



**Niagara Peninsula Conservation Authority  
FULL AUTHORITY MEETING MINUTES**

20 March, 2013; 7:00 p.m.  
250 Thorold Road; 3<sup>rd</sup> Floor; Welland, ON

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**MEMBERS PRESENT:**

B. Timms (Chairman)  
A. Jeffs (Vice-Chairman)  
D. Barrick  
B. Baty  
S. Beattie  
C. D'Angelo  
D. DiFruscio  
T. Easton  
D. Eke  
D. Joyner  
D. Ransom  
B. Sharpe  
B. Steckley

**MEMBERS ABSENT:**

T. Dalimonte (regrets)  
B. Maves (regrets)

**STAFF PRESENT:**

T. D'Amario, CAO/Secretary-Treasurer  
J. Kukalis, Director, Water Management  
D. Baker, Director, Land Management  
M. Stack, Director Communications  
L. Conte, Recording Secretary

**OTHERS PRESENT:**

Brian Bishop, Klara Young-Chin, Frank Memme,  
Aaron Farrell, Sarah Ferguson, Chris Freure,  
Ed Helder, Ted Hinks, Norm Johnson, Lois Johnson,  
Bev Leppard, John Maclellan, Gerry Prentice,  
Glen Robins, George Scott, Sloboban P. Simonovic,  
Tanya Simonovic, John Sonneveld, Joyce Sonneveld,  
Tony Wellintine

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**BUSINESS:**

The Chairman called the meeting to order at 7:11 p.m.,  
No conflict of interest in the agenda  
He then welcomed everyone in attendance. No conflict of interest expressed

(1) **MINUTES – Full Authority Meeting – 20 February 2013**

**FA-35-13**

**Moved by:** Brian Baty  
**Seconded by:** Barry Sharpe

**That:** the Minutes of the Full Authority Meeting held 20 February 2013, be received and approved as printed.

**"CARRIED"**

(2) **BUSINESS ARISING FROM THE MINUTES**

None

(3) **DELEGATION – DR SIMONOVIC**

Tony D'Amario introduced Dr. Simonovic and stated that a copy of his report was sent to all board members and acknowledged that the Peer Reviewer is also present for this delegation.

Dr. Simonovic, introduced himself as a Consultant appointed by Government to advise US and Canadian governments on flooding.

At the request of the Welland River Flood Plain Association, Dr. Simonovic looked at documentation of flood plain mapping. Background of technical issues – presentation non-technical will show concerns and opportunities. Dr. Simonovic looked at several works including Aquafor, John Perdikaris, NPCA mapping, policies and procedures, Dillion Consulting and NPCA strategy.

Dr. Simonovic's concern is that the focus of documentation is only on a portion of the Welland River basin; mostly central. There is a need to address other parts of the watershed due to higher flood levels than those from 1985, upstream of the New Siphon. Regulatory flood area boundaries are considered hazardous and therefore implementation is needed. This is focused through a single zone approach.

This watershed is significant as hydro power operations (OPG) have an impact on the Welland River downstream conditions. The River is intercepted by the Welland Canal, which is regulated by hydro power.

NPCA policies and procedures – concern; a) watershed approach and b) engagement of the community; both principles are violated in the flood plain update process in his opinion. Conclusions: It is unacceptable that Welland River strategy 1999 does not consider flooding as a significant watershed management issue. Lack of proper and continuous drainage outlet for the river and fluctuating water levels at the downstream end are playing a significant role in determining the extent of flooding caused by natural conditions and extent of flooding caused by watershed modifications.

The review of flood plain extent is necessary from 1985 since numerous changes occurred. From the available technical documentation, it is not possible to clearly understand what are the main changes of the area being addressed by the Review. The

technical documents are insufficiently addressing the questions of the impact of climate change.

The impacts of many assumptions, uncertainty associated with the available data and sensitivity of the final results are not properly taken into consideration in deriving the proposed update of the flood plain extent. The complexity of the system requires an innovative approach to mapping.

The floodplain review process must include OPG, St. Lawrence Seaway Mgmt. Corp, City of Welland, municipalities in the watershed and members of the public. Flooding is closely related to hydropower generation along the River.

Welland River water level fluctuations can be mitigated (cost vs. potential benefits)

The floodplain mapping of the Welland River watershed is not done in accordance to the major water management guiding principles of the Conservation Ontario: watershed approach and engagement of community. Lack of effective communication with the public before the new regulation was implemented in 2011 illustrates negligence in the implementation of the community engagement principle.

Until the complete work is done, the Peer review will not be helpful.

Opportunities: WRFA is ready to collaborate; willing to contribute to the work of floodplain regulation implementation sub-committee

Willing to support the policy and provide input to the policy

Willing to be a member of the team of all stakeholders

Floodplain regulation process can be easily seen as a cost benefit process where some stakeholders are gaining benefits from the water shed management decision

WRFA proposes to review documentation of the watershed when completed, discussion on cost sharing. Look at the floodplain regulation change as a water management issue at the watershed scale.

WRFA suggests innovative approach to floodplain regulations that will take into consideration uncertainties involved in the floodplain delineation

Establishment of the floodplain regulation with a range of significance that will reflect the level of uncertainty associated with the calculation of the water levels

Flood Plain Regulatory, could be somewhere in between the regularity flood levels. Municipalities, Environment Canada are accepting the range – which comes with multiple uncertainties.

Conclusions – Flooding is only on the water management issues that are closely related to other water uses. Further discussion needed. Thanked the Board for their attention and opened the floor to Questions from the Board.

Referencing pg. 20 of the slide presentation, Carmen D'Angelo stated that we need to look at innovative ideas/best practices. D'Angelo considers himself to be an advocate of citizen engagement – Board received flood plain mapping – we had concerns and engaged citizens, invited public to sit on the Committee – we allow independent consultants to come here and the Board has been proactive and aware of public consultation.

Dr. Simonovic was under the impression that it possibly didn't include all since the Association did not feel there was enough interaction.

Trevor Easton feels that since the mapping is based on assumptions and that the mapping is to provide a measure of protection for citizens on the existing flood plain; if the assumption is incorrect, then there are consequences. Dr. Simonovic agrees; the process has a high level of uncertainties, must however establish some boundaries for the critical areas and focus on these. There is potential for new ideas.

Dr. Simonovic reconfirmed his opinion that a Peer Review should not be done until the study is complete. There are many other factors to consider when reviewing the original study; and thus believes the process will not be done properly. The single watershed is under tremendous users.

Barry Sharpe inquired about establishing zones/ranges and clarifying restrictions in those zones; regarding the changes made in Winnipeg; how were restrictions made? Dr. Simonovic stated that there is one model already in place.

Barry Sharpe asked how climate change affects future impact? Dr. Simonovic replied that people are concerned how climate change will impact. One needs to assess precipitation, incorporate procedure with data in Community. By looking at future scenarios it offers opportunity to establish boundaries. This was implemented with the City of London, watershed was revised, both upper and lower boundaries.

Barry Sharpe asked about the cost? How is it determined? He asks if it is different for users such as OPG? Dr. Simonovic replied it is a tradeoff from different users, benefits derived from watershed. If the user is taking benefits and others causing costs there is an effort to try and balance the cost with the benefits.

Brian Baty stated that there is no scientific flaw in the current model. We have never dealt with a two-way flow of water. Dr. Simonovic stated he was only invited to review documentation. Brian Baty asked what is the impact of the lower. Dr. Simonovic replied that the boundaries have different data.

Dave Eke stated that the watershed impacts owners and is not allowing them full benefit. Regarding the two-sided approach of flood plain, there is a concern about all flood plain analysis for those who live in that watershed. We are always dealing with future, therefore, hypothetically should the 100 year storm occur, what are the liabilities of those benefits and cost? How do other provinces deal with this? Dr. Simonovic explained that when you look at the watershed as a single watershed, this is only one issue; there are other users. Winnipeg for example is specific, their City is fully protected, by diverting the waterway, they have clear communication between City and smaller communities who pay for that in taxes etc. with a continuing communication of users.

Dave Eke stated that it's all about the fairness and protection, it becomes difficult to draw a line. Dr. Simonovic replied that in Manitoba they use 100 – 200 year storm, new regulations for homes are being built based on new projections.

Chris Freure commented that he likes the two-zone approach, and asked whether Dr. Simonovic had seen change in elevation from one set of mapping? Dr. Simonovic, replied, "yes increase in population and land use".

Chris Freure asked if the two-zone approach takes into consideration future approaches in building?

Dr. Simonovic explains that zones established are in disagreement since they use different criteria; driven by the level of protection converted in defining lines, dykes, how high etc....

John Kukalis indicated that the remapping was as a result of the new watershed; we saw levels approaching the 100 year level and this was last in the series. April Jeffs commented that the odds of a crazy storm are slim to none; we could be setting

regulations to death, and asked; are we really in one of those areas? What is the probability?

Dr. Simonovic feels this area is subject to storms and climate change. New storms during the summer indicate that Canada is potentially subject to high storms and magnitude. We should look at that with the current observations indication.

April Jeffs inquired whether or not the spring melt has an impact.

Dr. Simonovic replied that it appears there is more moisture during the year namely summer and fall.

Chairman Timms stated that the Peer Review predicted flood line and the Board will have to look at legitimate policy changes. Dr. Simonovic suggested that a study of the watershed should be completed first, then proceed with the technical Peer Review; since what we currently have, is not sufficient.

Bruce Timms thanked members of Flood Plain Committee, as well as Dr. Simonovic.

Resolution as follows:

**FA-36-13**

**Moved by:** Dave Eke

**Seconded by:** Brian Baty

**That:** **Presentation by P. Simonovic Consulting be received and be forwarded to AMEC for consideration in the Peer Review process.**

**“CARRIED”**

**Following a 5 minute recess;**

**(4) DELEGATION – “Beeway” – Project by George Scott**

Chairman Timms invited George Scott to discuss “Honeybees” & how it affects the Niagara Region (issue).

George Scott thanked the Board & the Conservation Authority. He explained that L3K wildlife project in Wainfleet was 55 acres and now expanding to 120 acres – Niagara Beeway.com went live today. Scott has been a bee-keeper for 25 yrs. The issue facing Niagara Region is that bees are dying in great numbers for reasons unknown. Appears that along one corridor of Niagara the bees are thriving. Need native species experts, since 2/3 of crop in Niagara are dependent on the native species. Currently importing bees from South America and they don't survive due to difference in seasons, not compatible. George Scott is asking for a motion to put funds in Conservation Authority in exchange for NPCA's native species experts project coordinators. We need to plant the plant species that exist in the area where bees are currently thriving. L3K needs plant material and to tap into our resources. NPCA already has the data of species. Asking for charitable tax donation

Questions from Board;

Doug Ransom asks if is staff willing to support this?

Tony D'Amario responded that we are in restoration and native species, we can be a partner, this is unique due to the funding arrangement – we need to consider what resources are required, however, as a project it is viable.

George Scott suggests that GIS experts are needed to grid areas.

Chairman Timms indicated that if the Foundation receives funds to support this initiative, then the costs would be drawn from the Foundation. Dave Eke has concerns about what is exactly is involved in partnering and suggested we have a staff report back to the Board.

George Scott stated that they funds ready to go, and indicated that we are moving close to end of school year. Tony D'Amario suggested we accept the donation with conditions on how we spend that money.

Mary Stack explained that NPCA is a charitable organization. Rather than use the Foundation, NPCA has more access to materials and resources.

Mickey DiFruscio asked if the “beeway project” will be a separate account? Response, Yes.

George Scott explained to the Board that they (L3K and NPCA) have been partners for a long time with the duck pond and plantations at L3K. Timing is critical due to the fact that they have donors, students will be out of schools soon and flowering season will begin shortly.

Dave Barrick suggested the funds be used for purchases only and not for staff time. Too many variables for staff time. We should commit as a partner.

Doug Ransom recommends we don't cast aside the Foundation. Bruce Timms stated that the Foundation exists and is able to accept donations and although we have not met as a Board, we are looking at revitalizing the Foundation.

**Motion as follows:**

**FA-37-13**

**Moved by: April Jeffs**  
**Seconded by: Brian Baty**

**That: Presentation on the Beeway Project by George Scott be received,**  
**And,**  
**That NPCA start up an account to receive the donation,**  
**And,**  
**That NPCA staff report back at next Board meeting regarding the project, and to allow George Scott to set conditions for spending funds.**

**“CARRIED”**

(5) **CHAIRMAN'S REMARKS**

Thanked the presenters at tonight's meeting.

(6) **CAO'S REMARKS**

- Tony D'Amario reminded all that Good Friday is Hawkwatch at Beamer Memorial
- He distributed applications for players & sponsors for the 2013 golf tournament and asked all who could to participate.
- Audit report (April 2013)

(7) **Binbrook Master Plan - Terms of Reference - Report No. 17-13**

Resolution presented as follows:

**FA- 38 -13**

**Moved by:** Carmen D'Angelo

**Seconded by:** Brian Baty

**That:** the Conservation Authority receive Report No. 17 - 13, regarding the Terms of Reference for the Binbrook Conservation Area Master Plan;

**That staff be authorized to earmark \$35,000 from the Binbrook Conservation Area Operating Reserves to fund the master plan project; and,**

**That staff be authorized to request proposals from consulting firms based on the Terms of Reference.**

**"CARRIED"**

With reference to pg. 4 of Terms of Reference, subheading "Meetings", Carmen D'Angelo requested that the Consultant be updated. Carmen would like City of Hamilton to be part of the process.

Darcy Baker stated that the Committees will be updated as the project progresses and when the masterplan is endorsed by the Authority, presentation will also be made available for review by the public.

Stewart Beattie requested he be the designated Board member to sit on the Committee and that a copy of this be sent to Glanbrook Conservation Area and Councilor of Ward 11 Binbrook. He would also like feedback on who of the public will be part of the Committee.

Chairman Timms asked that staff take this as a direction. Two consultations - one in the middle and one at the end/completion.

**(8) Budget Status Report No. 18 – 13**

Attached is the budget status report for the period ending Feb 28, 2013  
The Chairman presented the following resolution;

**FA- 39 -13**

**Moved by:** Barry Sharpe  
**Seconded by:** Trevor Easton

**That:** the Budget Status Report No. 18 – 13 for the period ending February 28, 2013 be received.

**"CARRIED"**

Tony D'Amario stated that the budget is on track with no major changes.

**(9) Board member's per Diems - Report No. 19-13**

**FA- 40 -13**

**Moved by:** David Barrick  
**Seconded by:** Brian Baty

**That:** the Report No. 19 - 13 regarding the Honourarium and Per Diem Economic Adjustment be received; and

**That subject to the approval of the Ontario Municipal Board in accordance with Section 37 of The Conservation Authorities Act, the Chairman's honourarium be adjusted to \$4,776 per annum and the member per diem be adjusted to \$70.47 per meeting, retroactive to January 1, 2013.**

**"Deferred"**

Tony D'Amario stated that historically the Board approved per diem and honourarium consistent with staff grid. 2013 increase is 2%. Tony D'Amario also provided the Board with a comparison of other Conservation Authorities in Ontario.

Discussion ensued over rates and the Chair's job description. Carmen D'Angelo asked that the movers and seconder amend motion on table; the Board debated at length about the amendment,

Chairman Timms returned to the original Motion.

Barry Sharpe explained that we're here for the right reasons and we should go with what the staff was approved for. We're not here for the money.

Brian Baty believes the Board does not have enough information and asked that this motion be deferred until we can get information about other Chairs in Ontario.

Carmen stated he has no conflict of interest in putting this forth and would like to expand the list to encompass all Conservation Authorities in Ontario. Motion was deferred.



(10) **Policies, Procedures and Guidelines for the Administration of Ontario Regulation 155/06 and Land Use Planning Policy Document-Update Process-Report No. 20-13**

Resolution presented as follows:

**FA - 41 – 13**

**Moved by:** April Jeffs  
**Seconded by:** Brian Baty

**That:** Report No. 20 - 13 be received for information.

**That the NPCA Board endorse the Technical Working Group of the Development Process Sub Committee to finalize draft revisions to and prepare a Term's of Reference for developing a new "Policies, Procedures and Guidelines for the Administration of Ontario Regulation 155/06 and Land Use Planning Policy Document".**

**That the NPCA Board direct staff to report back upon completion of the Technical Working Group's draft Terms of Reference with the terms, timelines and budget recommendations to complete the update document including a public consultation process.**

**"CARRIED"**

John Kukalis commented on the need to revise policies and proposed that the consultation group bring back recommendations.

Regarding Chairs & sub-committee of Strategic Planning, Carmen D'Angelo feels that we have good representation from public sector and municipal sector – as we develop process of permits, policies need updating as some are unclear. D'Angelo concluded that there were significant revisions and that a consultant was required since it impacts all developments. The Technical group will put together the terms of reference and report back to this Board.

Dave Eke inquired whether there were any benchmark for best practices for any other area. We need to adopt best practice of something already in play. John Kukalis responded that the CA's Liaison Committee sought out different areas, and suggested that the best practice is to consult local needs and implement based on the feedback.

Barry Sharpe stated that public consultation is important, but it's also important to get Municipal and City Managers. Chairman Timms asked, "who is on the technical sub-committee?" John Kukalis responded, "Ken Gonyou, Jon Whyte, Rick Brady, Barry Mylar and M. D'Uva."

**(11) Tractor Purchase - Report No. 21-13**

Resolution presented as follows:

**FA- 42 -13**

**Moved by:** Doug Ransom  
**Seconded by:** Robert Steckley

**That:** the quote dated March 8, 2013, from Ben Berg Farm and Industrial Ltd., to supply one Kubota MX5100 with LA844 loader for a price of \$28,532.00 + taxes be accepted. Report 21-13

**"CARRIED"**

**(12) Vehicle Purchase - Report No. 22-13**

The following resolution was presented;

**FA- 43 -13**

**Moved by:** Dave Eke  
**Seconded by:** Doug Ransom

**That:** the Conservation Authority approve the quotation, dated March 12, 2013, received from Brock Ford two 2013 F150 V6 pick-up trucks for the price of \$37,518.26 (trade and tax inclusive). This is not the lowest quote, but takes into consideration NPCA operating requirements, anticipated non-routine repairs, and anticipated resale values based on make/model and engine size. Report No. 22 – 13.

**"CARRIED"**

Darcy Baker explained that the first two quotations were discounted due to our previous experience with other vehicles of the same make. In the past 5 years we have had very costly repairs at the 2 to 3 year mark. The vehicle we have approved for purchase is also fuel efficient. Doug Joyner recommends the 8 cylinder vehicle and does not support the motion.

**13) PFOS update - Report No. 23 - 13**

Resolution presented as follows:

**FA- 44 -13**

**Moved by:** Doug Ransom  
**Seconded by:** Stewart Beattie

**That:** Report No. 23 - 13 regarding PFOS Compounds at the Binbrook Reservoir be received.

**"CARRIED"**

**(14) Niagara Peninsula Conservation Foundation - Report No 24-13**

Following resolution was presented:

**FA- 45 -13**

**Moved by:** April Jeffs  
**Seconded by:** Brian Baty

**That:** **an Ad-hoc Committee be established to look at the operations and future role of the Niagara Peninsula Conservation Foundation. Report No. 24 – 13**

**"CARRIED"**

Tony D'Amario explained that the Foundation has been inactive, staff has tried to maintain its' existence with ticket lottery however, there is no staff for the Foundation. This raises the following questions, should it continue to exist, what is the role, what kind of support does it require and what is the future of the Foundation? Tony D'Amario proposes that a Committee be set up to review the future of the Foundation.

Carmen D'Angelo believes many in the Community will donate to a Foundation rather than NPCA. Stewart Beattie asked what is ad hoc committee made up of.

Mary Stack responded; 5 board members. Ad hoc is needed in order to determine what role it plays within the Organization and to establish what funds it will raise; i.e. memorial benches. We don't have clear procedures on how we need to operate. There are many models to look at. We need to establish a model before they sit on a Foundation.

Chairman Timms recommended Board Members volunteer.

The following Board members volunteered;  
Bruce Timms, April Jeffs, Brian Baty, Trevor Easton and Stewart Beattie.  
Ad-hoc committee set up – motion was carried.

**(15) Project Status Report No. 25-15**

**FA- 46 -13**

**Moved by:** Stewart Beattie  
**Seconded by:** Robert Steckley

**That:** **Report No. 25 – 13 outlining the status of Authority projects / programs be received for information.**

**"CARRIED"**

Some Board members inquired about the seasonal staff job postings and interview process. Carmen D'Angelo stated he would like to see that for all positions, and suggested that NPCA follow a fair and equitable employer interview process.

Darcy Baker acknowledged that we post all positions on our website. Tony D'Amario further stated that although previous employees may reapply, we do take into consideration past employees who have been trained and perform their job in an excellent manner.

- (16) **Other Business**  
No other business.

(17) **In-Camera**

**FA- 47 - 13**

**Moved by:** Dave Eke  
**Seconded by:** Carmen D'Angelo

**That:** the meeting move in-camera  
"CARRIED"

(a) **Tree By-law Status - Report No. CR-26-13**

**FA- CR – 48 - 13**

**Moved by:** Brian Baty  
**Seconded by:** Doug Ransom

**That:** Report No. CR-26 - 13 regarding the status of the Tree and Forest Conservation By-law be received for information.

"CARRIED"

(b) **Regulations Report - Report No. CR- 27-13**

**FA- CR – 49 - 13**

**Moved by:** Robert Steckley  
**Seconded by:** Doug Ransom

**That:** Report No. CR-27-13 regarding the status of active legal matters related to NPCA Development, Interference with Wetlands, and Alteration to Shorelines and Watercourses Regulations, O.Reg 155/06, as amended, be received for information.

"CARRIED"

(c) **Personnel Matter – Whistleblowing Legislation – Report No. CR-28-13**

**FA- CR – 50 - 13**

**Moved by:** Doug Joyner  
**Seconded by:** Barry Sharpe

**That:** Report No. CR-28-13 be received.  
"CARRIED"

**FA- 51 - 13**

**Moved by:** Doug Ransom  
**Seconded by:** Robert Steckley

**That:** meeting rise from in-camera

**"CARRIED"**

**Action Item: John Kukalis to provide deadline – 60 days prior to court date.**

**ADJOURNMENT**

There being no further business, the following resolution was presented.

**FA- 52 - 13**

**Moved by:** Brian Baty  
**Seconded by:** Carmen D'Angelo

**That:** this meeting do now adjourn.

Received at 11:30 p.m.

**"CARRIED"**

**"L. Conte, Recording Secretary**

**Bruce Timms, Chairman"**

## D'Amario, Tony

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**From:** Meyer, Gail <Gail.Meyer@meridiancu.ca>  
**Sent:** Thursday, April 04, 2013 2:13 PM  
**To:** D'Amario, Tony  
**Subject:** RE: Hello

Good afternoon Tony,

As per our discussion earlier this afternoon, I am formally tendering my resignation from The Niagara Peninsula Conservation Authority Foundation. I wish you well in the rebuilding of the Foundation Board, and will reconsider my involvement once there is a Board in place with a clear definite mandate.

Thank you,

Gail

Gail Meyer CFP, RRC | Senior Wealth Advisor  
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Happiness is a financial plan.





# Township of Wainfleet

*"Wainfleet - find your country side!"*

March 28, 2013

Clinton Shane Ekdahl  
Founder of "Day of the Honey Bee"  
129 Avenue E. South  
Saskatoon SK S7M 1R7

VIA EMAIL to [cccssseee@hotmail.co.uk](mailto:cccssseee@hotmail.co.uk)

RE: Day of the Honey Bee – May 29<sup>th</sup>, 2013

Dear Mr. Ekdahl:

Thank you for your correspondence received by our office on March 21<sup>st</sup>, 2013. Please be advised that Council for the Township of Wainfleet, at its meeting held on March 26<sup>th</sup>, 2013, passed the following resolution:

**"THAT** Correspondence Item No. 035 from Clinton Shane Ekdahl, Founder of "Day of the Honey Bee", requesting the proclamation of May 29<sup>th</sup>, 2013 as "Day of the Honey Bee", and endorsement of the efforts to establish a recognized "National Day of the Honey Bee" in Canada, be received for information and referred to the Niagara Regional Conservation Authority for comment."

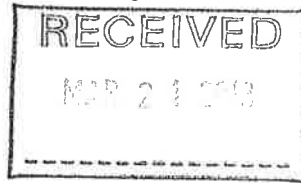
Should you have any questions, please do not hesitate to contact the undersigned with any questions.

Sincerely,

Scott Luey  
Deputy Clerk

SL/sd

cc: **Niagara Peninsula Conservation Authority (with original from Mr. Ekdahl)**



CORR. # 035  
FILE # *Endorsement*  
*Rec: Refer to Council*  
March 6, 2013

Good day Your Worship and Councillors:

I have a vision of a future that requires change, but that change will not be possible without your continued support. Over four years ago, I began an epic campaign to change the world and to transform the way people viewed their place in it. This is the fourth time I have written to this Council; and I hope that you will continue to be a part of the change I speak of. I write again of the Honey Bee.

Many people still do not realise how important Honey Bees are to our way of life. This is troubling because Honey Bees are responsible for a third of all food we eat. Honey Bees are responsible for 70 percent of our food crop pollination. They are a keystone species; the very cornerstone to the sustainability of our agriculture and the primary basis of stability for our fragile environment. This issue is ever more severe because Honey Bees continue to die at alarming and catastrophic rates in Canada and in every country where they are raised.

There are many explanations offered to illuminate or shed light on the cause or causes of Honey Bee disappearances; foremost and most sinister among them being irresponsible pesticide use, such as neonicotinoids: clothianidin, thiamethoxam and imidacloprid. This is a matter that is currently both a source of passionately emotional and scientifically paramount debate between Canadian Beekeepers and Federal and Provincial Governments. Yet, the average person continues to be left in the dark regarding these concerns which have direct and profound impact on the health of not only wildlife but all citizens of this country. Bernard Vallat, the Director-General of The World Organisation for Animal Health, warned, that "Bees contribute to global food security, and their extinction would represent a terrible biological disaster." Indeed, the demise of the Honey Bee would ensure the extinction of thousands of dependant animal and plant species, bring about the collapse of the food chain and guarantee the destruction of sustainable agriculture, our economy and the environment. As Honey Bees continue to perish, this represents a severe threat to the security of our Nation.



RECEIVED

MAR 21 2013

According to the Canadian Honey Council, ~~"The value of honey bees to~~ pollination of crops is estimated at over \$2 billion annually." The Canadian Association of Professional Apiarists (CAPA) suggests that Canada sustained a national average of honey bee deaths of 29.3 % in 2011. Another source indicates that in 2012 almost 99,000 hives died or became unproductive. This amount of loss is greater than what is considered sustainable. Alarminglly, Honey Bees have been disappearing at percentages considered unsustainable for over a decade. Yet, the average person is largely unaware of this threat or what it represents.

That is why that primary of all known solutions is education, awareness and active governmental participation in a resolution to this crisis. Without understanding that there is a problem, we have seen that the general public will take for granted the severity of this global crisis. It is for this reason that I began my campaign in 2009. While it proudly originated in Saskatoon Saskatchewan, it did not end until it spread from coast to coast and found root in distant countries. I had an inspired dream that if municipal governments across Canada were to be unified by a collective, singular proclamation in dedication to the Honey Bee, that more people, through media attention, would be made aware of their alarming decline... ..And resolve to take more necessary action to save this critically important creature and prevent the permanent loss of color and vitality on our wondrous planet.

Imagine a world without blueberries, apples, oranges, broccoli, herbs, almonds, peaches, pears, and over 90 other food crops! Alternatively, imagine a world where only the rich can afford to eat a grape or a peanut! There are Billions of people around the world that already have difficulty finding nourishment in the meagre food they have. Imagine a world where even the middle-class cannot afford fruits and vegetables... ..the lower class will cease to exist and no one will be privileged enough to donate produce to food banks. The poor will starve and there will be chaos; however, this fate is still preventable. It is not yet too late; and you can be an asset in turning aside my terrible predictions. Inform your citizenry of this crisis and with your authority, call on your Provincial Government and our Federal Government to give answer to our collective appeal.

In 7 provinces across Canada and with the support of over 70 municipal governments, May 29, 2010 was recognised as the first annual "Day of the Honey

Bee". It was officially recognised in declaration by three provincial governments – Saskatchewan, Manitoba and British Columbia and recorded in the Legislative Assembly Hansard of Alberta. The Standing Committee on Agriculture and Agri-Food Canada suggested, "That the Government (of Canada) follow in the footsteps of the Province of Saskatchewan... ..by proclaiming May 29, 2010 as the National Day of the Honey Bee and that this be reported to the House." As a result, "Day of the Honey Bee" is currently a Motion in the House of Commons, submitted by Mr. Alex Atamanenko, Member of Parliament for BC Southern Interior, currently serving on the Standing Committee for Agriculture and Agri-Food Canada.

In 2011, this special day was endorsed for a second time by Saskatchewan, Manitoba and British Columbia; and supported by 163 municipal governments across Canada.

In 2012, I once more sent thousands of letters. Last year "Day of the Honey Bee" was again celebrated by three provinces; and 179 municipal governments; while many were issued in perpetuity. The national average of support for "Day of the Honey Bee" is just over 25% of the population of Canada! "Day of the Honey Bee" has even been celebrated in The United Kingdom and Turkey. I dearly hope that this year, that you may add to this amazing success.

Furthermore, because of this amazing support, more people learned about the plight of Honey Bees. All across Canada and abroad, beekeepers, apiarists, beekeeping associations, farmer's markets, postsecondary institutions, municipal groups and other concerned individuals planned activities and events on May 29<sup>th</sup> and the week surrounding this date, to educate and inform the public. The potential that this day possesses to stimulate the local economy, farmer's markets and fairs; and produce revenue for local beekeepers, as well as generate research funding, if given official support by this Council, is as overwhelming as it is undeniable.

Nonetheless, even though more than a quarter of the population of Canada has supported the establishment of this day, I have not been able to gain the same level of success with many other Provincial Governments or the Federal

Government of Canada. It is my hope that with my words, you may contribute to this continued success with wisdom and the authority your station affords.

And now therefore, I do humbly request:

- (a) That your Worship and Council, on behalf of your citizenry, resolve to proclaim May 29<sup>th</sup>, 2013 as the fourth annual "Day of the Honey Bee;" and (if bylaw allows) that this proclamation be issued in perpetuity;
- (b) That in the event proclamations are not issued as a matter of policy, that your Worship and Council please consider, for the purposes of educational awareness, making an exemption to that policy in order to greater serve the broader public interest;
- (c) That in the event there is a municipal ban on beekeeping within your influence, that in collaboration with your provincial apiarist and / or local beekeepers and respecting provincial regulations, that your Worship and Council resolve to antiquate this ban and formally sanction "backyard" or hobbyist beekeeping within your jurisdiction;
- (d) That your Worship and Council resolve to endorse the establishment of a recognised "Day of the Honey Bee" by your Provincial Government, by writing a letter of support to your respective Member of the Legislative Assembly, your respective Provincial Minister of Agriculture and your respective Provincial Apiarist.
- (e) That your Worship and Council resolve to endorse the establishment of a recognised "National Day of the Honey Bee" by the Federal Government of Canada, by writing a letter of support to all respective Members of Parliament of your jurisdiction and to Alex Atamanenko, Member of Parliament for BC Southern Interior. [alex.atamanenko.a1@parl.gc.ca](mailto:alex.atamanenko.a1@parl.gc.ca); [atamaa@parl.gc.ca](mailto:atamaa@parl.gc.ca).
- (f) That your Worship and Council resolve to endorse the establishment of a recognised "National Day of the Honey Bee" by the Federal Government of Canada, by writing a letter of support to the Honourable Gerry Ritz, Minister of Agriculture and Agri-Food Canada:

The Honourable Gerry Ritz  
Agriculture and Agri-Food Canada  
1341 Baseline Road  
Ottawa, Ontario K1A 0C5

Fax: 613-773-1081

(g) And that in the event a proclamation, endorsement and or response are issued, that the original be sent to the address and contact information provided in this correspondence below; for the purpose of keeping accurate tally and record; and that if copies of your response are to be sent to apiarists or beekeeper-groups that they be given copies.

By these requests, it is my goal that through collective proclamation, more of the populace will be made aware of the dire threats facing the Honey Bee; not only in your region but your province, across Canada and the world.

I thank you for your time and your considerations,

Sincerely,

A handwritten signature in black ink, appearing to read 'Clinton Ekdahl', with a stylized, cursive script.

Clinton Shane Ekdahl  
Founder of "Day of the Honey Bee"  
129 Avenue E South  
Saskatoon, Saskatchewan, S7M 1R7  
1 (306) 651 – 3955  
cccsseee@hotmail.co.uk



**TO: The Chairman and Members of the Authority**

**DATE: April 10, 2013**

**SUBJECT: Revised Debenture MOU – Niagara Region - Report No. 29-13**

The Board previously adopted a recommendation approving the Proposed Debenture MOU with the Niagara Region. (see attached report 64-12).

The MOU was forwarded to the Niagara Region staff for comment and following a number of meetings and discussions with the Region's solicitor and staff, NPCA Auditors and Legal representatives, the attached final draft MOU was agreed to for presentation to both the NPCA Board and the appropriate Niagara Region Committee.

The revised MOU is essentially the same as the initial draft but provide clarification on the amount of debt and payment as well as further confirming the 2012 levy for debt payment is recognized by the Region as part of the NPCA's base budget for future years.

Once approved, the MOU will be signed by the NPCA and Region Chairman.

**RECOMMENDATION:**

**That Report No. 29-13 be received and that the NPCA approve the Revised Debenture MOU with the Niagara Region.**

Respectfully Submitted By:

A handwritten signature in black ink, appearing to read "Tony D'Amario". The signature is written over a horizontal line.

Tony D'Amario, P. Eng. CAO/ Secretary-Treasurer



**TO:** The Chairman and Members of the Authority

**DATE:** December 10, 2012

**SUBJECT:** Debenture MOU – Niagara Region - Report No. 64 -12

The Board will recall an outstanding issue with respect to debt financing of past NPCA capital projects by the Niagara Region. Over the last several years, the NPCA budget reflected a debt payment to the Niagara Region which has been in turn levied as a special benefitting levy to the Niagara Region. The NPCA 2011 approved financial statements included a note that indicates the debt payment, but did not indicate or otherwise reconcile the total outstanding debt on the financial statements. The reason for this was, based on our legislation, that our yearly invoice to the Niagara Region was and is a statutory levy. However, as indicated above, the Authority is committed to making repayments on the debt charge until paid as per our previous understanding and agreement.

The Niagara Region staff have indicated concerns that the NPCA financial statements do not recognize the debt on our books and accordingly there is no transparent record of the debt in either of the NPCA or Region's financial statements. In an effort to deal with this matter, NPCA and Region staff, legal representatives and auditors met to discuss viable options. Our auditors reviewed the financial statements of the other Conservation Authorities in Ontario and found no other municipalities that have borrowed on behalf of the Authority to finance the Authority's capital levy. As there was no model to refer to in this regard, the group developed an appropriate MOU for consideration by the Authority that would address the issues.

Attached is a copy of the proposed MOU for consideration of the Board as reviewed and endorsed by both the NPCA solicitor and auditor as appropriate given the circumstances. It is important to note that:

- the MOU deals with the historical debt amounts only (balance as of year-end 2012 will be \$7,512,782);
- the MOU would end when the historical debt is paid (Year 2020)
- the MOU does not limit the NPCA right to levy for operating or capital expenditures in the future
- the 2012 debt payment of \$1,628,851 is included in the NPCA base budget and will continue in subsequent years notwithstanding that the debt payments will reduce over time.

The final draft MOU was forwarded to the Niagara Region staff for comment, however due to unavoidable issues, their input was not received in time for this agenda. Additional information and/or comments received in this regard will be presented at the meeting.

Once approved, the MOU will be signed by the NPCA Chairman and CAO as well as appropriate Region Representatives

**RECOMMENDATION:**

**That Report 64-12 be received and that the NPCA approve the Proposed Debenture MOU with the Niagara Region.**

Respectfully Submitted By:

  
Tony D'Amario, P. Eng. CAO/ Secretary-Treasurer

## **MEMORANDUM OF UNDERSTANDING**

**BETWEEN:**

**THE REGIONAL MUNICIPALITY OF NIAGARA ("Region")**

**and**

**NIAGARA PENINSULA CONSERVATION AUTHORITY ("NPCA")**

**WHEREAS** the NPCA has levied the Region for Capital Works as one of the constituent Municipalities in its watershed;

**AND WHEREAS** the Region chose to debenture the amount so levied

74-2003-10-CA

89-2004-10-CA

61-2005-10-CA

57-2006-10-CA

72-2007-10-CA

61-2008-10-CA

61-2009-10-CA

73-2010-10-CA

**AND WHEREAS** the Parties wish to provide for the proper accounting of the resulting debenture and the orderly payment of future obligations;

**NOW THEREFORE THE PARTIES HERETO** hereby agree as follows:

1. The Region acknowledges that the NPCA shall levy the Region as a special benefitting Municipality, an annual amount equivalent to the debenture interest and principal due for the current year. Such levy shall continue until the current debt as of December 31, 2012, being, \$7,512,782.90 is retired.
2. The NPCA shall pay to the Region the amount required by the Region to meet the annual payment for the portion of the Region's debenture obligations that are properly attributable to the debt undertaken to meet the past Capital Levies of NPCA. Such portion to be referred to as the "NPCA Share"
3. The NPCA will record the NPCA Share as a debt on its annual Financial Statements.
4. The Region acknowledges that the 2012 debenture payment of \$1,628,851.96 is included in the NPCA's base budget in 2012 and will continue to be used in subsequent budgets for the purposes of determining NPCA's future years' guidance for target % change as set by the Region from time to time.

5. The Parties agree that this Memorandum is intended to record the arrangement that has been reached to deal with the past practices of the Parties in dealing with NPCA levies of a Capital nature.
6. It is acknowledged that NPCA is eligible from time to time to obtain funding from the Ontario Government which may entail further levies for Capital Projects. This Memorandum is not intended to prejudice the NPCA's ability to apply for or participate in such future opportunities.
7. The Parties agree to meet and discuss the payments upon either party requesting such an opportunity.



## MEMORANDUM OF UNDERSTANDING

BETWEEN:

THE REGIONAL MUNICIPALITY OF NIAGARA ("Region")

and

NIAGARA PENINSULA CONSERVATION AUTHORITY ("NPCA")

WHEREAS the NPCA has levied the Region for Capital Works as one of the constituent Municipalities in its watershed;

AND WHEREAS the Region debentured the amount so levied, pursuant to the *Conservation Authorities Act*, R.S.O. 1990, c.C.27 (the "Act")

74-2003-10-CA

89-2004-10-CA

61-2005-10-CA

57-2006- 10-CA

72-2007-10-CA

61-2008-10-CA

67-2009-10-CA

73-2010-10-CA ("Past Capital Levy")

AND WHEREAS the Parties wish to provide for the proper accounting of the Past Capital Levy and the orderly payment of future obligations;

NOW THEREFORE THE PARTIES HERETO hereby agree as follows:

1. The Region acknowledges that the NPCA shall levy the Region as a special benefitting Municipality, an annual amount for the debenture interest and principal due for the current year on the Past Capital Levy. Such levy shall continue until the current debt is retired.
2. As of December 31, 2012, the remaining amount of the Past Capital Levy is \$7,512,782.90.
3. The NPCA shall pay to the Region the amount required by the Region to meet the annual payment for the portion of the Region's debenture obligations that are properly attributable to the debt undertaken to meet the Past Capital Levies of NPCA. Such portion to be referred to as the "NPCA Share"
4. The NPCA will record the NPCA Share as a debt on its annual Financial Statements. The Region will record the NPCA Share as a debt recoverable from NPCA on its annual Financial Statements.
5. Pursuant to the Act, the NPCA levies the Region a total levy for its requirements for operations which includes the annual payment on the Past Capital Levy (the "Total Levy"). The 2012 Total Levy was \$6,557,104.00 which included the Past Capital Levy payment of \$1,628,851.96. Both figures shall continue to be used in the base budget for subsequent Total Levies plus or minus the Budget guidance directed by Regional Council, which budget is submitted to Regional Council for approval.
6. The Parties agree that this Memorandum acknowledges the Past Capital Levies that have

been funded by the Region for the benefit of NPCA to December 31, 2012 and which form part of the NPCA Total Levy to the Region. The Parties agree that this Memorandum is intended to record the arrangement that has been reached to deal with the past practices of the Parties in recording the Past Capital Levy. In the event that in subsequent years new debentures are issued by the Region for new NPCA Capital Levies the same accounting for the debentures on the books of the Parties shall be used, subject to the Parties adjusting the amount of the NPCA Share of the Region's debentures and annual payment on account of such amount .

7. It is acknowledged that NPCA is eligible from time to time to obtain funding from the Ontario Government which may entail further levies for Capital Projects. This Memorandum is not intended to prejudice the NPCA's ability to apply for or participate in such future opportunities.
8. The Parties agree to meet and discuss the annual payments to be made and/or future debenture issues upon either party requesting such an opportunity.

Dated at \_\_\_\_\_, this 31st day of December, 2012.

THE REGIONAL MUNICIPALITY OF NIAGARA

Per:

\_\_\_\_\_  
Name: Gary Burroughs

Title: Regional Chair

\_\_\_\_\_  
Name: Janet Pilon

Title: Regional Clerk

*We have authority to bind the Corporation*

Dated at \_\_\_\_\_, this 31<sup>st</sup> day of December, 2012.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Per:

\_\_\_\_\_  
Name:

Title:

*I/We have authority to bind the Corporation*



**TO: The Chairman and Members of the Authority**

**DATE: April 10, 2013**

**SUBJECT: 2012 Financial Statements - Report No. 30 -13**

Attached for review and consideration are the Draft 2012 Financial Statements as audited by Grant Thornton (formerly MacGillivray Partners LLP). The format of the statements is in accordance with the accepted accounting principles for organizations operating in the local government sector as recommended by the Public Sector and Accounting Board of the Canadian Institute of Chartered Accountants.

The Financial Statements have been reviewed with Authority staff, the Authority Chairman, Vice-Chairman and the Auditors and reflect the year end report with reserve allocations as approved by the Board in the meeting of February 20, 2013 (Report 08-13 also attached).

Representatives from the auditors will be in attendance at the meeting to present the financial statements and respond to any questions.

**RECOMMENDATION:**

**That Report No. 30-13 be received and that the Financial Statements for the year ended December 31, 2012 as audited by Grant Thornton be received and adopted.**

Respectfully Submitted By:

A handwritten signature in black ink, appearing to read "T. D'Amario".

Tony D'Amario, P. Eng. CAO/ Secretary-Treasurer



Financial Statements

Niagara Peninsula Conservation Authority

December 31, 2012

Draft - April 8, 2013, 10:42 AM

Niagara Peninsula Conservation Authority

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## Independent Auditor's Report

Grant Thornton LLP  
Suite 1001  
One St. Paul Street  
St. Catharines, ON  
L2R 6Z6

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F +1 905 682 2191  
[www.GrantThornton.ca](http://www.GrantThornton.ca)

To the Members of  
Niagara Peninsula Conservation Authority

We have audited the accompanying financial statements of Niagara Peninsula Conservation Authority, which comprise the statement of financial position as at December 31, 2012, and the statements of financial activities and change in net financial assets, continuity of reserves and reserve fund, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## Independent Auditor's Report (continued)

### *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of Niagara Peninsula Conservation Authority as at December 31, 2012, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Other Matter*

Without modifying our report we draw attention to the budget figures which are provided for comparative purposes only. They have not been subject to audit procedures. Accordingly, we do not express an opinion on the budget figures.

St. Catharines, Canada  
Click calendar box to enter date

Chartered Accountants  
Licensed Public Accountants

## Niagara Peninsula Conservation Authority Statement of Financial Position

December 31

2012

2011

**Assets****Current**

Cash	\$ 4,795,136	\$ 4,303,983
Investments (note 3)	3,354,023	3,611,778
Accounts receivable		
Government grants	177,467	191,372
Municipal levies	5,119	4,233
Niagara Peninsula Conservation Foundation	7,603	32,573
Other	260,557	275,131
	<u>450,746</u>	<u>503,309</u>
	<u>8,599,905</u>	<u>8,419,070</u>

**Liabilities****Current**

Accounts payable and accrued liabilities	481,914	474,301
Employee future benefits (note 4)	193,000	180,000
Deferred revenues	558,329	694,337
Deferred Welland River Restoration, Ontario Power Generation	2,217,686	2,394,546
	<u>3,450,929</u>	<u>3,743,184</u>

**Net financial assets**

5,148,976 4,675,886

**Non-financial assets**

Prepaid expenses	24,000	24,000
Tangible capital assets (note 5)	16,343,688	14,907,790

**Accumulated surplus**\$21,516,664 \$19,607,676**Accumulated surplus****Reserves (page 5)**

Unexpended capital reserves	\$ 4,193,849	\$ 3,675,453
Operating reserves	955,347	1,001,796
	<u>5,149,196</u>	<u>4,677,249</u>

**Reserve fund (page 5)**

Accumulated sick leave (note 7)	23,780	22,637
---------------------------------	--------	--------

**Net assets invested in tangible capital assets**

16,343,688 14,907,790  
\$21,516,664 \$19,607,676

Approved on behalf of the Authority

Chair

Chief Administrative Officer



# Niagara Peninsula Conservation Authority Statement of Financial Activities and Change in Net Financial Assets

Year ended December 31	2012 Budget	2012 Actual	2011 Actual
<b>Revenues</b>			
Government grants			
MNR transfer payments	\$ 175,000	\$ 174,496	\$ 174,496
Provincial other	1,081,800	611,067	822,818
Federal	255,000	255,578	321,991
Municipal levies			
General	3,034,500	3,034,500	2,836,950
Special	4,410,606	4,407,425	4,460,003
Authority generated			
User fees, sales and admissions	1,410,500	1,255,740	1,193,165
Niagara Peninsula Conservation Foundation	54,000	16,322	49,995
Administration fees	220,000	328,305	309,193
Interest	30,000	101,408	95,482
Land contribution (note 5)	-	1,350,000	-
Other	854,562	720,089	857,357
	<u>11,525,968</u>	<u>12,254,930</u>	<u>11,121,450</u>
<b>Expenses</b>			
Corporate services (page 11)	1,311,000	1,293,356	1,339,467
Watershed management and health monitoring (page 12)	4,252,659	3,335,642	3,837,312
Environmental advisory services (page 16)	462,900	479,864	452,924
Conservation land management (page 17)	2,170,200	2,112,168	2,056,942
Conservation land programming and development (page 18)	4,031,566	2,586,560	2,623,143
Vehicle and equipment, net of usage charged (page 21)	98,400	18,301	33,521
	<u>12,326,725</u>	<u>9,825,891</u>	<u>10,343,309</u>
Annual surplus before amortization	(800,757)	2,429,039	778,141
Amortization	-	<u>520,052</u>	<u>506,754</u>
Annual surplus	\$ <u>(800,757)</u>	1,908,987	271,387
<b>Changes in non-financial assets</b>			
Acquisition of tangible capital assets		(1,966,749)	(764,675)
Disposal of tangible capital assets		10,800	21,000
Amortization		520,052	506,754
Increase in prepaid expenses		-	(3,600)
		<u>(1,435,897)</u>	<u>(240,521)</u>
Net financial assets - beginning of year		<u>4,675,886</u>	<u>4,645,020</u>
Net financial assets - end of year		\$ <u>5,148,976</u>	\$ <u>4,675,886</u>

## Niagara Peninsula Conservation Authority Statement of Continuity of Reserves and Reserve Fund

Year ended December 31	Balance 2011	Appropriations From Operations	Appropriations To Operations	Balance 2012
<b>Unexpended capital reserves</b>				
Capital assets				
Vehicle	\$ 221,616	\$ 44,714	\$ 40,000	\$ 226,330
Equipment	75,692	31,016	27,315	79,393
Computers and office equipment	79,522	-	-	79,522
	<u>376,830</u>	<u>75,730</u>	<u>67,315</u>	<u>385,245</u>
Conservation area capital reserve				
Regional Municipality of Niagara	534,145	105,150	-	639,295
City of Hamilton	90,631	2,350	38,159	54,822
Haldimand County	10,634	320	-	10,954
Jordan Harbour	86,286	-	-	86,286
Land acquisition - Hamilton	400,000	100,000	-	500,000
Land acquisition - Niagara	1,095,162	397,984	-	1,493,146
	<u>2,216,858</u>	<u>605,804</u>	<u>38,159</u>	<u>2,784,503</u>
Water management capital projects				
Welland River restoration - capital	5,153	-	-	5,153
Welland River restoration - Niagara	217,054	-	-	217,054
Welland River restoration - Hamilton	3,160	-	-	3,160
Water Management	94,472	-	-	94,472
Watershed Studies - Niagara	3,162	-	-	3,162
Watershed Studies - Hamilton	20,260	-	-	20,260
Watershed Studies - Haldimand	22,032	-	-	22,032
Flood protection services	450,703	-	48,037	402,666
Resource inventory & monitoring	265,769	13,720	23,347	256,142
	<u>1,081,765</u>	<u>13,720</u>	<u>71,384</u>	<u>1,024,101</u>
	<u>\$ 3,675,453</u>	<u>\$ 695,254</u>	<u>\$ 176,858</u>	<u>\$ 4,193,849</u>
<b>Operating reserves</b>				
Conservation areas				
Regional Municipality of Niagara	\$ 247,812	\$ -	\$ 78,394	\$ 169,418
City of Hamilton	205,178	19,849	-	225,027
Haldimand County	12,564	143	-	12,707
	<u>465,554</u>	<u>19,992</u>	<u>78,394</u>	<u>407,152</u>
Conservation land management				
Tree by-law	57,998	-	-	57,998
Agreement forest	20,606	-	-	20,606
Regulations and planning services	257,809	51,291	-	309,100
General operating contingency	152,262	-	13,000	139,262
Debt charge reserve	47,567	-	26,338	21,229
	<u>\$ 1,001,796</u>	<u>\$ 71,283</u>	<u>\$ 117,732</u>	<u>\$ 955,347</u>
<b>Reserve fund</b>				
Accumulated sick leave	\$ 22,637	\$ 1,143	\$ -	\$ 23,780

# Niagara Peninsula Conservation Authority

## Statement of Cash Flows

Year ended December 31

2012

2011

Increase (decrease) in cash

**Operating activities**

Increase in net assets for the year	\$ 1,908,987	\$ 271,387
Adjustments for non-cash items		
Amortization of tangible capital assets	520,052	506,754
(Gain) loss on disposal of tangible capital assets	(15,700)	3,000
Employee future benefits	13,000	115,000
	<u>2,426,339</u>	<u>896,141</u>
Changes in non-cash working capital		
Accounts receivable	52,563	(433)
Accrued interest on investments	7,784	1,469
Accounts payable and accrued liabilities	7,613	(359,462)
Deferred revenues	(136,008)	(489,246)
Deferred contribution	(176,860)	(89,880)
	<u>2,181,431</u>	<u>(41,411)</u>

**Investing activities**

Proceeds from sale of investments	3,599,971	2,763,163
Purchases of investments	(3,350,000)	(3,600,000)
	<u>249,971</u>	<u>(836,837)</u>

**Capital activities**

Purchases of tangible capital assets	(1,966,749)	(764,675)
Proceeds from disposal of tangible capital assets	26,500	21,000
	<u>(1,940,249)</u>	<u>(743,675)</u>

Increase (decrease) in cash 491,153 (1,621,923)

**Cash**

Beginning of year	<u>4,303,983</u>	<u>5,925,906</u>
End of year	<u>\$ 4,795,136</u>	<u>\$ 4,303,983</u>

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## Niagara Peninsula Conservation Authority Notes to the Financial Statements

December 31, 2012

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### 1. Nature of operations

The Niagara Peninsula Conservation Authority is established under The Conservation Authorities Act of Ontario to further the conservation, restoration, development and management of natural resources. It is exempt from income taxes under section 149(1)(c) of the Income Tax Act.

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### 2. Significant accounting policies

These financial statements are prepared by management in accordance with Canadian public sector accounting standards.

The significant accounting policies used are as follows:

#### Basis of accounting

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

#### Budget figures

The budget for 2012 is reflected on the Statement of Financial Activities and Change in Net Financial Assets. The budget figures do not include full amounts for amortization of tangible capital assets. Since the budgets established for capital are on a project-oriented basis, the costs of which may be carried over one or more years, the budget figures are not directly comparable with the current year actual amounts.

#### Reserves

Reserves for future expenditures and contingencies are established as required at the discretion of the Board of Directors of the Authority. Increases or decreases in these reserves are made by appropriations from or to operations.

#### Investments

Investments are recorded at amortized cost.

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## Niagara Peninsula Conservation Authority

### Notes to the Financial Statements

December 31, 2012

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#### **Tangible capital assets**

Tangible capital assets are recorded at cost and amortized on a straight-line basis over the life of the asset using the following annual rates:

Land improvements	20 years
Buildings	30 years
Dams	15 to 100 years
Gauge stations	15 to 30 years
Equipment	10 years
Vehicles	5 years
Office equipment	5 years

#### **Vehicles and equipment**

The Authority maintains reserves for replacement of vehicles and equipment. Internal charges for the use of the vehicles and equipment are made to the various projects and programs of the Authority. The internal charges are designed to recover the costs of operating equipment including replacement.

#### **Government transfers**

Government transfers are recognized as revenue in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

#### **Deferred revenue**

Deferred revenues represent grants and user fees which have been collected but for which related grant expenditures or related services have yet to be performed. These amounts will be recognized as revenues in the year the expenditures are made or services provided.

#### **Use of estimates**

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

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### **3. Investments**

Investments consist of bank guaranteed investment certificates bearing interest of 1.55% to 2.15% and maturing within a year.

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## Niagara Peninsula Conservation Authority Notes to the Financial Statements

December 31, 2012

### 4. Employee future benefits

The Authority provides extended life, health and dental benefits for early retirees to age 65 which will require funding in future periods. The Authority recognizes these post-retirement costs in the period in which the employees rendered the services. The accrued benefit liability at December 31, 2012 was estimated by management to be \$193,000 (\$180,000 - 2011).

### 5. Tangible capital assets

	Cost Beginning of Year	Additions	Disposals	Cost End of Year	Accumulated Amortization Beginning of Year	Amortization	Disposals	Accumulated Amortization End of Year	Net Book Value 2012
Land	\$4,456,458	\$1,357,631	\$ -	\$5,814,089	\$ -	\$ -	\$ -	\$ -	\$ 5,814,089
Land improvements	3,747,883	331,770	-	4,079,653	1,046,788	157,015	-	1,803,803	2,275,850
Buildings	5,042,893	57,948	-	5,100,841	1,093,577	161,296	-	1,254,873	3,845,968
Dams	4,908,390	68,738	-	4,977,128	1,300,714	58,451	-	1,359,165	3,617,963
Gauge stations	289,340	5,591	-	294,931	73,313	14,925	-	88,238	206,693
Equipment	850,101	84,827	18,000	916,928	376,163	82,204	7,200	451,167	465,761
Vehicles	165,865	48,331	24,487	189,709	140,618	20,882	24,487	137,013	52,696
Office equipment	204,733	24,525	-	229,258	152,759	25,279	-	178,038	51,220
Work-in-progress	26,059	13,448	26,059	13,448	-	-	-	-	13,448
	<u>\$19,691,722</u>	<u>\$1,992,809</u>	<u>\$ 68,540</u>	<u>\$21,611,985</u>	<u>\$4,783,932</u>	<u>\$ 520,052</u>	<u>\$ 31,687</u>	<u>\$5,272,297</u>	<u>\$16,343,688</u>

	Cost Beginning of Year	Additions	Disposals	Cost End of Year	Accumulated Amortization Beginning of Year	Amortization	Disposals	Accumulated Amortization End of Year	Net Book Value 2011
Land	\$4,017,408	\$ 439,050	\$ -	\$4,456,458	\$ -	\$ -	\$ -	\$ -	\$4,456,458
Land improvements	3,718,290	29,593	-	3,747,883	1,493,278	153,510	-	1,646,788	2,101,095
Buildings	5,016,262	26,631	-	5,042,893	934,213	159,364	-	1,093,577	3,949,316
Dams	4,906,777	1,613	-	4,908,390	1,244,630	56,084	-	1,300,714	3,607,676
Gauge stations	148,426	140,914	-	289,340	58,700	14,613	-	73,313	216,027
Equipment	773,103	111,998	35,000	850,101	315,449	74,714	14,000	376,163	473,938
Vehicles	165,865	-	-	165,865	120,269	20,349	-	140,618	25,247
Office equipment	172,472	32,261	-	204,733	124,639	28,120	-	152,759	51,974
Work-in-progress	43,445	26,059	43,445	26,059	-	-	-	-	26,059
	<u>\$18,962,048</u>	<u>\$ 808,119</u>	<u>\$ 78,445</u>	<u>\$19,691,722</u>	<u>\$4,291,178</u>	<u>\$ 506,754</u>	<u>\$ 14,000</u>	<u>\$4,783,932</u>	<u>\$14,907,790</u>

On December 23, 2011 the Authority received a donation of property, the property was recorded at a nominal value in 2011 as the fair value of the property had not been determined to date. The property was appraised at a fair value of \$1,350,000. This amount has been added to the cost of the land and reported in revenue as a land contribution in 2012.

### 6. Credit facility

The Authority's credit facility include an overdraft lending account of \$800,000 bearing interest at prime. No amount was outstanding as at the year end. The facility is secured by a general security agreement.

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## Niagara Peninsula Conservation Authority Notes to the Financial Statements

December 31, 2012

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### 7. Liability for sick leave benefits

Under the sick leave benefit plan, unused sick leave was accumulated to March 1, 1990 and employees may become entitled to a cash payment at their current rate of pay when they leave the Authority's employment.

The liability for these accumulated days to the extent that they have vested and could be taken in cash by an employee on termination, amounted to \$19,252 (2011 - \$20,377) at the end of the year. A reserve fund of \$23,780 (2011 - \$22,637) has been provided for this past service liability at December 31, 2012.

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### 8. Pension plan

The Authority makes contributions to the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer plan, on behalf of the 55 (2011 - 64) members of its staff. The plan is a defined benefit plan to be received by the employees based on the length of service and rates of pay. The contributions to OMERS for 2012 current service was \$341,668 (2011 - \$329,087).

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### 9. Region of Niagara debt charges

Included in Conservation Land Management expense is a charge for \$1,651,838 (2011 - \$1,546,119) paid by the Authority to the Region of Niagara. This amount was reached, by agreement between management of the Authority and the Region of Niagara and represents the cost incurred by the Region to service debentures issued by the Region to finance prior years capital levies made by the Authority to the Region. Further, the agreement allows the authority to include the same amount of debt charge to be annually added to the levy from the Authority to the Region. No debenture debt is recorded on the financial statements of the Authority. At the year end, the Authority and the Region were finalizing an agreement for the Authority to assume the liability.

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### 10. Comparative figures

Certain of the comparative figures have been reclassified to conform with the financial statement presentation adopted for the current year.

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# Niagara Peninsula Conservation Authority Corporate Services Schedule of Revenues and Expenses

Year ended December 31	2012 <i>Budget</i>	2012 <i>Actual</i>	2011 <i>Actual</i>
<b>Revenues</b>			
Provincial grants	\$ 60,000	\$ 60,000	\$ 115,000
Municipal levy-general	1,130,500	1,130,500	1,020,000
Niagara Peninsula Conservation Foundation	-	-	20,000
Interest	30,000	101,408	95,482
Other	30,000	6,479	55,625
	<u>1,250,500</u>	<u>1,298,387</u>	<u>1,306,107</u>
<b>Expenses</b>			
Corporate management	239,500	276,019	288,450
Office services	367,900	317,381	346,692
Financial services	193,100	211,105	204,439
Human resources	176,500	204,977	14,076
Information technology	108,000	80,437	83,796
Corporate communications	226,000	203,437	201,285
Corporate fundraising	-	-	200,729
	<u>1,311,000</u>	<u>1,293,356</u>	<u>1,339,467</u>
Annual surplus (deficit)	(60,500)	5,031	(33,360)
Acquisition of tangible capital assets	-	8,593	9,721
Annual surplus (deficit) after acquisition of tangible capital assets	\$ (60,500)	\$ (3,562)	\$ (43,081)



# Niagara Peninsula Conservation Authority Watershed Management and Health Monitoring Schedule of Revenues and Expenses

Year ended December 31	2012 <i>Budget</i>	2012 <i>Actual</i>	2011 <i>Actual</i>
<b>Revenues</b>			
MNR transfer payments	\$ 116,000	\$ 115,496	\$ 111,851
Provincial grants	1,001,800	517,682	687,640
Federal grants	255,000	254,678	315,191
Municipal levy-general	1,205,800	1,205,800	1,151,850
Municipal levy-special	414,900	411,719	530,413
Niagara Peninsula Conservation Foundation	-	-	2,818
Administration fees	100,000	156,420	115,178
Other	623,376	445,235	659,943
	<u>3,716,876</u>	<u>3,107,030</u>	<u>3,574,884</u>
<b>Expenses</b>			
Watershed studies (page 13)	895,100	445,344	840,312
Resource inventory and environmental monitoring (page 14)	2,463,639	2,167,367	2,335,686
Flood protection services (page 15)	893,920	722,931	661,314
	<u>4,252,659</u>	<u>3,335,642</u>	<u>3,837,312</u>
Annual surplus (deficit) before allocation	(535,783)	(228,612)	(262,428)
Allocation from Land Management	276,100	279,671	252,191
Annual surplus (deficit)	(259,683)	51,059	(10,237)
Acquisition of tangible capital assets	-	86,459	124,073
Annual surplus (deficit) after acquisition of tangible capital assets	\$ (259,683)	\$ (35,400)	\$ (134,310)

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**Niagara Peninsula Conservation Authority  
Watershed Management and Health Monitoring  
Schedule of Watershed Studies Expenses**

Year ended December 31	2012 <i>Budget</i>	2012 <i>Actual</i>	2011 <i>Actual</i>
<b>Watershed Studies</b>			
Source protection plans	\$ 329,100	\$ 445,344	\$ 606,287
Beaverdams & Shriners Creek watershed plan	-	-	20,127
Upper Welland river watershed plan	-	-	98,498
Lower Welland river watershed plan	-	-	115,400
Source protection technical studies	<u>566,000</u>	<u>-</u>	<u>-</u>
	<u>\$ 895,100</u>	<u>\$ 445,344</u>	<u>\$ 840,312</u>

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# Niagara Peninsula Conservation Authority Watershed Management and Health Monitoring Schedule of Resource Inventory and Environmental Monitoring Expenses

Year ended December 31	Budget 2012	Actual 2012	Actual 2011
<b>Resource Inventory and Environmental Monitoring</b>			
Niagara River remedial action plan co-ordination	\$ 99,300	\$ 93,579	\$ 101,130
Welland River watershed restoration	864,982	644,642	521,453
Watershed general restoration	257,133	293,529	324,690
Natural heritage areas inventory	-	4,591	142,918
12 Mile Creek watershed restoration	198,300	193,695	158,491
Watershed well de-commissioning program	27,863	17,593	12,137
20 Mile Creek restoration	154,800	137,935	137,069
Watershed water quality monitoring program	253,600	228,213	233,918
Lyon's creek sediment remediation	-	24,384	68,542
Niagara Children's Water Festival	184,088	128,127	129,337
15, 16, 18 Mile creeks restoration	127,000	127,202	132,906
Fort Erie creeks restoration	90,800	93,618	86,809
Niagara-on-the-Lake creeks restoration	173,300	178,536	126,791
Other	<u>32,473</u>	<u>1,723</u>	<u>159,495</u>
Expenses for the year	2,463,639	2,167,367	2,335,686
Acquisition of tangible capital assets	<u>-</u>	<u>8,735</u>	<u>12,008</u>
Disbursements for the year	<u>\$ 2,463,639</u>	<u>\$ 2,176,102</u>	<u>\$ 2,347,694</u>

**Niagara Peninsula Conservation Authority  
Watershed Management and Health Monitoring  
Schedule of Flood Protection Services Expenses**

Year ended December 31	2012 <i>Budget</i>	2012 <i>Actual</i>	2011 <i>Actual</i>
<b>Flood Protection Services</b>			
Flood forecasting and warning	\$ 154,000	\$ 172,258	\$ 150,712
Flood control structures	193,120	98,309	92,336
Floodplain regulations	240,100	253,781	243,883
Watershed floodplain mapping update	306,700	197,018	166,277
Stream gauge and monitoring network	-	1,565	8,106
Expenses for the year	893,920	722,931	661,314
<i>Acquisition of tangible capital assets</i>	-	77,724	112,065
<i>Disbursements for the year</i>	<u>\$ 893,920</u>	<u>\$ 800,655</u>	<u>\$ 773,379</u>

# Niagara Peninsula Conservation Authority Environmental Advisory Services Schedule of Revenues and Expenses

Year ended December 31	2012 <i>Budget</i>	2012 <i>Actual</i>	2011 <i>Actual</i>
Revenues			
MNR transfer payments	\$ 59,000	\$ 59,000	\$ 62,645
Municipal levy-general	283,900	283,900	255,800
Administration fees	120,000	171,885	194,015
	<u>462,900</u>	<u>514,785</u>	<u>512,460</u>
Expenses			
Municipal plan input and review	338,300	350,737	338,300
Development plan input and review	124,600	129,127	114,624
	<u>462,900</u>	<u>479,864</u>	<u>452,924</u>
Annual surplus	-	34,921	59,536
Acquisition of tangible capital assets	-	2,513	768
Annual surplus (deficit) after acquisition of tangible capital assets	\$ -	\$ 32,408	\$ 58,768

# Niagara Peninsula Conservation Authority Conservation Land Management Schedule of Revenues and Expenses

Year ended December 31	2012 <i>Budget</i>	2012 <i>Actual</i>	2011 <i>Actual</i>
<b>Revenues</b>			
Provincial grants	\$ -	\$ 1,224	\$ 55
Municipal levy-general	316,900	316,900	311,900
Municipal levy-special	2,425,500	2,425,500	2,436,090
Building and land rentals	8,300	8,520	8,520
Niagara Peninsula Conservation Foundation	-	-	2,391
Other	19,500	27,931	29,536
	<u>2,770,200</u>	<u>2,780,075</u>	<u>2,788,492</u>
<b>Expenses</b>			
Operations (note 9)	1,970,200	1,984,446	1,857,803
Land stewardship-tree planting - Authority lands	-	-	1,084
Tree conservation by-law - Niagara	200,000	127,722	198,055
	<u>2,170,200</u>	<u>2,112,168</u>	<u>2,056,942</u>
Annual surplus before allocations	600,000	667,907	731,550
Allocations to:			
Land Programming and Development	(323,900)	(320,329)	(347,809)
Watershed Management and Health Monitoring	(276,100)	(279,671)	(252,191)
Annual surplus	\$ -	\$ 67,907	\$ 131,550

# Niagara Peninsula Conservation Authority Conservation Land Programming and Development Schedule of Revenues and Expenses

Year ended December 31	2012 <i>Budget</i>	2012 <i>Actual</i>	2011 <i>Actual</i>
<b>Revenues</b>			
Provincial grants	\$ 20,000	\$ 32,161	\$ 20,123
Federal grants	-	900	6,800
Municipal levy-special	1,570,206	1,570,206	1,493,500
Niagara Peninsula Conservation Foundation	54,000	16,322	24,786
User fees, sales and admissions	1,402,200	1,247,220	1,184,645
Land contribution (note 5)	-	1,350,000	-
Other	180,686	224,179	112,253
	<u>3,227,092</u>	<u>4,440,988</u>	<u>2,842,107</u>
<b>Expenses</b>			
Programming (page 19)	2,361,286	2,271,056	2,159,316
Development (page 20)	1,670,280	315,504	463,827
	<u>4,031,566</u>	<u>2,586,560</u>	<u>2,623,143</u>
Annual surplus before allocation	(804,474)	1,854,428	218,964
Allocation from Land Management	323,900	320,329	347,809
Annual surplus	(480,574)	2,174,757	566,773
Acquisition of tangible capital assets	-	1,771,436	563,085
Annual surplus (deficit) after acquisition of tangible capital assets	\$ (480,574)	\$ 403,321	\$ 3,688

# Niagara Peninsula Conservation Authority Conservation Land Programming Schedule of Expenses

Year ended December 31	2012 Budget	2012 Actual	2011 Actual
Conservation Land Programming			
Ball's Falls	\$ 953,300	\$ 906,456	\$ 835,644
Binbrook	288,300	300,236	361,723
Chippawa Creek/Francis Goldring	301,700	337,667	300,068
Long Beach	<u>333,500</u>	<u>328,939</u>	<u>298,150</u>
	<u>1,876,800</u>	<u>1,873,298</u>	<u>1,795,585</u>
Baird Estate	2,400	2,437	2,061
Beamer Memorial	21,400	17,002	19,957
Binbrook Tract	14,100	13,752	5,615
Cave Springs	12,500	5,992	11,699
Comfort Maple	7,300	7,794	7,124
Elm Street project	16,865	25,583	16,864
E.C. Brown	13,200	5,487	11,419
Gainsborough	48,400	46,049	50,998
Glenridge Quarry	142,800	39,210	48,028
Hedley Forest	2,900	2,811	1,373
Humberstone Marsh	3,100	227	2,179
Jordan Harbour	5,100	4,105	4,008
Louth	1,100	227	1,189
Morgan's Point	21,100	17,985	17,168
Mountainview	8,500	3,433	5,831
Mud Lake	14,300	7,252	12,866
Oswego Creek	3,100	3,093	3,014
Port Davidson Weir	1,700	644	1,503
Rockway	5,400	1,974	4,934
Ruigrok Tract	3,900	3,853	3,830
Station Road project	6,518	8,765	6,518
Stevensville	14,300	10,227	13,087
St. John's	22,900	29,416	22,100
The Gord Harry Conservation Trail	10,900	8,205	15,812
Two Mile Creek	5,000	860	1,179
Virgil	16,200	15,780	14,655
Wainfleet access point project	11,503	13,385	11,503
Wainfleet Bog	10,000	55,744	11,113
Wainfleet Wetlands	13,400	15,939	10,697
Willoughby Marsh	1,300	985	1,214
Woolverton	1,200	127	139
Woodend	<u>22,100</u>	<u>29,415</u>	<u>24,054</u>
	<u>484,486</u>	<u>397,758</u>	<u>363,731</u>
Expenses for the year	2,361,286	2,271,056	2,159,316
Acquisition of tangible capital assets	-	12,297	11,112
Disbursements for the year	\$ 2,361,286	\$ 2,283,353	\$ 2,170,428



# Niagara Peninsula Conservation Authority Conservation Land Development Schedule of Expenses

Year ended December 31	2012 Budget	2012 Actual	2011 Actual
Conservation Land Development			
Land acquisition	\$ 600,000	\$ 1,740	\$ 88,547
Ball's Falls	120,113	15,808	128,144
Beamer Memorial	-	3,444	21,811
Binbrook	157,149	13,918	47,721
Cave Springs	11,800	-	2,446
Chippawa Creek/Francis Goldring	226,153	36,913	64,857
Comfort Maple	-	2,493	-
E.C. Brown	6,000	-	18,015
Gainsborough	79,310	1,399	8,198
Hedley Forest	3,000	-	-
Jordan Harbour	116,667	3,815	3,292
Long Beach	50,500	9,173	7,797
Memorial Forests	1,000	-	-
Mountainview	-	-	3,186
Mud Lake	-	-	14,977
Rockway	-	-	5,354
Ruigrok Tract	6,900	-	93
St. John's	27,110	5,015	10,230
St. John's Centre	-	180,505	-
Stevensville	40,000	6,226	5,572
The Gord Harry Conservation Trail	107,033	8,000	143
Twenty Valley trail	25,000	4,463	4,087
Two Mile Creek	40,000	6,036	-
Virgil	41,345	12,354	11,037
Wainfleet Bog	8,000	14	2,035
Wainfleet Wetlands	-	-	8,146
Willoughby Marsh	-	-	2,767
Woodend	3,200	4,188	5,372
Expenses for the year	1,670,280	315,504	463,827
Acquisition of tangible capital assets	-	1,759,139	551,973
Disbursements for the year	\$ 1,670,280	\$ 2,074,643	\$ 1,015,800

# Niagara Peninsula Conservation Authority Vehicles and Equipment Schedule of Revenues and Expenses

Year ended December 31	2012 Budget	2012 Actual	2011 Actual
<b>Revenues</b>			
Municipal levy-general	\$ 97,400	\$ 97,400	\$ 97,400
Vehicle and equipment sales	<u>1,000</u>	<u>16,265</u>	<u>-</u>
	<u>98,400</u>	<u>113,665</u>	<u>97,400</u>
<b>Expenses</b>			
Operations			
Fuel	41,200	40,308	43,100
Maintenance and repairs	43,800	45,741	47,330
Supplies and small tools	2,600	1,212	1,007
Insurance	<u>10,800</u>	<u>6,770</u>	<u>5,591</u>
	<u>98,400</u>	<u>94,031</u>	<u>97,028</u>
	98,400	94,031	97,028
Allocations to departments based on usage	<u>-</u>	<u>(75,730)</u>	<u>(63,507)</u>
	<u>98,400</u>	<u>18,301</u>	<u>33,521</u>
Annual Surplus	-	95,364	63,879
Acquisition of tangible capital assets	<u>90,000</u>	<u>97,749</u>	<u>67,028</u>
Annual surplus (deficit) after acquisition of tangible capital assets	\$ <u>(90,000)</u>	\$ <u>(2,385)</u>	\$ <u>(3,149)</u>



**NIAGARA PENINSULA  
CONSERVATION  
AUTHORITY**

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**TO:** The Chairman and Members of the Authority

**DATE:** February 13, 2013

**SUBJECT:** <sup>2</sup> 2012 Operating & Capital/Project Budgets – Unaudited Year End - Report No. 08 - 13

Attached are the 2012 Detailed and Summary Budget Sheets for the Operating and Capital/Project which includes the 2012 Approved Budget, Actuals and Proposed Year End, as well as the corresponding 2013 Budget.

For the 2012 Current Budget, the Year End program variances in revenues and expenditures are provide in the summary and detailed budget sheets. An explanation of significant variances is provided below.

- Administration Fee revenues for the Regulations and Planning program were significantly higher than anticipated due primarily to the active planning and activities in the watershed.
- Fire in the Wainfleet Bog resulted in \$55,000 of direct costs for support of the MNR fire crews. This included things like accommodation, meals, fuel for equipment and clean-up. An additional \$15,000 was absorbed by the Conservation Land Management program for equipment repair/replacement resulting from the fire operations.
- Revenues in our campgrounds were off to a very strong start in the spring, but the hot, dry summer months saw a significant reduction in weekend and weekday attendance. In August, the Township of Wainfleet banned all open-air burning, including campfires. The camping traffic dropped-off and did not return to normal seasonal numbers until after Labour Day.
- The warm summer impacted operations at our campground water treatment and distribution systems. In particular the Long Beach water plant was forced to shut-down early in the season because of algae growth and the resulting impact to shoreline water quality. The site had to rely on trucked water for most of the operating season.
- Poor water quality in Lake Erie was also responsible for beach closures at Long Beach East and West. Meanwhile, the nearby Regional Access Beach received fewer adverse water test results, attracting more visitors, further eroding day-use revenues at Long Beach.
- Staff were able to reduce some of the operating costs for the Thanksgiving Festival through changes to the event. Unfortunately poor weather resulted in low attendance over the Saturday and Sunday with corresponding lower revenues from admission. There were a number of in-year modifications to the operations, resulting in lower operating costs at some areas.

- Debt charge overpayment. The NPCA paid an amount of \$26,338 higher than anticipated for debt charges as a result of timing of invoices from the Region resulting in prepayment of charges that would be incurred in 2013. The 2013 budget expenditures will therefore be less than in the budget, however no adjustment is proposed at this time.

Overall, program expenditures are over budget by approximately \$103,169. A number of adjustments as summarized below result in a net over expenditure of \$78,394.

- Provincial/Federal Grant of \$18,001 to be deferred to 2013 as per the RAP agreement.
- \$2,321 and \$632 of unspent (non levy) funds from the Glanbrook Landfill and Airport Monitoring program to be deferred to 2013
- \$27,232 from the Niagara Region Watersmart (non levy) program to complete water quality monitoring work as requested through the Niagara Region.
- Surplus Administration Fees with respect to Regulations and Plan Input and Review in the amount of \$51,291 allocated to the Regulations and Planning Services Reserve.
- Reallocation of \$24,413 general levy from savings in other operating program areas to the Conservation Land Program.
- Reallocation of \$73,502 Niagara Special Levy savings in other operating program areas to the Conservation Land Program.
- Use of \$26,338 of Debt Charge Reserve to offset the higher debt charge for 2012.

It is proposed that the \$78,394 shortfall be financed through the Niagara Conservation Area Operating Reserve.

For the 2012 Capital/Project program, unexpended funds are carried over into the next fiscal year to complete projects or initiate projects that were scheduled for the previous year but not completed for various reasons. The approval of the 2012 Capital Budget included the use of these capital reserve funds towards the listed projects.

#### Summary

Based on the above, the 2012 appropriations from the NPCA reserve accounts as outlined on the attached preliminary statement of Continuity of Reserves and Reserve Fund for the Year ending December 31, 2012 is recommended.

#### **RECOMMENDATION:**

That Report No. 08 - 13 regarding the 201<sup>2</sup> Current and Capital/Project Budgets – Unaudited Year End be received; and

That the recommended appropriations be approved and submitted to the NPCA Auditors in preparation of the 2012 Audited Financial Statements.

Respectfully Submitted By:

  
Tony D'Amario, P. Eng. CAO/ Secretary-Treasurer

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**NIAGARA PENINSULA CONSERVATION AUTHORITY**  
**STATEMENT OF CONTINUITY OF RESERVES AND RESERVE FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

COPY

	Balance 31-Dec 2011	Realloca- tions	Approp. From Operations	Approp. To Operations	Balance 31-Dec 2012
	\$	\$	\$	\$	\$
<b>Unexpended capital reserves</b>					
Capital Assets					
Vehicle	221,618	0	44,714	(40,000)	226,332
Equipment	75,697	0	31,016	(27,315)	79,398
Computers & office equipment	79,522	0	0	0	79,522
	<u>376,837</u>	<u>0</u>	<u>75,730</u>	<u>(67,315)</u>	<u>385,252</u>
<b>Conservation area capital reserve</b>					
Niagara Region	534,143	0	105,150	0	639,293
City of Hamilton	90,629	0	2,350	(38,159)	54,820
Haldimand County	10,634	0	320	0	10,954
Jordan Harbour	86,286	0	0	0	86,286
Land acquisition-Hamilton	400,000	0	100,000	0	500,000
Land acquisition-Niagara	1,095,162	0	397,984	0	1,493,146
	<u>2,216,854</u>	<u>0</u>	<u>605,804</u>	<u>(38,159)</u>	<u>2,784,499</u>
<b>Water management capital projects</b>					
Welland River restoration - capital	5,152	0	0	0	5,152
Welland River restoration - Niagara	217,054	0	0	0	217,054
Welland River restoration - Hamilton	3,160	0	0	0	3,160
Water Management	94,472	0	0	0	94,472
Watershed Studies-Niagara	3,162	0	0	0	3,162
Watershed Studies-Hamilton	20,260	0	0	0	20,260
Watershed Studies-Haldimand	22,032	0	0	0	22,032
Flood Protection Services	450,703	0	0	(48,037)	402,666
Resource Inventory & Monitoring	265,769	0	13,720	(23,347)	256,142
	<u>1,081,764</u>	<u>0</u>	<u>13,720</u>	<u>(71,384)</u>	<u>1,024,100</u>
	<u>3,675,455</u>	<u>0</u>	<u>695,254</u>	<u>(176,858)</u>	<u>4,193,851</u>
<b>Operating reserves</b>					
Conservation Areas					
Niagara Region	247,812	0	0	(78,394)	169,418
City of Hamilton	205,178	0	19,849	0	225,027
Haldimand County	12,564	0	143	0	12,707
	<u>465,554</u>	<u>0</u>	<u>19,992</u>	<u>(78,394)</u>	<u>407,152</u>
Conservation Land Management					
Tree Bylaw	57,998	0	0	0	57,998
Agreement forest	20,606	0	0	0	20,606
Regulations & planning services	257,808	0	51,291	0	309,099
General operating contingency	152,262	0	0	0	152,262
Debt charge reserve	47,567	0	0	(26,338)	21,229
	<u>1,001,795</u>	<u>0</u>	<u>71,283</u>	<u>(104,732)</u>	<u>968,346</u>
<b>Reserve Fund</b>					
Accumulated sick leave	22,637	0	1,143	0	23,780



**TO: The Chairman and Members of the Authority**

**DATE: April 10, 2013**

**SUBJECT: Budget Status Report - Report No. 31-13**

Attached is the budget status report for the period ending March 31, 2013.

Expenditure in various programs (Land Operations) are generally lower as the parks are not yet opened.

Expenditures in the HR Budget (Corporate Services) are high due to HR issues and Training requirements for staff. I will be closely monitoring this expenditure and recommend mid-year adjustments to the Board should the total expenditure in exceed the budget amounts.

There are no other significant variances to report at this time.

**RECOMMENDATION:**

**That the Budget Status Report No 31-13 for the period ending March 31, 2013 be received.**

Respectfully Submitted By:

A handwritten signature in black ink, appearing to read "Tony D'Amario". The signature is written over a horizontal line.

Tony D'Amario, P. Eng. CAO/ Secretary-Treasurer

**NIAGARA PENINSULA CONSERVATION AUTHORITY  
CURRENT BUDGET SUMMARY  
3 PERIODS ENDED 2013-03-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b> =====				
MNR TRANSFER PAYMENTS	0.00	0.00	174,500.00	0.00
PROVINCIAL GRANTS-MOE	0.00	37,003.87	58,300.00	63.47
PROVINCIAL GRANTS-OTHER	0.00	0.00	20,000.00	0.00
FEDERAL GRANTS	0.00	0.00	41,000.00	0.00
MUNICIPAL LEVY-GENERAL	0.00	1,910,114.00	2,508,645.00	76.14
LEVY-SPECIAL-NIAGARA	0.00	0.00	3,086,444.00	0.00
LEVY-SPECIAL-HAMILTON	0.00	0.00	120,047.00	0.00
LEVY-SPECIAL-HALDIMAND	0.00	0.00	10,710.00	0.00
LEVY-SPECIAL-OTHER	0.00	0.00	8,300.00	0.00
USER FEES	141,861.30	192,807.18	1,499,395.00	12.86
CONSERVATION FOUNDATION	0.00	0.00	0.00	0.00
ADMINISTRATION FEES	29,175.00	65,835.00	220,000.00	29.93
RESERVE FUNDS	0.00	0.00	90,000.00	0.00
MISCELLANEOUS	4,333.96	55,573.81	361,571.00	15.37
	<b>175,370.26</b>	<b>2,261,333.86</b>	<b>8,198,912.00</b>	<b>27.58</b>
<b>EXPENDITURES</b> =====				
CORPORATE SERVICES	96,356.22	233,037.64	1,292,425.00	18.03
RESOURCE INV. & ENV. MONITORING	36,145.92	76,293.87	496,877.00	15.35
FLOOD PROTECTION SERVICES	55,502.51	118,106.56	485,340.00	24.33
ENVIRONMENTAL ADVISORY SERVICES	59,530.72	124,112.25	499,189.00	24.86
CONSERVATION LAND MANAGEMENT	56,612.58	127,094.41	2,779,943.00	4.57
CONSERVATION LAND PROGRAMMING	160,848.47	339,976.22	2,438,941.00	13.94
VEHICLES & EQUIPMENT	6,158.32	13,005.35	191,940.00	6.78
	<b>471,154.74</b>	<b>1,031,626.30</b>	<b>8,184,655.00</b>	<b>12.60</b>

**NIAGARA PENINSULA CONSERVATION AUTHORITY**  
**CORPORATE SERVICES - CURRENT**  
**3 PERIODS ENDED 2013-03-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b> =====				
MNR TRANSFER PAYMENTS	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS-OTHER	0.00	0.00	0.00	0.00
MUNICIPAL LEVY-GENERAL	0.00	1,910,114.00	1,188,324.00	160.74
LEVY-SPECIAL-NIAGARA	0.00	0.00	24,101.00	0.00
INTEREST INCOME	3,026.77	9,473.35	50,000.00	18.95
MISCELLANEOUS	109.00	317.00	30,000.00	1.06
RESERVE FUNDS	0.00	0.00	0.00	0.00
CONSERVATION FOUNDATION	0.00	0.00	0.00	0.00
	<b>3,135.77</b>	<b>1,919,904.35</b>	<b>1,292,425.00</b>	<b>148.55</b>
<b>EXPENDITURES</b> =====				
CORPORATE MANAGEMENT	21,249.10	74,388.73	312,700.00	23.79
OFFICE SERVICES	29,227.72	56,060.35	373,100.00	15.03
FINANCIAL SERVICES	20,067.64	43,429.89	202,300.00	21.47
HUMAN RESOURCES	5,735.83	16,981.82	33,500.00	50.69
INFORMATION TECHNOLOGY	0.00	0.00	133,601.00	0.00
CORPORATE COMMUNICATIONS	20,075.93	42,176.85	237,224.00	17.78
CORPORATE FUNDRAISING	0.00	0.00	0.00	0.00
	<b>96,356.22</b>	<b>233,037.64</b>	<b>1,292,425.00</b>	<b>18.03</b>



**NIAGARA PENINSULA CONSERVATION AUTHORITY  
RESOURCE INVENTORY & ENVIRONMENTAL MONITORING - CURRENT  
3 PERIODS ENDED 2013-03-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b> =====				
MNR TRANSFER PAYMENTS	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS-MOE	0.00	37,003.87	58,300.00	63.47
PROVINCIAL GRANTS-OTHER	0.00	0.00	0.00	0.00
FEDERAL GRANTS	0.00	0.00	41,000.00	0.00
MUNICIPAL LEVY-GENERAL	0.00	0.00	315,377.00	0.00
LEVY-SPECIAL-NIAGARA	0.00	0.00	0.00	0.00
LEVY-SPECIAL-HAMILTON	0.00	0.00	0.00	0.00
LEVY-SPECIAL-HALDIMAND	0.00	0.00	0.00	0.00
LEVY-SPECIAL-OTHER	0.00	0.00	0.00	0.00
CONSERVATION FOUNDATION	0.00	0.00	0.00	0.00
RESERVE FUNDS	0.00	0.00	0.00	0.00
MISCELLANEOUS	800.00	40,985.34	82,200.00	49.86
	<b>800.00</b>	<b>77,989.21</b>	<b>496,877.00</b>	<b>15.70</b>
<b>EXPENDITURES</b> =====				
NIAGARA R. REMEDIAL ACTION PLAN	8,440.01	18,508.13	99,300.00	18.64
GLANBROOK LANDFILL MONITORING	1,017.34	2,103.73	10,000.00	21.04
JOHN C. MUNROE AIRPORT MONITORING	159.45	327.04	2,200.00	14.87
DRAIN CLASSIFICATION	75.75	159.90	0.00	0.00
W/S WATER QUALITY MONITORING	20,449.58	41,848.07	205,377.00	20.38
NIAGARA CHILDREN'S WATER FESTIVAL	6,003.79	13,347.00	140,000.00	9.53
WATERSHED REPORT CARD	0.00	0.00	40,000.00	0.00
	<b>36,145.92</b>	<b>76,293.87</b>	<b>496,877.00</b>	<b>15.35</b>

**NIAGARA PENINSULA CONSERVATION AUTHORITY  
FLOOD PROTECTION SERVICES - CURRENT  
3 PERIODS ENDED 2013-03-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b> =====				
MNR TRANSFER PAYMENTS	0.00	0.00	115,700.00	0.00
PROVINCIAL GRANTS-OTHER	0.00	0.00	0.00	0.00
FEDERAL GRANTS	0.00	0.00	0.00	0.00
MUNICIPAL LEVY-GENERAL	0.00	0.00	261,340.00	0.00
LEVY-SPECIAL-NIAGARA	0.00	0.00	0.00	0.00
LEVY-SPECIAL-HAMILTON	0.00	0.00	0.00	0.00
LEVY-SPECIAL-HALDIMAND	0.00	0.00	0.00	0.00
LEVY-SPECIAL-OTHER	0.00	0.00	8,300.00	0.00
CONSERVATION FOUNDATION	0.00	0.00	0.00	0.00
ADMINISTRATION FEES	13,965.00	27,945.00	100,000.00	27.95
RESERVE FUNDS	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00
	<b>13,965.00</b>	<b>27,945.00</b>	<b>485,340.00</b>	<b>5.76</b>

**EXPENDITURES**  
=====

FLOOD FORECASTING AND WARNING	22,069.85	46,241.89	155,770.00	29.69
FLOOD CONTROL STRUCTURES	7,706.46	16,156.95	85,932.00	18.80
FLOODPLAIN REGULATIONS	25,726.20	55,707.72	243,638.00	22.86
	<b>55,502.51</b>	<b>118,106.56</b>	<b>485,340.00</b>	<b>24.33</b>

**NIAGARA PENINSULA CONSERVATION AUTHORITY  
ENVIRONMENTAL ADVISORY SERVICES - CURRENT  
3 PERIODS ENDED 2013-03-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b> =====				
MNR TRANSFER PAYMENTS	0.00	0.00	58,800.00	0.00
MUNICIPAL LEVY-GENERAL	0.00	0.00	320,389.00	0.00
CONSERVATION FOUNDATION	0.00	0.00	0.00	0.00
ADMINISTRATION FEES	15,210.00	37,890.00	120,000.00	31.58
RESERVE FUNDS	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00
	<b>15,210.00</b>	<b>37,890.00</b>	<b>499,189.00</b>	<b>7.59</b>

**EXPENDITURES**  
=====

MUNICIPAL PLAN INPUT & REVIEW	43,731.79	90,805.53	359,628.00	25.25
DEVELOPMENT PLAN INPUT & REVIEW	15,798.93	33,306.72	139,561.00	23.87
	<b>59,530.72</b>	<b>124,112.25</b>	<b>499,189.00</b>	<b>24.86</b>

**NIAGARA PENINSULA CONSERVATION AUTHORITY  
CONSERVATION LAND MANAGEMENT - CURRENT  
3 PERIODS ENDED 2013-03-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b> =====				
PROVINCIAL GRANTS-OTHER	0.00	0.00	0.00	0.00
MUNICIPAL LEVY-GENERAL	0.00	0.00	322,275.00	0.00
LEVY-SPECIAL-NIAGARA	0.00	0.00	2,429,743.00	0.00
CONSERVATION FOUNDATION	0.00	0.00	0.00	0.00
BUILDING/LAND RENTAL	0.00	0.00	8,425.00	0.00
RESERVE FUNDS	0.00	0.00	0.00	0.00
MISCELLANEOUS	398.19	4,798.12	19,500.00	24.61
	<b>398.19</b>	<b>4,798.12</b>	<b>2,779,943.00</b>	<b>0.17</b>
<b>EXPENDITURES</b> =====				
OPERATIONS	45,362.95	100,957.43	2,579,943.00	3.91
LAND STEWARDSHIP-AUTHORITY LANDS	0.00	0.00	0.00	0.00
FOREST MANAGEMENT-AUTHORITY LANDS	0.00	0.00	0.00	0.00
TREE CONSERVATION BY-LAW - NIAGARA	11,249.63	26,136.98	200,000.00	13.07
	<b>56,612.58</b>	<b>127,094.41</b>	<b>2,779,943.00</b>	<b>4.57</b>

**NIAGARA PENINSULA CONSERVATION AUTHORITY  
CONSERVATION LAND PROGRAMMING - CURRENT  
3 PERIODS ENDED 2013-03-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b>				
=====				
PROVINCIAL GRANTS-OTHER	0.00	0.00	20,000.00	0.00
MUNICIPAL LEVY-GENERAL	0.00	0.00	0.00	0.00
LEVY-SPECIAL-NIAGARA	0.00	0.00	632,600.00	0.00
LEVY-SPECIAL-HAMILTON	0.00	0.00	120,047.00	0.00
LEVY-SPECIAL-HALDIMAND	0.00	0.00	10,710.00	0.00
MISCELLANEOUS	0.00	0.00	178,871.00	0.00
RESERVE FUNDS	0.00	0.00	0.00	0.00
USER FEES	141,861.30	192,807.18	1,490,970.00	12.93
	<b>141,861.30</b>	<b>192,807.18</b>	<b>2,453,198.00</b>	<b>7.86</b>
<b>EXPENDITURES</b>				
=====				
BALL'S FALLS	79,152.40	164,319.12	959,095.00	17.13
BINBROOK	25,109.38	58,271.64	343,100.00	16.98
CHIPPAWA CREEK	15,531.13	30,398.05	306,150.00	9.93
LONG BEACH	18,611.24	35,737.20	336,840.00	10.61
BAIRD ESTATE	7.80	1,332.93	2,415.00	55.19
BEAMER MEMORIAL	2,901.28	4,487.09	21,450.00	20.92
BINBROOK TRACT	7.78	103.54	14,115.00	0.73
CAVE SPRINGS	720.93	1,164.27	12,525.00	9.30
COMFORT MAPLE	0.00	0.00	7,310.00	0.00
ELM STREET PROJECT	286.22	1,192.73	17,246.00	6.92
E.C.BROWN	561.84	769.72	13,215.00	5.82
GAINSBOROUGH	3,981.23	17,650.38	51,915.00	34.00
HEDLEY FOREST	55.63	366.63	3,010.00	12.18
HUMBERSTONE MARSH	7.80	310.55	3,210.00	9.67
JORDAN HARBOUR	7.78	7.78	5,625.00	0.14
LOUTH	7.78	505.03	1,560.00	32.37
MORGAN'S POINT	389.60	1,111.19	21,125.00	5.26
MOUNTAINVIEW	613.86	957.02	8,915.00	10.73
MUD LAKE	325.28	1,973.91	14,315.00	13.79
OSWEGO CREEK	24.73	24.73	3,350.00	0.74
PORT DAVIDSON	7.79	15.05	1,710.00	0.88
ROCKWAY	206.85	441.98	5,710.00	7.74
RUIGROK TRACT	35.53	35.53	4,350.00	0.82
STATION ROAD PROJECT	286.22	433.48	7,014.00	6.18
STEVENSVILLE	53.29	1,000.98	14,745.00	6.79
ST.JOHN'S	6,412.02	7,975.56	22,930.00	34.78
TWO MILE CREEK	621.72	621.72	5,160.00	12.05
VIRGIL	646.51	796.77	16,210.00	4.92
WAINFLEET BOG	690.56	1,047.38	10,510.00	9.97
THE GORD HARRY CONSERVATION TRAIL	884.23	1,186.98	11,460.00	10.36
WAINFLEET WETLANDS	7.78	16.43	13,410.00	0.12
WAINFLEET ACCESS POINT PROJECT	0.00	0.00	11,811.00	0.00
WILLOUGHBY MARSH	7.79	454.48	1,310.00	34.69
WOOLVERTON	7.79	7.79	1,210.00	0.64
GLENRIDGE QUARRY PROJECT	420.31	1,410.45	142,800.00	0.99
WOODEND	2,256.39	3,848.13	22,115.00	17.40
	<b>160,848.47</b>	<b>339,976.22</b>	<b>2,438,941.00</b>	<b>13.94</b>

**NIAGARA PENINSULA CONSERVATION AUTHORITY  
VEHICLES AND EQUIPMENT - CURRENT  
3 PERIODS ENDED 2013-03-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b> =====				
MUNICIPAL LEVY-GENERAL	0.00	0.00	100,940.00	0.00
VEHICLE/EQUIPMENT SALES	0.00	0.00	1,000.00	0.00
RESERVE FUNDS	0.00	0.00	90,000.00	0.00
	<b>0.00</b>	<b>0.00</b>	<b>191,940.00</b>	<b>0.00</b>
<b>EXPENDITURES</b> =====				
WAGES	3,378.07	5,281.94	27,000.00	19.56
INSURANCE & LICENSES	49.94	49.94	11,340.00	0.44
GAS/OIL	2,153.46	4,771.19	41,200.00	11.58
PURCHASES	0.00	0.00	90,000.00	0.00
MAINTENANCE	400.88	2,698.01	19,800.00	13.63
TOOLS & SUPPLIES	175.97	204.27	2,600.00	7.86
	<b>6,158.32</b>	<b>13,005.35</b>	<b>191,940.00</b>	<b>6.78</b>

**NIAGARA PENINSULA CONSERVATION AUTHORITY  
CAPITAL BUDGET SUMMARY  
3 PERIODS ENDED 2013-03-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b> =====				
MNR TRANSFER PAYMENTS	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS-MOE	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS-OTHER	236,915.79	448,746.29	295,487.00	151.87
FEDERAL GRANTS	82,736.84	82,736.84	181,000.00	45.71
MUNICIPAL LEVY-GENERAL	0.00	0.00	645,205.00	0.00
LEVY-SPECIAL-NIAGARA	0.00	0.00	1,002,195.00	0.00
LEVY-SPECIAL-HAMILTON	0.00	0.00	267,210.00	0.00
LEVY-SPECIAL-HALDIMAND	0.00	0.00	0.00	0.00
LEVY-SPECIAL-OTHER	0.00	0.00	0.00	0.00
CAPITAL RESERVE-NIAGARA	0.00	0.00	600,000.00	0.00
CONSERVATION FOUNDATION	0.00	0.00	51,000.00	0.00
RESERVE FUNDS	0.00	0.00	459,300.00	0.00
MISCELLANEOUS	2,070.00	44,860.00	281,311.00	15.95
	<b>321,722.63</b>	<b>576,343.13</b>	<b>3,782,708.00</b>	<b>15.24</b>

**EXPENDITURES**  
=====

WATERSHED STUDIES	36,639.90	80,455.09	265,487.00	30.30
RESOURCE INV. & ENV. MONITORING	141,100.93	277,062.15	1,657,335.00	16.72
FLOOD PROTECTION SERVICES	19,933.53	42,546.03	358,386.00	11.87
CONSERVATION LAND DEVELOPMENT	18,992.38	50,730.87	1,501,500.00	3.38
	<b>216,666.74</b>	<b>450,794.14</b>	<b>3,782,708.00</b>	<b>11.92</b>

**NIAGARA PENINSULA CONSERVATION AUTHORITY  
WATERSHED STUDIES - CAPITAL  
3 PERIODS ENDED 2013-03-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b>				
=====				
MNR TRANSFER PAYMENTS	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS-MOE	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS-OTHER	236,915.79	440,325.04	265,487.00	165.86
FEDERAL GRANTS	0.00	0.00	0.00	0.00
MUNICIPAL LEVY-GENERAL	0.00	0.00	0.00	0.00
LEVY-SPECIAL-NIAGARA	0.00	0.00	0.00	0.00
LEVY-SPECIAL-HAMILTON	0.00	0.00	0.00	0.00
LEVY-SPECIAL-HALDIMAND	0.00	0.00	0.00	0.00
LEVY-SPECIAL-OTHER	0.00	0.00	0.00	0.00
CAPITAL RESERVE-NIAGARA	0.00	0.00	0.00	0.00
CONSERVATION FOUNDATION	0.00	0.00	0.00	0.00
RESERVE FUNDS	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00
	<b>236,915.79</b>	<b>440,325.04</b>	<b>265,487.00</b>	<b>165.86</b>
<b>EXPENDITURES</b>				
=====				
SOURCE PROTECTION PLANS	36,617.15	79,616.29	265,487.00	29.99
SOURCE PROTECTION-TECHNICAL STUDIES	0.00	0.00	0.00	0.00
STORMWATER MGMT. POLICY STUDY	0.00	0.00	0.00	0.00
UPPER WELAND RIVER W/S PLAN	0.00	385.57	0.00	0.00
CENTRAL WELAND RIVER W/S PLAN	0.00	0.00	0.00	0.00
LOWER WELAND RIVER W/S PLAN	0.00	0.00	0.00	0.00
LAKE ERIE NORTHSORE W/S PLAN	0.00	0.00	0.00	0.00
BEAVERDAMS/SHRINER'S CREEK W/S PLAN	22.75	453.23	0.00	0.00
	<b>36,639.90</b>	<b>80,455.09</b>	<b>265,487.00</b>	<b>30.30</b>



**NIAGARA PENINSULA CONSERVATION AUTHORITY  
RESOURCE INVENTORY & ENVIRONMENTAL MONITORING - CAPITAL  
3 PERIODS ENDED 2013-03-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b>				
=====				
MNR TRANSFER PAYMENTS	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS-MOE	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS-OTHER	0.00	0.00	0.00	0.00
FEDERAL GRANTS	82,736.84	82,736.84	181,000.00	45.71
MUNICIPAL LEVY-GENERAL	0.00	0.00	416,819.00	0.00
LEVY-SPECIAL-NIAGARA	0.00	0.00	428,995.00	0.00
LEVY-SPECIAL-HAMILTON	0.00	0.00	57,210.00	0.00
LEVY-SPECIAL-HALDIMAND	0.00	0.00	0.00	0.00
LEVY-SPECIAL-OTHER	0.00	0.00	0.00	0.00
CAPITAL RESERVE-NIAGARA	0.00	0.00	292,000.00	0.00
CONSERVATION FOUNDATION	0.00	0.00	0.00	0.00
RESERVE FUNDS	0.00	0.00	0.00	0.00
MISCELLANEOUS	1,450.00	38,500.00	281,311.00	13.69
	<b>84,186.84</b>	<b>121,236.84</b>	<b>1,657,335.00</b>	<b>7.32</b>
<b>EXPENDITURES</b>				
=====				
WELLAND R. WATERSHED RESTORATION				
STEWARDSHIP	7,826.53	16,672.39	65,161.00	25.59
WATERSHED GIS	29,322.66	37,950.60	86,798.00	43.72
AOC WATER QUALITY MONITORING	0.00	0.00	0.00	0.00
AGRICULTURAL STEWARDSHIP	20,566.44	39,864.04	224,560.00	17.75
E.C.BROWN WETLAND PROJECT	377.33	377.33	0.00	0.00
OPG PROJECTS	13,775.98	29,428.08	244,311.00	12.05
MISCELLANEOUS PROJECTS	1,221.64	2,497.46	21,800.00	11.46
sub-total	73,090.58	126,789.90	642,630.00	19.73
12 MILE CK WATERSHED RESTORATION				
STEWARDSHIP	7,960.45	16,817.48	63,000.00	26.69
PROJECTS	5,531.07	11,918.79	129,000.00	9.24
PCB BIODIVERSITY	0.00	0.00	0.00	0.00
sub-total	13,491.52	28,736.27	192,000.00	14.97
WATERSHED GENERAL RESTORATION	17,705.39	44,921.11	236,500.00	18.99
WATERSHED WELL DE-COMMISSIONING	1,602.72	1,602.72	25,000.00	6.41
20 MILE CREEK RESTORATION	11,706.40	25,154.53	158,920.00	15.83
FORT ERIE CREEKS RESTORATION	4,599.61	9,898.72	97,743.00	10.13
N-O-T-L CREEKS RESTORATION	10,204.90	22,259.30	176,342.00	12.62
15,16,18 MILE CREEKS RESTORATION	8,699.81	17,699.60	128,200.00	13.81
LYON'S CREEK SEDIMENT REMEDIATION	0.00	0.00	0.00	0.00
NATURAL HERITAGE AREAS INVENTORY	0.00	0.00	0.00	0.00
DRINKING WATER STEWARDSHIP	0.00	0.00	0.00	0.00
	<b>141,100.93</b>	<b>277,062.15</b>	<b>1,657,335.00</b>	<b>16.72</b>

**NIAGARA PENINSULA CONSERVATION AUTHORITY  
FLOOD PROTECTION SERVICES - CAPITAL  
3 PERIODS ENDED 2013-03-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b>				
=====				
MNR TRANSFER PAYMENTS	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS-MOE	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS-OTHER	0.00	8,421.25	30,000.00	28.07
FEDERAL GRANTS	0.00	0.00	0.00	0.00
MUNICIPAL LEVY-GENERAL	0.00	0.00	228,386.00	0.00
LEVY-SPECIAL-NIAGARA	0.00	0.00	0.00	0.00
LEVY-SPECIAL-HAMILTON	0.00	0.00	0.00	0.00
LEVY-SPECIAL-HALDIMAND	0.00	0.00	0.00	0.00
LEVY-SPECIAL-OTHER	0.00	0.00	0.00	0.00
CAPITAL RESERVE-NIAGARA	0.00	0.00	0.00	0.00
CONSERVATION FOUNDATION	0.00	0.00	0.00	0.00
RESERVE FUNDS	0.00	0.00	100,000.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00
	<b>0.00</b>	<b>8,421.25</b>	<b>358,386.00</b>	<b>2.35</b>
<b>EXPENDITURES</b>				
=====				
<b>FLOOD CONTROL STRUCTURES</b>				
BINBROOK DAM	1,634.60	3,398.33	48,386.00	7.02
SHRINER'S CREEK	0.00	0.00	0.00	0.00
sub-total	1,634.60	3,398.33	48,386.00	7.02
WATERSHED FLOODPLAIN MAPPING UPDATE	18,298.93	39,147.70	310,000.00	12.63
FLOOD FORECASTING MODELING	0.00	0.00	0.00	0.00
STREAM GAUGE & MONITORING NETWORK	0.00	0.00	0.00	0.00
	<b>19,933.53</b>	<b>42,546.03</b>	<b>358,386.00</b>	<b>11.87</b>

**NIAGARA PENINSULA CONSERVATION AUTHORITY  
CONSERVATION LAND DEVELOPMENT - CAPITAL  
3 PERIODS ENDED 2013-03-31**

	Current Month	Current YTD	Approved Budget	% of Budget
<b>REVENUES</b>				
=====				
PROVINCIAL GRANTS-OTHER	0.00	0.00	0.00	0.00
FEDERAL GRANTS	0.00	0.00	0.00	0.00
MUNICIPAL LEVY-GENERAL	0.00	0.00	0.00	0.00
LEVY-SPECIAL-NIAGARA	0.00	0.00	573,200.00	0.00
LEVY-SPECIAL-HAMILTON	0.00	0.00	210,000.00	0.00
LEVY-SPECIAL-HALDIMAND	0.00	0.00	0.00	0.00
LEVY-SPECIAL-OTHER	0.00	0.00	0.00	0.00
CAPITAL RESERVE-NIAGARA	0.00	0.00	308,000.00	0.00
CONSERVATION FOUNDATION	0.00	0.00	51,000.00	0.00
RESERVE FUNDS	0.00	0.00	359,300.00	0.00
MISCELLANEOUS	620.00	6,360.00	0.00	0.00
	<b>620.00</b>	<b>6,360.00</b>	<b>1,501,500.00</b>	<b>0.42</b>
<b>EXPENDITURES</b>				
=====				
LAND ACQUISITION	0.00	0.00	600,000.00	0.00
BALL'S FALLS	0.00	300.52	25,000.00	1.20
BINBROOK	0.00	0.00	110,000.00	0.00
CHIPPAWA CREEK	1,014.01	5,184.89	260,600.00	1.99
LONG BEACH	1,425.45	2,969.06	70,000.00	4.24
BEAMER MEMORIAL	0.00	0.00	0.00	0.00
BINBROOK TRACT	0.00	0.00	0.00	0.00
E.C.BROWN	0.00	0.00	6,000.00	0.00
HEDLEY FOREST	0.00	0.00	0.00	0.00
HUMBERSTONE	0.00	0.00	0.00	0.00
MORGAN'S POINT	0.00	0.00	0.00	0.00
RUIGROK TRACT	0.00	0.00	9,900.00	0.00
WAINFLEET BOG	0.00	0.00	0.00	0.00
MEMORIAL FORESTS	0.00	0.00	1,000.00	0.00
ROCKWAY	0.00	0.00	0.00	0.00
TWENTY VALLEY TRAIL	0.00	0.00	100,000.00	0.00
GAINSBOROUGH	0.00	123.69	79,000.00	0.16
MOUNTAINVIEW	0.00	0.00	0.00	0.00
ST.JOHN'S	9.01	9.01	0.00	0.00
VIRGIL	0.00	0.00	30,000.00	0.00
GORD HARRY CONSERVATION TRAIL	22.51	36.03	115,000.00	0.03
WILLOUGHBY MARSH	0.00	0.00	0.00	0.00
SMITH-NESS	0.00	0.00	0.00	0.00
TWO MILE CREEK	0.00	0.00	0.00	0.00
STEVENSVILLE	0.00	0.00	0.00	0.00
WAINFLEET WETLANDS	0.00	0.00	25,000.00	0.00
WOODEND	0.00	0.00	3,200.00	0.00
CAVE SPRINGS	0.00	0.00	11,800.00	0.00
MUD LAKE	0.00	0.00	0.00	0.00
JORDAN HARBOUR	33.80	3,718.98	50,000.00	7.44
COMFORT MAPLE	0.00	0.00	5,000.00	0.00
ST. JOHNS CENTRE	16,487.60	38,388.69	0.00	0.00
	<b>18,992.38</b>	<b>50,730.87</b>	<b>1,501,500.00</b>	<b>3.38</b>



**TO:** The Chairman and Members of the Authority

**DATE:** April 10, 2013

**SUBJECT:** 2013 Honourarium, Per Diem Adjustment & Expenses Policy – Report No. 32-13

This report is a follow-up to the recommendation in Report 19-13 from the March 20, 2013 meeting which was deferred for further information.

Staff undertook a complete survey of per diem and honourarium amounts from all 36 Conservation Authorities in Ontario as well as the Niagara Escarpment Commission, Niagara Tourism Partnership and the Niagara Parks Commission. The attached overall comparison spreadsheet outlines the various per diems and honourariums as well as relative jurisdictional area, population and budget for each Conservation Authority.

There are a number of possible ways to analyze the amounts. In this case, I believe a comparison of relative population, watershed area and budget would be most appropriate. As such, attached are statistical comparisons in this regard and the relative NPCA pro-rated amount. The following summarized the findings.

**Using all CA's as comparisons:**

	<b>Per Diem</b>	<b>Chair Hon.</b>	<b>Vice-Chair Hon</b>
Average	\$60.10	\$4,622.95	\$520.22
Median	\$62.50	\$2,000.00	\$0.00
NPCA Pro-Rated Based on Area	\$47.35	\$3,650.97	\$410.84
NPCA Pro-Rated Based on Population	\$82.10	\$6,329.92	\$712.31
NPCA Pro-Rated Based on Budget	\$81.18	\$6,258.86	\$704.31

**Using all CA's except NPCA as comparisons:**

	<b>Per Diem</b>	<b>Chair Hon.</b>	<b>Vice-Chair Hon</b>
Average	\$59.70	\$4,621.27	\$535.09
Median	\$60.00	\$2,000.00	\$0.00
NPCA Pro-Rated Based on Area	\$46.86	\$3,627.84	\$420.06
NPCA Pro-Rated Based on Population	\$82.61	\$6,395.07	\$740.47
NPCA Pro-Rated Based on Budget	\$81.65	\$6,320.48	\$731.83

**Using all CA's with Watershed Areas similar to NPCA:**

	<b>Per Diem</b>	<b>Chair Hon.</b>	<b>Vice-Chair Hon</b>
Average	\$62.00	\$2,863.54	\$152.78
Median	\$60.00	\$1,591.60	\$0.00
NPCA Pro-Rated Based on Area	\$47.66	\$2,201.56	\$117.46

**Using all CA's with Population similar to NPCA:**

	<b>Per Diem</b>	<b>Chair Hon.</b>	<b>Vice-Chair Hon</b>
Average	\$71.24	\$6,454.71	\$1,258.43
Median	\$60.00	\$7,700.00	\$1,000.00
NPCA Pro-Rated Based on Population	\$70.00	\$6,339.50	\$1,236.55

**Using all CA's with Budgets similar to NPCA:**

	<b>Per Diem</b>	<b>Chair Hon.</b>	<b>Vice-Chair Hon</b>
Average	\$79.61	\$6,024.72	\$1,452.08
Median	\$60.00	\$3,350.00	\$1,675.00
NPCA Pro-Rated Based on Area	\$72.88	\$5,515.27	\$1,329.29

There are large differences in the amounts depending on how comparisons are made. Clearly the per diems and honourariums paid by Conservation Authorities do not follow a defined pattern or formula and from my understanding are based on local conditions.

The current NPCA Chairman's honourarium and member per diems are \$4,682 annually and \$69.09 per meeting respectively. The amounts have been in place since 2010, and have historically followed economic adjustments to the staff salary grid.

For 2013, the approved budget includes a 2.0% economic adjustment to salaries and a similar adjustment to Board member honorarium and per diem would be \$4,776 and \$70.47. These amounts compare reasonably well with the above statistical analyses although one could point out that the Chair honourarium may be on the low side of the scale. In addition, the NPCA pays no honourarium at this time for the Vice-Chair.

In accordance with Section 37 of The Conservation Authorities Act, any changes in the per diem and honourarium amount requires approval of the Ontario Municipal Board.

Member per diems and mileage (\$.50 per km) are paid for attendance at scheduled Board meetings and ad hoc or formal committees as established by the NPCA from time to time. For each meeting an attendance and mileage sheet is made available for Board members to sign. Although there is no formal policy with respect to other expenses, historically Board members are reimbursed mileage and expenses for attendance at functions and events in a capacity where they formally attend as a member of the NPCA. Expenses paid to Board members have been based on the following current staff expenses policy.

- 1) When authorized to travel to attend conferences, meetings, courses of instruction and trips of a similar nature, by the Chief Administrative Officer shall be entitled to reimbursement for expenses as follows:
  - (a) Mileage (currently \$0.50 per kilometer if NPCA vehicle is not available).
  - (b) Reasonable out-of-pocket expenses for overnight accommodation and meals and gratuities incurred.
  - (c) Taxi fare when private vehicle is not used, and telephone expenses that may be incurred on Authority business.
  - (d) Registration of other applicable fees.
  - (e) Parking charges.
  - (f) Incidental expenses not covered above.
- 2) Expense claims must be supported by receipts for registration fees, accommodation and other expenses when applicable.

**RECOMMENDATION:**

**That the Report No. 32-13 regarding the Honourarium and Per Diem Economic Adjustment be received; and**

**That subject to the approval of the Ontario Municipal Board in accordance with Section 37 of The Conservation Authorities Act, the Chairman's honourarium be adjusted to \$4,776 per annum and the member per diem be adjusted to \$70.47 per meeting, retroactive to January 1, 2013.**

Respectfully Submitted By:

  
\_\_\_\_\_  
Tony D'Amario, P. Eng. CAO/Secretary-Treasurer

# Survey Per Diem & Chair Honourarium 2013

Conservation Authority	Jurisdictional watershed area (approx)	Population 2011	Budget 2011	Municipalities in Watershed				per diem	Mileage	Chair Honourarium	Vice-Chair Honourarium
				Lower Tier Municipalities	Lower Tier Member	Upper Tier	Upper Tier & Single Tier				
Ausable Bayfield	2440 km2	45,099	2,960,934.00	12	12	4	0	82.79 / meeting	.47¢ / km	\$1,183.20 / yr	0.00
Cataraqui Region	3600 km2	211,279	2,924,570.00	8	8	6	3	0	.48¢ / km	\$1,200.00 / yr	0.00
Catfish Creek	489 km2	19,750	1,049,795.00	4	3	3	2	\$42.63 / meeting	.40¢ / km	\$640.00 / yr	0.00
Central Lake Ontario	627 km2	344,465	4,018,634.00	7	0	1	1	\$50.00 / meeting	.54¢ / km	\$2,500.00 / yr	0.00
Credit Valley	949 km2	837,343	21,790,524.00	6	1	4	3	\$72.98 / meeting	.52¢ / km	\$11,957.00 / yr	\$5,464.00 / yr
Crowe Valley	2000 km2	11,642	633,900.00	10	5	4	3	0	.40¢ / km	0.00	0.00
Essex Region	1681 km2	385,442	6,680,192.00	10	10	4	0	Meetings less than 5 hours - \$60.00 per meeting; Meetings in excess of 5 hours - \$125.00 per day	.40¢ / km	\$2,000.00/yr	\$1,000.00 /yr
Ganaraska Region	935 km2	61,195	2,212,429.00	8	8	2	1	\$55.00 / day	.52¢ / km	\$1,600.00 /yr	\$550.00 /yr
Grand River	6800 km2	896,517	26,744,311.00	6	5	4	2	\$82.00 / day	.48¢ / km	\$41,135.00 /yr	\$2,164.00 / yr
Grey Sauble	3146 km2	68,223	2,815,355.00	25	13	13	9	No per diem paid for regular board of directors meetings; If appointed to committee or position, 1/2 day is \$56.25; full day is \$76.00,	.45¢ / km	\$650.00 /yr	0.00
Halton Conservation	964 km2	512,399	20,005,717.00	8	8	2	0	\$50/ meeting – not to exceed \$50 on one day	.53¢ / km	\$10,000.00 / yr	0.00
Hamilton	662 km2	457,557	12,661,617.00	1	1	2	1	\$60.00 / meeting ; councillors don't get a per diem or mileage		\$9,000.00 / yr	\$1,700.00 / yr
Kawartha	2563 km2	83,070	2,108,695.00	5	2	3	2	\$60.00/ meeting	.50¢ / km	0.00	0.00
Kettle Creek	520 km2	51,320	1,787,029.00	5	5	4	2	\$86.09 / meeting	.47¢ / km	\$1,120.08 /yr	0.00
Lake Simcoe Region	3400 km2	431,573	10,637,612.00	15	5	6	5	\$100.00 / meeting	.54¢ / km	\$10,000.00 / yr	\$3,000.00 / yr
Lakehead Region	2600 km2	121,929	2,646,461.00	0	0	8	8	Chairman gets \$80.00 per diem and Members get \$72.00 per diem. City members only receive a per diem - NO Mileage	.52¢ / km	\$80.00 / meeting	0.00
Long Point Region	2800 km2	108,721	8,416,220.00	5	2	5	4	\$60.00 / day	.45¢ / km	\$2,100.00 / yr	0.00
Lower Thames Valley	3274 km2	108,100	1,804,186.00	8	8	5	2	\$60.00/meeting/day	.60¢ / km	\$2,000.00/yr	0.00
Lower Trent	2121 km2	80,444	1,422,999.00	6	6	3	1	\$35.00/meeting	.44¢ / km	0.00	0.00
Maitland Valley	3266 km2	56,718	2,180,027.00	15	15	4	0	Half day is \$66.00 - full day is \$120.00	.48¢ / km	\$1,600.00/yr	\$500.00/yr
Mattagami Region	11,000 km2	43,835	920,070.00	0	0	1	1	\$65.00 / meeting/ day	.45¢ / km	\$1,000.00/yr	0.00
Mississippi Valley	4450 km2	137,795	2,853,092.00	10	10	5	1	\$65.00/meeting..if more than 2 meetings day rate \$130.00	.55¢ / km	\$1,500.00 /yr	0.00
Niagara Peninsula	2424 km2	464,198	10,515,163.00	12	0	3	3	69.09/meeting/ day	.50¢ / km	\$4,682.00 /yr	0.00
Nickel District	7576 km2	145,421	1,062,246.00	0	0	2	2	\$42.00 /meeting attended	.50¢ / km	\$3,975.00/yr	0.00
North Bay-Mattawa	2967 km2	65,710	2,781,231.00	0	0	10	10	\$20.00/day (not to exceed)	.46¢ / km	\$2,500.00/yr	0.00
Nottawasaga Valley	3700 km2	203,356	3,987,341.00	17	17	4	1	\$79.62 / meeting	.53¢ / km	\$2,000.00 / yr	\$1,000.00 / yr
Otonabee	1951 km2	127,164	1,907,273.00	6	6	4	2	\$38.00 /day	.42¢ / km	\$1,000.00 /yr	0.00
Quinte	6000 km2	125,238	3,664,253.00	15	15	6	3	\$45.00 / day	.45¢ / km	0.00	0.00
Raisin Region	1680 km2	81,136	1,762,601.00	5	5	1	0	\$81.60 / meeting	.45¢ / km	\$2,874.00/yr	0.00
Rideau Valley	4000 km2	810,827	7,641,530.00	16	16	7	2	\$70.00 / day	.50¢ / km	\$2,000.00 /yr	0.00
Saugeen	4632 km2	87,557	3,169,059.00	15	15	4	0	\$75.00 /half day \$130.00/ full day	.45¢ / km	\$3,000.00 /yr	0.00
Sault Ste Marie	280 km2	75,630	598,744.00	0	0	2	2	\$40.00 /meeting	.50¢ / km	\$350.00 /yr	0.00
South Nation	4000 km2	130,345	4,947,420.00	14	14	4	1	\$81.60 /meeting	.54¢ / km	0.00	0.00
St. Clair Region	4100 km2	165,198	4,365,184.00	16	16	3	1	\$75.00 /meeting	.45¢ / km	\$3,550.00 /yr	\$1,675.00 /yr
Toronto and Region	3467 km2	4,133,300	82,855,584.00	14	2	6	4	\$86.62/day; If Chair is an elected official then \$173.24	.50¢ / km	elected official	0.00
Upper Thames River	3432 km2	515,201	11,071,393.00	14	7	7	4	\$59.50 /meeting	.44¢ / km	\$3,350.00 /yr	\$1,675.00 /yr
COMPARISON:											
NEC - Niagara Escarpment Commission								commissioned members \$398.00 /day + 1/2 day for prep.	.40¢ / km	\$627.00 / day	0.00
Niagara Tourism Partnership								All volunteers - no mileage, no per diem and no honourarium			
NPC- Niagara Parks Commission								\$135.00 / meeting (commissioners)	.40¢ / km	\$225.00 / meeting Less than 3hrs = 1/2	\$175.00

## Per Diem and Honourarium Survey All CA's

Conservation Authority	Jurisdictional watershed area (approx)	Population 2011	Budget 2011	Per diem	Chair Honourarium	Vice-Chair Honourarium
Ausable Bayfield	2440	45,099	2,960,934.00	82.79	1,183.20	-
Cataraqui Region	3600	211,279	2,924,570.00	-	1,200.00	-
Catfish Creek	489	19,750	1,049,795.00	42.63	640.00	-
Central Lake Ontario	627	344,465	4,018,634.00	50.00	2,500.00	-
Credit Valley	964	837,343	21,790,524.00	50.00	11,957.00	5,464.00
Crowe Valley	949	11,642	633,900.00	72.98	-	-
Essex Region	2000	385,442	6,680,192.00	-	2,000.00	1,000.00
Ganaraska Region	1681	61,195	2,212,429.00	60.00	1,600.00	550.00
Grand River	935	896,517	26,744,311.00	55.00	41,135.00	2,164.00
Grey Sauble	6800	68,223	2,815,355.00	82.00	650.00	-
Halton	3146	512,399	20,005,717.00	76.00	10,000.00	-
Hamilton	662	457,557	12,661,617.00	60.00	9,000.00	1,700.00
Kawartha	2563	83,070	2,108,695.00	60.00	-	-
Kettle Creek	520	51,320	1,787,029.00	86.09	1,120.08	-
Lake Simcoe Region	3400	431,573	10,637,612.00	100.00	10,000.00	3,000.00
Lakehead	2600	121,929	2,646,461.00	72.00	960.00	-
Long Point Region	2800	108,721	8,416,220.00	60.00	2,100.00	-
Lower Thames Valley	3274	108,100	1,804,186.00	60.00	2,000.00	-
Lower Trent	2121	80,444	1,422,999.00	35.00	-	-
Maitland Valley	3266	56,718	2,180,027.00	66.00	1,600.00	500.00
Mattagami Region	11000	43,835	920,070.00	65.00	1,000.00	-
Mississippi Valley	4450	137,795	2,853,092.00	65.00	1,500.00	-
Niagara Peninsula	2424	464,198	10,515,163.00	69.09	4,682.00	-
Nickel District	7576	145,421	1,062,246.00	42.00	3,975.00	-
North Bay-Mattawa	2967	65,710	2,781,231.00	20.00	2,500.00	-
Nottawasaga Valley	3700	203,356	3,987,341.00	79.62	2,000.00	1,000.00
Otonabee	1951	127,164	1,907,273.00	38.00	1,000.00	-
Quinte	6000	125,238	3,664,253.00	45.00	-	-
Raisin Region	1680	81,136	1,762,601.00	81.60	2,874.00	-
Rideau Valley	4000	810,827	7,641,530.00	70.00	2,000.00	-
Saugeen	4632	87,557	3,169,059.00	75.00	3,000.00	-
Sault Ste Marie	280	75,630	598,744.00	40.00	350.00	-
South Nation	4000	130,345	4,947,420.00	81.60	-	-
St. Clair Region	4100	165,198	4,365,184.00	75.00	3,550.00	1,675.00
Toronto and Region	3467	4,133,300	82,855,584.00	86.62	35,000.00	-
Upper Thames River	3432	515,201	11,071,393.00	59.50	3,350.00	1,675.00
Total	110,496.00	\$ 12,204,697.00	\$ 279,603,391.00	\$ 2,163.52	\$ 166,426.28	\$ 18,728.00
			Per Diem	Chair Hon	Vice Hon	
Average			\$ 60.10	\$ 4,622.95	\$ 520.22	
Median			\$ 62.50	\$ 2,000.00	\$ -	
Average per sq km of Watershed Area			\$ 0.02	\$ 1.51	\$ 0.17	
NPCA Pro - Rated Based on Watershed Area			\$ 47.46	\$ 3,650.97	\$ 410.84	
Average per 10,000 population in Watershed			\$ 1.77	\$ 136.36	\$ 15.34	
NPCA Pro-Rated Based on Watershed Population			\$ 82.29	\$ 6,329.92	\$ 712.31	
Average per \$100,000 Budget			\$ 0.77	\$ 59.52	\$ 6.70	
Pro Rated NPCA Based on Budget			\$ 81.36	\$ 6,258.86	\$ 704.31	



Per Diem and Honourarium Survey All CA's excluding NPCA						
Conservation Authority	Jurisdictional watershed area (approx)	Population 2011	Budget 2011	Per diem	Chair Honourarium	Vice-Chair Honourarium
Ausable Bayfield	2440	45,099	2,960,934.00	82.79	1,183.20	-
Cataraqui Region	3600	211,279	2,924,570.00	-	1,200.00	-
Catfish Creek	489	19,750	1,049,795.00	42.63	640.00	-
Central Lake Ontario	627	344,465	4,018,634.00	50.00	2,500.00	-
Credit Valley	964	837,343	21,790,524.00	50.00	11,957.00	5,464.00
Crowe Valley	949	11,642	633,900.00	72.98	-	-
Essex Region	2000	385,442	6,680,192.00	-	2,000.00	1,000.00
Ganaraska Region	1681	61,195	2,212,429.00	60.00	1,600.00	550.00
Grand River	935	896,517	26,744,311.00	55.00	41,135.00	2,164.00
Grey Sauble	6800	68,223	2,815,355.00	82.00	650.00	-
Halton	3146	512,399	20,005,717.00	76.00	10,000.00	-
Hamilton	662	457,557	12,661,617.00	60.00	9,000.00	1,700.00
Kawartha	2563	83,070	2,108,695.00	60.00	-	-
Kettle Creek	520	51,320	1,787,029.00	86.09	1,120.08	-
Lake Simcoe Region	3400	431,573	10,637,612.00	100.00	10,000.00	3,000.00
Lakehead	2600	121,929	2,646,461.00	72.00	960.00	-
Long Point Region	2800	108,721	8,416,220.00	60.00	2,100.00	-
Lower Thames Valley	3274	108,100	1,804,186.00	60.00	2,000.00	-
Lower Trent	2121	80,444	1,422,999.00	35.00	-	-
Maitland Valley	3266	56,718	2,180,027.00	66.00	1,600.00	500.00
Mattagami Region	11000	43,835	920,070.00	65.00	1,000.00	-
Mississippi Valley	4450	137,795	2,853,092.00	65.00	1,500.00	-
Nickel District	7576	145,421	1,062,246.00	42.00	3,975.00	-
North Bay-Mattawa	2967	65,710	2,781,231.00	20.00	2,500.00	-
Nottawasaga Valley	3700	203,356	3,987,341.00	79.62	2,000.00	1,000.00
Otonabee	1951	127,164	1,907,273.00	38.00	1,000.00	-
Quinte	6000	125,238	3,664,253.00	45.00	-	-
Raisin Region	1680	81,136	1,762,601.00	81.60	2,874.00	-
Rideau Valley	4000	810,827	7,641,530.00	70.00	2,000.00	-
Saugeen	4632	87,557	3,169,059.00	75.00	3,000.00	-
Sault Ste Marie	280	75,630	598,744.00	40.00	350.00	-
South Nation	4000	130,345	4,947,420.00	81.60	-	-
St. Clair Region	4100	165,198	4,365,184.00	75.00	3,550.00	1,675.00
Toronto and Region	3467	4,133,300	82,855,584.00	86.62	35,000.00	-
Upper Thames River	3432	515,201	11,071,393.00	59.50	3,350.00	1,675.00
Total	108,072.00	\$ 11,740,499.00	\$ 269,088,228.00	\$ 2,094.43	\$ 161,744.28	\$ 18,728.00
			Per Diem	Chair Hon	Vice Hon	
Average			\$ 59.84	\$ 4,621.27	\$ 535.09	
Median			\$ 60.00	\$ 2,000.00	\$ -	
Average per sq km of Watershed Area			\$ 0.02	\$ 1.50	\$ 0.17	
NPCA Pro - Rated Based on Watershed Area			\$ 46.98	\$ 3,627.84	\$ 420.06	
Average per 10,000 population in Watershed			\$ 1.78	\$ 137.77	\$ 15.95	
NPCA Pro-Rated Based on Watershed Population			\$ 82.81	\$ 6,395.07	\$ 740.47	
Average per \$100,000 Budget			\$ 0.78	\$ 60.11	\$ 6.96	
Pro Rated NPCA Based on Budget			\$ 81.84	\$ 6,320.48	\$ 731.83	

<b>Per Diem and Honourarium Survey - CA's with Watershed Area Similar to NPCA</b>						
<b>Conservation Authority</b>	<b>Jurisdictional watershed area (approx)</b>	<b>Population 2011</b>	<b>Budget 2011</b>	<b>Per diem</b>	<b>Chair Honourarium</b>	<b>Vice-Chair Honourarium</b>
Ausable Bayfield	2440	45,099	2,960,934.00	82.79	1,183.20	-
Essex Region	2000	385,442	6,680,192.00	-	2,000.00	1,000.00
Halton	3146	512,399	20,005,717.00	76.00	10,000.00	-
Kawartha	2563	83,070	2,108,695.00	60.00	-	-
Lakehead	2600	121,929	2,646,461.00	72.00	960.00	-
Long Point Region	2800	108,721	8,416,220.00	60.00	2,100.00	-
Lower Trent	2121	80,444	1,422,999.00	35.00	-	-
North Bay-Mattawa	2967	65,710	2,781,231.00	20.00	2,500.00	-
<b>Total</b>	<b>20,637.00</b>	<b>\$ 1,402,814.00</b>	<b>\$ 47,022,449.00</b>	<b>\$ 405.79</b>	<b>\$ 18,743.20</b>	<b>\$ 1,000.00</b>
			<b>Per Diem</b>	<b>Chair Hon</b>	<b>Vice Hon</b>	
<b>Average</b>			<b>\$ 62.00</b>	<b>\$ 2,863.54</b>	<b>\$ 152.78</b>	
<b>Median</b>			<b>\$ 60.00</b>	<b>\$ 1,591.60</b>	<b>\$ -</b>	
<b>Average per sq km of Watershed Area</b>			<b>\$ 0.02</b>	<b>\$ 0.91</b>	<b>\$ 0.05</b>	
<b>NPCA Pro - Rated Based on Watershed Area</b>			<b>\$ 47.66</b>	<b>\$ 2,201.56</b>	<b>\$ 117.46</b>	

<b>Per Diem and Honourarium Survey - CA's with Population Similar to NPCA</b>						
<b>Conservation Authority</b>	<b>Jurisdictional watershed area (approx)</b>	<b>Population 2011</b>	<b>Budget 2011</b>	<b>Per diem</b>	<b>Chair Honourarium</b>	<b>Vice-Chair Honourarium</b>
Central Lake Ontario	627	344,465	4,018,634.00	50.00	2,500.00	-
Essex Region	2000	385,442	6,680,192.00	-	2,000.00	1,000.00
Halton	3146	512,399	20,005,717.00	76.00	10,000.00	-
Hamilton	662	457,557	12,661,617.00	60.00	9,000.00	1,700.00
Lake Simcoe Region	3400	431,573	10,637,612.00	100.00	10,000.00	3,000.00
Lakehead	2600	121,929	2,646,461.00	72.00	960.00	-
Upper Thames River	3432	515,201	11,071,393.00	59.50	3,350.00	1,675.00
Total	15,867.00	\$ 2,768,566.00	\$ 67,721,626.00	\$ 417.50	\$ 37,810.00	\$ 7,375.00
			<b>Per Diem</b>	<b>Chair Hon</b>	<b>Vice Hon</b>	
Average			\$ 71.24	\$ 6,451.71	\$ 1,258.43	
Median			\$ 60.00	\$ 7,700.00	\$ 1,000.00	
Average per 10,000 population in Watershed			\$ 1.51	\$ 136.57	\$ 26.64	
NPCA Pro-Rated Based on Watershed Population			\$ 70.00	\$ 6,339.50	\$ 1,236.55	

<b>Per Diem and Honourarium Survey - CA's with Budgets Similar to NPCA</b>						
<b>Conservation Authority</b>	<b>Jurisdictional watershed area (approx)</b>	<b>Population 2011</b>	<b>Budget 2011</b>	<b>Per diem</b>	<b>Chair Honourarium</b>	<b>Vice-Chair Honourarium</b>
Hamilton	662	457,557	12,661,617.00	60.00	9,000.00	1,700.00
Lake Simcoe Region	3400	431,573	10,637,612.00	100.00	10,000.00	3,000.00
Long Point Region	2800	108,721	8,416,220.00	60.00	2,100.00	-
Rideau Valley	4000	810,827	7,641,530.00	70.00	2,000.00	-
Upper Thames River	3432	515,201	11,071,393.00	59.50	3,350.00	1,675.00
Total	14,294.00	\$ 2,323,879.00	\$ 50,428,372.00	\$ 349.50	\$ 26,450.00	\$ 6,375.00
			<b>Per Diem</b>	<b>Chair Hon</b>	<b>Vice Hon</b>	
Average			\$ 79.61	\$ 6,024.72	\$ 1,452.08	
Median			\$ 60.00	\$ 3,350.00	\$ 1,675.00	
Average per \$100,000 Budget			\$ 0.69	\$ 52.45	\$ 12.64	
Pro Rated NPCA Based on Budget			\$ 72.88	\$ 5,515.27	\$ 1,329.29	

**TO:** The Chairman and Members of the Authority

**DATE:** April 10, 2013

**SUBJECT:** Source Water Protection – Information Report - Report No. 33-13

Attached is correspondence from Mark Neufeld, Chair of the Source Water Protection Committee with respect to an update on the status of the Drinking Water Source Protection Program.

Also attached is a copy of the Grant Funding Agreement for the period from January 1, 2013 to April 30, 2014 outlining the next phase of the role of the NPCA in Source Water Protection. It must be emphasized that the current role in this agreement is to further support local source protection planning by:

- Maintaining Source Water Protection Committee operation and membership
- Maintaining local information management capacity to store, access and disseminate source protection data
- Develop and implement a process for the SPA, SPC and identified implementing bodies to engage in the Source Protection Plan (SPP) review and approvals process
- Amending the proposed SPP for resubmission to MOE if necessary
- Encourage and build local buy-in for the SPP policies and source protection
- Support municipalities to achieve "readiness" to deliver SPP


Overall, this phase of Source Water Protection is the preparation toward implementation. The respective roles of Conservation Authorities and Municipalities in plan implementation, although discussed, have not been formally confirmed at this time through agreement.

It is envisioned that the future and specific NPCA role and responsibilities (and funding) beyond April 30, 2014 for plan implementation will be proposed by the MOE over the next year. A follow-up report outlining the long term implications in this regard will be presented to the Board at the appropriate time.

**RECOMMENDATION:**

**That the Source Water Protection – Information Report No. 33-13 be received.**

Respectfully Submitted By:

  
\_\_\_\_\_  
Tony D'Amario, P. Eng. CAO/ Secretary-Treasurer



March 27, 2013

Dear Members of the Niagara Peninsula Source Protection Committee,

On March 25 and 26 I had the privilege of attending a 2 day meeting of all the SPC Chairs from across the Province. Included in these meetings were our Director Ling Mark, our new ADM and Chief Drinking Water Inspector Sue Lo, as well as many of the staff from the Source Protection Programs Branch in Toronto. Also joining us on Day 2 in the afternoon were the Source Protection Project Managers.

After several months of almost near "radio silence" from the Province resulting in significant frustration on the part of the Chairs as well as the PMs, we finally received some direction regarding where the program is heading. Our Director and the ADM were made very well aware of the frustrations that have been building over the lack of leadership in the SP Program at the Provincial level. I am pleased to advise you that our ADM made it very clear that Minister Bradley and the entire SPP Branch are fully committed to the continuation of the program well into the future. While fiscal restraints are a reality in the Province today there is whole-hearted commitment to the progression of the program in this pre-implementation phase as well as into the future implementation phase.

This comes as good news. Many of you were likely wondering if the silence on SPP activities meant the hard work we've done over the last several years might end up sitting on a shelf and collecting dust. I want to assure you this is not the case. Staff is very busy reviewing the submitted SP Plans from across the Province and is targeting an aggressive strategy where all Plans will hopefully be reviewed by the end of this year.

We have received some comments from the MOE on our submitted SP Plan and Explanatory Document. Overall our documents have been well received and MOE is impressed with the quality of work submitted. They have asked that we consider updating our Assessment Report (AR) to include the IPZ-3 and transportation corridor threats and at the same time update the SPP to add in any policies needed for the IPZ-3 and transportation threats. There are also some editorial corrections to be made to the SPP and ED. Local staff and I have consulted with MOE and feel that we can accomplish these updates to the AR, SPP, and ED, including holding a 30 day public consultation on the updates and amendments by late this Fall. This will require several SPC meetings as well as Working Group meetings. We are tentatively thinking that we may plan for an SPC meeting in late April or May. I will endeavor to keep you up to date on our proposed activities and schedules as soon as we have them firmed up.

I want to apologize to each of you for not being able to keep in touch on the progression of our work for the past several months but quite frankly I had absolutely nothing to report. I believe this period of silence from the Province has now ended but I do say that with the caution that we live in somewhat precarious political times here in Ontario. This is a reality however we will continue to push forward especially now that we have a new ADM and Director who have committed to complete this work.

At our next SPC meeting I will give you as much of an update as I can regarding SPC membership as well as expected future activities. I appreciate each and every one of you for your contributions to this work and trust that we can continue to strive together to bring it to the implementation phase.

Best Regards and Happy Easter,

A handwritten signature in dark ink, appearing to read 'Mark A. Neufeld'.

Mark A. Neufeld, Chair

**DRINKING WATER SOURCE PROTECTION  
GRANT FUNDING AGREEMENT**

**THE AGREEMENT** is effective as of January 1, 2013 (the "**Effective Date**").

**B E T W E E N :**

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO  
as represented by the Minister of the Environment**

(the "**Province**")

- and -

**NIAGARA PENINSULA CONSERVATION AUTHORITY**

(the "**Recipient**")

**BACKGROUND:**

The Province funded projects similar to the Project.

The Recipient has applied to the Province for funds to assist the Recipient in carrying out the Project and the Province wishes to provide such funds.

**CONSIDERATION:**

In consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Parties agree as follows:

**ARTICLE 1  
INTERPRETATION AND DEFINITIONS**

**1.1 Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the background and the headings do not form part of the Agreement; they are for reference only and shall not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency shall be to Canadian dollars and currency;  
and
- (e) "include", "includes" and "including" shall not denote an exhaustive list.

**1.2 Definitions.** In the Agreement, the following terms shall have the following meanings:

**"Agreement"** means this agreement entered into between the Province and the Recipient and includes all of the schedules listed in section 28.1 and any amending agreement entered into pursuant to section 34.2.

**"BPSAA"** means the *Broader Public Sector Accountability Act, 2010* (Ontario), including any directives and guidelines issued pursuant to the BPSAA.

**"Budget"** means the budget attached to the Agreement as Schedule "B".

**"Effective Date"** means the date set out at the top of the Agreement.

**"Event of Default"** has the meaning ascribed to it in section 14.1.

**"Force Majeure"** has the meaning ascribed to it in Article 26.

**"Funding Year"** means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and
- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31.

**"Funds"** means the money the Province provides to the Recipient pursuant to the Agreement.

**"Indemnified Parties"** means her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees.

**"Maximum Funds"** means three hundred and seventy two thousand, one hundred and forty two Canadian dollars and ninety seven cents (\$372,142.97).

**"Notice"** means any communication given or required to be given pursuant to the Agreement.

**"Notice Period"** means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province considers it reasonable to extend that time.

**"Party"** means either the Province or the Recipient.

**"Project"** means the undertaking described in Schedule "A".

**"Reports"** means the reports described in Schedule "D".

**"Timelines"** means the Project schedule set out in Schedule "A".



## **ARTICLE 2 REPRESENTATIONS, WARRANTIES AND COVENANTS**

- 2.1 **General.** The Recipient represents, warrants and covenants that:
- (a) it is, and shall continue to be for the term of the Agreement, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
  - (b) it has, and shall continue to have for the term of the Agreement, the experience and expertise necessary to carry out the Project; and
  - (c) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and shall continue to be true and complete for the term of the Agreement.
- 2.2 **Execution of Agreement.** The Recipient represents and warrants that it has:
- (a) the full power and authority to enter into the Agreement; and
  - (b) taken all necessary actions to authorize the execution of the Agreement.
- 2.3 **Governance.** The Recipient represents, warrants and covenants that it has, and shall maintain, in writing, for the period during which the Agreement is in effect:
- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
  - (b) procedures to ensure the ongoing effective functioning of the Recipient;
  - (c) decision-making mechanisms;
  - (d) procedures to provide for the prudent and effective management of the Funds;
  - (e) procedures to enable the successful completion of the Project;
  - (f) procedures to enable the timely identification of risks to the completion of the Project and strategies to address the identified risks;
  - (g) procedures to enable the preparation and delivery of all Reports required pursuant to Article 7; and
  - (h) procedures to deal with such other matters as the Recipient considers necessary to ensure that the Recipient carries out its obligations under the Agreement.
- 2.4 **Supporting Documentation.** Upon request, the Recipient shall provide the Province with proof of the matters referred to in this Article 2.

**ARTICLE 3  
TERM OF THE AGREEMENT**

- 3.1 **Term.** The term of the Agreement shall commence on the Effective Date and shall expire on May 30, 2014 unless terminated earlier pursuant to Article 12, Article 13 or Article 14.

**ARTICLE 4  
FUNDS AND CARRYING OUT THE PROJECT**

- 4.1 **Funds Provided.** The Province shall:

- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment schedule attached to the Agreement as Schedule "C"; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Recipient.

- 4.2 **Limitation on Payment of Funds.** Despite section 4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the insurance certificate or other proof as provided for in section 11.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project;
- (c) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province's assessment of the information provided by the Recipient pursuant to section 7.1; and
- (d) if, pursuant to the provisions of the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
  - (i) reduce the amount of the Funds and, in consultation with the Recipient, change the Project; or
  - (ii) terminate the Agreement pursuant to section 13.1.

- 4.3 **Use of Funds and Project.** The Recipient shall:

- (a) carry out the Project:

- (i) in accordance with the terms and conditions of the Agreement; and
    - (ii) in compliance with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the Project;
  - (b) use the Funds only for the purpose of carrying out the Project; and
  - (c) spend the Funds only in accordance with the Budget.
- 4.4 **Moving Funds.** Despite section 4.5, the Recipient may move Funds equalling up to ten percent (10%) of the allocation in one line within a Budget category to another line within the same Budget category.
- 4.5 **No Changes.** Subject to section 4.4, the Recipient shall not make any changes to the Project, the Timelines and/or the Budget without the prior written consent of the Province.
- 4.6 **Recipient Undertaking.** The Recipient undertakes to the Ministry that it will complete the Project within the timeframes specified in Schedule A and within the Budget. The Recipient further undertakes to incur all costs associated with the Project should it go over Budget.
- 4.7 **Interest Bearing Account.** If the Province provides Funds to the Recipient prior to the Recipient's immediate need for the Funds, the Recipient shall place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.
- 4.8 **Interest.** If the Recipient earns any interest on the Funds:
- (a) the Province may deduct an amount equal to the interest from any further instalments of Funds; or
  - (b) the Recipient shall pay an amount equal to the interest to the Province as directed by the Province.
- 4.9 **Maximum Funds.** The Recipient acknowledges that the Funds available to it pursuant to the Agreement shall not exceed the Maximum Funds.
- 4.10 **Rebates, Credits and Refunds.** The Recipient acknowledges that the amount of Funds available to it pursuant to the Agreement is based on the actual costs to the Recipient, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit or refund.
- 4.11 **Intellectual Property.** The Province is not the owner of any intellectual property generated as a result of the Agreement.

## ARTICLE 5

### ACQUISITION OF GOODS AND SERVICES, AND DISPOSAL OF ASSETS

- 5.1 **Acquisition.** Subject to section 32.1, if the Recipient acquires supplies, equipment or

services with the Funds, it shall do so through a process that promotes the best value for money.

- 5.2 **Disposal.** The Recipient shall not, without the Province's prior written consent, sell, lease or otherwise dispose of any asset purchased with the Funds or for which Funds were provided, the cost of which exceeded \$1,000 at the time of purchase.

## **ARTICLE 6 CONFLICT OF INTEREST**

- 6.1 **No Conflict of Interest.** The Recipient shall carry out the Project and use the Funds without an actual, potential or perceived conflict of interest.
- 6.2 **Conflict of Interest Includes.** For the purposes of this Article, a conflict of interest includes any circumstances where:
- (a) the Recipient; or
  - (b) any person who has the capacity to influence the Recipient's decisions,
- has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased and impartial judgment relating to the Project and the use of the Funds.
- 6.3 **Disclosure to Province.** The Recipient shall:
- (a) disclose to the Province, without delay, any situation that a reasonable person would interpret as either an actual, potential or perceived conflict of interest; and
  - (b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

## **ARTICLE 7 REPORTING, ACCOUNTING AND REVIEW**

- 7.1 **Preparation and Submission.** The Recipient shall:
- (a) submit to the Province at the address provided in section 18.1, all Reports in accordance with the timelines and content requirements set out in Schedule "D", or in a form as specified by the Province from time to time;
  - (b) submit to the Province at the address provided in section 18.1, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
  - (c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and
  - (d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

**7.2 Record Maintenance.** The Recipient shall keep and maintain:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

**7.3 Inspection.** The Province, its authorized representatives or an independent auditor identified by the Province may, at its own expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's expenditure of the Funds and, for these purposes, the Province, its authorized representatives or an independent auditor identified by the Province may:

- (a) inspect and copy the records and documents referred to in section 7.2; and
- (b) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds and/or the Project.

**7.4 Disclosure.** To assist in respect of the rights set out in section 7.3, the Recipient shall disclose any information requested by the Province, its authorized representatives or an independent auditor identified by the Province, and shall do so in a form requested by the Province, its authorized representatives or an independent auditor identified by the Province, as the case may be.

**7.5 No Control of Records.** No provision of the Agreement shall be construed so as to give the Province any control whatsoever over the Recipient's records.

**7.6 Auditor General.** For greater certainty, the Province's rights under this Article are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

## **ARTICLE 8 CREDIT**

**8.1 Acknowledge Support.** Unless otherwise directed by the Province, the Recipient shall acknowledge the support of the Province in any publication of any kind, written or oral, relating to the Project using the statement provided below or in a form otherwise approved by the Province.

"This project has received funding support from the Government of Ontario. Such support does not indicate endorsement by the Government of Ontario of the contents of this material."

**8.2 Publication.** The Recipient shall indicate, in any of its publications, of any kind, written or oral, relating to the Project, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province as set out above.

**ARTICLE 9  
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

- 9.1 **FIPPA.** The Recipient acknowledges that the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

**ARTICLE 10  
INDEMNITY**

- 10.1 **Indemnification.** The Recipient hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Province and its agents, appointees and employees.

**ARTICLE 11  
INSURANCE**

- 11.1 **Recipient's Insurance.** The Recipient represents and warrants that it has, and shall maintain for the term of the Agreement, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than two million dollars (\$2,000,000) per occurrence. The policy shall include the following:
- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
  - (b) a cross-liability clause;
  - (c) contractual liability coverage; and
  - (d) a 30 day written notice of cancellation, termination or material change.
- 11.2 **Proof of Insurance.** The Recipient shall provide the Province with certificates of insurance, or other proof as may be requested by the Province, that confirms the insurance coverage as provided for in section 11.1. Upon the request of the Province, the Recipient shall make available to the Province a copy of each insurance policy.

**ARTICLE 12  
TERMINATION ON NOTICE**

- 12.1 **Termination on Notice.** The Province may terminate the Agreement at any time upon giving at least 30 days Notice to the Recipient.

**12.2 Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section 12.1, the Province may:

- (a) cancel all further instalments of Funds;
- (b) demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and/or
- (c) determine the reasonable costs for the Recipient to wind down the Project, and:
  - (i) permit the Recipient to offset the costs determined pursuant to section 12.2(c), against the amount owing pursuant to section 12.2(b); and/or
  - (ii) subject to section 4.9, provide Funds to the Recipient to cover the costs determined pursuant to section 12.2(c).

### **ARTICLE 13 TERMINATION WHERE NO APPROPRIATION**

**13.1 Termination Where No Appropriation.** If, as provided for in section 4.2(d), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately by giving Notice to the Recipient.

**13.2 Consequences of Termination Where No Appropriation.** If the Province terminates the Agreement pursuant to section 13.1, the Province may:

- (a) cancel all further instalments of Funds;
- (b) demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and/or
- (c) determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section 13.2(b).

**13.3 No Additional Funds.** For purposes of clarity, if the costs determined pursuant to section 13.2(c) exceed the Funds remaining in the possession or under the control of the Recipient, the Province shall not provide additional Funds to the Recipient.

### **ARTICLE 14 EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT**

**14.1 Events of Default.** Each of the following events shall constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:

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- (i) carry out the Project;
- (ii) use or spend Funds; and/or
- (iii) provide, in accordance with section 7.1, Reports or such other reports as may have been requested pursuant to section 7.1(b);
- (b) the Recipient's operations, or its organizational structure, changes such that it no longer meets one or more of the applicable eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or is petitioned into bankruptcy, or files for the appointment of a receiver;
- (d) the Recipient ceases to operate; and
- (e) an event of Force Majeure that continues for a period of 60 days or more.

**14.2 Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel all further installments of Funds;
- (f) demand the repayment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand the repayment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand the repayment of an amount equal to any Funds the Province provided to the Recipient; and/or
- (i) terminate the Agreement at any time, including immediately, upon giving Notice to the Recipient.

**14.3 Opportunity to Remedy.** If, in accordance with section 14.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province shall provide Notice to the Recipient of:

- (a) the particulars of the Event of Default; and



(b) the Notice Period.

14.4 **Recipient not Remedying.** If the Province has provided the Recipient with an opportunity to remedy the Event of Default pursuant to section 14.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections 14.2(a), (c), (d), (e), (f), (g), (h) and (i).

14.5 **When Termination Effective.** Termination under this Article shall take effect as set out in the Notice.

#### **ARTICLE 15 FUNDS AT THE END OF A FUNDING YEAR**

15.1 **Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article 14, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may:

- (a) demand the return of the unspent Funds; or
- (b) adjust the amount of any further instalments of Funds accordingly.

#### **ARTICLE 16 FUNDS UPON EXPIRY**

16.1 **Funds Upon Expiry.** The Recipient shall, upon expiry of the Agreement, return to the Province any Funds remaining in its possession or under its control.

#### **ARTICLE 17 REPAYMENT**

17.1 **Debt Due.** If:

- (a) the Province demands the payment of any Funds or any other money from the Recipient; or
- (b) the Recipient owes any Funds or any other money to the Province, whether or not their return or repayment has been demanded by the Province,

such Funds or other money shall be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient shall pay or return the amount to the Province immediately, unless the Province directs otherwise.

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- 17.2 **Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.
- 17.3 **Payment of Money to Province.** The Recipient shall pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and mailed to the Province at the address provided in section 18.1.

## **ARTICLE 18 NOTICE**

- 18.1 **Notice in Writing and Addressed.** Notice shall be in writing and shall be delivered by email, postage-prepaid mail, personal delivery or fax, and shall be addressed to the Province and the Recipient respectively as set out below, or as either Party later designates to the other by Notice:

### **To the Province:**

Ministry of the Environment  
Source Protection Programs Branch  
40 St Clair Avenue West, 14<sup>th</sup> Flr  
Toronto ON M5V 1L4

**Attention:** Tu Van Duong  
Partnership and Program  
Coordinator

Fax: (416) 327-6926  
Email: Tuvan.Duong@ontario.ca

### **To the Recipient:**

Niagara Peninsula Conservation Authority  
250 Thorold Road West, 3<sup>rd</sup> Floor  
Welland ON L3C 3W2

**Attention:** Brian Wright  
Project Manager

Fax: (905) 788-1121  
Phone : (905) 788-3135 x 253  
Email: bwright@npca.ca

- 18.2 **Notice Given.** Notice shall be deemed to have been received:
- (a) in the case of postage-prepaid mail, seven days after a Party mails the Notice; or
  - (b) in the case of email, personal delivery or fax, at the time the other Party receives the Notice.
- 18.3 **Postal Disruption.** Despite section 18.2(a), in the event of a postal disruption:
- (a) Notice by postage-prepaid mail shall not be deemed to be received; and
  - (b) the Party giving Notice shall provide Notice by email, personal delivery or by fax.

## **ARTICLE 19 CONSENT BY PROVINCE**

- 19.1 **Consent.** The Province may impose any terms and/or conditions on any consent the Province may grant pursuant to the Agreement.

**ARTICLE 20  
SEVERABILITY OF PROVISIONS**

- 20.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement shall not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision shall be deemed to be severed.

**ARTICLE 21  
WAIVER**

- 21.1 **Waivers in Writing.** If a Party fails to comply with any term of the Agreement, that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the Notice provisions in Article 18. Any waiver must refer to a specific failure to comply and shall not have the effect of waiving any subsequent failures to comply.

**ARTICLE 22  
INDEPENDENT PARTIES**

- 22.1 **Parties Independent.** The Recipient acknowledges that it is not an agent, joint venturer, partner or employee of the Province, and the Recipient shall not take any actions that could establish or imply such a relationship.

**ARTICLE 23  
ASSIGNMENT OF AGREEMENT OR FUNDS**

- 23.1 **No Assignment.** The Recipient shall not assign any part of the Agreement or the Funds without the prior written consent of the Province.
- 23.2 **Agreement to Extend.** All rights and obligations contained in the Agreement shall extend to and be binding on the Parties' respective administrators, successors and permitted assigns.

**ARTICLE 24  
GOVERNING LAW**

- 24.1 **Governing Law.** The Agreement and the rights, obligations and relations of the Parties shall be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement shall be conducted in Ontario.

**ARTICLE 25  
FURTHER ASSURANCES**

- 25.1 **Agreement into Effect.** The Parties shall do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

**ARTICLE 26  
CIRCUMSTANCES BEYOND THE CONTROL OF EITHER PARTY**

- 26.1 **Force Majeure Means.** Subject to section 26.3, Force Majeure means an event that:
- (a) is beyond the reasonable control of a Party; and
  - (b) makes a Party's performance of its obligations under the Agreement impossible, or so impracticable as reasonably to be considered impossible in the circumstances.
- 26.2 **Force Majeure Includes.** Force Majeure includes:
- (a) infectious diseases, war, riots and civil disorder;
  - (b) storm, flood, earthquake and other severely adverse weather conditions;
  - (c) lawful act by a public authority; and
  - (d) strikes, lockouts and other labour actions,
- if such events meet the test set out in section 26.1.
- 26.3 **Force Majeure Shall Not Include.** Force Majeure shall not include:
- (a) any event that is caused by the negligence or intentional action of a Party or such Party's agents or employees; or
  - (b) any event that a diligent Party could reasonably have been expected to:
    - (i) take into account at the time of the execution of the Agreement; and
    - (ii) avoid or overcome in the carrying out of its obligations under the Agreement.
- 26.4 **Failure to Fulfil Obligations.** Subject to section 14.1(e), the failure of either Party to fulfil any of its obligations under the Agreement shall not be considered to be a breach of, or Event of Default under, the Agreement to the extent that such failure to fulfill the obligation arose from an event of Force Majeure, if the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of the Agreement.

**ARTICLE 27  
SURVIVAL**

- 27.1 **Survival.** The provisions in Article 1, any other applicable definitions, sections 4.1(b), 4.1(c), 4.8(b), 5.2, 7.1 (to the extent that the Recipient has not provided the Reports or other reports as may be requested by the Province to the satisfaction of the Province), 7.2, 7.3, 7.4, 7.5, 7.6, Articles 8 and 10, sections 12.2, 13.2, 13.3, 14.1, 14.2(d), (e), (f), (g) and (h), Articles 16, 17, 18, 20, 24, 27, 28, 30, 31 and 34, and all applicable cross-referenced provisions and schedules shall continue in full force and effect for a period of

seven years from the date of expiry or termination of the Agreement.

## **ARTICLE 28 SCHEDULES**

28.1 **Schedules.** The Agreement includes the following schedules:

- (a) Schedule "A" - Project Description and Timelines;
- (b) Schedule "B" – Budget;
- (c) Schedule "C" –Payment; and
- (d) Schedule "D" – Reports.

## **ARTICLE 29 COUNTERPARTS**

29.1 **Counterparts.** The Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

## **ARTICLE 30 JOINT AND SEVERAL LIABILITY**

30.1 **Joint and Several Liability.** Where the Recipient is comprised of more than one entity, all such entities shall be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

## **ARTICLE 31 RIGHTS AND REMEDIES CUMULATIVE**

31.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

## **ARTICLE 32 BPSAA**

32.1 **BPSAA.** For the purposes of clarity, if the Recipient is subject to the BPSAA and if there is a conflict between any of the requirements of the Agreement and the requirements of the BPSAA, the BPSAA shall prevail.

## **ARTICLE 33 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

33.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply (a "**Failure**") with any term, condition or obligation under any other agreement with Her Majesty the Queen in right of Ontario or a Crown agency;

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- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

#### **ARTICLE 34 ENTIRE AGREEMENT**

- 34.1 **Entire Agreement.** The Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.
- 34.2 **Modification of Agreement.** The Agreement may only be amended by a written agreement duly executed by the Parties.

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO  
as represented by the Minister of the Environment**

per: \_\_\_\_\_  
Name: Sue Lo  
Title: Assistant Deputy Minister,  
Drinking Water Management Division

Pursuant to delegated authority

**NIAGARA PENINSULA CONSERVATION AUTHORITY**

per: \_\_\_\_\_  
Name: Tony D'Amario  
Title: Chief Administrative Officer

I have authority to bind the Recipient.

## SCHEDULE "A"

### PROJECT DESCRIPTION AND TIMELINES

#### A.1 DEFINITIONS

In this Schedule "A" the following words shall have the following meanings:

**"Act"** means the *Clean Water Act, 2006* as amended from time to time.

**"AR"** means the assessment report for the Niagara Peninsula Source Protection Area that is required by the Act.

**"CA"** means an entity established by or under the *Conservation Authorities Act* or a predecessor of the *Conservation Authorities Act*.

**"Drinking Water Source Protection Funding Program"** means the grant funding program established by the Province to support local CAs and municipalities to develop source protection plans under the Act.

**"Implementing Body"** or **"Implementing Bodies"** means persons or public body or bodies as defined by the Act responsible for implementing source protection plan policies.

**"Minister"** means the Minister of the Environment.

**"Ministry"** means the Source Protection Programs Branch of the Ontario Ministry of the Environment presided over by the Province.

**"SPA"** means a source protection authority which has the same meaning as in the Act, namely a CA or other person or body that, under subsection 4 (2) or section 5 of the Act, is required to exercise and perform the powers and duties of a drinking water source protection authority under the Act.

**"SPC"** or **"SPCs"** means the Niagara Source Protection Committee which is a committee established under section 7 of the Act for a particular source protection area established by subsection 4 (1) of the Act or by the regulations under the Act or for a SPR.

**"SPP"** means the source protection plan for the Niagara Peninsula Source Protection Area prepared under the Act.

**"SPR"** means a source protection region established by the regulations under the Act.

#### A.2 BACKGROUND

##### A.2.1 Source Protection Planning in Ontario

All the source protection plans have been submitted to the Minister, completing the first major stage of the source protection program.

The source protection program is in a stage of transition. The Ministry has initiated its review of the submitted plans. Once approved, the next significant stage of the source protection program is local implementation. Implementing Bodies must work together to prepare to carry out the implementation of plans, preparation that needs to take place over the next several months while plans are under review.

For program success, the following critical areas of work need to be undertaken during this transition stage:

- local support for the review of source protection plans, including conferring with the Ministry on requested amendments to proposed source protection plans;
- continued scientific, technical and administrative support and resources to the source protection committees who have a role in the review of source protection plans;
- support to implementing bodies in preparing for implementation; and,
- ensuring implementing bodies have access to the scientific information and data that has been gathered or derived from source protection available to them to support their decision-making around preparing for implementation.

To ensure the data collected under this program is available to Implementing Bodies and provincial agencies, four regional databases have been developed to house source protection data.

- An assessment report geospatial database created and owned by Conservation Ontario and its CAMaps website for the geospatial data and electronic files that make up the approved assessment reports;
- A water quantity database created and owned by the Ministry of Natural Resources for all source protection water quantity information gathered under the source protection process;
- A threats database to document enumerated threat activities; currently part of the assessment report database,
- A policy database created and owned by the Upper Thames River Conservation Authority

## **A.2.2 Continuing Role of Conservation Authorities in Source Protection**

CAs will have a key role during the transition stage to contribute to the critical areas of work described above and to help local communities move towards a state of local “readiness” during this period. CAs efforts in this regard will be directly correlated to the complexity of the policies and needs of Implementing Bodies in each of the source protection areas and regions.

While the Province will retain some level of program oversight in implementation, the local decision-making that was the foundation of source protection plan preparation will transform into a local responsibility for realizing those decisions on the ground. The Ministry is looking to CAs to help local Implementing Bodies to make those decisions; as the local source protection experts, CAs will be looked on to help inform local discussions and decision-making around



policy implementation and in some cases, may be relied on to leverage their existing partnerships and relationships to facilitate collaboration within and across watersheds.

### **A.3 PROGRAM OBJECTIVES**

The objectives of the 2013-14 Drinking Water Source Protection Funding Program are to provide funding to CAs to:

- Deliver local source protection programs;
- Support the review and approval of the source protection plan;
- Support, facilitate and host local discussions to prepare for implementation including the provision of advice, information and available program data to advance local decision making by key stakeholder groups with the goal of helping them progress towards a state of implementation “readiness”;
- Complete remaining key areas of technical work in understanding the water quality and water quantity in the watershed.

#### **A.3.1 PROJECT OBJECTIVES**

The objective of the Project is for the Recipient to support local source protection planning within the Niagara Peninsula Source Protection Area by:

- Delivering source protection planning for the Niagara Peninsula Source Protection Area;
- Supporting the review and approval of the SPP;
- Supporting the local Implementing Bodies, particularly municipalities, in preparing for the implementation of SPP policies (i.e. moving towards a state of implementation “readiness” and,
- Completing remaining key areas of technical work in understanding the water quality in the watershed, including making any necessary updates to the AR and SPP to incorporate new or updated information.

The Recipient will not undertake any activities directly related to their obligations as an Implementing Body or any activities to implement SPP policies on behalf of or for other Implementing Bodies. This is outside the objective of the 2013-14 Drinking Water Source Protection Funding Program.

**A.4SCOPE OF RECIPIENT OBLIGATIONS AND TIMELINES**

The Recipient will undertake the following activities in support of the Project objectives set out in Section A.3.1. The deliverables will be completed within the indicated timeframe set for each.

Objective	Activity	Deliverable	Timeframe/ Estimated Completion Date
<b>Niagara Source Protection Program Coordination Includes Work Planning and Reporting</b>	Maintain SPC operation and membership to guide the local source protection planning process.	Host a minimum of 4 SPC meetings for the SPC to review and discuss: - The review and approval of the SPP including updates to the AR - Preparing for SPP implementation	Commencement of Agreement - March 31, 2014
		Fill vacancies on the SPC when necessary to achieve quorum as required by Ontario Regulation 288/07 made under the Act	Commencement of Agreement - March 31, 2014
	Local coordination of the Niagara source protection program.	Attendance at source water protection SPC Chairs and Project Manager meetings	Commencement of Agreement - March 31, 2014
		Keep source water protection information on the local source water protection website up-to-date	On-going
	Maintain local information management capacity to store, access and disseminate source protection data.	Purchase ESRI software licenses for the term of the Agreement	By February 2014
		Host and maintain local source water protection website	By March 31, 2014
<b>Activities Associated with Supporting the SPP Review and Approvals Process</b>	Develop and implement a process for the SPA, SPC and identified Implementing Bodies to engage in the SPP review and approvals process.	Respond and provide information as requested to the Ministry as regulator to support review and approvals process	On-going
		Maintain on-going communication with key stakeholders to keep them inform of progress of SPP review	On-going
		Undertake consultation on revisions to the SPP, where required by the Act or its regulations or where directed by the Ministry or Minister as regulator	Within the timeframe established by the Ministry or Minister for SPP re-submission
		Print materials for SPC review of revised SPP	Within the timeframe established by the Ministry or Minister for SPP re-submission
		Notify local stakeholders of SPP approval	One month after SPP approval

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		Make approved SPP available on local source water protection website	One month after SPP approval
	Amended the proposed SPP for re-submission where necessary.	Make revisions to SPPs and submit to the Ministry as regulator.	Within the timeframe established by the Ministry or Minister for SPP re-submission
		Update policy database with the revised information	When directed by the Ministry
		Undertake consultation on revisions to SPP to meet the intent of the Act and its regulation or where directed by the Ministry or Minister <ul style="list-style-type: none"> <li>Host a minimum of two working group meetings for the purposes of making required amendments to the SPP</li> </ul>	Within the timeframe established by the Ministry or Minister for SPP re-submission
<b>Activities Associated with Preparing for SPP Implementation</b>	Encourage and build local buy-in for the SPP policies and source protection.	Work with local stakeholders to understand the requirements of the local source protection policies, as well as the local arrangements for implementation	By March 31, 2014
	Provide access to consistent and the most current scientific information and data to support implementation efforts and /or to support decision-making around the drinking water system or vulnerable area identified in the SPP.	Establish and communicate process by which IB s and impacted stakeholders can access information from CA.	By March 31, 2014 or the effective date of the plan whichever is sooner
		Establish and/or implement systems and process to manage information as required by the Act.	By March 31, 2014
	Where directed by the Ministry as regulator, confirm validity and accuracy of submitted data.	Re-submit revised/corrected data into the applicable database where the erroneous data resided.	Within the timeframe established by the Ministry as regulator
	Prepare for the reporting requirements under the Act and its regulations.	Participate in on-going discussions around development of provincial source protection reporting database.	on-going
		Liaise with municipalities in the development of provincial reporting database	on-going
		Develop local reporting tools/templates to support reporting.	on-going
	Support municipalities to achieve "readiness" to deliver SPP.	Develop local strategy including implementation plan to support municipalities to achieve SPP readiness.	By June 28, 2013, or sooner
		Implement tasks required by the local strategy in 2013-14	By March 31, 2014

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		Develop, print and distribute required support materials for activities related to preparing for SPP implementation	By March 31, 2014
<b>Activities Associated with Completing Watershed Science</b>	Update approved AR to incorporate more current or new available information where in the opinion of the Ministry as regulator an update is necessary for re-submission and/or amend SPP to include policies for significant drinking water threats identified in the approved AR and not already included in the SPP.	<p>Update approved AR to incorporate new information generated by completed technical work</p> <p>Host a minimum of 1 working group meeting for the purposes of updating policies in the SPP where required</p> <p>Update policies in the SPP where required to address new information regarding significant threats generated through completed technical work</p> <p>Undertake required consultation with stakeholders on updated AR and/or SPP by hosting a minimum of 1 public open house</p>	<p>Within the timeframe established by the Ministry or Minister as regulator for AR re-submission.</p> <p>Within the timeframe established by the Ministry or Minister as regulator for SPP re-submission.</p> <p>Within the timeframe established by the Ministry or Minister as regulator for SPP re-submission.</p> <p>Within the timeframe established by the Ministry or Minister as regulator for AR/ SPP re-submission.</p>

#### **A.4.1 Undertake a Competitive Process**

If the Recipient needs to acquire any supplies, equipment or services with the Funds, the Recipient will follow its purchasing policy and will always use an open, transparent and fair procurement process that promotes value for money. The Recipient will not undertake a non-competitive 'single or sole source' procurement unless there is no alternative to this non-competitive procurement. Justification for the non-competitive procurement in such cases will be documented and rationalized by the Recipient through the specified reporting process set out in Schedule "D".

#### **A.5 Project Participants**

The activities will be undertaken by the following participants/team members:

##### **A.5.1 Recipient Participants**

<b>Participant Title</b>	<b>Time on Program (Full Time Equivalent)</b>	<b>Role / Responsibility</b>
(a) Project Manager	0.95	Provides overall project management and assists and provides direction on technical, planning, and other tasks as needed.
(b) GIS/IM Technician	0.50	Provides information management support for source water protection.
(c) Engineer/Planner	0.65	Provides planning and technical support as needed to complete the tasks identified in the work plan.
(d) Communications Officer	0.30	Provides support as needed to complete the appropriate communications tasks identified in the work plan.

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**SCHEDULE "B"****BUDGET****B.1. Total Project Budget**

<b>Objective</b>	<b>Cost Breakdown</b>	<b>FTE</b>	<b>Budget (\$)</b>
Program Coordination	<b>Staffing/Expert Support:</b>		
	(a) Project Manager	0.15	\$26,370
	<b>Travel</b> Expenses associated with CA attendance at a minimum of 2 SPC Chairs and Project Managers Meeting in Toronto and Ministry training with prior Ministry approval.		\$300
	<b>Information Management</b>  ESRI licence for term of Agreement - \$750 per year x 2 years - \$1500 Source Water Protection website maintenance and upgrades - \$4000		\$5,500
	<b>SPC Maintenance and Operations</b> Per diems, mileage and meeting expenses for a minimum of 4 meetings SPC membership = 9 members per diems per meeting @ \$200 each x 4 meetings - \$7200 Members mileage per meeting @ \$300 per meeting x 4 meetings - \$1200		\$8,400
	<b>Subtotal</b>		<b>\$40,570</b>
Activities Associated with Supporting the Review and Approvals Process	<b>Staffing/Expert Support:</b>		
	(a) Project Manager	0.15	\$26,360
	(b) GIS/IM Technician	0.05	\$6,590
	(c) Engineer/Planner	0.1	\$15,940
	(d) Communications Officer	0.1	\$18,920
	<b>Non-SPC Meeting Costs</b>  Host minimum of 2 working group meetings @ 200 each - \$400		\$400
	<b>Printing of updated source protection plan material for</b>		\$800

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	<b>SPC review</b>		
	<b>Subtotal</b>		<b>\$69,010</b>
Activities Associated with Preparing for Implementation	<b>Staffing/Expert Support:</b>		
	(a) Project Manager	0.45	\$79,090
	(b) GIS/IM Technician	0.35	\$46,120
	(c) Engineer/Planner	0.3	\$47,810
	(d) Communications Officer	0.05	\$9,460
	<b>Travel for meetings with municipalities and other stakeholders - 750 km @ \$0.40/km</b>		\$300
	<b>Printing and Distribution of Supporting Material</b>		\$500
	<b>Subtotal</b>		<b>\$183,280</b>
Activities Associated with Completing Watershed Science	<b>Staffing/Expert Support:</b>		
	(a) Project Manager	0.2	\$35,160
	(b) GIS/IM Technician	0.1	\$13,180
	(c) Engineer/Planner	0.25	\$39,840
	(d) Communications Officer	0.15	\$28,380
	<b>Travel associated with AR/SPP updates - 1000 km @ \$0.40/km</b>		\$400
	<b>Non-SPC Meeting Costs</b> Advertising for 1 public open house - \$3000 Hall rental for 1 public open house - \$500 Working group meeting - \$200		\$3,700
	<b>Subtotal</b>		<b>\$120,660</b>
	<b>TOTAL MAXIMUM BUDGET</b>		<b>\$413,520</b>

Staffing costs above include direct costs (salaries, benefits) and indirect costs (overhead) associated with each position. Overhead costs include all coordination and support expenses (equipment, utilities, financial, human resources, and legal support).

Note: All travel and meal expenses are payable up to the allowable reimbursement rates outlined in the Ontario Public Service Travel, Meal and Hospitality Directive.

2013-14 Niagara DWSP GFA

**B.2. Total Project Expenditures**

Eligible Expenditure	Amount
2013-14 Drinking Water Source Protection Funding Program	\$372,142.97
2008 Ministry Funding	\$41,377.03
<b>TOTAL PROJECT EXPENDITURES</b>	<b>\$413,520.00</b>



2013-14 Niagara DWSP GFA

**SCHEDULE "C"****PAYMENT**

<b>MILESTONE</b>	<b>AMOUNT</b>
Following Province execution of Agreement	\$219,088.80
Following Province approval of an acceptable In-Year Progress Report and In-Year Financial Progress Report including financial statements signed as indicated in Schedule "D"	
Following Province approval of July 31 Reporting	\$58,269.68
Following Province approval of Nov 29 Reporting	\$58,269.69
Following Province approval of the Final Report	\$36,514.80
<b>TOTAL</b>	<b>\$372,142.97</b>

2013-14 Niagara DWSP GFA

**SCHEDULE "D"****REPORTS**

<b>Name of Report</b>	<b>Due Date</b>
1. In-Year Progress Report	July 31, 2013 and November 29, 2013
2. In-Year Financial Progress Report	
3. Final Report	April 30, 2014
4. Additional Funding Reports	An on-going obligation of the Recipient following the Recipient's receipt of additional funding for the Project
5. Other Reports as specified from time to time	On a date or dates specified by the Province.

**Report Details**

1. The In Year Progress Report will set out:

- a) actions undertaken to the date of the report and how they relate to the objectives of the Project and samples of all the communication material developed during the reporting period;
- b) any Project milestones achieved within the reporting period and show how Project objectives / expectations have been met;
- c) confirmation of Project participants and time that they are working on the Project;
- d) set out any variances from the Project schedule, the reasons for such variances and the strategy used to correct the variances and achieve the Project objectives; and
- e) a statement confirming the Recipient is in compliance with the terms and conditions of the Agreement signed by the Chief Operating Officer, the Board chair or equivalent unless otherwise agreed to by the Province.

2. The In Year Financial Progress Report will set out:

- a) an interim accounting of all Project expenditures to date signed by the Chief Financial Officer, the Board chair or equivalent, if applicable, or as otherwise agreed to by the Province confirming actual Project expenditures and providing an explanation for any variances from the Budget;

- b) acquisitions reporting setting out:
    - a description of the competitive process followed to acquire any supplies, equipment or services with the Funds that individually or in combination exceeds \$1,000 in value;
    - a summary of the bids or quotes submitted; and
    - justification for the selection of the preferred proponent(s) which evidences value for money.
  - c) an accounting of any other funding received by the Recipient, the identification of the funding organization, the amount and the specific aspect of the Project that the additional funding is supporting as well as a statement confirming that there is no overlap of funding from the Province and from any other organization; and
  - d) whether or not the Project as described in the Agreement can be completed.
3. The Final Report will:
- a) discuss Project objectives / expectations, confirming that Project objectives / expectations were met, setting out lessons learned;
  - b) confirmation of Project participants and time that they worked on the Project;
  - c) include a final accounting of all Project expenditures signed by the Chief Financial Officer, and the Board chair or equivalent if applicable, or as otherwise agreed to by the Province, confirming actual Project expenditures and providing an explanation for any variances from the Budget;
  - d) acquisition report of unreported purchases, setting out:
    - a description of the competitive process followed to acquire any supplies, equipment or services with the Funds that individually or in combination exceeds \$1,000 in value;
    - a summary of the bids or quotes submitted; and
    - justification for the selection of the preferred proponent(s) which evidences value for money;
  - e) include an accounting of any unspent Funds and an explanation as to why there are remaining Funds;
  - f) include a final accounting of the other funding received by the Recipient, the identification of the funding organization, the amount and the specific aspect of the Project that the additional funding supported as well as a statement confirming that there has been no overlap of funding from the Province and from any other organization; and
  - g) include a statement signed by the Chief Operating Officer, the Board chair or equivalent unless otherwise agreed to by the Province confirming Recipient compliance with the terms and conditions of the Agreement.
4. The Additional Funding Reports will set out:
- a) names of other funding parties and details of their financial contributions including

2013-14 Niagara DWSP GFA

- amount and brief description of work covered;
- b) a statement confirming that there is no overlap of funding from the Province and from any other organization.

5. Other Reports:

- (a) the Province will specify the timing and content of any other Reports as may be necessary.



**TO:** The Chairman and Members of the Authority

**DATE:** April 10, 2013

**SUBJECT:** Niagara "Beeway" L3K Wildlife Project - NPCA Partnership – Report No. 34 -13

The NPCA Stewardship Division has been working in partnership with George Scott and L3K Wildlife Project for several years. To date the partnership has included the design and construction of a large open water wetland and the establishment of various naturalization treatments including tree planting. George Scott attended the March 20<sup>th</sup>, 2013 Full Authority Board Meeting requesting a partnership arrangement with the NPCA to provide support for the implementation of the "Beeway" project with an emphasis on technical advice regarding native species selection, native plant purchasing, monitoring / inventory, GIS support and the holding and distribution of funds received from donors to the program.

From 1972 to the present, honey bee populations have been dramatically declining world-wide. This decline includes the cumulative losses from many factors, including urbanization, pesticide use, disease, and the reduction of commercial beekeepers. In 2006 the rate of loss reached new proportions, and the term "colony collapse disorder" began to be used to describe the sudden disappearances of honey bees. Colony collapse is significant economically in Niagara because many agricultural crops are pollinated by honey bees.

The NPCA Stewardship program, although not specifically targeted to protecting honey bees, promotes and fosters partnerships to achieve and maintain a healthy and sustainable environment. To support the efforts of the Niagara L3K Wildlife Project, the NPCA stewardship program would be able to provide expertise and technical support regarding the proper selection of appropriate native species honey bees rely on, while taking into consideration the varying site conditions. Although NPCA resources would not be sufficient for the labour component of planting, we would be available to assist with brokering the required native plant material from suppliers. In addition, available GIS resource staff at the NPCA would be able to provide basic map information, however again depending on the level of the requested need, there may need to be external support required at a cost, which would be negotiated/approved by the L3K Project prior to implementation. Internal staff costs would not be charged to the project.

The Authority will receive conditional donations either through the Authority or Foundation and separate accounting of the funds will ensure full disclosure of expenditures.

Similar to other partnerships, staff will enter into an agreement with the L3K Wildlife Project to assist with the implementation of the "Beeway" project with provisions as detailed above. The agreement will provide a detailed outline of the project, including the services available through the NPCA. The agreement will also provide anticipated time and resource commitments to ensure the project will mesh with existing stewardship commitments.

**RECOMMENDATION:**

**That Report No. 34-13 regarding the Niagara "Beeway" L3K Wildlife Project - NPCA Partnership be received;**

Prepared by: Jocelyn Baker, Manager, Watershed Stewardship

Respectfully Submitted By:

A handwritten signature in black ink, appearing to read 'T D'Amario', written over a horizontal line.

Tony D'Amario, P. Eng. CAO/ Secretary-Treasurer



**To: Chairman and Members of the Authority**

**Date: April 8, 2013**

**Subject: Protocol for Municipalities and Conservation Authorities in Drain Maintenance and Repair Activities – 2012; Report No. 35-13**

At the February 20, 2013 meeting of the Board, staff brought forward Report No. 12-13 (attached) which briefly put, recommended the Board adopt the protocols contained in subject document for use.

The subject protocol document is the result of a multi-year collaborative process, with the intent to provide provincially-approved guidance to conservation authority staff and municipal drainage superintendents, regarding the most appropriate practices and requirements for municipal drain maintenance and repair activities. In all, the protocol includes standardized work procedures and mitigation requirements for 12 of 15 types of drain maintenance and repair works.

If the NPCA adopts the protocols, instead of proceeding through the regular Conservation Authority Permitting process, the Municipal Drainage Authority simply submits a standard Works Notification package to the CA for processing.

In February, the Board deferred adoption of the protocols and instructed staff to consult with the relevant Corporate Plan Sub Committee and local Drainage Superintendents before bringing the matter forward. On March 25, 2013, staff circulated the document to the members of relevant Corporate Plan Sub Committees (i.e. Development Process and Lines of Business) as well as, a number of local Drainage Superintendents to ascertain if they had concerns with the protocol document. A response by April 8, 2013 was requested.

To date, 5 of 8 Drainage Superintendents in Niagara have voiced their strong support for the document. Response from Hamilton and Haldimand Superintendents has not been received, however they were circulated late. To date, one concern respecting definitions was expressed at the April 2, 2012 meeting of the Lines of Business Sub-Committee meeting, which is addressed in the suggested resolution.

Furthermore, although the Conservation Authorities have not made this Protocol mandatory, a number of Drainage Superintendents have advised that funding from other agencies/ministries is reliant on their use of the protocols. As such, they have indicated that there is some urgency to NPCA endorsing use of the protocol.

**Attachments:**

- 1) Drainage Act and Conservation Authorities Act Protocol -  
Protocol for Municipalities and Conservation Authorities in Drain Maintenance and Repair Activities - 2012
- 2) Report No. 12-13 dated February 20, 2013


**RECOMMENDATION:**

**That Report No. 35-13 be received and that the Board approve implementation of the DART - Protocol for Municipalities and Conservation Authorities in Drain Maintenance and Repair Activities – 2012**

**That definitions not defined in the DART Protocol be clarified in NPCA's pending update of its Policy document as previously approved by the Board**

Prepared by: John Kukalis, C.E.T., Director, Water Management

Respectfully Submitted By:

  
\_\_\_\_\_  
Tony D'Amario, P. Eng.  
Chief Administrative Officer/Secretary-Treasurer





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COPY

**To: Chairman and Members of the Authority**

**Date: February 20, 2013**

**Subject: Protocol for Municipalities and Conservation Authorities in Drain Maintenance and Repair Activities – 2012; Report No.12 - 13**

Municipal Drains were originally constructed as far back as the 19<sup>th</sup> century, and serve as the primary discharge point for most private agricultural tile drainage systems thereby improving drainage of agricultural crop land. Municipal drains are an important component of local infrastructure, and without them, many areas of the province would be subjected to lost production from agricultural. Pursuant to the Drainage Act, municipalities are legislated to maintain and repair the drains they have established under the Act and to respond to petitions for new drainage systems. Pursuant to Section 28 of the Conservation Authorities Act, alteration to waterways and works in floodplains and wetlands are subject to review/approval by CA's. The CA Act does not contain exemptions for waterways that have been designated as Municipal Drains and as such, they are regulated by CA's.

There are a number of both legal and pragmatic concerns that make it prudent for municipal drainage authorities and conservation authorities to work cooperatively in designing and constructing new municipal drains as well as, maintaining and repairing existing drains. Accordingly, in 2008 the inter-agency Drainage Act and Section 28 Regulations Team (DART) was established to develop a means for municipalities and conservation authorities to fulfill their responsibilities under the Drainage Act and Conservation Authorities Act respectively, without compromising the intent of either statute.

This Drainage Act and Conservation Authorities Act Protocol was produced by the DART Team and is intended for internal use by municipal and conservation authority staff. The DART Team included representatives from the Ministry of Natural Resources (MNR), Ministry of Agriculture, Food and Rural Affairs (OMAFRA), Conservation Ontario (CO), Drainage Superintendents Association of Ontario, the Ontario Society of Professional Engineers (OSPE), Ontario Federation of Agriculture, Ontario Farm Environmental Coalition, and the Rural Ontario Municipal Association. The DART produced its final draft protocol in September 2011.

The intent of the protocol is to provide provincially-approved guidance to conservation authority staff and municipal representatives (e.g. drainage superintendents) regarding the most appropriate practices and permit requirements for municipal drain maintenance and repair activities. In all, the protocol includes standardized work procedures and mitigation requirements for 12 of 15 types of drain maintenance and repair works. Instead of proceeding through the regular Conservation Authority Permitting process, the Municipal Drainage Authority simply submits a standard Works Notification package to the CA for approval.

The parent agency for this document is the Ministry of Natural Resources. MNR placed the final draft protocol document on the Environmental Registry for a 45 day public comment period which ended on April 23, 2012. The protocol was further edited and the final version approved for use on November 29, 2012.

This protocol should reduce both processing/wait times for municipalities and CA's for what are by general agreement of the DART, routine and required drain maintenance works. Should either a Municipal Drainage Authority or a Conservation Authority have a concern with a particular site that is beyond the work standards that cannot be resolved, the DART Committee remains in place and a Drainage Issues Resolution Team has been established with a formal Terms of Reference. The Team has a nonpartisan mandate to resolve issues recognizing both Conservation Authority and Drainage Authority responsibilities.

**Attachments:**

1) Drainage Act and Conservation Authorities Act Protocol -  
Protocol for Municipalities and Conservation Authorities in Drain Maintenance and Repair Activities  
- 2012

**RECOMMENDATION:**

**That Report No. 12 - 13 be received for information.  
That the Board approve implementation of the DART - Protocol for Municipalities and  
Conservation Authorities in Drain Maintenance and Repair Activities - 2012**

Prepared by: John Kukalis, C.E.T., Director, Water Management

Respectfully Submitted By:

  
\_\_\_\_\_  
Tony D'Amario, P. Eng.  
Chief Administrative Officer/Secretary-Treasurer

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**TO: The Chairman and Members of the Authority**

**DATE: April 10, 2013**

**SUBJECT: Binbrook Conservation Area Master Plan Steering Committee – Report No. 36-13**

The Board directed staff to come forward with a list of names for the Binbrook Master Plan Steering Committee. As requested, staff contacted representatives from the Glanbrook Conservation Committee and the City of Hamilton for suggestions. Based on these consultations, the following individuals have been recommended for the steering committee:

Andy Fevez – Glanbrook Conservation Committee  
Tom Kott – Glanbrook Conservation Committee  
Kathy Dinney – City of Hamilton Staff and former Glanbrook Councillor  
Vern Gaddye – Binbrook Resident and local service club member  
Stu Beattie – NPCA Board Member  
Carmen D'Angelo – NPCA Board Member

The committee will be working with the consultant and providing guidance throughout the project.

**RECOMMENDATION:**

**That Report No. 36-13 regarding the Binbrook Conservation Area Master Plan Steering Committee be approved.**

Prepared by: Darcy B. Baker, Director-Land Management

Respectfully Submitted by: \_\_\_\_\_

  
Tony D'Amario, CAO/Secretary-Treasurer



**To: Chairman and Members of the Authority**

**Date: April 10, 2013**

**Subject: PFOS Compounds at the Binbrook Reservoir (update) – Report No. 37-13**

In the next few weeks, Staff will be taking annual water samples from the drinking water system, and from the reservoir. The samples will be sent for analysis, including testing for levels of PFOS. Levels will be reported back to the Board, once results have been received.

Staff are trying to organize a meeting with representatives from the City of Hamilton and the Ministry of the Environment to get an update on the progress of plans for clean-up at the Airport Fire Practice Pad.

**RECOMMENDATION:**

**That Report No. 37-13 regarding PFOS Compounds at the Binbrook Reservoir be received.**

Prepared by: Darcy Baker – Director, Land Management

Respectfully Submitted By:

  
\_\_\_\_\_  
Tony D'Amario, P. Eng.  
Chief Administrative Officer/Secretary-Treasurer



**TO: Chairman and Members of the Authority**

**DATE: April 2013**

**RE: PROJECT/PROGRAM STATUS REPORT - REPORT NO. 38- 13**

## **WATER MANAGEMENT**

### **I. Watershed Development Services Division**

#### **1) Municipal and Development Plan Input and Review**

i) To the end of March, staff reviewed and processed 88 planning applications (of various types/complexity) and 31 building permits. Staff continues to participate in weekly scheduled pre-consultation meetings with municipal partners. The municipalities are scheduling more pre-consultation meetings to accommodate the increasing number of applications. In addition staff responds to many general enquires both from local municipalities and the public.

ii) The Manager of Development Services continues participating on the RMON's MOU Process Improvement Committee. This group is comprised of local, regional and CA staff to and meets once every 3 weeks to discuss opportunities for improvement.

iii) The MNR has updated and provided the Wetland Inventory for NOTL and it is now formally available in effect for Regulatory purposes. Town staff has requested NPCA staff to attend a public meeting about the new wetland mapping on April 11 at the Niagara-on-the-Lake Community Centre. Staff from MNR and the Region have also been invited to attend.

#### **2) NPCA 'Regulation of Development, Interference with Wetlands, and Alteration to Shorelines and Watercourses'**

##### **i) Permits**

The NPCA has issued 30 work permits to date in 2013.

##### **ii) Violations**

A separate Confidential Violation Status Spreadsheet Report has been circulated.

##### **iii) NPCA-DFO Partnership Agreement**

As part of the NPCA-DFO Partnership Agreement, NPCA staff work as a liaison between DFO Assessors and proponents to recommend appropriate fish habitat compensation projects however, we are still awaiting clarification on implications from recent changes to the federal fisheries legislation.

In accordance with NPCA's level II agreement with DFO, 20 Letters of Advice have been provided to date this year.

## **II. Watershed Technical Services Division**

### **1) Source Water Protection Plan**

In March NPCA signed a new Source Protection Plan budget agreement with the Ontario Ministry of the Environment (MOE). The agreement extends to March 2014.

On April 5<sup>th</sup> the Source Protection Plan Working Group met to:

- Review MOE comments on the Source Protection Plan (SPP) and the proposed amendments
- Review tasks and timelines to update the Assessment Report and SPP,

Staff also completed and submitted an inventory of numerical models used in the Source Water Protection program for the province. Staff attended a Source Protection project managers' meeting in March.

### **2) Water Quality Monitoring Program**

- Staff are preparing for the 2013 sampling season. NPCA staff will be collecting WQ samples from 80 stations in the NPCA watershed monthly from April to November. These samples will be analysed for general chemistry, metals, nutrients, and bacteria.
- Staff is currently working on the NPCA Watershed Report and this should be completed by early May.
- Staff is continuing to monitor water levels at all Provincial Groundwater Monitoring Network (PGMN) wells. Water quality samples will be collected from PGMN wells in the spring.
- Staff is working on the Hamilton Airport and Glanbrook Landfill bio-monitoring projects.
- Staff continues to assist the MOE with two projects: 1) the nutrient track down in Beaver Creek and Big Forks Creek watersheds; 2) and the Balls Falls Climate Change station.
- Two water well decommissioning applications have been received in 2013 and one project has been completed.

### **3) Geographic Information Systems**

#### **a) Source Water Protection Support Activities**

- Staff assisted with the inventory of source protection program numeric models.

#### **b) Watershed Development Services Support Activities**

- Staff continued work on the Property Info Summary application. This application will compile regulation and other plan review information associated with Authority responsibilities at the property parcel level.

#### **c) Corporate GIS and Information Management Support Activities**

- Work on the one-meter contour Digital Terrain Model (DTM) update is nearing completion. Staff continues to render the data into surfaces for visual QA/QC.
- Staff continues to complete the interpretation and mapping updates in the NOTL pilot study for Niagara Water Strategy's 'Contemporary Watercourse Mapping project. NPCA and Niagara Water Smart recently met to identify options to continue the Contemporary Watercourse Mapping project in the rest of Niagara Region.
- GIS staff has been providing support to other Technical Services and Stewardship Services staff for the NPCA Watershed Report Cards that are being completed.

#### **4) Flood Control**

##### **a) Monitoring & Major Maintenance**

- Staff continues to monitor the water levels at Binbrook reservoir on a daily basis. The reservoir's water level is being drawn down as it is currently sitting 6 inches above the normal holding stage. Staff will continue to monitor and make adjustments as the situation warrants.
- Staff continues to routinely monitor the water levels at our 14 stream gauge stations, climatic data at our 15 climate stations, and undertake routine maintenance, calibration, and inspections at all 29 installations, as part of the NPCA's routine flood forecasting and warning duties. The public may access this real-time water level and rainfall information through the NPCA's website.

#### **5) Other**

a) Technical Services staff continues to provide on-going engineering support to the Development Services, Restoration, and Lands Divisions as requested.

b) On March 20, 2013 NPCA (with Niagara Region Public Works staff) attended a start-up meeting for an Ontario Geological Survey 4 year study of Niagara Peninsula overburden geology. This was in response to a joint proposal submitted by NPCA and Niagara Region in the fall of 2012.

### **V. Watershed Restoration Division**

The Niagara Peninsula Conservation Authority is committed to providing exceptional stewardship to achieve and maintain a healthy and sustainable environment. The need for clean, reliable, and uncontaminated water within the NPCA Watershed cannot be overstated.

#### **1) Project Implementation – Watershed Plans**

The Watershed Stewardship Program is responsible for improving water quality, water quantity and biodiversity within the NPCA Watershed. The Stewardship Program advances these areas through the implementation of comprehensive watershed plans.

Approximately, 75 projects including construction projects, BMP, water quality and biodiversity projects are being planned and implemented this year across all watershed planning areas.

## 2) Outreach & Education

The Stewardship Division is also involved in outreach and awareness promotion. Programs such as Yellow Fish Road, Envirothon, and Canopies for Kids have reached thousands of children. These programs help place an intrinsic value within children on the importance of a positive and active role in their natural environment. Engaging children about the important role the environment has in ensuring a healthy community will ensure a successful and sustainable environment for future generations. Each year, the program looks for new opportunities to expand and build on the services that it currently offers to watershed residents.

### Canopies for Kids

This year, 28 applications from across the entire watershed from were received by the January 25<sup>th</sup>, 2013 deadline. The following 10 schools were selected by the review committee to participate in the program:

Niagara Falls	Sacred Heart - Catholic Cherrywood Acres - Public		St. Catharines	Carleton - Public St. Nicholas - Catholic
Port Colborne	DeWitt Carter - Public		Lincoln	Senator Gibson - Public
West Lincoln	John Calvin - Private		Thorold	Westmount - Public
Grimsby	Smith - Public		Fort Erie	Garrison Road - Public

Planting will take place the week of April 29<sup>th</sup> – May 3<sup>rd</sup>. A planting schedule with times for staff / Board participation has been included for your information. Funding for this program is currently being provided by WaterSmart Niagara, St. Catharines Green Committee, and the NPCA.

## LAND MANAGEMENT DEVELOPMENT

### **Ball's Falls Conservation Area**

Dr. Lynne Teather, former professor of the University of Toronto's Museum Studies Department has been asked to join the Ball's Falls Advisory Board. Ms. Betsey Foster has withdrawn her name as a potential member of the advisory board. The vacant positions on the Advisory Board must be advertised. The Advisory Board should meet in early April to continue the discussion re: CMOG requirements and strategic planning due at the end of April.



The Volunteer Co-ordinator met with the Niagara Volunteer Co-ordinator Association (RAVA) for their monthly meeting.

Preparations have been made for the completion of CMOG Strategic Plan requirements and information was gathered from an Ontario Museums Association March Webinar. Preparations have also been made to complete the Museum's and Technology Final Report.

The Site Administrator prepared and submitted the NPCA Provincial Summer Student Grant Application. The application has changed is now very specific to location and position. Federal grants were prepared and submitted last month. Ads for interpreter's positions at Ball's Falls have gone into the colleges.

Ball's Falls is attempting to build July's Nature Fest into a bigger event and the Site Administrator has had several meeting with the HCA and Green Belt Association. The event hopes to feature musicians (Ian Thomas has expressed an interest to front the event), over 35 nature groups, and a variety of displays (ie. Bird Kingdom). The HCA has put in a grant application to the Green Belt Association for a variety of projects including a Niagara Escarpment Biosphere exhibit that would be at Ball's Falls and includes media for the main gallery (ie. TVs to replace projectors).

Thanksgiving Festival planning and preparations are underway. Applications have been received, a new jury has been organized and the selection process will begin soon.

The Site Administrator had a meeting with the Needlework Guild re: their exhibition in the Fall at the Centre and their permanent sculpture installation planned for the Centre's hallway. These projects are moving forward nicely.

The Site Administrator and staff worked with the NPCA marketing department to get rack cards, posters, and PSA's prepared for the Bee Exhibit, new Bee School Programme, Earth Day, and School Programme brochure.

The Site Administrator attended Outreach at the Beamer Hawk Watch to promote the Bee Exhibit, etc. One new volunteer was recruited at this event. Some media coverage of Ball's Falls took place.

The site purchased two retractable promotional banners to be used at outreach. They have arrived and look good.

Gift shop will be adding bee identification cards and bee's wax products soon.

Historical buildings are being cleaned in preparation of the May 1<sup>st</sup> opening.

Bee Exhibit and Earth Day (April 20<sup>th</sup>):

Upcoming Exhibit at CFC had a soft opening on March 30 and will run until to July 1. It is will be called "It's Better with Bees". This exhibit will look at wild bees as well as honey bees and their significance. It will tie in the use of the current Bee Observation Box located behind the

CFC that was reinstalled April 5th with artist Sarah Pebbles. The Official opening will take place during the April 20th, Earth Day celebration at the Centre.

Community Day (May 20<sup>th</sup>):

Programme staff are moving forward on this free admission day. The Department of Immigration will once again hold its swearing in ceremonies for new Canadians here at Ball's Falls. Additional activities are being prepared.

Staff worked with the marketing department to get rate cards, posters, and PSA's prepared for the Bee Exhibit, new Bee School Programme, Earth Day, and School Programme brochure (the template for this publication is now being done through the marketing department as are all updates.)

### **Long Beach & Chippawa Creek Campgrounds**

Staff are working to address winter damage and check for hazard trees in our campgrounds. To date, the clean-up has been very light, given the mild winter.

Seasonal camping fee balances have been received. The campgrounds will begin outdoor startup work over the last three weeks of April as we move towards our opening dates.

The land survey was completed for the proposed comfort station at Chippawa Creek confirming the new building location is above the floodplain limit for the Welland River. Staff are submitting final information on the building plans to Wainfleet for the building permit.

Engineering Assessment for Long Beach Sewage Lagoon started: This carry-over project started with an on-site meeting on April 8 with AMEC Consulting Engineering staff. Approved last autumn, the work required that we wait until facilities could be properly examined in milder weather. The project was initiated at the request of MOE to evaluate the condition of the 1960's-era sewage lagoon at Long Beach in order to assess its condition for current and future operations. The findings / recommendations of the Assessment will be presented when ready.

### **Binbrook Conservation Area**

Staff at Binbrook are preparing for spring clean-up and the May 1st seasonal opening.

Niagara Boarder Pass has signed their one year operation agreement and park staff are currently working with them on the wakeboard installation. Electrical site works and preparation will be underway this month, with cable towers to arrive at the park the beginning of May.

Binbrook staff have been invited to speak at the Binbrook TD Bank Environment Day in mid-April. This is the second year that Binbrook Conservation Area has been involved in this community outreach program.

Staff are servicing machinery to be ready for the onset of good weather and grass cutting, although we are nervous to remove the snow blower for fear that might bring on some more nasty weather.

The Spring Crappie Derby, hosted by the Binbrook Conservation Area and put on by the Glanbrook Conservation Committee, will take place on Sunday May 5th, 2013. Gates open at 6am.

The Annual Multisport Canada Triathlon will take place June 8th this year. The event is growing in popularity.

### **Gord Harry Conservation Trail**

Staff met on site with Haldimand County representatives to walk the proposed trail route and view the western trail entrance at Hutchinson Road. The trail connection into Haldimand will be completed with on road sections to Dunnville as per the Haldimand Trails Master Plan. Staff are preparing trail plans for review at a County open house in Haldimand for the end of April. Funding documents are being finalized with Trans Canada Trail staff.

### **Jordan Harbour Conservation Area**

A construction start-up meeting was held for a new picnic pavilion planned for the Jordan Harbour property. Doug Ransom, who is donating family memorial funds for the project, was in attendance to review the site location for the pavilion with staff and the contractor. The new pavilion will be an all-metal structure and roof on a poured concrete slab. Construction is to commence shortly, to have the pavilion ready for use this summer.

### **Beamer Memorial Conservation Area**

The Niagara Peninsula Hawkwatch (NPH) Group held their annual Hawkwatch Open House at the park on March 29, Good Friday. The event attracted the highest visitation to date with an estimated attendance of over 800 people. The event increases awareness of raptor migration, the importance and identification of raptors, and their role as an indicator of environmental health. It included Hawk Migration Talks, Bird Identification workshops, Nature Group Displays and Migration Data, including Monitoring information. Staff assisted with event organization including promotion of the NPCA and its Conservation Areas, site logistics, concessionaire contracts, event signage and promotion.

The Hawkwatch Season continues at the park until May 15. The NPH counters will be at the site daily with opportunities for the public to join in or have questions answered.

### **St. Johns Conservation Area**

The park pond opens for fishing at noon on Saturday April 27. Staff will be on hand to welcome visitors and point out many of the park recreational resources, and the significance of the site as a unique Carolinian habitat. A concessionaire will be at the site on opening day to provide food services.

A new memorial bench was installed at the pond this month for the Dekker family.

Staff have received some complaints about the metal grating installed on the pond bridges being hard on their pets paws. A similar situation was experienced by the Town of Lincoln at their Kinsmen Park metal staircase. Staff consulted with the Town of Lincoln on their experiences at their property, and are planning to have similar caution signs installed at the St Johns pond this spring.

### **Section 29 Regulation Update**

Section 29 of the Conservation Authorities Act allows a Conservation Authority to establish rules and regulations for their properties. NPCA staff have been meeting with their peers from the Conservation Ontario Regulatory Compliance Committee regarding updates to NPCA Section 29 Regulation (O. Reg 123, RRO 1990). Incidentally, this regulation has not been updated in 23 years. The recommendations from this committee will go from Conservation Ontario Council to all Authorities across the Province. This is considered a "maintenance update" with no significant changes to work already being done on our properties. Highlights include the following:

The addition of a "stoop and scoop" clause to support the cleanup of pet feces. Currently, we have used "litter" charges; which works, but provides the offender with more reason to take the charge to court.

The addition of an appropriate liquor regulation within our own. In our campgrounds, a significant portion of offenses have a liquor component. In addition, much like most Areas and Provincial parks, our campgrounds have a liquor ban on the Victoria Day and Labour Day long weekends. Currently, we use the Trespass to Property Act to enforce these; and to have an appropriate clause within our own regulation would be appropriate.

### **Review of NPCA Security Program**

After some follow-up with other Authorities (including the Grand, Hamilton, Halton, Upper Thames), we have learned that the NPCA is obligated to follow updates to the *Private Security and Investigative Act and its Regulations* as employers of security staff in our Conservation Areas.

Those we employ to conduct security functions, such as night guards at our campgrounds, must be licensed security guards.

(Note: Staff who are trained/designated Provincial Offenses Officers do not fall under this legislation. This currently includes a number of full-time and contract staff who have had the mandated training to be designated (as per MNR delegation of authority). )

The NPCA must register as an employer of security guards (Section 5 (a)(b))

Vehicles used during duty must be marked in a specific way. Photos must be submitted to the Registrar.

Uniforms used by security guards are specific and must be marked in a specific way. Photos must be submitted to the Registrar.

Licensing of individuals requires time and has some substantial costs. It is not recommended that the NPCA bear these costs; but that employment qualifications required that the license be in place and be maintained valid / current. Staff will be consulting other Conservation Authorities to investigate best practices for security programs.

### **Volunteer Activities**

An upcoming volunteer opportunity is scheduled for May 11 at Ball's Falls Conservation Area. From 9:30 –noon volunteers will assist staff in removing the invasive garlic mustard from a native forest community. Information and uses of garlic mustard will also be provided to the public. More information is available on the NPCA website for participants.

### **Species at Risk**

In partnership with the Jefferson Salamander Recovery Team and the local Ministry of Natural Resources, staff are conducting surveys of Jefferson Salamander species on several Conservation Areas. This work will be conducted in the spring with all necessary permits and will assist in population identification and subsequent habitat enhancements for increased biodiversity.

### **NPCA Hunting Program**

The new on-line hunting permit renewal is being well received. To date 63% of permits are completed on-line. This number is expected to increase as hunters learn of the on-line availability and efficiencies.

To date, staff have issued an additional 29 hunting permits for a total of 125 hunting permits issued for the NPCA Conservation Areas for 2013. Of this total, 22 permits have been issued to individuals residing outside of our administrative area.

## **COMMUNITY RELATIONS**

### **Good Friday Hawkwatch Open House**

The Authority collaborated with the Niagara Peninsula Hawkwatch on the Good Friday Hawkwatch Open House event. The event was well attended and visitors enjoyed displays and activities as well as lots of fresh air and exercise during their trek along the various trails.

### **Earth Day Activities**

A number of requests to assist with Earth Day (April 22) activities are being received. The NPCA is providing information to as many organizations as possible to assist with their efforts to promote conservation principles. The NPCA will be hosting a special event on Saturday, April 20<sup>th</sup> at Ball's Falls as part of our ongoing outreach activities. Visitors will have an opportunity to build and decorate a bird nesting box and tours of the site will also be offered. Regular Day Admission applies, but all other activities are free.

### **St. Johns Conservation Area Trout Season Opening**

The annual Trout Season Opening Day at St. Johns Conservation Area will be held on Saturday, April 27<sup>th</sup> beginning at 12:00 noon. This is a great opportunity for families to enjoy the celebrations. A valid fishing license is required and conservation limits will apply.

### **Science and Engineering Fair**

Once again the NPCA is supporting this worthwhile cause. Judging took place on Saturday, April 6<sup>th</sup> and the awards ceremony will be held on Wednesday, April 10<sup>th</sup> at Centennial Secondary School in Welland. Staff will be on hand to present the awards. The projects were outstanding and it is very gratifying to see the efforts that go into the projects as well as the organization of the fair.

### **Fundraising Update**

The Bob Welch Memorial Golf Classic will take place at Whirlpool Golf Course on Thursday, June 13<sup>th</sup>, 2013. We have mailed out approximately 300 packages to prospective golfers and sponsors. We are targeting for a sellout year with 144 golfers and 20 sponsors. Staff is respectfully requesting assistance from NPCA members to help achieve this target. If each member secures a foursome we will be able to achieve our goal.

A request to install a Memorial Bench at St. Johns Conservation Area has been received and staff will be working with the family to have this installed as soon as possible.

### **Green Living Show**

Staff will be participating at the Green Living Show at the Direct Energy Centre in Toronto April 13 – 14. This has been a highly successful event to promote our Conservation Areas.

### **Access and Privacy Training**

Staff will be attending the Access and Privacy Training Day hosted by Information, Privacy and Archives Division, Ministry of Government Services. This will be held in Toronto on Monday, April 15<sup>th</sup>.

### **Binbrook Spring Crappie Derby**

The Crappie Derby in partnership with Fishing World and the Glanbrook Conservation Committee will take place on Saturday May 5<sup>th</sup> beginning at 7:00 AM. Members are encouraged to mark their calendar and attend this event as time allows.

### **Strategic Plan Sub-Committee Update**

Committee meetings are beginning to wrap up and reporting templates will be completed in the next month for consideration by the Strategic Plan Committee and the board.

### **Canopies for Kids**

A schedule of the plantings will be sent to members in the event that they may wish to attend.

### **RECOMMENDATION:**

**That Report No. 38-13 outlining the status of Authority projects / programs be received for information.**

Respectfully submitted by: \_\_\_\_\_



Tony D'Amario, P.Eng.  
Chief Administrative Officer/Secretary-Treasurer

## Canopies for Kids 2013 Planting Schedule

Name of School	Municipality	Address	Planting Date	Planting Time
Cherrywood Acres - Public	Niagara Falls	4635 Pettit Ave.	Monday April 29	Large Trees - am Small Trees – pm
Sacred Heart – Catholic	Niagara Falls (Chippawa)	8450 Oliver St.	Monday April 29	Small Trees - am Large Trees – pm
Senator Gibson - Public	Beamsville	4944 John St.	Tuesday April 30	Large Trees - am Small Trees – pm
John Calvin – Private	Smithville	320 Station St.	Tuesday April 30	Small Trees - am Large Trees – pm
Garrison Road - Public	Fort Erie	1110 Garrison Rd.	Wednesday May 1	Large Trees - am Small Trees – pm
Dewitt Carter - Public	Port Colborne	435 Fares St.	Wednesday May 1	Small Trees - am Large Trees – pm
Smith – Public	Grimsby	18 Oakes Rd. N	Thursday May 2	Large Trees - am Small Trees – pm
Westmount – Public	Thorold	73 Ann St.	Thursday May 2	Small Trees - am Large Trees – pm
Carleton – Public	St. Catharines	1 Carleton Park Dr.	Friday May 3	Large Trees - am Small Trees – pm
St. Nicholas – Catholic	St. Catharines	149 Church St. (entrance off North St)	Friday May 3	Small Trees - am Large Trees – pm

### Large tree planting times

- am large tree plantings – 8:00 am contractor arrives, planting after 9:00. Hand plant in afternoon
- pm large tree plantings – 12:30 pm contractor arrives, planting after 1:00. Hand plant in morning

Please contact **Jocelyn Baker**, Manager, Watershed Stewardship to assist with scheduling your involvement with a school.

[jbaker@npca.ca](mailto:jbaker@npca.ca)

905-788-3135 ext. 243

# Canopies for Kids planting calendar - April 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	May 1	2	3	4
	Cherrywood Acres & Sacred Heart	Senator Gibson & John Calvin	Garrison Road & DeWitt Carter	Smith & Westmount	Carleton & St. Nicholas	