

# CATFISH CREEK CONSERVATION AUTHORITY

## *Mission Statement*

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

Meeting of the Full Authority is to be held in the CCCA Boardroom  
on Thursday, May 12<sup>th</sup>, 2016, commencing at **10:00 a.m.**

## **A G E N D A**

- 1) Welcome / Call to Order. .... Sally Martyn
- 2) Adoption of Agenda
- 3) Disclosure of Pecuniary Interest
- 4) Disclosure of Intention to Audio / Video Record Meeting
- 5) Adoption of Minutes of:
  - a) Full Authority Meeting #03/2016 (April 14, 2016). .... 3-6
  - b) Interview Committee Meeting # IC 03/2016 (April 22, 2016)..... 7
  - c) Interview Committee Meeting # IC 04/2016 (April 26, 2016)..... 8
  - d) Land Management Committee Meeting #01/2016 (May 5, 2016). .... 9-11
- 6) Business Arising from Minutes:
- 7) Public / Special Delegations:
  - a) Alyssa Cousineau - Alternate Land Use Services (ALUS)
- 8) Reports:
  - a) Report FA 21/2016 - Monthly Staff Reports..... 12-13  
(Ed Pietrzak, Tony Difazio, Peter Dragunas)
  - b) Report FA 22/2016 - April Summary of Revenue & Expenditures. .... 14-15  
(Susan Mann)
  - c) Report FA 23/2016 - Accounts Payable..... 16  
(Susan Mann)
  - d) Report FA 24/2016 - Southwestern Ontario Regional Envirothon Competition. .... 17  
(Kim Smale)
- 9) General Manager / Secretary-Treasurer's Report. .... Kim Smale
- 10) Unfinished Business

11) Chairperson's / Board Member's Report

12) Notice of Motions / New Business:

13) Correspondence:

a) Not Copied:

- Correspondence Register for April, 2016.

b) Copied:

- Ministry of Natural Resources and Forestry - a copy of a letter from Eleanor McMahon, Parliamentary Assistant to the Minister of Natural Resources and Forestry regarding the next steps in the Conservation Authorities Act Review.
- Ministry of Natural Resources and Forestry - a copy of a letter from the Acting Coordinator of the Surface Water Monitoring Centre informing the Conservation Authorities that due to internal financial pressures, funding for the 2016 Ontario Low Water Response activities will be reduced in comparison to past allocations.

14) Committee of the Whole

15) Next Meeting / Adjournment

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

**Thursday, April 14<sup>th</sup>, 2016**

**Meeting #03/2016**

**PRESENT:**

Sally Martyn	Chairperson	Municipality of Central Elgin
Rick Cerna	Vice-Chairperson	Township of Malahide
Arthur Oslach	Member	Town of Aylmer
Anne Vanhoucke	Member	Township of South-West Oxford

**ABSENT:**

Mark Tinlin	Member	City of St. Thomas
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**STAFF:**

Kim Smale	General Manager / Secretary – Treasurer
Susan Mann	Financial Services Coordinator
Tony Difazio	Resource Planning Coordinator
Peter Dragunas	Water Management Technician

**OTHERS PRESENT:**

Charlie Roloson	Hamilton Ward & Cathers Insurance Service
Frank Turville	Lake Erie North Shore Landowners Association
Tom Manley	Lake Erie North Shore Landowners Association
David Harding	Lake Erie North Shore Landowners Association
Kyle Cronk	Lake Erie North Shore Landowners Association
Ron Allensen	Lake Erie North Shore Landowners Association
Dominique Giguere	Lake Erie North Shore Landowners Association
Rick Pineo	Lake Erie North Shore Landowners Association
Stan & Karen Jones	Lake Erie North Shore Landowners Association
Jed DeCory	Lake Erie North Shore Landowners Association
Pat Watterworth	Lake Erie North Shore Landowners Association

**WELCOME / CALL TO ORDER:**

Chairperson Martyn welcomed everyone and called the meeting to order at (10:00 a.m.). She passed along regrets on behalf of Member Tinlin who could not be present at the meeting.

**ADOPTION OF AGENDA:**

<u>Motion # 33/2016</u>	A. Vanhoucke	A. Oslach	CARRIED
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THAT, the Agenda for the April 14<sup>th</sup>, 2016, Full Authority meeting be adopted as circulated.

**DISCLOSURE OF PECUNIARY INTEREST:**

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

**ADOPTION OF MINUTES:**

<u>Motion # 34/2016</u>	A. Oslach	A. Vanhoucke	CARRIED
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THAT, the Minutes of Full Authority meeting # 02/2016 (March 3, 2016), be accepted as circulated.

**BUSINESS ARISING FROM MINUTES:**

No one reported any outstanding business to discuss from the previous Minutes.

## **PUBLIC / SPECIAL DELEGATIONS:**

### **a) Charlie Roloson – Hamilton Ward & Cathers Insurance Service:**

Chairperson Martyn called upon Charlie Roloson to present the 2016 - 2017 General Insurance Program for the Catfish Creek Conservation Authority.

Mr. Roloson began his presentation by thanking the Board for the opportunity to attend the meeting to highlight and explain some of the coverages contained in the Insurance Report prepared by the Frank Cowan Company. He mentioned that Jessica Jaremchuk, Regional Manager for the Frank Cowan Company had planned on attending the meeting but experienced some car problems on route. He noted that the level of coverages are virtually the same as those in the 2015 - 2016 Report. The proposed increase in the 2016 - 2017 premium (\$267.00) is attributed mainly to the property values being increased in order to reflect the current inflationary trends.

Authority Chairperson Martyn thanked Mr. Roloson for taking the time to attend the meeting and answering any questions regarding the General Insurance Program.

**Mr. Roloson left the meeting at (10:10 a.m.).**

## **REPORTS:**

Report FA 11/2016 – Monthly Staff Reports, was presented, discussed, and resolved.

<u>Motion # 35/2016</u>	A. Oslach	A. Vanhoucke	CARRIED
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THAT, Staff Reports for the month of March, 2016, be noted and filed.

Report FA 12/2016 – March Summary of Revenue and Expenditures, was presented, discussed, and resolved.

<u>Motion # 36/2016</u>	A. Vanhoucke	A. Oslach	CARRIED
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THAT, Report FA 12/2016, be noted and filed.

Report FA 13/2016 - Accounts Payable, was presented, discussed, and resolved..

<u>Motion # 37/2016</u>	R. Cerna	A. Oslach	CARRIED
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THAT, Accounts Payable totaling \$71,721.12, be approved for payment as presented in Report FA 13/2016.

Report FA 14/2016 – Monthly Plan Review, was presented, discussed, and resolved.

<u>Motion # 38/2016</u>	R. Cerna	A. Oslach	CARRIED
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THAT, the Full Authority approve the Monthly Plan Review Report for the month of March, 2016.

Report FA 15/2016 – Grant Funding Agreement, was presented, discussed and resolved.

<u>Motion # 39/2016</u>	A. Oslach	A. Vanhoucke	CARRIED
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THAT, the Catfish Creek Conservation Authority enter into a Grant Funding Agreement with the Province of Ontario represented by the Minister of the Environment and Climate Change for the Great Lakes Guardian Community Fund.

Report FA 16/2016 – Conservation Authorities Act Review Update, was presented, discussed, and resolved.

<u>Motion # 40/2016</u>	A. Oslach	A. Vanhoucke	CARRIED
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THAT, Report FA 16/2016, be received as information at this time.

Report FA 17/2016 – Conservation Ontario Council Meeting, was presented, discussed, and resolved.

<u>Motion # 41/2016</u>	R. Cerna	A. Oslach	CARRIED
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THAT, the information outlined in Report FA 17/ 2016, be noted and filed.

Report FA 18/2016 – General Insurance Program, was presented, discussed, and resolved.

Motion # 42/2016 A. Vanhoucke R. Cerna CARRIED

THAT, the Catfish Creek Conservation Authority renew its 2016 - 2017 insurance coverage with Frank Cowan Company Limited through Hamilton Ward & Cathers Insurance Service at a total cost of \$37,472.00, plus applicable taxes.

Report FA 19/2016 – Equipment Tender, was presented, discussed, and resolved.

Motion # 43/2016 A. Vanhoucke R. Cerna CARRIED

THAT, the tender to supply and deliver a new commercial grade front mount four-wheel drive Kubota F2690 lawn tractor c/w a RCK 60R-F36 rear discharge mower deck be awarded to Vandenbrink Farm Equipment Inc. for a total price of \$22,035.00, with trade-in; and further,

That, the optional 48 month Powertrain Protection Plan be purchased for an additional \$750.00, plus HST.

Report FA 20/2016 – Vehicle Tender, was presented, discussed, and resolved.

Motion # 44/2016 R. Cerna A. Oslach CARRIED

THAT, the tender to supply and deliver a 2016 full size 4x2 pickup truck in accordance with the tender specifications be awarded to Elgin Chrysler for a total price of \$31,130.37, with trade-in.

#### **GENERAL MANAGER / SECRETARY-TREASURER'S REPORT:**

a) Meeting With MPP Jeff Yurek:

The Chairs and General Managers from the Catfish Creek and Kettle Creek Conservation Authorities met with Jeff Yurek, MPP for Elgin-Middlesex-London on March 17<sup>th</sup>, 2016. A number of issues such as inadequate funding levels and the Conservation Authorities Act Review were discussed. The meeting with Mr. Yurek was scheduled instead of attending the Conservation Ontario Queen's Park Day held in Toronto on March 10<sup>th</sup>, 2016.

b) Retirement Open House:

The General Manager/Secretary-Treasurer attended an Open House for Dan Dale at the Aylmer Old Town Hall Theatre on March 30<sup>th</sup>, 2016. Dan retired from the Town of Aylmer after 27 years as the Director of Planning and Municipal Services. He served on the CCCA Board of Directors for eight (8) years, four (4) as the Chairperson.

#### **UNFINISHED BUSINESS:**

None

#### **CHAIRPERSON'S / BOARD MEMBER'S REPORT:**

Member Oslach mentioned that the Town of Aylmer will be planting a number of Butterfly Milkweed plants throughout their parks this spring as the Town's official wild flower.

#### **NOTICE OF MOTIONS / NEW BUSINESS:**

a) Seasonal Employment Interviews:

The Interview Committee decided on April 22<sup>nd</sup> and the 26<sup>th</sup> to conduct interviews for seasonal employment positions.

**CORRESPONDENCE:**

a) Not Copied:

- Correspondence Register for March, 2016.

b) Copied:

- Toronto Star Newspapers Ltd. - a copy of an article that appeared on the front page of the Autos Section of the Toronto Star regarding the Springwater Maple Syrup Festival.
- Lakehead Region C.A. - a copy of a letter to the Conference of Great Lakes and St. Lawrence Governors and Premiers concerning a proposal from the City of Waukesha, Wisconsin to divert water outside the Great Lakes Basin.
- Conservation Ontario - a copy of Conservation Ontario's submission on the Waukesha Water Diversion Application.

Motion # 45/2016

R. Cerna

A. Vanhoucke

CARRIED

THAT, the Correspondence Register and the Copied Correspondence for March, 2016, be noted and filed.

**COMMITTEE OF THE WHOLE:**

There were no personnel, property, or legal matters to be discussed in the Committee of the Whole.

**NEXT MEETING / ADJOURNMENT:**

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, May 12<sup>th</sup>, 2016, commencing at (10:00 a.m.).

Motion # 46/2016

A. Vanhoucke

R. Cerna

CARRIED

THAT, the Full Authority be adjourned at (10:55 a.m.).

\_\_\_\_\_  
General Manager / Secretary –Treasurer

\_\_\_\_\_  
Authority Chairperson

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

**Friday, April 22<sup>nd</sup>, 2016**

**Meeting # IC 03/2016**

## **PRESENT:**

Rick Cerna	Chairperson, Personnel / Finance Committee	Township of Malahide
Arthur Oslach	Committee Member	Town of Aylmer

## **STAFF:**

Susan Mann	Financial Services Coordinator
Ed Pietrzak	Conservation Areas Supervisor

The meeting was called to order at (1:00 p.m.).

## **Disclosure Of Pecuniary Interest:**

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

The purpose of the meeting was to interview applicants for the following positions which were posted on the CCCA website and advertised in the Aylmer Express newspaper on April 13<sup>th</sup>, 2016.

- Park Technicians
- Park Technician Assistants
- Gate Attendants
- Visitor Services Coordinator

A total of 20 candidates were contacted to be interviewed for the aforementioned positions.

The Committee interviewed nine (9) of the 20 potential candidates on the first day and will meet again on April 26<sup>th</sup>, 2016, to interview the remaining applicants.

The meeting was adjourned at (4:40 p.m.).

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Rick Cerna  
Chairperson, Personnel / Finance Committee

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Arthur Oslach  
Committee Member

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

Tuesday, April 26<sup>th</sup>, 2016

Meeting # IC 04/2016

## PRESENT:

Rick Cerna	Chairperson, Personnel / Finance Committee	Township of Malahide
Arthur Oslach	Committee Member	Town of Aylmer

## STAFF:

Susan Mann	Financial Services Coordinator
Ed Pietrzak	Conservation Areas Supervisor

The meeting was called to order at (9:00 a.m.).

## Disclosure Of Pecuniary Interest:

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

The purpose of the meeting was to complete the remaining interviews for the positions of Gate Attendant, Park Technician, Park Technician Assistant and Visitor Services Coordinator.

At the conclusion of the interview process, the Interview Committee selected the following list of names for the 14 available positions.

### Park Technician (3)

Jeremy Gordon  
Aaron Juck  
Gerritt Kremers

### Gate Attendant (7)

Taylor Simmons  
Holly Wright  
Cobie Gregory  
Bailey Simmons  
Kaitlyn Pond  
Braydon Racz  
Kelsey Oatman

### Park Technician Assistant (3)

Zach Moore  
Amanda Bartsch  
Trent Vanderwyst

### Visitor Services Coordinator (1)

Sarah Chamberlain

The meeting was adjourned at (4:30 p.m.).

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Rick Cerna  
Chairperson, Personnel / Finance Committee

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Arthur Oslach  
Committee Member

**MINUTES OF THE MEETING OF THE  
CATFISH CREEK CONSERVATION AUTHORITY  
LAND MANAGEMENT COMMITTEE**

**Thursday, May 5<sup>th</sup>, 2016**

**Meeting #01 /2016**

**PRESENT:**

Mark Tinlin	Committee Chairperson	City of St. Thomas
Arthur Oslach	Committee Member	Town of Aylmer
Rick Cerna	Committee Member	Township of Malahide
Sally Martyn	Authority Chairperson	Municipality of Central Elgin

**ABSENT:**

Anne Vanhoucke	Committee Member	Township of South-West Oxford
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**STAFF:**

Kim Smale	General Manager / Secretary-Treasurer
Susan Mann	Financial Services Coordinator
Ed Pietrzak	Conservation Areas Supervisor

**WELCOME / CALL TO ORDER:**

Committee Chairperson Tinlin welcomed everyone and called the meeting to order at (10:20 a.m.). He thanked staff for arranging the short tour of the Springwater Conservation Area prior to the meeting and providing the members with the opportunity to view the new washroom renovations and the parking issue referenced in Report LM 09/2016.

**ADOPTION OF AGENDA:**

Motion #LMC 01/ 2016      S. Martyn      R. Cerna      CARRIED

THAT, the Agenda for the May 5<sup>th</sup>, 2016, Land Management Committee meeting be adopted as circulated.

**DISCLOSURE OF PECUNIARY INTEREST:**

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

**PUBLIC / SPECIAL DELEGATIONS:**

None.

**REPORTS:**

Report LM 01/2016 – Maple Syrup Program Summary, was presented, discussed, and resolved.

Motion #LMC 02/2016      R. Cerna      A. Oslach      CARRIED

THAT, the 2016 Maple Syrup Financial and Statistical Summary be received as information at this time; and further,

That, staff be directed to undertake a detailed operational and financial review of the program in consultation with the Jaffa Environmental Education Centre to determine any efficiencies and improvements for 2017.

Report LM 02/2016 – American Chestnut Recovery Strategy, was presented, discussed, and resolved.

Motion #LMC 03/2016      A. Oslach      S. Martyn      CARRIED

THAT, Report LM 02/2016, be received as information at this time.

Report LM 03/2016 – Ontario Land Trust Alliance, was presented, discussed and resolved.

Motion #LMC 04/2016 S. Martyn R. Cerna CARRIED

THAT, the Land Management Committee recommend to the Full Authority that the Catfish Creek Conservation Authority renew its membership with the Ontario Land Trust Alliance as an Associate Member for the period of July 1<sup>st</sup>, 2016 – June 30<sup>th</sup>, 2017, at a total cost of \$585.00.

Report LM 04/2016 – Environmental Education Land Use Agreement, was presented, discussed, and resolved.

Motion #LMC 05/2016 A. Oslach R. Cerna CARRIED

THAT, the Land Management Committee recommend to the Full Authority that the General Manager / Secretary-Treasurer be directed to negotiate a new five (5) year Environmental Education Land Use Agreement with the Thames Valley District School Board starting at \$11,000.00 in 2016, plus an annual inflationary adjustment of three (3) percent per year over the five (5) year period.

Report LM 05/2016 – Horseshoe Valley Trail Riders Request, was presented, discussed, and resolved.

Motion #LMC 06/2016 S. Martyn A. Oslach CARRIED

THAT, the Land Management Committee recommend to the Full Authority that a letter be sent to Mr. Bond denying his email request on behalf of the Horseshoe Valley Trail Riders to ride horses through the Yarmouth Natural Heritage Area based on the reasons listed in Report LM 05/2016.

Report LM 06/2016 – Municipal Woodlot Management Agreement, was presented, discussed, and resolved.

Motion #LMC 07/2016 R. Cerna A. Oslach CARRIED

THAT, the Land Management Committee recommend to the Full Authority that the Municipal Woodlot Management Agreement with the Town of Aylmer be renewed for the period of ten (10) years in accordance with the amendments outlined in Report LM 06/2016.

Report LM 07/2016 – Path of Honour Maintenance Agreement, was presented, discussed, and resolved.

Motion #LMC 08/2016 A. Oslach S. Martyn CARRIED

THAT, the Land Management Committee recommend to the Full Authority that the Path of Honour Maintenance Agreement between the Catfish Creek Conservation Authority and the Path of Honour Committee be renewed for a further two (2) year term.

Report LM 08/2016 – YNHA Land Use Policy, was presented, discussed, and resolved.

Motion #LMC 09/2016 R. Cerna A. Oslach CARRIED

THAT, the Land Management Committee recommend to the Full Authority that the action items related to a controlled hunt at the Yarmouth Natural Heritage Area in 2016, be accepted as presented in Report LM 08/2016.

Report LM 09/2016 – Seasonal Camper Complaint, was presented, discussed, and resolved.

Motion #LMC 10/2016 S. Martyn A. Oslach CARRIED

THAT, the Land Management Committee acknowledge receipt of the correspondence from Pam Chute dated May 1, 2016; and further,

That, staff be directed to find an amicable solution to the parking issue affecting the seasonal campers on Lots 16 and 17 at the Springwater Conservation Area.

A second motion was adopted by the Committee to assist staff with resolving this matter.

Motion #LMC 11/2016 S. Martyn A. Oslach CARRIED

THAT, the Land Management Committee recommend to the Full Authority that the dead end road allowance in the Whites Mill Campground Area be designated no parking.

**UNFINISHED BUSINESS:**

None

**COMMITTEE CHAIRPERSON'S / COMMITTEE MEMBER'S REPORT:**

None

**CORRESPONDENCE:**

a) Copied:

- None

b) Not Copied:

- None

**NOTICE OF MOTIONS / NEW BUSINESS:**

a) Conservation Easements:

The General Manager/ Secretary-Treasurer provided the members with some background information regarding a proposal from a watershed resident to place a conservation easement on their property. The members directed staff to keep them informed of any new developments concerning the matter.

**COMMITTEE OF THE WHOLE:**

There were no personnel, property, or legal matters to be discussed in the Committee of the Whole.

**ADJOURNMENT:**

Motion #LMC 12/ 2016

A. Oslach

S. Marytn

CARRIED

THAT, the meeting be adjourned at (11:00 a.m.).

\_\_\_\_\_  
General Manager / Secretary-Treasurer

\_\_\_\_\_  
Committee Chairperson

**REPORT FA 21 / 2016: To The Full Authority**

**FROM:** Conservation Areas Supervisor  
Resource Planning Coordinator  
Water Management Technician

**SUBJECT:** Monthly Staff Reports

**DATE:** May 4, 2016

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**Conservation Areas Supervisor, Ed Pietrzak**

**Current Activities:**

- Provided training for the participants of the Southwestern Ontario Regional Envirothon Competition held at the Springwater Conservation Area on April 27<sup>th</sup>, 2016.
- Stocked the Springwater Pond with Rainbow Trout in preparation for the opening weekend of the 2016 trout fishing season. Thanks to the Order of Good Cheer for their financial support of this annual community event.
- Assisted with the habitat restoration activities being implemented at the Yarmouth Natural Heritage Area.
- Conducted a site assessment of the Ontario Police College Path of Honour Project.
- Day-to-day operations and maintenance of the various Conservation Areas.

**Upcoming Activities:**

- Hiring and training of new summer staff.
- Completing the accessibility improvements to the public washroom facility at the Springwater Conservation Area.
- Preparation for campground and day-use area opening. Seasonal Camping officially starts on the Mother's Day Weekend and concludes on the Thanksgiving Weekend.
- Victoria Day Weekend Alcohol Restriction will be in effect.
- Ongoing training and supervision of students from the Cooperative Education Placement Program.
- Regular duties as assigned.

**Resource Planning Coordinator, Tony Difazio**

**Current Activities:**

- Attended a meeting of the Elgin Stewardship Council held in Talbotville on April 4<sup>th</sup>, 2016.
- Attended an Alternative Land Use Services Program (ALUS) Partnership Advisory Council meeting at the Long Point Region Conservation Authority Office on April 5<sup>th</sup>, 2016.
- Assisted with the 2016 Envirothon Competition held at the Springwater Conservation Area on Wednesday April 27<sup>th</sup>; and,
- Conducted site visits with landowners to discuss potential funding assistance for stewardship projects in the watershed.

### Upcoming Activities:

- Complete a Forest Management Plan for a local landowner enrolled under the Managed Forest Tax Incentive Program;
- Attend a meeting of the Elgin Clean Water Program to assist the Committee with the review of stewardship projects and potential funding assistance in the watershed;
- Assist with the planning and delivery of upcoming stewardship restoration projects throughout the watershed; and,
- Regular duties as assigned.

### Water Management Technician, Peter Dragunas

### Current Activities:


- Flood Warning & Emergency Planning Meeting for the Municipal & County Flood Coordinators, Upper Thames River Conservation Authority.
- South Western Ontario Orthophoto Project (SWOOP) Quality Assurance and Quality Control Meeting, Upper Thames River Conservation Authority.
- Provincial Groundwater Monitoring Network data acquisition.
- Assessment and required adjustments to the Low Water Response, low water benchmark and threshold criteria to improve early identification of low water threats to support Level I, II and III low water condition reporting.
- Permit To Take Water (PTTW) application assistance.
- Final site visits with landowners to assist and discuss with CCCA 2016 Tree Planting Program.
- Administration of 2016 Malahide Roadside Tree Planting Program completed.
- 2016 tree planting on CCCA owned lands.

### Upcoming Activities:

- 2016 OLWR analysis.
- Regular duties as assigned.

### Recommendation:

That, Staff Reports for the month of April, 2016, be noted and filed.

*for*   
Ed Pietrzak  
Conservation Areas Supervisor

*for*   
Tony Difazio  
Resource Planning Coordinator

*for*   
Peter Dragunas  
Water Management Technician

**REPORT FA 22 / 2016 : To The Full Authority**  
**FROM: Susan Mann, Financial Services Coordinator**  
**SUBJECT: April Summary of Revenue & Expenditures**  
**DATE: April 30, 2016**

**SUMMARY OF REVENUE**  
**for the period ending April 30, 2016**

	<b>2016 Budget</b>	<b>2016 To Date</b>	<b>Difference</b>	<b>2015 To Date</b>
MNRF Provincial Grants	\$ 79,835.00	\$ -	\$ (79,835.00)	\$ -
Other Provincial Grants	\$ 82,348.11	\$ 24,298.38	\$ (58,049.73)	\$ 38,699.38
Federal Grants	\$ 23,300.00	\$ -	\$ (23,300.00)	\$ 50,000.00
General Levy	\$ 244,124.45	\$ 176,763.10	\$ (67,361.35)	\$ 151,302.21
Special Benefiting Levy	\$ 43,877.34	\$ 6,100.00	\$ (37,777.34)	\$ 7,900.00
Employment Program Grants	\$ 15,000.00	\$ -	\$ (15,000.00)	\$ -
Donations/Sponsorships	\$ 38,367.00	\$ 28,550.01	\$ (9,816.99)	\$ 14,328.21
Conservation Areas Revenue	\$ 458,860.00	\$ 116,137.04	\$ (342,722.96)	\$ 88,164.09
Maple Syrup Revenue	\$ 55,850.00	\$ 54,457.86	\$ (1,392.14)	\$ 57,055.64
Bank Interest Earned	\$ 6,000.00	\$ -	\$ (6,000.00)	\$ 108.60
Information & Education	\$ 8,500.00	\$ 184.00	\$ (8,316.00)	\$ 420.00
Legal Inquiries/Permit Applications	\$ 5,000.00	\$ 628.31	\$ (4,371.69)	\$ 840.70
Trees/Planting/Spraying	\$ 3,750.00	\$ -	\$ (3,750.00)	\$ -
Woodlot Management	\$ 1,500.00	\$ -	\$ (1,500.00)	\$ -
Watershed Stewardship Projects	\$ 20,000.00	\$ -	\$ (20,000.00)	\$ 13,012.10
Water Quality/Quantity Programs	\$ 5,212.10	\$ -	\$ (5,212.10)	\$ -
Revenue from Other C.A. Lands	\$ 13,294.63	\$ 18,345.74	\$ 5,051.11	\$ 8,874.74
Other Revenue	\$ 500.00	\$ 1,730.77	\$ 1,230.77	\$ -
Contract Services	\$ -	\$ 260.00	\$ 260.00	\$ 260.00
Vehicle & Equipment Rental Recoveries	\$ 40,200.00	\$ 8,904.81	\$ (31,295.19)	\$ 6,074.41
Previous Year Surplus	\$ 376.83	\$ 376.83	\$ -	\$ 399.80
Income Appropriation from Special Reserves	\$ 51,836.52	\$ -	\$ (51,836.52)	\$ -
Income Appropriation from General Reserves	\$ 194,549.91	\$ -	\$ (194,549.91)	\$ -
	<b>\$ 1,392,281.89</b>	<b>\$ 436,736.85</b>	<b>\$ (955,545.04)</b>	<b>\$ 437,439.88</b>

<b>DONATIONS/SPONSORSHIPS</b>	<b>2016 Budget</b>	<b>Received To Date</b>	<b>Difference</b>
Fish Stocking	\$ 1,000.00	\$ 1,000.00	\$ -
Springwater Event Sponsorships	\$ 1,000.00	\$ -	\$ (1,000.00)
Annual Report	\$ 1,250.00	\$ 1,250.00	\$ -
Environmental Education	\$ 9,120.00	\$ 100.00	\$ (9,020.00)
EESS ELP Sponsorships	\$ -	\$ 7,500.00	\$ 7,500.00
Community Forest	\$ 250.00	\$ -	\$ (250.00)
Maple Syrup Program	\$ 5,000.00	\$ 6,925.00	\$ 1,925.00
Springwater Forest Trails	\$ 7,500.00	\$ 2,702.46	\$ (4,797.54)
Archie Coulter C.A. Trails	\$ 850.00	\$ 72.55	\$ (777.45)
YNHA	\$ -	\$ 7,000.00	\$ 7,000.00
Springwater C.A. Development	\$ 1,000.00	\$ -	\$ (1,000.00)
Catfish Creek Trail Rehabilitation	\$ -	\$ -	\$ -
Ontario Police College Path of Honour	\$ -	\$ 2,000.00	\$ 2,000.00
<b>TOTAL Donations/Sponsorships</b>	<b>\$ 26,970.00</b>	<b>\$ 28,550.01</b>	<b>\$ 1,580.01</b>

# SUMMARY OF EXPENDITURES

for the period ending April 30, 2016

	2016 Budget	2016 To Date	Balance	2015 To Date
<b>ADMINISTRATION</b>				
A-1 Wages & Benefits	\$ 96,412.37	\$ 33,928.19	\$ 62,484.18	\$ 26,273.06
A-2 Travel Exp. & Allow.	\$ 8,633.84	\$ 191.07	\$ 8,442.77	\$ 69.35
A-3 Equip. Purchase & Rental	\$ 9,850.00	\$ 2,785.72	\$ 7,064.28	\$ 3,622.35
A-4 Materials & Supplies	\$ 3,650.00	\$ 1,114.72	\$ 2,535.28	\$ 597.24
A-5 Rent & Utilities	\$ 23,000.00	\$ 3,174.43	\$ 19,825.57	\$ 3,326.41
A-6 General Expenses	\$ 37,547.00	\$ 23,025.96	\$ 14,521.04	\$ 22,646.43
<b>TOTAL</b>	<b>\$ 179,093.21</b>	<b>\$ 64,220.09</b>	<b>\$ 114,873.12</b>	<b>\$ 56,534.84</b>
<b>FLOOD FORECASTING &amp; WARNING</b>				
F4-2 Flood Control Structures	\$ 13,317.37	\$ 4,570.26	\$ 8,747.11	\$ 4,126.11
F4-4 Flood Forecasting & Warning	\$ 155,639.90	\$ 57,063.83	\$ 98,576.07	\$ 50,300.76
F4-5 Ice Management	\$ 93,727.34	\$ 12,809.92	\$ 80,917.42	\$ 22,943.97
F4-6 Plan Input	\$ 33,796.11	\$ 12,900.82	\$ 20,895.29	\$ 11,210.97
F4-71 Watershed Planning	\$ 14,927.62	\$ 4,889.98	\$ 10,037.64	\$ 4,324.19
F4-72 Technical Studies (GIS)	\$ 9,743.16	\$ 2,896.47	\$ 6,846.69	\$ 2,081.81
<b>TOTAL</b>	<b>\$ 321,151.50</b>	<b>\$ 95,131.28</b>	<b>\$ 226,020.22</b>	<b>\$ 94,987.81</b>
<b>OTHER PROGRAM AREAS</b>				
B-1 Information & Education	\$ 28,967.11	\$ 6,581.03	\$ 22,386.08	\$ 5,918.50
E-1 Extension Services - Tree Planting Community Forest	\$ 31,343.54	\$ 9,139.59	\$ 22,203.95	\$ 8,125.00
E-1 Extension Services - Woodlot Management	\$ 250.00	\$ -	\$ 250.00	\$ -
E-1 Extension Services - Watershed Stewardship	\$ 9,895.80	\$ 2,885.91	\$ 7,009.89	\$ 2,552.73
E4-1 Fish & Wildlife Habitat	\$ 20,750.00	\$ 110.09	\$ 20,639.91	\$ 53.54
	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 91,206.45</b>	<b>\$ 18,716.62</b>	<b>\$ 72,489.83</b>	<b>\$ 16,649.77</b>
<b>CAPITAL &amp; SPECIAL PROJECTS</b>				
Water Management Programs	\$ 36,260.21	\$ 8,847.95	\$ 27,412.26	\$ 16,737.25
Springwater C.A. Development	\$ 78,000.00	\$ 35,073.82	\$ 42,926.18	\$ -
Special Projects	\$ 3,000.00	\$ 101.74	\$ 2,898.26	\$ -
<b>TOTAL</b>	<b>\$ 117,260.21</b>	<b>\$ 44,023.51</b>	<b>\$ 73,236.70</b>	<b>\$ 16,737.25</b>
<b>CONSERVATION AUTHORITY LANDS</b>				
Springwater Operation & Maint	\$ 468,231.84	\$ 99,221.24	\$ 369,010.60	\$ 73,335.67
Vehicle & Equipment Pool Exp.	\$ 91,565.00	\$ 39,090.82	\$ 52,474.18	\$ 15,621.48
Maple Syrup	\$ 58,421.44	\$ 49,316.68	\$ 9,104.76	\$ 51,407.58
Other C.A. Lands	\$ 65,352.24	\$ 17,940.92	\$ 47,411.32	\$ 14,188.36
<b>TOTAL</b>	<b>\$ 683,570.52</b>	<b>\$ 205,569.66</b>	<b>\$ 478,000.86</b>	<b>\$ 154,553.09</b>
<b>APPROPRIATION TO GENERAL RESERVES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>APPROPRIATION TO SPECIAL RESERVES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 1,392,281.89</b>	<b>\$ 427,661.16</b>	<b>\$ 964,620.73</b>	<b>\$ 339,462.76</b>

  
 Susan Mann,  
 Financial Services Coordinator

# REPORT FA 23 / 2016 : TO THE FULL AUTHORITY

FROM: Susan Mann, Financial Services Coordinator  
SUBJECT: Accounts Payable  
DATE: May 9, 2016

VENDOR	CHQ #	TOTAL	EXPLANATION
Bell Canada	26298	90.47	gauge
Eastlink	26299	1,329.74	phone, fax line, internet, and gauges
Telus Mobility	26300	82.38	mobile phones
Payroll Item	26301		
Higgs Construction Ltd.	26302	4,859.00	ice breaking serv ices
Payroll Items (April 18) 26303-26311			
Payroll Items (May 2) 26312-26318			
Hydro One	26319	802.10	campground and gauge
Payroll Items (May 2) 26320-26321			
Hydro One	26322	282.18	schoolhouse and gauge
Hydro One	26323	50.95	gauge
Payroll Items (May 9) 26324-26325			
Aaroc Aggregates And Recycling	26326	475.78	campground maintenance
Air Liquide	26327	169.50	campground supplies
Aylmer Express Limited	26328	116.44	advertising for Maple Syrup and Employment Ad
Aylmer Home Hardware	26329	83.42	supplies for Poplar Hill washroom project
Bell Canada	26330	90.50	gauge
CBSC Capital Inc.	26331	955.98	photo copier lease
CIBC Visa	26332	1,152.56	campground and computer supplies
CJDL Consulting Engineers	26333	1,982.30	OPG project at the YNHA
Clean Solutions & Supplies Ltd.	26334	1,237.62	campground supplies
Commissionaires	26335	88.05	enforcement contractor
Courtney's Distributing Inc.	26336	1,352.40	store supplies for resale
Dowler Karn Propane Ltd.	26337	142.61	shop heat fuel
Elgin Feeds Ltd.	26338	112.98	OPC Path of Honour
Exact Septic Installations	26339	101.70	Maple Syrup Program maintenance
Francotyp-Postalia Canada	26340	193.23	postage metre rental
Frito Lay Canada	26341	232.78	store supplies for resale
Fulops Bait & Tackle	26342	79.10	store supplies for resale
Glenbriar Bottled Water Co. Ltd.	26343	75.68	water cooler service
Hamilton, Ward, & Cathers Insurance	26344	12,887.70	installment 1 of 3 : insurance premiums
Hindmarsh, Mike	26345	2,060.00	seasonal camping refund
Hooghiem, Taylor	26346	500.00	student scholarship
Jury, David	26347	1,299.49	computer network support
K&K Locksmiths	26348	35.39	campground supplies
Kettle Creek Conservation Authority	26349	138.35	London Farm Show
Martyn, Sally	26350	1,600.00	Interpretor for Maple Syrup Program
McBain Signs & Graphic Design	26351	50.85	supplies for Trout Program
Molly Maid	26352	237.00	administration centre cleaning service
Rival Office Solutions	26353	214.70	postage metre supplies
Secord Home Building Centre	26354	119.07	supplies for DFO project and campground
St. Thomas Rent-All	26355	90.40	equipment rental for campground
St. Williams Nursery & Ecology Centre	26356	5,701.25	supplies for YNHA Friends of the Environment project
TSC Stores L.P.	26357	170.58	campground supplies
Universal Field Supplies	26358	784.79	supplies for campground & equipment
Vandenbrink Farm Equipment Inc.	26359	23,217.93	equipment maintenance & lawn mower purchase
		<u>\$ 65,246.95</u>	

## RECOMMENDATION:

THAT, Accounts Payable totalling \$65,246.95 , be approved for payment as presented in Report FA 23 / 2016.



Susan Mann,  
Financial Services Coordinator

**REPORT FA 24 / 2016 : To The Full Authority**

**FROM:** Kim Smale, General Manager / Secretary-Treasurer  
**SUBJECT:** Southwestern Ontario Regional Envirothon Competition  
**DATE:** May 4, 2016

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Purpose:

To provide the members with a synopsis of the Southwestern Ontario Regional Envirothon Competition held at the Springwater Conservation Area on April 27<sup>th</sup>, 2016.

Discussion:

This competition is a one-day event whose purpose is to allow students to expand and test their knowledge and develop their problem solving, teamwork, and critical thinking skills in an interactive manner. Each Envirothon team consists of five (5) high school students, who work together to complete the various tasks presented to them. The winning Regional Team goes on to compete at the Ontario Provincial Envirothon Competition which takes place the second week of May.

A total of 18 teams from East Elgin Secondary School, West Elgin Secondary School, Strathroy District Collegiate Institute, Saunders Secondary School, A. B. Lucas Secondary School, London Central Secondary School, and Catholic Central High School competed in the competition at Springwater. The competition included four (4) eco-stations focused on the Envirothon core topics of Forestry, Soils, Aquatics and Wildlife as well as an Oral Presentation on Aquatic Invasive Species.

Judges for the competition included past Board Members Gerry Richer and Jim Jenkins and the CCCA General Manager / Secretary-Treasurer. Team 18 from East Elgin Secondary School scored the highest overall marks and was selected as the Regional Champions.

Special thanks to the CCCA (host), Elgin Stewardship Council (sponsor), Forests Ontario, Ridgetown College / University of Guelph, St. Thomas Field Naturalists, Ron Casier and all the Volunteers for making the day a huge success.

RECOMMENDATION:

THAT, Report FA 24/2016, be noted and filed.



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Kim Smale  
General Manager / Secretary-Treasurer

**Correspondence: To The Full Authority**

**FROM:** Kim Smale, General Manager / Secretary - Treasurer

**SUBJECT:** Correspondence Register, April 1-30, 2016

**DATE:** April 30, 2016

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**GOVERNMENT AGENCIES**

Fisheries and Oceans Canada, Burlington

- an e-mail acknowledging receipt of our application for the Recreational Fisheries Conservation Partnership Program.

Fisheries and Oceans Canada, Sault Ste. Marie

- notice that Fisheries and Oceans Canada, acting as the Canadian Agent for the Great Lakes Fishery Commission, has the responsibility for sea lamprey assessment and control in the Canadian waters of the Great Lakes basin, as well as the New York waters of Lake Ontario.

Ministry of Natural Resources and Forestry, Peterborough

- e-mail "2016 Summer Experience Program Transfer Payment Agreement and Hiring Package"
- notice that our application to the 2016/17 Land Stewardship and Habitat Restoration Program for the project entitled, "YNHA Habitat Restoration" was approved for \$20,000.00.
- e-mail "2016 Funding for Ontario Low Water Response"

Ministry of Natural Resources and Forestry, Toronto

- a copy of a letter from Eleanor McMahon, Parliamentary Assistant to the Minister of Natural Resources and Forestry regarding the Conservation Authorities Act Review.

Ministry of Tourism, Culture and Sport, Toronto

- a letter from Assistant Deputy Minister Richard McKinnell indicating that our Celebrate Ontario application will not be supported in 2016.

**MUNICIPALITIES**

City of St. Thomas

- a copy of a Resolution referring our 2016 General Levy and Special Plan Review Levy to the Treasury Department.
- a copy of a proposed Draft Plan of Subdivision and application submitted for approval by Doug Tarry Limited.
- a copy of the Servicing Report for Phase 3 and 4 of the Orchard Park South Subdivision.

County of Elgin

- notice that our application for the Festival and Event Partnership Program was unsuccessful.

## **CONSERVATION AUTHORITIES**

### Conservation Ontario

- e-mail "CO Council April 11<sup>th</sup> Annual General Meeting Agenda"
- a copy of a letter from Eleanor McMahon, Parliamentary Assistant to the Minister of Natural Resources and Forestry regarding her presentation to Conservation Ontario Council on April 11<sup>th</sup>, 2016.
- e-mail "Source Water Protection Communications Teleconference Call, May 11, 2016"
- e-mail "Recent Public Opinion re: Carbon Policy"
- e-mail "Proposed Major Amendment to Class EA for Waterpower Projects (EBR #012-5634)"

### Grand River C.A.

- e-mail "Lake Erie Region Management Committee Resolution"

### Grey Sauble C.A.

- notice that Dick Hibma will be seeking election as Chair of Conservation Ontario.

### Long Point Region C.A.

- notice that Cliff Evanitski will be letting his name stand as a staff representative on the CO Board of Directors at the upcoming Annual General Meeting.

### Mississippi Valley C.A.

- notice that Mark Burnham will be seeking election as Vice-Chair on the Conservation Ontario Board of Directors.

### South Nation C.A.

- notice that Doug Thompson, Chair of the South Nation C.A. will be seeking election as a Director of Conservation Ontario at the April 11<sup>th</sup> Annual General Meeting.

### Sudbury C.A.

- notice that Lin Gibson will be letting her name stand as Vice-Chair of Conservation Ontario at the upcoming Annual General Meeting.

## **GENERAL CORRESPONDENCE**

### Annual Reports

- Conservation Ontario, Nottawasaga Valley C.A.

### Casier, Ron

- e-mail "Southwest Envirothon Competition Day"

### Giguère, Dominique

- a request for a copy of the CCCA's Purchasing Policy.

### Knight, Sheri

- a poster from the students at Orchard Park Public School in London thanking all the staff at the Jaffa Environmental Education Centre and the CCCA for the wonderful learning experience at the Springwater Maple Syrup Program.

### Magazines

- Parks & Rec Business

Newsletters

- Conservation Ontario

Ontario Tourism Marketing Partnership Corporation, Kitchener

- a copy of the 2016/2017 Festivals and Events in Ontario Guide.

Tinlin, Mark

- regrets that he will be unable to attend the April 14<sup>th</sup> CCCA Board of Directors meeting.



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Kim Smale

General Manager / Secretary - Treasurer

**Ministry of Natural  
Resources and Forestry**

Parliamentary Assistant

Room 6521, Whitney Block  
99 Wellesley Street West  
Toronto ON M7A 1W3  
Tel: 416-314-6467  
Fax: 416-314-6470

**Ministère des Richesses  
naturelles et des Forêts**

Adjoint Parlementaire

Édifice Whitney, bureau 6521  
99, rue Wellesley Ouest  
Toronto (Ontario) M7A 1W3  
Tél.: 416-314-6467  
Télééc.: 416-314-6470



MNR5805MC-2016-454

To all Conservation Authorities:

I am writing to update you on our progress regarding the *Conservation Authorities Act* review. In doing so, I would like to express my appreciation for all Conservation Authorities who participated in the first phase of the review. Your input helped identify common themes and priority areas for the next step in our review process.

For nearly 70 years Ontario and its Conservation Authorities have enjoyed a rich and productive relationship. Conservation Authorities have an impressive record of protecting people, property and communities from water-related weather events and hazards. Our Government appreciates that record and values the achievements of Conservation Authorities in protecting and managing water and other natural resources in the province.

I am pleased to share that the Ministry of Natural Resources and Forestry (MNRF) will be starting its second phase of the review process which will include further engagement and input on options for strengthening Conservation Authorities. This next step will build on the initial consultation where we identified five priority areas for improvement:

- Stronger oversight and accountability in decision-making;
- Increased clarity and consistency in roles and responsibilities, processes and requirements;
- Modern funding mechanisms to support conservation authority operations;
- Improved collaboration and engagement among all parties involved in resource management; and
- Enhanced flexibility for the Province to update the *Conservation Authorities Act* framework in the future.

These priority areas were identified through the review as a result of the responses to the Ministry's discussion paper.

In taking this next step we look forward to working closely with you to develop options for changes in these areas. Now that we have heard from you on what our priorities should be, this next step will assist in providing options for how we should proceed.

Our next step will include securing feedback via a discussion paper which will capture the aforementioned priority areas. This paper will be posted to the Environmental Registry in the coming weeks. We will also be announcing a working group, comprised of relevant stakeholders, including Conservation Authorities. This working group will provide us with the opportunity to take a detailed look at possible solutions, and

together with the Registry feedback will allow us to have the kind of comprehensive overview which can lead to constructive options for change.

If you have further questions regarding the *Conservation Authorities Act* review, please contact Jennifer Keyes, Manager, Water Resources Section, at (705) 755-5244 or [jennifer.keyes@ontario.ca](mailto:jennifer.keyes@ontario.ca).

In the meantime, please stay tuned. I look forward to working with all of you, as together we work to modernize and strengthen Conservation Authorities in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eleanor McMahon', with a long horizontal flourish extending to the right.

Eleanor McMahon  
Parliamentary Assistant

c: Jennifer Keyes

Ministry of Natural Resources  
and Forestry  
Regional Operations Division  
Integration Branch  
300 Water Street, 5S  
Peterborough, ON K9J 3C7  
Tel.: 705-755-1278  
Fax.: 705-755-1267

Ministère des Richesses naturelles  
et des Forêts  
Division des opérations régionales  
Direction de l'intégration  
300, rue Water, 5S  
Peterborough (Ontario) K9J 3C7  
Tél.: 705-755-1278  
Télééc.: 705-755-1267



April 22, 2016

TO: Managers, Conservation Authorities

RE: 2016 Funding for Ontario Low Water Response

Dear Conservation Authority Managers:

I am writing to inform you of the Ministry of Natural Resources and Forestry's (MNRF) interim approach to funding Ontario Low Water Response (OLWR) activities for the 2016-2017 fiscal year. In the past, the MNRF has provided annual funding to conservation authorities to assist the province and local municipalities with low water conditions. Due to internal financial pressures, funding for the 2016 summer season will be reduced in comparison to past allocations and will be determined on a case-by-case basis. Throughout the year my staff will continue to support you with low water monitoring information and analysis products. We are also committed to completing our review of the overall OLWR program by the spring of 2017.

The support you provide to the province and to your municipalities is greatly appreciated. We are confident that you will find ways to meet local low water needs as we transition through 2016-2017.

Should you have questions regarding this letter or would like to discuss 2016 funding availability for your conservation authority please contact me at (705) 755-1215 or [dave.burritt@ontario.ca](mailto:dave.burritt@ontario.ca)

Sincerely,

Dave Burritt  
A/Coordinator  
Surface Water Monitoring Centre  
Program Services Section

cc: Kathy Woeller, MNRF