

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, September 13th, 2018, commencing at 9:00 a.m.

A G E N D A

- 1) Welcome / Call to Order. Rick Cerna
- 2) Adoption of Agenda
- 3) Disclosure of Pecuniary Interest and the General Nature Thereof
- 4) Disclosure of Intention to Audio / Video Record Meeting
- 5) Adoption of Minutes of:
 - a) Full Authority Meeting #06/2018 (August 10, 2018). 3 - 6
- 6) Business Arising from Minutes
- 7) Public / Special Delegations
- 8) Reports:
 - a) Report FA 52/2018 - Monthly Staff Reports. 7 - 8
(Tony Difazio, Peter Dragunas, Dusty Underhill)
 - b) Report FA 53/2018 - August Summary of Revenue & Expenditures. 9 - 10
(Susan Simmons)
 - c) Report FA 54/2018 - Accounts Payable 11
(Susan Simmons)
 - d) Report FA 55/2018 - Property Tax Comparison. 12 - 13
(Kim Smale)
 - e) Report FA 56/2018 - A.D. Latornell Symposium. 14 - 21
(Kim Smale)
 - f) Report FA 57/2018 - Reserves and Reserve Funds Policy. 22 - 27
(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

a) Lake Erie Source Protection Region Management Committee Appointment

13) Correspondence:

a) Not Copied:

- Correspondence Register for August, 2018.

b) Copied:

- Environment and Climate Change Canada - a letter notifying the CCCA that its application to the EcoAction Community Funding Program was not recommended for funding support

14) Closed Session:

15) Next Meeting / Adjournment

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

Friday, August 10th, 2018

Meeting #06/2018

PRESENT:

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

STAFF:

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

OTHERS PRESENT:

Rob Perry Reporter, The Aylmer Express

WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone and called the meeting to order at (11:00 a.m.).

ADOPTION OF AGENDA:

Motion # 77/2018 S. Martyn M. Tinlin CARRIED

THAT, the Agenda for the August 10th, 2018, Full Authority meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

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

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

The Chairperson asked for disclosures of intentions to audio or video record the meeting. No one indicated any such intentions at this time.

ADOPTION OF MINUTES:

Motion # 78/2018 M. Tinlin S. Martyn CARRIED

THAT, the Minutes of Full Authority meeting # 05/2018 (June 14, 2018), be accepted as circulated.

Motion # 79/2018 M. Tinlin A. Oslach CARRIED

THAT, the Minutes of Interview Committee meeting #IC 03/2018 (June 18, 2018), be accepted as circulated.

BUSINESS ARISING FROM MINUTES:

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

PUBLIC / SPECIAL DELEGATIONS:

None

REPORTS:

Report FA 39/2018 – Monthly Staff Reports, was presented, discussed, and resolved.

<u>Motion # 80/2018</u>	S. Martyn	M. Tinlin	CARRIED
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THAT, Staff Reports for the months of June and July, 2018, be noted and filed.

Report FA 40/2018 – June Summary of Revenue and Expenditures, was presented, discussed, and resolved.

<u>Motion # 81/2018</u>	M. Tinlin	S. Martyn	CARRIED
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THAT, Report FA 40/2018, be noted and filed.

Report FA 41/2018 – Accounts Paid, was presented, discussed, and resolved.

<u>Motion # 82/2018</u>	M. Tinlin	A. Oslach	CARRIED
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THAT, Accounts Paid totaling \$45,551.29, be approved as presented in Report FA 41/2018.

Report FA 42/2018 – July Summary of Revenue and Expenditures, was presented, discussed, and resolved.

<u>Motion # 83/2018</u>	S. Martyn	M. Tinlin	CARRIED
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THAT, Report FA 42/2018, be noted and filed.

Report FA 43/2018 – Accounts Payable, was presented, discussed, and resolved.

<u>Motion # 84/2018</u>	M. Tinlin	S. Martyn	CARRIED
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THAT, Accounts Payable totaling \$32,604.86, be approved for payment as presented in Report FA 43/2018.

Report FA 44/2018 – Conservation Ontario Council Meeting, was presented, discussed, and resolved.

<u>Motion # 85/2018</u>	M. Tinlin	A. Oslach	CARRIED
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THAT, Report FA 44/2018, be noted and filed.

Report FA 45/2018 – Monthly Plan Review, was presented, discussed, and resolved.

<u>Motion # 86/2018</u>	S. Martyn	M. Tinlin	CARRIED
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THAT, the Full Authority approve the Monthly Plan Review Report for the months of June and July, 2018.

Report FA 46/2018 – Approved Section 28 Regulation Applications, was presented, discussed, and resolved.

<u>Motion # 87/2018</u>	M. Tinlin	S. Martyn	CARRIED
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THAT, the Full Authority receive the staff approved Section 28 Regulation Applications Report FA 46/2018, as information.

Report FA 47/2018 – New Ministry and Minister Announcement, was presented, discussed, and resolved.

<u>Motion # 88/2018</u>	D. Mayberry	M. Tinlin	CARRIED
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THAT, Report FA 47/2018, be received as information at this time.

Report FA 48/2018 – Source Water Protection Data Sharing Agreement, was presented, discussed, and resolved.

Motion # 89/2018 S. Martyn D. Mayberry CARRIED

THAT, the Full Authority concurs with the direction of the Grand River Conservation Authority with regards to the signing of the new Grant of License Agreement circulated by the Ministry of Environment, Conservation and Parks.

Report FA 49/2018 – Catfish Creek Low Water Update, was presented, discussed, and resolved.

Motion # 90/2018 A. Oslach S. Martyn CARRIED

THAT, Report FA 49/2018, be received as information at this time.

Report FA 50/2018 – By – Law Enforcement Services, was presented, discussed, and resolved.

Motion # 91/2018 D. Mayberry A. Oslach CARRIED

THAT, the Catfish Creek Conservation Authority purchase by – law enforcement services through the Township of Malahide's contract with Commissionaires Great Lakes in accordance with the fee schedule attached to Report FA 50/2018; and further,

THAT, the expenses for the total hours of service shall not exceed \$1,500.00 in any given year.

Staff were also directed to send a letter thanking the Township of Malahide for allowing the CCCA to participate in their By – Law Enforcement Agreement with Commissionaires Great Lakes.

Report FA 51/2018 – Conservation Areas Workshop Conference, was presented, discussed, and resolved.

Motion # 92/2018 S. Martyn D. Mayberry CARRIED

THAT, the Full Authority authorize the Conservation Areas Supervisor to attend the 12th Annual Conservation Areas Workshop Conference in Orillia on October 24th – 26th, 2018.

GENERAL MANAGER / SECRETARY - TREASURER'S REPORT:

a) Stewardship Tour:

Alternative Land Use Services (ALUS) Elgin will be holding their 3rd Annual Environmental Stewardship Tour on Wednesday, August 29th, 2018. The tour will start at the E.M. Warwick C.A. at 8:30 a.m. and return at 2:00 p.m.

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

Member Martyn mentioned that she recently had the opportunity to visit an Eco Lodge in Quebec where all the trails were elevated above ground level to protect the native vegetation from being damaged by the people using the property.

Member Oslach noted that he will be setting up a telescope for visitors to observe the planets in the night sky at the Springwater Conservation Area during the 24th Annual Fred Eaglesmith Charity Picnic on August 18th, 2018.

NOTICE OF MOTIONS / NEW BUSINESS:

None

CORRESPONDENCE:

a) Copied:

- None

b) Not Copied:

- Correspondence Register for June and July, 2018.

Motion # 93/2018 D. Mayberry S. Martyn CARRIED

THAT, the Correspondence Registers for June and July, 2018, be noted and filed.

CLOSED SESSION:

Motion # 94/2018 D. Mayberry A. Oslach CARRIED

THAT, the Full Authority adjourn to Closed Session to discuss matters of personnel at (11:47 a.m.).

Motion # 95/2018 S. Martyn D. Mayberry CARRIED

THAT, the Full Authority rise from Closed Session with report at (12:05 p.m.).

Motion # 96/2018 D. Mayberry S. Martyn CARRIED

THAT, Dusty Underhill be appointed to the permanent position of Conservation Areas Supervisor effective August 1st, 2018.

Motion # 97/2018 S. Martyn A. Oslach CARRIED

THAT, Tiffany Kalita - Guay be appointed to the permanent position of Program Support Assistant at Level 3 of Grade 3 on the 2018 Salary Grid effective August 1st, 2018.

Motion # 98/2018 S. Martyn M. Tinlin CARRIED

THAT, the Full Authority acknowledge receipt of the letter from the General Manager / Secretary- Treasurer dated August 10th, 2018, notifying the Board of Directors that he will be retiring from the Catfish Creek Conservation Authority effective September 28th, 2018, or thereabouts.

NEXT MEETING / ADJOURNMENT:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, September 13th, 2018, commencing at (10:00 a.m.).

Motion # 99/2018 D. Mayberry A. Oslach CARRIED

THAT, the Full Authority be adjourned at (12:09 p.m.).

General Manager / Secretary-Treasurer

Authority Chairperson

REPORT FA 52 / 2018: To The Full Authority

FROM: Resource Planning Coordinator
Water Management Technician
Conservation Areas Supervisor

SUBJECT: Monthly Staff Report

DATE: September 07, 2018

Resource Planning Coordinator, Tony Difazio

Current Activities:

- Completed two wetland restoration projects on private lands;
- Initiated the construction of a wetland enhancement project at the Brown Conservation Area;
- Site preparation for upcoming tree planting and tall grass prairie plantings at the Yarmouth Natural Heritage Area;
- Site preparation on private properties for tall grass prairie plantings this fall; and,
- Initiated two (2) erosion control projects on the main branch of Catfish Creek.

Upcoming Activities:

- Completion of various stewardship projects on private and CA owned properties;
- Preparation for upcoming activities with the 2018 Environmental Leadership Program from East Elgin Secondary School;
- Development / Update of Regulation Policies; and,
- Regular duties as assigned.

Water Management Technician, Peter Dragunas

Current Activities:

- Continued 2018 Ontario Low Water Response monitoring and evaluation.
- Catfish Creek Conservation Authority remains in a Level 1 Low Water Advisory.
- Courtesy site visits with landowners throughout the Catfish Creek watershed regarding water quantity, Irrigation Management and Best Management Practices.
- Began the 2018 / 2019 flood criteria and threshold review. Fall reviews and updates of the previous flood season are required to assist in threshold development for upcoming years to better understand the initial recognition of flood threats.
- Forests Ontario spring 2018 planting audit.
- Assisted a landowner with stewardship project initial planning and 2019 tree planting assessment.

Upcoming Activities:

- Continued site visits with landowners to discuss / assist with land reclamation and rehabilitation, for the CCCA 2019 Tree Planting Program.
- Other duties as required.

Conservation Areas Supervisor, Dusty Underhill

Current Activities:

- Assisted with the delivery of programming for 113 kids from the YMCA and Milestones day camps.
- August Long Weekend was a success with every site occupied and no problems or evictions to report.
- Hosted the 24th Annual Fred Eaglesmith Charity Picnic. There were 451 people in attendance and Arthur Oslach provided a great stargazing opportunity for many.
- Participated in the delivery of the Springwater Forest interpretive tours held during the Annual Fred Eaglesmith Charity Picnic.
- Ongoing day-to-day operations, maintenance and security at the various Conservation Areas.
- Eradicated nuisance weeds at the OPC Path of Honour site.
- Ongoing trail maintenance at the various Conservation Areas.
- Hazard tree removal at the various Conservation Areas.
- Worked with the Friends of Springwater volunteer group to establish a better working relationship between the Authority and the Friends of Springwater.
- Seasonal Campers' administration.

Upcoming Activities:


- Hazard tree removal and general maintenance and operations.
- Preparing for Marsh Quest and the Carolinian Forest Festival.
- Working with Ron Casier to establish a second site on a CCCA property to plant Chestnut for the Canadian Chestnut Coalition.
- OPC Path of Honour final cleanup and edging for their September 26th memorial walk.
- Bradley Creek bridge replacement
- Regular duties as assigned.

Recommendation:

That, Staff Reports for the month of August, 2018, be noted and filed.



Tony Difazio
Resource Planning Coordinator



Peter Dragunas
Water Management Technician



Dusty Underhill
Conservation Areas Supervisor

REPORT FA 53 / 2018 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: August Summary of Revenue & Expenditures
DATE: August 31, 2018

SUMMARY OF REVENUE
for the period ending August 31, 2018


	2018 Budget	2018 To Date	Difference	Budget vs 2018 YTD %	2017 To Date
MNRF Provincial Grants	\$ 79,835.00	\$ -	\$ (79,835.00)	0.00%	\$ -
Other Provincial Grants	\$ 61,355.81	\$ 71,739.24	\$ 10,383.43	116.92%	\$ 39,932.39
Federal Grants	\$ 23,650.00	\$ 50,000.00	\$ 26,350.00	211.42%	\$ 20,987.10
General Levy	\$ 288,249.24	\$ 288,249.26	\$ 0.02	100.00%	\$ 215,104.74
Special Benefiting Levy	\$ 66,137.88	\$ 8,250.00	\$ (57,887.88)	12.47%	\$ 8,250.00
Employment Program Grants	\$ 21,000.00	\$ -	\$ (21,000.00)	0.00%	\$ 8,732.00
Donations/Sponsorships	\$ 31,200.00	\$ 29,276.10	\$ (1,923.90)	93.83%	\$ 55,533.14
Conservation Areas Revenue	\$ 507,500.00	\$ 505,046.54	\$ (2,453.46)	99.52%	\$ 475,989.30
Maple Syrup Revenue	\$ 54,100.00	\$ 65,509.17	\$ 11,409.17	121.09%	\$ 47,644.76
Bank Interest Earned	\$ 3,500.00	\$ 1,421.23	\$ (2,078.77)	40.61%	\$ -
Information & Education	\$ 6,700.00	\$ 3,626.24	\$ (3,073.76)	54.12%	\$ 3,675.50
Legal Inquiries/Permit Applications	\$ 5,000.00	\$ 2,269.90	\$ (2,730.10)	45.40%	\$ 3,296.45
Trees/Planting/Spraying	\$ 4,250.00	\$ 3,223.49	\$ (1,026.51)	75.85%	\$ 738.72
Woodlot Management	\$ 1,000.00	\$ 973.46	\$ (26.54)	97.35%	\$ 1,460.17
Watershed Stewardship Projects	\$ -	\$ 10,938.09	\$ 10,938.09		\$ 8,500.00
Water Quality/Quantity Programs	\$ 500.00	\$ -	\$ (500.00)	0.00%	\$ -
Revenue from Other C.A. Lands	\$ 12,680.00	\$ 13,466.37	\$ 786.37	106.20%	\$ 13,951.21
Other Revenue	\$ 4,000.00	\$ -	\$ (4,000.00)	0.00%	\$ 5,491.53
Contract Services	\$ -	\$ 300.00	\$ 300.00		\$ -
Vehicle & Equipment Rental Recoveries	\$ 38,175.00	\$ 27,408.14	\$ (10,766.86)	71.80%	\$ 21,461.94
Previous Year Surplus (Deficit)	\$ 1,169.70	\$ 1,169.70	\$ -	100.00%	\$ (10,490.46)
Income Appropriation from Special Reserves	\$ 30,044.83	\$ -	\$ (30,044.83)	0.00%	\$ -
Income Appropriation from General Reserves	\$ 83,779.48	\$ -	\$ (83,779.48)	0.00%	\$ -
	\$ 1,323,826.94	\$ 1,082,866.93	\$ (240,960.01)	81.80%	\$ 920,258.49

	2018 Budget	Received To Date	Difference
DONATIONS/SPONSORSHIPS			
Fish Stocking	\$ 1,000.00	\$ 1,000.00	\$ -
Springwater Event Sponsorships	\$ 1,000.00	\$ 500.00	\$ (500.00)
Annual Report	\$ 1,250.00	\$ 1,250.00	\$ -
Environmental Education	\$ 1,500.00	\$ 345.00	\$ (1,155.00)
EESS ELP Sponsorships	\$ 7,500.00	\$ 6,384.80	\$ (1,115.20)
Community Forest	\$ 250.00	\$ -	\$ (250.00)
Maple Syrup Program	\$ 6,000.00	\$ 8,500.00	\$ 2,500.00
Springwater Forest Trails	\$ 9,000.00	\$ 6,268.15	\$ (2,731.85)
Archie Coulter C.A. Trails	\$ 700.00	\$ 750.15	\$ 50.15
YNHA	\$ -	\$ 60.00	\$ 60.00
Springwater C.A. Development	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00
Ontario Police College Path of Honour	\$ 1,500.00	\$ 1,218.00	\$ (282.00)
TOTAL Donations/Sponsorships	\$ 31,200.00	\$ 29,276.10	\$ (1,923.90)

SUMMARY OF EXPENDITURES

for the period ending August 31, 2018

	2018 Budget	2018 To Date	Difference	Budget vs 2018 YTD %	2017 To Date
ADMINISTRATION					
A-1 Wages & Benefits	\$ 96,050.23	\$ 68,018.72	\$ 28,031.51	70.82%	\$ 67,577.15
A-2 Travel Exp. & Allow.	\$ 9,030.75	\$ 542.18	\$ 8,488.57	6.00%	\$ 284.98
A-3 Equip. Purchase & Rental	\$ 9,225.00	\$ 6,272.13	\$ 2,952.87	67.99%	\$ 4,872.36
A-4 Materials & Supplies	\$ 4,350.00	\$ 2,924.37	\$ 1,425.63	67.23%	\$ 1,749.81
A-5 Rent & Utilities	\$ 15,274.64	\$ 5,970.65	\$ 9,303.99	39.09%	\$ 6,958.81
A-6 General Expenses	\$ 40,286.00	\$ 37,640.19	\$ 2,645.81	93.43%	\$ 35,092.47
TOTAL	\$ 174,216.62	\$ 121,368.24	\$ 52,848.38	69.67%	\$ 116,535.58
FLOOD FORECASTING & WARNING					
F4-2 Flood Control Structures	\$ 11,558.29	\$ 6,757.65	\$ 4,800.64	58.47%	\$ 7,783.76
F4-4 Flood Forecasting & Warning	\$ 160,877.33	\$ 110,672.54	\$ 50,204.79	68.79%	\$ 98,498.80
F4-5 Ice Management	\$ 65,887.88	\$ 25,807.59	\$ 40,080.29	39.17%	\$ 77,075.29
F4-6 Plan Input	\$ 35,863.55	\$ 26,246.35	\$ 9,617.20	73.18%	\$ 23,392.55
F4-71 Watershed Planning	\$ 11,277.73	\$ 7,421.99	\$ 3,855.74	65.81%	\$ 9,265.86
F4-72 Technical Studies (GIS)	\$ 13,345.09	\$ 15,513.01	\$ (2,167.92)	116.25%	\$ 4,411.12
TOTAL	\$ 298,809.87	\$ 192,419.13	\$ 106,390.74	64.40%	\$ 220,427.38
OTHER PROGRAM AREAS					
B-1 Information & Education	\$ 35,639.80	\$ 6,602.19	\$ 29,037.61	18.52%	\$ 11,183.06
E-1 Extension Services - Tree Planting	\$ 34,861.84	\$ 27,476.33	\$ 7,385.51	78.81%	\$ 35,166.37
Community Forest	\$ -	\$ -	\$ -		\$ -
E-1 Extension Services - Woodlot Management	\$ 6,826.99	\$ 4,306.48	\$ 2,520.51	63.08%	\$ 3,869.70
E-1 Extension Services - Watershed Stewardship	\$ 33,435.34	\$ 29,609.94	\$ 3,825.40	88.56%	\$ 27,007.81
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -		\$ -
TOTAL	\$ 110,763.97	\$ 67,994.94	\$ 42,769.03	61.39%	\$ 77,226.94
CAPITAL & SPECIAL PROJECTS					
Water Management Programs	\$ 24,855.81	\$ 8,467.51	\$ 16,388.30	34.07%	\$ 15,662.59
Springwater C.A. Development	\$ 23,546.16	\$ -	\$ 23,546.16	0.00%	\$ 8,299.36
Special Projects & Contract Services	\$ 3,000.00	\$ 9,183.26	\$ (6,183.26)	306.11%	\$ 7,278.57
TOTAL	\$ 51,401.97	\$ 17,650.77	\$ 33,751.20	34.34%	\$ 31,240.52
CONSERVATION AUTHORITY LANDS					
Springwater Operation & Maint	\$ 519,792.63	\$ 331,355.89	\$ 188,436.74	63.75%	\$ 331,681.45
Vehicle & Equipment Pool Exp.	\$ 44,330.00	\$ 31,787.00	\$ 12,543.00	71.71%	\$ 35,787.83
Maple Syrup	\$ 60,100.00	\$ 61,993.71	\$ (1,893.71)	103.15%	\$ 48,312.06
Other C.A. Lands	\$ 64,411.88	\$ 17,791.27	\$ 46,620.61	27.62%	\$ 25,070.04
TOTAL	\$ 688,634.51	\$ 442,927.87	\$ 245,706.64	64.32%	\$ 440,851.38
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -		\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 1,323,826.94	\$ 842,360.95	\$ 481,465.99	63.63%	\$ 886,281.80


 Susan Simmons,
 Financial Services Coordinator

REPORT FA 54 / 2018 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator

SUBJECT: Accounts Payable

DATE: September 7, 2018

VENDOR	CHQ #	TOTAL	EXPLANATION
Genereaux, Laverna	28505	\$ 100.00	seasonal camping refund
Canon Canada Inc.	28506	\$ 545.47	photo copier maintenance agreement
Eastlink	28507	\$ 1,161.19	phone, fax line, gauges, & internet
Telus Mobility	28508	\$ 101.47	mobile phones
Ontario Woodlot Association	28509	\$ 50.00	annual membership fee
Payroll August 20 (28510-28532)			
Municipality of Central Elgin	28533	\$ 4,983.11	final property taxes for 2018
Township of Malahide	28534	\$ 364.86	final property taxes for 2018
Payroll August 31 (28535-28558)			
Hydro One	28559	\$ 43.11	gauge
Bell Canada	28560	\$ 88.07	gauge
Affordable Portables	28561	\$ 621.50	rental of portable toilets for Eaglesmith Music Festival
ALS Canada Ltd.	28562	\$ 164.98	campground maintenance
Aylmer Tire	28563	\$ 432.58	vehicle maintenance
Bear Adventures	28564	\$ 325.00	Environmental Education Program support
Buttonbush Farm	28565	\$ 369.00	equipment rental (SPW woodlot management)
Canadian Tire	28566	\$ 623.54	supplies for campground and Active Naturally Initiative
CTV TWO	28567	\$ 2,544.76	advertising for Springwater C.A.
Dowler Karn Propane Ltd.	28568	\$ 3,252.07	equipment and vehicle fuel
Elgin Chrysler	28569	\$ 1,576.32	vehicle maintenance
Elgin Pure Water	28570	\$ 86.99	campground maintenance
Exact Septics Inc.	28571	\$ 426.01	campground maintenance
Frank Cowan Company Limited	28572	\$ 1,767.89	third party deductible
Frank's Maintenance Products	28573	\$ 1,154.88	campground supplies
Glenbriar Bottled Water Co. Ltd.	28574	\$ 59.74	water cooler service
Hoskin Scientific Limited	28575	\$ 53.11	campground maintenance
Jury, David	28576	\$ 314.40	computer network support
Koolen Electric	28577	\$ 1,187.89	campground maintenance
Laemers Trucking Limited	28578	\$ 661.05	Springwater woodlot management
London Quality Dairy and Wholesale	28579	\$ 618.14	store product for resale
M Live Bait Wholesale	28580	\$ 146.90	store product for resale
Minister of Finance (MTO)	28581	\$ 505.25	vehicle license plate renewals
Molly Maid	28582	\$ 237.00	administration centre cleaning service
People and Planet	28583	\$ 113.00	employment advertising
PepsiCo Foods Canada	28584	\$ 481.03	store product for resale
Purolator Courier	28585	\$ 9.33	courier fees
Rideau Valley Conservation Authority	28586	\$ 508.50	registration for Conservation Areas Workshop
Secord Home Building Centre	28587	\$ 22.58	campground supplies
Springwater Packers	28588	\$ 47.90	staff "end of summer" lunch
Studer's Dairy	28589	\$ 823.50	store product for resale
Waste Connections of Canada Inc.	28590	\$ 2,860.40	campground maintenance
Work Cabin	28591	\$ 79.10	employment advertising
		<u>\$ 29,511.62</u>	

RECOMMENDATION:

THAT, Accounts Payable totalling \$29,511.62, be approved for payment as presented in Report FA 54 / 2018.



Susan Simmons,
Financial Services Coordinator

REPORT FA 55 / 2018 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: Property Tax Comparison

DATE: August 24, 2018

Purpose:

To provide the Board with a comparison between the 2017 and 2018 property taxes.

Discussion:

The Financial Services Coordinator has prepared the attached Property Tax Comparison Sheet for land owned by the Catfish Creek Conservation Authority (CCCA) for your review and information.

According to the attached data, the CCCA experienced an overall decrease in its 2018 property taxes of \$801.43. The majority of the decrease can be attributed to the reclassification of the Yarmouth Natural Heritage Area as Community Conservation Lands (CCL) under the Conservation Land Tax Incentive Program (CLTIP).

RECOMMENDATION:

That, Report FA 55 / 2018, be received as information at this time.



Kim Smale
General Manager / Secretary-Treasurer

**CATFISH CREEK CONSERVATION AUTHORITY
PROPERTY TAX REGISTER
2018**

	Total Acres	2017	2018	Difference
<u>TOTAL TAX PER TOWNSHIP:</u>				
Township of Malahide	802.76	\$680.92	\$534.60	-\$146.32
Municipality of Central Elgin	389.21	\$11,323.03	\$10,644.64	-\$678.39
Township of South-West Oxford	97.58	\$268.65	\$267.66	-\$0.99
Town of Aylmer	34.91	\$630.23	\$654.50	\$24.27
TOTAL	1,324.46	\$12,902.83	\$12,101.40	-\$801.43

	CODE	2017	2018	Difference
<u>TOTAL TAX PER ACCOUNTING CODE:</u>				
F4-21 Operation of Flood Control Structures	5096	\$53.57	\$1.90	-\$51.67
CA-2 Taxes on Local Areas [Regionally Significant]	5155	\$122.23	\$129.04	\$6.81
CA-2 (a) Taxes on CAs [Provincially Significant]	5156	\$42.89	\$46.51	\$3.62
CA-2 (b) Taxes on Agreement Forests	5157	\$1,389.05	\$867.96	-\$521.09
CAMP TAXES	5685	\$7,414.69	\$7,315.95	-\$98.74
Day-Use TAXES	5720	\$125.00	\$4.44	-\$120.56
A6-51	5270	\$3,125.18	\$3,081.10	-\$44.07
SUB-TOTAL		\$12,272.60	\$11,446.90	-\$825.70
OTHER N-E FOR GRANT (Pd. by Aylmer)		\$630.23	\$654.50	\$24.27
TOTAL		\$12,902.83	\$12,101.40	-\$801.43

REPORT FA 56/ 2018 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: A. D. Latornell Symposium

DATE: August 24, 2018

Purpose:

To provide the members with information about the A. D. Latornell Conservation Symposium.

Discussion:

The 25th Annual A. D. Latornell Conservation Symposium will be held at the Nottawasaga Inn & Conference Centre in Alliston on November 13-15, 2018.

This year's theme is "Lands To Great Lakes". A list of the Guest and Keynote Speakers and a Sneak Peak of the Latornell Preliminary Programs are attached for your information.

Early Bird Registration for the 3-day Package by October 5th is \$715.00 / delegate and \$910.00 / delegate starting October 6th, 2018. The conference registration fee does not include accommodations or mileage.

RECOMMENDATION:

Option A: That, the Full Authority approve not sending a delegate to the 25th Annual A. D. Latornell Conservation Symposium in 2018.

Option B: That, the Full Authority authorize one (1) delegate to attend the 25th Annual A. D. Latornell Conservation Symposium on November 13-15, 2018.



Kim Smale
General Manager / Secretary-Treasurer

Guest Speaker Announcement The Honourable Elizabeth Dowdeswell



The Honourable Elizabeth Dowdeswell was invested as Ontario's 29th Lieutenant Governor on September 23, 2014. Her eclectic public service career has spanned provincial, federal, and international borders, and has transcended disciplinary and sectoral lines.

Ms. Dowdeswell began her professional career as a teacher and university lecturer. After serving as the Deputy Minister of Culture and Youth for the Government of Saskatchewan, she held increasingly senior positions in the Canadian public service, most notably as head of the Atmospheric Environment Service. Throughout this period, she managed several public inquiries and royal commissions.

Keynote Speaker Announcement David Ullrich



David Ullrich is an Advisor to the **Great Lakes and St. Lawrence Cities Initiative** where he served as executive director from 2003 to 2017. He currently serves as US Chair of the Great Lakes Water Quality Board for the International Joint Commission, Chair of the Great Lakes Advisory Board, and in 2006 and 2012 was appointed by the President to the Great Lakes Fishery Commission.

Keynote Speaker Announcement Autumn Peltier



Autumn is a "sacred water" advocate. She attended the Children's Climate Conference in Sodertalje, Sweden, where she delivered her message about the importance of clean drinking water. Her work continues with talks and presentations to young people and First Nations communities across her territories.

Keynote Speaker Announcement Robin Kimmerer



Dr. Kimmerer is a mother, plant ecologist, writer and SUNY Distinguished Teaching Professor at the SUNY College of Environmental Science and

Keynote Speaker Announcement Dan Longboat



Dr. Dan Longboat – Roronhiakewen (He Clears the Sky) – is an Associate Professor in the Chanie Wenjack School for Indigenous Studies, Director of

LATORNELL PRELIMINARY PROGRAM
SNEAK PEAK (August 2018)

Day 1 Tues	Great Lakes and Rivers	Watershed Management	Stewardship	Green Infrastructure, Tools and Technologies	Municipal and Environmental Relationships	Natural Heritage and Biodiversity	Workshop, Field Trips and Tours
8:30 AM 9:45 AM	T1A	T1B	T1C	T1D	T1E	T1F	T1G/T2G
	Ontario's Great Lakes Strategy, Renewing Our Commitment Join the interactive discussion on Ontario's Great Lakes renewal including a discussion of Ontario's Great Lakes Strategy. There will be a panel discussion with Great Lakes stakeholders and partners focussed on important items to consider as we shape the future of the Great Lakes.	Keeping Cool - Hot Research on Thermal Mitigation Mitigating stormwater's thermal impacts is essential to protecting cool- and cold-water streams in a warming climate. Join this session to learn why some approaches work and some don't.	Lunaapeew and Meesingw Leading the Way Delaware Nation's grassroots organization, Meesingw, is leading the way in stewardship in southwestern Ontario. Learn about this unique First Nations organization, their vision, and how they are engaging their community and partners.	Stormwater Retrofit Implementation: from Planning to Execution From the city-scale to the site level, this session will explore how we plan and prioritize SWM retrofits, and what project planning and implementation looks like at both scales.	Municipal Great Lakes Initiatives This session will explore different approaches to resolving issues related to Lake Ontario through a case study and a collaborative approach to link efforts on land to improvements within the lake.	Case Studies in Candidate Protected Areas and OECMs Provincial and federal governments are working to reach a 17% target for protected areas. This session explores how different governance models, habitats, and conservation measures might contribute toward that target.	Forest Therapy - Take a Walk in the Woods This field trip provides the background introduction of Forest Therapy Walks and will allow participants to get out of their heads and into their senses by being immersed in a natural setting.
10:15 AM 11:45 AM	T2A	T2B	T2C	T2D	T2E	T2F	
	Linking Water Governance in the Great Lakes Basin to Economic, Social and Political Drivers Water governance is strongly influenced by sectors including energy, trade, and finance but most governance systems are not designed to deal with these influences. Through this panel the audience will be engaged in a discussion of key external actors and drivers that are relevant to the topics of flooding, nutrient pollution, and agriculture in the Great Lakes Basin.	Green Infrastructure - Where the Permeable Paving Hits the Road Mainstreaming LID implementation takes innovation in policies, demonstration projects, performance monitoring, and informed decision making. Come hear how the yardstick is being advanced.	Panel on Great Lakes Stewardship Funding Programs How should current and/or future funding programs in Ontario and Canada evolve to better address Great Lakes issues and changing political climates?	Smart Tech and AI: Advances in Water Quality Management Microplastics, algae and big data: complex issues require innovative solutions. Join us as we explore a few.	Neighbourhood Environmental Enhancement and Rehabilitation Empowering communities to address urban related environmental challenges to achieve neighbourhood-based solutions.	Protecting and Managing Shoreline Biodiversity Join us to learn about different inventory, research and conservation efforts to describe, understand and conserve shoreline habitats along the Great Lakes and smaller watercourses.	

1:45 PM 3:00 PM	T3A	T3B	T3C	T3D	T3E	T3F	T3G/T4G
	Great Lakes Levels - Part 1 Very high spring rainfall across the Great Lakes basin in 2017 resulted in higher than usual levels in all of the lakes and record setting levels in Lake Ontario. This session brings together water managers at the federal and watershed scale to explain factors affecting high water levels, provide a historical overview, and showcase how Conservation Authorities are addressing high levels through shoreline flood hazard and risk assessment.	New Old Dog on the Block - Green Infrastructure and the Drainage Act Why reinvent the wheel? Join us in exploring how the Drainage Act can facilitate green infrastructure retrofits on private lands in both urban and rural areas.	Innovative First Nations Environmental Stewardship Model Using a unique, transferable stewardship model, Henvey Inlet First Nation has developed an environmental stewardship regime and associated permitting process to implement and monitor renewable energy projects on their lands.	What Does It Take? Construction and Lifecycle Costs of LID Knowing the costs of LID are important to making infrastructure decisions. Information on this topic has been collected and tracked for several projects, and our experts are ready to share.	Watershed Planning: Indigenous Approaches and Engagement Explore how Indigenous community - initiated watershed planning as well as indigenous involvement in municipal watershed planning can both contribute to positive ecological outcomes and community capacity building.	Community-based Management of Invasives See how education, monitoring and management of priority invasives can be done at the community level to reduce the impact of invasive species throughout Ontario.	Wampum Belts Related to Anishinaabe History Brian Charles is an off-reserve Band member of the Chippewas of Georgina Island and has worked collaboratively with a small group of knowledge keepers to research and assemble a physical repository of wampum belts that document Ojibwa history. The presentation will illuminate how wampum was used to record not only relationships and treaties between the First Peoples of the Eastern Woodland, but also with settler societies in Canada.
3:30 PM 5:00 PM	T4A	T4B	T4C	T4D	T4E	T4F	
	Great Lakes Levels - Part 2 Very high spring rainfall across the Great Lakes basin in 2017 resulted in higher than usual levels in all the lakes and record setting levels in Lake Ontario. This session will explore the need for an adaptive water resources management approach to address current climatic variability and future challenges relating to climate change.	Policy Scrum - Improving Land and Water Management Despite a wave of recent provincial land and water policy work, there's still room – and appetite – for improvement. Join us for insights on gaps, needs, engagement, and solutions.	Stewardship through Collaboration Collaboration is crucial for many stewardship projects. How do you prioritize projects, establish new partnerships and break down barriers to find innovative solutions for conservation?	Stormwater Evolved: Guidance, Tools and Tactics To Offset Urban Impacts Ontario's stormwater landscape is changing. From Provincial targets to on-the-ground guidance, this session will highlight critical aspects and useful tools available to help us navigate a stormwater-wise future.	Municipal Naturalization and Greening This session highlights the outcome of municipalities working with a professional industry association to achieve overall environmental benefits to landscaping projects. Fusion Landscaping all you needed to know and more.	Management of Aquatic Invasives in Ontario Aquatic invasive species rapidly move through the landscape; hear updates on control efforts underway for European water chestnut, water soldier and phragmites.	

Day 2 Wed	Great Lakes and Rivers	Watershed Management	Stewardship	Green Infrastructure, Tools and Technologies	Municipal and Environmental Relationships	Natural Heritage and Biodiversity	Workshop, Field Trips and Tours
8:30 AM 9:45 AM	W1A	W1B	W1C	W1D	W1E	W1F	W1G/W2G
	Land to Lake Connection Part 1: Agricultural Watersheds and Their Impacts on the Great Lakes Ongoing collaborative science and monitoring in the nearshore of the Great Lakes help us understand how the land and the Great Lakes are connected. This session will provide an overview of how agricultural watersheds impact the Great Lakes.	Great Lakes Areas of Concern Progress on cleaning up the Great Lakes - join us to learn what monitoring programs are telling us about the health of former and current Areas of Concern.	The Meadowway: Community Powered Greenspaces The Meadowway will showcase a new reality for environmental collaboration, and will redefine the meaning of a community connected through conservation.	Using Green Infrastructure to Protect Habitat in Close Proximity to Development Projects How can habitats and water balances be protected in the face of development? Join us to see how GI is being used to do exactly that!	Municipal Low Impact Development (LID) Initiatives Municipalities have been leaders in not only supporting the concept of LID for stormwater management but have led by example through projects they have initiated. Some of these initiatives are presented in this session.	Techniques in Automated Data Collection Automating biodiversity data collection can generate a number of benefits for conservation projects. Learn about how technology such as apps and Lidar are being used to collect data and make conservation projects easier.	Forest Therapy - Take a Walk in the Woods This field trip provides the background introduction of Forest Therapy Walks and will allow participants to get out of their heads and into their senses by being immersed in a natural setting.
10:15 AM 11:45 AM	W2A	W2B	W2C	W2D	W2E	W2F	
	Land to Lake Connection Part 2: Addressing the Urban Footprint on Regional Water Quality Ongoing collaborative science and monitoring in the nearshore of the Great Lakes help us understand how the land and the Great Lakes are connected. This session will provide an overview of how urban watersheds impact the Great Lakes.	Real-Time Water Quality Monitoring: From Rivers to Great Lakes Increasingly monitoring programs are using real-time and continuous data to inform management decisions. Join us to hear applications ranging from estimating contaminant loading to protecting drinking water.	Protecting Important Properties Owned by Americans - a St. Lawrence River Case Study The American Friends of Canadian Land Trusts will present case studies of how conservation lands in Canada, owned by Americans, can be secured by tapping into US tax benefits.	Using Innovative Constructed Wetland Technologies to Manage Nutrient Pollutants Floating islands, vertical wetlands and red sand; constructed water treatment technologies offer an opportunity to super-charge the water quality benefits of living green infrastructure systems.	Municipal Environmental Enhancement and Rehabilitation Different municipalities have been engaged in innovative approaches to environmental enhancement, rehabilitation and restoration and various examples of these are presented through this session.	Environmental DNA as a New Tool for Biomonitoring This session will help practitioners understand what environmental DNA is, when eDNA-based biomonitoring may be useful and how to employ such tools according to emerging best practices.	

1:15 PM 2:30 PM	W3A	W3B	W3C	W3D	W3E	W3F	W3G/W4G
	Land to Lake Connections Part 3: Future Science - A Discussion Ongoing collaborative science and monitoring in the nearshore of the Great Lakes helps us to understand how the land and the Great Lakes are connected. This session will explore the future needs for the Great Lakes from the science to the policies and decision-making for managing the Great Lakes.	Anticipating Floods - a Moving Target Southwestern Ontario has been hit by two extreme rainfall events in less than 11 months that resulted in significant surface and basement flooding. This session will explore changes in the hydrology of southern Ontario, including challenges related to urban flooding and possibilities for municipal response.	Guardians of the Great Lakes - Panel Discussion Join us in celebrating the people and projects that define what being a 'Great Lakes Guardian' is all about.	Roots to Shoots: Quantifying and Sustaining the Performance of Living Infrastructure New local data on urban tree vitality shows the benefits of using trees for SWM. Find out what it takes to sustain urban street trees for the long-haul.	Municipal Subwatershed Planning Examples of how subwatershed scale planning is being undertaken in two different jurisdictions with particular emphasis on stormwater management in areas planned for increased population growth.	Protecting Wetlands This session will examine the current causes of wetland loss in Ontario and some of the efforts underway to protect and restore them including wetland restoration and stewardship in First Nation communities in the Lake Erie basin and a climate change vulnerability assessment of Great Lakes coastal wetlands.	Headwaters to Georgian Bay Experiential Tour This guided bus tour will provide engaging interpretive stops following water flowing through the landscape, connecting upstream communities to waters that flow into Georgian Bay. Hands-on fun and engaging learning opportunities as well as personal reflection, await participants at the shoreline.
3:00 PM 4:30 PM	W4A	W4B	W4C	W4D	W4E	W4F	
	Plastic Pollution in the Great Lakes Many Ontarians have heard about plastic debris, including microplastics in the world's oceans but may not realize that plastic pollution exist in waters closer to home. The increasing amount of microplastics - and plastic pollution - is a growing and significant concern in the Great Lakes and St. Lawrence River.	Source Water Protection - Next Steps and New Applications Join us to hear what's new in Source Water – program updates, advancements in water budget studies, and how to use source protection tools to support decision-making in other areas.	Conservation and Stewardship through Policy This session will highlight success stories and innovative ways to get government to take action, covering how to best submit public comments, plus ask for changes to policies or get enforcement action. The session will then outline an example of the challenges of implementing long-term conservation plans as policies change.	Catching the (Flood) Wave: Using LID for Quantity Control Flood control using LID is the final frontier in decentralized stormwater management. This session will highlight key considerations and show how it is already being done.	Private and Public Water Infrastructure Management Challenges related to private wells and septic systems are explored in this session. Hear about current management approaches, constraints and opportunities for long term improvement.	Practical Issues in Managing Species at Risk Join us to learn about novel, practical solutions that are showing success at managing species at risk in Ontario, including barn swallows and snapping turtles.	

Day 3 Thurs	Great Lakes and Rivers	Watershed Management	Lands	Climate Change	Communications and Outreach	Natural Heritage and Biodiversity	Workshop, Field Trips and Tours
9:00 AM 10:15 AM	TH1A	TH1B	TH1C	TH1D	TH1E	TH1F	TH1G/TH2G
	The Impact of Harmful Algal Bloom Toxins in Biota of the Great Lakes and St. Lawrence River In the Great Lakes, harmful algal bloom toxins have been observed the last 10 years, and concerns are being raised about the risk(s) to important sources of freshwater and fisheries. This session will examine what is currently known about HAB toxins in biota.	Case Study in Watershed Management: Credit River Learn how the Credit River is responding to land use change, how monitoring and analysis are weeding out "Fake News", and how to use this information to trigger adaptive management.	It All Starts with Healthy Soil Soil health will affect the effectiveness of all of the other stewardship programs. Poor soil health is a challenge for urban forestry, Green infrastructure, water management and climate change adaptation and mitigation. However, there are several initiatives designed to make fundamental improvements for Ontario soils!	Climate Change Adaptation and Resilience in the Great Lake Facilitated by Christopher Hilkene, from Pollution Program, members of the International Joint Commission's Great Lakes Water Quality Board will host a discussion and seek input on their recent efforts and resulting recommendation that a binational approach to climate change adaptation and resilience in the Great Lakes be developed for the region.	Sharing the Science: Talking Tech with Diverse Audiences Learn from successful projects on how to develop meaningful messaging and use multiple tools to report on complex topics in the Great Lakes watershed.	Strengthening Conservation Easement Agreements Conservation easement agreements (CEA) are a tool to conserve land. How do you draft a CEA that is flexible yet strong enough to withstand legal challenges? Join this workshop to find out, and to hear an update on Ontario Land Trust Alliance's project to strengthen CEAs in Ontario.	Forest Therapy - Take a Walk in the Woods This field trip provides the background introduction of Forest Therapy Walks and will allow participants to get out of their heads and into their senses by being immersed in a natural setting.
10:45 AM 12:15 PM	TH2A	TH2B	TH2C	TH2D	TH2E	TH2F	
	Protecting Our Waterways through the Lake Erie Action Plan: Collaborative Solutions – Moving from Plan to Action Collaborative effort is needed to reduce phosphorus loadings to Lake Erie by 40 percent and help reduce harmful and nuisance algal blooms. This interactive session will discuss the Canada-Ontario Lake Erie Action Plan – how it was developed, what it is, and how it is being implemented.	Case Study in Watershed Management: Ottawa River How do you ensure a healthy future for a watershed the size of a small country? Come and learn how governments, CAs, municipalities, and a grassroots charity are collaborating on the Ottawa River.	From the Field to the Consumer - Managing Nutrients Wisely Nutrient availability is a requirement for plant growth, from the home vegetable garden to more conventional cropping systems. However, like balancing a chequebook, we have to ensure that the "deposits" match the "withdrawals" and there are unforeseen challenges that affect the outstanding balance. This session will focus on two programs to manage nutrients from two very different food production systems.	Climate Change Adaptation Planning This session will present innovative government strategies and programs to adapt to climate change.	Experiential Learning: Connecting Students to the Great Lakes Curriculum-based experiential learning initiatives to promote local partnerships with conservation authorities and opportunities for connecting high school students to the Great Lakes watershed.	Stream and Valley Connectivity, Protection and Restoration Learn about how three different organizations are addressing watershed connectivity challenges to enhance habitat within their watersheds.	

2:00 PM 3:15 PM	TH3A	TH3B	TH3C	TH3D	TH3E	TH3F	TH3G/TH4G
	Leamington Tributaries Priority Area – Influences of Greenhouse Effluent and Mitigation Actions The Leamington Tributaries are identified as a priority watershed for phosphorus reduction in the Great Lakes Water Quality Agreement. This area is made up of several small watercourses under the influence of greenhouse effluent in the southwestern area of Essex County where phosphorus concentrations among the highest in the province. This session will examine the results of water quality monitoring programs as well as current actions to reduce phosphorus levels in these watersheds.	First Nations Water Challenges: Actions and Options First Nations face many obstacles in securing access to clean water. Join this session to learn about partnership models and be inspired by actions taken by youth who are teaching, training, planting, and restoring watersheds.	Measuring Results - Stories from "The Field" Rural stewardship has focussed on a message of the need and cumulative benefits of multi-layer BMPs and the strategic placement of those BMPs. Demonstration projects have been used to provide education and information about stewardship since before Art Latornell's days. This session will focus on demonstration sites that demonstrate the effectiveness of strategic and multi-layer BMPs.	Forestry Programs Addressing Climate Change Impacts Finding concrete strategies to mitigate and adapt to the impacts of climate change is increasingly important. This session will focus on forestry programs that have led the way in this field.	Great Lakes Guide: Web-Based Approach to Connecting People to Their Great Lakes Panel discussion to introduce the Great Lakes Guide, a web-based application to connect residents to their local watersheds, with guest speakers from 4 environmental organizations.	Managing Natural Heritage Systems This session will feature two case studies to explore how different regions are identifying, managing and monitoring Natural Heritage Systems, as required by the 2014 Provincial Policy Statement.	Making It Work: An Introduction to Low Impact Development This introductory workshop will cover the essential aspects of low impact development, from design considerations to construction, operation, maintenance and performance verification. Join Bill Trenouth and Kyle Vander Linden for this informative, interactive session.
3:30 PM 4:45 PM	TH4A	TH4B	TH4C	TH4D	TH4E	TH4F	
	Innovative Binational Initiatives to Advance Conservation Across the Great Lakes - St. Lawrence Basin This session will showcase three innovative, partnership-based initiatives involving both funders and practitioners on both sides of the border. Speakers will provide an overview of their initiatives, and discuss the benefits, challenges and lessons learned from these unique binational approaches.	Restoring Coldwater Fisheries - from Volunteer Actions to Taking on the "Mega Slump" Join us to learn from American and Canadian experiences in restoration of cold water trout streams – including projects both large and small.	We Eat the Landscape We Want to See People have to understand the complexity of the relationship between land management, stewardship and our choices in food. This panel will talk food choice, marketing and the impact on the environment.	Tools and Approaches to Addressing Vulnerability and CC Effects In this session, presenters from different sectors will discuss recent and innovative tools and approaches to assessing and addressing vulnerability to the effects of climate change.	Successful Tools for Conservation Funding Learn from local experts on how to develop strong fundraising tools and analysis methods for building conservation programs through target setting and comprehensive messaging.	Citizen Science Monitoring Programs This session will provide an overview of the role of citizen science monitoring programs in Ontario, followed by two different citizen science programs that are helping to achieve effective conservation outcomes.	

REPORT FA 57 / 2018 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: Reserves and Reserve Funds Policy

DATE: August 31, 2018

PURPOSE:

To present the members with a Reserves and Reserve Funds Policy for the Catfish Creek Conservation Authority (CCCA).

DISCUSSION:

Following the 2018 Budget approval process, the Personnel / Finance Committee identified the need for a more comprehensive policy document relating to reserves and reserve funds.

Staff were directed to draft a Reserves and Reserve Funds Policy for the CCCA using examples from other Conservation Authorities and municipalities in the region.

Attached for your review and consideration is a copy of a Reserves and Reserve Funds Policy that staff feels will address the needs of the CCCA.

RECOMMENDATION:

THAT, the Full Authority approve the Reserves and Reserve Funds Policy for the Catfish Creek Conservation Authority as presented in Report FA 57 / 2018.



Kim Smale
General Manager / Secretary-Treasurer



Catfish Creek Conservation Authority Reserves and Reserve Funds Policy

September 13, 2018

Table of Contents

Purpose and Objectives	1
Policy Statement:.....	1
Application:.....	1
Corporate Structure and Applicable Legislation:	1
Purpose of Reserves:	1
Definitions / Types of Reserves.....	2
Requirements	3
Governance:.....	3
Management Responsibilities:	3
Creation of Reserves:	3
Transfers to / from Reserves:	4
Investment Income and Reserves:.....	4
Reporting:.....	4

Purpose and Objectives

Policy Statement:

This policy establishes the objectives for reserves and reserve funds, standard of care and responsibilities for their management and administration.

Application:

The General Membership and employees who are responsible for the creation, control, administration and management of reserves and reserve funds.

Corporate Structure and Applicable Legislation:

The Catfish Creek Conservation Authority (CCCA) is a non-share corporation established under Section 3 of the Conservation Authorities Act, with the objects to provide, in the area over which it has jurisdiction, programs, and services designed to further the conservation, restoration, development, and management of natural resources other than gas, coal, and minerals. The Conservation Authorities Act (RSO 1990) applies to the CCCA and, as an Ontario Corporation Without Share Capital, Part III of the Corporations Act (RSO 1990) is also applicable. The accounting standards for Canadian public sector organizations, including Conservation Authorities, are established by the Public Sector Accounting Board (PSAB).

Purpose of Reserves:

A non-share corporation does not carry on business for the purpose of generating profits (surpluses). Under the PSAB standards, however, certain activities cause an "accumulated surplus" to be shown on a public sector organization's balance sheet. A significant component of an accumulated surplus is the net (unamortized) value of the Tangible Capital Assets that the organization owns. A limited number of other items may also be included in the accumulated surplus on a Conservation Authority's balance sheet, such as:

- a small surplus (or deficit) carried over from one year to the next, and,
- amounts that have been set aside in reserves.

Reserves are essentially financial assets that the organization has set aside for future projects, contingencies or emergencies. Reserves promote financial stability and flexibility or may be a result of statutory requirements. The money to fund a reserve could have come from an operational surplus in a given period or been raised through levies or other revenues.

Reserves are an appropriate way to save for such events because Conservation Authorities:

- may wish to avoid large fluctuations in annual municipal levies, and,
- may not be able to increase other revenues to accommodate major one-time expenditures.

Definitions / Types of Reserves

Some of CCCA's reserves are created and funded at the discretion of the Board of Directors (the Board) to ensure funds are available for future events (discretionary reserves). Other reserves are required due to outside interest or control over certain funds (non-discretionary reserves). The CCCA has established a number of internal reserves in order to ensure that funds are available to support and sustain future activities.

Discretionary Reserves:

- Operating Reserve:
The purpose of the Operating Reserve is to accommodate year to year fluctuations in regular business operations. This reserve is meant as a cushion against unexpected events, income losses, delayed transfer payments, large unbudgeted expenses, double digit increases in the General Municipal Levy and shortfalls in the annual Operating Budget. This reserve is replenished through year-end surpluses and should maintain a minimum balance of 15 percent of the overall Budget in any given year.
- Capital Acquisition Reserve:
This reserve has been established to support the purchase or repairs of the various tangible capital assets as they become due for replacement. This reserve fund is replenished through year-end surpluses, the sale of capital assets and internal motor pool user charges. A minimum year-end balance of \$60,000 should be maintained in this particular reserve.
- Conservation Areas Development Reserve:
This Reserve has been established to support future capital improvements and infrastructure management on Conservation Authority owned lands which further the objectives of the CCCA. This reserve fund is replenished through year-end surpluses, Conservation Areas user fees and sales, donations and sponsorships. A minimum year-end balance of \$75,000 should be maintained in this particular reserve.

Non-Discretionary Reserves:

- Land Acquisition Reserve:
This reserve has been established to support the acquisition of environmentally significant properties in the watershed which would further the objectives of the CCCA. The Conservation Authorities Act, Provincial Regulations and the Ministry of Natural Resources and Forestry Policies and Procedures require the proceeds from the disposition of property (where provincial grants were provided to acquire the property) must be held in a capital reserve and used only for provincial interest. This reserve fund is replenished when CCCA lands are sold or by revenues generated through various land use agreements.

- **Special Projects Reserve:**

This reserve has been established to administer funds designed by donors for special conservation projects to be carried out in the watershed. There is no minimum balance recommended for this reserve which will fluctuate year by year. This reserve fund is replenished through private and corporate donations.

Requirements

Governance:

The Board has the ultimate responsibility for the accuracy of financial reporting and prudent management of resources. An effective system of governance is critical in carrying out this responsibility, which includes Board-approved by-laws, policies and procedures, as well as regular receipt and approval of reports regarding financial and other matters.

Each year, a financial audit is conducted by an external accounting firm. The CCCA Personnel / Finance Committee is responsible for reviewing the audited financial statements and recommending their approval to the Board. The Personnel / Finance Committee is also responsible for reviewing internal controls, accounting practices / policies and significant accruals, provisions and estimates included in the financial statements.

Management Responsibilities:

The General Manager / Secretary-Treasurer is responsible for implementing the Board's direction regarding reserves. The General Manager / Secretary-Treasurer and / or Financial Services Coordinator will review and make recommendations to the Board, at least annually, regarding the need for new reserves, the financial adequacy of existing reserves and funding sources for reserves.

All contributions to and / or withdrawals from reserve and reserve funds will be clearly identified and segregated within the CCCA's accounting system.

Creation of Reserves:

A Resolution of the Board is required to create a new reserve, other than a reserve that falls under one of the exceptions outlined below. The required Resolutions are typically recommended by staff prior to year-end in an annual Reserve Report, but may also be recommended in a separate report when a specific transaction takes place.

The only exceptions to this are when reserves are non-discretionary reserves that are required under legislation or a Board-approved contract with others (land sale reserves, funds provided by others for maintenance of a structure, etc.). In these instances, staff are authorized to create the reserves, with the details to be included in future Board reports as information.

A staff recommendation to the Board for the creation of a new reserve will include:

- rationale for creating reserve
- funding source(s)
- target balance for reserve (if applicable)
- amount and timing of projected disbursements (if known)

Transfers to / from Reserves:

Transfers to reserves must be approved by a Resolution of the Board, unless the transfer relates to one of the non-discretionary reserve exceptions outlined above (required by legislation or contract). A Resolution to transfer funds to a reserve can be a one-time lump-sum amount (THAT, \$X,XXX be transferred to the [name] reserve).

All transfers from reserves (use of reserve funds) must be approved by a Resolution of the Board. Budgeted reserve allocations will be approved annually. When funds are to be transferred out of a non-discretionary reserve, staff will confirm that the use of the funds is consistent with the legislated or contracted requirement when presenting the recommended Resolution to the Board for consideration.

Investment Income and Reserves:

CCCA's cash balances are pooled or combined for investment purposes. Investment income will only be allocated to a reserve if it is:

- a) required by Resolution of the Board, for discretionary reserve, or,
- b) required by a provincial policy or contract, for a non-discretionary reserve.

Reporting:

The monthly Summary of Revenue and Expenditures Report will include actual and projected reserve adjustments as applicable.

The annual Budget review process will include detailed information on projected reserve balances and changes.

The Audited Financial Statements will indicate the total amounts in reserve (on the balance sheet) and note disclosure will provide reserve details, compared to prior year.

In the final quarter of each year, staff will prepare a comprehensive Reserve Report with an explanation of each reserve, forecasted year-end balances and any recommendations for Board approval of the current year's transfers, as required.

MNRF has the right to review details of any transaction involving the land sale reserves. Staff will maintain records and documentation to support any such requests.

Correspondence: To The Full Authority

FROM: Kim Smale, General Manager / Secretary - Treasurer

SUBJECT: Correspondence Register, August 1-31, 2018

DATE: August 31st, 2018

GOVERNMENT AGENCIES

Ministry of Environment, Conservation and Parks, London

- e-mail "Port Burwell Area Secondary Water Supply System Final Inspection Report I-14ZCE for 2018"
- e-mail "Aylmer Area Secondary Water Supply System Final Inspection Report I-150Z2 for 2018"

Ministry of Environment, Conservation and Parks, Toronto

- e-mail "Role of Source Protection Authorities in the Implementation of the New Regulation Under the Safe Drinking Water Act and Amendments to the Clean Water Act General Regulation"

Ministry of Natural Resources and Forestry, Aylmer

- e-mail "Information on Beech Leaf Disease"

Ministry of Natural Resources and Forestry, Peterborough

- e-mail "Managed Forest Tax Incentive Program Inquiry"
- e-mail "Section 39 Year End Summary Report 2017-18"
- e-mail "CCCA Section 39 Transfer Payment Agreement for Signing"
- e-mail "Notice of Upcoming Tree Marker Refresher Course, October 2-3, 2018"

Ministry of Tourism, Culture, and Sport, London

- e-mail "Ontario Sport and Recreation Communities Fund - Additional Information Needed"
- e-mail "Ontario Sport and Recreation Communities Fund - Payment Schedule"

CONSERVATION AUTHORITIES

Conservation Ontario

- e-mail "Transition to Ministry of Environment, Conservation and Parks"
- e-mail "Consultation Paper: Approach to a Key Regulation Under the Proposed Fish and Fish Habitat Provisions of the Fisheries Act"
- e-mail "Funding National Disaster Mitigation Program Intake 5"
- e-mail "CA Administrative By-Laws"
- e-mail "2018 Drinking Water Source Protection Stakeholder Engagement Plan"
- e-mail "New Part 2 Order Request Form"
- e-mail "Drinking Water Source Protection Communications Resources Posted"
- e-mail "Ontario Flood Risk Management Workshop Invitation"
- e-mail "Brainstorming and Strategy Session: Transition of CAs from MNRF to MECP"
- e-mail "COEO Annual Fall Conference 2018"
- e-mail "DFO Applications for Authorization Regulations - Comment Table"
- e-mail "CO's Comments on Environment and Climate Change Canada's Strategic Assessment of Climate Change Discussion Paper"

Grand River C.A.

- e-mail "Lake Erie Region Drinking Water System Administrative Protocol"
- e-mail "Draft Catfish Creek Section 36 Workplan"
- e-mail "Lake Erie Region Management Committee Meeting - August 29, 2018"

Long Point Region C.A.

- e-mail "CA Administrative By-Laws"
- an invitation to attend their 2018 Watershed Bus Tour being held on September 13th, 2018"

Otonabee C.A.

- e-mail "CA Per Diem 2018 Rates"
- e-mail "Survey of Campground Operations"

South Nation C.A.

- e-mail "Registration Open: Conservation Areas Workshop"

MUNICIPALITIES

Municipality of Central Elgin

- a notice of Sitting of Court of Revision regarding the construction of the Prior Municipal Drain Branch "C".

Township of Malahide

- a request for a Letter of Support for Council's application to the National Disaster Mitigation Program for the rehabilitation of the west pier and east break wall at the mouth of Catfish Creek in Port Bruce.

GENERAL CORRESPONDENCE

Cousineau, Alyssa

- an invitation to attend the 3rd Annual ALUS Elgin Environmental Stewardship Tour on August 29th in Wallacetown.

Minutes

- Conservation Ontario Council, Provincial Source Water Protection Communications Committee.

Newman, John

- a copy of his comments on the Landowner Feedback Form for the Elgin Clean Water Program.

Newsletters

- Conservation Ontario, Municipality of Central Elgin.

The Council of Outdoor Educators of Ontario, Alliston

- information regarding their 46th Annual Fall Conference being held on September 21-23, 2018.



Kim Smale,
General Manager / Secretary-Treasurer



SEP 05 2018

Mr. Kim Smale
Catfish Creek Conservation Authority
8079 Springwater Road
Aylmer ON N5H 2R4

Subject: EcoAction EA-ON-2018c005 – *Catfish Creek Community Restoration Project*

Dear Mr. Smale;

Thank you for submitting your application to the EcoAction Community Funding Program. The EcoAction Administrative Review Committee met to consider applications submitted for the 2018 EcoAction funding round. I regret to inform you that the *Catfish Creek Community Restoration Project* application was not among those recommended for funding.

The applications which were recommended for funding included those which met the objectives and priorities of EcoAction in the areas of Clean Water and Climate Change. These proposals defined action-oriented work plans which will result in measureable environmental benefits.

With reference to your proposal, it was noted by the Evaluation Committee that this proposal did not rank as high as other submissions. If you would like more information about the funding decision regarding your proposal, please call our office and a Program Officer will review your file with you. A Program Officer is available at 416-739-4734 or toll free at 1-800-661-7785 to provide assistance.

Please visit the EcoAction website at www.ec.gc.ca/ecoaction for further information on program requirements.

I wish you every success in your future endeavours.

Sincerely,

Shaffina Kassam
Manager, Funding Programs
Ontario Region