

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, October 11th, 2018, commencing at **10:00 a.m.**

A G E N D A

- 1) Welcome / Call to Order Rick Cerna
- 2) Adoption of Agenda
- 3) Disclosure of Pecuniary Interest and the General Nature Thereof
- 4) Disclosure of Intention to Audio / Video Record Meeting
- 5) Adoption of Minutes of:
 - a) Full Authority Meeting #07/2018 (September 13, 2018). 3 - 5
- 6) Business Arising from Minutes
- 7) Public / Special Delegations
- 8) Reports:
 - a) Report FA 58/2018 - Monthly Staff Reports 6 - 7
(Tony Difazio, Peter Dragunas, Dusty Underhill)
 - b) Report FA 59/2018 - September Summary of Revenue & Expenditures 8 - 9
(Susan Simmons)
 - c) Report FA 60/2018 - Accounts Payable 10
(Susan Simmons)
 - d) Report FA 61/2018 - Monthly Plan Review 11 - 14
(Tony Difazio)
 - e) Report FA 62/2018 - Conservation Ontario Council Meeting 15 - 20
(Kim Smale)
 - f) Report FA 63/2018 - C.A. Annual Statistical Survey 21 - 27
(Kim Smale)

- g) Report FA 64/2018 - Special Projects Funding Update 28
(Kim Smale)
- h) Report FA 65/2018 - Ontario Auditor General's Report 29 - 34
(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 September, 2018.
 - b) Copied:
 - None
- 14) Closed Session:
- 15) Next Meeting / Adjournment

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

Thursday, September 13th, 2018

Meeting #07/2018

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
Peter Dragunas	Water Management Technician

OTHERS PRESENT:

Craig Bradford Reporter, The Aylmer Express

WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone and called the meeting to order at (9:00 a.m.).

ADOPTION OF AGENDA:

Motion # 100/2018 D. Mayberry A. Oslach CARRIED

THAT, the Agenda for the September 13th, 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 # 101/2018 M. Tinlin A. Oslach CARRIED

THAT, the Minutes of Full Authority meeting # 06/2018 (August 10, 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 52/2018 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 102/2018 M. Tinlin D. Mayberry CARRIED

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

Report FA 53/2018 – August Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 103/2018 A. Oslach M. Tinlin CARRIED

THAT, Report FA 53/2018, be noted and filed.

Report FA 54/2018– Accounts Payable, was presented, discussed, and resolved.

Motion # 104/2018 D. Mayberry M. Tinlin CARRIED

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

Report FA 55/2018 – Property Tax Comparison, was presented, discussed, and resolved.

Motion # 105/2018 M. Tinlin A. Oslach CARRIED

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

Report FA 56/2018 – A. D. Latornell Symposium, was presented, discussed, and resolved.

Motion # 106/2018 M. Tinlin A. Oslach CARRIED

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

Report FA 57/2018 – Reserves and Reserve Funds Policy, was presented, discussed, and resolved.

Motion # 107/2018 D. Mayberry M. Tinlin CARRIED

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

GENERAL MANAGER / SECRETARY - TREASURER'S REPORT:

a) Recognition Event:

The General Manager / Secretary – Treasurer attended a reception at the Springfield Community Services Building on August 30th, to recognize Max Moore for his 50 years of service on the Village of Springfield and the Township of Malahide Councils. Max represented the Village of Springfield on the CCCA Board of Directors from 1983 - 1997.

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

Chairperson Cerna read a letter that he had received from Kettle Creek Conservation Authority Chair Heather Jackson requesting a meeting to discuss a joint General Manager / Secretary – Treasurer position between the two (2) Conservation Authorities. Following a lengthy discussion, the Board decided to contact the Kettle Creek Conservation Authority to try and arrange a meeting for the further consideration of the aforementioned request dated August 16th, 2018.

NOTICE OF MOTIONS / NEW BUSINESS:

a) Lake Erie Source Protection Region Management Committee Appointment:

Motion # 108/2018 S. Martyn A. Oslach CARRIED

THAT, the Full Authority appoint Peter Dragunas as an Alternate Committee Member on the Lake Erie Source Protection Region Management Committee.

CORRESPONDENCE:

a) Not Copied:

- Correspondence Register for August, 2018.

b) Copied:

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

Motion # 109/2018

S. Martyn

D. Mayberry

CARRIED

THAT, the Correspondence Register for August, 2018, and the Copied Correspondence be noted and filed.

CLOSED SESSION:

Motion # 110/2018

S. Martyn

A. Oslach

CARRIED

THAT, the Full Authority adjourn to Closed Session to discuss matters of personnel at (9:50 a.m.).

Motion # 111/2018

D. Mayberry

A. Oslach

CARRIED

THAT, the Full Authority rise from Closed Session with report at (10:20 a.m.).

Motion # 112/2018

M. Tinlin

S. Martyn

CARRIED

THAT, the Full Authority accept the resignation of the Program Support Assistant with regret.

Motion # 113/2018

S. Martyn

D. Mayberry

CARRIED

THAT, the next meeting of the Catfish Creek Conservation Authority Personnel / Financial Committee be scheduled for September 26th, 2018, commencing at (9:00 a.m.); and further,

That, the Personnel / Finance Committee be given the power to deal with any personnel related matters at that meeting.

NEXT MEETING / ADJOURNMENT:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, October 11th, 2018, commencing at (10:00 a.m.).

Motion # 114/2018

S. Martyn

A. Oslach

CARRIED

THAT, the Full Authority be adjourned at (10:23 a.m.).

General Manager / Secretary –Treasurer

Authority Chairperson

REPORT FA 58 / 2018: To The Full Authority

FROM: Resource Planning Coordinator
Water Management Technician
Conservation Areas Supervisor

SUBJECT: Monthly Staff Reports

DATE: October 2, 2018

Resource Planning Coordinator, Tony Difazio

Current Activities:

- Completed two wetland restoration projects on private lands;
- Completed 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,
- Completed the restoration of approximately 150m of eroded streambank along 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 students from East Elgin Secondary School;
- Monitor work permit conditions pursuant to CA Regulations; and,
- Regular duties as assigned

Water Management Technician, Peter Dragunas

Current Activities:

- Deferred the Ontario Low Water Response monitoring until the 2019 low water season.
- Notified the Ministry of Natural Resources and Forestry, Surface Water Monitoring Branch that the Catfish Creek Conservation Authority is no longer in a Level I Low Water Condition and is cancelling the Level I Low Water Advisory for the Catfish Creek watershed.
- Assessing the 2018 flood criteria threshold revisions as a result of yearly review and updates, to better assist in the early identification of flood threats and flood forecasting.
- Landowner tree planting site meetings.
- Data compilations to generate interactive administration tools for the Springwater Campground.

Upcoming Activities:

- 2018 / 2019 flood criteria and threshold reviews.
- Continued site visits with landowners to discuss / assist with land reclamation and rehabilitation for the CCCA 2019 Tree Planting Program.
- Regular duties as assigned.

Conservation Areas Supervisor, Dusty Underhill

Current Activities:

- Hazard tree removal and firewood processing.
- Assisted with the setup and delivery of Marsh Quest held at the Yarmouth Natural Heritage Area on September 19-20 and 25-27, 2018. Over 450 Grade 4 students participated in the program.
- Provided orientation and health and safety training for our newest Cooperative Education Placement Program student, Myles from Parkside Collegiate Institute.
- Completed tree tending, maintenance, and edging activities at the OPC Path of Honour site for their memorial ride on September 26th, 2018.
- Hosted the Carolinian Forest Festival being held at the Springwater Conservation Area on October 1-4, 2018. Activities will focus on Forest Ecosystems and Interactions, Biodiversity and Species at Risk, Climate Change, Forest Resources and Stewardship and Conservation.

Upcoming Activities:

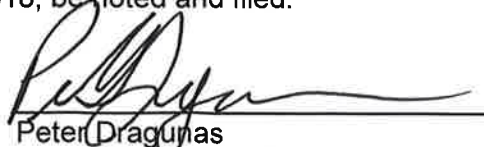
- Working with the students from the East Elgin Secondary School Environmental Leadership Program to undertake a number of woodlot management and wildlife habitat restoration projects.
- Ongoing day-to-day operations, maintenance and security at the various Conservation Areas.
- Working with Derek Rhodes from Summers Corners Public School to plant five (5) native trees in their schoolyard.
- Hosting a Watershed Tour for the Environmental Leadership Program highlighting an array of environmental and stewardship projects on CA owned lands and privately owned lands.
- Attending a Health and Safety Workshop at the Joe Thornton Community Centre in St. Thomas.
- Attending the 2018 Conservation Areas Workshop in Orillia at Geneva Park.
- Winterizing all campsites and buildings.
- Regular duties as assigned.

Recommendation:

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



Tony Difazio
Resource Planning Coordinator



Peter Dragunas
Water Management Technician



Dusty Underhill
Conservation Areas Supervisor

REPORT FA 59 / 2018 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: September Summary of Revenue & Expenditures
 DATE: September 30, 2018

SUMMARY OF REVENUE
 for the period ending September 30, 2018


	2018 Budget	2018 To Date	Difference	Budget vs 2018 YTD %	2017 To Date
MNRF Provincial Grants	\$ 79,835.00	\$ 79,835.00	\$ -	100.00%	\$ 79,835.00
Other Provincial Grants	\$ 61,355.81	\$ 119,394.24	\$ 58,038.43	194.59%	\$ 39,412.11
Federal Grants	\$ 23,650.00	\$ 50,000.00	\$ 26,350.00	211.42%	\$ 44,658.89
General Levy	\$ 288,249.24	\$ 288,249.26	\$ 0.02	100.00%	\$ 263,481.95
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%	\$ 14,927.70
Donations/Sponsorships	\$ 31,200.00	\$ 31,241.10	\$ 41.10	100.13%	\$ 57,557.14
Conservation Areas Revenue	\$ 507,500.00	\$ 519,993.46	\$ 12,493.46	102.46%	\$ 499,248.28
Maple Syrup Revenue	\$ 54,100.00	\$ 65,525.67	\$ 11,425.67	121.12%	\$ 47,644.76
Bank Interest Earned	\$ 3,500.00	\$ 4,816.86	\$ 1,316.86	137.62%	\$ 28.22
Information & Education	\$ 6,700.00	\$ 3,626.24	\$ (3,073.76)	54.12%	\$ 3,955.50
Legal Inquiries/Permit Applications	\$ 5,000.00	\$ 2,769.90	\$ (2,230.10)	55.40%	\$ 4,384.06
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%	\$ 19,470.59
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%	\$ 25,035.69
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	\$ 1,231,180.98	\$ (92,645.96)	93.00%	\$ 1,113,589.85

	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	\$ 1,845.00	\$ 345.00
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	\$ 6,533.15	\$ (2,466.85)
Archie Coulter C.A. Trails	\$ 700.00	\$ 750.15	\$ 50.15
YNHA	\$ -	\$ 60.00	\$ 60.00
Springwater C.A. Development	\$ 1,500.00	\$ 3,200.00	\$ 1,700.00
Ontario Police College Path of Honour	\$ 1,500.00	\$ 1,218.00	\$ (282.00)
TOTAL Donations/Sponsorships	\$ 31,200.00	\$ 31,241.10	\$ 41.10

SUMMARY OF EXPENDITURES

for the period ending September 30, 2018

	2018 Budget	2018 To Date	Difference	Budget vs 2018 YTD %	2017 To Date
ADMINISTRATION					
A-1 Wages & Benefits	\$ 96,050.23	\$ 74,680.58	\$ 21,369.65	77.75%	\$ 74,866.77
A-2 Travel Exp. & Allow.	\$ 9,030.75	\$ 580.00	\$ 8,450.75	6.42%	\$ 350.98
A-3 Equip. Purchase & Rental	\$ 9,225.00	\$ 6,319.61	\$ 2,905.39	68.51%	\$ 5,374.76
A-4 Materials & Supplies	\$ 4,350.00	\$ 3,220.65	\$ 1,129.35	74.04%	\$ 2,641.33
A-5 Rent & Utilities	\$ 15,274.64	\$ 6,858.68	\$ 8,415.96	44.90%	\$ 8,394.87
A-6 General Expenses	\$ 40,286.00	\$ 38,587.87	\$ 1,698.13	95.78%	\$ 35,142.34
TOTAL	\$ 174,216.62	\$ 130,247.39	\$ 43,969.23	74.76%	\$ 126,771.05
FLOOD FORECASTING & WARNING					
F4-2 Flood Control Structures	\$ 11,558.29	\$ 7,349.02	\$ 4,209.27	63.58%	\$ 8,555.40
F4-4 Flood Forecasting & Warning	\$ 160,877.33	\$ 121,541.43	\$ 39,335.90	75.55%	\$ 109,565.93
F4-5 Ice Management	\$ 65,887.88	\$ 26,990.72	\$ 38,897.16	40.96%	\$ 78,238.92
F4-6 Plan Input	\$ 35,863.55	\$ 28,625.66	\$ 7,237.89	79.82%	\$ 25,695.69
F4-71 Watershed Planning	\$ 11,277.73	\$ 8,097.33	\$ 3,180.40	71.80%	\$ 10,251.98
F4-72 Technical Studies (GIS)	\$ 13,345.09	\$ 15,867.90	\$ (2,522.81)	118.90%	\$ 4,712.53
TOTAL	\$ 298,809.87	\$ 208,472.06	\$ 90,337.81	69.77%	\$ 237,020.45
OTHER PROGRAM AREAS					
B-1 Information & Education	\$ 35,639.80	\$ 9,194.36	\$ 26,445.44	25.80%	\$ 13,694.80
E-1 Extension Services - Tree Planting Community Forest	\$ 34,861.84	\$ 28,807.28	\$ 6,054.56	82.63%	\$ 36,665.60
E-1 Extension Services - Woodlot Management	\$ 6,826.99	\$ 4,725.19	\$ 2,101.80	69.21%	\$ 4,280.03
E-1 Extension Services - Watershed Stewardship	\$ 33,435.34	\$ 31,157.78	\$ 2,277.56	93.19%	\$ 27,876.51
E4-1 Fish & Wildlife Habitat	\$ -	\$ 250.06	\$ (250.06)		\$ -
TOTAL	\$ 110,763.97	\$ 74,134.67	\$ 36,629.30	66.93%	\$ 82,516.94
CAPITAL & SPECIAL PROJECTS					
Water Management Programs	\$ 24,855.81	\$ 9,036.11	\$ 15,819.70	36.35%	\$ 17,664.52
Springwater C.A. Development	\$ 23,546.16	\$ -	\$ 23,546.16	0.00%	\$ 8,299.36
Special Projects & Contract Services	\$ 3,000.00	\$ 13,394.52	\$ (10,394.52)	446.48%	\$ 7,324.36
TOTAL	\$ 51,401.97	\$ 22,430.63	\$ 28,971.34	43.64%	\$ 33,288.24
CONSERVATION AUTHORITY LANDS					
Springwater Operation & Maint	\$ 519,792.63	\$ 377,609.69	\$ 142,182.94	72.65%	\$ 383,229.04
Vehicle & Equipment Pool Exp.	\$ 44,330.00	\$ 32,571.36	\$ 11,758.64	73.47%	\$ 41,773.18
Maple Syrup	\$ 60,100.00	\$ 61,993.71	\$ (1,893.71)	103.15%	\$ 48,479.55
Other C.A. Lands	\$ 64,411.88	\$ 21,540.10	\$ 42,871.78	33.44%	\$ 28,391.98
TOTAL	\$ 688,634.51	\$ 493,714.86	\$ 194,919.65	71.69%	\$ 501,873.75
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -		\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -		\$ -
GRAND TOTAL	\$ 1,323,826.94	\$ 928,999.61	\$ 394,827.33	70.18%	\$ 981,470.43


 Susan Simmons,
 Financial Services Coordinator

REPORT FA 60 / 2018 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Payable
DATE: October 1, 2018

VENDOR	CHQ #	TOTAL	EXPLANATION
Eastlink	28592	\$ 1,173.28	phone, fax line, gauges, & internet
Aylmer Express Limited	28593	\$ 262.16	advertising for staff & Springwater special event
CTV TWO	28594	\$ 683.65	advertising for Springwater C.A.
St. Thomas Times Journal	28595	\$ 191.54	2019 subscription renewal
Payroll September 17 (28596-28618)			
Telus Mobility	28619	\$ 209.05	mobile phones
Hydro One	28620	\$ 10,405.64	campground, admin centre
Reliance Home Comfort	28621	\$ 43.56	water heater rental
Payroll September 30 (28622-28638)			
Affordable Portables	28639	\$ 440.70	supplies for ELP MarshQuest
ALS Canada Ltd.	28640	\$ 353.69	campground maintenance
Aylmer Home Hardware	28641	\$ 69.95	campground supplies
Aylmer Tire	28642	\$ 126.07	equipment maintenance
Canadian Tire	28643	\$ 110.99	campground supplies
Csoff, Joe	28644	\$ 1,649.80	YNHA & watershed stewardship projects
Delta Power Equipment Ltd.	28645	\$ 172.89	equipment maintenance
Elgin Feeds Ltd.	28646	\$ 97.40	YNHA project
Elgin Fire Extinguishers	28647	\$ 514.09	annual inspection
Exact Septics Inc.	28648	\$ 705.12	campground maintenance
Fingal Farm Supply	28649	\$ 229.00	YNHA & watershed stewardship projects
Frank's Maintenance Products	28650	\$ 528.76	campground supplies
Glenbriar Bottled Water Co. Ltd.	28651	\$ 11.24	water cooler service
Jury, David	28652	\$ 527.10	computer network support
Laemers Trucking Limited	28653	\$ 288.15	Springwater Forest Trails maintenance
Molly Maid	28654	\$ 79.00	administration centre cleaning service
Ontario Maple Syrup Producers Assoc	28655	\$ 97.00	2019 membership renewal
Purolator Courier	28656	\$ 9.58	courier fees
Sciensational Sssnakes!!	28657	\$ 2,260.00	supplies for ELP MarshQuest
Secord Home Building Centre	28658	\$ 69.48	campground & watershed stewardship projects
Township of Malahide	28659	\$ 45.20	Active Naturally Project
Turris Communications Ltd.	28660	\$ 315.21	equipment maintenance
Waste Connections of Canada Inc.	28661	\$ 2,749.83	campground maintenance
Gascho Brothers Milling	28662	\$ 294.93	campground maintenance
Simmons, Susan	28663	\$ 149.04	mileage reimbursement
Smale, Kim	28664	\$ 68.04	mileage reimbursement
Municipality of Central Elgin	28665	\$ 1,800.00	permit for SPW CA Development project
		<u>\$ 26,731.14</u>	

RECOMMENDATION:

THAT, Accounts Payable totalling \$26,731.14 , be approved for payment as presented in Report FA 60 / 2018.



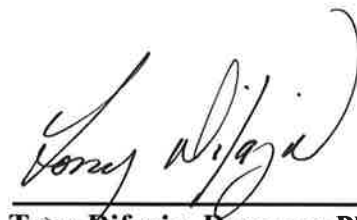
Susan Simmons,
Financial Services Coordinator

REPORT FA 61/ 2018	:	To The Full Authority
FROM	:	Tony Difazio, Resource Planning Coordinator
SUBJECT	:	MONTHLY PLAN REVIEW
DATE	:	October 5, 2018

PURPOSE: To outline the Monthly Plan Review Report as it has been implemented during August & September, 2018.

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

RECOMMENDATION: THAT, the Full Authority approve the Monthly Plan Review Report for the months of August & September, 2018.

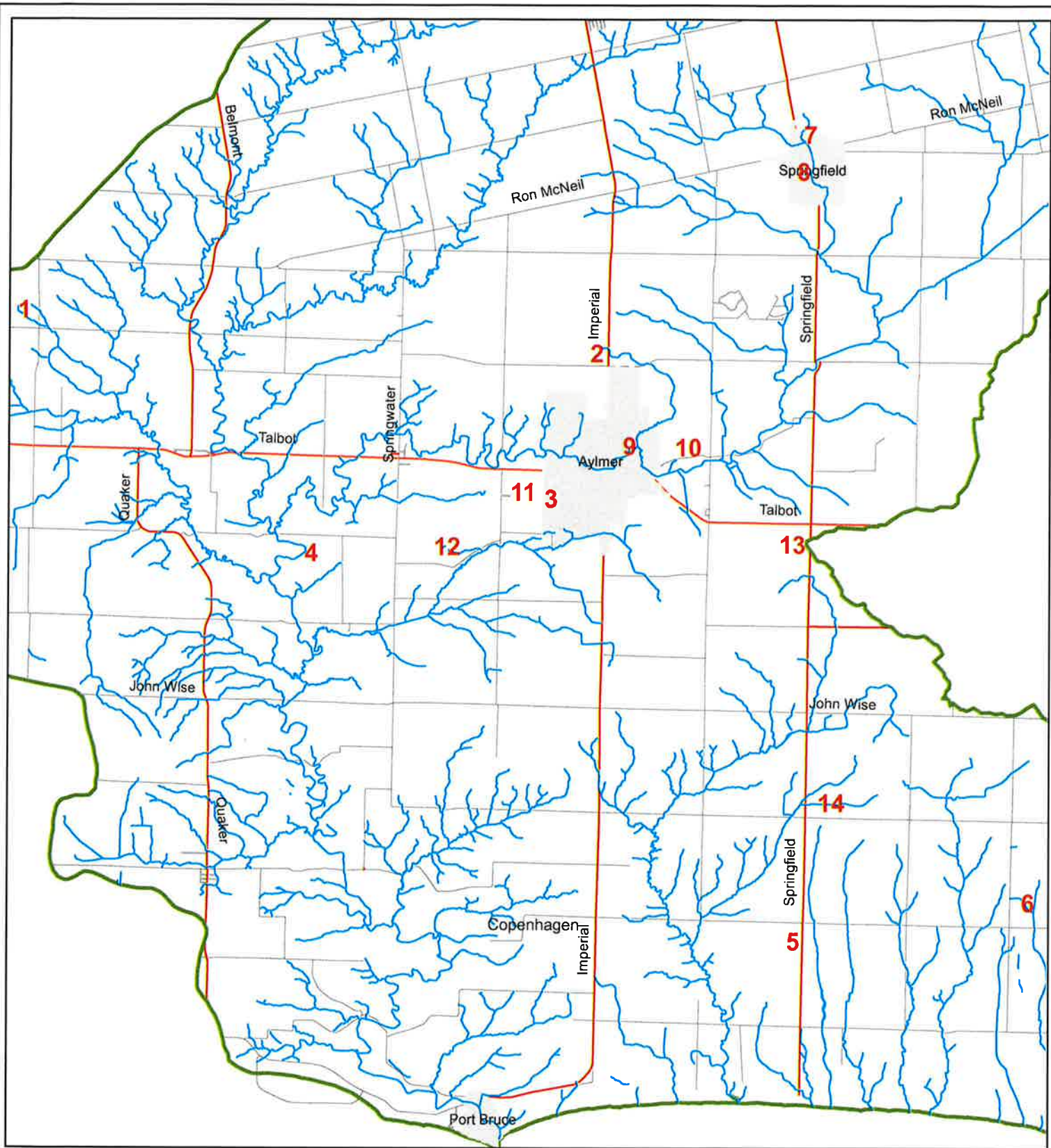


Tony Difazio, Resource Planning Coordinator

CATFISH CREEK CONSERVATION AUTHORITY
MONTHLY PLAN REVIEW REPORT
 October, 2018

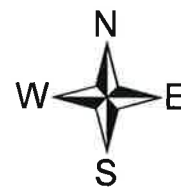
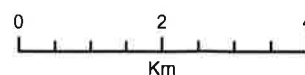
ZONING BYLAW AMENDMENTS			
SITE NO.	LOCATION	PROPOSAL	COMMENTS
1	Pt.Lot:12; Conc.:R1NER; Municipality of Central Elgin	* As a condition of Consent Application E11/18, the applicant is requesting to amend the Zoning Bylaw, to permit a grain drying operation at 44912 Edgeware Line;	* NO OBJECTIONS
2	Pt.Lot:10; Conc.:8; Township of Malahide	* This amendment will permit the establishment of a drive-through restaurant at 10829 Imperial Road;	* NO OBJECTIONS
3	Pt.Lot:81; Conc.: STR; Town of Aylmer	* This amendment will alter the maximum lot coverage and permit the development of single detached dwellings on 4 vacant lots at the end of Anne Street;	* NO OBJECTIONS
4	Pt.Lot:23; Conc.:7; Municipality of Central Elgin	* As a condition of Consent Application E35/18, the applicants are rezoning a surplus farm dwelling at 47213 Brouwers Line for residential use, and the retained farmland to prohibit a new dwellings in accordance with the policies of the Official Plan;	* NO OBJECTIONS
5	Pt.Lot:20; Conc.:2; Township of Malahide	* As a condition of Consent Application E22/18, the applicants are rezoning a surplus farm dwelling at 5771 Springfield Road for residential purposes, and the retained farmland to prohibit a new dwelling in accordance with the policies of the Official Plan;	* NO OBJECTIONS
6	Pt.Lot:32; Conc.:3; Township of Malahide	* As a condition of Consent Applications E44 & 45/18, the applicants are rezoning surplus farm dwellings at 52828 & 52850 Vienna Line for residential purposes, the retained farmland will be rezoned to prohibit any new dwellings;	* NO OBJECTIONS

SEVERANCE APPLICATIONS			
SITE NO.	LOCATION	PROPOSAL	COMMENTS
7	Pt.Lot:6; Conc.:12; Geo. Township of South Dorchester	* The applicants proposes to sever an irregular shaped lot at 12054 Whittaker Road in Springfield, containing one house and 2 sheds, proposed to create one new residential lot; * The owners are retaining 1.3 ha, containing one house 4 sheds and 1 barn, fronting 5128 Ron McNeil Line, to remain in residential use;	* COMMENTS regarding floodplain policies
8	Lots:75-77; R.Plan:78; Township of Malahide	* The applicants propose to sever an irregular shaped parcel at 11812 Superior Street, in the Village of Springfield, to create one new residential building lot; * The owners are retaining 1158 m ² , containing one house and shop to remain in residential use;	* NO OBJECTIONS
9	Lot:3; R.Plan74; Town of Aylmer	*The applicants propose to sever lot with a frontage of 10m at 30-32 Water Street, containing one half of a semi-detached dwelling to create one new residential lot; * The owners are retaining 420m ² containing one half of the semi-detached dwelling, to remain in residential use;	* NO OBJECTIONS
10	Pt. Lot:4; Conc: 1; Township of Malahide	*The applicants propose to sever an irregular shaped lot at 49872 Dingle Street, to create one new residential building lot; * The owners are retaining 2000 m ² , containing one house to remain in residential use;	* NO OBJECTIONS
11	Pt. Lot:79; Conc.:6; Township of Malahide	* The applicants propose to sever a 3.41 ha. agricultural parcel at 7304 Rogers Road; * The retained 2.0 ha. parcel containing one church, will remain in institutional use;	* NO OBJECTIONS
12	Pt.Lot:77; Conc.: STR; Township of Malahide	* The applicants propose to sever an irregular shaped lot at 48364 Catt Line, containing one house and one barn, to create one residential lot surplus to the needs of the applicants; * The owners are retaining 33 ha. to remain in agricultural use;	* NO OBJECTIONS
13	Pt.Lot:93; Conc.: STR; Township of Malahide	*The applicants propose to sever a 37m X 116m lot at 8763 Springfield Road in Summers Corners, to create one new Hamlet Residential building lot; * The owners are 3.7 ha. containing one house to remain in residential use;	* NO OBJECTIONS
14	Pt. Lots: 21 & 22; Conc.: 4; Township of Malahide	*The applicants propose to sever a 25m X 91m lot fronting Springfield Road in Mount Salem, to create one new Hamlet Residential building lot; * The owners are retaining 53 ha. to remain in agricultural use;	* NO OBJECTIONS



Plan Review Map **October, 2018**

1 Plan Review Site Number



REPORT FA 62 / 2018 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: Conservation Ontario Council Meeting

DATE: September 25, 2018

PURPOSE:

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

DISCUSSION:

The General Manager / Secretary-Treasurer attended the Conservation Ontario Council meeting held at the Black Creek Pioneer Village in Toronto on September 24th, 2018.

Agenda Items discussed included:

a) 2019 Workplan:

The proposed 2019 Conservation Ontario Workplan that was adopted by Council aligns with the goals of the 2016 - 2020 Strategic Plan. The proposed Workplan will focus on activities that address Advocacy and Public Affairs, Science and Policy, Member Services, and Governance and Management of Operations. This is a working document that can be modified if required.

b) 2019 Operating Budget and C. A. Levy:

Council adopted the proposed 2019 Operating Budget which showed an overall increase from \$1,263,850.00 in 2018 to \$1,322,000.00 in 2019. The increase represents an adjustment in the C. A. Levy of approximately five (5) percent. As a result, the CCCA's 2019 Levy apportionment will be \$19,644.00, an increase of \$844.00 over 2018. A breakdown of the 2019 Levy apportionment for each C. A. is attached for your information.

c) General Manager's Report:

Please find attached a copy of the General Manager's Report regarding the transition of Conservation Authorities to the Ministry of Environment, Conservation and Parks. As you peruse through the attached report, you will find that there is little new information to report on this topic at this time.

d) Program Updates:

Conservation Ontario staff provided updates on the Drinking Water Source Protection, Marketing and Communications, Business Development and Partnerships, and Information Management Programs.

RECOMMENDATION:

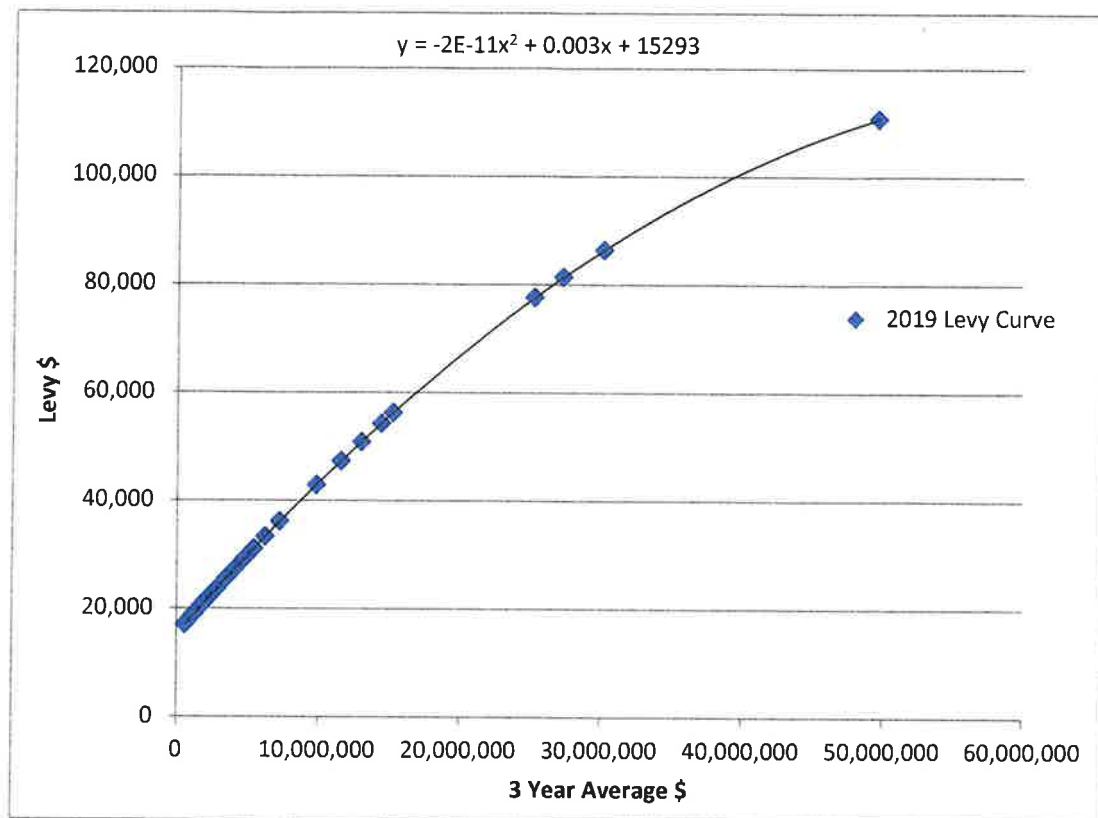
That, Report FA 62 / 2018, be received as information at this time.



Kim Smale
General Manager / Secretary-Treasurer

Conservation Authority	3 Year Average	2017	2016	2015	2018 Levy	2019 Levy
Ausable Bayfield	3,817,622	3,686,382	4,149,973	3,616,512	26,465	27,268
Cataraqui Region	3,695,276	3,905,127	3,563,099	3,617,603	25,729	26,908
Catfish Creek	1,270,113	1,351,297	1,182,580	1,276,463	18,800	19,644
Central Lake Ontario	5,643,431	6,060,603	5,693,340	5,176,351	31,056	32,550
Credit Valley	28,748,721	30,437,348	27,512,021	28,296,794	81,394	86,282
Crowe Valley	784,715	836,901	785,733	731,510	17,572	18,158
Essex Region	7,476,945	8,215,526	7,312,019	6,903,290	36,096	37,702
Ganaraska Region	3,084,956	3,201,958	3,201,273	2,851,636	23,774	25,105
Grand River	29,970,158	29,879,526	30,065,522	29,965,425	86,441	88,446
Grey Sauble	2,752,985	2,724,999	3,063,388	2,470,567	22,985	24,118
Halton (Cons. Halton)	25,936,019	27,656,366	25,457,837	24,693,854	77,590	81,041
Hamilton	15,907,404	16,246,021	15,795,381	15,680,811	56,236	59,420
Kawartha	2,925,208	2,958,683	2,966,515	2,850,427	23,450	24,631
Kettle Creek	2,373,333	2,556,385	2,395,969	2,167,644	21,923	22,982
Lake Simcoe Region	13,486,952	13,466,783	13,849,982	13,144,092	50,873	53,516
Lakehead Region	2,345,341	1,748,574	1,739,469	3,547,979	21,776	22,898
Long Point Region	4,435,254	4,768,855	4,503,134	4,033,773	27,269	29,072
Lower Thames Valley	3,427,006	4,306,269	3,326,961	2,647,787	23,405	26,118
Lower Trent	1,843,517	2,025,334	1,835,486	1,669,732	20,446	21,386
Maitland Valley	2,922,218	3,062,264	3,175,185	2,529,204	23,479	24,622
Mattagami Region	714,570	704,396	722,954	716,359	17,460	17,942
Mississippi Valley	3,551,351	3,547,130	3,544,674	3,562,249	25,709	26,485
Niagara Peninsula	12,085,131	12,385,130	12,050,116	11,820,147	47,305	49,975
Nickel (Cons. Sudbury)	1,463,272	1,758,075	1,346,804	1,284,936	19,122	20,232
North Bay-Mattawa	2,199,923	2,131,087	2,132,343	2,336,338	21,534	22,461
Nottawasaga Valley	5,009,262	4,963,784	5,313,457	4,750,544	29,656	30,733
Otonabee	2,545,107	2,993,386	2,300,161	2,341,775	22,876	23,496
Quinte	4,214,085	3,702,699	3,574,750	5,364,806	29,290	28,428
Raisin Region	1,950,982	2,075,649	1,810,499	1,966,797	21,063	21,710
Rideau Valley	9,859,692	9,450,919	10,212,629	9,915,529	42,882	44,169
Saugeen	4,072,016	5,141,834	3,576,413	3,497,800	25,523	28,013
Sault Ste Marie	634,203	695,469	669,964	537,177	17,043	17,695
South Nation	6,653,486	7,032,997	6,623,919	6,303,541	33,307	35,407
St. Clair Region	4,620,535	4,125,449	4,342,098	5,394,058	29,245	29,609
Toronto and Region	51,967,205	119,706,000	101,744,000	101,340,000	110,791	115,787
Upper Thames River	15,312,454	14,321,572	17,901,157	13,714,634	54,282	57,994

1,263,850 1,322,000





VISION 2016 – 2020

Conservation Ontario will be the leader in engaging Conservation Authorities in matters of common interest and in shaping effective policy related to Conservation Authorities

Conservation Ontario Council Report

From: Kim Gavine
Date: September 13, 2018
Subject: General Manager's Report

Recommendation

THAT Conservation Ontario receive this report as information

The focus of this General Manager's is only about the transition of conservation authorities to the Ministry of Environment, Conservation and Parks (MECP).

At the June 25th council meeting we reported that the Progressive Conservative party had won a majority government and that we would continue to examine the party's agenda and priorities. Four days later the new Premier announced his cabinet which saw an overall reduction to the number of ministries within the Province. At this time, we also learned that Conservation Authorities would be moving from the Ministry of Natural Resources and Forestry (MNRF) to a newly named Ministry of Environment, Conservation and Parks. That same day I sent an e-mail to all CAOs and Council advising them of the transition and that CO staff would be making every effort to obtain intel about the changes.

The MECP is lead by Minister Rod Phillips. Minister Phillips, whose riding is Ajax, is new to government and is not well known to the conservation authority community, although we have heard that he personally expressed interest in the conservation authorities' file. He comes with a very impressive business background having held senior positions with Postmedia, Ontario Lottery and Gaming Corporation and Shepel, to name a few.

Upon announcement of the new cabinet, Conservation Ontario also sent congratulatory letters to some of the cabinet's key Ministers including Minister Phillips (Environment, Conservation and Parks), Minister Yurek (Natural Resources and Forestry), Minister Jones (Tourism, Culture and Sport), Minister Clark (Municipal Affairs and Housing), Minister Hardeman (Agriculture, Food and Rural Affairs) and Minister McNaughton (Infrastructure).

We received a quick response from Minister Yurek's office for a meeting but unfortunately that meeting was rescheduled three times due to personal family matters of the Minister. Instead a meeting with

Yurek's Director of Policy, Liam O'Brien is taking place on September 13th. A meeting date of September 20th has also been secured with Minister Phillips.

Unfortunately, the announcement of the move from MNRF to MECP came without any details about what the change means to conservation authorities. During discussions with provincial staff and even some political representatives, it quickly became clear that very little was known about what the change would mean. All that was shared with us was that a joint Steering Committee made up of the Assistant Deputy Ministers from both MNRF and MECP was responsible for the transition.

To date, neither Conservation Ontario or the 36 conservation authorities have been consulted on the implications of the transition and timelines of the joint Steering Committee are unknown. Given that our meetings with both the MNRF and MECP ministers were set prior to CO's Council Meeting date of September 24th, it was important for CO to obtain some preliminary intel from the conservation authorities as well as get their best advice on how best to influence the transition. An adhoc General Managers meeting was called for September 10th.

Some preliminary feedback from the CAOs:

- CO should present a vision to the new Minister that consolidates the water agenda for Ontario which can be achieved by integrating water programs under one ministry, utilizing CAs as the core water program delivery agent. The vision should reference value for service, return on investment, flood protection, clean water, and cumulative effects. This position supports the move from MNRF to MECP. CAs could be strong delivery agents under MECP and could consider enhanced roles in the future.
- CAs should be asked to be part of the discussion of the transition.
- CAs should report to one ministry (MECP), although they would still have relationships with other ministries. Single reporting to one ministry is much more efficient.
- While recognizing that more funding is needed, the preliminary focus should be on maintaining what we currently have and presenting the vision before asking for more money.

The information gathering from the CAOs was very useful for staff in helping to develop initial positioning which can be used in our meetings with the new Government.

We will bring any new information from our meetings, as well as information provided by the CA CAOs to Council for update and discussion.

REPORT FA 63 / 2018: To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: C.A. Annual Statistical Survey

DATE: September 26, 2018

Purpose:

To provide the members with a summary of the 2017 Conservation Authority Statistical Survey.

Discussion:

Each year, Conservation Ontario conducts a general survey of the 36 Conservation Authorities in order to collect information in the following five (5) areas:

- General Information
- Financial
- CA Foundations
- Landholdings
- Programs / Services / Activities

The information collected through this survey is compiled and used by Conservation Ontario for marketing and communications and for strategic planning purposes. A copy of the compiled information is sent to each of the 36 Conservation Authorities and the Ministry of Natural Resources and Forestry and the Ministry of Environment, Conservation, and Parks.

A summary of the results of the 2017 Statistical Survey is attached for your reference and information.

RECOMMENDATION:

THAT, the 2017 Conservation Authority Annual Statistical Survey Summary of Results attached to Report FA 63 / 2018, be received as information at this time.



Kim Smale
General Manager / Secretary-Treasurer



Conservation Ontario 2017 Conservation Authority Statistical Survey Summary of Results

Area, Population, Members, Staff

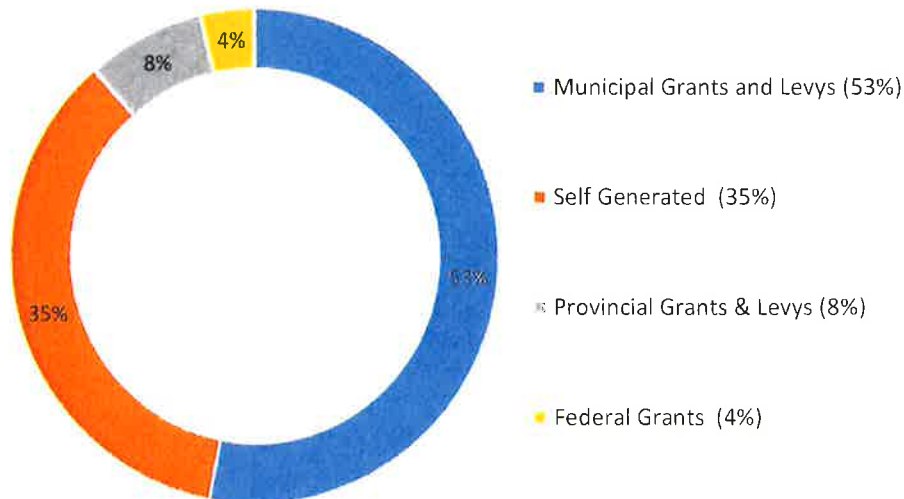
In 2017, Ontario's 36 Conservation Authorities (CAs) reported that they have jurisdiction over 110,288 square kilometers in Ontario, an area which includes 456 municipalities. CAs service a population of almost 13,357,117 people and employ 1,986 permanent full and part time staff, 356 contract and 1,733 seasonal staff.

Conservation Authorities are governed by 488 board members (400 of whom are elected municipal councilors and 88 who are appointed) from 311 member municipalities, it being noted that 211 municipalities are members of one or more CAs.

Financial Information

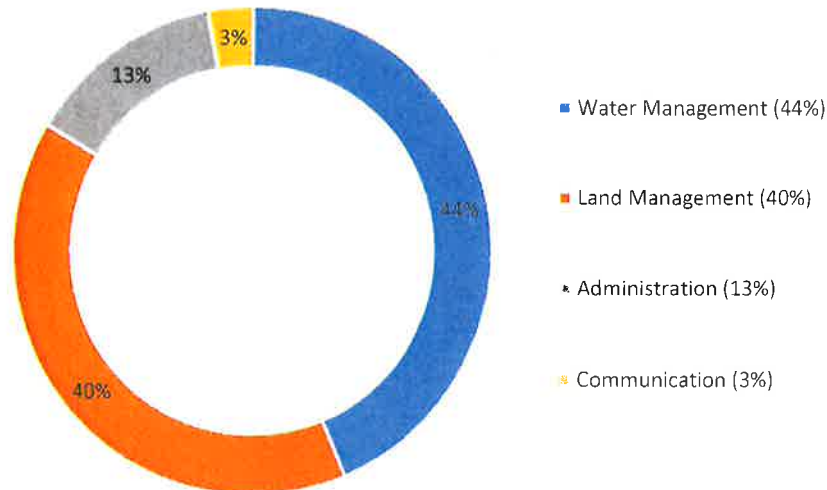
Revenue

Together, CAs reported a total of \$375 million in revenue in 2017:



Expenditures

CA total cumulative expenditures of almost \$350 million were allocated as follows:



Levy

Five CAs report that they have established a minimum administration levy pursuant to Section 27(4) of the Conservation Authorities Act.

Charitable Status

A total of 32 Conservation Authorities report that they have charitable status.

Foundations

Twenty-five CAs are aligned with established Foundations, and with over 704 volunteers, undertake fundraising and other special/promotional activities to support conservation, education and recreation programs of the Foundation, CA or community.

Of the \$13,878,450 reported in revenue for 2017, \$10,395,582 (75%) was directed to the CAs for projects.

Individual donations, special events and sponsorships provided the majority of the revenue raised by Foundations.

CAs indicated that the Foundations were most successful in 2017 raising funds for capital development, environmental education and tree planting.

Landholdings

In 2017, CAs reported that they collectively own 418,798 hectares. Recognizing that a single parcel of land may be included in more than one category, (ie, a parcel of land may be both a forest, and on the Niagara Escarpment), CAs generally classify their landholdings as follows:

Landholding Category	Total Hectares Owned by CAs in 2017
Forests	90,666
Recreation	72,799
Natural Heritage	69,964
Natural Hazard	52,973
Wetlands	44,271
ANSI	38,509
Niagara Escarpment	11,680
Oak Ridges Moraine	11,098
Great Lakes Shoreline	3,481
Trails	3,434
Cultural	1,706
Office/Workshops	906

Programs/Services/Activities

Municipal Services and Partnerships

CAs report that they completed 1,626 **plan input** transactions regarding Official Plans and Official Plan Amendments for those provincially delegated responsibilities as the management of flood plains, Great Lakes shorelines, hazardous slopes, unstable soils and erosion, as well as fisheries habitat, natural heritage and stormwater management.

CAs completed 10,207 **plan review** transactions for municipal activities of zoning by-laws, draft plans of subdivision, draft plans of condominium, consents, variance applications, and site applications. A total of 999 **applications for Septic Systems** were processed by CAs, and 44 wells were decommissioned.

CAs continue to provide numerous other **municipal services** such as providing municipalities with technical advice, review and services and delivering municipal programs with, or on behalf of, municipalities in many areas such as:

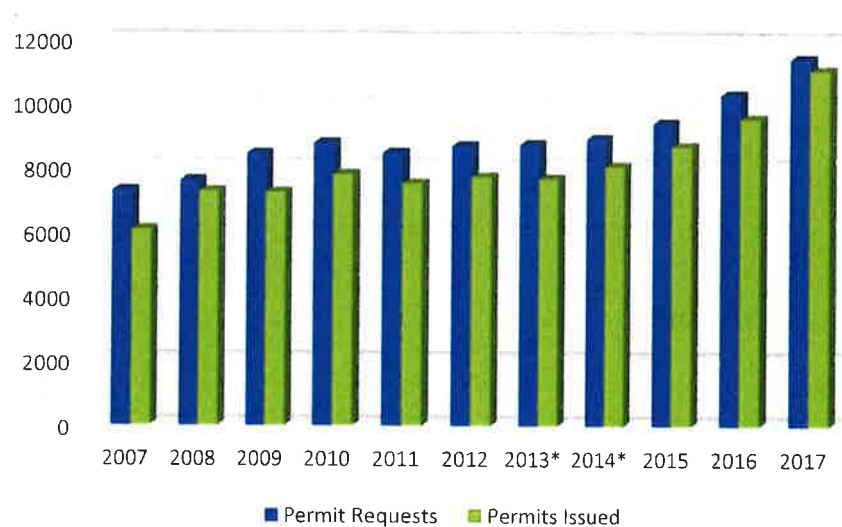
- Subwatershed studies
- GIS mapping and data management
- Stormwater management
- Hydrogeologic support
- Water resource engineering
- Environmental Impact Reporting

- Solicitor/Realtor inquiries
- Concept development inquiries
- Environmental Assessments – Full or municipal Class EAs
- Natural heritage comments
- Pre-consultation review
- Comments on planning applications – Oak Ridges Moraine/Greenbelt/Niagara Escarpment Plan
- Building permit application review
- Natural hazard evaluations
- Municipal drain review
- Risk Management Official/Inspector services
- Drinking Water Source Protection activities

Section 28 Regulation

To control flooding, erosion, pollution, dynamic beaches and to conserve land, CAs regulate and may prohibit work taking place in or adjacent to river or stream valleys, Great Lakes and large inland lake shorelines, watercourses, hazardous lands and wetlands. In regulated areas, **11,429 requests for permits** were received and reviewed by CAs and **11,073 permits were issued**. There were 17 appeals, 14 of which were decided in the CAs' favour. A total of **706 violation notices** were issued to landowners for undertaking unapproved activities and in 418 cases (59%), CAs were able to resolve the issue without having to prosecute.

Since collecting data for the statistical survey, the following trend emerges regarding Section 28 Regulation permits.



* incomplete data

CAs provide floodplain mapping along 21,351 km of watercourses. A total of 92,070 structures and 4,563 km of roadways are located within the regulated floodplain.

In all, a total of 690 flood messages were issued in 2017.

Ministry of Environment, Conservation and Parks (MECP)

Twenty-four CAs reviewed 99 applications for permits to take water under the Ontario Water Resources Act for the Ministry of Environment, Conservation and Parks.

Water Activities

In 2017, 28 CAs undertook **biological monitoring** and 20 CAs carried out **fish monitoring**. **Benthos monitoring** was conducted by 27 CAs at 944 monitoring stations using various methods such as OBBN, BioMap, HBI, Cabin as well as OSAP, the GRCA Rapid Assessment Protocol, and exuviae sampling.

CAs reported that they had 398 surface water quality stations established under the Provincial Water Quality Monitoring Network (**PWQMN**), in addition to 735 stations not included in the PWQMN. They had 451 stations monitoring groundwater levels and quality under the Provincial Groundwater Monitoring Network (**PGMN**) and 195 stations outside of the PGMN.

Low Water Response

- Level 1 conditions: 8 CAs reported a total of 10 declarations
- Level 2 conditions: 2 CAs reported a total of 2 declarations
- Level 3 conditions: *none reported in 2017*

There were a total of 12 Low Water Management Strategies in place and in 2017, 11 Low Water Response Committee meetings were held by five CAs.

Climate Change

Seven CAs reported that they had developed a **climate change strategy** or policy direction for their Authority in 2017. A total of 11 CAs confirmed that they had undertaken **climate change technical studies/pilot projects** over the past year and 13 CAs indicated that their CA was implementing **climate change mitigating or adaptive actions** or substantially modifying current actions as a specific climate change response.

Stewardship Activities

A key CA activity is the hands-on provision of environmental projects to the community and private landowners.

Water Quality Improvement Projects

- 607 landowners engaged, resulting in 745 projects
- \$3,140,237 in grant dollars given out (total value of \$8,624,768)
- 17% grant dollars from municipal sources, 10% federal, 6% provincial and 3% from other sources
- 82% of the projects were agricultural

Reforestation/Tree Planting Programs

- 1,947,237 trees planted on 1,011 hectares of land
- 2,800 landowners engaged, resulting in 1,709 projects
- \$3,636,940 in grant dollars given out (total value of \$4,259,320)
- 31% grant dollars from provincial sources, 25% municipal, 4% federal and 26% from other sources
- 36% of the projects were agricultural

Habitat Rehabilitation/Restoration Projects

- 565 landowners engaged, resulting in 1,083 projects
 - 135 wetland projects
 - 628 habitat projects
 - 223 shoreline riparian projects
 - 97 stream/fish habitat projects
- 701 hectares and 232 km of stream restored or rehabilitated
- \$7,368,708 in grant dollars given out (total value of \$12,774,581)
- 23% of projects were agricultural and 77% were undertaken with non-farm landowners

Of the habitat-restoration/reforestation projects listed above, 197 were aimed at **invasive species** and 86 were targeted at **species at risk**.

Water Supply and Septic Management Projects

- 313 projects were completed, including decommissioning unused wells, private sewage septic and wellhead protection.
- \$447,107 in grant dollars generated total project costs of \$1,176,878.
- 26% of grants were provincial, 3% municipal and 1% federal with 7% from other sources.

CAs also reported 82,333 hectares under **forest management plans**.

With respect to **Volunteer/Community projects**, 40,022 volunteers assisted with 920 projects which represents a value of \$1,774,462.

Recreation

Conservation Authorities reported that they collectively manage **545 conservation areas** having a cumulative area of 82,064 hectares. This includes **8,088 campsites and 3,510 km of trails**.

CAs estimate that **7,843,328 people visited conservation areas** in 2017.

Environmental Education Programs

A total of 33 Conservation Authorities reported delivering **environmental education programs for 321,243 students** within their jurisdiction at an annual cost of \$11,676,122. Most programs are designed to meet objectives of the Ontario curriculum, with intermediate level programs being most commonly delivered. Over **3,500 schools** participate in these programs.

CAs charge an average of \$147 per school or \$6 per student for the daily programs. They report that they operate **38 interpretive centres**, 22 of which are permanent, the remainder being seasonal.

Water Festivals

In 2017, most CAs either hosted (12 CAs) or partnered (27 CAs) with other community groups to provide an annual Water Festival as part of their outdoor education programs.

REPORT FA 64 / 2018: To The Full Authority**FROM:** Kim Smale, General Manager / Secretary – Treasurer**SUBJECT:** Special Projects Funding Update**DATE:** September 28, 2018

Purpose:

To provide the Board with an update on some of the additional projects which have received funding approval since the presentation of Report FA 29/2018, at the May Full Authority meeting.

Discussion:

The following list provides a summary of the most recent special projects receiving funding in 2018. This brings the total amount raised for the year to approximately \$240,600.00, compared to \$169,452.00 in 2017.

NAME OF PROJECT	PRIMARY FUNDING SOURCE	FUNDING AMOUNT
Wetland Restoration and Creation	Ducks Unlimited Canada	\$27,000.00
Erie- Essex Fish Species at Risk	Environment and Climate Change Canada, Essex Region Conservation Authority	\$23,650.00
Yarmouth Natural Heritage Area Accessible Fishing Platforms	Green Lane Community Trust Fund	\$4,000.00

Recommendation:

THAT, the Full Authority acknowledge receipt of the additional list of 2018 Special Projects as outlined in Report FA 64 / 2018.



Kim Smale
General Manager / Secretary – Treasurer

REPORT FA 65 / 2018 : To The Full Authority

FROM: Kim Smale, General Manager / Secretary-Treasurer

SUBJECT: Ontario Auditor General's Report

DATE: October 2, 2018

PURPOSE:

To make the members aware of the Special Audit of the Niagara Peninsula Conservation Authority (NPCA) released by the Ontario Auditor General on September 27th, 2018.

DISCUSSION:

On September 27th, 2018, the Auditor General of Ontario released her report on the Special Audit of the NPCA, as requested by the Standing Committee on Public Accounts under Section 17 of the Auditor General Act.

There are a total of 24 recommendations with 75 action items identified within the recommendations. While the majority of them are directed to the NPCA, six (6) are focused on the Province, with a couple of them directing the Province to work with Conservation Ontario.

The attached six (6) recommendations are relevant to all Conservation Authorities.

RECOMMENDATION:

That, Report FA 65 / 2018, be received as information at this time.

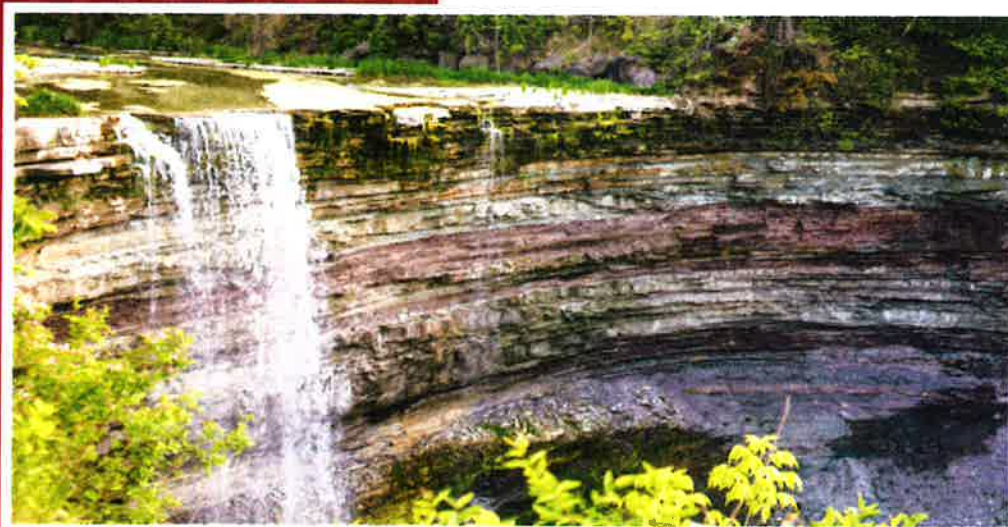


Kim Smale
General Manager / Secretary-Treasurer



Office of the Auditor General of Ontario

Special Audit of the Niagara Peninsula Conservation Authority



September 2018

RECOMMENDATION 1

To ensure effective oversight of conservation authorities' activities through boards of directors, we recommend that the **Ministry of the Environment, Conservation and Parks** clarify board members' accountability to the conservation authority.

MINISTRY RESPONSE

The Ministry agrees that the responsibilities of authority members need to be clarified.

Conservation authorities are a partnership of the Province and the municipalities that create them to address natural resource issues at the watershed scale. Once established, each municipality within the partnership is entitled to appoint members to the conservation authorities.

We agree that the role of Board members in providing effective oversight needs to be clarified—including how to balance being vigilant in representing the municipalities that appoint them while acting in the best interest of the organization.

The Ministry will work with the Ministry of Municipal Affairs and Housing to develop governance training to be delivered to conservation authority members that clarifies the role of municipal appointees in providing oversight of conservation authorities' operations. This would include their role in ensuring the effective delivery of programs and services and the efficient use of taxpayer dollars. In addition, the Ministry will develop best management practices for the recruitment and selection of authority members, including best practices for the appointment of non-elected officials.

RECOMMENDATION 4

We recommend that the **Ministry of the Environment, Conservation and Parks**:

- make a recommendation to the Executive Council of Ontario to proclaim Section 40 of the *Conservation Authorities Act*;
- once Section 40 is proclaimed, make a regulation prescribing requirements for board composition that result in board members having the independence and objectivity they need to fulfill their oversight responsibilities; and
- work with Conservation Ontario and conservation authorities to determine whether governance training should be developed and delivered province-wide for board members of conservation authorities.

MINISTRY RESPONSE

The Ministry agrees that actions need to be taken to strengthen oversight and accountability in decisions made by conservation authorities regarding the conservation, restoration, development and management of natural resources.

Section 40 of the Act enables the Executive Council of Ontario to establish minimum standards for the appointment of authority members, but this is only one tool recently added to the Act to help improve governance. Additional tools include the development of policies, procedures, best management practices, and training programs and materials that would support municipalities in making appointment decisions.

The Ministry will work with its municipal partners to develop best management practices for the recruitment and selection of authority members (which individual municipalities could use when making appointment decisions), and training and orientation materials for authority members. The determination of how best to use these tools to improve oversight and accountability of conservation authority operations—including whether or not a regulation prescribing requirements for board composition is necessary—will be made in consultation with municipalities.

RECOMMENDATION 8

To ensure that conservation authorities have complete and up-to-date information about flood risks within their watershed, we recommend that the **Ministry of Natural Resources and Forestry** work with Conservation Ontario to:

- establish clear responsibility and criteria for developing and updating floodplain maps across the province; and
- review current funding levels to conservation authorities to determine how floodplain mapping can be completed in a timely manner.

MINISTRY RESPONSE

Under the *Planning Act* and Provincial Policy Statement, municipalities are delegated the responsibility of identifying areas subject to natural hazards and to take actions needed to limit exposure to public health and safety risks.

This responsibility includes identifying floodplains in municipal plans and incorporating policies to address new development consistent with provincial policy into the planning framework (for example, through incorporation into zoning bylaws).

Where an application for development is received for an area where mapping does not exist, proponents may be required to undertake studies to determine flood risks and appropriate mitigation measures. Where no development is being proposed, floodplain mapping may not be required.

While municipalities may choose to rely on the services of conservation authorities to undertake floodplain mapping, the responsibility for identifying these areas ultimately rests with municipalities.

The Ministry will work with the Ministry of Municipal Affairs and Housing and municipalities to determine how best to co-ordinate and clarify municipalities' and conservation authorities' roles and responsibilities for identifying flood-prone areas.

RECOMMENDATION 22

To ensure that conservation authorities have the necessary information to interpret and fulfill their legislative mandate, we recommend that the **Ministry of the Environment, Conservation and Parks**, upon proclamation of Section 40 of the *Conservation Authorities Act*:

- clearly describe for conservation authorities what the development of natural resources entails, and how it differs from "development" in general;
- provide guidance to help conservation authorities prioritize the objectives of their programs and services (conservation, restoration, development and management of natural resources);
- use its regulatory powers to establish minimum requirements and standards for conservation authorities' delivery of programs and services; and
- establish the governance practices that it determines conservation authorities should be uniformly following province-wide.

MINISTRY RESPONSE

The Ministry agrees that action needs to be taken to increase clarity in conservation authorities' roles and responsibilities.

The Province will establish regulations outlining the programs and services conservation authorities are required to provide, including standards or other requirements to be met. These regulations will be developed in consultation with other ministries, municipalities, Indigenous communities, conservation authorities, stakeholders and the public. Once developed, these regulations will be supported with guidance designed to help conservation authorities fulfill these mandated requirements and report on their results.

While conservation authorities deliver a number of resource management programs and services on behalf of the Province, they also deliver programs and services designed to meet local resource management goals and objectives. These additional programs may be delivered on behalf of a participating municipality or as determined by the individual conservation authority as being advisable to further their objectives. While there is a need for greater consistency

and clarity in conservation authorities' roles and responsibilities, there is the desire to maintain the flexibility to tailor the scope and extent of their programs and services to reflect local needs and priorities—a key characteristic of the conservation authority model.

The Province will develop policies and procedures outlining standard expectations for programs and services being provided by conservation authorities on behalf of municipalities or as assigned by municipally-appointed members, including provincial expectations for reporting back to municipalities and appointed members on the results of these programs.

RECOMMENDATION 23

To ensure that conservation authority boards of directors are held to account appropriately, we recommend that the **Ministry of the Environment, Conservation and Parks** work with municipalities to develop and implement a formal, cost-effective and purposeful reporting process that includes a discussion of the outcomes of conservation authorities' activities.

MINISTRY RESPONSE

The Ministry agrees that additional accountability is required to ensure conservation authorities are fulfilling their mandate.

The Province will work with municipalities to develop and implement a formal cost-effective and purposeful reporting process that includes a discussion of the outcomes of conservation authority activities. These reporting requirements will initially be focused on reporting on the results of provincially mandated roles and responsibilities.

This reporting process will take into account the variation in conservation authorities across the province in regard to the programs and services they deliver, as well as resourcing levels.

RECOMMENDATION 24

To ensure that issues that are beyond conservation authorities' ability to manage themselves are dealt with appropriately and in a timely manner, we recommend that the **Ministry of the Environment, Conservation and Parks (Ministry)** work with municipalities to:

- determine the circumstances when Ministry and/or municipality intervention is warranted;
- establish mechanisms for the Ministry and/or municipalities to intervene when necessary in conservation authorities' operations; and
- formalize such mechanisms through a memorandum of understanding between the Ministry, municipalities and conservation authorities that clearly establishes the roles and responsibilities of each party and when intervention is necessary.

MINISTRY RESPONSE

We appreciate the extent to which this audit has identified specific concerns associated with the operation of the Niagara Peninsula Conservation Authority. While the Province takes these issues seriously, it is cautious to not assume that these issues are present in the operations of all of Ontario's 36 conservation authorities.

The Ministry appreciates the balanced recommendation by the Auditor General and agrees with the need to work closely with municipalities to determine the circumstances when it may be appropriate to intervene—and what type of intervention that might entail. The Ministry is committed to having these discussions with municipalities in order to ensure accountability and restore the public trust in them.

As outlined above, the Ministry is also committed to working with municipalities to establish clear and consistent expectations for conservation authority roles and responsibilities. Once established, these expectations will form the basis by which individual conservation authority decisions will be evaluated. Where decisions are not being made in accordance with these expectations, the Province and municipalities will work together to ensure effective action is taken.

Given that conservation authorities are also subject to other provincial legislation (for example, *Occupational Health and Safety Act*, *Accessibility for Ontarians with Disabilities Act*) and parts of legislation that governs municipalities (for example, *Municipal Conflict of Interest Act*, *Municipal Act*) the Ministry is committed to promoting the use of existing dispute resolution mechanisms that can be accessed by conservation authorities, municipalities, stakeholders and members of the public.

Correspondence: To The Full Authority

FROM: Kim Smale, General Manager / Secretary - Treasurer

SUBJECT: Correspondence Register, September 1-30, 2018

DATE: September 30th, 2018

GOVERNMENT AGENCIES

Environment and Climate Change Canada, Toronto

- a letter notifying the CCCA that its application to the EcoAction Community Funding Program was not recommended for funding support.

Ministry of Natural Resources and Forestry, Peterborough

- a signed copy of our 2018 - 19 Section 39 Transfer Payment Agreement.

CONSERVATION AUTHORITIES

Conservation Ontario

- e-mail "Source Water Protection Communications Call"
- e-mail "Approved CA Administrative By-Laws"
- e-mail "General Managers' Meeting"
- e-mail "CVA Data for Levy Apportionment Calculations"
- e-mail "Auditor General's Report on Niagara Peninsula C. A."

Grand River C.A.

- e-mail "Source Water Protection Program Resolutions"
- e-mail "Draft Section 36 Workplans for Kettle Creek and Catfish Creek Source Protection Plans"

GENERAL CORRESPONDENCE

Employment Services Elgin, St. Thomas

- information regarding the Employing Young Talent Incentive Program.

Magazines

- Municipal World, Ducks Unlimited Canada

Minutes

- Conservation Ontario Council

Newsletters

- Ontario Woodlot Association, Conservation Ontario

Ontario Invasive Plant Council, Peterborough

- information regarding their Annual General Meeting and Invasive Plant Conference being held in Peterborough on October 15-16, 2018.



Kim Smale,
General Manager / Secretary-Treasurer