unlimited cords as needed for \$55.00 cut, split, delivered throughout the 2019 season.

Staff will be moving forward with purchasing split hard wood for \$55.00 (including tax) a cord delivered on an as required basis from Ken White from Whites Saw Mill.

**Recommendation:**

THAT, Report FA 10 / 2019, be received as information at this time.

  
\_\_\_\_\_  
Dusty Underhill  
Conservation Lands Supervisor

**REPORT FA 11 / 2019 : To The Full Authority**

**FROM:** Christopher Wilkinson, General Manager / Secretary-Treasurer  
**SUBJECT:** CCCA Committees  
**DATE:** March 1, 2019

---

Purpose:

To appoint the Authority's Committees for the year 2019.

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 2019.

**Personnel / Finance Committee (5)**

Mark Tinlin, Chairperson  
Full Membership

**Land Management Committee (5)**

Arthur Oslach, Chairperson  
Full Membership

**Health and Safety Committee (3)**

Christopher Wilkinson, Management Representative  
Tony Difazio, Employee Representative  
Dusty Underhill, Employee Representative

**Conservation Ontario Council**

Rick Cerna, Voting Delegate  
Sally Martyn, 1<sup>st</sup> Alternate  
Christopher Wilkinson, 2<sup>nd</sup> Alternate

**Interview Committee**

Paul Buchner, Committee Member  
Mark Tinlin, Committee Member  
Arthur Oslach, Committee Member

**Lake Erie Source Protection Region  
Management Committee**

Rick Cerna, Committee Member  
Christopher Wilkinson, Committee Member

*\* One IC member required for hiring casual seasonal employees*

*\*\* At least Two IC members required for hiring all other staff*

Recommendation:

THAT, the Full Authority approve the Committee appointments for the year 2019 as outlined in Report FA 11 / 2019.



---

Christopher Wilkinson,  
General Manager / Secretary-Treasurer



## REPORT FA 12 / 2019: To The Full Authority

**FROM:** Christopher Wilkinson, General Manager / Secretary - Treasurer

**SUBJECT:** Conservation Ontario Council Meeting

**DATE:** December 15, 2018

---

### Purpose:

To update the members on the business items presented at the Conservation Ontario Council meeting.

### Discussion:

The Conservation Ontario Council meeting was held at the Black Creek Pioneer Village in Toronto on December 14<sup>th</sup>, 2018. Agenda items for discussion included:

a) General Managers Update

Conservation Ontario General Manager Kim Gavine advised of two recent orders in council. Order in Council 1158/2018 indicates the Ministry of Natural Resources and Forestry retains the flood control and matters that relate to the management and control of natural hazards, while Order in Council 1149/2018 indicates that the Ministry of Environment, Conservation and Parks will be responsible for all other aspects of the Conservation Authorities Act (Conservation Lands, Water Quality, Outdoor Education etc).

b) Closure of the Ontario Tree Seed Facility

Jo-Anne Rzadki, Business Development and Partnerships Coordinator with Conservation Ontario provided an update on the closure of the Ontario Tree Seed Facility. The community is worked hard to ensure tree stock is available for upcoming seasons.

c) Other Business

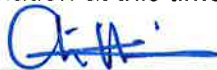
Several other items were discussed including the 2019 CO Council meeting dates, the proposed CO Response to Ministry Actions in their Response to 6 Recommendations in Auditor General of Ontario's Special Audit of Niagara Peninsula Conservation Authority, Conservation Ontario By-law Amendments, Conservation Ontario Council Code of Conduct, Indigenous Engagement, and

d) Presentations

There were two presentations to Council. The first was by Nicola Crawhall from the Great Lakes and St. Lawrence Cities Initiative who spoke about the Great Lakes St. Lawrence Collaborative. The second presentation was by Sandra Mancini, Team Lead for Engineering with South Nation Conservation who spoke on "Enhancing Flood and Drought Forecasting in the South Nation River Watershed".

### Recommendation:

THAT, Report FA 12 / 2019, be received as information at this time.



---

Christopher Wilkinson  
General Manager / Secretary - Treasurer

**Ministry of Natural Resources  
and Forestry**  
Regional Operations Division  
Integration Branch  
300 Water Street, 5S  
Peterborough, ON K9J 3C7  
Tel.: 705-755-1620  
Fax.: 705-755-1201

**Ministère des Richesses naturelles  
et des Forêts**  
Division des opérations régionales  
Direction de l'intégration  
300, rue Water, 5S  
Peterborough (Ontario) K9J 3C7  
Tél.: 705-755-1620  
Téléc.: 705-755-1201



January 25, 2019

**MEMORANDUM TO: Conservation Authorities CAO's and General Managers**

**From: Kathy Woeller  
A/Director  
Integration Branch**

**SUBJECT: 2019/20 Water and Erosion Control Infrastructure (WECI) Call For Applications**

---

We have been receiving several inquiries on the status of the 2019/20 call for WECI applications.

The government is seeking opportunities to find efficiencies and savings through a review of all aspects of government spending. As you are likely aware, the Ontario Public Service (OPS) has been implementing expenditure restrictions. These expenditure restrictions apply to all ministries across the Ontario Public Service.

As the review of government spending is still underway, we do not have any information to share at this time on the 2019/2020 Transfer Payment program, which includes the application process which generally occurs at this time of year.

I appreciate your patience and cooperation during this period. I assure you that more information will be provided once it is available.

If you have any questions, please contact me at (705) 755 1620 or by email at [kathy.woeller@ontario.ca](mailto:kathy.woeller@ontario.ca).

Kathy Woeller  
A/Director, Integration Branch  
Ministry of Natural Resources and Forestry

CC: Kim Gavine, Conservation Ontario



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

February 12<sup>th</sup>, 2019

Christopher Wilkinson  
General Manager/Secretary Treasurer  
Catfish Creek Conservation Authority  
8079 Springwater Road  
Aylmer, ON N5H 2R4

Email: [admin@catfishcreek.ca](mailto:admin@catfishcreek.ca)

Dear Mr. Wilkinson:

Re: 2019 CCCA Levy – Central Elgin Apportionment

Please be advised that Council discussed your correspondence respecting the above noted matter at their Regular Meeting of Council dated Monday, February 11<sup>th</sup>, 2019 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 2019 Catfish Creek Conservation Authority Levy in the amount of \$ 87,640.25. CARRIED.

Please feel free to contact me should you have any questions regarding this information.

Yours truly,

Dianne Wilson  
Deputy Clerk/Records Management Coordinator

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





## CATFISH CREEK CONSERVATION AUTHORITY

8079 Springwater Road, R.R. 5, Aylmer, Ontario N5H 2R4

Phone: 519-773-9037 • Fax: 519-765-1489

E-mail: [admin@catfishcreek.ca](mailto:admin@catfishcreek.ca) • [www.catfishcreek.ca](http://www.catfishcreek.ca)

February 19, 2019

Chloe Senior, Clerk  
Oxford County Administration Building  
PO Box 1614 – 21 Reeve Street  
Woodstock, ON  
N4S 7Y3

Dear Chloe,

### **Re: Declaration of Surplus Lands; Parts of Abandoned Railway Corridor**

Catfish Creek Conservation Authority received notice of Disposal of Land for the abandoned railway corridor crossing through Tillsonburg and SouthWest Oxford. Staff have revised the location of the lands as it relates to one of our Conservation Lands, the Hawkins Tract (Roll # 3211-010-060-196-00-000).

As described on the attached map, the Catfish Creek Conservation Authority may be interested in acquiring the "subject lands" consisting of the portion of the rail trail as it crosses the North of the portion of the Hawkins Tract.

The addition of this land to the Hawkins Tract would help us further our core mandate under Section 20 and 21.1 of the Conservation Authorities Act to conserve and restore natural resources. The addition of conservation lands also fits with our strategic plan.

Finally, the Authority could regulate the subject lands under Section 29 of the Conservation Authorities Act ensuring the lands remain consistent with our shared natural heritage and ecological values.

We request to be informed of further discussions on this matter.



Sincerely,

Chris Wilkinson  
General Manager / Secretary-Treasurer

# Hawkins Tract: Roll # 3211-010-060-196-00-000



## Legend

-  Subject Property
-  Hawkins Tract



Data Sources: NRVIS, DFO, CCCA  
CCCA GIS  
February 2019

This map should not be relied on as a precise indicator of routes or locations, nor as a guide to navigation. Catfish Creek Conservation Authority (CCCA) shall not be liable in any way for the use of, or reliance upon, this map or any information on this map.

**CHLOÉ J. SENIOR, CLERK**  
21 Reeve Street, PO Box 1614  
Woodstock, ON N4S 7Y3  
519.539.9800, ext. 3001 | 1.800.755.0394  
oxfordcounty.ca

March 1, 2019

To: Concerned Residents regarding Declaration of Surplus Railway Lands  
[SENT VIA EMAIL](#)

Please be advised that Oxford County Council, at its meeting held on February 27, 2019, adopted the following resolution:

Resolved that all correspondence and delegations regarding the declaration of surplus railway lands be received and referred for consideration of Report No. PW 2019-02.

Council subsequently adopted the following recommendation in the above noted Report:

1. That in accordance with the Disposal of Land Policy No. 6.15, County Council enact a by-law to declare parts of the County-owned abandoned railway corridors (Sections A14, A16-A20), as described in Report No. PW 2019-02, as surplus lands.
2. And further, that staff bring back a report of how the land is to be disposed of for consideration of Council.

Sincerely,



Chloé J. Senior  
Clerk

cc: P. Crockett, CAO, County of Oxford  
F. Gross, Manager of Transportation and Waste  
D. Simpson, Director of Public Works



**Correspondence: To The Full Authority**

**FROM:** Christopher Wilkinson, General Manager / Secretary - Treasurer

**SUBJECT:** Correspondence Register, January 1-31, 2019

**DATE:** January 31, 2019

---

Purpose:

To update members on correspondence received by the General Manager / Secretary-Treasurer.

Discussion:

The following is a list of correspondence received by the General Manager / Secretary-Treasurer:

<b>Date</b>	<b>Type</b>	<b>Agency</b>	<b>Topic</b>
January 3, 2019	Email for Information	Information and Privacy Commissioner of Ontario	IPC Privacy Day Event - Smart Cities: Building in Privacy and Ensuring Public Trust
January 4, 2019	Email for Information and CCCA response	Ministry of Environment, Conservation and Parks	Reminder to Submit Fall/Winter Provincial Groundwater Monitoring Network Data
January 7, 2019	Email for Information	Ministry of Natural Resources and Forestry	Provincial Flood Watch for Lower Great Lakes Region issued by the Surface Water Monitoring
January 7, 2019	Email for Information	Conservation Ontario	Save the Date: Indigenous Engagement Training
January 7, 2019	Email for Information	Environment and Climate Change Canada	Chorus Frog Genetic Project
January 8, 2019	Email for Information	Conservation Ontario	MEDIA RELEASE: LTC's CAO Announces Retirement
January 9, 2019	Email for Information and CCCA response	Conservation Ontario	Special General Managers' Meeting
January 9, 2019	Email for Information	Conservation Ontario	Harvard ManageMentor Program - Bulk Purchasing Opportunity
January 10, 2019	Email for Information	Conservation Ontario	AMO Communications re impacts to the Ontario Municipal Partnership Fund

January 11, 2019	Email for Information	Conservation Ontario	Opportunity for Funding - Challenge Fund
January 12, 2019	Email for Information	Surface Water Monitoring Centre, Ministry of Natural Resources and Forestry	Provincial Flood Watch for Lake Erie Issued by the Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry Saturday January 12, 2019 at 10:00 AM
January 14, 2019	Email for Information and CCCA response	bowsher + bowsher law firm	Catfish Creek Annual General Meeting
January 15, 2019	Email for Information	Conservation Ontario	Rural Ontario Municipal Association Conference
January 15, 2019	Email for Information	Conservation Ontario	Comments Requested: Proposed Regulatory Amendments under the Nutrient Management Act
January 15, 2019	Email for Information	Conservation Ontario	FW: Canadian Dam Association Bulletin: Winter 2019 Digital Edition
January 16, 2019	Email for Information	Conservation Ontario	CO Blog Post re. Online Consultation - Increasing Housing Supply in Ontario
January 16, 2019	Email for Information	Conservation Ontario	Putting Growth in the Right Spot Ensures Public Health and Safety
January 16, 2019	Email for Information	Conservation Ontario	Consultation on Housing Supply Action Plan = Consultation on Planning Act, PPS, Development Charges Act and OBC
January 17, 2019	Email for Information and CCCA Response	Conservation Ontario	Indigenous Engagement Training
January 21, 2019	Email for Information	Conservation Ontario	Conservation Ontario's Submission on Bill 66, the Proposed Open-for-Business Planning Tool and Regulation
January 21, 2019	Email for Information	Credit Valley Conservation	CA/DFO Hockey Tournament April 12th 2019
January 22, 2019	Email for Information	Bob Barclay c/o Thomas P. Rylett Limited, Consulting Engineer	RE: 2018022 CHANGE ORDER 1 – Shop Project



January 23, 2019	Email for Information	Surface Water Monitoring Centre, Ministry of Natural Resources and Forestry	Provincial Watershed Condition Statement Issued for Southern Ontario by the Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry on January 23, 2018 at 10:40 AM
January 24, 2019	Email for Information	Conservation Ontario	10th Year Review of Ontario's Endangered Species Act
January 24, 2019	Email for Information and CCCA Response post AGM	Conservation Ontario	CO Council Voting Delegates and Board Member Distribution Updates
January 25, 2019	Email for Information	Conservation Ontario	Canada Nature Fund - Challenge Fund
January 25, 2019	Email for Information	Lower Thames Conservation Authority	Notice of Annual General Meeting – February 21, 2019
January 28, 2019	Email for Information	Surface Water Monitoring Centre, Ministry of Natural Resources and Forestry	Provincial Watershed Conditions Statement for the Province of Ontario Issued by the Surface Water Monitoring Centre of the Ministry of Natural Resources & Forestry on January 28th, 2019 at 3:30 PM
January 29, 2019	Email for Information	Conservation Ontario	Comments Requested: Proposed Amendment to the Growth Plan and Regulation Amendments (under Planning Act and Places to Grow Act)
January 29, 2019	Email for Information	Ministry of Natural Resources and Forestry, Integration Branch	2019/20 Water and Erosion Control Infrastructure (WECI) Call For Applications
January 29, 2019	Email for Information	Lake Simcoe Conservation Authority	2018 LSRCA Annual Report
January 29, 2019	Email for Information	Central Lake Ontario Conservation Authority	CLOCA Watershed Chronicle E-Newsletter, 2019 Winte
January 29, 2019	Email for Information	Conservation Ontario	Conservation Ontario's Comments on the "Consultation: Increasing Housing

			Supply in Ontario" (ERO #013-4190)
January 29, 2019	Email for Information	Conservation Ontario	Conservation Ontario's Submission on the Made-in-Ontario Environment Plan
January 30, 2019	Email for Information	Maitland Valley Conservation Authority	MVCA minutes
January 30, 2019	Email for Information and CCCA Response	Bob Barclay c/o Thomas P. Rylett Limited, Consulting Engineer	2018022 CHANGE ORDER 2 – Shop Project
January 30, 2019	Email for Information and CCCA Response	Grand River Source Protection Authority	2019 annual salaries for SPP budget preparation
January 30, 2019	Email for Information	Ministry of Environment, Conservation, and Parks.	2019-20_Drinking Water Source Protection Program - Invitation to Submit Workplans
January 30, 2019	Email for Information	Central Lake Ontario Conservation Authority	2018 Year in Review - Central Lake Ontario Conservation
January 30, 2019	Email for Information	Long Point Region Conservation Authority	You're Invited to LPRCA's AGM!
January 31, 2019	Email for Information	Conservation Ontario	Conservation Ontario comments on the draft 2019 Progress Report of the Parties
January 31, 2019	Letter for Information	Oxford County	Public Notice of Surplus Lands (Parts of Abandoned Railway Corridor)

Christopher Wilkinson  
General Manager / Secretary - Treasurer

**Correspondence: To The Full Authority**

**FROM:** Christopher Wilkinson, General Manager / Secretary - Treasurer

**SUBJECT:** Correspondence Register, February 1 - 28, 2019

**DATE:** February 28, 2019

---

Purpose:

To update members on correspondence received by the General Manager / Secretary-Treasurer.

Discussion:

The following is a list of correspondence received by the General Manager / Secretary-Treasurer:

<b>Date</b>	<b>Type</b>	<b>Agency</b>	<b>Topic</b>
February 1	Email for Information	NCC	NCC announces new round of Ecological Gifts Program Land Acquisition Support Fund
February 1	Email for Information and CCCA Response	ASI	Cultural Heritage Management Contact
February 1	Email for Information	Toronto and Region Conservation Authority	TRCA Watershed Conditions Statement - Water Safety (Feb 1, 2019) - to CA & Provincial contacts
February 4	Email for Information	Upper Thames Region Conservation Authority	UTRCA Watershed Conditions Statement - Flood Outlook (Feb 4, 2019) - to CA & Provincial contacts
February 4	Email for Information	Kettle Creek Conservation Authority	Invitation to KCCA's Annual General Meeting
February 4	Email for Information	Conservation Ontario	Provincial Funding to Conservation Authorities Reaps Many Benefits
February 5	Email for Information	Canadian Wildlife Service - Ontario	Environment and Climate Change Canada Recovery Planning Documents on the Species at Risk Public Registry
February 6	Email for Information	Conservation Ontario	Reminder: Comments Requested: Proposed Amendment to the

			Growth Plan and Regulation Amendments (under Planning Act and Places to Grow Act)
February 6	Email for Information	Conservation Ontario	Special General Managers' Meeting
February 7	Email for Information	Conservation Ontario	Comments Requested: 10th Year Review of Ontario's Endangered Species Act
February 8	Email for Information	Conservation Ontario	pre-budget submission
February 11	Email for Information	ADTC	ADTC Report
February 12	Email for Information and CCCA Response	Conservation Ontario	2019 ESRI Invoice
February 12	Email for Information	Conservation Ontario	Preliminary Agenda Enclosed! 2019 Flood Modelling, Mapping & Management Workshop
February 12	Email for Information	Surface Water Monitoring Centre, Ministry of Natural Resources and Forestry	Re-Issue: Provincial Watershed Condition Statement Issued for Southern Ontario by the Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry on February 12, 2019 at 11:00 AM
February 12	Email for Information	Conservation Ontario	Presentations from Yesterday
February 13	Email for Information	St. Clair Conservation Authority	WOCA Meeting Monday, March 25 @ GRCA
February 14	Email for Information	Conservation Ontario	TIME SENSITIVE OPPORTUNITY FW: Flood Risk Land Use Guide Advisory Committee
February 15	Email for Information	Conservation Ontario	FUNDING OPPORTUNITY: Canada Nature Fund for Aquatic Species at Risk
February 22	Email for Information	Conservation Ontario	Conservation Ontario's Submission on the Proposed Regulatory Amendments to O.Reg 267/03 under the NMA
February 25	Email for Information	Surface Water Monitoring Centre,	Provincial Flood Watch Issued for Southern

		Ministry of Natural Resources and Forestry	Ontario by the Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry on February 25, 2019 at 4:30 AM
February 25	Email for Information	Conservation Ontario	Smoke Free Contacts - Health Units
February 26	Email for Information	Conservation Ontario	Budget and Audit Committee - Member Needed
February 26	Email for Information	Conservation Ontario	Announcement of Interim CAO - Niagara Peninsula Conservation Authority

---

Christopher Wilkinson  
General Manager / Secretary - Treasurer