

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, June 13th, 2019, 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
- 4) Disclosure of Intention to Audio / Video Record Meeting
- 5) Adoption of Minutes of:
 - a) Full Authority Meeting #04/2019 (May 2, 2019) 3 - 6
 - b) Land Management Committee Meeting #01/2019 (May 2, 2019) 7 - 9
 - c) Health and Safety Committee Meeting # HS 01 / 2019 (January 11, 2019) . . 10 - 11
 - d) Health and Safety Committee Meeting # HS 02 / 2019 (May 23, 2019) 12 - 14
 - e) Interview Committee Meeting # IC 02/2019 (April 26, 2019) 15 - 16
 - f) Interview Committee Meeting # IC 03/2019 (June 6, 2019) 17
- 6) Business Arising from Minutes
- 7) Public / Special Delegations
- 8) Reports:
 - a) Report FA 23 / 2019 -Monthly Staff Reports 18 - 20
(Tony Difazio, Peter Dragunas, Dusty Underhill, Emily Febrey)
 - b) Report FA 24 / 2019-May Summary of Revenue & Expenditures 21 - 22
(Susan Simmons)
 - c) Report FA 25 / 2019-Accounts Payable 23 - 24
(Susan Simmons)
 - d) Report FA 26 / 2019-Monthly Plan Review 25 - 28
(Tony Difazio)
 - e) Report FA 27 / 2019-Approved Section 28 Regulation Applications 29 - 30
(Tony Difazio)
 - f) Report FA 28 / 2019-Strategic Plan 2019 - 2023 31 - 41
(Christopher Wilkinson)

- 9) General Manager / Secretary-Treasurer's Report. Christopher Wilkinson
- 10) Unfinished Business
- 11) Chairperson's / Board Member's Report
- 12) Notice of Motions / New Business
- 13) Correspondence:
 - a) Not Copied:
 - Correspondence Registers for April and May, 2019
 - b) Copied:
 - Elgin County - a letter received on April 9, 2019 regarding Springwater Road Speed Limit and Community Safety Zone
 - Elgin County - a letter sent on May 14, 2019 regarding Springwater Road Speed Limit and Community Safety Zone
 - Karen Vecchio, MP - a letter received on April 17, 2019 re. Canada Summer Jobs
 - Conservation Ontario - Submission of key Recommendations for Modernization of Conservation Authority Operations and Schedule 2 of Bill 108 (ERO 013-5018) Submitted May 10, 2019
 - Conservation Ontario - Comments on the 10th Year Review of Ontario's Endangered Species Act: Proposed Changes (ERO#013-5033) Submitted May 17, 2019
 - Conservation Ontario - Comments on Focusing conservation authority development permits on the protection of people and property" (ERO# 013-4992) Submitted May 21, 2019
 - Conservation Ontario - Comments on Modernizing Ontario's environmental assessment program – *Environmental Assessment Act* (ERO#013-5102), Discussion paper: Modernizing Ontario's environmental assessment program (ERO#013-5101), and Schedule 6 of Bill 108, *More Homes, More Choice Act*, 2019
 - Conservation Ontario - Comments on "Bill 108 – (Schedule 12) – the proposed More Homes, More Choice Act: Amendments to the Planning Act" (ERO# 019-0016)
 - Environment and Climate Change Canada (EcoAction) - a letter received on May 27, 2019 from the Federal Government indicating CCCA was unsuccessful in the EcoAction grant proposal
 - Ministry of Tourism, Culture and Sport- a letter received on May 31, 2019 from the Provincial Government indicating CCCA was unsuccessful in the Celebrate Ontario grant proposal
- 14) Committee of the Whole
- 15) Next Meeting / Adjournment

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

Thursday, May 2, 2019

Meeting #04/2019

PRESENT:

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

STAFF:

Christopher Wilkinson	General Manager / Secretary – Treasurer
Susan Simmons	Financial Services Coordinator
Dusty Underhill	Conservation Areas Supervisor

ABSENT:

Peter Dragunas	Water Management Technician
Emily Febrey	Active Naturally Program Manager
Tony Difazio	Resource Planning Coordinator

OTHERS PRESENT:

None

WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone and called the meeting to order at (10:00 a.m.). The Chairperson informed the members about the passing of Mr. Kevin Butters. A sympathy card will be sent to the family on behalf of CCCA staff and members.

ADOPTION OF AGENDA:

<u>Motion # 47/2019</u>	P. Buchner	A. Oslach	CARRIED
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THAT, the Agenda for the May 2nd, 2019, Full Authority meeting be adopted as amended.

DISCLOSURE OF PECUNIARY INTEREST:

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 # 48/2019

S. Martyn

P. Buchner

CARRIED

THAT, the Minutes of Full Authority Meeting #03/2019 (April 11th, 2019), be accepted as circulated.

BUSINESS ARISING FROM MINUTES:

None

PUBLIC / SPECIAL DELEGATIONS:

None

REPORTS:

Report FA 19/2019 - March Summary of Revenue & Expenditures was presented, discussed, and resolved.

Motion # 49/2019

P. Buchner

A. Oslach

CARRIED

THAT, Report FA 19/2019, be noted and filed.

Report FA 20/2019 - Accounts Payable was presented, discussed, and resolved

Motion # 50/2019

P. Buchner

M. Tinlin

CARRIED

THAT, Accounts Payable totaling \$43,871.22, be approved for payment as presented in Report FA 20/2019.

Report FA 21/2019 - Proposed Changes to the *Conservation Authorities Act.* was presented, discussed, and resolved

Motion # 51/2019

M. Tinlin

A. Oslach

CARRIED

THAT the members receive Report FA 21/2019 for information; and further,

THAT Report FA 21/2019 be submitted to the appropriate Environmental Registry consultations.

Report FA 22/2019 - 50% Reduction in Provincial Transfer Payment was presented, discussed, and resolved

Motion # 52/2019

A. Oslach

M. Tinlin

CARRIED

THAT staff report FA 22 / 2019 be received for information; and further,

THAT staff update the Catfish Creek Conservation Authority (CCCA) budget to reflect the proposed amendments.

GENERAL MANAGER / SECRETARY - TREASURER'S REPORT:

The General Manager advised he is attempting to secure a meeting with Jeff Yurek, MPP Elgin—Middlesex—London, to discuss the funding for 2019 - 2020. A media release will also be circulated to members prior to sending to the local media.

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

None

NOTICE OF MOTIONS / NEW BUSINESS:

None

CORRESPONDENCE:

a) Copied:

- Forests Ontario – an e-mail notifying the CCCA that the 50 Million Tree Program had been cancelled.

b) Not Copied:

- None

<u>Motion # 53/2019</u>	M. Tinlin	S. Martyn	CARRIED
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THAT, the Copied Correspondence for April, 2019, be noted and filed.

COMMITTEE OF THE WHOLE:

<u>Motion # 54/2019</u>	M. Tinlin	A. Oslach	CARRIED
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THAT, the Full Authority adjourn to the Committee of the Whole to discuss one (1) contract negotiation matter at (11:05 a.m.).

<u>Motion # 55/2019</u>	M. Tinlin	A. Oslach	CARRIED
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THAT, the Committee of the Whole rise and report at (10:50 a.m.).

<u>Motion # 56/2019</u>	S. Martyn	P. Buchner	CARRIED
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THAT, the Full Authority approve the amended contract proposals submitted by Yates Electrical and Langs Contracting.

NEXT MEETING / ADJOURNMENT:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, June 13th, 2019, commencing at (10:00 a.m.).

Motion # 57/2019

P. Buchner

S. Martyn

CARRIED

THAT, the Full Authority be terminated at (11:10 a.m.).

General Manager / Secretary –Treasurer

Authority Chairperson

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

Thursday, May 2nd, 2019

Meeting #01/2019

PRESENT:

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

STAFF:

Chris Wilkinson	General Manager / Secretary - Treasurer
Susan Simmons	Financial Services Coordinator
Dusty Underhill	Conservation Areas Supervisor

WELCOME / CALL TO ORDER:

Committee Chairperson Oslach welcomed everyone and called the meeting to order at (11:23 a.m.).

ADOPTION OF AGENDA:

<u>Motion #LMC 01/2019</u>	S. Martyn	P. Buchner	CARRIED
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THAT, the Agenda for the May 2nd, 2019, Land Management Committee meeting be adopted as amended.

DISCLOSURE OF PECUNIARY INTEREST:

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

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

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

PUBLIC / SPECIAL DELEGATIONS:

a) Shaun Meehan, Aylmer District Trappers Council

The Authority Chairperson welcomed Shaun Meehan of the Aylmer District Trapping Council (ADTC). Mr. Meehan presented a summary of his and the ADTC results from the trapping at the Springwater Conservation Area that occurred in the autumn. He discussed continuing and expanding the partnership.

The Authority Chairperson thanked Mr. Meehan for attending the meeting and his presentation.

REPORTS:

Report LM 01/2019 – Maple Syrup Program Summary, was presented, discussed, and resolved.

Motion #LMC 02/2019 P. Buchner S. Martyn CARRIED

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

THAT, staff be directed to undertake a detailed operational and financial review of the program in consultation with the Jaffa Environmental Education Centre to determine any efficiencies and improvements for 2020.

Report LM 02/2019 – Wildlife Co-Management Program, was presented, discussed, and resolved.

Motion #LMC 03/2019 M. Tinlin P. Buchner CARRIED

THAT, the Members approve the proposed Wildlife Co-Management Project for 2019 - 2020 as proposed; and further,

THAT, Staff provide the necessary letter of permissions and trapping forms to ADTC; and further,

THAT, Staff investigate the installation of basking platforms and suitable nesting sites and report back to the members at a future date; and further,

THAT, ADTC provide another end of year report by February 11, 2020 to guide a potential 2021-2022 wildlife management project.

Report LM 03/2019 – Yarmouth Natural Heritage Area Controlled Hunt, was presented, discussed, and resolved.

Motion #LMC 04/2019 S. Martyn M. Tinlin CARRIED

THAT, the Land Management Committee recommend to the Full Authority that a controlled hunt be authorized at the Yarmouth Natural Heritage Area in 2019 in accordance with the amended terms and conditions outlined in Report LM 03/2019.

UNFINISHED BUSINESS:

None

COMMITTEE CHAIRPERSON'S / COMMITTEE MEMBER'S REPORT:

None

CORRESPONDENCE:

a) Copied:

- Catfish Creek Conservation Authority - a letter sent February 19th, 2019 advising Oxford County that CCCA may be interested in acquiring part of the abandoned railway corridor outlined as the "subject lands" on the attached map.
- Oxford County - a letter received March 1st, 2019 advising Catfish Creek Conservation Authority advising that a staff report of how the land is to be disposed will be presented at a future meeting for consideration of Council.
- Catfish Creek Conservation Authority - a letter sent April 23rd, 2019 to the Town of Aylmer expressing interest in a piece of surplus lands adjacent to an existing Conservation Area.

b) Not Copied:

- None

NOTICE OF MOTIONS / NEW BUSINESS:

None

COMMITTEE OF THE WHOLE:

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

ADJOURNMENT:

<u>Motion #LMC 05/2019</u>	P. Buchner	M. Tinlin	CARRIED
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THAT, the meeting be adjourned at (12:19 p.m.).

General Manager / Secretary - Treasurer

Committee Chairperson

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

Friday, January 11, 2019

Meeting #HS 01/2019

PRESENT:

Christopher Wilkinson
Tony Difazio
Dusty Underhill

Management Representative
Employee Representative
Safety Officer

OTHERS PRESENT:

Kelsey Oatman

Program Support Assistant

WELCOME AND CALL TO ORDER:

The Employee Representative welcomed everyone and called the meeting of the Catfish Creek Conservation Authority Health and Safety Committee to order at (1:02 p.m.).

ADOPTION OF AGENDA:

The Committee approved the Agenda as circulated.

BUSINESS OUT OF MINUTES:

The following three (3) items were noted as outstanding business to discuss from the previous meeting.

1) Staff Training:

The Safety Officer assembled information packages about Fall Arrest, and First Aid Training from various sources. The package was received as information, at this time. Three (3) full time staff will be trained in Fall Arrest for Dam Operations.

2) Automated External Defibrillator (AED) Acquisition:

The Employee Representative assembled an information package of different models of AED's. It was received as information, at this time, with further grant and partnership opportunities to be looked into at a later date.

3) Policy Updates

The Safety Officer provided copies of the newly developed Concession Guidelines and Chainsaw Safety Policies. The new policies were received as information at this time. The Management Representative will consolidate all existing and newly developed policies into the Health and Safety Policy for Catfish Creek Conservation Authority and once complete, will be brought to the Health and Safety Committee for review.

NEW BUSINESS:

a) Accident Report Forms:

The Health and Safety Committee reviewed and approved the existing accident report forms.

b) Work Place Inspection Reports:

The Employee Representative updated the Health and Safety Committee about the Work Place Inspection Reports. They are being done monthly, which is acceptable at this time.

c) Future HRdownloads Modules:

The Management Representative updated the Health and Safety Committee that all Staff had completed the required, high importance modules. It was decided the next modules to be completed by all Staff include Fire Extinguisher Safety and Accessibility for All Ontarians with Disabilities Act (AODA) to be completed by March 31, 2019.

OTHER BUSINESS:

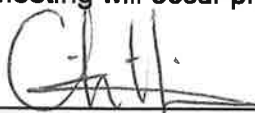
None.

ADJOURNMENT:

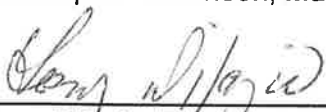
There being no further business to be discussed, the meeting was adjourned at (1:34 p.m.).

NEXT MEETING:

The next meeting will occur prior to the Campground opening in Mid-April.



Christopher Wilkinson, Management Representative



Tony Difazio, Employee Representative



Dusty Underhill, Safety Officer

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

Thursday, May 23, 2019

Meeting #HS 02/2019

PRESENT:

Christopher Wilkinson
Tony Difazio
Dusty Underhill

Management Representative
Employee Representative (Chairperson)
Employee Representative

WELCOME AND CALL TO ORDER:

The Chairperson of the Conservation Authority Health and Safety Committee welcomed everyone and called the meeting to order at (1:00 p.m.). The Chairperson congratulated The Management Representative on the completion of the Joint Health & Safety Committee Member Training Course.

ADOPTION OF AGENDA:

The Committee reviewed the approved Minutes from the January 11, 2019 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

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

1) Staff Training:

Dusty Underhill has now obtained the Standard First Aid and CPR training course. All supervisors will canvas casual staff to determine how many other staff have up-to-date First Aid Training for the workplace. The Committee discussed future training requirements for casual and permanent staff. The Management Representative will review and notify staff of any required training including posting new HR Downloads videos.

2) Policy Updates:

The Committee reviewed current Health and Safety Policies and the need to update sections pertaining to the disposal of sharps, drug handling and working at heights equipment requirements that are being updated in the CCCA Policy binder. The Management Representative will assemble all new policies and update the Policy binder information to be brought forward to the Health and Safety Committee for review.

NEW BUSINESS:

a) Fire Safety Procedures:

The Health and Safety Committee discussed the Fire Safety Procedures currently being developed. The finalized plans, including the meeting point in the event of a fire, will be posted on all Health & Safety Boards. A mock emergency drill(s) will be conducted with all staff during the summer months to evaluate the effectiveness of the plan.

b) Employee Training Requirements:

The Health and Safety Committee reviewed potential upcoming training needs for staff with an emphasis on casual/summer students. A number of safety training needs were identified and equipment training documentation protocols were adopted. All supervisors will ensure that approved staff training requirements are provided and documented annually, including workplace safety and proper use of CA equipment, tools and vehicles.

c) Property, Facilities and Equipment Inspections:

The Health and Safety Committee discussed existing and proposed protocols to be followed, including documentation for periodic/formal inspections to properties/facilities, equipment and tools. The Committee Chairperson will complete monthly inspections of the office and work places. The Employee Representative will inspect all equipment, power tools, hand tools and associated safety equipment as needed.

d) Job Hazard Analysis:

The Health and Safety Committee discussed the need and importance of developing a protocol to assess and document potential safety concerns with the delivery of Authority Programs or associated job duties. Individual supervisors will assess, develop and document an Action Plan to mitigate hazards associated with day-to-day operations. Further details will be provided to staff at a future date.

e) Housekeeping Requirements:

The Health and Safety Committee reviewed the reoccurring issues associated with maintaining clean offices, work places and storage areas to reduce potential safety hazards. All supervisors will inspect files, equipment and materials throughout the workplace (with an emphasis on creating storage space in the office basement) and discard outdated/unnecessary items. Supervisory staff will ensure the safekeeping, maintenance and storage of tools and equipment on a day-to-day basis.

f) Volunteer and Casual Staff Training Documents:

The Health and Safety Committee discussed the recently updated 'Volunteer Agreement/Release and Waiver Form' and the 'Casual Staff/Employee Safety Orientation Form'. All supervisors are expected to complete the appropriate form(s) and ensure all volunteers and staff are trained to the prescribed levels. The forms will be retained for a prescribed period of time.

OTHER BUSINESS:

None.

ADJOURNMENT:

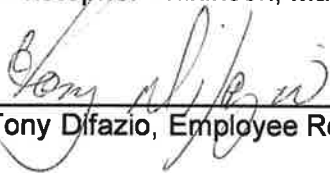
There being no further business to be discussed, the meeting was adjourned at (2:10 p.m.).

NEXT MEETING:

Future Health and Safety Committee meetings will be held quarterly.



Christopher Wilkinson, Management Representative



Tony Difazio, Employee Representative



Dusty Underhill, Employee Representative

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

Friday, April 26th, 2019

Meeting # IC 02/2019

PRESENT:

Paul Buchner	Committee Member	Township of South-West Oxford
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STAFF:

Susan Simmons	Financial Services Coordinator
Dusty Underhill	Conservation Areas Supervisor
Kelsey Oatman	Program Support Assistant

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

Disclosure Of Pecuniary Interest:

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

The purpose of the meeting was to interview applicants for the following open positions which were advertised in The Aylmer Express newspaper on April 10th, 2019.

- Park Technician Assistants
- Gate Attendants

A total of 9 candidates were contacted to be interviewed for the aforementioned positions.

At the conclusion of the interview process, the Interview Committee selected the following list of names for the 13 available positions. Those staff returning from last season are marked with (R).

Park Technician (3)

- Gerrit Kremers (R)
- Amanda Bartch (R)
- Noah Pineau (R)

Park Technician Assistant (3)

- Josh Vanbesien (R)
- Robyn Whaley (R)
- Joseph Gillespie
- Jackson Cole (Alternate)

Gate Attendant (7)

- Nicole Whitcroft (R)
- Megan Facey (R)
- Angela Walsh (R)
- Pyper Olver
- Rachael Sheridan
- Ella Small
- Katie Vanderploeg
- Brooke Bowerman (Alternate)
- Alison Kelly (Alternate)

The meeting was adjourned at (4:00 p.m.).

Paul Buchner
Committee Member

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

Thursday, June 6th, 2019

Meeting # IC 03/2019

PRESENT:

Paul Buchner Committee Member Township of South-West Oxford

STAFF:

Susan Simmons Financial Services Coordinator
Dusty Underhill Conservation Areas Supervisor
Kelsey Oatman Program Support Assistant

The meeting was called to order at (10:30 a.m.).

Disclosure Of Pecuniary Interest:

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

The purpose of the meeting was to interview applicants for the open positions which have yet to be filled for the 2019 camping season, as well as to replace two Gate Attendants that have resigned.

A total of 14 candidates were contacted to be interviewed for the aforementioned positions.

At the conclusion of the interview process, the Interview Committee selected the following list of names for the 4 available positions.

Park Technician Assistant (2)

- Nicolas Thiessen
- Alex White (casual)
- Joseph Buchanan (alternate)
- Owen Kerr (alternate)

Gate Attendants (3)

- Leah Moore
- Emma Lippert
- Kayla Froese
- Chantelle Reimer (alternate)
- Haileigh Neusteter (alternate)

The meeting was adjourned at (4:15 p.m.).

Paul Buchner
Committee Member

REPORT FA 23 / 2019: To The Full Authority

FROM: Resource Planning Coordinator
Water Management Technician
Conservation Areas Supervisor
Active Naturally Program Manager

SUBJECT: Monthly Staff Reports

DATE: April and May, 2019

Resource Planning Coordinator, Tony Difazio

Current Activities:

- Final submissions of next year's forestry management plans for landowners enrolled in the Managed Forest Tax Incentive Program (MFTIP);
- Assisted with the development and review of the draft Catfish Creek Conservation Authority 'Strategic Plan 2019-2023' document;
- Presented this year's funding assistance applications to the Elgin Clean Water Program Committee on behalf of private landowners undertaking stewardship projects in the Watershed;
- Conducted site visits with staff from Ducks Unlimited Canada to assist landowners in obtaining funding assistance for wetland restoration projects in the watershed;
- Represented the CCCA General Manager at a Conservation Ontario/CA General Managers meeting held at the Credit Valley Conservation Authority Office;
- Assisted with garbage pickup at the Town of Aylmer woodlot and adjacent properties at the north end of Aylmer; and,
- Attended a meeting of the Elgin County Stewardship Council.

Upcoming Activities:

- Participate in a Natural Resources Canada Webinar on 'Adapting to the Future Storm and Ice Regime in the Great Lakes';
- Attend a Conservation Ontario Council endorsed 'Client Service and Streamlining Initiative'-training session at the Upper Thames River Conservation Authority for CA Section 28 Regulations and Planning staff;
- Finalize plans and budgets for this year's stewardship projects;
- Regular duties as assigned.

Water Management Technician, Peter Dragunas

Current Activities:

- Completed the 2019 Catfish Creek Conservation Authority Tree Planting Program, 7,000 trees planted.
- Provincial Groundwater Monitoring Network data acquisition.
- May 10, Watershed Condition Statement, Water Safety.
- Assessment and required adjustments (moving averages) to the Low Water Response, low water benchmark and threshold criteria to improve early identification of low water threats to support Level I, II and III low water condition reporting.
- Attended the Port Bruce Ratepayers Association Annual General Meeting in Port Bruce to outline the Catfish Creek Conservation Authority Flood Management Program.

- Forests Ontario 50 Million Tree Program administration.
- Administration of the Greening Communities Program for the CCCA.
- Administration of the Malahide Road Side Tree Planting Program.
- 2020 tree planting season inquiries and assessments.
- Permit To Take Water (PTTW) inquiries.

Upcoming Activities:

- 2019 OLWR analysis and monitoring.
- Flood forecasting baseline and threshold analysis.
- Regular duties as assigned.

Conservation Areas Supervisor, Dusty Underhill

Current Activities:

- Completed the 2019 Springwater Maple Syrup Education and Festival Programming.
- Provided training for the participants of the Southwestern Ontario Regional Envirothon Competition held at the Springwater Conservation Area on April 30th, 2019.
- Participated in the interviews for summer staff held on April 26th, 2019.
- Attended a Path Of Honour Committee meeting to discuss the work day and future work to be done.
- Training of new summer staff.
- Woodlot management and hazard tree removal on Authority owned lands.
- Continued with training and supervision of students from the Cooperative Education Placement Program
- Completed three (3) Well Risk Assessments with the Public Health Inspector for all drinking water systems of the Springwater Conservation Area.
- Stocked the Springwater Pond with Rainbow Trout in preparation for the opening weekend of the 2019 trout fishing season. Thanks to the Order of Good Cheer for their financial support of this annual community event.
- Attended a meeting with Patricia Mellor to place a Memorial Bench in the Springwater Forest in memory of her husband Glenn. Thanks to Mr. Kim Smale for providing an amazing bench for the project.
- Completed a Hydro Maintenance Project in the Springwater Campground.
- Tree planting and mulching at the OPC Path of Honour Project on May 21, 2019.
- Attended a meeting with Shaun Meehan of Aylmer District Trapping Council to discuss trapping opportunities on other Conservation Authority owned lands
- Victoria Day Weekend Alcohol Restriction May 17 - 21, 2019. One (1) eviction occurred with few minor complaints filed.
- Hosted the Tim Hortons Kids Trout Derby on May 11th, 2019. Approximately 40 youths participated in the event with over 75 fish caught.
- Day-to-day operations and maintenance of the various Conservation Areas.

Upcoming Activities:

- Preparation for Canada's largest custom van and truck show VanFest (June 7 – 9, 2019).
- Ongoing training and supervision of new summer staff.
- Scheduling interviews to fill a summer position.
- Work with Active Naturally Program Coordinator to prepare for the Springwater Pollinator Garden Project.
- Hazard tree removal, firewood processing and general maintenance and operations.
- Regular duties as assigned.

Active Naturally Program Manager, Emily Febrey

Current Activities:

- Continue to provide educational and recreational programming to school groups, groups with developmental and physical disabilities
- Hosted a Girl Guide Day in May with great success and enjoyment of the girls
- Hosted a very successful World Bird Migratory Day Hike with Bird Studies Canada. Most of the participants had never been to Springwater before and the event was posted in London Free Press, the Hometown Village Magazine, and St. Thomas Times Journal, as well as shared by Bird Studies Canada and Bird Day. A really great program that we should look into hosting every year, as we have such rare birds in Springwater
- Maintained our social media channels and continue to promote job opportunities, events, and local environmental initiatives (creating community connections)
- Hosted two community clean up with a Civics class from East Elgin Secondary School, one for cleaning out Catfish Creek through Aylmer and the other the woodlot we manage beside No Frills
- Hosted the Fishing Derby with the help of Kelsey. We had 40 children partake with them catching almost 75 fish! We were able to promote it more on social media this year making it one of our most successful years

Upcoming Activities:

- Hosting Women's Archery Day June 22nd in collaboration with OFAH under the Active Naturally Initiative
- Hosting several more educational programs with schools and girl guides before summer begins
- Promotion of Women's Archery Day, Van Fest and our conservation areas on social media
- Preparing for the Kids, Cops, and Canadian Tire Fishing Derby
- Other duties as assigned

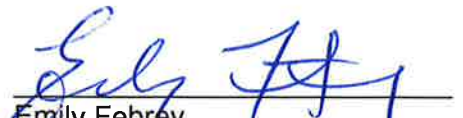
Recommendation:

That, Staff Reports for the month of April and May, 2019, be noted and filed.


Tony Difazio
Resource Planning Coordinator


Peter Dragunas
Water Management Technician


Dusty Underhill
Conservation Areas Supervisor


Emily Febrey
Active Naturally Program Manager

REPORT FA 24 / 2019 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: May Summary of Revenue & Expenditures
DATE: May 31, 2019

SUMMARY OF REVENUE
for the period ending May 31, 2019

	2019 Budget	2019 To Date	Difference	2018 To Date
MNRF Provincial Grants	\$ 41,214.50	\$ -	\$ (41,214.50)	
Other Provincial Grants	\$ 78,415.49	\$ 48,033.65	\$ (30,381.84)	\$ 61,310.02
Federal Grants	\$ 3,840.00	\$ 3,840.00	\$ -	\$ 50,000.00
General Levy	\$ 315,344.69	\$ 9,747.76	\$ (305,596.93)	\$ 279,306.64
Special Benefiting Levy	\$ 44,240.78	\$ -	\$ (44,240.78)	\$ 8,250.00
Employment Program Grants	\$ 42,520.66	\$ 1,000.00	\$ (41,520.66)	\$ -
Donations/Sponsorships	\$ 41,400.00	\$ 27,746.50	\$ (13,653.50)	\$ 22,763.21
Conservation Areas Revenue	\$ 523,197.35	\$ 343,092.64	\$ (180,104.71)	\$ 357,311.14
Maple Syrup Revenue	\$ 64,641.22	\$ 56,334.76	\$ (8,306.46)	\$ 65,400.05
Bank Interest Earned	\$ 6,700.00	\$ 1,214.54	\$ (5,485.46)	\$ 478.07
Information & Education	\$ 10,270.00	\$ 714.62	\$ (9,555.38)	\$ 449.00
Legal Inquiries/Permit Applications	\$ 4,000.00	\$ 1,207.98	\$ (2,792.02)	\$ 672.56
Trees/Planting/Spraying	\$ 4,250.00	\$ 750.40	\$ (3,499.60)	\$ 738.72
Woodlot Management	\$ 1,000.00	\$ 1,194.69	\$ 194.69	\$ 973.46
Watershed Stewardship Projects	\$ -	\$ -	\$ -	\$ 10,000.00
Water Quality/Quantity Programs	\$ -	\$ -	\$ -	\$ -
Revenue from Other C.A. Lands	\$ 12,270.00	\$ 12,023.98	\$ (246.02)	\$ 13,466.37
Other Revenue	\$ 500.00	\$ 0.06	\$ (499.94)	\$ -
Contract Services	\$ -	\$ -	\$ -	\$ 300.00
Vehicle & Equipment Rental Recoveries	\$ 38,705.00	\$ 16,486.18	\$ (22,218.82)	\$ 9,766.80
Previous Year Surplus (Deficit)	\$ 1,387.50	\$ 1,879.04	\$ 491.54	\$ 1,169.70
Income Appropriation from Special Reserves	\$ 20,890.72	\$ -	\$ (20,890.72)	
Income Appropriation from General Reserves	\$ 41,267.74	\$ -	\$ (41,267.74)	
	\$ 1,296,055.65	\$ 525,266.80	\$ (770,788.85)	\$ 882,355.74

DONATIONS/SPONSORSHIPS	2019 Budget	Received To Date	Difference
Fish Stocking	\$ 1,000.00	\$ 1,000.00	\$ -
Springwater Event Sponsorships	\$ 1,000.00	\$ -	\$ (1,000.00)
Annual Report	\$ 1,250.00	\$ 1,250.00	\$ -
Environmental Education	\$ 1,500.00	\$ 2,197.50	\$ 697.50
EESS ELP Sponsorships	\$ 7,500.00	\$ 8,484.80	\$ 984.80
Community Forest	\$ 250.00	\$ 240.00	\$ (10.00)
Maple Syrup Program	\$ 8,000.00	\$ 10,700.00	\$ 2,700.00
Springwater Forest Trails	\$ 9,000.00	\$ 3,050.05	\$ (5,949.95)
Archie Coulter C.A. Trails	\$ 900.00	\$ 324.15	\$ (575.85)
YNHA	\$ -	\$ 300.00	\$ 300.00
Wetland Restoration	\$ 8,000.00	\$ -	\$ (8,000.00)
Springwater C.A. Development	\$ 1,500.00	\$ 200.00	\$ (1,300.00)
Ontario Police College Path of Honour	\$ 1,500.00	\$ -	\$ (1,500.00)
TOTAL Donations/Sponsorships	\$ 41,400.00	\$ 27,746.50	\$ (13,653.50)

SUMMARY OF EXPENDITURES

for the period ending May 31, 2019

	2019 Budget	2019 To Date	Difference	2018 To Date
ADMINISTRATION				
A-1 Wages & Benefits	\$ 101,131.54	\$ 42,338.49	\$ 58,793.05	\$ 42,097.77
A-2 Travel Exp. & Allow.	\$ 7,600.00	\$ 735.45	\$ 6,864.55	\$ 433.78
A-3 Equip. Purchase & Rental	\$ 9,225.00	\$ 3,927.06	\$ 5,297.94	\$ 4,490.51
A-4 Materials & Supplies	\$ 4,350.00	\$ 1,618.26	\$ 2,731.74	\$ 2,324.65
A-5 Rent & Utilities	\$ 12,274.64	\$ 3,678.47	\$ 8,596.17	\$ 3,515.69
A-6 General Expenses	\$ 41,344.00	\$ 25,444.31	\$ 15,899.69	\$ 34,136.71
TOTAL	\$ 175,925.18	\$ 77,742.04	\$ 98,183.14	\$ 86,999.11
FLOOD FORECASTING & WARNING				
F4-2 Flood Control Structures	\$ 10,887.89	\$ 5,474.89	\$ 5,413.00	\$ 4,301.56
F4-4 Flood Forecasting & Warning	\$ 160,229.48	\$ 69,649.16	\$ 90,580.32	\$ 72,042.55
F4-5 Ice Management	\$ 40,990.78	\$ 24,472.61	\$ 16,518.17	\$ 21,672.70
F4-6 Plan Input	\$ 39,356.31	\$ 17,931.47	\$ 21,424.84	\$ 17,145.26
F4-71 Watershed Planning	\$ 18,494.20	\$ 8,169.33	\$ 10,324.87	\$ 4,601.73
F4-72 Technical Studies (GIS)	\$ 13,300.74	\$ 2,586.05	\$ 10,714.69	\$ 10,516.61
TOTAL	\$ 283,259.40	\$ 128,283.51	\$ 154,975.89	\$ 130,280.41
OTHER PROGRAM AREAS				
B-1 Information & Education	\$ 36,504.47	\$ 6,622.63	\$ 29,881.84	\$ 3,329.68
E-1 Extension Services - Tree Planting	\$ 21,394.54	\$ 7,507.47	\$ 13,887.07	\$ 21,494.76
Community Forest	\$ -	\$ -	\$ -	\$ -
E-1 Extension Services - Woodlot Management	\$ 6,652.01	\$ 3,035.23	\$ 3,616.78	\$ 2,744.25
E-1 Extension Services - Watershed Stewardship	\$ 3,840.00	\$ 1,183.26	\$ 2,656.74	\$ 5,520.87
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 68,391.02	\$ 18,348.59	\$ 50,042.43	\$ 33,089.56
CAPITAL & SPECIAL PROJECTS				
Water Management Programs	\$ 26,762.68	\$ 6,849.10	\$ 19,913.58	\$ 4,806.24
Springwater C.A. Development	\$ 40,000.00	\$ 62,909.50	\$ (22,909.50)	\$ -
Special Projects	\$ 34,452.05	\$ 23,325.86	\$ 11,126.19	\$ 764.20
TOTAL	\$ 101,214.73	\$ 93,084.46	\$ 8,130.27	\$ 5,570.44
CONSERVATION AUTHORITY LANDS				
Springwater Operation & Maint	\$ 505,290.73	\$ 123,899.46	\$ 381,391.27	\$ 115,890.69
Vehicle & Equipment Pool Exp.	\$ 43,110.00	\$ 13,487.13	\$ 29,622.87	\$ 20,796.65
Maple Syrup	\$ 62,641.22	\$ 47,944.08	\$ 14,697.14	\$ 61,993.71
Other C.A. Lands	\$ 56,223.37	\$ 9,759.65	\$ 46,463.72	\$ 12,598.00
TOTAL	\$ 667,265.32	\$ 195,090.32	\$ 472,175.00	\$ 211,279.05
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,296,055.65	\$ 512,548.92	\$ 783,506.73	\$ 467,218.57

Susan Simmons

Susan Simmons,
Financial Services Coordinator

REPORT FA 25 / 2019 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Payable
DATE: May 31, 2019

VENDOR	CHQ #	TOTAL	EXPLANATION
Yates Electrical Services	29140	\$ 15,000.00	Springwater C.A. Development Project
payroll item	29141		
Hydro One	29142	\$ 43.11	gauge
payroll items May 13 (29143-29154)			
Langs Contracting	29155	\$ 3,000.00	Springwater C.A. Development Project
Langs Contracting	29156	\$ 3,955.00	Springwater C.A. Development Project
Yates Electrical Services	29157	\$ 10,086.00	Springwater C.A. Development Project
Eastlink	29160	\$ 1,169.55	phone, fax line, gauges, & internet
Hydro One	29161	\$ 1,083.88	campground and Day Use area and gauge
Telus Mobility	online	\$ 190.97	mobile phones
payroll items May 27 (29162-29183)			
Hydro One	29184	\$ 30.12	gauge
payroll item	29185		
Hydro One	29186	\$ 43.12	gauge
Bell Canada	29187	\$ 88.06	gauge
A&J Baertsoen	29188	\$ 423.75	equipment maintenance
ABC Sanitation Inc.	29189	\$ 1,457.70	liquid waste removal
Agnew, Charles	29190	\$ 100.00	seasonal camping refund
Aylmer Home Hardware	29191	\$ 64.37	campground supplies
Aylmer Tire	29192	\$ 47.56	vehicle maintenance
Badges Etc.	29193	\$ 381.94	plan input & campground supplies
Buttonbush Farm	29194	\$ 750.00	municipal roadside tree planting program
Canadian Tire	29195	\$ 105.69	campground supplies
Checkers Cleaning Supply	29196	\$ 282.59	campground supplies
Delta Power Equipment Ltd.	29197	\$ 135.60	equipment maintenance
Fox, Rich	29198	\$ 100.00	seasonal camping refund
Gavey, Tara	29199	\$ 100.00	seasonal camping refund
Glenbriar Bottled Water Co. Ltd.	29200	\$ 83.06	water cooler service
Granger, Brian	29201	\$ 100.00	seasonal camping refund
Hamilton, Ward, & Cathers Insurance	29202	\$ 11,528.04	installment 2 of 3 : insurance premiums
Integrity IT Services	29203	\$ 698.63	computer network support
Ireland, Jeff	29204	\$ 100.00	seasonal camping refund
Ireland, Lindsay	29205	\$ 100.00	seasonal camping refund
JD Fuller	29206	\$ 144.50	campground maintenance
Johnson, Pamela	29207	\$ 125.00	seasonal camping refund
Kauenhofen, Arthur	29208	\$ 100.00	seasonal camping refund
Koolen Electric	29209	\$ 1,371.18	campground maintenance
Langs Contracting	29210	\$ 1,006.00	Springwater C.A. Development Project
London Quality Dairy and Wholesale	29211	\$ 616.02	store product for resale
M Live Bait Wholesale	29212	\$ 146.90	store product for resale
McBain Signs & Graphic Design	29213	\$ 50.85	campground supplies
Molly Maid	29214	\$ 237.00	administration centre cleaning service
PepsiCo Foods Canada	29215	\$ 314.77	store product for resale
Perry, Michelle	29216	\$ 50.00	seasonal camping refund
Perry, Nicole	29217	\$ 100.00	seasonal camping refund
Printers Plus	29218	\$ 678.00	campground supplies
Purolator Courier	29219	\$ 4.53	courier fees - campground maintenance
R Safety	29220	\$ 71.31	campground supplies
Robbins' Mobile Small Engine Service	29221	\$ 55.37	equipment maintenance
Secord Home Building Centre	29222	\$ 542.61	campground maintenance
Smale, Kim	29223	\$ 500.00	managed forest plan reviews
Studer's Dairy	29224	\$ 405.00	store product for resale

REPORT FA 25 / 2019 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Payable
DATE: May 31, 2019

VENDOR	CHQ #	TOTAL	EXPLANATION
Villager Publications	29225	\$ 168.09	advertising for Maple Syrup Festival
Waste Connections of Canada Inc.	29226	\$ 456.67	garbage removal
CIBC Visa	online	\$ 25.66	New Sarum Diner - meeting expenses
CIBC Visa	online	-\$ 19.21	SGS - campground maintenance
CIBC Visa	online	\$ 73.45	SGS - campground maintenance
CIBC Visa	online	\$ 56.65	Amazon - office supplies
CIBC Visa	online	\$ 22.60	Try Recycling - campground maintenance
CIBC Visa	online	\$ 61.02	Try Recycling - campground maintenance
Desjardins Card Services (Staples)	online	\$ 770.73	campground supplies
Vector Electric	29227	\$ 96.05	campground maintenance
Somerville Nurseries Inc.	29228	\$ 8,327.56	tree seedlings for resale
McEwen, Krysha	29229	\$ 100.00	Group Camping Site Cleaning Deposit Refund
		<u>\$ 67,907.05</u>	

RECOMMENDATION:

THAT, Accounts Payable totalling \$67,907.05 , be approved for payment as presented in Report FA 25 / 2019.



Susan Simmons,
Financial Services Coordinator

REPORT FA 26 / 2019	:	To The Full Authority
FROM	:	Tony Difazio, Resource Planning Coordinator
SUBJECT	:	MONTHLY PLAN REVIEW
DATE	:	May 31, 2019

PURPOSE: To outline the Monthly Plan Review Report as it has been implemented during March, April & May, 2019.

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 March, April & May, 2019.



Tony Difazio, Resource Planning Coordinator

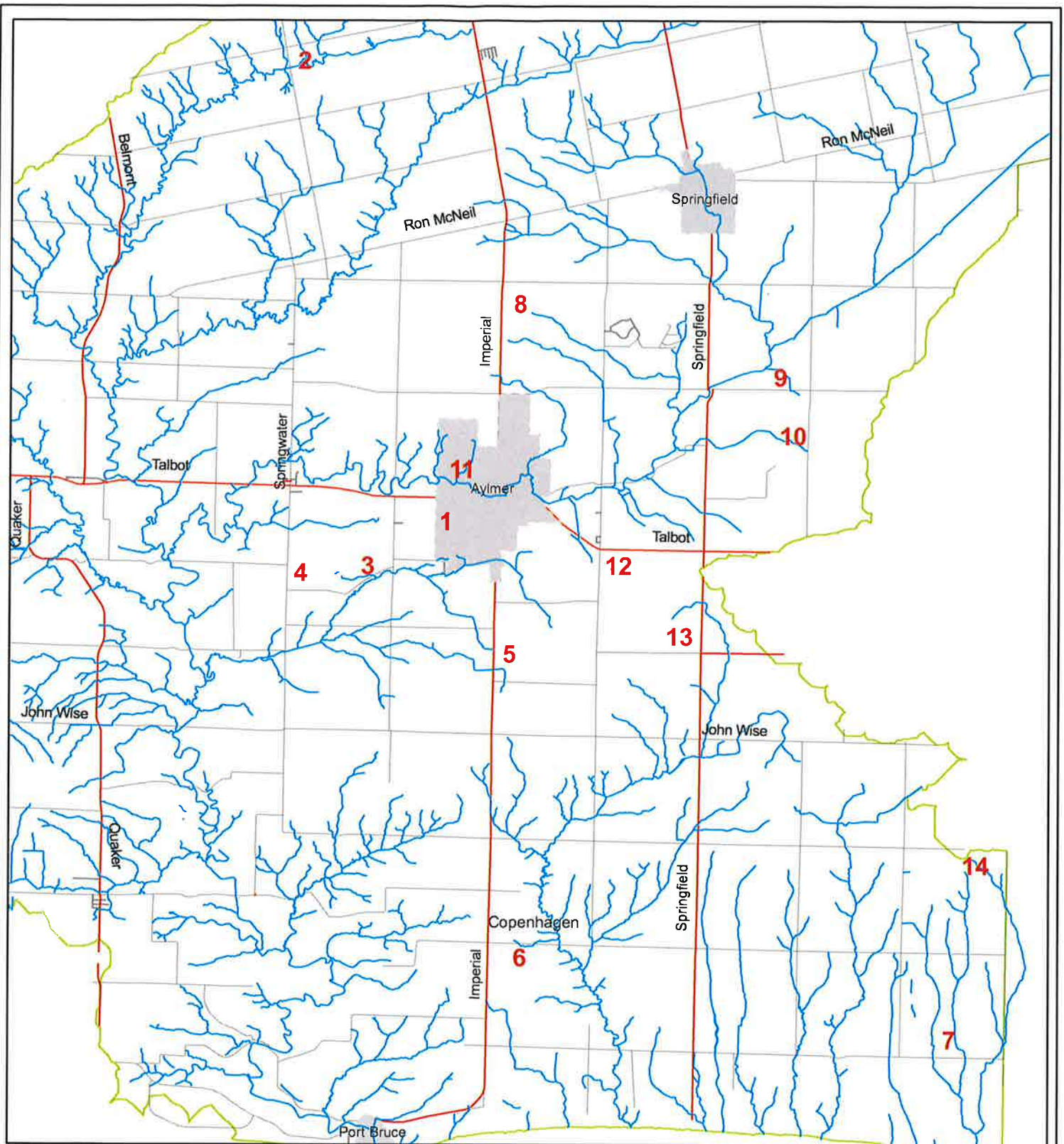
CATFISH CREEK CONSERVATION AUTHORITY
MONTHLY PLAN REVIEW REPORT
June, 2019

OFFICIAL PLAN AMENDMENT			
SITE NO	LOCATION	PROPOSAL	COMMENTS
1	194 South Street West; Town of Aylmer	* The Official Plan and Zoning Bylaw amendments will permit the addition of the subject lands to the abutting parcel to the west occupied by the Aylmer Christian Reformed Church.	* NO OBJECTIONS

ZONING BYLAW AMENDMENTS			
SITE NO	LOCATION	PROPOSAL	COMMENTS
2	Pt.Lot:18; Conc.:10; Malahide Township	* Rezone the subject property to allow the construction of a new single family detached dwelling, and allow one of the existing dwellings to be used as a garden suite, at 47951 & 97971 Crossley-Hunter Line.	* NO OBJECTIONS
3	Pt. Lot:75-77; Conc.: SSTR; Malahide Township	* This amendment will change the zoning on a surplus farm dwelling for residential purposes at 48364 Catt Line. The retained farm parcel will be rezoned to prohibit the construction of any new dwellings.	* NO OBJECTIONS
4	Pt. Lot:74-77; Conc.: SSTR; Township of Malahide	* This amendment will change the zoning on a surplus farm dwelling for residential purposes at 8642 Springwater Line. The retained farm parcel will be rezoned to prohibit the construction of any new dwellings.	* NO OBJECTIONS
5	Pt.Lot:11; Conc.:5; Township of Malahide	* This amendment will rezone a parcel of land at 8220 Imperial Road from Rural Commercial to Hamlet Residential to permit the creation of three lots for residential purposes.	* NO OBJECTIONS
6	Pt. Lot:14; Conc.: 2 Township of Malahide	* This amendment will change the zoning on a surplus farm dwelling for residential purposes at 49669 Vienna Line. The retained farm parcel will be rezoned to prohibit the construction of any new dwellings.	* NO OBJECTIONS
7	Pt.Lots:26 &27; Conc.: 2; Township of Malahide	* This amendment will change the zoning on a surplus farm dwelling for residential purposes at 52026 Nova Scotia Line. The retained farm parcel will be rezoned to prohibit the construction of any new dwellings.	* NO OBJECTIONS

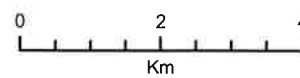
Continued . . .

SEVERANCE APPLICATIONS			
SITE NO	LOCATION	PROPOSAL	COMMENTS
8	Pt. Lots: 11,12 & 13; Conc.: 8; Township of Malahide	* Sever a 7.7 ha. farm parcel to add to the adjoining agricultural land to the west. The owners are retaining 59.3 ha. to remain in agricultural use at 49569 College Line.	* NO OBJECTIONS
9	Pt. Lot:24; Conc.: 8; Township of Malahide	* Sever a 100m X 400m (3.9 ha.) farm parcel to add to the adjoining agricultural land to the west. The owners are retaining 19.8 ha. to remain in agricultural use.	* NO OBJECTIONS
10	Pt. Lot: 25; Conc.: 7/N. Gore; Township of Malahide	* Sever an irregular 32.2 ha farm parcel, containing 1 house to create one new parcel for agricultural use. The owners are retaining 129.5 ha. to remain in agricultural use.	* NO OBJECTIONS
11	Pt. Lot: 45; R. Plan: 164; Town of Aylmer	* Sever a 22m X 29m lot fronting Oak Street in Aylmer to create one new residential building lot. The owner is retaining a 472 m ² lot containing one part of a house (to be removed) to remain in residential use.	* NO OBJECTIONS
12	Pt. Lot: 89; Conc.: SSTR; Township of Malahide	* Sever a 42m X 109m lot, containing one house deemed surplus to the needs of the owners, to create one new residential lot at 50017 Talbot Line East. The owners are retaining 40 ha. to remain in agricultural use.	* NO OBJECTIONS
13	Pt. Lot: 92; Conc.: SSTR; Township of Malahide	* Sever an irregular shaped, 0.9 ha. parcel, containing one house deemed surplus to the needs of the owners, to create one new residential lot at 50816 Chalet Line. The owners are retaining 7.2 ha. to remain in agricultural use.	* NO OBJECTIONS
14	Pt. Lot: 28 &29; Conc.: 3; Township of Malahide	* Sever a 46m X 73m lot, containing one house deemed surplus to the needs of the owners, to create one new residential lot at 52371 Calton Line. The owners are retaining 40 ha. to remain in agricultural use.	* NO OBJECTIONS



Plan Review Map May, 2019

1 Plan Review Site Number

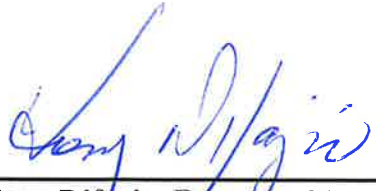


REPORT FA 27 / 2019 : **To the Full Authority**
FROM : Tony Difazio, Resource Planning Coordinator
SUBJECT : Approved Section 28 Regulation Applications
DATE : May 2019

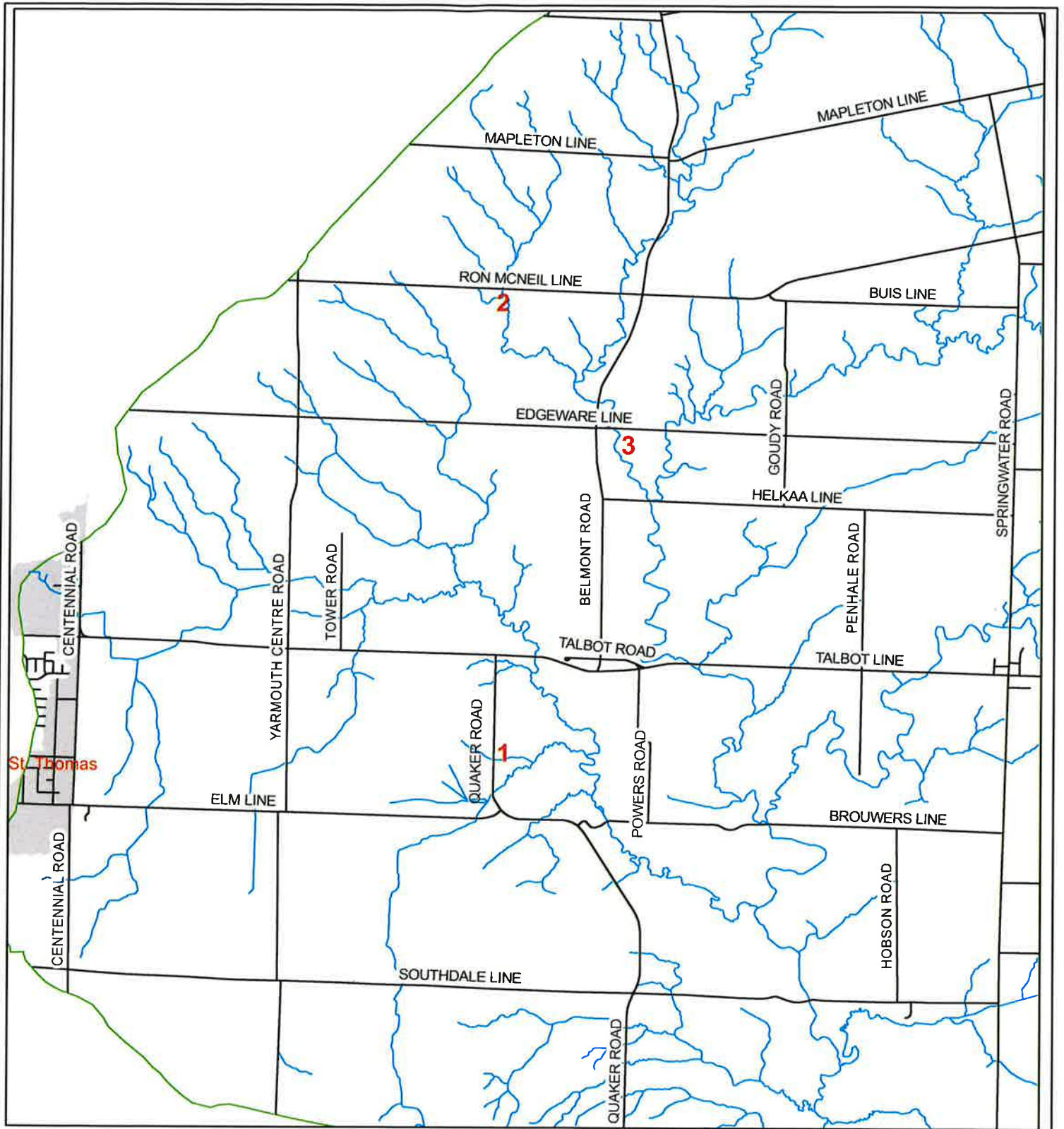
PURPOSE: To outline the ‘Development, Interference with Wetlands & Alterations to Watercourses’ applications approved by staff from January to June, 2019.

PERMIT NO.	LOCATION	PROPOSAL	DATE ISSUED
FR-01-19 (Site 1)	9232 Quaker Road; Municipality of Central Elgin	* This proposal involves the repair of the Quaker Road (County Road 36) 3m CSP culvert crossing of the Tansley Drain; * The repairs will be in compliance with the County of Elgin specifications;	January 16, 2019
FR-02-19 (Site 2)	45858 Ron McNeil Line; Municipality of Central Elgin	* This proposal involves the repair of the Ron McNeil Line (County Road 52) 3m CSP culvert crossing of a tributary of the West Branch of Catfish Creek; * The repairs will be in compliance with the County of Elgin specifications;	January 17, 2019
FR-03-19 (Site 3)	46363 Edgeware Line; Municipality of Central Elgin	* This proposal involves re-grading, placement of new clean fill and stabilization of an eroded washout in an agricultural field bisected by the West Branch of Catfish Creek;	May 29, 2019

RECOMMENDATION: THAT, the Full Authority receive the staff approved Section 28 Regulation Applications **Report FA 27 / 2019**, as information.



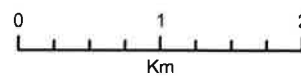
 Tony Difazio, Resource Planning Coordinator



REGULATIONS REPORT MAP

June, 2019

1 Work Permit Location



REPORT FA 28 / 2019 : To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary-Treasurer

SUBJECT: 2019-2023 Strategic Plan

DATE: May 28, 2019

Purpose:

To approve the Catfish Creek strategic plan 2019-2023.

Discussion:

The 2019-2023 strategic plan provides a longer term view of the aims of the Catfish Creek Conservation Authority (CCCA). The plan sets a direction for the CCCA to move forward in a number of key and critical areas.

The 2019-2023 strategic plan responds to feedback obtained from watershed residents, stakeholders, municipal partners, and board members. Staff reached out broadly using various meetings and an online survey from which we received over 20 responses.

The consultations demonstrated that what we do is very important for the residents and community we serve, and that the CCCA should:

- leverage our assets to enhance our outdoor services and programs;
- continue our positive working relationship with landowners and government partners;
- look for efficiencies and new ways to generate revenue;
- adapt and be creative in the way we do business;
- exceed customer expectations.

While this plan is responsive to new threats, the CCCA will remain focused on our traditional mandates to both protect people and property from natural hazards and to enhance and protect its conservation lands. Staff must be adaptive to ensure the Authority continues to provide education and watershed health programs. The plan also commits to ensure that the organization remains sustainable.

Recommendation:

THAT, the Full Authority approve the Catfish Creek Conservation Authority 2019-2023 strategic plan; and further,

THAT staff publish the plan on the CCCA website.

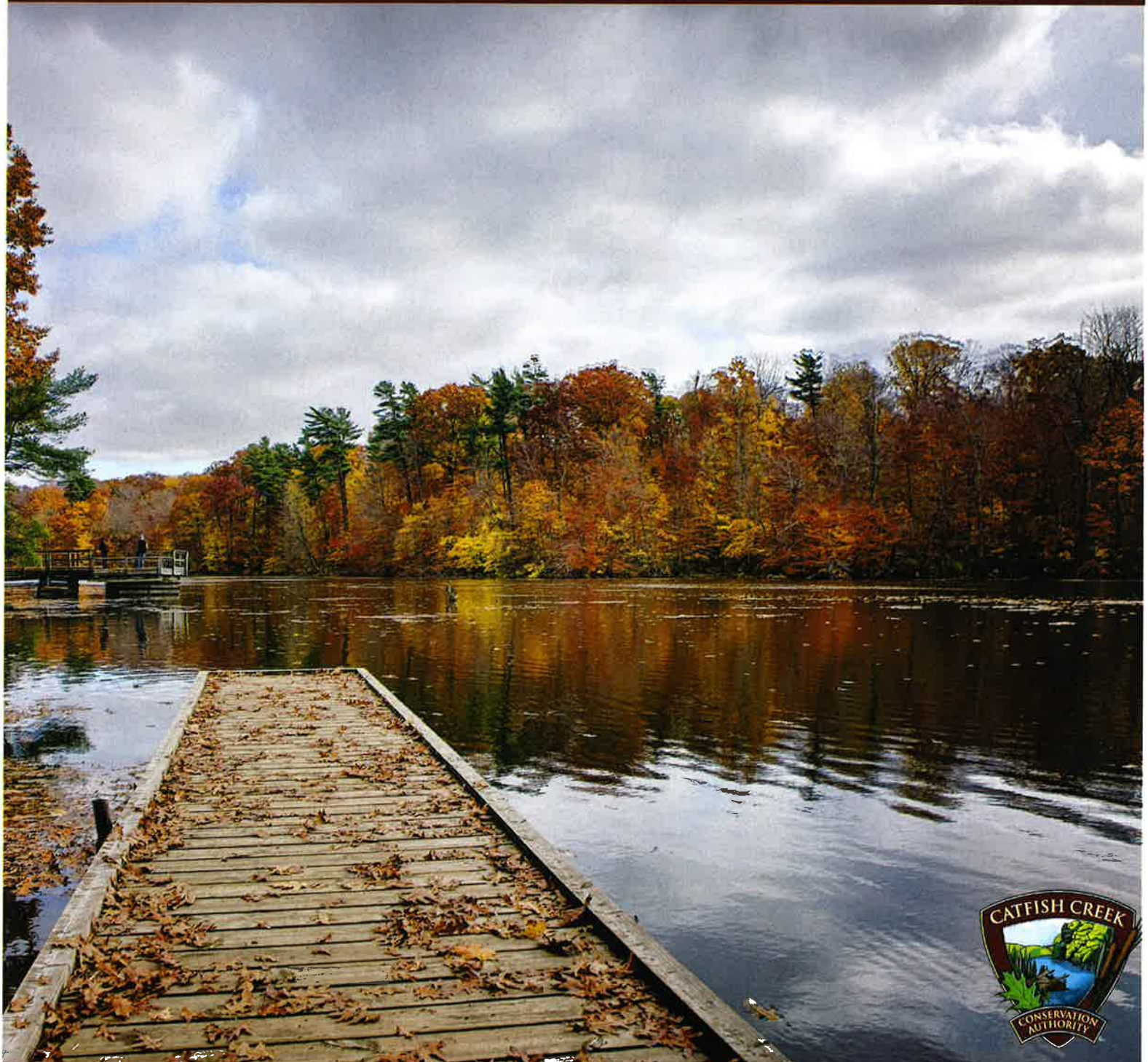


Christopher Wilkinson
General Manager / Secretary-Treasurer

Catfish Creek Conservation Authority

Strategic Plan

2019 - 2023



MESSAGE FROM OUR BOARD CHAIRPERSON AND GENERAL MANAGER

On behalf of the Catfish Creek Conservation Authority (CCCA), we are pleased to present our new five-year Strategic Plan, which identifies our priorities for 2019-2023.

Our organization was established in 1950, and we have been providing services to our municipalities and residents for almost 70 years. Our new strategy builds on previous successes and accomplishments, while moving us forward so we can modernize how we operate. This will allow us to be more responsive to changing watershed conditions and economic factors.

Our strategic plan 2019-2023 responds to feedback obtained from watershed residents, stakeholders, municipal partners, and Board Members. We reached out broadly, using meetings and an online survey. Throughout the consultations we heard what we do is very important for the residents we serve. We heard that we should be enhancing our opportunities for the public to connect with our natural environment through, for example expanding our outdoor education programs. We also heard that we should be ensuring good value for the taxpayer through sustainable recreational experiences.

While this plan is responsive to new threats, we remain focused on our traditional mandates to protect people and property from natural hazards, improving the ecological health of the watershed, curate and foster an appreciation of the natural environment by connecting people with nature, ensure our conservation lands are well managed, and finally a commitment to operate a sustainable and adaptable organization.

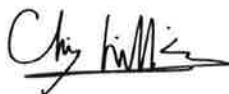
As we move forward over the next five years, this plan will provide a road map to build on and enhance our business through improvements to our recreation and watershed services. We are committed to serving our community, and believe this plan will have a positive impact both within our organization and on the residents.

Sincerely,



RICK CERNA

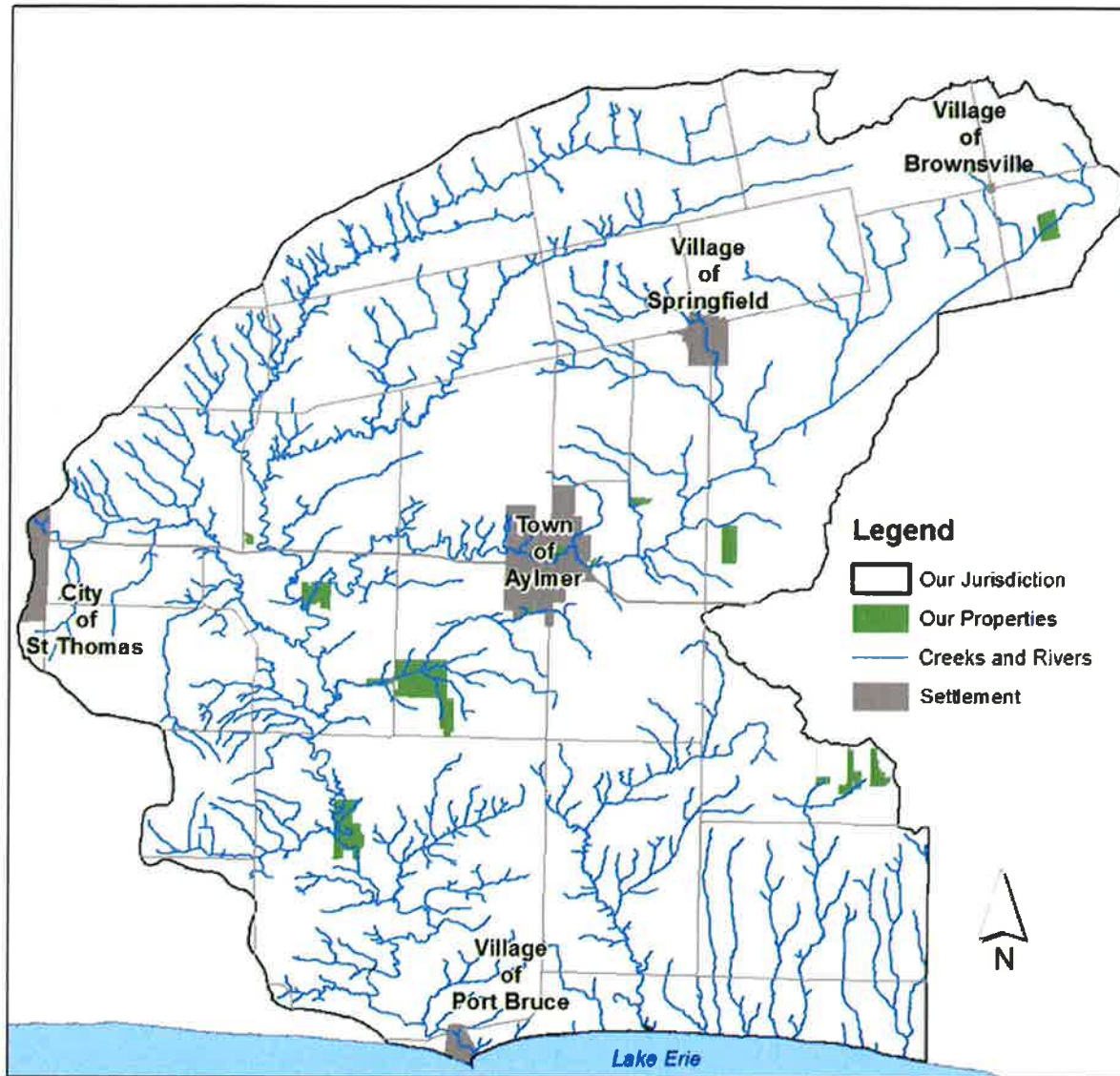
Chairperson



CHRISTOPHER WILKINSON

General Manager

OUR WATERSHED



QUICK FACTS

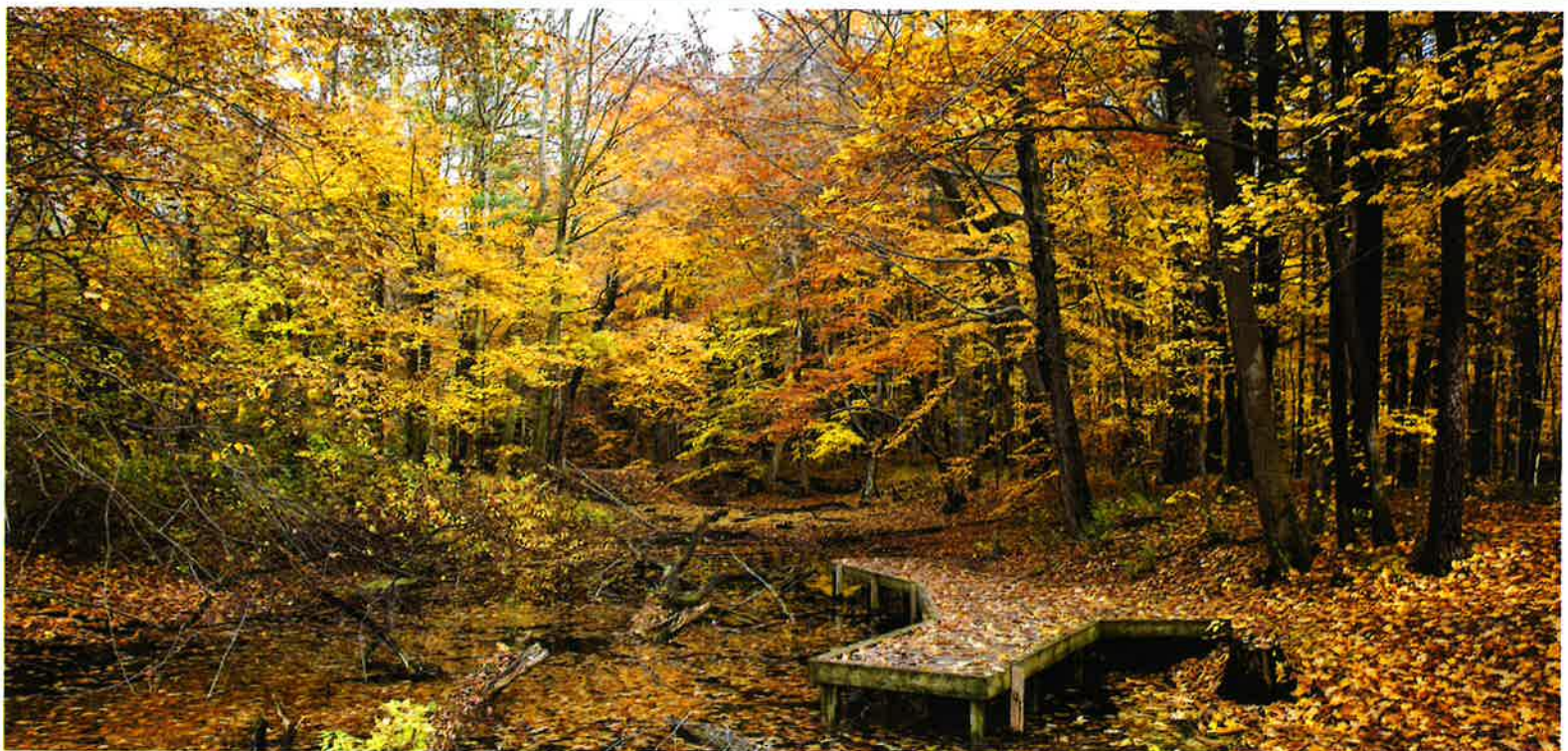
Total Area
490 Sq Km

Population
21,000+

Natural Areas
134 Sq Km or
27%

Agriculture
346 Sq Km
or 71%

Settlement
10 Sq Km or 2%



OUR VISION / MISSION

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

OUR STRATEGIC PRIORITIES

1. Protect life and minimize property damage from flooding and erosion
2. Improve the ecological health of the Catfish Creek watershed
3. Curate an appreciation for nature
4. Ensure our conservation lands are protected and enhanced
5. Operate a sustainable and adaptable organization

OUR CORPORATE VALUES

Committed

We are committed to conservation and work every day to improve the health and function of the Catfish Creek watershed and to provide the outdoor recreation opportunities and customer service that the community expects from us.

Proud

We are proud of our watershed and are proud to dedicate ourselves to the protection of the watershed. We work hard to increase the natural spaces so that future generations can also be proud of the watershed.

Compassionate

We are compassionate with landowners and we understand both their interests and those of a changing environment. We have a great history of working with landowners to find solutions that work for all parties.

Creative

We are creative in our solutions and we understand the challenges of today's economy. We are committed to being creative and adaptive in our business solutions to ensure we are a sustainable organization for another 70 years.



Strategic Priority #1

Protect Life and minimize property damage from flooding and erosion

Hundreds of watershed residents still live and operate businesses within floodplains, in particular within the Town of Aylmer, and the Villages of Springfield and Port Bruce. Built infrastructure such as the Springwater Dam are operated to mimic the natural flow of the creek. Due to the observed increased variability of climate and high Lake Erie water levels, the risk of ice jams and shoreline erosion remains.



Strategic Actions

- Continue to develop our municipal flood forecasting and warning partnerships and increase our capacity to better anticipate and predict Flood Events
- Refine our monitoring network and build capacity around data management tools and our flood operations center to ensure effective water quantity decision making
- Continue to monitor, assess, and map natural hazards to further our detailed understanding of riverine and shoreline processes
- Commit to maintaining our quick turnaround time for all permits and inquiries
- Further streamline our planning services to ensure, among other things that the public is able to search the internet for areas of development constraint related to natural hazards

Strategic Priority #2

Improve the ecological health of the Catfish Creek Watershed

Our focus is on improving the ecological health of the watershed and restore its aquatic & terrestrial features. Municipalities partner with us to deliver environmental services on their behalf. Since 2012, we have created over 50 acres of woodlots, 50 acres of wetlands, 50 acres of tall grass prairies, and have protected and restored over 1300m of creek banks from erosion. We also work with Provincial and Federal partners to monitor and implement projects that improve water quality, in particular working to reduce phosphorous and other nutrients from entering Lake Erie.

Strategic Actions

- Engage landowners and all levels of government regarding funding programs to reduce nutrient loads in streams, rivers, and Lake Erie
- Using the best science and information such as CCCA Watershed Plans and other Community based Natural Heritage Restoration Plans, work with landowners to restore the natural environment through the implementation of targeted stewardship projects that restore natural areas
- In partnership with Municipal partners, work towards a “Greening Strategy” to manage the current loss of Ash and Elm, the future loss of Beach trees, and to increase forest cover and other habitats (prairie, wetlands) over time
- Work in collaboration with partners to promote best management practices such as tree planting, cover crops, and other initiatives which ultimately improve water quality and reduce nutrient loading into our creek and lake



Strategic Priority #3

Curate an appreciation for nature



The Catfish Creek watershed is home to over 21,000 watershed residents whose health and well-being can benefit from our passive recreational opportunities. We also provide environmental education through our outdoor education programs which, in 2018, saw over 1500 residents participating in our outdoor activities such as snowshoeing and guided nature hikes in our five Conservation Areas. As a large landowner within the Carolinian Life Zone, we want to share our unique brand of nature with residents as well as visitors from outside our watershed and deliver programs to educate and provide passive recreational opportunities to youth and the general public.

Strategic Actions

- Provide recreational and educational opportunities using a sustainable and balanced approach
- Commit to deliver a financially sustainable nature/outdoor education program that is mobile, hands-on, and interactive
- Complete an infrastructure deficit report in order to develop future budgets in terms of re-investments required in our Conservation Areas and updates to our business plan and campground expansion plan
- Research and promote the history of the Springwater area, in particular the East Campground which includes the schoolhouse, arboretum, pond, and boardwalk
- Enhance our social media presence to promote our organization, events, public consultation opportunities and natural watershed assets
- Gain a better understanding of our customers to enhance and refine our services, and to improve customer satisfaction

Strategic Priority #4

Ensure our Conservation Lands are protected and enhanced

As of 2018, CCCA has acquired a total of 1,300 acres of land making us the largest public landowner in the watershed. In addition to our two Conservation Areas, we own protected natural areas with limited public access, urban parkland maintained by the Town of Aylmer, and several rural properties.



Strategic Actions

- Balance ecology and the economy in decisions related to conservation lands
- Ensure the long term sustainability of our natural spaces
- Update our Conservation Lands Management Plans to ensure we manage our natural spaces in an ecologically sound manner
- Acquire and dispose of properties to balance the management of our organization to meet our core mandate, and also to help meet our ecological objectives
- Engage in Wildlife Management partnerships where feasible to ensure human-wildlife interactions are minimized and to maximize species at risk and sensitive plant species recovery



Strategic Priority #5

Operate a sustainable and adaptable organization

We are a very adaptable organization with a history of exceptional quality and customer service for an organization our size. We need to continue being efficient over the next five years in order to ensure we remain sustainable. Customer Service is important to us and we value the relationships we have developed in our community over time.

Strategic Actions

- Integrate the observed changes in climate variability into our natural resources programs to mitigate the impact of flooding and low water
 - Further diversify our business model to result in an increased ratio of self-generated revenue compared with tax-supported revenue
 - Enhance existing and develop new partnerships with those that share similar values, such as local interest groups, academia, government, and the private sector
 - Review current policies and processes to strengthen financial controls and reduce exposure to risk (e.g. long range capital and operating budgets)
 - Create a longer term business plan and agreements to streamline municipal levy process and increase transparency
 - Conduct routine evaluations of program and staff performance and report on outcomes to drive improvements
 - Improve relationships with our municipal partners through regular communication with council and staff
 - Create a social media strategy to promote our events and share our natural assets
 - Implement a formal fundraising program through the establishment of a Foundation
 - Monitor and report at least annually on the progress of implementing this strategic plan
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NEXT STEPS

The 2019-2023 Catfish Creek Strategic Plan has been completed to highlight our five strategic priorities and associated actions. This plan will guide our annual work planning process over the next five years, and resources will be allocated accordingly. We will always demonstrate how a new or enhanced program or service fits with our strategic plan. Finally, we will ensure that our programs and services remain relevant and adaptive to changing economic and environmental conditions.



Photo By: Barry Acheson

FOR MORE INFORMATION

Please contact our Administration Centre

8079 Springwater Road

Aylmer, Ontario N5H 2R4

Phone: 519-773-9037

Email: admin@catfishcreek.ca



Thank you to our member municipalities:

Town of Aylmer

Township of Malahide

City of St. Thomas

Municipality of Central Elgin

Township of South West Oxford