

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 by Teleconference on
Thursday, April 9th, 2020 (postponed from March 19th, 2020),
commencing at 10:00 a.m.

Dial in Number: 855-392-2520

Access Code: 7817846

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 #01/2020 (February 20, 2020) 4 - 9
 - b) Interview Committee IC #01/2020 (February 13, 2020) 10
 - c) Health and Safety Committee #01/2020 (February 27, 2020) 11 - 13
- 6) Business Arising from Minutes
- 7) Public / Special Delegations:
 - a) Alison Varga, Hamilton Ward & Cathers Insurance Services Ltd.
- 8) Reports:
 - a) Report FA 03/2020 - 2019-2020 General Insurance Program Renewal
(Christopher Wilkinson) * Attached as separate report
 - b) Report FA 04/2020 - Monthly Staff Reports 14 - 17
(Tony Difazio, Peter Dragunas, Dusty Underhill, Emily Febrey)
 - c) Report FA 05/2020 - January & February Summary of Revenue & Expenditures . . 18- 21
(Susan Simmons)
 - d) Report FA 06/2020 - Accounts Paid (January & February) 22 - 23
(Susan Simmons)

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f)	Report FA 08/2020 - Monthly Plan Review (January & February, 2020)	25 - 27
	(Tony Difazio)	
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i)	Report FA 11/2020 - Grants & Special Projects Funding Update.	31 - 32
	(Emily Febrey, Susan Simmons)	
j)	Report FA 12/2020 - 2020 Budget and Levy	33 - 59
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	(Christopher Wilkinson)	
n)	Report FA 16/2020 - Provincial Flood Strategy	65
	(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:	
13)	Correspondence:	
a)	Copied:	
	a) A council resolution received from The Municipality of Dutton Dunwich to Conservation Authorities on January 15, 2020 supporting the delivery of watershed management programs to the municipality.	
	b) An email received from the Minister of Environment, Conservation and Parks to Chairperson Cerna on January 23, 2020 inviting the CCCA to the multi-stakeholder engagement consultations.	
	c) A letter received from the Municipality of Central Elgin to CCCA on January 28, 2020 indicating approval of their levy apportionment.	
	d) A letter sent to the Ministry of Natural Resources and Forestry from Conservation Ontario	

on January 30, 2020 regarding Conservation Ontario's comments on the "Proposal to amend Ontario Regulation 454/96 (Construction) to provide alternative regulatory approval requirements for repairs to existing low hazard wetland dams".

e) A letter received from the Municipality of Central Elgin to CCCA on February 25, 2020 supporting the delivery of watershed management programs to the municipality.

f) A letter sent to The Honourable Dave MacKenzie from the Township of South-West Oxford on March 6, 2020 expressing support of the Federal government commitment to plant two million trees.

g) A letter sent from the Honourable John Yakabuski, Minister of Natural Resources and Forestry to Conservation Ontario on March 9, 2020 providing a link to the recent flood strategy and indicating he looks forward to continuing to work with Conservation Ontario on this vital matter.

b) Not Copied:

- Correspondence Registers for January & February, 2020.

14) Committee of the Whole

15) Next Meeting / Termination

MINUTES OF THE MEETING OF THE CATFISH CREEK CONSERVATION AUTHORITY

Thursday, February 20th, 2020

Meeting #01/2020

The 69th Annual General Meeting of the Catfish Creek Conservation Authority was held at the East Elgin Community Complex.

PRESENT:

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

STAFF:

Christopher Wilkinson	General Manager / Secretary-Treasurer
Susan Simmons	Financial Services Coordinator
Tony Difazio	Resource Planning Coordinator
Peter Dragunas	Water Management Technician
Dusty Underhill	Conservation Areas Supervisor
Kelsey Oatman	Program Support Assistant
Emily Febrey	Community Outreach Technician
Gerrit Kremers	Field Technician
Austin Verbeek	Field Technician

GUESTS:

Murray Alward	CCCA Supporter
Dan Arppe	Jaffa Environmental Education Centre
Pete Barbour	Councillor, 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
Kyle Cameron	Guest Speaker
Ron Casier	Canadian Chestnut Council
Terry Carrol	Elgin - St. Thomas Community Foundation
Kevin Cerna	CCCA Supporter
Dan Dale	CCCA Supporter
Chris Durand	GIS Technician, St. Clair Region Conservation Authority
George Fairservice	CCCA Volunteer
Jill Ferguson	Representative for the MP Elgin-Middlesex-London
Scott Hayhoe	Conservation Award Recipient
Henry Hiemstra	Ontario Beekeepers
Al Hurst	St. Thomas Field Naturalists
Stan & Karen Jones	Lake Erie North Shore Landowners Association

Vaclav Kampos	CCCA Supporter
Henry & Ena Kielstra	CCCA Supporter
Matt Marchioni	Jaffa Environmental Education Centre
John Martyn	CCCA Supporter
Jonathon Martyn, Jr.	CCCA Supporter
Judy Maxwell	General Manager, Long Point Region Conservation Authority
Tom McKinney	Community Member, Township of Malahide
David Mennill	Mayor, Township of Malahide
Shaun Meehan	President, Aylmer District Trapping Council
Abigail Reid	Family Member, Conservation Scholarship Winner
Ethan Reid	Conservation Scholarship Winner
Laurie Reid	Family Member, Conservation Award Winner
Veronica Reiner	Aylmer Express
Colleen Row	Councillor, Municipality of Central Elgin
Thomas Rylett	Thomas P. Rylett Limited
Sherry Rylett	Thomas P. Rylett Limited
Al Sharpe	Director, Elgin Hiking Trail Club
Dr. Duncan Sinclair	Ducks Unlimited Canada
Kim Smale	Retired General Manager/Secretary-Treasurer, Catfish Creek C.A.
Todd Sprague	Hamilton Ward & Cathers Insurance
Alison Varga	Hamilton Ward & Cathers Insurance
Fons Vandenbroek	Member Services Representative, Elgin Federation of Agriculture
Geoff Verkade	Manager of IWM, Niagara Peninsula Conservation Authority

WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone to the 69th Annual General Meeting of the Catfish Creek Conservation Authority and called the proceedings to order at (2:10 p.m.).

ADOPTION OF AGENDA:

<u>Motion # 01/2020</u>	M. Tinlin	A. Oslach	CARRIED
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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.

ADOPTION OF MINUTES:

<u>Motion # 02/2020</u>	M. Tinlin	P. Buchner	CARRIED
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THAT, the Minutes of Full Authority Meeting #10/2019 (December 13, 2019), be accepted as circulated.

Motion # 03/2020

M. Tinlin

A. Oslach

CARRIED

THAT, the Minutes of Personnel / Finance Committee Meeting #PF 01/2020 (January 30, 2020), be accepted as circulated.

ANNUAL REPORT PRESENTATION:

The General Manager / Secretary-Treasurer presented the 2019 Annual Report and provided a brief summary of each section of the Report. He thanked the community for their support and involvement with the CCCA over the past year. He also thanked the staff from the CCCA and Board for their efforts in 2019.

Motion # 04/2020

M. Tinlin

A. Oslach

CARRIED

THAT, the 2019 Annual Report be adopted as presented.

2019 AUDITED FINANCIAL STATEMENTS:

Jennifer Buchanan of Graham Scott Enns LLP Chartered Accountants presented the 2019 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, 2019, and the statements of operations and accumulated surplus, changes in net assets, and cash flow for the year then ended in accordance with Canadian accounting standards for public sector entities.

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

Motion # 05/2020

P. Buchner

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, 2019, be adopted as circulated.

CHAIRPERSON'S MESSAGE:

Chairperson Cerna presented the Annual Chairperson's Message to the audience. A condensed version is included on the first page of the 2019 Annual Report.

ELECTION OF OFFICERS:

Christopher Wilkinson, General Manager/Secretary-Treasurer of the CCCA announced that he would be conducting the elections for Chairperson and Vice-Chairperson for the year 2020.

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 # 06/2020

A. Oslach

S. Martyn

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 called for nominations for the position of Chairperson of the CCCA for 2020.

Arthur Oslach nominated Rick Cerna.

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

Motion # 07/2020

A. Oslach

M. Tinlin

CARRIED

THAT, nominations for the position of Chairperson be closed.

Rick Cerna was acclaimed Chairperson for 2020.

Mr. Wilkinson called for nominations for the position of Vice-Chairperson of the CCCA for 2020.

Sally Martyn nominated Mark Tinlin.

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

Motion # 08/2020

P. Buchner

R. Cerna

CARRIED

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

Mark Tinlin was acclaimed Vice-Chairperson for 2020.

Rick Cerna assumed the Chair to continue the meeting.

OTHER BUSINESS:

Motion # 09/2020

S. Martyn

P. Buchner

CARRIED

THAT, the Full Authority appoint the firm Graham Scott Enns LLP Professional Accountants as the Authority's Auditor until the next Annual General Meeting in February 2021; and further

THAT, the Full Authority appoint Canadian Imperial Bank of Commerce, Aylmer Branch as the Authority's financial institution until the next Annual General Meeting in February 2021; and further,

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 2021; 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 2021.

THAT, the Catfish Creek Conservation Authority be authorized to borrow, on an interim basis, a sum or sums not exceeding in the aggregate \$200,000.00 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 Chairperson or Vice-Chairperson together with the General Manager / Secretary-Treasurer are hereby authorized to execute for and on behalf of the Authority, a promissory note or notes for the sum to be borrowed pursuant to this Resolution and to affix thereto the corporate seal of the Authority, and further,

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

GUEST SPEAKER:

Member Martyn introduced Kyle Cameron from Bird Studies Canada as the Guest Speaker.

Mr. Cameron began his presentation by providing the audience with some background information about himself and Bird Studies Canada Southern Ontario's Forest Bird Species at Risk Monitoring Program. The program began in 2011 focusing on two (2) species of birds unique to the Carolinian Forest ecosystem. Since then it has grown and began to focus on four (4) species of birds and their unique habitats such as Acadian Flycatchers, Louisiana Waterthrush, Cerulean Warblers.

Mr. Cameron then discussed the results of counts of the Species at Risk (SAR) bird counts on Authority-owned property stating that Springwater Conservation Area was a significant and important habitat for these species with over 80 SAR counted making it one of the most species-rich area. He noted the habitat restoration, research activities, and education are important goals of this program.

Member Martyn thanked Kyle for his talk and presented him with a small token of appreciation on behalf of the Conservation Authority

STUDENT SCHOLARSHIP AWARD:

Member Oslach presented the 18th Annual Catfish Creek Conservation Authority Scholarship Award to Ethan Reid. Ethan plans on continuing his post-secondary education in the field of environmental engineering at the University of Western Ontario in September, 2020.

CONSERVATION AWARD:

Vice-Chairperson Tinlin was called upon to present the Conservation Award to the Hayhoe Family in recognition of their conservation efforts on their 1,500 acre farm located in the Township of Malahide. The Hayhoes have undertaken several environmental projects on their property including the creation of a pollinator habitat and planting acres of tallgrass prairie. Living near the Lake Erie Shoreline has helped the family understand the importance of soil conservation and ensuring that their stewardship of the land leaves room for nature.

CERTIFICATES OF RECOGNITION:

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

- 5 Years - Arthur Oslach, Board Member
- 15 Years - Peter Dragunas, Water Management Technician
- 5 Years - Dusty Underhill, Conservation Areas Supervisor

ADJOURNMENT:

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

Motion # 11/2020

P. Buchner

M. Tinlin

CARRIED

That, the Annual General Meeting of the Catfish Creek Conservation Authority be adjourned at (3:27 p.m.).

General Manager / Secretary –Treasurer

Authority Chairperson

**Minutes Of The Meeting Of The Catfish Creek Conservation Authority
Interview Committee**

Thursday, February 13th, 2020

Meeting # IC 01/2020

PRESENT:

Paul Buchner Board Member Township of South-West Oxford

STAFF:

Dusty Underhill Conservation Areas Supervisor
Kelsey Oatman Program Support Assistant

The meeting was called to order at (12:30 p.m.).

Disclosure Of Pecuniary Interest:

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

The purpose of the meeting was to interview applicants for the following positions which were advertised on various social media platforms starting on January 2nd, 2020.

- (3) Maple Syrup Interpretive Staff

A total of 4 candidates were contacted to be interviewed for the aforementioned positions. At the conclusion of the interview process, the Interview Committee selected the following list of names for the six (6) positions. The individuals noted with an (R) were approved as returning staff.

Maple Syrup Interpretive Staff (3)

Ben Knauer
Heather Wharram
Alex White (R)

Maple Syrup Sales Staff / Greeters (3)

Angie Vereeken (R)
Kayla Froese (R)
Carly Wilson (R)

The meeting was adjourned at (2:20 p.m.).

Paul Buchner
Board Member

**MINUTES OF THE MEETING OF THE CATFISH CREEK CONSERVATION AUTHORITY
HEALTH AND SAFETY COMMITTEE**

Thursday, February 27, 2020

Meeting #HS 01/2020

PRESENT:

Tony Difazio
Dusty Underhill
Christopher Wilkinson

Employee Representative (Chairperson)
Employee Representative
Management Representative

WELCOME AND CALL TO ORDER:

The Chairperson of the Conservation Authority Health and Safety Committee welcomed everyone and called the meeting to order at (1:00 p.m.).

ADOPTION OF AGENDA:

The Committee reviewed the Board approved Minutes from the September 10, 2019 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

The following two (2) items were noted as outstanding business to discuss from the previous meeting:

1) Workplace Policy Updates:

The Management Representative advised the Committee that he has conducted the annual review of the Health & Safety Policy (H&S), The Work Place Violence Policy and the Work Place Harassment Policy documents. The Committee discussed the three documents, and, as presented, endorsed posting the documents throughout the work place as required.

2) Fire Safety Procedures:

The Committee discussed the Fire Safety Procedures and the scheduling of a mock emergency drill, which will be conducted in the spring of 2020.

NEW BUSINESS:

a) Inspection Reports:

The Health and Safety Committee discussed the Monthly Inspection Reports for the period ending February 24, 2020. No new or outstanding items remain to be corrected from previous inspections.

b) First Aid & CPR Training:

The Health and Safety Committee reviewed the requirement within the current CCCA H&S Policy, which requires that 60% of staff be trained/certified in First Aid and CPR within the work place. The Management Representative will review the current Policy and make changes to ensure consistency with the minimum requirements in Occupational Health And Safety Regulations. The Employee Representatives will review the current status of staff with valid, training in place and arrange formal training with suitable staff. Committee members will also review the responsibility of the inspection of First Aid Kits and ensure record keeping and appropriate stocking levels are in place for each kit throughout the work place.

c) Personal Protective Equipment:

The Committee discussed the use of personal protective equipment by staff during the past 6-month period. It was noted by the Committee that staff have made great improvements in the used of PPE, especially hearing protection on tractors.

d) Office Hygiene Practices:

The Committee discussed the current state of several workplace and global threats to the health of employees and the general public including: the potential for transmitted viruses, increased potential for ticks throughout the year, and general office cleanliness. The Chairperson will inquiry as to the price and availability of items such as medical face masks, hand sanitizers, gloves and other equipment for use by staff and/or the public. The Committee will discuss the current situation and potential recommendations at the next staff meeting.

OTHER BUSINESS:

a) Playground Equipment Safety and Inspection Policy:

The Employee Representative outlined the updated Policy with respect to the maintenance and formal inspection of playground equipment throughout the park. Staff will be assigned responsibility and trained to conduct timely inspections throughout the year.

b) Status of Campground Policies and Procedures:

The Employee Representative outlined the status of a number of procedures with respect to the role staff can reasonably be expected assume to protect campers and park users during their stay, including: drownings, enforcement, weather related hazards, medical and fire emergencies. The employee representative will review the current procedures and update where appropriate and/or seek further direction from the committee at a future meeting.

ADJOURNMENT:

There being no further business to be discussed, the meeting was adjourned at (1:40 p.m.).

NEXT MEETING:

Future Health and Safety Committee meetings will be held quarterly.

Christopher Wilkinson, Management Representative

Tony Difazio, Employee Representative

Dusty Underhill, Employee Representative

REPORT FA 03 / 2020 : To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary-Treasurer
SUBJECT: 2019-2020 General Insurance Program Renewal
DATE: March 12, 2020
STRATEGIC ACTION: Operate a Sustainable and Adaptable Organization
FINANCIAL IMPLICATIONS: Renewal cost of \$41,364.00, plus applicable taxes

Purpose:

To consider the 2020-2021 General Insurance Report prepared by Frank Cowan Company Limited.

Discussion:

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

The cost of the Authority's 2019-2020 insurance coverage was \$32,379.00, plus applicable taxes. A renewal cost of \$41,364.00, plus applicable taxes has been submitted by the Cowan Company for the year 2020-2021, an increase of \$8,985.00. The new premium is based on the same level of coverage and deductibles as in the previous year, however an assessment of our buildings resulted in an increase of over \$5,000 to the property coverage. Owned Automobile Insurance also increased.

Highlights of the 2020-2021 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 in attendance to answer any questions from the Board.

Recommendation:

THAT, the Full Authority approve the Catfish Creek Conservation Authority renewal of its 2020 - 2021 insurance coverage with Frank Cowan Company Limited through Hamilton Ward & Cathers Insurance Service Limited at a total cost of \$41,364.00, plus applicable taxes.



Christopher Wilkinson
General Manager / Secretary-Treasurer

March 12, 2020

By: e-mail

Mr. Todd Sprague
Hamilton, Ward and Cathers Insurance Service Limited
75 Talbot Street East
Aylmer, ON N5H 1H3

Re: Catfish Creek Conservation Authority

Dear Todd:

We are now pleased to attach a copy of our Insurance Renewal Report setting out the Insured's coverages on renewal together with our Program Options.

Also attached are the following:

- Property
 - Scheduled Items;
 - Excluded Items;
 - Licensed Equipment and Vehicle Schedule
 - Exhibit A – Buildings & Structures - With Values;
 - Exhibit A – Other Property (Excluding Buildings) – With Values;
 - Additional Interests(s);
- Liability – Additional Insured(s);
- Automobile – Fleet Schedule.

Refer to Page 11 of the Insurance Renewal Report for changes that have been made to your insurance program.

Policies will be held pending your instructions. Please contact me to discuss this renewal and your binding instructions.

We trust the enclosed will be found in order and if you have any questions, please do not hesitate to call.

Yours sincerely,



Aran Myers
Regional Manager
FRANK COWAN COMPANY LIMITED

/es
Attachment(s)



2020 General Insurance Program

CATFISH CREEK CONSERVATION AUTHORITY

Renewal Report for the Policy Term April 1, 2020 to April 1, 2021

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

Prepared by:
Aran Myers
Regional Manager

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

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 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.

CANADIAN OWNED COMPANY WITH 90+ YEARS OF CONTINUOUS OPERATION

MARKET LEADER

MUNICIPAL & SPECIALTY CLIENTS

Municipal market share leader in Ontario with strong representation of public entity and specialty clients across Canada.

INNOVATIVE

NEW PRODUCTS & SERVICES

Active Assailant
Cyber Risk Insurance
Fraudulently Induced Transfer
Road Reviews
Fleet Management

IN-HOUSE

CLAIMS & RISK MANAGEMENT

In-house claims management = faster turn around, single point of contact, specialized expertise in the municipal claims environment.

Go above and beyond with complimentary risk management services such as contract reviews, inspections and the Centre of Excellence.



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.



*Please note that the information contained in this document is proprietary and confidential and is to be used for the sole purpose of determining the successful proponent. Permission must be obtained from Frank Cowan Company prior to the release of any information contained herein for any other purpose than evaluating this submission.

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

Property

<p align="center">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</p>			
Coverage Description	(\$) Deductibles	Basis	(\$) Limit of Insurance
Property of Every Description - Blanket	1,000	RC	3,479,200
Scheduled Items Coverage, Deductible and Basis of Settlement as per Schedule	1,000		93,900
Excluded Item or Locations	Refer to Schedule		Refer to Schedule
Property Supplemental Coverage (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
Public Entity Extension Endorsement (In Addition to the Total Sum Insured unless specifically scheduled in the wording)		
Accounts Receivable	1,000	250,000
Bridges and Culverts	1,000	250,000
Buildings Owned due to Non-Payment of Municipal Taxes	1,000	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
Additional Endorsements		
Earthquake – Other Property	1,000	Included
Earthquake – Buildings	Not Applicable	Excluded
Flood – Other Property	1,000	Included
Flood – Buildings	Not Applicable	Excluded
Licensed Equipment	1,000	2,400
(\$) Total Amount of Insurance		5,270,500
RC = Replacement Cost ACV = Actual Cash Value VAL = Valued		

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

Schedule of Coverage

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

Owned Automobile

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Liability		
Bodily Injury and Property Damage		10,000,000
Accident Benefits		As stated in Section 4 of the Policy
Uninsured Automobile		As stated in Section 5 of the Policy
Direct Compensation – Property Damage		
*This policy contains a partial payment of recovery clause for property damage if a deductible is specified for direct compensation-property damage.		
Loss or Damage**		
Specified Perils (excluding Collision or Upset)		
Comprehensive (excluding Collision or Upset)		
Collision or Upset		
All Perils	1,000	Included
Endorsements		
GCNA #8 - Replacement Cost		Included
#20 - Coverage for Transportation Endorsement		1,200/Occ
#32 - Use of Recreational Vehicle by Unlicensed Operators		Insured
** 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)	\$ 32,379	Total Annual Premium (Excluding Taxes Payable)	\$ 41,364
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Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply. The premium Quoted is subject to a 15% minimum retained (unless otherwise stated).

Cost Analysis

	Expiring Program Term	Renewal Program Term
Casualty		
General Liability	\$ 11,242	\$ 12,928
Errors and Omissions Liability	3,163	3,163
Non-Owned Automobile Liability	150	150
Environmental Liability	1,106	1,106
Crime	350	350
Legal Expense	750	750
Property		
Property	10,121	15,770
Equipment Breakdown	682	729
Automobile		
Owned Automobile	4,815	6,418
<u>Total Annual Premium</u>	\$ 32,379	\$ 41,364
(Excluding Taxes Payable)		

CHANGES TO YOUR INSURANCE PROGRAM

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

General Policy Change

- Effective January 1, 2020 we have updated Form GNGX408 which attaches to all policies where Lloyds is a participating carrier. The 'Notice Concerning Personal Information' section has been updated. A Sanctions Limitation and Exclusion clause has also been added to this form.

Property Policy

- Inspection incorporated at renewal with the exception inflationary applies to the Sparta Recording Building/Equipment and Silver Creek Recording Building/Equipment
- Water Distribution Extension Endorsement applies at renewal.
- Bridges and Culvers Limit increased to \$ 250,000 at renewal determined by our inspected values.
- Scheduled Items Coverage Extension Endorsement applies at renewal.
- Mill Pond Trail Boardwalk 171, Springwater Forest Trail Boardwalk and Springwater Reservoir Boardwalk, Day-Use Area (Spreadout Various Areas) all scheduled at renewal.

Non-Owned Automobile Policy and Rented Vehicles

- Non-Owned Auto Coverage includes the SEF 94 endorsement – Legal Liability (Physical Damage) to a Hired/Rented Auto. Coverage is automatic for short term rentals (less than 30 days).
- If rentals are automatically renewed on a regular basis (for consecutive 30 day periods) coverage is required under the auto policy, #OPCF 27B endorsement and will be charged for accordingly. Please review this exposure and advise us of the details

Environmental Wording Changes

We have amended the look of our Environmental Form. It is now in our standard font. We have also added quotations around defined terms throughout the wording.

We have updated the following exclusions to follow industry standard and have incorporated these into the wording.

- War
- Fungi
- Nuclear
- Terrorism
- Data
- Asbestos

Previously the Fungi, Nuclear, Terrorism, Data and Asbestos exclusions were added via separate endorsements.

Automobile Policy

- Replacement Cost Endorsement applies to vehicles 20 years and newer. Refer to Highlights Page for more information on coverage conditions.

AUTOMOBILE REPLACEMENT COST COVERAGE CHANGE HIGHLIGHTS

OVERVIEW

GCNA 8 Replacement Cost Endorsement is attached to your automobile policy and amends Section 7 'Loss or Damage Coverages' of the policy to remove our right to deduct depreciation in the event of a loss.

Coverage under this endorsement has been amended as follows:

We will pay:

- the cost to repair the automobile with material of like kind and quality
- In the event of constructive or total loss:
 - the cost of **replacing the automobile** with a new automobile of the same make and model, similarly, equipped **if you are the original purchaser** and the automobile was new at the time of delivery;
 - **the actual price paid by you** for the automobile and its equipment or actual cash value whichever is greater:
 - i) **if the automobile was not new** at the time of purchase, or
 - ii) **if you are not the original purchaser**, or
 - for **fire trucks over 20 years but not exceeding 25 years, the actual price paid by you** for the automobile and its equipment or actual cash value whichever is greater.

The following conditions apply:

- coverage only applies to owned automobiles, licensed contractor equipment and trailers; that are **20 years old or newer** and **for fire trucks over 20 years but not exceeding 25 years as stipulated above**
- coverage does not apply to any automobiles branded rebuilt
- coverage does not apply to any automobiles insured on an agreed value basis

Please refer to the endorsement wording for complete details of coverage.

On the schedule of vehicles, REP is no longer an indicator of replacement cost coverage.

When providing us with details of additional or substituted vehicles, please advise us of the purchase price and whether the vehicle was purchased new or used.

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PROGRAM OPTIONS

1. **Crime Coverage – Other Optional Coverages**

Other Optional Coverages are also available. See attached Crime Cover Options page for further details.

Quote is available on request (completed application is required).

2. **Crime Coverage – Fraudulently Induced Transfer Coverage**

Fraudulently Induced Transfer Coverage is now available. Covers a loss when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured has transferred, paid or delivered money or securities to this third party.

For Coverage information and available options refer to the Fraudulently Induced Transfer Endorsement Coverage Highlights Sheet.

3. **Board Members' Accident**

Board Members' Accident coverage is available. See the attached Highlights Sheet for details and additional extensions. Quote available on request.

24 Hour coverage extension is available (subject to Board Member's occupations).

Critical Illness coverage is available. See attached Highlight Sheet for details.

A quote is available on request (subject to satisfactory review of completed application for each Insured).

4. **Volunteers' Accident**

Volunteer Accident coverage is available. See attached Highlight Sheet for details.

A quote is available on request (based on the total # of volunteers).

5. **Remotely Piloted Aircraft Systems (UAV) Coverage**

Property and/or Liability Cover may be available for Remotely Piloted Aircrafts (UAV).

Application required to quote.

For Coverage information refer to the Remotely Piloted Aircraft (UAV) Highlight Sheet.

6. **Active Assailant and Associated Coverages**

Frank Cowan Company has partnered with XLCatlin, a market leader in writing Terrorism Risk, to offer a suite of Terrorism and Associated Coverages.

You have the option to select one or any combination of the following (Separate Policies):

- Active Assailant Event Insurance
- Chemical, Biological, Radiological and Nuclear (CBRN) Insurance
- Terrorism Property Insurance
- Terrorism Liability Insurance

For coverage information, please refer to the Terrorism and Associated Coverage Options.

An application is required to quote.



Description of Coverage

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

"Your Insurance Coverage" provides a schedule of proposed 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.

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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.

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PUBLIC ENTITY ERRORS AND OMISSIONS LIABILITY COVERAGE HIGHLIGHTS

PUBLIC ENTITY ERRORS AND OMISSIONS INSURANCE

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

FEATURES

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

COVERAGE IS PROVIDED FOR UNIQUE EXPOSURES

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

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NON-OWNED AUTOMOBILE COVERAGE HIGHLIGHTS

OVERVIEW

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

FEATURES

SEF No. 96 Contractual Liability:

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

SEF No. 99 Long Term Lease Exclusion:

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

Territory:

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

Termination Clause:

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

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

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

ADDITIONAL INFORMATION

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

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ENVIRONMENTAL COVERAGE HIGHLIGHTS

OVERVIEW

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

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

FEATURES

Defence Costs

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

Storage Tanks

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

Territory

- Worldwide territory.

Limits of Insurance

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

ADDITIONAL INFORMATION

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

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

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CRIME COVERAGE HIGHLIGHTS

OVERVIEW

Our crime coverage is one of the broadest and most flexible in the industry. An Insured may elect to purchase any or all of the Standard Crime Coverage we have available. In addition to the Standard crime coverage the Insured may elect to also purchase any of our Optional Coverages.

Optional Crime Coverage Includes:

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

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

FEATURES OF OUR STANDARD CRIME COVERAGE

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

Employee Dishonesty – Form A Commercial Blanket Bond

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

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

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

Money Orders and Counterfeit Paper Currency

Covers Loss

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

Forgery and Alteration

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

Audit Expense

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

Computer and Transfer Fraud (Including Voice Computer Toll Fraud)

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

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CONFLICT OF INTEREST COVERAGE HIGHLIGHTS

OVERVIEW

Conflict of Interest can be described as a situation in which public servants have an actual or potential interest that may influence or appear to influence the conduct of their official duties or rather divided loyalties between private interests and public duties.

Conflict of Interest coverage provides protection for the cost of legal fees and disbursements in defending a charge under the Municipal Conflict of Interest Act (or other similar Provincial Legislation in the respective province of the Insured).

FEATURES

Coverage is offered as a standalone coverage providing the client a separate limit of insurance that is not combined with any other coverage such as legal expense coverage.

- Per Claim Limit only – No Annual Aggregate.
- Coverage provided on a Reimbursement Basis.

COVERAGE DESCRIPTION

Coverage is provided for legal costs an Insured incurs in defending a charge under the Provincial Conflict of Interest Act if a court finds that:

- There was no breach by the Insured; or
- The contravention occurred because of true negligence or true error in judgment; or
- The interest was so remote or insignificant that it would not have had any influence in the matter.

ADDITIONAL INFORMATION

Coverage is provided for elected or appointed members of the Named Insured including any Member of its Boards, Commissions or Committees as defined in the 'Conflict of Interest Act' while performing duties related to the conduct of the Named Insured's business.

Conflict of Interest coverage is applicable to only those classes of businesses that are subject to the Municipal Conflict of Interest Act (or other similar Provincial legislation in the respective province of the Insured).

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LEGAL EXPENSE COVERAGE HIGHLIGHTS

COVERAGE FEATURES

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

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

BROAD CORE COVERAGE

The core coverage provides Legal Defence Costs for:

- Provincial statute or regulation (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.).

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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

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EQUIPMENT BREAKDOWN TECHADVANTAGE HIGHLIGHTS

OVERVIEW

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

FEATURES

Coverage is extended to pay for:

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

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

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

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

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

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

Demolition: Building demolition and rebuilding required by building laws.

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

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

COVERAGE AUTOMATICALLY INCLUDES:

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

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

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

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

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

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

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

OTHER BENEFITS

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

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

OPTIONAL COVERAGE

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

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

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

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

ADDITIONAL INFORMATION

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

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

OWNED AUTOMOBILE COVERAGE HIGHLIGHTS

OVERVIEW

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

FEATURES

Third-Party Liability Coverage:

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

Standard Statutory Accident Benefits Coverage:

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

Optional Statutory Accident Benefits Coverage - Available upon request

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

Direct Compensation Property Damage:

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

ADDITIONAL INFORMATION

Blanket Fleet Endorsement:

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

Single Loss:

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

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

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



Program Options Highlights of Coverage

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

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

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

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

CRIME COVERAGE OPTIONS

EXTORTION COVERAGE (THREATS TO PERSONS AND THREATS TO PROPERTY)

Coverage for both 'Threats to a Person' and 'Threats to Property' are sold together with a separate limit of insurance applying to each.

Threats to Person:

- Coverage responds when a threat is communicated to the Insured to do bodily harm to a director, officer or partner of the Insured (or a relative) when these persons are being held captive and the captivity has taken place within Canada or the U.S.A.

Threats to Property:

- Coverage responds when a threat is communicated to the Insured to do damage to the premises or to property of the Insured is located in Canada or the U.S.A.

PENSION OR EMPLOYEE BENEFIT PLAN COVERAGE

Coverage is for loss resulting directly from a dishonest or fraudulent act committed by a fiduciary (a person who holds a position of trust) in administering a pension or employee benefit plan. Coverage is provided whether the fiduciary is acting alone or in collusion with others. Fiduciary relationships may be created by statute however; individuals may also be deemed fiduciaries under common law.

RESIDENTIAL TRUST FUND COVERAGE (FOR SELECT CLASSES OF BUSINESS ONLY)

- Covers loss of property (money, securities or other property) belonging to a resident when it is held in trust by a residential facility. Coverage is for loss directly attributable to fraudulent act(s) committed by an employee of the facility whether the employee was acting alone or in collusion with others.
- A residential facility comprises a wide range of facilities and includes any residential facility operated for the purpose of supervisory, personal or nursing care for residents.
- Coverage stipulates that the 'resident' must be a person who is unable to care for themselves (this could be due to age, infirmity, mental or physical disability).
- When a resident is legally related to the operator of the residential facility, coverage is specifically excluded.

CREDIT CARD COVERAGE

Coverage is for loss from a third party altering or forging a written instruction in connection with a corporate credit card issued to an employee, officer or partner.

CLIENT COVERAGE (THIRD PARTY BOND)

Coverage is extended to provide for theft of a clients' property by an employee (or employees) of the Insured.

FRAUDULENTLY INDUCED TRANSFER COVERAGE

Coverage is provided when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured has transferred, paid or delivered money or securities to this third party.

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.

FRAUDULENTLY INDUCED TRANSFER COVERAGE HIGHLIGHTS (SOCIAL ENGINEERING)

OVERVIEW

Fraud today has become much more sophisticated and complex with Fraudulently Induced Transfer Crimes (otherwise known as Social Engineering) trending in today's marketplace. In response to this trend we now offer a Fraudulently Induced Transfer Endorsement as part of our suite of Crime Coverage.

These types of crimes are usually a targeted approach where criminals are after something definite from the target, either money (usually in the form of a wire transfer) or information (such as a list of vendors, routing numbers, etc.). Often times communications are sent to an employee (most often via email, telephone or a combination of the two), which are doctored to appear as if they are sent by a senior officer of the company or by one of its customers or vendors. Essentially criminals prey on human and procedural vulnerabilities. The standard crime coverage does not respond to these types of losses as an employee of the organization has voluntarily parted with the money or securities and would be considered an active participant in the loss.

Example 1

Instructions to an employee supposedly coming from a vendor or customer are often accomplished by informing the employee that they have changed banks and require the company to use the new banking information for future payments.

Example 2

Instructions to an employee supposedly coming from an internal source (e.g. senior staff) to bypass in-house safeguards and redundancies, criminals apply pressure by imposing a time constraint, demanding secrecy or simply flattering the ego of the target by including him or her "in" on an important business transaction.

Fraudulently Induced Transfer coverage is an optional endorsement that may be purchased. Coverage is subject to a satisfactory supplementary application being completed.

FRAUDULENTLY INDUCED TRANSFER LOSSES, CYBER LOSSES AND CURRENT CRIME POLICIES

Even though this fraud often involves emails and wire transfers, cyber policies are not designed to cover them:

- Cyber policies cover losses that result from unauthorized data breaches or system failures. Fraudulently Induced Transfer actually depends on these systems working correctly in order to communicate with an organization's employees and transfer information or funds.
- Crime policies cover losses that result from theft, fraud or deception. As the underlying cause of a loss is 'fraud', a company would claim a loss under its crime policy rather than its cyber policy. Without this endorsement, coverage would be denied under a crime policy due to the Voluntary Parting Exclusion.

FRAUDULENTLY INDUCED TRANSFER ENDORSEMENT FEATURES

- Coverage is provided when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured (employee) has transferred, paid or delivered money or securities to this third party.
- Fraudulently Induced Transfer is defined as: The intentional misleading of an employee, through misrepresentation of a material fact which is relied upon by an employee, believing it to be genuine to voluntarily transfer funds or valuable information to an unintended third party.

LIMITS AND DEDUCTIBLE

The Fraudulently Induced Transfer Endorsement is subject to:

- Separate Limits of Insurance (both an Occurrence and Aggregate);
- A separate deductible;
- Limits ranging from \$10,000 - \$100,000.

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BOARD MEMBERS' (INCLUDING COUNCILLORS') ACCIDENTAL DEATH AND DISMEMBERMENT COVERAGE HIGHLIGHTS

AD&D AND PARALYSIS LIMITS

	OPTION 1	OPTION 2
Accidental Death or Dismemberment (including loss of life and heart attack coverage)	\$100,000	\$250,000
Paralysis Coverage – 200% of Accidental Death and Dismemberment Limit		
Permanent Total Disability - Accidental Death and Dismemberment Limit		

WEEKLY INDEMNITY

	OPTION 1	OPTION 2
Total Loss of Time	\$300	\$500
Partial Loss of Time	\$150	\$300

ACCIDENT REIMBURSEMENT - \$15,000

Chiropractor	Crutches†
Podiatrist/Chiropodist	Splints†
Osteopath	Trusses†
Physiotherapist	Braces (excludes dental braces)†
Psychologist	Casts†
Registered or Practical Nurse	Oxygen Equipment – Iron Lung
Trained Attendant or Nursing Assistant‡	Rental of Wheelchair
Transportation to nearest hospital†	Rental of Hospital Bed
Prescription drugs or Pharmaceutical supplies‡	Blood or Blood Plasma‡
Services of Physician or Surgeon outside of the province	Semi Private or Private hospital room‡

†Maximum \$1,000 per accident. ‡If prescribed by physician

DENTAL EXPENSES

Dental Expenses	\$5,000
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OCCUPATIONAL RETRAINING – REHABILITATION

Retraining – Rehabilitation for the Named Insured	\$15,000
Spousal Occupational Training	\$15,000

REPATRIATION

Repatriation Benefit (expenses to prepare and transport body home)	\$15,000
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DEPENDENT CHILDREN – PER CHILD

Dependent Children's Education (limit is per year- maximum 4 years)	\$10,000
Dependent Children's Daycare (limit is per year- maximum 4 years)	\$10,000

TRANSPORTATION/ACCOMMODATION

(WHEN TREATMENT IS OVER 100KM FROM RESIDENCE)

Transportation costs for the Insured when treatment is over 100km from home.	\$1,500
Transportation and accommodation costs when Insured is being treated over 100km from home.	\$15,000

HOME ALTERNATION AND VEHICLE MODIFICATION

Expenses to modify the Insured's home and/or vehicle after an accident.	\$15,000
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SEATBELT DIVIDEND

10% of Principal Sum	\$25,000
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FUNERAL EXPENSE

Benefit for loss of life \$10,000

IDENTIFICATION BENEFIT

Benefit for loss of life \$5,000

EYEGASSES, CONTACT LENSES AND HEARING AIDS

When Insured requires these items due to an accident. \$3,000

CONVALESCENCE BENEFIT – PER DAY

Insured Coverage \$100
One Family Member Coverage \$50

WORKPLACE MODIFICATION BENEFITS

Specialized equipment for the workplace. \$5,000

ELECTIVE BENEFITS

Complete Fractures

Skull	\$ 5,200	Foot & Toes	\$ 2,200
Lower Jaw	\$ 2,800	Two or More Ribs	\$ 1,900
Collar Bone	\$ 2,800	Colles' fracture	\$ 2,800
Shoulder Blade	\$ 3,500	Potts' fracture	\$ 3,400
Shoulder Blade complications	\$ 3,700	Dislocation	
Thigh	\$ 4,600	Shoulder	\$ 2,200
Thigh/hip joints	\$ 4,600	Elbow	\$ 2,200
Leg	\$ 3,500	Wrist	\$ 2,500
Kneecap	\$ 3,500	Hip	\$ 4,600
Knee/joint complications	\$ 4,000	Knee	\$ 3,500
Hand/Fingers	\$ 2,200	Bones of Foot or Toe	\$ 2,500
Arm (between shoulder & elbow)	\$ 4,600	Ankle	\$ 2,800
Forearm (between wrist & elbow)	\$ 2,800		

AGGREGATE LIMIT

Aggregate Limit only applicable when 2 or more board members are injured in same accident. \$ 2,500,000

COVERAGE EXTENSIONS

- Standard coverage is applicable while the Insured is 'On Duty'. Coverage for Accidents that may occur 24/7 may be purchased.
- Accidental Death of a Spouse While Travelling on Business is automatically included when this coverage is purchased. This endorsement provides for Accidental Death of a spouse when the spouse is travelling with an Insured Person on business. Coverage applies while travelling to or from such an event and /or if the loss of life occurs within one year of the accident.
- When Board Members' Accidental Death and Dismemberment Coverage is purchased, the Insured also has the option to purchase Critical Illness Coverage.

ADDITIONAL INFORMATION

- Loss of life payments up to 365 days from date of Accident or if permanently disabled up to 5 years.
- Weekly Indemnity coverage pays in addition to Elective Benefits.
- Weekly Indemnity payments take other income sources into consideration (e.g. automobile, CPP, group plans).
- Coverage is applicable to Insured 80 years of age or under.

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CRITICAL ILLNESS COVERAGE HIGHLIGHTS

FEATURES

- \$10,000 Coverage (each applicant).
- Coverage up to 75 years of age.
- No Deductible.
- No Medical Examination Required (one page application only).

CRITICAL ILLNESSES COVERED

- | | |
|--|---------------------------|
| • Heart Attack (Myocardial Infarction) | • Heart Valve Replacement |
| • Coronary Artery Bypass Surgery | • Benign Brain Tumor |
| • Stroke | • Alzheimer's disease |
| • Cancer | • Third Degree Burns |
| • Kidney Failure | • Coma |
| • Major Organ Transplant | • Blindness |
| • Multiple Sclerosis | • Deafness |
| • Paralysis | • Loss of Speech |
| • Aorta Graft Surgery | • Motor Neuron Disease |
| • Parkinson's disease | |

EXCLUSIONS TYPICAL TO CRITICAL ILLNESS POLICIES

- War or while in the armed forces.
- Suicide, attempted suicide or self-inflicted injuries.
- AIDS (Acquired Immune Deficiency Syndrome) and/or infection with HIV (Human immunodeficiency virus).
- Extreme Sports (e.g. scuba diving, parachuting, hang gliding, rodeo events).
- Negligence or non-compliance in seeking and/or following reasonable medical treatment.
- While under the influence of alcohol or drugs.
- Illnesses as a result of pregnancy.

POLICY LIMITATIONS

- Coverage for pre-existing conditions expressly excluded.
- Critical Illness benefit is only payable once, regardless of the number of critical illnesses and Insured claims.
- When a Critical Illness benefit is paid to an Insured Person, they are no longer insurable and coverage ceases.

*** Coverage is subject to a satisfactory application and underwriting approval for each Applicant.**

ADDITIONAL INFORMATION

- Coverage is only available when Board Members' Accidental Death and Dismemberment Coverage is purchased.

APPLICANT APPROVAL

- Coverage is subject to a satisfactory application and underwriting approval for each Applicant.

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VOLUNTEERS' ACCIDENTAL DEATH AND DISMEMBERMENT COVERAGE HIGHLIGHTS

AD&D AND PARALYSIS LIMITS

Accidental Death or Dismemberment	\$50,000
Paralysis Coverage – 200% of Accidental Death and Dismemberment Limit	\$100,000

WEEKLY INDEMNITY

Total Loss of Time	\$500
Partial Loss of Time	\$250

† Volunteer must be gainfully employed immediately prior to an accident for weekly indemnity benefits

ACCIDENT REIMBURSEMENT - \$15,000

Chiropractor	Crutches†
Podiatrist/Chiropodist	Splints†
Osteopath	Trusses†
Physiotherapist	Braces (excludes dental braces)†
Psychologist	Casts†
Registered or Practical Nurse	Oxygen Equipment – Iron Lung
Trained Attendant or Nursing Assistant†	Rental of Wheelchair
Transportation to nearest hospital†	Rental of Hospital Bed
Prescription drugs or Pharmaceutical supplies†	Blood or Blood Plasma†
Services of Physician or Surgeon outside of the province	Semi Private or Private hospital room†
†Maximum \$1,000 per accident. ‡If prescribed by physician.	

DENTAL EXPENSES

Dental Expenses	\$5,000
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OCCUPATIONAL RETRAINING – REHABILITATION

Retraining – Rehabilitation for the Volunteer	\$15,000
Spousal Occupational Training	\$15,000

REPATRIATION

Repatriation Benefit (expenses to prepare and transport body home)	\$15,000
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DEPENDENT CHILDREN – PER CHILD

Dependent Children's Education (limit per year- maximum 4 years)	\$10,000
Dependent Children's Daycare (limit per year- maximum 4 years)	\$10,000

TRANSPORTATION/ACCOMMODATION (WHEN TREATMENT IS OVER 100KM FROM RESIDENCE.)

Insured Coverage	\$1,500
Family Member	\$15,000

HOME ALTERATION AND VEHICLE MODIFICATION

Expenses to modify the Insured's home and/or vehicle after an accident.	\$15,000
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SEATBELT DIVIDEND

10% of Principal Sum when proof of wearing a seatbelt.	\$5,000
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FUNERAL EXPENSE

Benefit for loss of life.	\$10,000
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IDENTIFICATION BENEFIT

Transportation and accommodation costs for family member to identify Insured's remains.	\$5,000
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EYEGLOSS, CONTACT LENSES AND HEARING AIDS

When Insured requires these items due to an accident.	\$3,000
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CONVALESCENCE BENEFIT – PER DAY

Confined to hospital.	\$100
Out patient.	\$ 50

WORKPLACE MODIFICATION BENEFITS

Specialized equipment for the workplace.	\$5,000
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AGGREGATE LIMIT

Aggregate Limit only applicable when 2 or more volunteers are injured in same accident.	\$ 1,000,000
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ADDITIONAL INFORMATION

- Loss of life payments up to 365 days from date of Accident Weekly Indemnity payments take other income sources into consideration (e.g. automobile, CPP, group plans).
- Coverage is applicable to Insured 80 years of age or under.
- Coverage is afforded to the Volunteer only when they are 'On Duty'.

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.

Remotely Piloted Aircraft Systems (UAV)

COVERAGE HIGHLIGHTS

OVERVIEW

Transport Canada is responsible for regulating UAV's. Their terminology for UAV's (Unmanned Aerial Vehicles) has changed and these are now considered to be Remotely Piloted Aircraft Systems (RPAS) rather than UAV's (Unmanned Aerial Vehicles). Regulations regarding operator licensing has also changed.

Liability or property policies can be enhanced with endorsements to cover Remotely Piloted Aircraft Systems (RPAS) or UAV's. Coverage may be available when operators are in compliance with current regulations.

Coverage offered is intended to close the gap in liability and property insurance because of aviation exclusions.

PROPERTY COVERAGE

Property: (Optional Coverage)

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

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

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

LIABILITY COVERAGE

- While Transport Canada mandates a minimum amount of insurance (\$100,000), coverage will follow the liability limit up to \$15,000,000. Higher limits may be available.
- We will extend liability to Remotely Piloted Aircraft Systems (RPAS).
- Having a range of up to a maximum of 1km from the operator.
- With an altitude of 500 metres or less.
- Operators meeting all Transport Canada regulations.
- Not being used for military purposes, personal or recreational use.
- Coverage is limited to Canada only.

IMPORTANT INFORMATION

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

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.

ACTIVE ASSAILANT AND ASSOCIATED

Frank Cowan Company has partnered with XL Catlin, a market leader in writing Terrorism Risk, to offer a suite of Terrorism and Associated Coverages. You have the option to select one or any combination of the following coverages:

ACTIVE ASSAILANT EVENT INSURANCE	CHEMICAL, BIOLOGICAL, RADIOLOGICAL AND NUCLEAR (CBRN) INSURANCE
<p>An Active Assailant Event is a premeditated malicious physical attack, by an Active Assailant (who is physically present) armed with a hand-held weapon that causes direct physical loss and/or bodily injury or death. Coverage responds when three (3) or more persons that are physically present during the attack are affected.</p> <p>The solution is designed to help organizations with the financial impacts of Active Assailant Events. Coverage can be triggered by property damage or bodily injury. Additional special coverage for:</p> <ul style="list-style-type: none"> • Public Relations Expenses • Relocation Expenses (for the Insured or Employee of the Insured) • Counselling Expenses (for the Insured and Family Members) • Medical Expenses • Job Retraining Expenses (for Employees) • Employee Recruitment Expenses (for the Insured) • Security Expenses (expenses for a security consultant) <p>Maximum Limits: \$10,000,000 any one occurrence and in the aggregate</p>	<p>The use of Chemical, Biological, Radiological And Nuclear (CBRN) weapons is a growing concern worldwide. Deployment of these weapons would have a devastating impact, potentially causing damage and interruption to businesses located a significant distance away from the CBRN release. These exposures are excluded under the standard property policies.</p> <p>Our product is triggered by property damage or contamination resulting from the release of CBRN material with malicious intent. This insurance covers Physical Loss or Damage (including Demolition, Decontamination and Prohibition of Access Orders, Blast Damage) and Business interruption.</p> <p>Maximum Limits: \$25,000,000 any one occurrence and in the aggregate</p>
TERRORISM PROPERTY INSURANCE	TERRORISM LIABILITY INSURANCE
<p>Terrorism perils are dynamic in nature, the causes are sometimes unclear but the impact is significant. The risk is evolving, with a diverse range of groups; both foreign and home-grown, capable of launching terrorist attacks. The nature of such perils means they are board-level issues, and must be on any corporate risk register. Our policies cover physical damage to property, business interruption and extra expenses following property damage.</p> <p>This product offers protection from potentially devastating losses, both domestic and abroad that can result from either an act of Terrorism or an Act of Sabotage.</p> <p>Coverage is very broad and uniquely tailored. This policy provides Physical Loss or Damage and Business Interruption caused by Acts of Terrorism or Acts of Sabotage.</p> <p>Maximum Limits: \$50,000,000 any one occurrence and in the aggregate</p>	<p>Terrorism Liability Insurance provides coverage for financial costs against claims for damages by third parties who are injured in a terrorist attack. Coverage also extends to third party property damage. This is key because these exposures are usually excluded under liability policies.</p> <p>An Act of Terrorism is defined as an act committed for political, religious or ideological purposes including the intention to influence any government and/or to put the public in fear for such purposes.</p> <p>Maximum Limits: \$25,000,000 any one occurrence and in the aggregate</p>

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

EXHIBIT "A"

Estimate of Values

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

Scheduled Items

Item Description	Coverage	Deductible	Basis of Settlement	(\$ Limit of Insurance
47719 CONSERVATION LINE				
16 SPRINGWATER RESERVOIR BOARDWALK, DAY-USE AREA (SPREADOUT VARIOUS AREAS)	All Risk	1,000	Replacement Cost	25,300
8079 SPRINGWATER ROAD				
28 MILL POND TRAIL BOARDWALK 171'	All Risk	1,000	Replacement Cost	21,800
46900 BROUWERS LINE				
36 FOOTBRIDGE 87' - ARCHIE COULTER CONSERVATION AREA	All Risk	1,000	Actual Cash Value	25,000
47719 CONSERVATION LINE				
40 SPRINGWATER FOREST TRAIL BOARDWALK	All Risk	1,000	Replacement Cost	21,800

POLICY EFF: 01/04/2020
MODIFIED: 28/02/2020

RISK NO: 12800
QUOTE: 373700

Excluded Items

Location and/or Item Description

47719 CONSERVATION LINE

75 SOLAR PANELS - DECOMMISSIONED (ON TOP OF BEACH HOUSE/CONCESSION BOOTH)

POLICY EFF: 01/04/2020

MODIFIED: 28/02/2020

RISK NO: 12800

QUOTE: 373700

Licensed Contractor's Equipment Schedule

Item Description		Coverage	Deductible	Basis of Settlement	(\$) Limit of Insurance
8079 SPRINGWATER ROAD					
60	UTILITY TRAILER	All Risk	1,000	Replacement Cost	2,400

POLICY EFF: 01/04/2020

MODIFIED: 28/02/2020

RISK NO: 12800

QUOTE: 373700

CATFISH CREEK CONSERVATION AUTHORITY

EXHIBIT "A"

BUILDINGS AND STRUCTURES

01/04/2020

ESTIMATE OF VALUES

1	**	OFFICE, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	459,000
2	**	SHED #1, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	1,900
3	**	GARAGE/WORKSHOP/STORAGE, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	200,100
4	**	METAL STORAGE POLE BARN, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	93,600
5	**	FUEL STORAGE BUILDING AND FUEL TANKS (EXCLUDING FUEL IN TANKS), 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	15,100
6	**	WHITES MILL WASHROOM, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	288,900
7	**	POPLAR HILL WASHROOM, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	199,600
8	**	PINE RIDGE WASHROOM, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	152,200
9	**	BRADLEY CREEK FOOT BRIDGE 31' (\$ 10,000), 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	0
10	**	DISPLAY PANEL SIGN (ACROSS STREET FROM MAIN OFFICE), 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	2,500
11	**	GATEHOUSE SHED (ACROSS STREET FROM MAIN OFFICE), 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	4,300
12	**	DISPLAY PAVILION (ACROSS STREET FROM MAIN OFFICE), 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	2,900
13	**	SPRINGWATER FOREST TRAIL WASHROOMS, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	4,200
14	**	SPRUCE WOODS WATER PUMP HOUSE, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	14,200
15	**	WHITES MILL SEWAGE PUMP HOUSE, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	14,200
16	**	SPRINGWATER RESERVOIR BOARDWALK, DAY-USE AREA (SPREADOUT VARIOUS AREAS), 47719 CONSERVATION LINE , AYLMER, N5H 2R4	25,300 SCH REP

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CATFISH CREEK CONSERVATION AUTHORITY

EXHIBIT "A"

BUILDINGS AND STRUCTURES

01/04/2020

ESTIMATE OF VALUES

17	**	CAMPGROUND STORE/GATEHOUSE, 8079 SPRINGWATER ROAD, RR #5, AYLMEER, N5H 2R4	33,300
18	**	SHED #2, 8079 SPRINGWATER ROAD, RR #5, AYLMEER, N5H 2R4	2,400
19	**	SUGAR SHANTY (ACROSS FROM MAIN OFFICE), 8079 SPRINGWATER ROAD, RR #5, AYLMEER, N5H 2R4	81,600
20	**	WOOD STORAGE (ACROSS STREET FROM MAIN OFFICE), 8079 SPRINGWATER ROAD, RR #5, AYLMEER, N5H 2R4	29,000
21	**	ELECTRICAL PANELS, DAY-USE AREA, 47719 CONSERVATION LINE , AYLMEER, N5H 2R4	70,400
22	**	POPLAR HILL PLAYGROUND EQUIPMENT, 8079 SPRINGWATER ROAD, RR #5, AYLMEER, N5H 2R4	27,000
23	**	FORMER GATEHOUSE (STORAGE), 8079 SPRINGWATER ROAD, RR #5, AYLMEER, N5H 2R4	28,000
24	**	SPRINGWATER SCHOOL BUILDING AND STORAGE, 47719 CONSERVATION LINE , AYLMEER, N5H 2R4	387,600
25	**	WATER FILTRATION BUILDING (ADJACENT TO SPRINGWATER SCHOOL), 47719 CONSERVATION LINE , AYLMEER, N5H 2R4	21,200
26	**	OBSERVATION DECK WHARF(\$ 23,700), DAY-USE AREA, 47719 CONSERVATION LINE , AYLMEER, N5H 2R4	0
27	**	BEACH HOUSE/CONCESSION BOOTH, DAY USE AREA, 47719 CONSERVATION LINE , AYLMEER, N5H 2R4	304,500
28	**	MILL POND TRAIL BOARDWALK 171', 8079 SPRINGWATER ROAD, RR #5, AYLMEER, N5H 2R4	21,800 SCH REP
29	**	SPRINGWATER FOREST TRAIL (3) WOODEN BRIDGES AND (3) CULVERTS (\$38,700) (ACROSS STREET FROM MAIN OFFICE), 8079 SPRINGWATER ROAD, RR #5, AYLMEER, N5H 2R4	0
30	**	WASHROOM BUILDING, DAY-USE AREA, 47719 CONSERVATION LINE , AYLMEER, N5H 2R4	155,400
31	**	SOUTH PAVILLION, 47719 CONSERVATION LINE , AYLMEER, N5H 2R4	91,800
32	**	NORTH PAVILLION, 47719 CONSERVATION LINE , AYLMEER, N5H 2R4	68,300
33	**	GATEHOUSE, DAY-USE AREA, 47719 CONSERVATION LINE ,	14,000

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CATFISH CREEK CONSERVATION AUTHORITY

EXHIBIT "A"

BUILDINGS AND STRUCTURES

01/04/2020

ESTIMATE OF VALUES

	**	AYLMER, N5H 2R4	
34	**	FOOTBRIDGE STEEN PARK 68' (\$37,200), SPRUCE STREET EAST, AYLMER, N5H 2R4	0
35	**	ACTIVITIES SHELTER, POPLAR HILL CAMPGROUND, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	18,200
36	**	FOOTBRIDGE 87' - ARCHIE COULTER CONSERVATION AREA, 46900 BROUWERS LINE, ORWELL, N5H 2R4	25,000 SCH ACV
37	**	MAIN BEACH PLAYGROUND EQUIPMENT, DAY-USE AREA, 47719 CONSERVATION LINE , AYLMER, N5H 2R4	49,000
38	**	WHITE'S MILL PLAYGROUND EQUIPMENT , 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	10,000
39	**	STAGE, DAY-USE AREA, 47719 CONSERVATION LINE , AYLMER, N5H 2R4	8,500
40	**	SPRINGWATER FOREST TRAIL BOARDWALK, 47719 CONSERVATION LINE , AYLMER, N5H 2R4	21,800 SCH REP
41		SPARTA RECORDING BUILDING/EQUIPMENT, SOUTHDALE LINE, CONC 2 LOT 8 , AYLMER, N5H 2R4	12,300
42		SILVER CREEK RECORDING BUILDING/EQUIPMENT, 50400 NOVA SCOTIA LINE, MALAHIDE, N5H 2C3	16,900
43		DATA LOGGER RECORD BUILDING AND EQUIPMENT, 51261 RON MCNEIL , AYLMER, JAMESTOWN, SPRINGFIELD, SPRINGFIELD, N0L 1J0	29,500
44		PORT BRUCE WIND RECORDING EQUIPMENT AND TOWER, HIGHWAY 73, PORT BRUCE, N5H 2R2	9,400
<u>EXCLUDED</u>			
75	**	EXCLUDED - SOLAR PANELS - DECOMMISSIONED (ON TOP OF BEACH HOUSE/CONCESSION BOOTH), 47719 CONSERVATION LINE , AYLMER, N5H 2R4	0 EXC

TOTALS:

<u>BLANKET</u>	<u>SPECIFIED</u>
2,921,000	93,900

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REF:12800

28/02/2020

CATFISH CREEK CONSERVATION AUTHORITY

EXHIBIT "A"

OTHER PROPERTY (Excluding Buildings)

01/04/2020

ESTIMATE OF VALUES

45	OFFICE CONTENTS INCLUDING TELEPHONE SYSTEM, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	63,100
46	COMPUTER EQUIPMENT, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	33,000
47	mitsubishi projector XD400U, SERIAL NO. 01272, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	3,700
48	FUJI DIGITAL CAMERA S602Z, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	1,600
49	NIKON DIGITAL CAMERA COOLPIX P3, SERIAL NO. 50004488, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	400
50	COMMUNICATION RECEIVING AND TRANSMITTING EQUIPMENT, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	9,800
51	TWO (2) FIBREGLASS PORT-A-POTTIES, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	2,300
52	INTERPRETIVE WAGON, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	3,700
53	FARM WAGON, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	2,200
54	MAPLE SYRUP EQUIPMENT, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	12,100
55	NEW HOLLAND TN75A TRACTOR LOADER, SERIAL NO. HJE029324, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	33,500
56	2009 NEW HOLLAND TRACTOR 1530NT16914, SERIAL NO. 29NBB108345, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	23,900
57	WOODS UNDERMOUNTED MOWER L306F10, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	3,100
58	WOODS REAR MOUNT MOWER, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	3,100
59	5' ROTARY BUSH HOG MOWER SQ60R-3, SERIAL NO. 1230759, 8079 SPRINGWATER ROAD, RR #5, AYLMER, N5H 2R4	1,800

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28/02/2020

CATFISH CREEK CONSERVATION AUTHORITY

EXHIBIT "A"

OTHER PROPERTY (Excluding Buildings)

01/04/2020

ESTIMATE OF VALUES

60	UTILITY TRAILER, 8079 SPRINGWATER ROAD, RR #5, AYLMEER, N5H 2R4	2,400	LIM REP
61	SPLIT-FIRE WOOD SPLITTER INCLUDING HONDA 5.5HP MOTOR, 8079 SPRINGWATER ROAD, RR #5, AYLMEER, N5H 2R4	2,500	
62	LUCKNOW SNOWBLOWER S75, 8079 SPRINGWATER ROAD, RR #5, AYLMEER, N5H 2R4	3,100	
63	2011 BAUMAN FIREWOOD CONVEYOR C/W ELECTRIC MOTOR SERIAL NO. 11308 MODEL NO. 02808X25, 8079 SPRINGWATER ROAD, RR #5, AYLMEER, N5H 2R4	5,400	
64	2015 KUBOTA FRONT MOUNT LAWN TRACTOR, MODEL F2690, SERIAL NO. 10766 AND DECK, SERIAL NO. 11193, 8079 SPRINGWATER ROAD, RR #5, AYLMEER, N5H 2R4	27,400	
65	SPRINGWATER SCHOOL CONTENTS, 47719 CONSERVATION LINE , AYLMEER, N5H 2R4	1,600	
66	NUHN PROP SEWAGE PUMP WAGON	4,800	
67	TREE PLANTER WITH SPRAY EQUIPMENT	5,600	
68	CHAIN SAWS	6,400	
69	SURVEY EQUIPMENT	6,300	
70	MISCELLANEOUS TOOLS	26,800	
71	14' ALUMINUM BOAT INCLUDING MOTOR	3,500	
72	FIVE (5) 16' NOVA CRAFT CANOES AND FOUR (4) FIVE-PERSON PADDLE BOATS	8,500	
73	LEASED CANON IR-ADV C5535I COPIER, SERIAL NO. XUW02003 , 8079 SPRINGWATER ROAD, RR #5, AYLMEER, N5H 2R4	9,000	
74	MEDIA	250,000	

TOTALS:

<u>BLANKET</u>	<u>SPECIFIED</u>
558,200	2,400

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REF:12800

28/02/2020

Property Additional Interest(s)

LOSS PAYEE(S):

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

Certificate

With respect to the Leased Canon iR-ADV C55351 Copier, Serial No. XUW02003

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

POLICY EFF: 01/04/2020

MODIFIED: 28/02/2020

RISK NO: 12800

QUOTE: 373700

Liability Additional Insured(s)

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

EXHIBIT 'B'

AUTOMOBILE FLEET SCHEDULE

1	10	FORD PICKUP	B67224	REPL
2	14	DODGE RAM 1500	180671	REPL
3	17	KUBOTA RTV X900W	093672	REPL
4	16	DODGE RAM 1500	340187	REPL

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

REPORT FA 04 / 2020: To The Full Authority

FROM: Resource Planning Coordinator
Water Management Technician
Conservation Areas Supervisor
Community Outreach Technician
SUBJECT: Monthly Staff Reports
DATE: March 12, 2020
STRATEGIC ACTION: Operate a Sustainable and Adaptable Organization
FINANCIAL IMPLICATIONS: N/A

Resource Planning Coordinator, Tony Difazio

Current Activities:

- Collection of preliminary forestry field data to assist in the preparation of a forest management strategy on Authority-owned properties;
- Completion of habitat enhancement projects (turtle basking platforms and snake hibernaculum) at the Yarmouth Natural Heritage Area (YNHA);
- Assisted with the removal of hazard trees at YNHA;
- Attended the Annual General Meeting of the Kettle Creek Conservation Authority;
- Monitoring of Lake Erie Shoreline flooding and erosion in Port Bruce;
- Monitoring of on-going projects at the harbour in Port Bruce and commencement of the Imperial Road bridge replacement; and,
- Assist Township of Malahide staff and landowners, with the relocation of several structures at risk along the Lake Erie Shoreline.

Upcoming Activities:

- Assist several landowners along Wanetta Beach in Port Bruce with emergency shoreline restoration projects;
- Participate in Webinars coordinated by Conservation Ontario on several topics including: 'Carbon Markets to Protect Forest' and a Conservation Authority Coastal Working Group presentation on 'Great Lakes Water Levels'; and,
- Regular duties as assigned.

Water Management Technician, Peter Dragunas

- Watershed Condition Statements Issued:
 - January 9th,
 - January 17th,
 - January 23rd.
- Flood Watches issued:
 - March 2nd.
- Lake Erie Shoreline Condition Statements Issued:
 - January 2nd,
 - January 10th,
 - January 17th,
 - February 26th.

- Catfish Creek Watershed flood watch and ice monitoring.
- Review of the Catfish Conservation Authority Flood Watch and Warning Procedures.
- Forests Ontario 50 Million Tree Program administration.
- Administration of the Greening Communities Program for the CCCA.
- Site visits with landowners to discuss / assist with CCCA 2020 Tree Planting Program.
- Permit To Take Water (PTTW) application renewal assistance.

Upcoming Activities:

- Begin the CCCA 2020 Tree Planting Program.
- Assist with Species at Risk Grant Application.
- Water Quality and Quantity Monitoring.
- Regular duties as assigned.

Conservation Areas Supervisor, Dusty Underhill

Current Activities:

- Re-established boundaries at Hawkins Tract and the Johnson Tract.
- Purchased firewood for resale from Benson Howey the 2020 Camping Season
- Assisted with flood patrol and flood watch on the 11th of January.
- Met with Koolen Electric Ltd. to discuss a cost efficient plan for making the Authority's infrastructure more energy efficient.
- Attended a webinar on key changes to Conservation Authorities Act.
- Met with Brian Blackall regarding the boundary fence between White's Mill Camping Area and adjoining private property, provided him fence quotations and talked about the shared cost of the fence.
- Sterilized and prepared all maple syrup production equipment.
- Completed all grounds and building maintenance for the 2020 Springwater Maple Syrup Festival.
- Conducted Maple Syrup Festival Interpreter interviews.
- Attended the multi-stakeholder engagement session regarding direction and future of Conservation Authorities.
- Passed the Annual Inspection of the Pancake House by the Southwestern Public Health Unit.
- Started an Invasive Species Control project in collaboration with the Elgin Stewardship Council at the Aylmer Wildlife Management Area controlling Glossy Buckthorn, Autumn Olive and Multiflora Re-embedding the gene tree into the species tree.
- Tapped 250 Sugar Maples in preparation for the production of maple syrup.
- Interviewed Christian Graham, a new Assistant Field Technician arranged by the Fanshawe Employment Services as a paid job creation placement.
- Set up a tree planting day with The Aylmer District Trappers Association and their family members at the Yarmouth Natural Heritage Area.

Upcoming Activities:

- Hosting and managing the Springwater Maple Syrup Festival.
- Preparing for the Maple Syrup Education Programs.
- Tendering for the Annual Trout Stocking.
- Preparation for 2020 Camping Season.
- Seasonal Camper administration.
- Preparations for the Memorial Path of Honor maintenance.
- Other duties as assigned.

Community Outreach Technician, Emily Febrey

Current Activities:

- Contacting vendors and special attractions for the 2020 Springwater Maple Syrup Festival with the Program Support Assistant.
- Booked multiple Education Programs and Large Groups to attend the public Maple Syrup Festival days.
- Attended several meetings with members of the Central Elgin Environmental Committee about social media, engaging residents, and how businesses can reduce their ecological footprint.
- Meet with Emelie Pion, the Central Elgin Fire Prevention Officer about possible collaboration for projects including Campers or Public Events.
- Assisted with the applications for EcoAction and Great Lakes Protection Initiative.
- Applied for Celebrate Ontariogrant with a focus on upgrades to the Springwater Maple Syrup Festival.
- Hosted a Family Day Snowshoe Event. Due to the weather it was turned into a Family Day Hike with over 200 attendees and many dogs on leashes.
- Maintained our social media channels.

Upcoming Activities:

- Interpretation and liaising with vendors, volunteers and visitors for the 2020 Springwater Maple Syrup Festival.
- Attend the Conservation Ontario's Communications Workshop with the Program Support Assistant in Newmarket on March 11, 2020.
- Host a Credit Valley Conservation employee for a tour around our Maple Syrup Festival sharing resources and ideas about event planning and outreach projects.
- Attend the Credit Valley Conservation's Maple Syrup Festival at Terra Cotta Conservation Area with the Program Support Assistant on March 18, 2020 to see the workings of their festival, share ideas, and resources.
- Participate in Envirothon Oral Presentations taking place in London on March 26, 2020.
- Continue actively looking into new grant and fundraising opportunities, particularly funding to support celebrations for the CCCA's 70th year.
- Begin drafting a social media strategy for the CCCA.
- Begin drafting a marketing and communications strategy for the CCCA.
- Continue to maintain our social media channels by providing relevant news, information and entertaining content.
- Other duties as assigned.

Recommendation:

THAT, Staff Reports for the months of January and February, 2020, be received for information.



Tony Difazio
Resource Planning Coordinator



Peter Dragunas
Water Management Technician



Dusty Underhill
Conservation Areas Supervisor



Emily Febrey
Community Outreach Technician

REPORT FA 05 / 2020 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: January Summary of Revenue & Expenditures
DATE: January 31, 2020

SUMMARY OF REVENUE
for the period ending January 31, 2020

	2020 Budget	2020 To Date	Difference	2019 To Date
MNRF Provincial Grants	\$ 41,214.50		\$ (41,214.50)	\$ -
Other Provincial Grants	\$ 16,078.05		\$ (16,078.05)	\$ 22,259.41
Federal Grants	\$ 13,420.23	\$ 6,860.23	\$ (6,560.00)	\$ 3,840.00
General Levy	\$ 344,356.40		\$ (344,356.40)	\$ -
Special Benefiting Levy	\$ 38,713.97		\$ (38,713.97)	\$ -
Employment Program Grants	\$ 32,974.00		\$ (32,974.00)	\$ -
Donations/Sponsorships	\$ 37,540.00	\$ 7,699.15	\$ (29,840.85)	\$ 11,754.80
Conservation Areas Revenue	\$ 567,491.09	\$ 99,391.72	\$ (468,099.37)	\$ 64,316.88
Maple Syrup Revenue	\$ 41,776.53		\$ (41,776.53)	\$ 60.00
Bank Interest Earned	\$ 8,000.00		\$ (8,000.00)	\$ -
Information & Education	\$ 9,580.00	\$ 198.00	\$ (9,382.00)	\$ 10.62
Legal Inquiries/Permit Applications	\$ 4,000.00	\$ 194.70	\$ (3,805.30)	\$ -
Trees/Planting/Spraying	\$ 5,750.00		\$ (5,750.00)	\$ -
Woodlot Management	\$ 1,000.00		\$ (1,000.00)	\$ 486.73
Revenue from Other C.A. Lands	\$ 12,220.00	\$ 12,303.19	\$ 83.19	\$ 11,953.18
Other Revenue	\$ 500.00		\$ (500.00)	\$ -
Vehicle & Equipment Rental Recoveries	\$ 38,705.00		\$ (38,705.00)	\$ 2,252.37
Previous Year Surplus (Deficit)	\$ 1,028.80	\$ 1,028.80	\$ -	\$ 1,387.50
Income Appropriation from Special Reserves	\$ 47,092.80		\$ (47,092.80)	\$ -
Income Appropriation from General Reserves	\$ 68,634.73		\$ (68,634.73)	\$ -
	\$ 1,330,076.10	\$ 127,675.79	\$ (1,202,400.31)	\$ 118,321.49

DONATIONS/SPONSORSHIPS	2020 Budget	Received To Date	Difference
Fish Stocking	\$ 1,000.00		\$ (1,000.00)
Springwater Event Sponsorships	\$ 250.00		\$ (250.00)
Annual Report	\$ 1,250.00		\$ (1,250.00)
Environmental Education	\$ 2,490.00		\$ (2,490.00)
EESS ELP Sponsorships	\$ 7,500.00	\$ 4,659.15	\$ (2,840.85)
Community Forest	\$ 250.00		\$ (250.00)
Maple Syrup Program	\$ 10,700.00	\$ 2,900.00	\$ (7,800.00)
Springwater Forest Trails	\$ 10,400.00	\$ 100.00	\$ (10,300.00)
Archie Coulter C.A. Trails	\$ 700.00		\$ (700.00)
YNHA	\$ -	\$ 40.00	\$ 40.00
Springwater C.A. Development	\$ 1,500.00		\$ (1,500.00)
Ontario Police College Path of Honour	\$ 1,500.00		\$ (1,500.00)
TOTAL Donations/Sponsorships	\$ 37,540.00	\$ 7,699.15	\$ (29,840.85)

SUMMARY OF EXPENDITURES

for the period ending January 31, 2020

	2020 Budget	2020 To Date	Difference	2019 To Date
ADMINISTRATION				
A-1 Wages & Benefits	\$ 104,847.78	\$ 12,082.22	\$ 92,765.56	\$ 7,552.75
A-2 Travel Exp. & Allow.	\$ 9,150.00	\$ 72.65	\$ 9,077.35	\$ 28.45
A-3 Equip. Purchase & Rental	\$ 9,125.00	\$ 281.98	\$ 8,843.02	\$ 1,108.42
A-4 Materials & Supplies	\$ 5,150.00	\$ 814.08	\$ 4,335.92	\$ (46.85)
A-5 Rent & Utilities	\$ 10,392.00	\$ 690.37	\$ 9,701.63	\$ 594.67
A-6 General Expenses	\$ 43,797.00	\$ 11,888.25	\$ 31,908.75	\$ 9,840.57
TOTAL	\$ 182,461.78	\$ 25,829.55	\$ 156,632.23	\$ 19,078.01
FLOOD FORECASTING & WARNING				
F4-2 Flood Control Structures	\$ 16,169.58	\$ 1,306.86	\$ 14,862.72	\$ 685.45
F4-4 Flood Forecasting & Warning	\$ 175,732.16	\$ 17,803.90	\$ 157,928.26	\$ 11,360.55
F4-5 Ice Management	\$ 35,463.97	\$ 2,304.17	\$ 33,159.80	\$ 1,677.51
F4-6 Plan Input	\$ 39,233.34	\$ 4,042.93	\$ 35,190.41	\$ 2,783.58
F4-71 Watershed Planning	\$ 6,518.81	\$ 644.18	\$ 5,874.63	\$ 1,382.86
F4-72 Technical Studies (GIS)	\$ 16,388.71	\$ 1,641.58	\$ 14,747.13	\$ 346.45
F4-8 Legal Costs	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 289,506.57	\$ 27,743.62	\$ 261,762.95	\$ 18,236.40
OTHER PROGRAM AREAS				
B-1 Information & Education	\$ 38,873.38	\$ 1,865.08	\$ 37,008.30	\$ 419.12
E-1 Extension Services - Tree Planting	\$ 19,181.91	\$ 767.63	\$ 18,414.28	\$ 410.95
E-1 Extension Services - Woodlot Management	\$ 3,509.40	\$ 322.08	\$ 3,187.32	\$ 444.26
E-1 Extension Services - Watershed Stewardship	\$ 13,820.23	\$ -	\$ 13,820.23	\$ -
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ -
Community Forest	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 75,384.92	\$ 2,954.79	\$ 72,430.13	\$ 1,274.33
CAPITAL & SPECIAL PROJECTS				
Water Management Programs	\$ 18,420.02	\$ 1,011.09	\$ 17,408.93	\$ 1,236.00
Springwater C.A. Development	\$ 39,420.00	\$ -	\$ 39,420.00	\$ 400.00
Contract Services	\$ -	\$ 55.96	\$ (55.96)	\$ 2,157.22
Special Projects	\$ 21,221.40	\$ -	\$ 21,221.40	\$ -
TOTAL	\$ 79,061.42	\$ 1,067.05	\$ 77,994.37	\$ 3,793.22
CONSERVATION AUTHORITY LANDS				
Springwater Operation & Maint	\$ 563,670.88	\$ 23,314.46	\$ 540,356.42	\$ 14,051.57
Vehicle & Equipment Pool Exp.	\$ 43,110.00	\$ 2,408.51	\$ 40,701.49	\$ 325.38
Maple Syrup	\$ 54,660.53	\$ 4,360.24	\$ 50,300.29	\$ 2,196.93
Other C.A. Lands	\$ 42,220.00	\$ 3,310.83	\$ 38,909.17	\$ 2,098.82
TOTAL	\$ 703,661.41	\$ 33,394.04	\$ 670,267.37	\$ 18,672.70
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,330,076.10	\$ 90,989.05	\$ 1,239,087.05	\$ 61,054.66



Susan Simmons,
Financial Services Coordinator

REPORT FA 05 / 2020 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: February Summary of Revenue & Expenditures
DATE: February 29, 2020

SUMMARY OF REVENUE
for the period ending February 29, 2020


	2020 Budget	2020 To Date	Difference	2019 To Date
MNRF Provincial Grants	\$ 41,214.50	\$ -	\$ (41,214.50)	\$ -
Other Provincial Grants	\$ 16,078.05	\$ 224.56	\$ (15,853.49)	\$ 22,984.49
Federal Grants	\$ 13,420.23	\$ 6,860.23	\$ (6,560.00)	\$ 3,840.00
General Levy	\$ 344,356.40	\$ -	\$ (344,356.40)	\$ -
Special Benefiting Levy	\$ 38,713.97	\$ -	\$ (38,713.97)	\$ -
Employment Program Grants	\$ 32,974.00	\$ -	\$ (32,974.00)	\$ -
Donations/Sponsorships	\$ 37,540.00	\$ 22,824.15	\$ (14,715.85)	\$ 21,694.80
Conservation Areas Revenue	\$ 567,491.09	\$ 99,884.87	\$ (467,606.22)	\$ 66,483.53
Maple Syrup Revenue	\$ 41,776.53	\$ 321.50	\$ (41,455.03)	\$ 950.02
Bank Interest Earned	\$ 8,000.00	\$ 408.08	\$ (7,591.92)	\$ 410.08
Information & Education	\$ 9,580.00	\$ 198.00	\$ (9,382.00)	\$ 10.62
Legal Inquiries/Permit Applications	\$ 4,000.00	\$ 292.05	\$ (3,707.95)	\$ 380.54
Trees/Planting/Spraying	\$ 5,750.00	\$ 1,421.00	\$ (4,329.00)	\$ -
Woodlot Management	\$ 1,000.00	\$ -	\$ (1,000.00)	\$ 486.73
Revenue from Other C.A. Lands	\$ 12,220.00	\$ 12,303.19	\$ 83.19	\$ 11,953.18
Other Revenue	\$ 500.00	\$ -	\$ (500.00)	\$ 0.06
Vehicle & Equipment Rental Recoveries	\$ 38,705.00	\$ 2,272.37	\$ (36,432.63)	\$ 3,583.92
Previous Year Surplus (Deficit)	\$ 1,028.80	\$ 1,028.80	\$ -	\$ 1,387.50
Income Appropriation from Special Reserves	\$ 47,092.80	\$ -	\$ (47,092.80)	\$ -
Income Appropriation from General Reserves	\$ 68,634.73	\$ -	\$ (68,634.73)	\$ -
	<u>\$ 1,330,076.10</u>	<u>\$ 148,038.80</u>	<u>\$ (1,182,037.30)</u>	<u>\$ 134,165.47</u>

DONATIONS/SPONSORSHIPS	2020 Budget	Received To Date	Difference
Fish Stocking	\$ 1,000.00	\$ 1,000.00	\$ -
Springwater Event Sponsorships	\$ 250.00	\$ -	\$ (250.00)
Annual Report	\$ 1,250.00	\$ 625.00	\$ (625.00)
Environmental Education	\$ 2,490.00	\$ 1,000.00	\$ (1,490.00)
EESS ELP Sponsorships	\$ 7,500.00	\$ 6,659.15	\$ (840.85)
Community Forest	\$ 250.00	\$ -	\$ (250.00)
Maple Syrup Program	\$ 10,700.00	\$ 10,700.00	\$ -
Springwater Forest Trails	\$ 10,400.00	\$ 300.00	\$ (10,100.00)
Archie Coulter C.A. Trails	\$ 700.00	\$ -	\$ (700.00)
YNHA	\$ -	\$ 40.00	\$ 40.00
Springwater C.A. Development	\$ 1,500.00	\$ -	\$ (1,500.00)
Ontario Police College Path of Honour	\$ 1,500.00	\$ 2,500.00	\$ 1,000.00
TOTAL Donations/Sponsorships	<u>\$ 37,540.00</u>	<u>\$ 22,824.15</u>	<u>\$ (14,715.85)</u>

SUMMARY OF EXPENDITURES

for the period ending February 29, 2020

	2020 Budget	2020 To Date	Difference	2019 To Date
ADMINISTRATION				
A-1 Wages & Benefits	\$ 104,847.78	\$ 20,359.32	\$ (84,488.46)	\$ 14,327.75
A-2 Travel Exp. & Allow.	\$ 9,150.00	\$ 323.54	\$ (8,826.46)	\$ 280.96
A-3 Equip. Purchase & Rental	\$ 9,125.00	\$ 2,262.61	\$ (6,862.39)	\$ 1,706.64
A-4 Materials & Supplies	\$ 5,150.00	\$ 1,163.64	\$ (3,986.36)	\$ 274.17
A-5 Rent & Utilities	\$ 10,392.00	\$ 587.11	\$ (9,804.89)	\$ 1,527.13
A-6 General Expenses	\$ 43,797.00	\$ 19,551.65	\$ (24,245.35)	\$ 20,602.21
TOTAL	\$ 182,461.78	\$ 44,247.87	\$ (138,213.91)	\$ 38,718.86
FLOOD FORECASTING & WARNING				
F4-2 Flood Control Structures	\$ 16,169.58	\$ 2,440.89	\$ (13,728.69)	\$ 2,007.26
F4-4 Flood Forecasting & Warning	\$ 175,732.16	\$ 34,209.17	\$ (141,522.99)	\$ 22,554.76
F4-5 Ice Management	\$ 35,463.97	\$ 10,140.53	\$ (25,323.44)	\$ 3,129.24
F4-6 Plan Input	\$ 39,233.34	\$ 6,933.83	\$ (32,299.51)	\$ 5,133.01
F4-71 Watershed Planning	\$ 6,518.81	\$ 1,106.56	\$ (5,412.25)	\$ 3,506.64
F4-72 Technical Studies (GIS)	\$ 16,388.71	\$ 2,781.10	\$ (13,607.61)	\$ 1,284.22
F4-8 Legal Costs	\$ -	\$ 351.07	\$ 351.07	\$ -
TOTAL	\$ 289,506.57	\$ 57,963.15	\$ (231,543.42)	\$ 37,615.13
OTHER PROGRAM AREAS				
B-1 Information & Education	\$ 38,873.38	\$ 3,635.97	\$ (35,237.41)	\$ 1,931.09
E-1 Extension Services - Tree Planting	\$ 19,181.91	\$ 5,906.14	\$ (13,275.77)	\$ 2,353.66
E-1 Extension Services - Woodlot Management	\$ 3,509.40	\$ 543.27	\$ (2,966.13)	\$ 888.48
E-1 Extension Services - Watershed Stewardship	\$ 13,820.23	\$ -	\$ (13,820.23)	\$ -
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ -
Community Forest	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 75,384.92	\$ 10,085.38	\$ (65,299.54)	\$ 5,173.23
CAPITAL & SPECIAL PROJECTS				
Water Management Programs	\$ 18,420.02	\$ 1,780.06	\$ (16,639.96)	\$ 2,498.94
Springwater C.A. Development	\$ 39,420.00	\$ -	\$ (39,420.00)	\$ 13,010.00
Contract Services	\$ -	\$ 610.08	\$ 610.08	\$ -
Special Projects	\$ 21,221.40	\$ 214.14	\$ (21,007.26)	\$ 12,036.72
TOTAL	\$ 79,061.42	\$ 2,604.28	\$ (76,457.14)	\$ 27,545.66
CONSERVATION AUTHORITY LANDS				
Springwater Operation & Maint	\$ 563,670.88	\$ 42,841.63	\$ (520,829.25)	\$ 34,355.63
Vehicle & Equipment Pool Exp.	\$ 43,110.00	\$ 2,779.94	\$ (40,330.06)	\$ 2,652.20
Maple Syrup	\$ 54,660.53	\$ 18,895.22	\$ (35,765.31)	\$ 17,385.08
Other C.A. Lands	\$ 42,220.00	\$ 12,513.17	\$ (29,706.83)	\$ 3,819.32
TOTAL	\$ 703,661.41	\$ 77,029.96	\$ (626,631.45)	\$ 58,212.23
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,330,076.10	\$ 191,930.64	\$ (1,138,145.46)	\$ 167,265.11


 Susan Simmons,
 Financial Services Coordinator

REPORT FA 06 / 2020 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Accounts Paid
 DATE: February 29, 2020

VENDOR	CHQ #	TOTAL	EXPLANATION
Municipality of Central Elgin	29854	\$ 5,375.24	property tax installments 1&2
Hydro One	29855	\$ 356.25	schoolhouse & day use area
payroll January 31 (29856-29865)			
CIBC Visa	Cash	\$ 20.00	Soils Conference
CIBC Visa	Cash	\$ 9.03	Amazon - prime membership
Desjardins Card Services (Staples)	Cash	\$ 498.43	office supplies & items for Maple Syrup Festival
Bell Canada	29866	\$ 88.06	gauge
Hydro One	29868	\$ 65.61	gauge
CBSC Capital Inc.	29869	\$ 701.54	photo copier lease
Eastlink	29870	\$ 1,178.31	phone, fax line, internet, and gauges
Ansell's Awards & Specialties	29871	\$ 78.43	items for Annual Meeting
Aylmer Express Limited	29872	\$ 597.77	campground supplies
Aylmer Home Hardware	29873	\$ 32.45	supplies for Maple Syrup Festival
Aylmer Malahide Museum & Archives	29874	\$ 50.00	annual membership fee
Belmont Farm Supply	29875	\$ 528.00	supplies for Aylmer Wildlife Management Area
Delta Power Equipment Ltd.	29876	\$ 306.84	equipment maintenance
Dowler Kam Propane Ltd.	29877	\$ 366.24	propane heat fuel
Elgin Pure Water	29878	\$ 348.89	administration centre water system maintenance
Esta Chocolates Inc.	29879	\$ 546.47	Maple products for resale
Francotyp-Postalia Canada	29880	\$ 198.32	quarterly rental of postage metre
Glenbriar Bottled Water Co. Ltd.	29881	\$ 11.24	water cooler service
Graham Scott Enns LLP	29882	\$ 9,887.50	annual audit
Grandma's Oven	29883	\$ 102.80	Annual General Meeting
Howey Line Forestry Inc.	29884	\$ 1,864.52	firewood purchased for resale
Integrity IT Services	29885	\$ 2,679.23	computer purchase (2) and monthly network support
Koolen Electric	29886	\$ 186.45	administration centre GeoThermal system maintenance
Laemers Excavating	29887	\$ 8,410.03	Springwater Forest woodlot management
McBain Signs & Graphic Design	29888	\$ 67.80	campground supplies
Molly Maid	29889	\$ 87.00	administration centre cleaning
R Safety	29890	\$ 45.69	campground supplies
Secord Home Building Centre	29891	\$ 162.72	campground maintenance
Strong Nenniger Law Professional Corporation	29892	\$ 389.85	legal fees
payroll February 15 (29893-29901)			
Higgs & Higgs Inc	29902	\$ 6,667.00	Port Bruce ice management
Vieira, Dercio	29903	\$ 2,450.00	seasonal camping refund
Telus Mobility	Cash	\$ 398.23	mobile phones
Hydro One	29904	\$ 768.82	administration centre, shop & campground
Township of Malahide	29905	\$ 366.00	property tax installments 1&2
Hydro One	29906	\$ 28.30	gauge
Elgin Pure Water	29907	\$ 142.38	water system supplies
Glenbriar Bottled Water Co. Ltd.	29908	\$ 39.54	water cooler service
Integrity IT Services	29909	\$ 80.52	computer network support
Jakeman's Maple Products	29910	\$ 1,382.63	Maple products for resale
Les Equipements d'erabliere CDL inc.	29911	\$ 492.13	supplies for Maple Syrup Festival
McBain Signs & Graphic Design	29912	\$ 192.10	signs for pollinator garden
Molly Maid	29913	\$ 87.00	administration centre cleaning
Purolator Courier	29914	\$ 21.27	courier fees
Receiver General for Canada	29915	\$ 195.20	annual radio system license
Wilkinson, Christopher	29916	\$ 233.40	mileage reimbursement
Deep Roots Farm	29917	\$ 7,854.00	Maple products for resale
Hydro One	29918	\$ 172.78	schoolhouse & day use area
My Broadcasting Corp	29919	\$ 395.50	advertising for Maple Syrup Festival
Purolator Courier	29920	\$ 4.53	courier fees
Voided Cheques (29921-29924)			
payroll February 29 (29925-29933)			
Somerville Nurseries Inc.	29934	\$ 1,115.00	deposit on seedling order
Hydro One	29935	\$ 28.30	gauge

REPORT FA 06 / 2020 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Accounts Paid
 DATE: February 29, 2020

VENDOR	CHQ #	TOTAL	EXPLANATION
Bell Canada	29936	\$ 90.70	gauge
CIBC Visa	Cash	\$ 314.38	supplies for Maple Syrup Festival
CIBC Visa	Cash	\$ 61.42	office supplies
CIBC Visa	Cash	\$ 69.81	campground supplies
CIBC Visa	Cash	\$ 171.76	Adobe Acrobat Pro (x2)
CIBC Visa	Cash	\$ 150.00	Alcohol license for Maple Syrup Festival Brewery Day
CIBC Visa	Cash	\$ 212.44	supplies for Maple Syrup Festival & campground
CIBC Visa	Cash	\$ 162.41	Canva (Web-based Publication software) annual membership
CIBC Visa	Cash	\$ 9.03	Amazon - prime membership
Desjardins Card Services (Staples)	Cash	\$ 170.33	office supplies & items for Maple Syrup Festival
payroll item	29937		
		<u>\$ 59,767.62</u>	

RECOMMENDATION:

THAT, Accounts Paid totalling \$59,767.62 , be approved as presented in Report FA 06 / 2020.



Susan Simmons,
 Financial Services Coordinator

REPORT FA 07 / 2020 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Accounts Payable
 DATE: March 11, 2020

VENDOR	CHQ #	TOTAL	EXPLANATION
Hydro One	29938	37.08	gauge
Eastlink	29939	1,184.18	administration centre, shop & campground
Aylmer Express Limited	29940	1,369.67	Maple Syrup advertising and Annual Reports
Aylmer Home Hardware	29941	109.25	supplies for Maple Syrup Program
Canadian Tire	29942	122.14	supplies for Maple Syrup Program
Checkers Cleaning Supply	29943	425.35	supplies for Maple Syrup Program & campground
Dowler Karn Propane Ltd.	29944	1,614.58	vehicle fuel & propane heat fuel
Educational Animal Display	29945	904.00	special attraction for Maple Syrup Festival
Glenbriar Bottled Water Co. Ltd.	29946	11.24	water cooler service
Higgs & Higgs Inc	29947	5,186.70	Port Bruce ice management
Integrity IT Services	29948	181.93	computer network support
Secord Home Building Centre	29949	62.47	supplies for Maple Syrup Program
Underhill, Dusty	29950	369.48	uniform items
Waste Connections of Canada Inc.	29951	13.64	campground maintenance

\$ 11,591.71

RECOMMENDATION:

THAT, Accounts Payable totalling \$11,591.71 , be approved for payment as presented in Report FA 07 /2020.



Susan Simmons,
 Financial Services Coordinator

REPORT FA 08 / 2020	:	To the Full Authority
FROM	:	Tony Difazio, Resource Planning Coordinator
SUBJECT	:	Monthly Plan Review (January & February, 2020)
DATE	:	March 12, 2019
STRATEGIC ACTION	:	Protect life and minimize property damage from flood & erosion
FINANCIAL IMPLICATIONS	:	Not Applicable

PURPOSE: To outline the Monthly Plan Review Report as it has been implemented during January & February 2020.

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 2020.

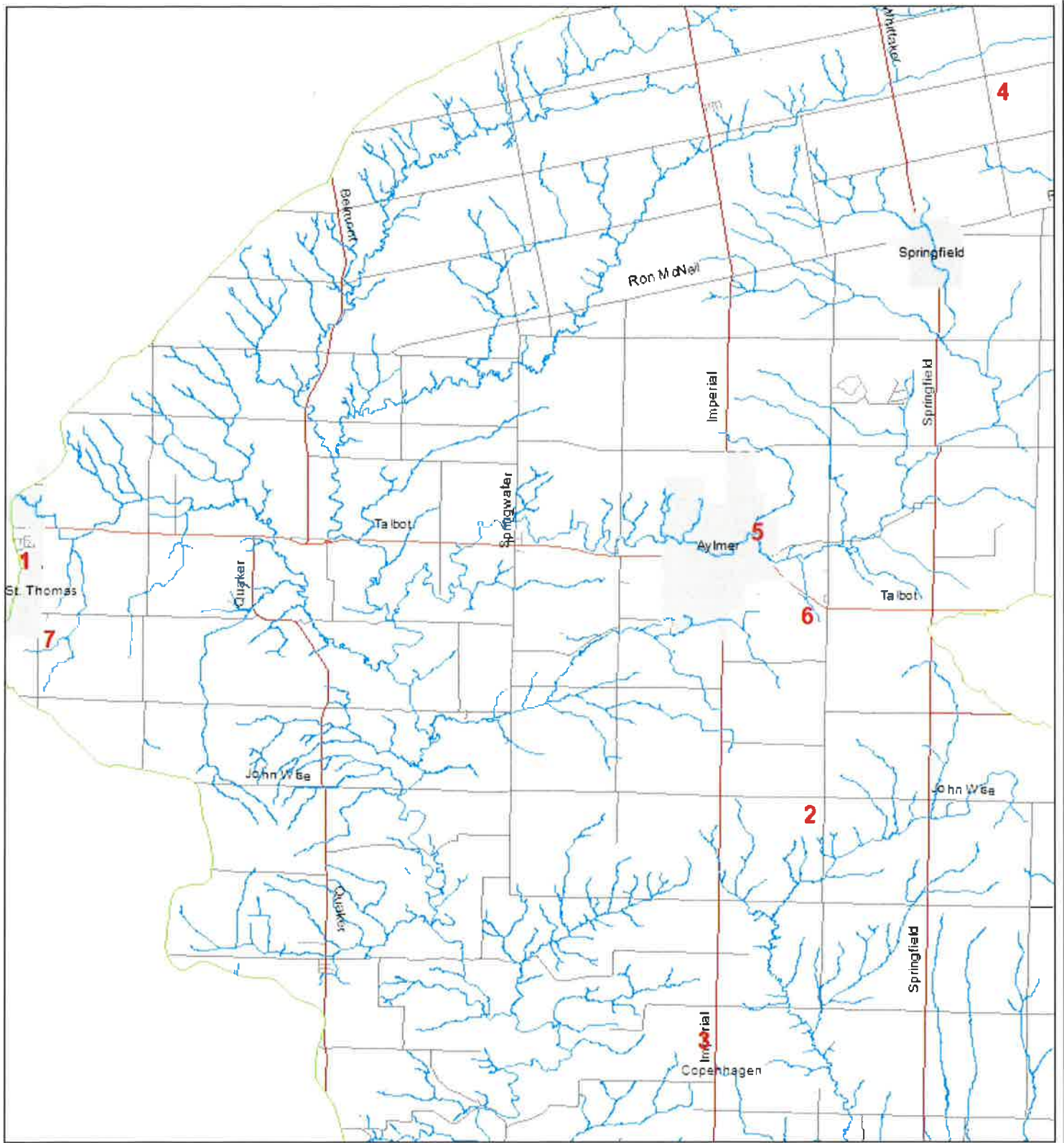


Tony Difazio, Resource Planning Coordinator

CATFISH CREEK CONSERVATION AUTHORITY
MONTHLY PLAN REVIEW REPORT
 January & February, 2020

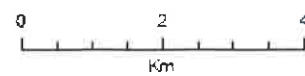
ZONING BYLAW AMENDMENTS			
SITE NO	LOCATION	PROPOSAL	COMMENTS
1	116 Coulter Ave; Municipality of Central Elgin	* Rezone the subject parcel to increase the maximum height of a proposed detached garage with an accessory dwelling unit on the second floor;	* NO OBJECTIONS
2	7381 Hacienda Road; Township of Malahide	* This proposed amendment will change the Zoning on the subject property in Luton, from <i>Hamlet Commercial</i> to <i>Hamlet Residential</i> , to permit the creation of 2 lots for residential purposes;	* NO OBJECTIONS
3	5457 Imperial Road; Township of Malahide	* This amendment will change the Zoning on the subject property just north of Copenhagen, to recognize the existing residential, market garden and animal kennel uses;	* NO OBJECTIONS

SEVERANCE APPLICATIONS			
SITE NO	LOCATION	PROPOSAL	COMMENTS
4	Pt. Lot: 3; Conc.:11; Township of Malahide	* Sever a 65m X 91m parcel at 51655 Lyons Line, containing one house, a garage and one barn to create one residential lot, surplus to the needs of the landowner; * The owners are 19.0 hectares to remain in agricultural use;	* NO OBJECTIONS
5	Lot: 17; R.Plan:74 Town of Aylmer	* Sever a 9m X 41m parcel at 211 Talbot Street West, containing one semi-detached dwelling, proposed to create one residential lot; * The owners are retaining 441 square metres containing one semi-detached dwelling to remain in residential use;	* NO OBJECTIONS
6	Pt. Lot: 88; Conc.: STR; Township of Malahide	* The applicants propose to create a 9m X 28m parcel easement at 49895 Talbot Line, to provide access to the adjoining lands to the west; * the owners are retaining 2563 square metres to remain in residential use;	* NO OBJECTIONS
7	Lot: 11; Conc.:7; Municipality of Central Elgin	* The applicants propose to sever a 41m X 48m parcel at 8518 Centennial Avenue, containing 2 shops to create one new residential building lot; * The owner is retaining 1552 square metres containing one house to remain in residential use;	* NO OBJECTIONS



Plan Review Map **March, 2020**

1 Plan Review Site Number



REPORT FA 09 / 2020: To The Full Authority

FROM: Peter Dragunas, Water Management Technician
SUBJECT: Flooding Forecasting and Warning Program Update
DATE: March 9, 2020
STRATEGIC ACTION: Operate a Sustainable and Adaptable Organization
FINANCIAL IMPLICATIONS: N/A

Purpose:

To update the Full Authority with respect to the 2020 flood season within the Catfish Creek Conservation Authorities administrative boundaries and the Hamlet of Port Bruce.

Discussion:

The Catfish Creek, 02GC018 hydrometric station located on Southdale Road is an Environment Canada, Water Survey Canada Branch, hydrometric station. Catfish Creek Conservation Authority (CCCA) uses this real time stage and discharge data for Flood Forecasting 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.

This winter season has experienced lower than usual snow accumulations and higher than normal temperatures, subsequently there has been lower to no ice accretion on the Catfish Creek or its tributaries. These aforementioned circumstances considerably lowered the potential of flooding this winter.

The 2020 warmer winter season generated various rain on snow events that prompted CCCA to issue Watershed Condition Statements and a Flood Watch that resulted in flooding in low-lying areas of the watershed and area parks within the channel flood plains.

Lake Erie Shoreline Condition Statements

The Lake Erie, Fisheries and Oceans Canada, Port Stanley water level gauge #12400 indicates that water levels in Lake Erie appear to have leveled out. At present data shows that the average water level, has increased 30cm over last year.

The Lake Erie water levels do not take into consideration water level increases due to storm surge and or wave uprush. These adverse conditions coupled with Lake Erie's ice-free conditions can cause lakeshore erosion, which in turn causes damage to armoring structures along the shoreline, which causes localized flooding in these areas.

Current long-range summer forecast expects Lake Erie water levels to be comparable/elevated relative to last year.

Recommendation:

THAT, Report FA 09 / 2020, be received as information.


Peter Dragunas,
Water Management Technician

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

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

Normal

Conditions are within NORMAL limits. No flooding is expected.

Watershed Conditions Statement - Water Safety

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

Watershed Conditions Statement - Flood Outlook

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

Flood Watch

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

Flood Warning

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

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

Report FA 10 / 2020 : To The Full Authority

FROM: Dusty Underhill, Conservation Areas Supervisor
SUBJECT: Firewood
DATE: February 27, 2020
STRATEGIC ACTION: Ensure our Conservation Lands are Protected and Enhanced
FINANCIAL IMPLICATIONS: 2020 Budget: \$16,500 expenses for Firewood Purchase and Processing \$18,000 projected revenue from Firewood Sales. \$1500 total profit anticipated.

Purpose:

To provide the Members with information regarding our wood purchasing procedures for the 2020 Maple Syrup and camping seasons.

Discussion:

The CCCA's Maple Program and Springwater Campground require approximately 200 cords of wood for the 2020 Maple and Camping season.

In 2019 all of the surplus firewood stored at private woodlot owners, cut and processed by the ELP program of East Elgin Secondary School was transported to the CCCA wood storage area and split by staff providing roughly 100 cords of softwood for the 2020 operating season.

After contacting numerous firewood producers, Mr. Benson Howey has been contracted for the 2020 operating season to provide us 100 cords of mixed hardwood. Mr. Howey was able to guarantee the availability of the wood, and the price was the lowest for hard wood cut, split and delivered.

Mr. Howey has a contract with the Long Point Region Conservation Authority (LPRCA) to provide firewood for their campgrounds. Mr. Howey is also contracted by the LPRCA to clean up all hazard trees and tops on LPRCA owned lands to produce fuelwood to be purchased in bulk by organizations such as the CCCA.

Staff will request Mr. Benson Howey could provide us with wood for our operating seasons in future years as he can provide the required volume of quality product, at a competitive price.

Recommendation:

THAT, Report FA 10 / 2020, be received as information at this time.


Dusty Underhill
Conservation Areas Supervisor

REPORT FA 11 / 2020: To The Full Authority

FROM: Susan Simmons, Financial Services Coordinator
Emily Febrey, Community Outreach Technician

SUBJECT: Grant & Special Projects Funding Update

DATE: March 10, 2020

Purpose:

To update the Board on the status of the grant applications for employment and Special Projects applied for to-date in 2020.

Discussion:

The Catfish Creek Conservation Authority (CCCA) regularly applies for funding to support a wide range of mandated and non-mandated environmental projects and initiatives. These additional sources of revenue allow the CCCA to complete important work that would otherwise be impossible to undertake.

The following table provides a summary of the various projects applied for in 2020.

Name of Program / Funder	Description	Funds Requested	Status
Habitat Stewardship Program for Aquatic Species at Risk (Department of Fisheries and Oceans)	Coordinated by ERCA, CCCA is one of three CAs creating wetlands, restoring shorelines and planting riparian vegetation	\$40,912.00 2019-2020: \$20,000.00 2020-2021: \$10,440.00 2021-2022: \$10,472.00	Approved Contract Signed January 28, 2020
Celebrate Ontario (Ministry of Heritage, Sport, Tourism and Culture Industries)	Springwater Maple Syrup Festival	\$30,000.00	Submitted: January 21, 2020 Pending approval
Regional Biodiversity Funding Program 2020-2023 (Ontario Power Generation)	Restore 150m stream bank, 4.2 acres of wetlands and 4.2 acres of grasslands	\$48,000.00	Submitted: January 17, 2020 Denied: March 3, 2020
EcoAction (Environment and Climate Change Canada)	Naturalize a Watercourse (Tributary of Bradley Creek) through Springwater Park	\$26,000.00	Submitted: March 3, 2020 Pending approval
Great Lakes Protection Initiative (Environment and Climate Change Canada)	Water and Soil Monitoring to evaluate the effectiveness of BMP's to reduce phosphorous in Bradley Creek (Tributary of Catfish Creek / Lake Erie)	\$51,799.00	Submitted: March 3, 2020 Pending approval

Water Erosion and Control Monitoring (WECl) (Ministry of Natural Resources and Forestry)	50% cost share for the following: 1. Formal Engineering Inspection (\$5,000.00) 2. Safety Harnesses (\$650.00) 3. Water Level Gauge (\$800.00)	\$3,225	Submitted: February 21, 2020 Pending approval
Job Creation Partnership Program	Providing work experience to eligible unemployed job seekers. Requesting 4 Field Technicians for 42 weeks	\$23,495.00	Submitted: March 11, 2020 Pending approval
GreenJobs Winter 2019	Funding for 1 Field Technician for 16 weeks from December 10, 2019 - March 30, 2020	\$5,712.00	Submitted: November 24, 2019 Approved: November 28, 2019
Youth Job Connection	Providing work experience to one eligible unemployed job seeker.	\$6,209.00	Approached by Fanshawe Employment Services February 19, 2020 Approved by CCCA: March 2, 2020
Canada Summer Jobs	Employment Funding for 8 eligible youth for 16 weeks each	\$68,947.00	Submitted: February 6, 2020 Pending approval
GreenJobs Funding Summer 2020	Project Learning Tree Canada Parks & Rec Association	\$0.00	Funding is not available for 2020 at this time. We will be contacted if/when funding becomes available
Total Grant Funding Requested: \$304,299.00			

Recommendation:

THAT, Report FA 11 / 2020 be received as information at this time.

Susan Simmons
Financial Services Coordinator

Emily Febrey
Community Outreach Technician

REPORT FA 12 / 2020: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary-Treasurer
SUBJECT: 2020 Budget and Levy
DATE: February 28, 2020
STRATEGIC ACTION: Operate a Sustainable and Adaptable Organization
FINANCIAL IMPLICATIONS: N/A

Purpose:

To approve the 2020 CCCA Budget and Municipal Levy apportionments

Background:

A Draft Budget and estimated Levy using Current Value Assessment (CVA) was presented to and approved by the Full Authority on September 12th, 2019.

The corresponding increase in the Municipal General Levy is \$29,011.71 (9.2%) to \$344,356.40.

The special benefitting levy for the township of Malahide's Ice Management Program is set at \$30,463.97, decrease of \$112.22 compared to the actual 2019 special benefitting levy.

The special benefitting levy for the Plan Review is \$8,250 and unchanged from 2019.

As a result of Motion #98/2019, 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. One presentation was provided as requested to the Malahide budget committee on November 28, 2019. There were no appeals of the levy apportionment.

Discussion:

Should you have any questions regarding the draft budget or the voting procedures below, please contact Christopher Wilkinson in advance of the meeting at the CCCA office.

The Final Budget being presented in Report FA 12 / 2020, reflects updates approved at the January Personnel / Finance Committee meeting in Report PF 06 / 2020 and approved my Motion # PF 07 / 2020. Additional updates in the attached final budget include:

- Changes to the Maple Syrup Budget due to the cancellation of the weekday programs due to teachers' labour dispute,
- Increases to the Springwater C.A. Development category to reflect the cost of upgrading the internet network infrastructure at the administration centre, and
- An employment grant received for 12 weeks beginning March 2 and ending May 23.

The total Budget of \$1,330,076.10 represents an increase of 2.6% in overall spending in comparison to the approved 2019 Budget of \$1,296,055.64.

As per Report FA 53 / 2019 and approved by Motion #108 / 2019, the Final Budget is subject to three separate resolutions covering: the overall budget document, matched levy, and non-matched levy.

Majority Vote – Overall Budget Document

A majority vote is to be conducted for the overall budget document.

Attached please find a copy of the CCCA's 2020 Final Budget.

Majority Vote Allocations:

Member's Name	Municipality	# of Members	Vote %
Rick Cerna	Township of Malahide	1	20.00%
Arthur Oslach	Town of Aylmer	1	20.00%
Sally Martyn	Municipality of Central Elgin	1	20.00%
Paul Buchner	Township of South-West Oxford	1	20.00%
Mark Tinlin	City of St. Thomas	1	20.00%

Majority Vote – Matched Levy

A majority vote is to be conducted for the portion of the budget where matching Provincial funds are provided. This is the portion of the total levy where municipal levy is matched by the Section 39 MNRF transfer payment and associated operational and maintenance costs.

The Section 39 Transfer Payment of \$41,214.50 is to be matched by \$41,214.50. Therefore, the amount of the levy to be voted on for the majority vote is \$82,429.00.

Majority Vote Allocations:

Member's Name	Municipality	# of Members	Vote %
Rick Cerna	Township of Malahide	1	20.00%
Arthur Oslach	Town of Aylmer	1	20.00%
Sally Martyn	Municipality of Central Elgin	1	20.00%
Paul Buchner	Township of South-West Oxford	1	20.00%
Mark Tinlin	City of St. Thomas	1	20.00%

Weighted Vote – Non-Matching Levy

As outlined in the *Conservation Authorities Act*, O.Reg 139/96 and O.Reg 670/00 a weighted vote is to be conducted for the portion of the levy where there are no matching funds.

The amounts to be voted on by weighted vote is as follows:

- Non-matched levy: \$261,927,40
- Special Plan Review Levy: \$8,250.00
- Special Benefiting Levy: \$30,463.97

For weighted voting, the vote is based on the modified Current Value Assessment values provided annually by the Ministry of Natural Resources and Forestry (MNRF).

Weighted Vote Allocations:

Member's Name	Municipality	CVA Apportionment %	Yes	No
Rick Cerna	Township of Malahide	36.8389		
Arthur Oslach	Town of Aylmer	26.2677		
Sally Martyn	Municipality of Central Elgin	27.0742		
Paul Buchner	Township of South-West Oxford	3.7711		
Mark Tinlin	City of St. Thomas	6.0480		

The approval of the non-matching levy 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 for non-matching levy 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. Following the vote, Member Municipalities will be provided with a registered letter outlining the Board approved levy.

Recommendation:

THAT, the 2020 Catfish Creek Conservation Authority budget document totalling \$1,330,076.10 be adopted as presented; and further,

THAT, the 2020 Municipal General Levy in the amount of \$344,356.40 (\$82,429.00 Matched and \$261,927,40 Non-Matched), the Special Plan Review Levy in the amount of \$8,250.00, and the Special Benefiting Levy of \$30,463.97 for the Township of Malahide be approved as presented.

Christopher Wilkinson
General Manager / Secretary-Treasurer



**CATFISH CREEK
CONSERVATION AUTHORITY**

**2020
FINAL BUDGET**

February 26, 2020

CATFISH CREEK CONSERVATION AUTHORITY

FINAL BUDGET 2020 (February 26, 2020)

SUMMARY OF REVENUE AND EXPENDITURES

	2020 Budget	2019 Approved Budget	2019 Actual
SUMMARY - REVENUE			
Provincial Grants (Transfer Payments)	\$41,214.50	\$41,214.50	\$41,214.50
Other Provincial Grants	\$16,078.05	\$78,415.49	\$53,288.02
Federal Grants	\$13,420.23	\$3,840.00	\$16,979.77
Employment Program Grants	\$32,974.00	\$42,520.66	\$60,750.75
Municipal General Levies	\$344,356.40	\$315,344.69	\$315,344.69
Special Benefiting Levies	\$38,713.97	\$44,240.78	\$38,601.75
Donations/Sponsorships	\$37,540.00	\$41,400.00	\$69,568.02
Camp User Fees & Sales	\$567,491.09	\$523,197.35	\$580,905.90
Maple Syrup	\$41,776.53	\$64,641.22	\$56,354.90
Other Revenue	\$79,755.00	\$77,695.00	\$96,750.59
Previous Year's Surplus (Deficit)	\$1,028.80	\$1,387.50	\$1,387.50
From Reserves-Special Projects	\$47,092.80	\$20,890.72	\$21,365.25
From Reserves	\$68,634.73	\$41,267.74	\$124,909.50
TOTAL REVENUE	\$1,330,076.10	\$1,296,055.64	\$1,477,421.14

	2020 Budget	2019 Approved Budget	2019 Actual
SUMMARY - EXPENDITURES			
Administration	\$182,461.78	\$175,925.18	\$172,975.91
Flood Control Structures	\$16,169.58	\$10,887.89	\$10,585.13
Flood Forecasting & Warning	\$175,732.16	\$160,229.48	\$165,046.14
Ice Management	\$35,463.97	\$40,990.78	\$35,351.75
Plan Input & Review	\$39,233.34	\$39,356.31	\$39,271.88
Watershed Planning	\$6,518.81	\$18,494.20	\$17,520.74
Technical Studies	\$16,388.71	\$13,300.74	\$9,900.87
Information & Education	\$38,873.38	\$36,504.47	\$27,796.83
Other Conservation Lands	\$42,220.00	\$56,223.37	\$40,661.80
Tree Planting	\$19,181.91	\$21,394.54	\$17,727.56
Woodlot Management	\$3,509.40	\$6,652.01	\$5,835.26
Watershed Stewardship	\$13,820.23	\$3,840.00	\$25,143.55
Fish & Wildlife Habitat	\$0.00	\$0.00	\$0.00
Water Management Programs	\$18,420.02	\$26,762.68	\$9,899.83
Special Projects	\$21,221.40	\$34,452.05	\$59,952.53
Capital Projects	\$39,420.00	\$40,000.00	\$62,909.50
Vehicle & Equipment Op's	\$43,110.00	\$43,110.00	\$35,447.98
Maple Syrup	\$54,660.53	\$62,641.22	\$48,094.08
Springwater CA Operations	\$563,670.88	\$505,290.73	\$516,545.36
To Reserves-Special Projects	\$0.00	\$0.00	\$33,625.64
To Reserves	\$0.00	\$0.00	\$142,100.00
TOTAL EXPENSES	\$1,330,076.10	\$1,296,055.64	\$1,476,392.34

NET Profit (Loss)	\$0.00	\$0.00	\$1,028.80
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CATFISH CREEK CONSERVATION AUTHORITY

2020 MUNICIPAL GENERAL LEVY COMPARISON

Municipality	2019 CVA Apport. %	2019 General Levy	2019 General Levy With New CVA	General Levy Change Due to New CVA	* 2019 Planning Levy	2019 Total Levy	Proposed General Levy Increase (9.2%)	2020 General Levy	* 2020 Planning Levy	2020 Total Levy
Aylmer, Town of	26.2677%	84,091.75	82,833.91	-1,257.84	850.00	83,683.91	7,620.72	90,454.63	850.00	91,304.63
Central Elgin, Municipality of	27.0742%	85,490.25	85,377.12	-113.13	2,150.00	87,527.12	7,854.70	93,231.82	2,150.00	95,381.82
Malahide, Township of	36.8389%	115,440.93	116,169.44	728.51	4,550.00	120,719.44	10,687.59	126,857.03	4,550.00	131,407.03
South-West Oxford, Township of	3.7711%	11,176.23	11,892.10	715.87	350.00	12,242.10	1,094.07	12,986.18	350.00	13,336.18
St. Thomas, City of	6.0480%	19,145.53	19,072.11	-73.42	350.00	19,422.11	1,754.63	20,826.75	350.00	21,176.75
	100%	315,344.69	315,344.69	0.00	8,250.00	323,594.69	29,011.71	344,356.40	8,250.00	352,606.40

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%	695,362,495	695,362,495	26.2677%
Central Elgin, Municipality of	40%	1,791,779,758	716,711,903	27.0742%
Malahide, Township of	82%	1,189,271,861	975,202,926	36.8389%
South-West Oxford, Township of	8%	1,247,876,921	99,830,154	3.7711%
St. Thomas, City of	4%	4,002,597,453	160,103,898	6.0480%
		8,926,888,488	2,647,211,376	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).

REVENUE APPORTIONMENT SUMMARY For Levy/Grant/Surplus
FINAL BUDGET 2020 (February 26, 2020)

PROGRAM	Budgeted 2019 LEVY	Actual 2019 LEVY	Budgeted 2020 LEVY	2020 Special LEVY	Budgeted 2019 MNR GRANT	Actual 2019 MNR Grant	Budgeted 2020 MNR GRANT	TOTAL 2020 PROGRAM EXPENSES
Administration	118,119.73	126,694.73	129,373.30		0.00	0.00	0.00	\$182,461.78
Flood Control Structures	8,270.89	8,270.89	13,552.58		2,617.00	2,617.00	2,617.00	\$16,169.58
Flood Forecasting & Warning	128,223.03	133,023.03	143,725.71		32,006.45	32,006.45	32,006.45	\$175,732.16
Ice Management				30,463.97	5,000.00	5,000.00	5,000.00	\$35,463.97
Plan Input & Review	25,515.26	23,815.26	25,392.29	8,250.00	1,591.05	1,591.05	1,591.05	\$39,233.34
Watershed Planning	18,494.20	17,524.20	6,518.81		0.00	0.00	0.00	\$6,518.81
Technical Studies (GIS)	7,316.58	6,016.58	16,388.71		0.00	0.00	0.00	\$16,388.71
MANDATED PROGRAMS:	305,939.69	315,344.69	334,951.40	38,713.97	41,214.50	41,214.50	41,214.50	\$471,968.35
Information & Education	5,000.00		5,000.00					\$38,873.38
Other CA Lands								\$42,220.00
Tree Planting								\$19,181.91
Woodlot Management								\$3,509.40
Erosion Control								\$13,820.23
Fish & Wildlife								\$0.00
Water Management Programs								\$18,420.02
Special Projects								\$21,221.40
Capital Projects								\$39,420.00
Vehicle & Equipment	4,405.00		4,405.00					\$43,110.00
Maple Syrup								\$54,660.53
Springwater C.A. Operations								\$563,670.88
NON-MANDATED PROGRAMS	9,405.00	0.00	9,405.00	0.00	0.00	0.00	0.00	\$858,107.75
	315,344.69	315,344.69	344,356.40	38,713.97	41,214.50	41,214.50	41,214.50	\$1,330,076.10

**CATFISH CREEK CONSERVATION
2020 REVENUE SOURCES**

PROGRAM	Proposed	PROV. GRANT	GENERAL LEVY	SPECIAL LEVY	Oth. Prv. GRANTS	Employment GRANTS	Federal GRANTS	RESERVES	SURPLUS (DEFICIT)	RE- ALLOCATED	DONATIONS	INCOME	TOTAL	BALANCE
Administration	182,461.78	0.00	129,373.30					22,699.47	1,028.80	20,860.21		8,500.00	182,461.78	0.00
Flood Control Structures	16,169.58	2,617.00	13,552.58										16,169.58	0.00
Flood Forecasting & Warning	175,732.16	32,006.45	143,725.71										175,732.16	0.00
Ice Management	35,463.97	5,000.00		30,463.97									35,463.97	0.00
Plan Input	39,233.34	1,591.05	25,392.29	8,250.00								4,000.00	39,233.34	0.00
Watershed Planning	6,518.81	0.00	6,518.81										6,518.81	0.00
Technical Studies	16,388.71	0.00	16,388.71		0.00								16,388.71	0.00
Information & Education	38,873.38		5,000.00		0.00			13,053.38			11,240.00	9,580.00	38,873.38	0.00
Other Conservation Lands	42,220.00				0.00			18,900.00			11,100.00	12,220.00	42,220.00	0.00
Tree Planting	19,181.91		0.00		2,500.00			10,681.91			250.00	5,750.00	19,181.91	0.00
Woodlot Management	3,509.40							2,509.40				1,000.00	3,509.40	0.00
Watershed Stewardship	13,820.23						13,420.23	400.00					13,820.23	0.00
Fish & Wildlife Habitat	0.00				0.00			0.00					0.00	0.00
Water Management Programs	18,420.02				13,578.05			4,841.97					18,420.02	0.00
Special Projects	21,221.40				0.00			19,721.40			1,500.00		21,221.40	0.00
Capital Projects	39,420.00							22,920.00		15,000.00	1,500.00		39,420.00	0.00
Vehicle & Equipment Operations	43,110.00		4,405.00					0.00				38,705.00	43,110.00	0.00
Maple Syrup	54,660.53									0.00	10,700.00	41,776.53	52,476.53	2,184.00
Springwater CA Operations	563,670.88					30,790.00		0.00		-35,860.21	1,250.00	567,491.09	563,670.88	0.00
TOTALS	1,330,076.10	41,214.50	344,356.40	38,713.97	16,078.05	30,790.00	13,420.23	115,727.53	1,028.80	0.00	37,540.00	689,022.62	1,327,892.10	2,184.00

CATFISH CREEK CONSERVATION AUTHORITY

FINAL BUDGET 2020 (February 26, 2020)

INCOME APPROPRIATION FROM RESERVES

RESERVE NAME	Amount per 2020 Budget	BALANCE Per G/L	BALANCE 2020 Year End	Sub-Totals	Category
SPECIAL PROJECTS RESERVES:					
YNHA	\$ 7,900.00	\$ 14,429.83	\$ 6,529.83	\$ 5,900.00 \$ 2,000.00	YNHA Tree Planting
Bradley Creek	\$ -	\$ 5,785.53	\$ 5,785.53	\$ -	
Community Forest	\$ -	\$ 2,654.49	\$ 2,654.49	\$ -	Community Forest
Springwater Forest	\$ 15,509.40	\$ 92,431.79	\$ 76,922.39	\$ 13,000.00 \$ 2,509.40	Springwater Forest Woodlot Management
ACCA	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -	Other CA's (ACCA)
Environmental Education (General)	\$ 3,000.00	\$ 6,445.00	\$ 3,445.00	\$ 3,000.00	Information & Education
Environmental Education (ELP)	\$ 962.00	\$ 1,491.47	\$ 529.47	\$ 962.00	ELP
Special Projects Support	\$ -	\$ 7,858.29	\$ 7,858.29	\$ 15,000.00	
Funded Projects	\$ 1,221.40	\$ 1,221.40	\$ -	\$ 1,221.40	Pollinator Garden
Recycling Initiative	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00	Mykal's Grant
Path of Honour	\$ 3,500.00	\$ 19,138.42	\$ 15,638.42	\$ 3,500.00	Path of Honour
SUB-TOTAL SPECIAL PROJECTS RESERVES	\$ 47,092.80	\$ 169,956.22	\$ 122,863.42	\$ 62,092.80	
GENERAL RESERVES:					
Working Capital:	\$ 45,714.73	\$ 188,183.00	\$ 142,468.27	\$ 22,699.47 \$ 9,091.38 \$ - \$ 8,681.91 \$ 400.00 \$ 4,841.97 \$ -	Administration Information & Education Other CA's Tree Planting Watershed Stewardship Water Management Vehicle & Equipment
Capital Acquisition	\$ -	\$ 80,928.17	\$ 80,928.17	\$ -	Tools
Land Acquisition	\$ -	\$ 75,757.35	\$ 75,757.35		
C.A. Development	\$ 22,920.00	\$ 75,054.47	\$ 52,134.47	\$ 22,920.00	Schoolhouse renovations Washroom renovations Stage renovations
SUB-TOTAL GENERAL RESERVES	\$ 68,634.73	\$ 419,922.99	\$ 351,288.26	\$ 68,634.73	
TOTALS	\$ 115,727.53	\$ 589,879.21	\$ 474,151.68	\$ 130,727.53	

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
ADMINISTRATION							
WAGES & BENEFITS							
Wages - General Manager/Secretary-Treasurer	5170	\$ 33,303.37	\$ 84,130.97	\$ 32,586.46	\$ 82,138.57	\$ 34,757.92	\$ 84,865.83
Financial Services Coordinator		\$ 44,464.27		\$ 43,507.11		\$ 43,507.15	
Program Support Assistant		\$ 6,363.33		\$ 6,045.00		\$ 6,600.76	
Benefits - General Manager/Secretary-Treasurer	5171	\$ 7,521.96	\$ 20,716.81	\$ 7,067.17	\$ 18,992.97	\$ 6,443.28	\$ 19,180.18
Financial Services Coordinator		\$ 11,744.12		\$ 11,198.59		\$ 11,469.37	
Program Support Assistant		\$ 1,450.73		\$ 727.21		\$ 1,267.53	
A1			<u>\$ 104,847.78</u>		<u>\$ 101,131.54</u>		<u>\$ 104,046.01</u>
TRAVEL EXPENSES & ALLOWANCES							
5180			<u>\$ 8,050.00</u>		<u>\$ 7,000.00</u>		<u>\$ 7,249.57</u>
- FA Mtgs 9x5x\$50.00		\$ 2,250.00		\$ 2,250.00		\$ 2,350.00	
- P/F Mtgs 2x5x\$20.00		\$ 350.00		\$ 350.00		\$ 350.00	
- LMC Mtgs 2x5x\$50.00		\$ 500.00		\$ 500.00		\$ 350.00	
- Interview Committee 2x2x\$50.00		\$ 200.00		\$ 200.00		\$ 150.00	
- Special Meetings 2x5x\$50.00		\$ 500.00		\$ 500.00		\$ 450.00	
- Members Mileage		\$ 1,750.00		\$ 1,700.00		\$ 1,185.84	
- Chair's Honorarium		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00	
- Meeting Expenses		\$ 1,500.00		\$ 500.00		\$ 1,413.73	
Staff Mileage & Expenses	5183		<u>\$ 1,100.00</u>		<u>\$ 600.00</u>		<u>\$ 1,107.77</u>
A2			<u>\$ 9,150.00</u>		<u>\$ 7,600.00</u>		<u>\$ 8,357.34</u>
EQUIPMENT PURCHASE & RENTAL							
Office Equipment Purchase	5200		\$ 1,000.00		\$ 1,000.00		\$ 547.00
Office Equipment Rental:	5205		\$ 3,725.00		\$ 4,325.00		\$ 3,116.73
- postage meter		\$ 725.00		\$ 725.00		\$ 535.77	
- photocopier		\$ 3,000.00		\$ 3,600.00		\$ 2,580.96	
Maintenance of Office Equip:	5210		\$ 2,900.00		\$ 2,700.00		\$ 2,619.30
- photocopier		\$ 1,700.00		\$ 1,700.00		\$ 1,714.47	
- postage meter		\$ 200.00				\$ 178.59	
- computer & network support		\$ 1,000.00		\$ 1,000.00		\$ 726.24	
Vehicle/Equipment Rental	5215		<u>\$ 1,500.00</u>		<u>\$ 1,200.00</u>		<u>\$ 1,138.33</u>
A3			<u>\$ 9,125.00</u>		<u>\$ 9,225.00</u>		<u>\$ 7,421.36</u>
MATERIALS & SUPPLIES							
Uniforms	5225		\$ 150.00		\$ 150.00		\$ 126.18
Postage	5230		\$ 1,100.00		\$ 1,100.00		\$ 7.22
Stationery & Office Supplies	5235		\$ 3,500.00		\$ 2,600.00		\$ 3,234.89
General Printing (letterhead, envelopes, business cards, etc.)	5240		\$ 400.00		\$ 500.00		\$ 374.48
A4			<u>\$ 5,150.00</u>		<u>\$ 4,350.00</u>		<u>\$ 3,742.77</u>

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
RENT & UTILITY SERVICES							
Telephone	5245		\$ 2,200.00		\$ 2,800.00		\$ 2,110.97
Heat & Hydro:	5250		\$ 4,930.00		\$ 6,125.00		\$ 4,891.67
- Hydro		\$ 4,800.00		\$ 6,000.00		\$ 4,769.30	
- Hot Water Heater Rental		\$ 130.00		\$ 125.00		\$ 122.37	
Office Cleaning & Maintenance:	5255		\$ 3,262.00		\$ 3,349.64		\$ 2,256.66
- office cleaning (bi-weekly)		\$ 2,262.00		\$ 1,849.64		\$ 1,586.71	
- general maintenance		\$ 1,000.00		\$ 1,500.00		\$ 669.95	
	A5		<u>\$ 10,392.00</u>		<u>\$ 12,274.64</u>		<u>\$ 9,259.30</u>
GENERAL EXPENSES							
Taxes on Administration Office	5270		\$ 3,200.00		\$ 3,200.00		\$ 3,108.26
Legal Fees	5275		\$ 750.00		\$ 750.00		\$ -
General Expenses	5285		\$ 5,000.00		\$ 2,600.00		\$ 4,220.03
Insurance	5290		\$ 4,300.00		\$ 4,400.00		\$ 4,120.24
Bank Charges	5295		\$ 500.00		\$ 500.00		\$ 407.00
Audit Fees	5300		\$ 8,750.00		\$ 8,750.00		\$ 8,649.60
Conservation Ontario Levy	5305		\$ 19,797.00		\$ 19,644.00		\$ 19,644.00
Advertising (for office equipment or staff)	5310		\$ 1,500.00		\$ 1,500.00		\$ -
	A6		<u>\$ 43,797.00</u>		<u>\$ 41,344.00</u>		<u>\$ 40,149.13</u>
			<u>\$ 182,461.78</u>		<u>\$ 175,925.18</u>		<u>\$ 172,975.91</u>
ADMINISTRATION - REVENUE							
Grants: Provincial	4010		\$ -		\$ -		\$ -
Municipal General Levy	4100		\$ 129,373.30		\$ 118,119.73		\$ 126,694.73
Revenue: Interest Income	4675		\$ 8,000.00		\$ 6,700.00		\$ 10,229.34
Revenue: Sundry Income	4850		\$ 500.00		\$ 500.00		\$ 0.06
Reserve - Working Capital	3150		\$ 22,699.47		\$ 10,899.70		\$ 34,000.00
Previous Year Surplus (Deficit)	4955		\$ 1,028.80		\$ 1,387.50		\$ 1,879.04
			<u>\$ 161,601.57</u>		<u>\$ 137,606.93</u>		<u>\$ 172,803.17</u>
Revenue Appropriated from SPW Operations			\$ 20,860.21		\$ 28,318.25		\$ -
Revenue Appropriated from Maple Syrup Program			\$ -		\$ 10,000.00		\$ -
			<u>\$ 182,461.78</u>		<u>\$ 175,925.18</u>		<u>\$ 172,803.17</u>

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
FLOOD CONTROL STRUCTURES							
Springwater Dam:							
Wages	Conservation Areas Supervisor	5090	\$ 7,242.75	\$ 11,001.11	\$ 6,880.43	\$ 6,880.38	\$ 6,880.38
	Field Technician (Water)		\$ 3,758.36				
Benefits	Conservation Areas Supervisor	5091	\$ 2,018.32	\$ 2,490.82	\$ 1,957.46	\$ 1,949.41	\$ 1,949.41
	Field Technician (Water)		\$ 472.50				
Vehicle & Equipment Rentals		5092	\$ 250.00		\$ 250.00		\$ -
Routine/Minor Maintenance		5092	\$ 550.00		\$ 550.00		\$ -
Preventative Maintenance		5094	\$ 172.65		\$ 150.00		\$ 51.71
Operation of Flood Control Structures (insurance&taxes)		5096	\$ 1,705.00		\$ 1,100.00		\$ 1,703.63
			<u>\$ 16,169.58</u>		<u>\$ 10,887.89</u>		<u>\$ 10,585.13</u>
FLOOD CONTROL STRUCTURES - REVENUE							
Grants: Provincial		4010	\$ 2,617.00		\$ 2,617.00		\$ 2,617.00
Municipal General Levy		4100	\$ 13,552.58		\$ 8,270.89		\$ 8,270.89
			<u>\$ 16,169.58</u>		<u>\$ 10,887.89</u>		<u>\$ 10,887.89</u>

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
FLOOD FORECASTING & WARNING							
Wages - General Manager/Secretary-Treasurer	5100	\$ 41,867.09	\$ 118,036.83	\$ 39,103.76	\$ 108,455.74	\$ 38,709.50	\$ 113,316.73
Resource Planning Coordinator		\$ 28,605.35		\$ 26,104.27		\$ 28,104.29	
Water Management Technician		\$ 41,087.90		\$ 38,947.07		\$ 42,947.05	
Program Support Assistant		\$ 3,743.14		\$ 3,555.88		\$ 3,555.89	
Field Technician (Water)		\$ 2,733.35		\$ 744.76		\$ -	
Benefits - Payroll:	5101						
General Manager/Secretary-Treasurer		\$ 9,456.18	\$ 29,963.33	\$ 8,480.61	\$ 26,548.74	\$ 7,132.04	\$ 27,048.73
Resource Planning Coordinator		\$ 7,542.28		\$ 6,713.91		\$ 7,270.84	
Water Management Technician		\$ 11,767.86		\$ 10,836.86		\$ 11,933.06	
Program Support Assistant		\$ 853.37		\$ 427.77		\$ 712.79	
Field Technician (Water)		\$ 343.64		\$ 89.59		\$ -	
			<u>\$ 148,000.16</u>		<u>\$ 135,004.48</u>		<u>\$ 140,365.46</u>
Data Collection (Operation/Maintenance of Gauges)	5112		\$ 6,600.00		\$ 6,600.00		\$ 6,568.95
Flood Forecasting	5113		\$ 1,210.00		\$ 500.00		\$ 1,207.40
COMMUNICATIONS:	5114		\$ 3,940.00		\$ 2,700.00		\$ 3,026.49
- Equipment Purchase		\$ 500.00		\$ 200.00		\$ 39.94	
- Industry Canada (mobile radio license)		\$ 200.00		\$ 200.00		\$ 191.00	
- Maintenance of radio equipment		\$ -		\$ 500.00		\$ -	
- computer & network support		\$ 1,000.00		\$ 1,000.00		\$ 557.00	
- Cell Phone		\$ 2,240.00		\$ 800.00		\$ 2,238.55	
OPERATIONS CENTRE:	5115		\$ 2,647.00		\$ 3,225.00		\$ 2,605.47
- Heat & Hydro		\$ 1,300.00		\$ 1,500.00		\$ 1,275.21	
- Insurance		\$ 547.00		\$ 525.00		\$ 546.53	
- Maintenance		\$ 800.00		\$ 1,200.00		\$ 783.73	
Response To Flood	5117		\$ 500.00		\$ 500.00		\$ -
FLOOD CONTROL SYSTEMS	5118		\$ 11,835.00		\$ 11,200.00		\$ 10,508.98
- Insurance		\$ 8,435.00		\$ 7,000.00		\$ 7,137.37	
- Telephone/Fax/Internet		\$ 3,400.00		\$ 4,200.00		\$ 3,371.61	
Vehicle & Equipment Rental	5119		\$ 1,000.00		\$ 500.00		\$ 763.39
			<u>\$ 27,732.00</u>		<u>\$ 25,225.00</u>		<u>\$ 24,680.68</u>
			<u>\$ 175,732.16</u>		<u>\$ 160,229.48</u>		<u>\$ 165,046.14</u>
SYSTEMS OPERATION - REVENUE							
Grants: Provincial	4010		\$ 32,006.45		\$ 32,006.45		\$ 32,006.45
Municipal General Levy	4100		\$ 143,725.71		\$ 128,223.03		\$ 133,023.03
			<u>\$ 175,732.16</u>		<u>\$ 160,229.48</u>		<u>\$ 165,029.48</u>

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
ICE MANAGEMENT							
Wages - Water Management Technician	5125	\$ 12,197.97	\$ 16,760.88	\$ 11,935.39	\$ 15,845.66	\$ 11,935.36	\$ 16,351.61
General Manager/Secretary-Treasurer		\$ 2,854.57		\$ 2,793.13		\$ 2,764.96	
Field Technician (Water)		\$ 1,708.34		\$ 1,117.14		\$ 1,651.29	
Benefits - Water Management Technician	5125	\$ 3,493.58	\$ 4,353.09	\$ 3,320.97	\$ 4,061.12	\$ 3,411.75	\$ 4,180.69
General Manager/Secretary-Treasurer		\$ 644.74		\$ 605.76		\$ 509.44	
Field Technician (Water)		\$ 214.77		\$ 134.39		\$ 259.50	
EXPENSES:	5125		\$ 14,350.00		\$ 21,084.00		\$ 14,819.45
- Ice Breaking		\$ 14,000.00		\$ 20,484.00		\$ 13,958.93	
- Dredging		\$ -		\$ -		\$ -	
- Miscellaneous & Supplies		\$ 100.00		\$ 100.00		\$ -	
- Vehicle/Equipment Rental		\$ 250.00		\$ 500.00		\$ 860.52	
			<u>\$ 35,463.97</u>		<u>\$ 40,990.78</u>		<u>\$ 35,351.75</u>
ICE MANAGEMENT - REVENUE							
Grants: Provincial	4010		\$ 5,000.00		\$ 5,000.00		\$ 5,000.00
Special Benefiting Levy	4120		<u>\$ 30,463.97</u>		<u>\$ 35,990.78</u>		<u>\$ 30,351.75</u>
			<u>\$ 35,463.97</u>		<u>\$ 40,990.78</u>		<u>\$ 35,351.75</u>
PLAN INPUT & REVIEW							
Wages - Resource Planning Coordinator	5130		\$ 27,197.31		\$ 26,611.85		\$ 26,611.90
Benefits - Payroll	5131		\$ 7,171.03		\$ 6,844.46		\$ 7,004.42
EXPENSES:	5132		\$ 4,865.00		\$ 5,900.00		\$ 5,655.56
- Miscellaneous & Supplies		\$ 500.00		\$ 500.00		\$ 373.45	
- Uniforms		\$ 200.00		\$ 500.00		\$ 212.03	
- Vehicle & Equipment Rental		\$ 1,535.00		\$ 900.00		\$ 1,537.86	
- Telephone/Fax/Internet		\$ 850.00		\$ 1,200.00		\$ 847.90	
- computer & network support		\$ 550.00		\$ 600.00		\$ 556.94	
- Insurance		\$ 1,230.00		\$ 2,200.00		\$ 2,127.38	
			<u>\$ 39,233.34</u>		<u>\$ 39,356.31</u>		<u>\$ 39,271.88</u>
PLAN INPUT - REVENUE							
Grants: Provincial	4010		\$ 1,591.05		\$ 1,591.05		\$ 1,591.05
Municipal General Levy	4100		\$ 25,392.29		\$ 25,515.26		\$ 23,815.26
Special Benefiting Levy (Plan Review)	4120		\$ 8,250.00		\$ 8,250.00		\$ 8,250.00
Revenue: Legal Inquiries/Permit Applications	4700		<u>\$ 4,000.00</u>		<u>\$ 4,000.00</u>		<u>\$ 5,557.54</u>
			<u>\$ 39,233.34</u>		<u>\$ 39,356.31</u>		<u>\$ 39,213.85</u>

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
WATERSHED PLANNING							
Wages - Resource Planning Coordinator	5137	\$ 4,446.43	\$ 4,446.43	\$ 13,994.79	\$ 13,994.79	\$ 13,376.29	\$ 13,376.29
Program Support Assistant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits - Resource Planning Coordinator	5137	\$ 1,172.38	\$ 1,172.38	\$ 3,599.40	\$ 3,599.41	\$ 3,535.37	\$ 3,535.37
Program Support Assistant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES:							
- Implementation (expenses)	5137	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -
- Monitoring (vehicle/equipment rentals)	5137	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 609.08	\$ 609.08
		<u>\$ 6,518.81</u>		<u>\$ 18,494.20</u>		<u>\$ 17,520.74</u>	
WATERSHED PLANNING - REVENUE							
Grants: Provincial	4010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal General Levy	4100	\$ 6,518.81	\$ 6,518.81	\$ 18,494.20	\$ 18,494.20	\$ 17,524.20	\$ 17,524.20
		<u>\$ 6,518.81</u>		<u>\$ 18,494.20</u>		<u>\$ 17,524.20</u>	
TECHNICAL STUDIES (GIS)							
Wages - Water Management Technician	5140	\$ 5,135.99	\$ 11,064.56	\$ 3,140.89	\$ 3,140.89	\$ 3,140.89	\$ 3,140.89
Resource Planning Coordinator		\$ 5,928.57					
Summer Staff		\$ -		\$ 5,241.60		\$ 4,065.88	\$ 4,065.88
Benefits - Water Management Technician	5140	\$ 1,470.98	\$ 3,034.15	\$ 873.94	\$ 897.86	\$ 897.86	\$ 897.86
Resource Planning Coordinator		\$ 1,563.17		\$ -	\$ -		
Summer Staff		\$ -		\$ 744.31		\$ 479.48	\$ 479.48
EXPENSES:	5140	\$ 2,290.00	\$ 2,290.00	\$ 3,300.00	\$ 3,300.00	\$ 1,316.76	\$ 1,316.76
- ESRI Annual Enterprise License Agreement		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 591.32		
- computer & network support		\$ 580.00	\$ 580.00	\$ 1,500.00	\$ 556.95		
- Vehicle & Equipment Rental		\$ 130.00	\$ 100.00	\$ 100.00	\$ 127.80		
- Miscellaneous & Supplies		\$ 600.00	\$ 700.00	\$ 700.00	\$ 40.69		
		<u>\$ 16,388.71</u>		<u>\$ 13,300.74</u>		<u>\$ 9,900.87</u>	
TECHNICAL STUDIES (GIS) - REVENUE							
Grants: Provincial	4010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal General Levy	4100	\$ 16,388.71	\$ 16,388.71	\$ 7,316.58	\$ 7,316.58	\$ 6,016.58	\$ 6,016.58
Grants - GreenJobs (PLT)	4275	\$ -	\$ -	\$ 2,489.76	\$ 2,489.76	\$ 3,894.35	\$ 3,894.35
Grants - Canada Summer Jobs	4225	\$ -	\$ -	\$ 3,494.40	\$ 3,494.40	\$ -	\$ -
		<u>\$ 16,388.71</u>		<u>\$ 13,300.74</u>		<u>\$ 9,910.93</u>	

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
INFORMATION & EDUCATION							
Wages	Community Outreach Technician		\$ 20,795.20		\$ 15,120.00		\$ 6,055.14
	Summer Day Camp Assistant (2 weeks)		\$ -		\$ 1,164.80		
Benefits	Community Outreach Technician		\$ 2,614.37		\$ 2,116.80		\$ 1,128.96
	Summer Day Camp Assistant		\$ -		\$ 163.07		
Staff Training			\$ 1,501.81		\$ -		\$ 5,008.56
Travel & Expenses			\$ 400.00		\$ 500.00		\$ 373.89
Annual Meeting			\$ 1,000.00		\$ 1,200.00		\$ 766.94
Annual Report			\$ 1,500.00		\$ 3,000.00		\$ 2,300.79
Education Programs			\$ 500.00		\$ 2,439.80		\$ 404.23
Environmental Leadership Program			\$ 8,462.00		\$ 7,500.00		\$ 10,955.56
Printing & Publications			\$ -		\$ 500.00		\$ -
Conservation Scholarship			\$ 500.00		\$ 500.00		\$ 500.00
Miscellaneous Materials & Supplies			\$ 300.00		\$ 500.00		\$ 302.76
Advertising & Promotion			\$ 300.00		\$ 300.00		\$ -
70th Anniversary Celebrations			\$ 1,000.00		\$ -		\$ -
Watershed Report Card			\$ -		\$ 1,500.00		\$ -
	5330		<u>\$ 38,873.38</u>		<u>\$ 36,504.47</u>		<u>\$ 27,796.83</u>
INFORMATION & EDUCATION - REVENUE							
Revenue: Programs	4900		\$ 5,000.00		\$ 6,200.00		\$ 4,252.00
Revenue: Carolinian Forest Festival	4900		\$ 1,200.00		\$ 1,200.00		\$ 1,200.00
Revenue: Miscellaneous	4900		\$ -		\$ -		\$ 10.62
Revenue: Summer Day Camps (2 weeks)	4900		\$ 2,880.00		\$ 2,370.00		\$ -
Revenue: ELP	4830		\$ 500.00		\$ 500.00		\$ 500.00
Municipal General Levy	4100		\$ 5,000.00		\$ 5,000.00		\$ -
Reserve - Working Capital	3150		\$ 9,091.38		\$ 6,694.60		\$ 500.00
Reserve - Environmental Education (General)	3407		\$ 3,000.00		\$ 2,000.00		\$ 2,700.00
Reserve - Environmental Education (ELP Program)	3415		\$ 962.00		\$ 962.00		\$ 529.24
Grants - GreenJobs (PLT)	4275		\$ -		\$ 1,327.87		\$ 5,712.00
Grants - Canada Summer Jobs	4225		\$ -		\$ 3,797.00		\$ 4,430.00
Donations (Environmental Education)	4325		\$ 2,490.00		\$ 1,500.00		\$ 2,717.50
Donations (ELP Program)	4325		\$ 7,500.00		\$ 7,500.00		\$ 11,484.80
Donations (Annual Report)	4325		\$ 1,250.00		\$ 1,250.00		\$ 1,250.00
			<u>\$ 38,873.38</u>		<u>\$ 40,301.47</u>		<u>\$ 27,827.68</u>

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
OTHER CONSERVATION LANDS							
Wages - Field Technician (Lands)		\$ 1,708.34	\$ 13,998.91	\$ 3,723.81	\$ 12,534.94	\$ 1,338.52	\$ 10,149.64
Conservation Areas Supervisor		\$ 6,584.32		\$ 7,505.92		\$ 7,505.92	
Resource Planning Coordinator		\$ 5,706.25		\$ 1,305.21		\$ 1,305.20	
Benefits - Field Technician (Lands)		\$ 214.77	\$ 3,554.16	\$ 447.97	\$ 2,919.08	\$ 98.84	\$ 2,540.61
Conservation Areas Supervisor		\$ 1,834.84		\$ 2,135.41		\$ 2,098.23	
Resource Planning Coordinator		\$ 1,504.55		\$ 335.70		\$ 343.54	
General Maintenance			\$ 2,250.00		\$ 2,750.00		\$ 5,176.53
- Archie Coulter		\$ 250.00		\$ 250.00		\$ 1,137.42	
- Ayler Tract		\$ -		\$ -		\$ 21.30	
- Brown C.A.		\$ -		\$ -		\$ 62.17	
- Calton Swamp		\$ -				\$ 29.82	
- Ward McKenna		\$ 1,000.00		\$ -		\$ 29.82	
- YNHA		\$ 1,000.00		\$ 2,500.00		\$ 3,896.00	
OPG ISNetwork Membership							\$ 1,048.13
C.A. Lands Projects:							
- YNHA (Wetland Restoration/OPG)			\$ -		\$ 20,344.35	\$ 18,403.23	\$ 18,403.23
- YNHA (TD Project)			\$ 5,900.00		\$ -		\$ -
- Wetland Restoration/Ducks Unlimited			\$ -		\$ 10,000.00	\$ -	
C.A. Lands Enforcement			\$ -		\$ 1,500.00		\$ -
	5145		\$ 25,703.07		\$ 50,048.37		\$ 37,318.14
Springwater Forest Trails Expenses	5146		\$ 2,923.84		\$ 1,500.00		\$ 905.04
Springwater Forest Hazard Tree Removal	5146		\$ 10,000.00		\$ -		\$ -
Woodlot Management	5147		\$ 1,143.09		\$ 1,000.00		\$ 194.51
Taxes - Local Areas	5155		\$ 150.00		\$ 175.00		\$ 138.53
Taxes - on CAs	5156		\$ 50.00		\$ 1,000.00		\$ 50.97
Taxes - Agreement Forests	5157		\$ 1,000.00		\$ 1,250.00		\$ 901.01
Insurance	5165		\$ 1,250.00		\$ 1,250.00		\$ 1,153.60
TOTAL Other Conservation Lands			\$ 42,220.00		\$ 56,223.37		\$ 40,661.80

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
OTHER CONSERVATION LANDS - REVENUE							
Reserve (Spw Forest)	3225		\$ 13,000.00		\$ 3,744.91	-\$	7,475.00
Reserve (Working Capital)	3150		\$ -		\$ -	\$	-
Reserve (ACCA)	3230		\$ -		\$ 914.11	\$	400.00
Reserve (YNHA) (TD Project)	3425		\$ 5,900.00		\$ 3,617.69	-\$	1,754.00
Grants - Other Provincial (OPG)	4050		\$ -		\$ 17,776.66	\$	17,776.66
Donations (Spw Forest)	4325		\$ 10,400.00		\$ 9,000.00	\$	11,383.16
Donations (Archie Coulter) Trail Boxes	4325		\$ 700.00		\$ 900.00	\$	720.70
Donations (TD FEF - YNHA)	4325		\$ -		\$ -	\$	5,900.00
Donations (YNHA General)	4325		\$ -		\$ -	\$	800.00
Donations (Ducks Unlimited)	4325		\$ -		\$ 8,000.00	\$	864.86
Revenue: Christmas Spirit Walk	4780		\$ -		\$ -	\$	-
Revenue: Sale of Logs From SPW Forest	4780		\$ -		\$ -	\$	-
Revenue: Other CA's (Land Use Agreement - TVDSB)	4860		\$ 12,020.00		\$ 11,670.00	\$	11,670.00
Revenue: Equestrian Permits	4870		\$ 200.00		\$ 600.00	\$	371.68
			<u>\$ 42,220.00</u>		<u>\$ 56,223.37</u>		<u>\$ 40,658.06</u>

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
TREE PLANTING							
Wages - Water Management Technician	5380	\$ 3,209.99	\$ 8,364.52	\$ 3,140.89	\$ 7,630.41	\$ 3,140.87	\$ 5,776.40
Community Outreach Technician		\$ 2,079.52				\$ 1,015.18	
Field Technician (Lands)		\$ 1,708.34		\$ 1,489.52		\$ 590.35	
Field Technician (Water))		\$ 1,366.67		\$ 3,000.00		\$ 1,030.00	
Benefits - Water Management Technician	5381	\$ 919.36	\$ 1,567.39	\$ 873.94	\$ 1,479.13	\$ 897.84	\$ 1,241.18
Community Outreach Technician		\$ 261.44				\$ 115.31	
Field Technician (Lands)		\$ 214.77		\$ 179.19		\$ 107.53	
Field Technician (Water))		\$ 171.82		\$ 426.00		\$ 120.50	
Operating Expenses & Uniforms	5385		\$ 200.00		\$ 200.00		\$ 340.54
Telephone/Fax/Internet	5390		\$ 600.00		\$ 600.00		\$ 426.85
Insurance	5390				\$ 1,285.00		\$ 1,252.64
Shop Utilities	5395				\$ 200.00		\$ 138.11
Vehicle & Equipment Charges	5397		\$ 500.00		\$ 3,000.00		\$ 506.94
Nursery Stock (private landowners)	5400		\$ 7,000.00		\$ 6,000.00		\$ 7,369.50
CCCA Lands	5405						
Municipal Lands	5410		\$ 700.00		\$ 750.00		\$ 675.40
Community Forest	5082		\$ 250.00		\$ 250.00		
			<u>\$ 19,181.91</u>		<u>\$ 21,394.54</u>		<u>\$ 17,727.56</u>
TREE PLANTING - REVENUE							
Municipal General Levy	4100		\$ -		\$ -		\$ -
Grants - Other Provincial (Trees Ontario)	4050		\$ 2,500.00		\$ 7,000.00		\$ 2,376.00
Donations (Community Forest)	4325		\$ 250.00		\$ 250.00		\$ 400.00
Reserve (Community Forest)	3165				\$ 500.00		
Reserve (Working Capital)	3150		\$ 8,681.91		\$ 7,394.54		\$ 9,100.00
Reserve (YNHA)	3425		\$ 2,000.00		\$ 2,000.00		
Revenue: Landowners	4750		\$ 5,000.00		\$ 3,500.00		\$ 5,059.90
Revenue: Municipalities	4750		\$ 750.00		\$ 750.00		\$ 750.40
			<u>\$ 19,181.91</u>		<u>\$ 21,394.54</u>		<u>\$ 17,686.30</u>
WOODLOT MANAGEMENT							
Wages - Resource Planning Coordinator	5420		\$ 2,223.21		\$ 4,495.73		\$ 2,495.81
Benefits - Payroll	5421		\$ 586.19		\$ 1,156.28		\$ 783.34
EXPENSES:	5430		\$ 700.00		\$ 1,000.00		\$ 2,556.11
- Miscellaneous		\$ 500.00		\$ 500.00		\$ 747.25	
- Municipal Woodlots (Aylmer)						\$ 1,612.90	
- Vehicle & Equipment Charges		\$ 200.00		\$ 500.00		\$ 195.96	
			<u>\$ 3,509.40</u>		<u>\$ 6,652.01</u>		<u>\$ 5,835.26</u>
WOODLOT MANAGEMENT - REVENUE							
Revenue: Forest Management Plan Approval Fees	4775		\$ 1,000.00		\$ 1,000.00		\$ 1,548.67
Revenue: Municipal Woodlots (Aylmer)	4775						\$ 1,882.90
Reserve (SPW Forest)	3225		\$ 2,509.40		\$ 5,652.01		\$ 2,400.00
			<u>\$ 3,509.40</u>		<u>\$ 6,652.01</u>		<u>\$ 5,831.57</u>

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
WATERSHED STEWARDSHIP							
Private Landowner Grants (HSP)	5440		\$ 13,420.23		\$ 3,840.00		\$ 16,979.77
Private Landowner Grants (DU)	5440		\$ -		\$ -		\$ 7,725.00
Wages - Resource Planning Coordinator	5440		\$ -		\$ -		\$ -
Benefits - Resource Planning Coordinator	5440		\$ -		\$ -		\$ -
Vehicle & Equipment Charges	5440		\$ 400.00		\$ -		\$ 438.78
Miscellaneous	5440		\$ -		\$ -		\$ -
			<u>\$ 13,820.23</u>		<u>\$ 3,840.00</u>		<u>\$ 25,143.55</u>
WATERSHED STEWARDSHIP - REVENUE							
Revenue: Ducks Unlimited Canada	4830		\$ -		\$ -		\$ 7,725.00
Prepaid Revenue Long-Term Projects: ERCA (HSP)	4060		\$ 3,020.23		\$ 3,840.00		\$ 3,020.23
Grants: Federal (ERCA)	4060		\$ 10,400.00		\$ -		\$ 20,000.00
Reserve (Working Capital)	3150		\$ 400.00		\$ -		\$ -
			<u>\$ 13,820.23</u>		<u>\$ 3,840.00</u>		<u>\$ 24,704.77</u>
FISH & WILDLIFE HABITAT							
Vehicle & Equipment Charges			\$ -		\$ -		
Miscellaneous			\$ -		\$ -		
	5480		<u>\$ -</u>		<u>\$ -</u>		<u>\$ -</u>
FISH & WILDLIFE HABITAT - REVENUE							
Grants: Federal (DFO)	4060		\$ -		\$ -		
Reserve (Bradley Creek Rehabilitation)	3175		\$ -		\$ -		
			<u>\$ -</u>		<u>\$ -</u>		<u>\$ -</u>

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
WATER MANAGEMENT PROGRAMS							
Water Quality Monitoring Wages:			\$ 3,934.66		\$ -		\$ 1,500.00
Water Management Technician		\$ 2,567.99			\$ 1,000.00		
Field Technician (Water)		\$ 1,366.67			\$ 500.00		
Water Quality Monitoring Benefits:			\$ 907.31		\$ -		\$ 300.00
Water Management Technician		\$ 735.49			\$ 200.00		
Field Technician (Water)		\$ 171.82			\$ 100.00		
Water Quality Monitoring Expenses							\$ 768.10
	5455		<u>\$ 4,841.97</u>		<u>\$ -</u>		<u>\$ 2,568.10</u>
SPP Wages: General Manager/Secretary-Treasurer			\$ 3,806.10		\$ 7,448.33		\$ 4,873.24
SPP Benefits: General Manager/Secretary-Treasurer			\$ 859.65		\$ 1,615.35		\$ 858.50
SPA Meetings			\$ 190.00		\$ 300.00		\$ 223.80
SPP Support Costs			\$ -		\$ 350.00		\$ 34.08
	5456		<u>\$ 4,855.75</u>		<u>\$ 9,713.68</u>		<u>\$ 5,989.62</u>
Low Water Response Program:							
- Wages: Water Management Technician			\$ -	\$ 5,653.61	\$ 5,653.61		\$ 653.58
- Benefits: Water Management Technician			\$ -	\$ 1,573.09	\$ 1,573.09		\$ 616.11
Low Water Response Program - Expenses			\$ -		\$ 600.00		\$ 72.42
Catfish Creek Irrigation Advisory Committee			\$ -		\$ 500.00		\$ -
Precipitation Gauge			\$ 8,722.30		\$ 8,722.30		\$ -
	5457		<u>\$ 8,722.30</u>		<u>\$ 17,049.00</u>		<u>\$ 1,342.11</u>
			<u>\$ 18,420.02</u>		<u>\$ 26,762.68</u>		<u>\$ 9,899.83</u>
WATER MANAGEMENT PROGRAMS - REVENUE							
Reserve (Working Capital)	3150		\$ 4,841.97		\$ 326.70		\$ 3,900.00
Grants: Other Provincial (Low Water Response) (current year)	4050		\$ -		\$ 8,000.00		\$ -
Grants: Other Provincial (Source Protection Planning)	4050		\$ 4,855.75		\$ 9,713.68		\$ 5,932.51
Grants: Other Provincial - gauge (PPR)	2540		\$ 8,722.30		\$ 8,722.30		\$ -
			<u>\$ 18,420.02</u>		<u>\$ 26,762.68</u>		<u>\$ 9,832.51</u>

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
SPECIAL PROJECTS							
Special Projects	5080		\$ -		\$ -		\$ 42,166.72
Active Naturally Initiative: wages	5080		\$ -		\$ 26,775.00	\$ 37,059.09	
Active Naturally Initiative: benefits	5080		\$ -		\$ 3,802.05	\$ 4,718.14	
Active Naturally Supplies	5080		\$ -		\$ 875.00	\$ 389.49	
OPC Path of Honour	5080		\$ 5,000.00		\$ 3,000.00		\$ 13,937.71
Pollinator Garden	5080		\$ 1,221.40		\$ -		\$ 3,848.10
Recycling Initiative	5080		\$ 15,000.00		\$ -		\$ -
Contract Services	5470		\$ -		\$ -		
			<u>\$ 21,221.40</u>		<u>\$ 34,452.05</u>		<u>\$ 59,952.53</u>
SPECIAL PROJECTS - REVENUE							
Reserve - Working Capital	3150		\$ -		\$ 452.20		\$ 15,000.00
Reserve - OPC Path of Honour	3430		\$ 3,500.00		\$ 1,500.00		\$ 13,127.71
Reserve - Funded Projects	3428		\$ 1,221.40		\$ -		\$ 1,221.40
Reserve - Recycling Initiative	3155		\$ 15,000.00		\$ -		\$ 15,000.00
Prepaid Revenue Long-Term Projects: Active Naturally Initiative	4050		\$ -		\$ 21,907.85		\$ 21,907.85
Revenue: Contract Services	4880		\$ -		\$ -		\$ -
Grants: Active Naturally Initiative	4050		\$ -		\$ 5,295.00		\$ 5,295.00
Donations - TD FEF (Pollinator Garden)	4325		\$ -		\$ -		\$ 5,069.50
Donations - Elgin-St. Thomas Community Foundation (Mykal)	4325		\$ -		\$ -		\$ 15,000.00
Donations - OPC Path of Honour	4325		\$ 1,500.00		\$ 1,500.00		\$ 810.00
			<u>\$ 21,221.40</u>		<u>\$ 30,655.05</u>		<u>\$ 59,988.66</u>
CAPITAL DEVELOPMENT PROJECTS							
Springwater CA (White's Mill fence)	5085		\$ 5,000.00		\$ -		\$ -
Springwater CA (schoolhouse improvements)	5085		\$ 10,000.00		\$ -		\$ -
Springwater CA (Pine Ridge washroom updates)	5085		\$ 5,000.00		\$ -		\$ -
Springwater CA (12 picnic tables)	5085		\$ 4,420.00		\$ 10,000.00		\$ 8,840.00
Springwater CA (wireless internet towers)	5085		\$ 15,000.00		\$ -		\$ -
Springwater CA Shop Renovations	5085		\$ -		\$ 20,000.00		\$ 22,169.50
Springwater CA Electrical Panel Upgrades	5085		\$ -		\$ 10,000.00		\$ 31,900.00
TOTAL Springwater C.A. Development			<u>\$ 39,420.00</u>		<u>\$ 40,000.00</u>		<u>\$ 62,909.50</u>
CAPITAL DEVELOPMENT PROJECTS - REVENUE							
Reserve - CA Development	3250		\$ 22,920.00		\$ 15,500.00		\$ 62,709.50
Donations - Capital Development (Miscellaneous)	4325		\$ 1,500.00		\$ 1,500.00		\$ 200.00
			<u>\$ 24,420.00</u>		<u>\$ 17,000.00</u>		<u>\$ 62,909.50</u>
Revenue Appropriated from SPW Operations			\$ 15,000.00		\$ 23,000.00		\$ -
Revenue Appropriated from Maple Syrup Program			\$ -		\$ -		\$ -
			<u>\$ 39,420.00</u>		<u>\$ 40,000.00</u>		<u>\$ 62,909.50</u>

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
VEHICLE & EQUIPMENT OPERATIONS							
Vehicle Acquisition	5500		\$ -		\$ -		\$ -
Equipment Acquisition	5505		\$ -		\$ -		\$ -
Miscellaneous Small Tools	5510		\$ 1,000.00		\$ 1,000.00		\$ 479.96
Small Equipment Acquisition	5510		\$ 1,000.00		\$ 1,000.00		\$ -
Vehicle Fuel	5515		\$ 11,500.00		\$ 11,500.00		\$ 9,941.02
Vehicle Maintenance & Repairs	5520		\$ 5,200.00		\$ 5,200.00		\$ 5,715.12
Vehicle Licenses	5525		\$ 510.00		\$ 510.00		\$ 505.25
Insurance	5530		\$ 5,200.00		\$ 5,200.00		\$ 4,832.04
Equipment Fuel	5535		\$ 4,000.00		\$ 4,000.00		\$ 3,230.67
Equipment Maintenance & Repairs	5540		\$ 14,000.00		\$ 14,000.00		\$ 10,088.08
Equipment Insurance	5545		\$ 700.00		\$ 700.00		\$ 655.84
			<u>\$ 43,110.00</u>		<u>\$ 43,110.00</u>		<u>\$ 35,447.98</u>
VEHICLE & EQUIPMENT OPERATIONS - REVENUE							
Reserve (Capital Acquisition)	3450		\$ -		\$ -		-\$ 10,500.00
Reserve (Working Capital)	3150		\$ -		\$ -		\$ -
Municipal General Levy	4100		\$ 4,405.00		\$ 4,405.00		\$ -
Revenue: Vehicle & Equipment Rental Charges	4980		\$ 38,705.00		\$ 38,705.00		\$ 45,992.48
			<u>\$ 43,110.00</u>		<u>\$ 43,110.00</u>		<u>\$ 35,492.48</u>

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
MAPLE SYRUP PROGRAM							
Wages - Pancake House Coordinator - Education Programs			\$ -		\$ 3,000.00		\$ 3,000.00
Program Support Assistant		\$ 1,663.62	\$ 16,637.09	\$ 1,580.39	\$ 4,559.43	\$ 1,580.40	\$ 4,559.47
Community Outreach Technician		\$ 5,406.75		\$ -		\$ -	
Field Technician (Water)		\$ 2,733.35		\$ 2,979.04		\$ 2,979.07	
Field Technician (Lands)		\$ 6,833.37	\$ -	\$ -	\$ -	\$ -	
Assistant Field Technician			\$ 2,184.00		\$ 4,368.00	\$ 2,393.96	\$ 13,733.06
Administrative Assistant (school programs)			\$ 436.80		\$ 4,524.00	\$ 2,223.02	
Festival Administrative Staff (3)			\$ 3,931.20		\$ 3,974.88	\$ 2,204.48	
Festival Operations Staff (3)			\$ 3,931.20		\$ 3,974.88	\$ 6,911.60	
Benefits - Program Support Assistant		\$ 379.28	\$ 2,261.75	\$ 190.12	\$ 548.50	\$ 190.14	\$ 549.00
Community Outreach Technician		\$ 679.74		\$ -		\$ -	
Field Technician (Water)		\$ 343.64		\$ 358.38		\$ 358.86	
Field Technician (Lands)		\$ 859.09		\$ -	\$ -	\$ -	
Assistant Field Technician			\$ 310.13		\$ 620.26	\$ 277.87	\$ 1,567.69
Administrative Assistant			\$ 62.03		\$ 642.41	\$ 277.90	
Festival Administrative Staff			\$ 558.23		\$ 564.43	\$ 213.18	
Festival Operations Staff			\$ 558.23		\$ 564.43	\$ 798.74	
Building Repairs & Renovations			\$ 500.00		\$ 500.00		\$ -
Vehicle & Equipment Rental			\$ 3,000.00		\$ 3,000.00		\$ 3,914.75
Purchase of Resaleable Supplies			\$ 15,000.00		\$ 22,700.00		\$ 16,622.36
Advertising			\$ 600.00		\$ 600.00		\$ 738.02
Equipment Maintenance & Repair			\$ 500.00		\$ 500.00		\$ 196.00
Operating Expenses - General			\$ 1,689.88		\$ 5,500.00		\$ 1,428.77
Special Attractions			\$ 2,500.00		\$ 2,500.00		\$ 1,784.96
	5600		<u>\$ 54,660.53</u>		<u>\$ 62,641.22</u>		<u>\$ 48,094.08</u>
MAPLE SYRUP PROGRAM - REVENUE							
Reserve - CA Dev	3250		\$ -		\$ -		\$ -18,900.00
Revenue: Sales	4650		\$ 22,829.53		\$ 30,041.22		\$ 25,147.39
Revenue: School Groups (TVDSB)	4650		\$ -		\$ 13,000.00		\$ 12,276.00
Revenue: Tours (non-TVDSB)	4650		\$ 1,000.00		\$ 1,600.00		\$ 1,997.00
Revenue: Admissions	4650		\$ 16,000.00		\$ 18,000.00		\$ 15,518.58
Revenue: Facility Rental	4650		\$ 1,947.00		\$ 2,000.00		\$ 1,415.93
Grants: Employment (Youth Employment)	4255		\$ 2,184.00		\$ -		\$ -
Donations/Sponsorships	4325		\$ 10,700.00		\$ 8,000.00		\$ 10,700.00
			<u>\$ 54,660.53</u>		<u>\$ 72,641.22</u>		<u>\$ 48,154.90</u>
Revenue Appropriated to Administration			\$ -		\$ -10,000.00		\$ -
Revenue Appropriated to C.A. Development			\$ -		\$ -		\$ -
			<u>\$ 54,660.53</u>		<u>\$ 62,641.22</u>		<u>\$ 48,154.90</u>

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
SPRINGWATER CONSERVATION AREA							
Campground Expenditures							
Wages - General Manager/Secretary-Treasurer	5650	\$ 13,321.35	\$ 182,526.52	\$ 15,827.71	\$ 148,507.77	\$ 11,059.86	\$ 139,408.52
Conservation Areas Supervisor		\$ 52,016.14		\$ 48,163.01		\$ 44,924.64	
Financial Services Coordinator		\$ 29,642.85		\$ 29,004.74		\$ 29,004.77	
Community Outreach Technician		\$ 13,308.93				\$ -	
Field Technician (Water)		\$ 20,500.12		\$ 27,183.78		\$ 29,234.93	
Field Technician (Lands)		\$ 23,916.81					
Program Support Assistant		\$ 29,820.32		\$ 28,328.53		\$ 25,184.32	
Seasonal Senior Park Technician		\$ -	\$ 111,725.13	\$ 15,008.50	\$ 110,121.94	\$ 20,839.48	\$ 135,277.46
Park Technicians (6)		\$ 62,307.00		\$ 20,810.40		\$ 60,037.80	
Assistant Field Technician		\$ 4,368.00		\$ 30,139.20		\$ 4,065.88	
Gate Staff (7)		\$ 45,050.13		\$ 44,163.84		\$ 47,003.70	
Visitor Services Coordinator (1 staff)		\$ -		\$ -		\$ 3,330.60	
Benefits - General Manager/Secretary-Treasurer	5651	\$ 3,008.78	\$ 39,389.26	\$ 3,432.63	\$ 31,278.70	\$ 2,037.76	\$ 31,592.22
Conservation Areas Supervisor		\$ 14,495.24		\$ 13,702.21		\$ 13,039.34	
Financial Services Coordinator		\$ 7,829.41		\$ 7,465.73		\$ 7,646.23	
Community Outreach Technician		\$ 1,673.20		\$ -		\$ -	
Field Technician (Water)		\$ 2,577.28		\$ 3,270.21		\$ 3,580.67	
Field Technician (Lands)		\$ 3,006.82		\$ -		\$ -	
Program Support Assistant		\$ 6,798.53		\$ 3,407.92		\$ 5,288.22	
Seasonal Senior Park Technician		\$ -	\$ 15,864.97	\$ 2,131.21	\$ 15,637.32	\$ 2,474.67	\$ 14,239.44
Park Technicians (6) (14.2%)		\$ 8,847.59		\$ 2,955.08		\$ 6,859.90	
Assistant Field Technician		\$ 620.26		\$ 4,279.77		\$ 479.48	
Gate Staff (14.2%)		\$ 6,397.12		\$ 6,271.27		\$ 4,425.39	
Visitor Services		\$ -		\$ -		\$ -	
Vehicle & Equipment Rental	5675		\$ 27,000.00		\$ 21,000.00		\$ 27,162.11
Advertising	5680		\$ 1,100.00		\$ 4,500.00		\$ 1,067.00
Camp Taxes	5685		\$ 7,500.00		\$ 8,000.00		\$ 7,386.33
Camp Insurance	5690		\$ 8,500.00		\$ 9,000.00		\$ 8,193.24
Telephone Expenses	5695		\$ 1,600.00		\$ 2,300.00		\$ 1,660.70
Camp Hydro	5700		\$ 42,000.00		\$ 41,000.00		\$ 41,839.17
Camp Heat	5702		\$ 1,000.00		\$ 800.00		\$ 956.89
SUPPLIES:	5670		\$ 23,000.00		\$ 21,300.00		\$ 15,393.27
- General Printing		\$ 1,000.00		\$ 1,000.00		\$ 607.00	
- Sanitary Supplies		\$ 7,000.00		\$ 6,000.00		\$ 6,714.27	
- Computer		\$ 1,000.00		\$ -		\$ -	
- General Materials & Supplies		\$ 12,000.00		\$ 12,000.00		\$ 7,017.06	
- Uniforms		\$ 2,000.00		\$ 2,300.00		\$ 1,054.94	

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
MAINTENANCE:	5672		\$ 37,250.00		\$ 42,550.00		\$ 32,475.55
- computers & network support		\$ 3,000.00		\$ 3,000.00		\$ 548.26	
- Garbage Collection		\$ 13,000.00		\$ 13,000.00		\$ 13,162.46	
- General Infrastructure		\$ 10,000.00		\$ 15,000.00		\$ 8,259.52	
- Hazard Tree Removal		\$ 5,000.00		\$ 5,000.00		\$ 5,375.00	
- Liquid Waste Removal		\$ 4,000.00		\$ 3,000.00		\$ 4,125.00	
- Picnic Table Maintenance		\$ 750.00		\$ 750.00		\$ -	
- Water System Maintenance & Testing		\$ 1,500.00		\$ 2,800.00		\$ 1,005.31	
Store Product (for resale)	5760		\$ 11,000.00		\$ 11,000.00		\$ 9,359.62
Firewood Purchased (for resale)			\$ 13,000.00		\$ -		\$ 13,212.50
MISCELLANEOUS:	5705		\$ 18,595.00		\$ 13,295.00		\$ 18,338.89
- Staff Training		\$ 750.00		\$ 750.00		\$ 145.00	
- Reservation System		\$ 545.00		\$ 545.00		\$ 545.00	
- Bank Charges (Card Processing Fees)		\$ 17,000.00		\$ 12,000.00		\$ 17,384.32	
- Miscellaneous Expenses		\$ 300.00		\$ -		\$ 264.57	
			<u>\$ 541,050.88</u>		<u>\$ 480,290.73</u>		<u>\$ 497,562.91</u>
Day-Use Expenditures							
Day-Use Hydro	5710		\$ 2,200.00		\$ 2,750.00		\$ 2,132.13
Day-Use Taxes	5720		\$ 120.00		\$ 500.00		\$ 120.66
Day-Use Insurance	5730		\$ 3,500.00		\$ 3,500.00		\$ 3,489.21
Schoolhouse Heat & Hydro	5740		\$ 3,600.00		\$ 3,600.00		\$ 3,440.94
Schoolhouse Maintenance/Furnishings	5750		\$ 500.00		\$ 1,000.00		\$ 92.76
			<u>\$ 9,920.00</u>		<u>\$ 11,350.00</u>		<u>\$ 9,275.70</u>
Special Events Expenditures							
Trout Program	5640		\$ 1,200.00		\$ 1,200.00		\$ 1,008.59
Special Events Expenses	5775		\$ 8,000.00		\$ 8,000.00		\$ 5,189.55
			<u>\$ 9,200.00</u>		<u>\$ 9,200.00</u>		<u>\$ 6,198.14</u>
Firewood Processing			<u>\$ 3,500.00</u>		<u>\$ 4,450.00</u>		<u>\$ 3,508.61</u>
TOTAL EXPENSES - SPRINGWATER			<u>\$ 563,670.88</u>		<u>\$ 505,290.73</u>		<u>\$ 516,545.36</u>

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2020 (February 26, 2020)

	Code	Subtotals	Budget 2020	Subtotals	Budget 2019	Subtotals	Actual 2019
SPRINGWATER CA - REVENUE							
Sponsorships	4326		\$ 250.00		\$ 1,000.00		\$ 250.00
Donations (Trout Program)	4325		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00
Donations (Firewood for Resale)	4325		\$ -		\$ -		\$ 1,017.50
Revenue: Camp/Day Use User Fees			\$ 115,011.09		\$ 112,801.35		\$ 129,123.45
Revenue: Store Sales			\$ 17,500.00		\$ 17,500.00		\$ 14,103.23
Revenue: Firewood Sales			\$ 18,000.00		\$ 3,600.00		\$ 21,039.83
Revenue: Facility Rentals			\$ 9,000.00		\$ 9,000.00		\$ 9,449.57
Revenue: Seasonal Fees & Winter Storage			\$ 380,000.00		\$ 357,396.00		\$ 382,773.17
Revenue: Wireless Internet Program			\$ 4,080.00		\$ -		\$ -
Revenue: Trout Program			\$ 900.00		\$ 900.00		\$ 902.65
Revenue: Special Events			\$ 23,000.00		\$ 22,000.00		\$ 23,514.00
Grants: Employment (Youth Employment)	4255		\$ 4,366.00		\$ 2,000.00		\$ 2,000.00
Grants: Employment (CSJ)	4225		\$ 15,000.00		\$ 19,286.60		\$ 22,148.00
Grants: Employment (Green Jobs) CPRA	4275		\$ 5,712.00		\$ 4,979.52		\$ 14,777.70
Grants: Employment (Green Jobs) PLT	4275		\$ 5,712.00		\$ 5,145.51		\$ 7,788.70
Reserve: Capital Acquisition	3450		\$ -		\$ -		-\$ 10,300.00
Reserve: Working Capital	3150		\$ -		\$ -		-\$ 58,000.00
Reserve: C.A. Development	3250		\$ -		\$ -		-\$ 43,700.00
			<u>\$ 599,531.09</u>		<u>\$ 556,608.98</u>		<u>\$ 517,887.80</u>
Revenue Appropriated to Administration			-\$ 20,860.21		-\$ 28,318.25		\$ -
Revenue Appropriated to C.A. Development			-\$ 15,000.00		-\$ 23,000.00		\$ -
			<u>\$ 563,670.88</u>		<u>\$ 505,290.73</u>		<u>\$ 517,887.80</u>
TOTAL EXPENDITURES			\$ 1,330,076.10		\$ 1,296,055.65		\$ 1,300,666.70
TOTAL REVENUE			\$ 1,330,076.10		\$ 1,296,055.65		\$ 1,301,695.50
			<u>-\$ 0.00</u>		<u>-\$ 0.00</u>		<u>\$ 1,028.80</u>

Report FA 13 / 2020 : To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary-Treasurer
SUBJECT: CCCA Committees
DATE: March 9, 2020
STRATEGIC ACTION: Operate a Sustainable and Adaptable Organization
FINANCIAL IMPLICATIONS: N/A

Purpose:

To appoint the Authority's Committees for the year 2020.

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 2020.

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
Mark Tinlin, 1st Alternate
Christopher Wilkinson, 2nd Alternate

Interview Committee

Paul Buchner, Committee Member
Sally Martyn, Committee Member
Arthur Oslach, Committee Member

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

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

Lake Erie Source Protection Region Management Committee

Rick Cerna, Committee Member
Christopher Wilkinson, Committee Member

Recommendation:

THAT, the Full Authority approve the Committee appointments for the year 2020 as outlined in Report FA 13 / 2020.



Christopher Wilkinson,
General Manager / Secretary-Treasurer

REPORT FA 14 / 2020 : To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary – Treasurer,
SUBJECT: Community Safety and Well-Being Plan Committee
DATE: March 5, 2020
STRATEGIC ACTION: Improve the ecological health of the Catfish Creek watershed
FINANCIAL IMPLICATIONS: None

Purpose:

To appoint a CCCA representative to the Community Safety and Well-Being (CSWB) Plan Advisory Committee as requested by Elgin County.

Discussion:

Elgin County municipalities are starting the process to develop a Community Safety and Well-Being (CSWB) Plan. The Ontario government requires that all municipalities prepare and adopt a CSWB Plan by January 1, 2021 (Bill 175 - *The Safer Ontario Act*).

The municipalities in Elgin are working collaboratively to develop a joint Community Safety and Well-Being Plan for the following municipalities:

- City of St. Thomas
- County of Elgin
- Town of Aylmer
- Municipality of Bayham
- Municipality of Central Elgin
- Municipality of Dutton-Dunwich
- Township of Southwold
- Township of Malahide
- Municipality of West Elgin

The CSWB Plan must be led by an advisory committee comprised of representatives from local government, police services, health/mental health, education, social services, and community and custodial services for children and youth.

Elgin County has asked CCCA be involved.

By participating as a member of the Advisory Committee, the CCCA representative will be required to:

- Provide feedback about community engagement and consultation sessions
- Act as a resource for the Coordinating Committee
- Provide data and information from your agency/organization, pertaining to priority risk factors, vulnerable groups, and protective factors to reduce those risks
- Ensure the engagement and creation of opportunities for involvement of people within Elgin County and City of St. Thomas, including culturally diverse populations
- Work in collaboration with the Coordinating Committee in developing the focal points of the emerging community safety and well-being plan based on available data, evidence, community information and feedback, as well as core community capacity to address those factors

- Helping the Coordinating Committee develop a plan for implementing the goals, directions, and protective factors identified in the Community Safety and Well Being Plan for Aylmer-Elgin-St. Thomas

There are four working sessions with the Advisory Committee anticipated between now and the end of 2020.

The first meeting of the CSWB Advisory Committee is scheduled for:

Date: Friday, April 3, 2020

Time: 9 am to 11 am

Location: Memorial Arena, 80 Wilson Avenue, St. Thomas (Community Room)

Recommendation:

THAT the Community Outreach Technician be appointed to represent CCCA on the Community Safety and Well-Being (CSWB) Plan Advisory Committee.



Christopher Wilkinson
General Manager / Secretary-Treasurer

REPORT FA 15 / 2020 : To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary – Treasurer,
Susan Simmons, Financial Services Coordinator
SUBJECT: Purchasing Policy- In Year Review
DATE: March 9, 2020
STRATEGIC ACTION: Operate a Sustainable and Adaptable Organization
FINANCIAL IMPLICATIONS: None

Purpose:

To update the Board of Directors on the implementation of the revised Purchasing Policy

Background:

An updated Cattfish Creek Conservation Authority (CCCA) purchasing policy was adopted by the Board of Directors on August 8, 2019 in Report FA 35 / 2019 approved by Motion #80 / 2019 as follows:

THAT, the Full Authority approve the updated Purchasing Policy outlined in Report FA 35/2019 as amended; and further,

THAT, staff provide a report in six (6) months time as to the policy effectiveness.

The purpose of the update was to ensure CCCA demonstrates a clearly documented purchasing policy that reflects core organizational principles and objectives.

A summary of the current policy compared to the previous 2019 policy is as follows:

2019 Policy		2020 Policy	
Less than \$500	Approval by Department Head	Less than \$500	Approval by Department Head
\$500 - \$1000	Approval by GM/S-T	\$500 - \$5,000	Approval by FSC or GM/S-T
\$1000 +	3 quotes or documented rationale	\$5,000 - \$20,000	3 quotes or documented rationale
\$10,000 +	Board Approval	\$20,000 +	Board Approval

The resolution required staff to report back to the members as to the policy effectiveness after six (6) months.

Discussion:

A review of the Purchasing Policy effectiveness (attached) was conducted by staff on February 28, 2020, precisely 6 months after the implementation of the policy.

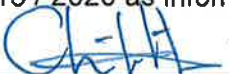
Criteria	Consideration	Measure		✓
1. Adequacy	Adequacy of the approach to address the issue:	Good	Adequate – Few performance problems	✓
		Fair	Adequate – Some performance problems	
		Poor	Not adequate – Many performance problems	
<i>Issues:</i>	337 Purchases between September 1, 2019 and February 29, 2020 has the potential to generate a significant amount of administration. However this must be balanced against the transparency and accountability of the CCCA Board of Directors.			
<i>Solutions:</i>	A revised purchasing policy was implemented on September 1, 2019 which increased threshold on the low end resulted in an increase in administrative workability. There has been a limited number of large purchases to which the revised policy applies.			
2. Improvement in Conditions	Potential of the approach to improve current conditions	Good	Potential to substantially improve conditions	✓
		Fair	Potential for some improvement in conditions	
		Poor	Maintain existing conditions	
<i>Issues:</i>	1. For small purchases, there was no requirement to code invoices leading to difficulty in assigning purchases to accounting / program codes. 2. There was previously significant overhead/admin required for purchases since 3 quotes were almost always required.			
<i>Solutions:</i>	1. The requirement to code each invoice has led to more Administrative workability as there have been no questions from Admin to staff re purchases. 2. Increased threshold resulted in an increase in administrative workability. A reduction in the number of quotes for three previously required tenders (Uniforms, Truck Repairs and Dragline) resulted in saved staff time, while ensuring transparency by using the documented rationale required by the policy. In each case a justification based on an approved list of market conditions was accepted.			
3. Administrative Capacity	The administrative capacity of the CCCA to implement the policy	Good	Easily implemented, few problems, or can use existing policy or program	
		Fair	Somewhat easy to implement, few problems	✓
		Poor	Not easily implemented, many problems	
<i>Issues:</i>	Previous policy was difficult to implement due to the limited administrative capacity required for most purchases. Each purchase in the new \$5,000 + threshold requires 3 quotes or justification based on an approved list of market conditions that justifies sole sourcing. Selecting the appropriate rationale has often been possible.			
<i>Solutions:</i>	The adjusted thresholds result in a more administratively workable process while ensuring transparency through documentation of rationale for purchase			
4. Financial Capacity	The financial capacity of the delivery agent to implement the policy	Good	Availability of funds	✓
		Fair	Reasonable availability of funds	
		Poor	No availability of funds	
<i>Issues:</i>	There were no issues where purchases were made and funds were not available			
<i>Solutions:</i>	There were no issues where purchases were made and funds were not available. There is now a requirement of department heads to ensure the purchase is within the department budget which has led to more department transparency and inter office efficiency. For larger purchases, the GM/S-T is required to approve which includes a check against the budget.			

Recommendation:

THAT the Full Authority receive Report FA 15 / 2020 as information.



Susan Simmons
Financial Services Coordinator



Christopher Wilkinson
General Manager / Secretary-Treasurer

Report FA 16 / 2020 : To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary-Treasurer
SUBJECT: Provincial Flood Strategy
DATE: March 9, 2019
STRATEGIC ACTION: Protect life and minimize property damage from flood & erosion
FINANCIAL IMPLICATIONS: N/A

Purpose:

To update members on the March 9, 2020 release of Ontario's Flood Strategy: Protecting People and Property.

Discussion:

Staff attended the release of Ontario's Flood Strategy on March 9, 2020.

The Strategy introduces a series of new and enhanced actions that will reduce flood risks and make our province better prepared for flooding events, better equipped to respond to them, and more capable of recovering from them quickly.

The Province has been working across government to strengthen the approach to flooding. This will ensure that actions are well-coordinated and as effective as possible in protecting people and property.

The Strategy has been developed after public consultations and also draws on the expert advice of Doug McNeil, Ontario's Special Advisor on Flooding, whose counsel our government sought following the 2019 floods.

Upon cursory review, staff identified a number of areas in which CCCA may benefit including:

1. Investments in updated flood mapping (Page 10)
2. Participate in the province's review of natural hazard technical guidelines (Page 21)
3. Continue to support Flood Forecasting and Warning (Page 27)
4. Continue to work with member municipalities to support local emergency response (Page 35)
5. Continuing to received Section 39 transfer payments (Page 38)

Implementation of the Plan will involve collaboration with various agencies including CCCA. Some of the actions may require new or enhanced legislation, regulations, policies, programs and/or guidelines. CCCA staff will continue to fully participate in all consultations or collaborative efforts regards to proposed changes.

Recommendation:

THAT, Staff Report FA 16 / 2020 be received as information.



Christopher Wilkinson
General Manager / Secretary-Treasurer



COUNCIL RESOLUTION



Res: 2020.01. 23

Wednesday, January 15, 2020

Moved by:



Seconded by:



THAT Conservation Authorities have been protecting people and conserving and restoring watersheds with local communities for over 50 years; and

THAT Municipalities must work together to ensure resilient and healthy watersheds for residents; and

THAT Conservation Authorities will be important partners in concrete and cost-effective initiatives to address climate change.

THEREFORE IT BE RESOLVED THAT the Council of the Municipality of Dutton Dunwich supports the important role Conservation Authorities provide to local communities in delivering watershed management programs

AND THAT this resolution be circulated to all upper and lower-tier municipalities, Conservation Authorities and the Provincial Government (Minister of Environment, Conservation and Parks) in Ontario

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
P. Corneil	_____	_____
A. Drouillard	_____	_____
K. Loveland	_____	_____
M. Hentz	_____	_____
B. Purcell – Mayor	_____	_____

CARRIED



Mayor

DEFEATED:

Mayor

From: [Minister, MECP \(MECP\)](#)
To: rcerna@malahide.ca
Cc: [Chris Wilkinson](#)
Subject: Invitation to MECP Multi-stakeholder Engagement Consultations
Date: January 23, 2020 1:41:06 PM

Dear Mr. Cerna,

Thank you for taking the time to come and speak to me and my office about your conservation authority and the work that you do. It was a very informative conversation.

I am pleased to invite your conservation authority to participate in our multi-stakeholder engagement consultations to be held on:

Friday, January 31, 2020 in Barrie, ON

Friday, February 7, 2020 in the Peterborough area

Friday, February 14, 2020 in the London area.

We will circulate an agenda for the meetings shortly, including locations and times.

The purpose of these meetings is to engage key stakeholders like municipalities, conservation authorities, development, agricultural, landowner, and environmental and conservation organizations to gather input on how to improve efficiencies, consistency, transparency and oversight of conservation authorities. The involvement of conservation authorities in this initiative creates an opportunity for us to draw on your experiences and insights that are crucial to the development of *Conservation Authorities Act* amendments and associated regulations.

I would like to invite representatives of your choosing from your conservation authority to attend these engagement sessions. Please RSVP with the Great Lakes Office (glo@ontario.ca) no later than January 27, 2020 to indicate which sessions your conservation authority will attend.

Should you have any questions, please feel free to email glo@ontario.ca.

I look forward to your attendance at these important discussions.

Sincerely,

Jeff Yurek

Minister of the Environment, Conservation and Parks



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

January 28th, 2020

Christopher Wilkinson
General Manager/Secretary-Treasurer
Catfish Creek Conservation Authority
8079 Springwater Road, R R 5
Aylmer, ON N5H 2R4

Dear Mr. Wilkinson:

Re: 2020 CCCA Preliminary Draft Budget

Please be advised that Central Elgin Council discussed your correspondence respecting the above noted matter at their Regular Meeting of Council dated Monday, January 27th, 2020 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 2020 Catfish Creek Conservation Authority's Levy in the amount of \$95,381.82, including Special Planning Levy. CARRIED.

Please feel free to contact me at the municipal office should you have any questions on this matter.

Yours truly,

Dianne Wilson
Deputy Clerk/Records Management Coordinator





January 30, 2020

Stacey Vojtek
Crown Forests and Lands Policy Branch - Crown Lands Section
300 Water street
5th Floor, North tower
Peterborough, ON
K9J 3C7

Re: Conservation Ontario's comments on the "Proposal to amend Ontario Regulation 454/96 (Construction) to provide alternative regulatory approval requirements for repairs to existing low hazard wetland dams"

Thank you for the opportunity to provide comments on the *"Proposal to amend Ontario Regulation 454/96 (Construction) to provide alternative regulatory approval requirements for repairs to existing low hazard wetland dams"*. Conservation Ontario is the network of Ontario's 36 conservation authorities (CAs). These comments are not intended to limit consideration of comments shared individually by CAs through the review and consultation process for this proposal.

Conservation authorities (CAs) are resource management agencies that operate on the basis of local watersheds. Through regulations made under the *Conservation Authorities Act*, CAs are empowered to regulate development and activities in or adjacent to river or stream valleys, Great Lakes and inland lakes shorelines, watercourses, hazardous lands and wetlands. CAs operate many dams throughout the province for water and erosion control, and are committed to responsible dam ownership and operation. Conservation Ontario is highly supportive of the proposal to incorporate an alternative, optional, rules-in-regulation approach to wetland dam owners to repair existing low hazard wetland dams without obtaining approval under Section 16 of the *Lakes and Rivers Improvement Act*, provided requirements outlined in the regulation have been met. Ideally, it is recommended that eligible wetland dam owners be limited to groups with multi-disciplinary staff (e.g. engineers, biologist/ecologists, water quality specialists and hydrogeologists) such as Ducks Unlimited Canada, conservation authorities and other stewardship groups, rather than an individual private landowner who has a low hazard wetland dam outside of an agreement with one of these groups.

Conservation Ontario offers the following comments in response to the proposal:

1. Need for terms to be clearly defined in the regulation

Ontario Regulation 454/96 (Construction) does not currently provide a definition of what constitutes a "wetland dam". Without a clear definition, it is unclear if features such as tailing ponds would qualify for this exemption. To ensure that landowners are able to make a determination of whether an existing dam on their property would apply, a clear definition for "wetland dams" and "low hazard wetland dams" should be provided.

Additionally, a definition of “maintenance” should be provided to assist dam owners in understanding what alterations, improvements and/or repairs can be conducted through the streamlined approach. For instance, it is possible that proposed alterations could increase the size of the head ponds, storage or dam height, which may in turn increase upstream flood elevations. An alteration which results in an increase in flood elevations may require review under Section 28 of the *Conservation Authorities Act*. It is requested that when providing a definition for maintenance, the Ministry provides additional wording in the exemption criteria that certain maintenance activities which may pose the potential for increased risks, or result in a change to the “low hazard classification” of the eligible wetland dam, are not permitted through this approach. The Ministry currently provides a list of low-risk repair and alteration works which do not require approval under the *Lakes and Rivers Improvement Act*. It may be beneficial for the Ministry to develop a fact sheet of supported alterations, improvements and repairs which are included in the proposed rules-in-regulation approach to clarify eligible works for landowners with online wetland dams.

Lastly, it would be beneficial to clarify what definition of “wetlands” is being adopted to support the proposed rules-in-regulation approach. It is anticipated that the adopted definition will be based on a review of existing definitions (e.g. the Ecological Land Classification System, Ontario Wetland Evaluation System, and the Provincial Policy Statement).

2. Considerations for the proposed dam hazard classification studies

The proposal to streamline alterations, improvements and repairs to low hazard wetland dams states that dam owners must demonstrate their dams meet the “low hazard classification” criteria, as determined through a “rigorous dam hazard classification study” conducted by a licensed engineering practitioner. While Conservation Ontario supports the proposal for dam repairs to be stamped by a qualified professional engineer, we suggest that a licenced engineer may not be the most appropriate person to determine whether the impact of dam failure would not exceed “minimal loss to fish and wildlife habitat with a high capability of natural restoration”. It is recommended that in addition to the requirement for a licenced engineering practitioner to stamp the repair plans, the requirements also include a provision that these plans be reviewed by a qualified biologist / ecologist to confirm the low hazard classification is appropriate and impacts from the wetland dam are not considered detrimental to fish and wildlife habitat.

Further, with respect to the “dam hazard classification study”, Conservation Ontario recommends that the study include criteria to assess potential impacts of multiple / cascading dam failures, where applicable (i.e. if a wetland dam exists upstream from one or more other wetland dams).

Lastly, where the classification study recommends the structure be classified as a low hazard wetland dam, it is recommended that the study identify other permits or regulations which may apply to the range of anticipated maintenance works associated with the low hazard wetland dam.

3. Potential for additional streamlining for removal of existing low hazard wetland dams

In addition to streamlining maintenance activities for low hazard wetland dams, it is further recommended that the Ministry investigate the possibility of creating a separate streamlined approach for the removal of low hazard to mid-sized online dams. While the proposal to streamline alterations, improvements and repairs for low hazard wetland dams is beneficial, this process may increase the number of landowners choosing to repair their dams, rather than decommissioning older, potentially

unsafe dams. Streamlining the process for removal / decommissioning of dams would reduce administrative and cost burdens for dam owners, and may have the added benefits of improving dam safety, stream form and function, decreasing stream temperature and improving fish passage.

4. Need for Rules-in-Regulation Approach Implementation Guidelines

Conservation Ontario recognizes that implementation details are not available at this time. A clear framework and implementation guidelines for the rules-in-regulation approach for low hazard wetland dams is needed. There are many questions regarding implementation of this approach, such as whether there will be a registry of approved low hazard wetlands dams and how the Ministry and other agencies will be kept informed of ongoing work at these dams.

As an example, dam owners / operators will need to be aware that any alterations, improvements and/or repairs, including construction access routes and associated work areas, may require authorizations or permissions from the local conservation authority when works are being undertaken in a CA regulated area. Guidance materials will need to ensure proponents are aware that they may require authorizations or permits from other agencies (i.e. federal agencies, conservation authorities) to undertake repairs to existing dams.

Conservation Ontario would appreciate the opportunity to provide input to the Ministry or participate on the working group that will design the framework and implementation guidelines.

5. Additional guidance materials

In addition to the details to be provided in the regulation, it is requested that the Ministry develop additional guidance documents and/or procedures to assist landowners with completing alterations, improvements and repairs to low hazard wetland dams. These guidance materials should outline standard best management practices including, but not limited to: wildlife timing windows for works, erosion and sediment controls, consultation with neighbours, notification to affected groups and agencies (e.g. utility groups) and considerations for wetland-dependant species at risk which may be affected by the proposed works.

Thank you for the opportunity to review and provide comments on the *"Proposal to amend Ontario Regulation 454/96 (Construction) to provide alternative regulatory approval requirements for repairs to existing low hazard wetland dams"*. Should you have any questions about this letter please feel free to contact myself at extension 229.

Sincerely,



Nicholas Fischer
Policy and Planning Officer

c.c. All CA CAOs/GMs



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 25th, 2020

The Honourable Jeff Yurek, MPP
Minister of Environment, Conservation & Parks
c/o Canada Southern Railway Station
750 Talbot Street
St. Thomas, ON N5H 2R4

Dear Minister Yurek:

Re: Kettle Creek and Catfish Creek Conservation Authorities

Please be advised that Central Elgin Council discussed the above noted matter at their Regular/Planning Meeting of Council dated Monday, February 24th, 2020 and the following resolution was passed:

WHEREAS the Catfish Creek Conservation Authority and the Kettle Creek Conservation Authority have been protecting people and property in the Municipality of Central Elgin for decades;
WHEREAS the authorities are important partners with municipalities in restoring watersheds, promoting naturalization and other environmental measures that address climate change;
NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Central Elgin express its support for the important role that conservation authorities provide to local communities in watershed management programs throughout Ontario and that a copy of this resolution be forwarded to the Honourable Jeff Yurek, Minister of Environment, Conservation and Parks, the Catfish Creek Conservation Authority and the Kettle Creek Conservation Authority. CARRIED.

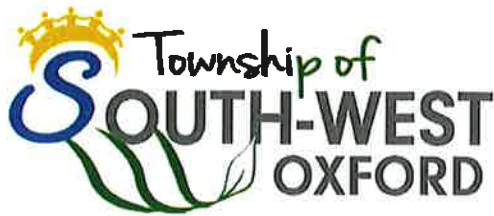
Please feel free to contact me at the municipal office should you have any questions on this matter.

Yours truly,

Dianne Wilson
Deputy Clerk/Records Management Coordinator

c.c. E. VanHooren, General Manager/Secretary-Treasurer, KCCA
C. Wilkinson, General Manager/Secretary-Treasurer, CCCA





R. R. # 1, Mount Elgin, ON N0J 1N0
312915 Dereham Line
Phone: (519) 877-2702; (519) 485-0477;
Fax: (519) 485-2932

March 6th, 2020

The Honourable Dave MacKenzie
Member of Parliament
Main Office – Woodstock
208 Huron Street, Suite 4
Woodstock, ON N4S 7A1

Dear The Honourable Dave MacKenzie:

Re: Commitment to plant two billion trees

During the last Federal election campaign, the Prime Minister committed to planting two billion trees in Canada over the next decade as a response to climate change. On behalf of the Council of the Township of South West Oxford, I have been asked to write to you to inquire about the state of this commitment. Specifically, Council would like to know when and how many trees might be planted within South-West Oxford. Township Council is very supportive of the proposed tree planting program, and would like to be ensured that it comes to fruition.

Further, our Council would strongly suggest that our Federal government take full advantage of the Conservation Authorities in Ontario to assist in delivering this program. We are fully confident that the conservation authorities across Ontario have both the experience and expertise to be very successful in delivering this type of work. While undertaking to plant 200 million trees across Canada per year seems daunting, if the task was spread across the conservation authorities in Ontario (and like organizations in other provinces) it is certainly manageable.

If the Federal government is planning on planting these trees with their own resources or through third party contracts, we would appreciate it if you could provide us with this information as well.

Thank you and I look forward to hearing from you.

Yours truly,

A handwritten signature in black ink, appearing to read "Julie Forth", is written over a horizontal line.

Julie Forth, Clerk
Township of South-West Oxford

cc. Upper Thames River Conservation Authority
Catfish Creek Conservation Authority
Long Point Region Conservation Authority
The Honourable Ernie Hardeman, MPP

From: [Kim Gavine](#)
To: [Angela Coleman \(SNC\)](#); [Brad McNevin \(Quinte\)](#); [Brian Horner \(Ausable\)](#); [Brian McDougall \(SCRCA\)](#); [Brian Tayler \(NBMCA\)](#); [Carl Jorgensen \(NDCA\)](#); [Chandra Sharma \(NPCA\)](#); [Chris Darling \(CLOCA\)](#); [Chris Wilkinson](#); [Corinna Barrett \(SSMRCA\)](#); [Dan Marinigh \(ORCA\)](#); [David Vallier \(MRCA\)](#); [Deb Martin-Downs \(CVC\)](#); [Dick Hibma \(SVCA\)](#); [Doug Hevenor \(NVCA\)](#); [Elizabeth VanHooren \(KCCA\)](#); [Hassaan Basit \(Halton\)](#); [Ian Wilcox \(UTRCA\)](#); [John Mackenzie \(TRCA\)](#); [Judy Maxwell \(LPRCA\)](#); [Katrina Furlanetto \(CRCA\)](#); [Linda Laliberte \(GRCA\)](#); [Lisa Burnside \(Hamilton\)](#); [Mark Majchrowski \(Kawartha\)](#); [Mark Peacock \(LTCA\)](#); [Mike Walters \(LSRCA\)](#); [Phil Beard \(Maitland\)](#); [Rhonda Bateman \(LTC\)](#); [Richard Pilon \(RRCA\)](#); [Richard Wyma \(ERCA\)](#); [Sally MacIntyre \(MVCA\)](#); [Samantha Lawson \(GRCA\)](#); [Sommer Casgrain-Robertson \(RVCA\)](#); [Tammy Cook \(Lakehead\)](#); [Tim Lanthier \(GSCA\)](#); [Tim Pidduck \(CVCA\)](#)
Cc: [Bonnie Fox](#); [Chitra Gowda](#); [Jane Dunning](#); [Jane Lewington](#); [Jo-Anne Rzaeki](#); [Kim Gavine](#); [Kristin Bristow](#); [Leslie Rich](#); [Nekeisha Mohammed](#); [Nicholas Fischer](#); [Patricia Moleirinho](#); [Rick Wilson](#)
Subject: FW: Message from the Honourable John Yakabuski, Minister of Natural Resources and Forestry
Date: March 9, 2020 11:41:22 AM

To: CAOs
From: Kim Gavine
Re: Letter from Minister Yakabuski and link to report

Please see correspondence below. A link to the report is included.

From: MIN Feedback (MNRFB) [mailto:minister.mnrf@ontario.ca]
Sent: March 9, 2020 11:27 AM
To: Kim Gavine <KGavine@conservationontario.ca>
Subject: Message from the Honourable John Yakabuski, Minister of Natural Resources and Forestry

**Ministry of Natural
Resources and Forestry**

Office of the Minister

Room 6630, Whitney Block
99 Wellesley Street West
Toronto ON M7A 1W3
Tel: 416-314-2301

**Ministère des
Richesses naturelles et
des Forêts**

Bureau du ministre

Édifice Whitney, bureau
6630
99, rue Wellesley Ouest
Toronto (Ontario) M7A 1W3
Tél.: 416-314-2301



354-2020-331

Ms. Kim Gavine
General Manager
Conservation Ontario
kgavine@conservationontario.ca

Dear Ms. Gavine:

I am very pleased to advise you that our government has released [Protecting People and Property: Ontario's Flooding Strategy](#).

The safety of the public and the protection of our communities is our number one priority. The flooding that impacted extensive areas of the province in the spring of 2019 was a reminder that communities all around Ontario are vulnerable to these frequent, naturally occurring events. We know that we can't prevent flooding—we can only become more

resilient when it occurs.

Ontario's Flooding Strategy introduces a series of new and enhanced actions that will reduce flood risks and make our province better prepared for flooding events, better equipped to respond to them, and more capable of recovering from them quickly. We have been working across government to strengthen our approach to flooding in the province. This will ensure that our actions are well-coordinated and as effective as possible in protecting people and property.

The Strategy has been developed after public consultations and also draws on the expert advice of Doug McNeil, Ontario's Special Advisor on Flooding, whose counsel our government sought following the 2019 floods.

Increasing resiliency to flooding is a shared responsibility. All levels of government, Indigenous communities, conservation authorities, landowners, the agricultural community, industry and non-government organizations all have a role to play.

I look forward to continuing to work with you on this vital matter.

Sincerely,

John Yakabuski
Minister of Natural Resources and Forestry

Confidentiality Notice: This e-mail contains information intended only for the use of the individual whose e-mail address is identified above. If you have received this e-mail in error, please advise us by responding to it. Please also destroy all copies of this message. Thank you

Avis de confidentialité : Ce courriel contient des renseignements à l'usage exclusif de la personne à l'adresse courriel ci-haut. Si vous avez reçu ce courriel par erreur, veuillez nous en informer en répondant. Veuillez aussi détruire toutes les copies de ce message. Merci.

Correspondence: To The Full Authority**FROM:** Christopher Wilkinson, General Manager / Secretary - Treasurer**SUBJECT:** Correspondence Register, January 1 – January 31, 2020**DATE:** February 1, 2019**STRATEGIC ACTION:** Operate a Sustainable and Adaptable Organization**FINANCIAL IMPLICATIONS:** None

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:

Date	Type	Agency	Topic
Jan 2	Email and CCCA Reply	Grand River Conservation Authority	Green Stage
Jan 2	Email and CCCA Reply	Information and Privacy Commissioner of Ontario	Annual statistical reporting for 2019
Jan 3	Email and CCCA Reply	Township of Malahide	Port Bruce Ice Mitigation
Jan 3	Email and CCCA Reply	Grand River Conservation Authority	Choosing a date for a Feb LERMC Meeting
Jan 6	Email	Conservation Ontario	Comments Requested: Proposal to Amend O. Reg 454/96 (Construction) under the Lakes and Rivers Improvement Act
Jan 6	Email	Conservation Ontario	Reminder- Registration Open! - CA Level 1 Training - March 9th through 13th, 2020
Jan 6	Email	LiveRoof Ontario Inc	Green Roof
Jan 7	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Provincial Flood Watch Issued for Southern Ontario – Lake Erie Shoreline on January 7th, 2020 at 10:30 a.m.
Jan 7	Email and CCCA Reply	Kettle Creek Conservation Authority	Shared Services Meeting KCCA and CCCA
Jan 7	Email	Conservation Ontario	Updates to CO Guidance Documents for CA Planning and Regulations Program - CO Client Service and Streamlining Initiative

Date	Type	Agency	Topic
Jan 8	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Ontario Low Water products for the Month Ending December 31st, 2019
Jan 8	Email	Long Point Region Conservation Authority	MNR Watercourse Update Project - Proposal to expand to KC and LP
Jan 9	Email	Upper Thames River Conservation Authority	2020 Flood Plan
Jan 9	Email and CCCA Reply	Bowsher + Bowsher Law Firm	Catfish Creek Annual General Meeting
Jan 9	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Provincial Flood Watch Issued for Southern Ontario Shoreline on January 9th, 2020 at 10:30 a.m.
Jan 9	Email	Kettle Creek Conservation Authority	News Release: Significant Rainfall this Weekend could lead to localized flooding
Jan 10	Email and CCCA Reply	Grey Sauble Conservation Authority	DFO under High Lake Levels
Jan 10	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Flood Watch Issued for Southern Ontario on January 10th, 2020 at 10:30 a.m.
Jan 10	Email and CCCA Reply	Hamilton, Ward & Cathers	Camp
Jan 10	Email	Ausable Bayfield Conservation	FYI News release - Funding secured for 2020 tree planting projects - Local landowners continue to plant trees, support conservation authority tree planting programs
Jan 10	Email and CCCA Reply	Lower Thames Valley Conservation Authority	LTVCA Annual General Meeting
Jan 10	Email	Aylmer District Trapper's Council	Thank you for your attendance
Jan 10	Email	Upper Thames River Conservation Authority	UTRCA Flood Watch - UPDATE (Jan 10, 2020) - to CA and provincial contacts
Jan 10	Email	the Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Updated Provincial Flood Watch Issued for Southern Ontario on January 11th, 2020 at 10:00 a.m.
Jan 10	Email	Kettle Creek Conservation Authority	New Release: Flood Watch Update for Low Lying Areas and Port Stanley

Date	Type	Agency	Topic
Jan 11	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Updated Provincial Flood Watch Issued for Southern Ontario on January 12th, 2020 at 10:00 a.m.
Jan 11	Email	Upper Thames River Conservation Authority	Flood Watch Bulletin Update 2 - Water Levels to Remain High for Several Days
Jan 13	Email	Upper Thames River Conservation Authority	Watershed Conditions Statement - Water Safety (Jan 13-17, 2020)
Jan 13	Email	Conservation Ontario	EXPRESSIONS OF INTEREST Great Lakes Fisheries Commission rep for Canadian Advisors FW: Follow up to Conservation Appointment to the GLFC
Jan 14	Email	Ministry of the Environment, Conservation and Parks	PWQMN Field Sample Numbers - 2020
Jan 14	Email	Conservation Ontario	2020 Levy Invoice
Jan 14	Email	Conservation Ontario	Dam Management FW: 2019 Year in Review
Jan 15	Email	Project Learning Tree	Forests Ontario Annual Conference Scholarship
Jan 15	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	MNRF - WISKI WEB PRO Service interruption
Jan 16	Email	Conservation Ontario	Harvard ManageMentor Program
Jan 16	Email	Conservation Ontario	FW: Support Resolution
Jan 16	Email	AMO	AMO WatchFile - January 16, 2020: Munic/CA MOU
Jan 16	Email	Municipality of Dutton Dunwich	FW: Resolution in Support of CAs and the delivery of watershed management programs
Jan 16	Email	Kettle Creek Conservation Authority	Invitation to KCCA's Annual General Meeting
Jan 17	Email	Conservation Ontario	CA Act Broader Consultation
Jan 17	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Provincial Flood Watch Issued for Southern Ontario – Lower Great Lakes Shorelines - January 17th
Jan 17	Email	Conservation Ontario	2020 Levy Invoice
Jan 20	Email	Conservation Ontario	Webinar Available - Key Changes to the Conservation Authorities Act and Moving Forward
Jan 20	Email	Conservation Ontario	Provincial consultation - follow up
Jan 20	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Provincial Flood Watch Issued for Southern Ontario on January 20, 2020 at 12:00 PM

Date	Type	Agency	Topic
Jan 20	Email	Conservation Ontario	Comments Requested: Drainage Act Discussion Paper (ERO#019-1187)
Jan 20	Email	Conservation Ontario	Dates for Broader Consultation
Jan 21	Email	Conservation Ontario	Funding available under the Great Lakes Protection Initiative
Jan 21	Email	Environment and Climate Change Canada	2020-2021 Call for proposals for the Habitat Stewardship Program (HSP) - Deadline February 27, 2020.
Jan 22	Email	Environment and Climate Change Canada	EcoAction Community Funding Program, Call for Proposals, 2020
Jan 22	Email and CCCA Reply	Elgin County	Legal Services
Jan 22	Email and CCCA Reply	Bird Studies Canada	CCCA AGM -Feb 20 2pm
Jan 22	Email	Conservation Ontario	Webinar Opportunity - Drainage Act Discussion Paper
Jan 22	Email	Long Point Region Conservation Authority	Ecological Surveys
Jan 23	Email	Conservation Ontario	Pre-budget Delegations
Jan 23	Email	Conservation Ontario	Letter to Minister Yakabuski re Flood Report
Jan 23	Email	Conservation Ontario	CA Act Broader Consultation
Jan 23	Email	Ausable Bayfield Conservation Authority	News release - Call first when considering work in regulated areas
Jan 23	Email and CCCA Reply	Ministry of the Environment, Conservation and Parks	Invitation to MECP Multi-stakeholder Engagement Consultations
Jan 24	Email	Conservation Ontario	Release of Erosion and Sediment Control Guide for Urban Construction (2019)
Jan 24	Email	Upper Thames Region Conservation Authority	UTRCA Watershed Conditions Statement - Water Safety/Flood Outlook (Jan 24, 2020)
Jan 24	Email	Ministry of Natural Resources and Forestry	WECI Program - 2020-2021 Call for Applications
Jan 24	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Provincial Flood Watch Issued for Southern Ontario on January 24, 2020 at 1:15 PM
Jan 27	Email	Thomas p Rylett m.eng, p.eng	Scope cost estimate - hillside stage and demonstration building
Jan 27	Email	East Elgin Secondary School	Letter of Support for CCCA
Jan 27	Email and CCCA Reply	EXP Inc. (Environmental Engineering Division)	Springwater Dam

Date	Type	Agency	Topic
Jan 28	Email	Conservation Ontario	Conference Call re MECP consultation - CO's presentation and key messages
Jan 29	Email	Conservation Ontario	Follow-Up Survey re. MECP Broader Engagement Sessions
Jan 30	Email	HWC Insurance	Risk Management Report from Frank Cowan Company
Jan 30	Email	Conservation Ontario	CO presentation and key messages for MECP Multistakeholder consultation

Christopher Wilkinson
General Manager / Secretary - Treasurer

Correspondence: To The Full Authority**FROM:** Christopher Wilkinson, General Manager / Secretary - Treasurer**SUBJECT:** Correspondence Register, February 1 – February 29, 2020**DATE:** February 29, 2020**STRATEGIC ACTION:** Operate a Sustainable and Adaptable Organization**FINANCIAL IMPLICATIONS:** None

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:

Date	Type	Agency	Topic
Feb 3	Email	Conservation Ontario	Comments on the Proposal to Amend O. Reg 454/96 (Construction) under the Lakes and Rivers Improvement Act
Feb 3	Email	Conservation Ontario	Esri Revised Contract Proposal - ACTION REQUIRED
Feb 3	Email and CCCA Reply	Long Point Region Conservation Authority	You're Invited: 2020 AGM
Feb 3	Email and CCCA Reply	Long Point Region Conservation Authority	Digitizing Old Records and Scanning Services
Feb 3	Email	Conservation Ontario	Multi-stakeholder Consultation Session on CAs - Barrie, Jan 31st
Feb 3	Email and CCCA Reply	Grand River Source Protection Region	Updating the Catfish Creek Assessment Report
Feb 3	Email	Conservation Ontario	Update on MECP Consultations, Government's Questions and Proposed Responses for CAs
Feb 4	Email	Conservation Ontario	CO Council Voting Delegates and Board Member Distribution Updates for 2020
Feb 4	Email	Conservation Ontario	CONFIRMATION COLBORNE FW: Details for February 7th Engagement Session
Feb 4	Email and CCCA Reply	Live Roof Ontario Inc.	CCCA Project
Feb 4	Email	Kettle Creek Conservation Authority	News Release: Lake Erie Shoreline Flood Outlook Update
Feb 4	Email and CCCA Reply	Ministry of Environment, Conservation and Parks	PWQMN workshop 2020 - draft agenda and registration

Date	Type	Agency	Topic
Feb 4	Email and CCCA Reply	Ministry of Natural Resources and Forestry	Culvert
Feb 4	Email	Conservation Ontario	ELA Documents
Feb 5	Email and CCCA Reply	Grand River Source Protection Region	Updating the Catfish Creek Assessment Report
Feb 6	Email and CCCA Reply	Ausable Bayfield Conservation Authority	CACIS 2020
Feb 7	Email and CCCA Reply	Kettle Creek Conservation Authority	Aquaswift water level monitoring
Feb 7	Email	Surface Water Monitoring Centre	Ontario Low Water products for the Month of January 2020
Feb 10	Email	Aylmer Express	CCCA Annual Report QUOTE
Feb 10	Email	Conservation Ontario	Peer Feedback Requested: Permit Application by way of Court Order
Feb 10	Email	Image Advantage Inc.	Scanning Services
Feb 10	Email	Conservation Ontario	Positive Municipal Resolutions of Support - Attached
Feb 10	Email	Lakehead Conservation	Municipality of Shuniah Resolution in support of CAs
Feb 10	Email	Lower Trent Conservation	Trent Hills Resolution in support of CAs
Feb 10	Email	Quinte Conservation	Quinte Resolutions in support of CAs
Feb 11	Email	Elgin County	Springwater Bridge / Dam Inspection
Feb 11	Email	Conservation Ontario	Details for February 14th Engagement Session
Feb 11	Email	Conservation Ontario	EA Legal Question
Feb 11	Email	Conservation Ontario	Training on the Climate Change Vulnerability Assessment Tool for Source Water Quality
Feb 12	Email	Municipality of Chatham-Kent	Municipality of Chatham-Kent support Role of Conservation Authorities
Feb 12	Email	Quinte Conservation	FOR YOUR ACTION: Positive Municipal Resolutions
Feb 12	Email	Conservation Ontario	OPPORTUNITY FW: Flood Risk Assessment Procedures Advisory Committee
Feb 13	Email	Aylmer-Malahide Museum & Archives	Heritage Stew Luncheon
Feb 14	Email	Conservation Ontario	Comments Requested: Proposed Amendments to O.Reg 244/97 and the Aggregate Resources of Ontario Provincial Standards under the Aggregate Resources Act
Feb 14	Email	Ministry of Environment,	Conservation Authorities Survey

Date	Type	Agency	Topic
		Conservation and Parks	
Feb 14	Email	Environment and Climate Change Canada	HSP EOI - CCCA
Feb 15	Email	Conservation Ontario	General Managers' Teleconference Call
Feb 18	Email	Image Advantage Inc.	Scanning and Electronic Records Management
Feb 19	Email	Grand River Source Protection Authority	Lake Erie Region Management Committee Meeting Agenda Package, February 24, 2020
Feb 19	Email	Civica	Welcome 2020 With Powerful Stormwater Management Tool - Visual OTTHYMO 6.0
Feb 19	Email	Conservation Ontario	New Director – Source Protection Programs Branch - Land and Water Division
Feb 20	Email	Conservation Ontario	How can Conservation Authorities & Municipalities use Carbon Markets to Protect Forests? Webinar Registration
Feb 20	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Provincial Flood Watch for the Lake Erie Shoreline Issued on February 20th, 2020 at 2:00 PM
Feb 21	Email	Bluesource LLC	Conservation Authorities, Municipalities, and Forest Carbon
Feb 21	Email	Ontario Headwaters Institute	internal contact for watershed management
Feb 21	Email	Ganaraska Region Conservation Authority	Positive Municipal Resolutions - Northumberland County
Feb 21	Email and CCCA Reply	Township of Malahide	Port Bruce Dragline - Moving to south end of pier
Feb 24	Email	Ontario Headwaters Institute	Announcing WaterScape III
Feb 24	Email	Toronto and Region Conservation Authority	2019 Annual Report
Feb 25	Email	Ministry of Environment, Conservation and Parks	PWQMN workshop - final agenda
Feb 26	Email	Ministry of Environment, Conservation and Parks	North Bay MECP Engagement Session Scheduled for March 5
Feb 26	Email	Surface Water Monitoring Centre of the Ministry of Natural	Provincial Flood Watch Issued for the Lower Great Lakes Shoreline on February 26th, 2020 at 10:15 AM

Date	Type	Agency	Topic
		Resources and Forestry	
Feb 27	Email and CCCA Reply	Southwestern Public Health	Springwater Maple Syrup Festival Brewery Day
Feb 28	Email	Conservation Ontario	PPS 2020 Released today FW: A message from Minister Steve Clark

Christopher Wilkinson
General Manager / Secretary - Treasurer