

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, August 8th, 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 #05/2019 (June 13, 2019) 4-9
 - b) Interview Committee Meeting #04/2019 (July 8, 2019) 10
 - c) Interview Committee Meeting #05/2019 (July 12, 2019) 11
- 6) Business Arising from Minutes
- 7) Public / Special Delegations
- 8) Reports:
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(Tony Difazio, Peter Dragunas, Dusty Underhill, Emily Febrey)
 - b) Report FA 29 / 2019 - June and July Summaries of Revenue & Expenditures 16 - 19
(Susan Simmons)
 - c) Report FA 30 / 2019 - Accounts Paid & Payable. 20 - 22
(Susan Simmons)
 - d) Report FA 31 / 2019 - Approved Section 28 Regulation Applications 23 - 24
(Tony Difazio)
 - e) Report FA 32 / 2019 - Research Permit Request 25 - 28
(Christopher Wilkinson)
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h)	Report FA 35 / 2019 - Updated Purchasing Policy (Christopher Wilkinson and Susan Simmons)	32 - 37
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m)	Report FA 40 / 2019 - 2020 Budget Considerations (Christopher Wilkinson)	45 - 48
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 June and July, 2019	
b)	Copied:	
-	Conservation Ontario to the Ministry of Environment, Conservation and Parks - a letter sent June 3, 2019 regarding comments regarding the "Excess soil regulatory proposal and amendments to Record of Site Condition (Brownfields) Regulation" (ERO #013-5000) and "Holding polluters accountable by enhancing Ministry of the Environment, Conservation and Parks' enforcement tools" (ERO #019-0023).	
-	City of St Thomas to Kettle Creek Conservation Authority - Elgin County - a letter received June 7, 2019 indicating the City of St. Thomas supports additional consultation time for the Kettle Creek Conservation Authority and Catfish Creek Conservation Authority relating to changes to the Conservation Authorities Act and Regulations.	
-	Ministry of Natural Resources and Forestry to Catfish Creek Conservation Authority - a letter sent June 10 th indicating CCCA was unsuccessful in the 2020 WECl grant for the safety equipment and emergency spillway repair.	

- Catfish Creek Conservation Authority to MPP Yurek - a letter sent June 17, 2019 congratulating MPP Yurek on his new position as Minister of Environment, Conservation and Parks.
- CPRA to Catfish Creek Conservation Authority - a letter sent June 27, 2019 regarding a notice of decision regarding the Green Jobs initiative.
- Ministry of Infrastructure to Catfish Creek Conservation Authority - a letter sent July 5, 2019 regarding a new funding under the Disaster Mitigation and Adaptation Fund (DMAF).
- Catfish Creek Conservation Authority to Aylmer and Malahide Museum and Archives - a letter sent July 19, 2019 thanking the museum for their help identifying CCCA's collection of Indigenous artifacts.
- Conservation Ontario to AMO - a letter sent July 19, 2019 advising of the recent endorsement of Client Service Standards, Fee Policy and a timing guideline. The letter was also sent to the Ontario Home Builders Association (OHBA), the Building Industry and Land Development Association (BILD) and the Residential Construction Council of Ontario (RESCON).
- Ministry of Natural Resources and Forestry (MNRF) to Catfish Creek Conservation Authority - an email sent on July 22, 2019 indicating that no provincial funding for Ontario Low Water Response (OLWR) is available for 2019.
- Catfish Creek Conservation Authority to Ministry of Natural Resources and Forestry (MNRF) - a letter sent on July 24, 2019 expressing intent to participate in the SWOOP 2020 imagery project.

14) Committee of the Whole

15) Next Meeting / Adjournment

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

Thursday, June 13, 2019

Meeting #05/2019

PRESENT:

Rick Cerna	Chairperson	Township of Malahide
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
Peter Dragunas	Water Management Technician
Tony Difazio	Resource Planning Coordinator

ABSENT:

Arthur Oslach	Vice-Chairperson	Town of Aylmer
Emily Febrey	Active Naturally Program Manager	

OTHERS PRESENT:

Robert Pearson	Reporter, The Aylmer Express
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WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone and called the meeting to order at (10:05 a.m.).

ADOPTION OF AGENDA:

<u>Motion # 58/2019</u>	S. Martyn	P. Buchner	CARRIED
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THAT, the Agenda for the June 13th, 2019 Full Authority meeting be adopted as circulated.

DISCLOSURE OF CONFLICT OF 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 # 59/2019 M. Tinlin P. Buchner CARRIED

THAT, the Minutes of Full Authority Meeting #04/2019 (May 2, 2019), be accepted as circulated.

Motion # 60/2019 M. Tinlin P. Buchner CARRIED

THAT, the Minutes of Land Management Committee Meeting #01/2019 (May 2, 2019), be accepted as circulated.

Motion # 61/2019 S. Martyn M. Tinlin CARRIED

THAT, the Minutes of Health & Safety Committee Meetings #HS01/2019 (January 11, 2019) and #HS02/2019 (May 23, 2019), be accepted as circulated.

Motion # 62/2019 M. Tinlin S. Martyn CARRIED

THAT, the Minutes of Interview Committee Meetings #IC02/2019 (April 26, 2019), and #IC03/2019 (June 6, 2019) be accepted as circulated.

Member Martyn suggested, and the other members agreed that in future, one motion can be used to pass all meeting minutes.

BUSINESS ARISING FROM MINUTES:

None

PUBLIC / SPECIAL DELEGATIONS:

None

REPORTS:

Report FA 23/2019 - Monthly Staff Reports was presented, discussed, and resolved.

Motion # 63/2019 S. Martyn M. Tinlin CARRIED

THAT, Staff Reports for the months of April and May, 2019, be noted and filed.

Report FA 24/2019 - May Summary of Revenue & Expenditures was presented, discussed, and resolved

Motion # 64/2019 P. Buchner S. Martyn CARRIED

THAT, Report FA 24/2019, be noted and filed.

Report FA 25/2019 – Accounts Payable

Motion # 65/2019 M. Tinlin P. Buchner CARRIED

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

Report FA 26/2019 – Monthly Plan Review was presented, discussed, and resolved.

Motion # 66/2019 M. Tinlin P. Buchner CARRIED

THAT, the Full Authority approve the Monthly Plan Review Report for the months of March, April, and May, 2019.

Report FA 27/2019 – Approved Section 28 Regulation Applications

Motion # 67/2019 P. Buchner M. Tinlin CARRIED

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

Report FA 27/2019 – Strategic Plan 2019-2023

Motion # 68/2019 P. Buchner M. Tinlin CARRIED

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.

Member Martyn suggested that the General Manager/Secretary-Treasurer attend the Municipality of Central Elgin Council meeting to present the Strategic Plan. Member Tinlin then mentioned that the City of St. Thomas should also be contacted to have the Plan presented at a council meeting.

GENERAL MANAGER / SECRETARY - TREASURER'S REPORT:

a) Bill 108 Update:

The General Manager / Secretary-Treasurer advised the Board about the recent passage of Bill 108 which as updated now results in a partial win for the Authority due to the fact there is now some more flexibility for mandatory programs.

b) Transfer of Responsibility from Ministry of Natural Resources and Forestry (MNRF) to the Ministry of Environment, Conservation and Parks (MECP):

The General Manager / Secretary-Treasurer advised the Board about recently released details regarding the responsibility for the administration of the Conservation Authorities Act which is now with MECP, Great Lakes Office, Great Lakes and Inland Waters Branch, Land and Water Division. The Authority lands matter such as approvals related to land

dispositions, revenue from dispositions and projects under Section 24 of the Act (e.g., land acquisition strategies) are now administered by MECP's Great Lakes Office.

Ministry of Natural Resources and Forestry (MNRF) remain responsible for the natural hazards and Crown Land Components and Section 28 Regulations.

c) VanFest:

The General Manager / Secretary-Treasurer advised the Board about the positive feedback received from organizers and guests about the quality of service received by Catfish Creek Conservation Authority (CCCA) Staff leading up to and throughout the event.

d) Grant Applications:

The General Manager / Secretary-Treasurer advised the Board that the CCCA was unsuccessful in receiving funding from Water Erosion and Control Infrastructure (WECI), EcoAction for a Stewardship / Restoration in Catfish Creek, and Celebrate Ontario for upgrades to the Springwater Stage.

The General Manager / Secretary-Treasurer and Resource Planning Coordinator advised the Board that the CCCA was successful in receiving funding from Erie Essex Aquatic Species At Risk Project group submission for Habitat Stewardship as well as from TD Bank Friends of the Environment for a Springwater Pollinator Garden. The Springwater Pollinator Garden is due to be planted in July, and is to have a lot of community involvement.

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

Member Martyn asked Staff to look into nominating a landowner for the Municipality of Central Elgin Carolinian Restoration Award. Member Martyn also suggested that the Authority save towards purchasing an electric vehicle.

NOTICE OF MOTIONS / NEW BUSINESS:

None

CORRESPONDENCE:

a) Not Copied:

- Correspondence Registers for April and May, 2019

b) Copied:

- Municipality of Central Elgin - a copy of a letter received on April 9, 2019 regarding Springwater Road Speed Limit and Community Safety Zone
- Municipality of Central Elgin – a copy of the letter sent on May 14, 2019 regarding Springwater Road Speed Limit and Community Safety Zone
- Karen Vecchio, MP – a copy of a letter received on April 17, 2019 regarding the successful application for 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 copy of 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 copy of a letter received on May 31, 2019 from the Provincial Government indicating CCCA was unsuccessful in the Celebrate Ontario grant proposal

Motion # 69/2019

S. Martyn

P. Buchner

CARRIED

THAT, the Correspondence Registers and the Copied Correspondence for April and May, 2019, be noted and filed.

COMMITTEE OF THE WHOLE:

None

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, August 8th, 2019, commencing at (10:00 a.m.).

Motion # 70/2019

P. Buchner

S. Martyn

CARRIED

THAT, the Full Authority meeting be terminated at (11:33 a.m.).

General Manager / Secretary –Treasurer

Authority Chairperson

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

Monday, July 8th, 2019

Meeting # IC 04/2019

STAFF:

Christopher Wilkinson	General Manager / Secretary - Treasurer
Susan Simmons	Financial Services Coordinator
Kelsey Oatman	Program Support Assistant

The meeting was called to order at (10:00 a.m.).

Disclosure Of Pecuniary Interest:

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

The purpose of the meeting was to interview applicants to replace two Gate Attendants that have resigned and hire another Gate Attendant for casual hours.

A total of 6 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 3 available positions.

Gate Attendants (3)

- Carly Wilson
- Adam Martens
- Kiara Wilson (casual)

The meeting was adjourned at (11:45 a.m.).

Christopher Wilkinson
Committee Member

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

Friday, July 12th, 2019

Meeting # IC 05/2019

STAFF:

Christopher Wilkinson	General Manager / Secretary - Treasurer
Dusty Underhill	Conservation Lands Supervisor

The meeting was called to order at (10:00 a.m.).

Disclosure Of Pecuniary Interest:

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

The purpose of the meeting was to interview applicants to replace one Park Technician that have resigned their position.

A total of 5 candidates were contacted to be interviewed for the aforementioned positions.

At the conclusion of the interview process, the Interview Committee selected the following name for the available position.

Field Technician (1)

- Dylan Dawdry

The meeting was adjourned at (11:50 a.m.).

Christopher Wilkinson
Committee Member

REPORT FA 28 / 2019: To The Full Authority

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

SUBJECT: Monthly Staff Reports (June and July, 2019)

DATE: July 31, 2019

Resource Planning Coordinator, Tony Difazio

Current Activities:

- Attended a 'Client Service and Streamlining' training session at the Upper Thames River Conservation Authority for CA Section 28 Regulations and Planning staff;
- Attended a site inspection of trees at the Ontario Police College for Insect and Disease mortality;
- Review of current CCCA Regulations Mapping and Policy Development;
- Supervised the mowing of newly established Tall Grass Prairie sites at the Yarmouth Natural Heritage Area; and,
- Development of a new Woodlot Management Agreement with the Town of Aylmer.

Upcoming Activities:

- Review and provide comments to Conservation Ontario on new/updated Provincial Initiatives and Policy Documents;
- Present new stewardship project applications to the Review Committee with the Elgin Clean Water Program;
- Attend this year's ALUS Elgin Environmental Stewardship Tour of restoration projects in east Elgin; and,
- Regular duties as assigned.

Water Management Technician, Peter Dragunas

Current Activities:

- June 19th, July 19th Lake Erie Shoreline, Flood Outlook, Watershed Condition Statement issued.
- 2019 Ontario Low Water Response monitoring, evaluation and data analysis for low water compilations, projections and essential changes of the low water discharge benchmarks and threshold criteria to support Level I, II and III low water condition reporting.

- At present the Catfish Creek and its tributaries are maintaining acceptable water levels and do not signal any low water level adjustments.
- An assessment and evaluation of the Catfish Creek Conservation Authority (CCCA) flood criteria, thresholds and Flood Watch and Warning Guideline Check List ratings.
- Forests Ontario 50 Million Tree Program administration.
- 2020 tree planting season inquiries and assessments.
- Permit To Take Water (PTTW) inquiries.
- Provincial Groundwater Monitoring Network (PGMN) well maintenance and data acquisition.

Upcoming Activities:

- 2019 OLWR low water season monitoring, assessments, and updates,
- Hydrometric station maintenance,
- Site visits with landowners to discuss / assist with CCCA 2019 Tree Planting Program,
- Flood forecasting baseline and threshold analysis.
- Regular duties as assigned.

Conservation Areas Supervisor, Dusty Underhill

Current Activities:

- Held the 24th Annual Vanfest, 1500 people were in attendance for the Saturday Show and Shine;
- Mowed the trails and did all maintenance that needed immediate attention at ACCA and YNHA; looking into the opportunity of putting up some Osprey Nesting platforms in the fall
- Met with Taylor Meeuse from the LEEDS program to discuss opportunities to provide people with special needs a place to learn and develop social and work skills;
- Met with Emily Barber, Children's Aid Youth Summer Experience Coordinator to discuss work placement opportunities at our CA
- Hosted the Barrows Family Jamboree June 28 - July 1, 2019 in the Springwater Campground;
- Met with our new Public Health Inspector for the area, The Beach Concession Booth passed inspection;
- Hosted the annual Narcotics Anonymous regional picnic, which was huge financial success for the weekend of June 28 – July 1, 2019;
- Canada Day weekend was full and only 1 eviction;
- Hosted the annual Southwestern Ontario Alcoholics Anonymous regional picnic July 12th-July 15th in the Springwater Campground;
- Conducted another round of interviews to replace a Park Technician;
- Rick attended Christmas in July on July 13th in the Springwater West Campground as a judge for our Trailer Decorating
- Hosted the 2nd Annual Pawsitively Elgin, an event focused around the ever

- popular world of dogs, including an agility course and dog dock jumping trials;
- Created a pollinator garden/ prairie to the North of the Administration Center along Bradley Creek with the TD Friends of the Environment Grant, a big thanks to Tony Defazio and Ranger Em for all of their input and help;
- Worked with the Junior Ranger program through the Ministry of Natural Resources to and seasonal campers to plant our pollinator garden;
- Had Becky Lidster Forest and Health Technician for Aylmer and Guelph district OMNR attend the OPC Path of Honor to determine why we lost so many trees this Spring that were in excellent health in previous years;
- Day - to - day operations and maintenance of the various Conservation Areas;
- Seasonal Campers' administration.

Upcoming Activities:

- Hosting the Annual Fred Eaglesmith Charity Picnic August 16th-18th;
- Ranger Em will be hosting the Survivor day camp for the YMCA;
- Fireworks hosted by the Friends of Springwater will take place on Sunday September 1, 2019
- Ongoing day-to-day operations, maintenance and security at the various Conservation Areas;
- Seasonal Camper administration;
- Hazard tree removal, firewood processing and general maintenance and operations;
- Regular duties as assigned.

Active Naturally Program Manager, Emily Febrey

June Activities:

- Hosted several Active Naturally events that included fishing with Dale Brain Injury Services, a Sunrise Summer Solstice Hike with Ranger Em, and a Women's Archery Day in collaboration with the Ontario Federation of Anglers and Hunters
- Hosted a couple of education programs for two schools and a girl guide group and a pollinator talk at St. Anne's
- Was a guest along with Austin the Field Tech and Dan the Water Tech Summer Student for Lower Trent CA's Watershed Tour
- Started Visitor Services programming by taking pictures at VanFest and doing crafts and games with campers from the campground
- Hosted the CCCA Booth at Go Wild Grow Wild and prepared for Envirothon
- Collected two nests of snapping turtle eggs and transported them to Scott Gillingwater at UTRCA who can incubate the eggs, ensuring survival and completes SAR research
- Maintained our social media channels with the help of Kelsey

July Activities:

- Worked along with Kelsey to organize the Kids, Cops and Canadian Tire

Fishing Derby that had one of the highest turnouts over the last couple of years, even with questionable weather

- Hosted Healthy Hikes with Ranger Em, one in collaboration with the Aylmer Library
- Continued Visitor Services role by doing crafts and games with campers, attending PAWS-itively Elgin, where I interacted with visitors and spoke of Springwater, Catfish Creek CA and what goes on here
- Worked with the Ontario Stewardship Youth Rangers, and seasonal campers to plant approximately 600 pollinator-specific plants into our Springwater Pollinator Garden
- Maintain our social media channels with the help of Kelsey

Upcoming Activities:

- Continuing Visitor Services responsibilities by providing craft and activities for campers visiting the Campground
- Hosting a YMCA Camp and doing Springwater Survival Camp with them
- Helping out and providing activities for the 25th Annual Fred Eaglesmith Charity Picnic
- Scheduling organizations to attend Springwater Conservation Area for Active Naturally (Dale Brain Injury Services, CMHA, and more)
- Planning a couple events such as a Scavenger Hunt for the public and possibly a turtle egg release day with the baby turtles we will get back from UTRCA
- Maintaining our social media channels by providing relevant news, information and entertaining content
- Other duties as assigned

Recommendation:

That, Staff Reports for the month of June and July, 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 29 / 2019 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: June Summary of Revenue & Expenditures
 DATE: June 30, 2019

SUMMARY OF REVENUE
 for the period ending June 30, 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	\$ 48,407.18	\$ (30,008.31)	\$ 70,004.22
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	\$ 35,049.50	\$ (6,350.50)	\$ 26,644.21
Conservation Areas Revenue	\$ 523,197.35	\$ 408,334.97	\$ (114,862.38)	\$ 411,328.73
Maple Syrup Revenue	\$ 64,641.22	\$ 56,334.76	\$ (8,306.46)	\$ 65,492.17
Bank Interest Earned	\$ 6,700.00	\$ 1,393.47	\$ (5,306.53)	\$ 654.67
Information & Education	\$ 10,270.00	\$ 1,825.62	\$ (8,444.38)	\$ 1,538.24
Legal Inquiries/Permit Applications	\$ 4,000.00	\$ 2,411.52	\$ (1,588.48)	\$ 1,681.41
Trees/Planting/Spraying	\$ 4,250.00	\$ 5,810.30	\$ 1,560.30	\$ 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	\$ 21,752.13	\$ (16,952.87)	\$ 19,099.07
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	\$ 611,004.98	\$ (685,050.67)	\$ 960,647.61

	2019 Budget	Received To Date	Difference
DONATIONS/SPONSORSHIPS			
Fish Stocking	\$ 1,000.00	\$ 1,000.00	\$ -
Springwater Event Sponsorships	\$ 1,000.00	\$ 250.00	\$ (750.00)
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	\$ 3,206.05	\$ (5,793.95)
Archie Coulter C.A. Trails	\$ 900.00	\$ 324.15	\$ (575.85)
Springwater Pollinator Garden	\$ -	\$ 5,069.50	\$ 5,069.50
YNHA	\$ -	\$ 300.00	\$ 300.00
Wetland Restoration	\$ 8,000.00	\$ -	\$ (8,000.00)
Firewood Donation	\$ -	\$ 1,017.50	\$ 1,017.50
Springwater C.A. Development	\$ 1,500.00	\$ 200.00	\$ (1,300.00)
Ontario Police College Path of Honour	\$ 1,500.00	\$ 810.00	\$ (690.00)
TOTAL Donations/Sponsorships	\$ 41,400.00	\$ 35,049.50	\$ (6,350.50)

SUMMARY OF EXPENDITURES

for the period ending June 30, 2019

	2019 Budget	2019 To Date	Difference	2018 To Date
ADMINISTRATION				
A-1 Wages & Benefits	\$ 101,131.54	\$ 50,654.61	\$ 50,476.93	\$ 49,636.81
A-2 Travel Exp. & Allow.	\$ 7,600.00	\$ 784.60	\$ 6,815.40	\$ 468.55
A-3 Equip. Purchase & Rental	\$ 9,225.00	\$ 3,978.91	\$ 5,246.09	\$ 4,674.37
A-4 Materials & Supplies	\$ 4,350.00	\$ 1,957.58	\$ 2,392.42	\$ 2,324.65
A-5 Rent & Utilities	\$ 12,274.64	\$ 4,368.83	\$ 7,905.81	\$ 4,289.09
A-6 General Expenses	\$ 41,344.00	\$ 35,305.20	\$ 6,038.80	\$ 34,467.73
TOTAL	\$ 175,925.18	\$ 97,049.73	\$ 78,875.45	\$ 95,861.20
FLOOD FORECASTING & WARNING				
F4-2 Flood Control Structures	\$ 10,887.89	\$ 6,166.63	\$ 4,721.26	\$ 5,056.23
F4-4 Flood Forecasting & Warning	\$ 160,229.48	\$ 81,638.22	\$ 78,591.26	\$ 83,332.99
F4-5 Ice Management	\$ 40,990.78	\$ 25,967.42	\$ 15,023.36	\$ 22,873.34
F4-6 Plan Input	\$ 39,356.31	\$ 20,843.67	\$ 18,512.64	\$ 19,755.33
F4-71 Watershed Planning	\$ 18,494.20	\$ 9,563.30	\$ 8,930.90	\$ 5,409.73
F4-72 Technical Studies (GIS)	\$ 13,300.74	\$ 4,933.33	\$ 8,367.41	\$ 13,504.90
TOTAL	\$ 283,259.40	\$ 149,112.57	\$ 134,146.83	\$ 149,932.52
OTHER PROGRAM AREAS				
B-1 Information & Education	\$ 36,504.47	\$ 9,859.66	\$ 26,644.81	\$ 5,849.15
E-1 Extension Services - Tree Planting Community Forest	\$ 21,394.54	\$ 15,232.31	\$ 6,162.23	\$ 24,192.77
E-1 Extension Services - Woodlot Management	\$ 6,652.01	\$ 3,483.04	\$ 3,168.97	\$ 3,179.48
E-1 Extension Services - Watershed Stewardship	\$ 3,840.00	\$ 1,200.30	\$ 2,639.70	\$ 26,444.65
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 68,391.02	\$ 29,775.31	\$ 38,615.71	\$ 59,666.05
CAPITAL & SPECIAL PROJECTS				
Water Management Programs	\$ 26,762.68	\$ 8,341.53	\$ 18,421.15	\$ 5,853.44
Springwater C.A. Development	\$ 40,000.00	\$ 62,909.50	\$ (22,909.50)	\$ -
Special Projects	\$ 34,452.05	\$ 29,733.56	\$ 4,718.49	\$ 1,789.43
TOTAL	\$ 101,214.73	\$ 100,984.59	\$ 230.14	\$ 7,642.87
CONSERVATION AUTHORITY LANDS				
Springwater Operation & Maint	\$ 505,290.73	\$ 181,196.76	\$ 324,093.97	\$ 172,250.88
Vehicle & Equipment Pool Exp.	\$ 43,110.00	\$ 17,698.34	\$ 25,411.66	\$ 21,525.24
Maple Syrup	\$ 62,641.22	\$ 47,944.08	\$ 14,697.14	\$ 61,993.71
Other C.A. Lands	\$ 56,223.37	\$ 10,900.50	\$ 45,322.87	\$ 14,109.60
TOTAL	\$ 667,265.32	\$ 257,739.68	\$ 409,525.64	\$ 269,879.43
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,296,055.65	\$ 634,661.88	\$ 661,393.77	\$ 582,982.07

Susan Simmons

Susan Simmons,
Financial Services Coordinator

REPORT FA 29 / 2019 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: July Summary of Revenue & Expenditures
DATE: July 31, 2019

SUMMARY OF REVENUE
for the period ending July 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	\$ 48,407.18	\$ (30,008.31)	\$ 70,004.22
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	\$ 1,005.00	\$ (41,515.66)	\$ -
Donations/Sponsorships	\$ 41,400.00	\$ 38,055.79	\$ (3,344.21)	\$ 29,264.10
Conservation Areas Revenue	\$ 523,197.35	\$ 482,693.02	\$ (40,504.33)	\$ 452,371.15
Maple Syrup Revenue	\$ 64,641.22	\$ 56,334.76	\$ (8,306.46)	\$ 65,492.17
Bank Interest Earned	\$ 6,700.00	\$ 1,656.08	\$ (5,043.92)	\$ 1,025.32
Information & Education	\$ 10,270.00	\$ 1,825.62	\$ (8,444.38)	\$ 1,981.24
Legal Inquiries/Permit Applications	\$ 4,000.00	\$ 2,650.46	\$ (1,349.54)	\$ 2,269.90
Trees/Planting/Spraying	\$ 4,250.00	\$ 5,810.30	\$ 1,560.30	\$ 3,223.47
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)	\$ 13,486.37
Other Revenue	\$ 500.00	\$ 0.06	\$ (499.94)	\$ -
Contract Services	\$ -	\$ -	\$ -	\$ 300.00
Vehicle & Equipment Rental Recoveries	\$ 38,705.00	\$ 21,752.13	\$ (16,952.87)	\$ 19,099.07
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	\$ 688,875.87	\$ (607,179.78)	\$ 1,008,196.81

DONATIONS/SPONSORSHIPS	2019 Budget	Received To Date	Difference
Fish Stocking	\$ 1,000.00	\$ 1,000.00	\$ -
Springwater Event Sponsorships	\$ 1,000.00	\$ 250.00	\$ (750.00)
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	\$ 6,020.24	\$ (2,979.76)
Archie Coulter C.A. Trails	\$ 900.00	\$ 516.25	\$ (383.75)
Springwater Pollinator Garden	\$ -	\$ 5,069.50	\$ 5,069.50
YNHA	\$ -	\$ 300.00	\$ 300.00
Wetland Restoration	\$ 8,000.00	\$ -	\$ (8,000.00)
Firewood Donation	\$ -	\$ 1,017.50	\$ 1,017.50
Springwater C.A. Development	\$ 1,500.00	\$ 200.00	\$ (1,300.00)
Ontario Police College Path of Honour	\$ 1,500.00	\$ 810.00	\$ (690.00)
TOTAL Donations/Sponsorships	\$ 41,400.00	\$ 38,055.79	\$ (3,344.21)

SUMMARY OF EXPENDITURES

for the period ending July 31, 2019

	2019 Budget	2019 To Date	Difference	2018 To Date
ADMINISTRATION				
A-1 Wages & Benefits	\$ 101,131.54	\$ 58,834.94	\$ 42,296.60	\$ 57,162.37
A-2 Travel Exp. & Allow.	\$ 7,600.00	\$ 1,004.90	\$ 6,595.10	\$ 468.55
A-3 Equip. Purchase & Rental	\$ 9,225.00	\$ 5,535.92	\$ 3,689.08	\$ 6,050.37
A-4 Materials & Supplies	\$ 4,350.00	\$ 2,118.59	\$ 2,231.41	\$ 2,332.63
A-5 Rent & Utilities	\$ 12,274.64	\$ 5,256.88	\$ 7,017.76	\$ 5,098.01
A-6 General Expenses	\$ 41,344.00	\$ 36,157.41	\$ 5,186.59	\$ 34,531.32
TOTAL	\$ 175,925.18	\$ 108,908.64	\$ 67,016.54	\$ 105,643.25
FLOOD FORECASTING & WARNING				
F4-2 Flood Control Structures	\$ 10,887.89	\$ 6,868.71	\$ 4,019.18	\$ 5,620.02
F4-4 Flood Forecasting & Warning	\$ 160,229.48	\$ 94,673.74	\$ 65,555.74	\$ 94,763.67
F4-5 Ice Management	\$ 40,990.78	\$ 27,463.61	\$ 13,527.17	\$ 24,082.62
F4-6 Plan Input	\$ 39,356.31	\$ 23,667.17	\$ 15,689.14	\$ 22,261.87
F4-71 Watershed Planning	\$ 18,494.20	\$ 10,975.41	\$ 7,518.79	\$ 6,228.88
F4-72 Technical Studies (GIS)	\$ 13,300.74	\$ 7,761.82	\$ 5,538.92	\$ 15,009.71
TOTAL	\$ 283,259.40	\$ 171,410.46	\$ 111,848.94	\$ 167,966.77
OTHER PROGRAM AREAS				
B-1 Information & Education	\$ 36,504.47	\$ 9,939.66	\$ 26,564.81	\$ 6,454.45
E-1 Extension Services - Tree Planting	\$ 21,394.54	\$ 15,593.57	\$ 5,800.97	\$ 25,541.77
Community Forest	\$ -	\$ -	\$ -	\$ -
E-1 Extension Services - Woodlot Management	\$ 6,652.01	\$ 3,936.68	\$ 2,715.33	\$ 3,621.63
E-1 Extension Services - Watershed Stewardship	\$ 3,840.00	\$ 1,200.30	\$ 2,639.70	\$ 27,583.06
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 68,391.02	\$ 30,670.21	\$ 37,720.81	\$ 63,200.91
CAPITAL & SPECIAL PROJECTS				
Water Management Programs	\$ 26,762.68	\$ 9,681.25	\$ 17,081.43	\$ 6,699.67
Springwater C.A. Development	\$ 40,000.00	\$ 62,909.50	\$ (22,909.50)	\$ -
Special Projects	\$ 34,452.05	\$ 33,890.78	\$ 561.27	\$ 3,138.38
TOTAL	\$ 101,214.73	\$ 106,481.53	\$ (5,266.80)	\$ 9,838.05
CONSERVATION AUTHORITY LANDS				
Springwater Operation & Maint	\$ 505,290.73	\$ 248,122.55	\$ 257,168.18	\$ 233,714.72
Vehicle & Equipment Pool Exp.	\$ 43,110.00	\$ 24,762.05	\$ 18,347.95	\$ 26,562.10
Maple Syrup	\$ 62,641.22	\$ 47,944.08	\$ 14,697.14	\$ 61,993.71
Other C.A. Lands	\$ 56,223.37	\$ 12,238.89	\$ 43,984.48	\$ 16,719.38
TOTAL	\$ 667,265.32	\$ 333,067.57	\$ 334,197.75	\$ 338,989.91
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,296,055.65	\$ 750,538.41	\$ 545,517.24	\$ 685,638.89



Susan Simmons,
Financial Services Coordinator

REPORT FA 30 / 2019 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid & Accounts Payable
DATE: July 31, 2019

VENDOR	CHQ #	TOTAL	EXPLANATION
ACCOUNTS PAID:			
payroll items June 10 (29230-29252)	29230		
Brown, Diane	29253	\$ 2,575.00	seasonal camping refund
Telus Mobility	Cash	\$ 234.66	mobile phones
Eastlink	29254	\$ 1,171.08	phone, fax line, gauges, & internet
Hydro One	29255	\$ 30.12	gauge
Reliance Home Comfort	29256	\$ 45.29	hot water heater rental
payroll items June 24 (29257-29279)			
Hydro One	29280	\$ 7,255.17	campground hydro
Hydro One	29281	\$ 758.06	day use area hydro
payroll item			
Hydro One	29283	\$ 30.12	gauge
payroll item	29284		
VOID	29285		
payroll item	29286		
Bell Canada	29287	\$ 88.06	gauge
payroll item	Cash		
CIBC Visa	Cash	\$ 75.00	Conservation Ontario - Customer Services Training
CIBC Visa	Cash	\$ 73.45	SGS Canada - campground maintenance
CIBC Visa	Cash	\$ 39.94	Amazon - office supplies
CIBC Visa	Cash	\$ 160.18	Dynamic Aqua Supply - supplies for benthic monitoring
CIBC Visa	Cash	\$ 103.06	Try Recycling - campground maintenance
CIBC Visa	Cash	\$ 9.03	Amazon - Prime membership fee
Desjardins Card Services (Staples)	Cash	\$ 303.65	campground supplies
payroll item	Cash		
payroll item	Cash		
payroll item	29288		
Hydro One	29289	\$ 43.11	gauge
payroll items July 9 (29290-29313)			
ABC Sanitation Inc.	29314	\$ 728.85	campground maintenance
Aylmer Express Limited	29315	\$ 186.45	advertising for Springwater C.A.
Aylmer Home Hardware	29316	\$ 129.39	campground supplies
Aylmer Tire	29317	\$ 820.43	equipment and vehicle maintenance
Black Cat Concepts	29318	\$ 539.58	ELP
Canadale Nurseries Ltd.	29319	\$ 2,664.37	OPC Path of Honour
Canadian Tire	29320	\$ 114.04	campground supplies
Checkers Cleaning Supply	29321	\$ 1,482.77	campground supplies
Conservation Ontario	29322	\$ 9,822.00	installment 2 of 2 - 2019 Levy
Custom Rock Creations	29323	\$ 500.00	OPC Path of Honour
Delta Power Equipment Ltd.	29324	\$ 3,016.48	equipment maintenance
Dowler Karn Propane Ltd.	29325	\$ 3,552.66	equipment and vehicle fuel
Durand, Chris	29326	\$ 120.00	annual website hosting fee
Elgin Pure Water	29327	\$ 57.99	campground maintenance
Friesen, Alex	29328	\$ 500.00	Scholarship Recipient
Glenbriar Bottled Water Co. Ltd.	29329	\$ 22.28	water cooler service
Hamilton, Ward, & Cathers Insurance	29330	\$ 11,528.04	installment 3 of 3 : insurance premiums
Integrity IT Services	29331	\$ 289.28	computer network support
K&K Locksmiths	29332	\$ 171.53	campground supplies
Koolen Electric	29333	\$ 101.14	campground maintenance
London Quality Dairy and Wholesale	29334	\$ 228.58	store product for resale
M Live Bait Wholesale	29335	\$ 73.45	store product for resale
Molly Maid	29336	\$ 158.00	administration centre cleaning service

REPORT FA 30 / 2019 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid & Accounts Payable
DATE: July 31, 2019

VENDOR	CHQ #	TOTAL	EXPLANATION
North End Auto	29337	\$ 722.95	vehicle maintenance
PepsiCo Foods Canada	29338	\$ 218.68	store product for resale
R Safety	29339	\$ 124.33	campground supplies
Rival Office Solutions	29340	\$ 376.80	office supplies
Secord Home Building Centre	29341	\$ 44.74	campground supplies
Simmons, Susan	29342	\$ 238.68	mileage reimbursement (Apr-Jun)
Springwater Mills Ltd.	29343	\$ 3,729.00	firewood purchased for resale
St. Thomas Canvas & Awning Inc.	29344	\$ 768.40	campground maintenance
Studer's Dairy	29345	\$ 283.50	store product for resale
The Astro T-Shirt Corp	29346	\$ 1,573.86	ELP
V.I.P. Sportswear	29347	\$ 723.20	ELP
Waste Connections of Canada Inc.	29348	\$ 2,766.46	campground maintenance
Postmedia Network Inc.	29349	\$ 254.25	advertising for Springwater C.A.
Receiver General HST	Cash	\$ 29,813.17	quarterly remittance (Apr-Jun)
		<u>\$ 91,440.31</u>	

ACCOUNTS PAYABLE:

VENDOR	CHQ #	TOTAL	EXPLANATION
Eastlink	29350	\$ 1,176.04	phone, fax line, gauges, & internet
Telus Mobility	Cash	\$ 193.23	mobile phones
CBSC Capital Inc.	29351	\$ 728.50	photocopier lease
payroll items July 22 (29352-29381)			
Hydro One	29382	\$ 10,899.82	campground, day use and gauges
Bell Canada	29383	\$ 88.06	gauge
ABC Sanitation Inc.	29384	\$ 1,457.70	campground maintenance
Aramark Refreshment Services	29385	\$ 565.84	coffee service
Aylmer Express Limited	29386	\$ 320.13	campground supplies
Aylmer Home Hardware	29387	\$ 76.62	campground supplies
Aylmer Malahide Museum & Archives	29388	\$ 50.00	membership fee
Aylmer Propane	29389	\$ 99.94	campground supplies
Aylmer Tire	29390	\$ 361.44	equipment maintenance
Canadian Tire	29391	\$ 288.47	supplies for pollinator garden and campground
Canon Canada Inc.	29392	\$ 695.07	photocopier service
Checkers Cleaning Supply	29393	\$ 1,993.50	campground supplies
Delta Power Equipment Ltd.	29394	\$ 583.97	equipment maintenance
Dowler Karn Propane Ltd.	29395	\$ 2,620.21	equipment and vehicle fuel
Durand, Chris	29396	\$ 180.00	website service
Elgin Chrysler	29397	\$ 51.08	vehicle maintenance
Elgin Feeds Ltd.	29398	\$ 259.40	supplies for YNHA
Form & Build Supply Inc.	29399	\$ 486.51	supplies for pollinator garden
Francotyp-Postalia Canada	29400	\$ 198.32	postage metre rental
Glenbriar Bottled Water Co. Ltd.	29401	\$ 90.32	water cooler service
Hoskin Scientific Limited	29402	\$ 58.76	campground maintenance
Integrity IT Services	29403	\$ 1,158.25	computer purchase and set-up
K&K Locksmiths	29404	\$ 19.73	campground supplies
Koolen Electric	29405	\$ 565.00	campground maintenance
L.S. Putnam & Son	29406	\$ 1,267.04	campground maintenance
Lammers, Andy	29407	\$ 100.00	group camping site cleaning deposit refund
London Quality Dairy and Wholesale	29408	\$ 539.01	store product for resale
M Live Bait Wholesale	29409	\$ 235.04	store product for resale
McBain Signs & Graphic Design	29410	\$ 67.80	decals for Springwater Forest donation boxes

REPORT FA 30 / 2019 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid & Accounts Payable
DATE: July 31, 2019

VENDOR	CHQ #	TOTAL	EXPLANATION
Molly Maid	29411	\$ 158.00	administration centre cleaning service
PepsiCo Foods Canada	29412	\$ 337.24	store product for resale
Purolator Courier	29413	\$ 4.53	courier fee
Robbins' Mobile Small Engine Service/Rep:	29414	\$ 67.80	equipment maintenance
Springwater Mills Ltd.	29415	\$ 2,158.30	firewood purchased for resale
Studer's Ice	29416	\$ 661.50	store product for resale
Township of South-West Oxford	29417	\$ 136.48	property tax (final installment)
Waste Connections of Canada Inc.	29418	\$ 2,324.96	campground maintenance
Wilkinson, Christopher	29419	\$ 240.17	mileage reimbursement
Duff's Garage	29420	\$ 474.14	vehicle maintenance
		<u>\$ 34,037.92</u>	

RECOMMENDATION:

THAT, Accounts Paid totalling \$91,440.31 , be approved as presented in Report FA 30 / 2019, and further;
THAT, Accounts Payable totalling \$34,037.92 , be approved for payment as presented in Report FA 30 / 2019.



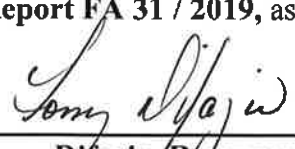
Susan Simmons,
Financial Services Coordinator

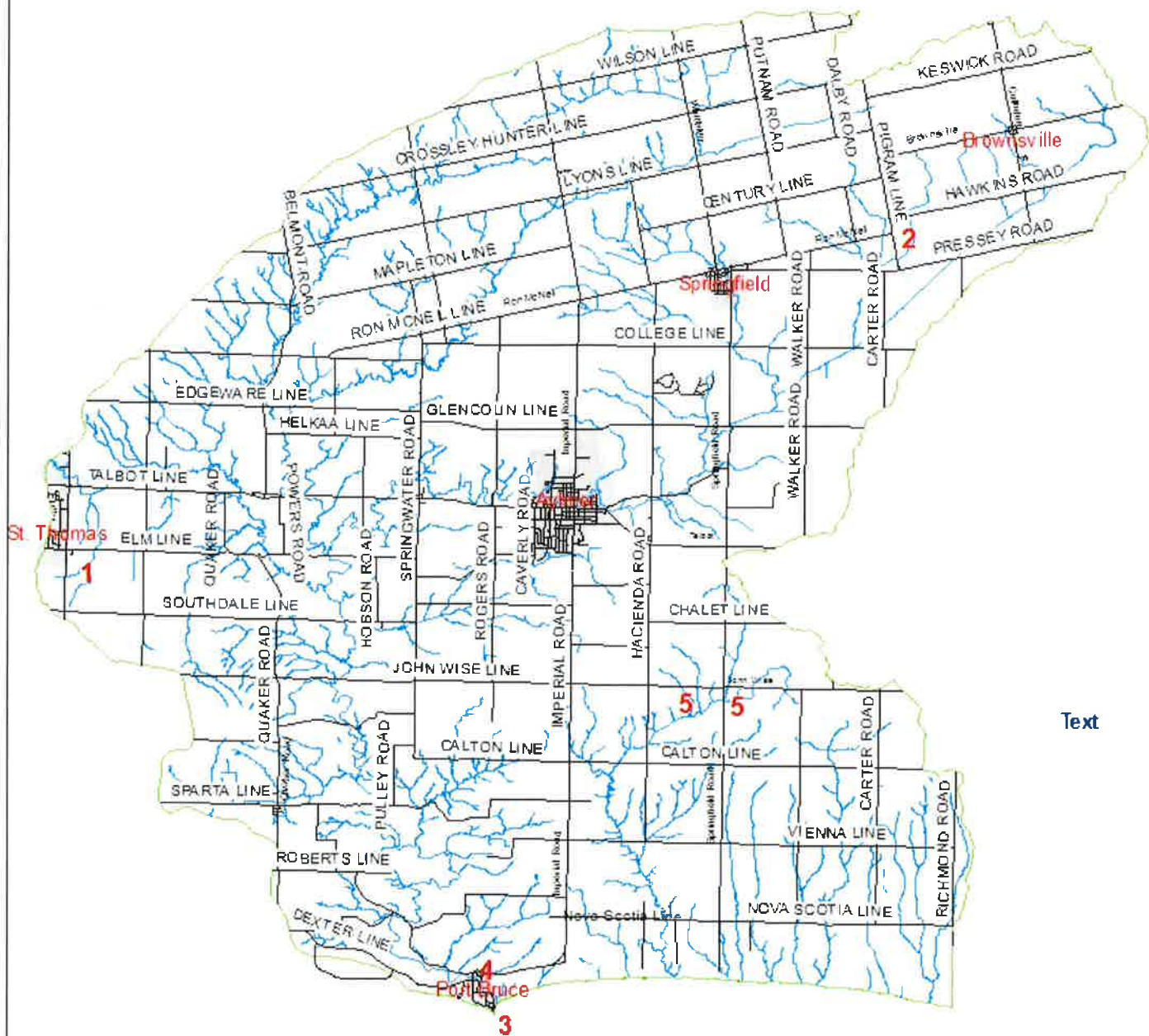
REPORT FA 31 / 2019 : **To the Full Authority**
FROM : Tony Difazio, Resource Planning Coordinator
SUBJECT : Approved Section 28 Regulation Applications
DATE : July 31, 2019
STRATEGIC ACTION : Protect life and minimize property damage from flood & erosion
FINANCIAL IMPLICATIONS : Not Applicable

PURPOSE: To outline the 'Development, Interference with Wetlands & Alterations to Watercourses' applications approved by staff in June & July, 2019.

PERMIT NO.	LOCATION	PROPOSAL	DATE ISSUED
FR-04-19 (Site 1)	43841 Talbot Line; Municipality of Central Elgin	* This proposal involves the development of a commercial property located within the former flood plain of the Norman Drain; * Work includes construction of two Stormwater Management Ponds, servicing and site grading;	June 18, 2019
FR-05-19 (Site 2)	143210 Hawkins Road; Township of South-West Oxford	* This proposal involves the replacement of a section of gas main located under Bear Creek, east of Pigram Line; * Work will be undertaken using the directional boring method to minimize disturbances to the creek;	June 18, 2019
FR-06-19 (Site 3)	Port Bruce Harbour; Township of Malahide	* This proposal involves the replacement of the east jetty at the mouth of Catfish Creek with the confluent at Lake Erie; * Work may also involve repairs to the pier along the westside of Catfish Creek in Port Bruce;	June 30, 2019
FR-07-19 (Site 4)	48464 Rush Creek Line; Township of Malahide	* This proposal involves the 40' X 40' expansion of an existing shop located within the flood-fringe of Catfish Creek in Port Bruce; * Electrical Circuits will be flood proofed to applicable elevations;	July 10, 2019
FR-08-19 (Site 5)	50537 John Wise Line & 7308 Springfield Road; Township of Malahide	* This proposal involves the dredging of two irrigation ponds on tributaries of Silver Creek; * Spoil material will be placed in locations suitable to the CCCA;	July 30, 2019

RECOMMENDATION: THAT, the Full Authority receive the staff approved Section 28 Regulation Applications **Report FA 31 / 2019**, as information.

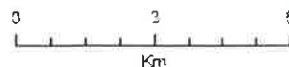

 Tony Difazio, Resource Planning Coordinator



REGULATIONS REPORT MAP

August, 2019

1 Work Permit Location



REPORT FA 32 / 2019: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary – Treasurer
SUBJECT: Research Permit Request
DATE: June 17, 2019
STRATEGIC ACTION: Improve the Ecological Health of the Catfish Creek Watershed
FINANCIAL IMPLICATIONS: None

Purpose:

To consider a request from the Ministry of Natural Resources and Forestry to conduct a research project into beach leaf disease and establish research plots on lands owned or managed by the Catfish Creek Conservation Authority (CCCA).

Discussion:

The CCCA received the attached e-mail and project description from Sharon Reed, a forest health research scientist from the Ontario Ministry of Natural Resources and Forestry.

The details of the proposal are outlined in the attached email for your reference and information. Final approval from the CCCA Board of Directors is required prior to the research being conducted.

RECOMMENDATION:

THAT, a Research Permit Memorandum Of Agreement be issued to the Ontario Ministry of Natural Resources and Forestry.



Christopher Wilkinson
General Manager / Secretary-Treasurer

Assessing the impact and progression of beech leaf disease in stands with and without beech bark disease

Beech leaf disease is a new disease associated with an invasive nematode, *Litylenchus crenatae*. The disease was first detected in 2012 in Lake County, Ohio and confirmed in Ontario in 2017. As of June 2019, it is known to occur in six counties in southwest Ontario. Another disease, beech bark disease, is already present in many parts of southwest Ontario. Beech bark disease results in the death of mature beech and the formation of diseased beech thickets. The proposed study will measure and compare disease development and mortality in forest stands with beech leaf disease to those with beech leaf disease and beech bark disease, beech bark disease alone, and no disease. We are most interested in the fate of understory beech trees that often dominate stands after beech bark disease is established. The diseased beech thickets that develop after the killing front of beech bark disease are difficult to manage and often shade out healthy seedlings of other tree species. This study will help us understand the types of management responses that might be needed for beech bark disease infected plots when beech leaf disease is present, as well as provide vital information about the development and implications of beech leaf disease.

General outline of research to be performed

We aim to establish sites at 16 locations in southern Ontario's ecoregion seven. Four sites of each of the following combinations will be established, no disease present, beech leaf disease present, beech bark disease present, beech leaf and beech bark disease present. Plots will be reassessed every two years for up to ten years. Site conditions will be recorded as well as tree characteristics. Disease measurements will include damage type, symptom severity, and incidence.

More specifically, at each location, two 0.1 acre plots (11.3 m radius) will be established to visually survey overstory trees. A smaller 0.01 acre plot (3.6 m radius) will be established inside the 0.1 acre plot to visually survey smaller beech trees. All beech trees will be tagged so that measurements can be made on return visits. Beech tree DBH and crown position will be recorded as well as site aspect, slope position, percent slope, and landform shape. The crown of overstory and understory beech will be assessed for vigor, branch dieback, and symptom severity. Other types of damage and the presence of beech bark disease or scale will be noted for all beech trees. Four 1 m circular plots will be established at the margin of each 0.1 acre plot (four cardinal directions) to identify and count seedlings.

General procedure and equipment

More specifically, at each location, two 0.1 acre plots (11.3 m radius) will be established to visually survey overstory trees. A smaller 0.01 acre plot (3.6 m radius) will be established inside the 0.1 acre plot to visually survey smaller beech trees. All beech trees will be tagged so that measurements can be made on return visits. Beech tree DBH and crown position will be recorded as well as site aspect, slope position, percent slope, and landform shape. The crown of overstory and understorey beech will be assessed for vigor, branch dieback, and symptom severity. Other types of damage and the presence of beech bark disease or scale will be noted for all beech trees. Four 1 m circular plots will be established at the margin of each 0.1 acre plot (four cardinal directions) to identify and count seedlings.

Equipment to be left on site for the duration of the study:

The plot center and east and west edges of the plot will be marked with a yellow PVC tube driven into the ground. These will be removed during the last measurement. Trees will be marked by placing a tree tag at the base of the tree.

Other equipment:

Prism
Clinometer
Compass
Flagging tape
Distance tape
DBH tape

Individuals that will be taking measurements during 2019

Sharon Reed, forest health research scientist, MNRF

Sylvia Greifenhagen, program forester-pathology, MNRF

Rebecca Lidster, forest health technician, MNRF

Susan McGowan, forest health technician, MNRF

Jessica Wakefield, field technician, MNRF

Christine St. Jules, field technician, MNRF

Chris Wilkinson

Subject: Permission to set-up Beech leaf disease monitoring plots

From: Reed, Sharon (MNRF) <Sharon.Reed@ontario.ca>

Sent: June-07-19 12:30 PM

To: Tony Difazio <planning@catfishcreek.ca>

Subject: Permission to set-up Beech leaf disease monitoring plots

Hello Tony,

I am the forest health research scientist from the Ontario Ministry of Natural Resources and Forestry. Rebecca Lidster suggested I contact you about using three Catfish Conservation Authority properties, Catfish Creek, Glen Colin and Springwater Forest/Jaffa Tract, in our long term monitoring plot network for beech leaf disease. Rebecca has identified these properties as locations with beech leaf disease. Beech leaf disease is a new disease associated with an invasive nematode. The plots that we are establishing are meant to answer questions about the implications of beech leaf disease: how quickly does it progress? Do multi-year infections lead to decline and mortality of beech trees, especially understory trees. In addition to plots being established in Ontario, plots are being established in Ohio, Pennsylvania, and New York. The protocol entails visual assessments of the crowns of overstory and understory trees every two years. The protocol does require that an identification marker be placed on beech trees so that they can be reassessed in later years. Currently, I am planning to collect data every 2 years for up to 10 years (dependent on funds and disease progression).

If your conservation authority is willing to let us establish monitoring plots at these three locations, please let us know. I can forward the survey protocol and fill out any applications you provide. Our forest health research team plans to establish these plots between June 29th and August 16th.

Sharon

REPORT FA 33 / 2019: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary - Treasurer

SUBJECT: Conservation Ontario Council Meeting

DATE: June 25, 2019

Purpose:

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

Discussion:

The Conservation Ontario Council meeting was held at the Sheraton Parkway Hotel in Markham on June 24th, 2019. Agenda items for discussion included:

- a) General Managers Update
Conservation Ontario General Manager Kim Gavine walked members through the recent initiatives and meetings CO has attended, including CO's standing committee participation on Bill 108. CO's efforts resulted in the addition of a new category for mandatory programs.
- b) Streamlining Initiative
Conservation Ontario staff updated the council on the initiative. There was a discussion and agreement around a reduction in timelines for permit approvals once a complete application is received. Pre-Consultation is important to ensure a complete application.
- c) Consolidated Generic Regulation
A consolidated flood/fill regulation is anticipated which will require staff to update policies update mapping, notify the public of change and report on the service delivery timelines for permits. A reduction in regulated area will translate into a reduction in permit fees.
- d) Working Session on Draft Regulations
CO will be working on draft positioning for the *Conservation Authority Act* updated Regulations throughout the summer. To assist with that work, CO staff facilitated a working session to review the draft regulations.

There was significant discussion amongst GM's and board members regarding the regulations related to mandatory programs of natural hazards, source protection and conservation authority lands.

Non-Mandatory programs were also discussed and CCCA advised of the importance of consistency for programs offered by more than one CA in a single municipality.

Also discussed with less debate and discussion was draft positioning around regulations related to the transition plan, consultation with municipalities and other stakeholders/partners regarding programs and services, capital costs and operating expenses, other amounts owing to the authority, governance, and oversight.

e) Consent Agenda

The meeting concluded with the approval of the consent agenda which included a CO budget status, Lake Erie Action Plan update, CO comments on Schedules 2, 5, 6 and 7 of Bill 108, Source Protection, Program updates and correspondence.

Recommendation:

THAT, Report FA 33 / 2019, be received as information at this time.



Christopher Wilkinson
General Manager / Secretary - Treasurer

REPORT FA 34 / 2019 : To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary – Treasurer
SUBJECT: Health & Safety Policies and Procedures Manual 2019
DATE: July 3, 2019
STRATEGIC ACTION: Operate a Sustainable and Adaptable Organization
FINANCIAL IMPLICATIONS: None

Purpose:

To request approval by members of CCCA's Health & Safety Policies and Procedures Manual 2019.

Background:

The current Catfish Creek Conservation Authority (CCCA) Health & Safety policy is spread across various documents and was generally last updated in the 1990's. Other policy and procedure updates occurred on an as needed basis.

As a result, the Financial Services Coordinator undertook an update to the Health & Safety Policies and Procedures in July 2018, and produced a draft policy titled: Health & Safety Policies and Procedures Manual 2018. The file can be seen here:

https://www.catfishcreek.ca/wp-content/uploads/2019/07/Health-and-Safety_Policy_2019.pdf (Click to Open)

The new policy and procedures manual was based on policies and procedures obtained from other Conservation Authorities, and updated for CCCA specific procedures and operations. The 2018 draft manual was not previously approved by the Board of Directors.

Current Status:

As the Health & Safety Policy and Procedures Manual outlines the safety policies for the Catfish Creek Conservation Authority, Board approval of the manual is required.

Once approved by the Board of Directors, the manual will be made known to employees in writing at least one month before becoming effective. Major changes or major additions to the Health and Safety Policy Manual will also be approved by Board motion and will be made known to employees in writing at least one month before becoming effective.

Since the draft 2018 version was produced, a number of typographic and administrative updates were identified and updated. As a result, staff are seeking the approval of the current Health & Safety Policies and Procedures Manual 2019.

Recommendation:

THAT the Board of Directors approve the updated Health & Safety Policies and Procedures Manual 2019 outlined in Report FA 34 / 2019; and further,

THAT that the General Manager / Secretary-Treasurer advise staff the Health & Safety Policies and Procedures become effective September 8, 2019.



Christopher Wilkinson
General Manager / Secretary-Treasurer

REPORT FA 35 / 2019 : To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary – Treasurer,
Susan Simmons, Financial Services Coordinator
SUBJECT: Updated Purchasing Policy and Procedures Manual
DATE: July 5, 2019
STRATEGIC ACTION: Operate a Sustainable and Adaptable Organization
FINANCIAL IMPLICATIONS: None

Purpose:

To request approval by the Board of Directors or a revised Purchasing Policy

Background:

The current Catfish Creek Conservation Authority (CCCA) purchasing policy was last updated in 1995.

The purchasing policy review was undertaken by the General Manager / Secretary-Treasurer and the Financial Services Coordinator. It was determined that a full review was necessary to ensure CCCCA demonstrates a clearly documented purchasing policy that reflects core organizational principles and objectives.

The policy review process has resulted in an updated policy demonstrating CCCA's commitment to documented purchasing principles and objectives to ensure the Catfish Creek Conservation Authority is a sustainable and adaptable organization.

Current Status:

In order to drive administrative efficiencies, staff propose the following:

1. Increase the requirement for 3 quotes from \$1000 threshold to \$5000;
2. Remove the \$500-\$1000 threshold such that any purchases more than \$500 and less than \$5000 need to be approved by either Financial Services Coordinator or General Manager / Secretary-Treasurer. Previously, all purchases over \$500 needed approval by the General Manager / Secretary-Treasurer.
3. Increase the amount for Board approval from \$10,000 to \$20,000. This changes the upper threshold where GM/ST approval is required between \$5000 to \$20000.

Recommendation:

THAT the Full Authority approve the updated Purchasing Policy and Procedures Manual outlined in Report FA 35 / 2019.



Susan Simmons
Financial Services Coordinator



Christopher Wilkinson
General Manager / Secretary-Treasurer



Purchasing Policy and Procedures Manual

September 2019

Approved: August 8, 2019
Effective: September 1, 2019

1. INTRODUCTION

This document establishes policies and procedures to provide authority and guidelines for purchasing transactions of the Catfish Creek Conservation Authority

The impact of lowering the cost of purchased goods and services by a mere 5% to 10% through overall cost reductions and improved materials can substantially reduce or contain operational costs.

Our approach is to place the actual buying process in the hands of an individual in each of the user departments, who handles purchasing as part of the overall duties. Formal financial control is exercised through a purchase order system with the audit and payment of invoices handled by the Secretary-Treasurer or their designate.

It is not sufficient that goods and services merely be purchased. In today's environment of scarce financial resources, purchasing involves much more than simply processing orders. The purchasing function has a key role to play in reducing costs so that the pressure on operational cost will be lessened. Techniques to achieve this end will be described throughout this Policy and Procedure Manual.

2. PURCHASING PRINCIPLES

- a. Efficient/Effective Acquisition: Catfish Creek Conservation Authority will acquire the necessary quality and quantity of products and services, including professional and consulting services in an efficient and cost-effective manner.
- b. Open Market Purchasing: Acquisitions shall be undertaken using an open market procedure wherever practical.
- c. All Costs Considered: Evaluating proposals and quotations will be done in a manner which considers all costs including quality of the product/service, location of vendor, operational costs, and disposal, rather than a decision based solely on the lowest purchase price.
- d. Unsatisfactory Proposals: Proposals or quotations which do not meet the specifications, terms, or conditions may be rejected.
- e. Sustainability Ethic: Catfish Creek Conservation Authority will acquire necessary products and services with due regard for the preservation of the natural environment, incorporating recycled materials where applicable.

- f. Confidentiality: Where requested by persons responding to requests for proposals, confidentiality concerning the proposal or quotation will be maintained. Once a contract award is made, any report or documentation concerning such award shall become a matter of public record.
- g. Conflict of Interest
No purchases shall be made from any Member of the Authority or Employee of the Authority or their immediate family or from any other source that would result in a conflict of interest.
- h. Gifts
An employee or Member of the Authority is expressly prohibited from accepting, directly or indirectly, from any person, company or corporation to which any purchase or contract is, or might be awarded, any rebate, gift, money or anything of value whatsoever, except where given for the use and benefit of the Authority.
- i. Health & Safety: All contractors undertaking work for Catfish Creek Conservation Authority will be required to comply with applicable legislation including the Occupational Health & Safety Act and the requirements of the Workplace Safety and Insurance Board.
- j. Accountability: Staff authorized to undertake purchasing functions on behalf of the Catfish Creek Conservation Authority should be at all times cognizant of their responsibility to the Board of Directors, funding partners, and other members of staff.

3. PURCHASING POLICY/PROCEDURES

- a. The Secretary-Treasurer or their designate is authorized by the Catfish Creek Conservation Authority Board of Directors to approve, within budgetary limits, the purchase, sale or rental of products, materials and services required to carry out the necessary programs, projects and operations of Catfish Creek Conservation Authority subject to policies and procedures outlined in this document.
- b. Where Catfish Creek Conservation Authority is administering finances for a specific project in conjunction with, or on behalf of external agencies, the policies and procedures outlined in this document will be followed.
- c. Invoices must be provided by the staff person responsible for the program to the Financial Services Coordinator for any purchase. It is the responsibility of the staff person making a purchase to ensure that the funds are available and the expenditure is approved in the current year's budget. The staff person must also ensure that all necessary quotations and approvals required by the purchasing policies have been obtained and that the products and/or services are received and

are satisfactory. **The staff person making the purchase MUST write on the invoice which department and project the expense shall be coded to.** In the event of an electronic (e-mail) invoice the staff member shall provide to the Financial Services Coordinator.

- d. Facsimile Transmission (FAX), digital or other electronic transmission from which written copy can be obtained are acceptable for proposals and written quotations.

4. PROCUREMENT OF PRODUCTS AND SERVICES & AUTHORIZATION LIMITS

- a. Where it is estimated that the value for products and services, including professional or consulting services, required for a particular project will cost:
 - i. Less than \$500.00 and under, invoices are to be clearly marked as to goods purchased and prices, and the employee must sign same at the supplier's business. An employee is to obtain a copy of the invoice and sales receipt bearing the department and project name (see 3c above) and it is to be promptly given to the Financial Services Coordinator, after obtaining the signature of the department head on the sale invoice.
 - ii. More than \$500, less than \$5,000, and within the approved budget, the responsible program staff, with approval of the General Manager/Secretary-Treasurer or Financial Services Coordinator may obtain the product or service through direct purchase. A purchase order must be completed.
 - iii. More than \$5,000 but less than \$20,000, and within the approved budget, the product or service shall be acquired through a selection process (requests for proposals or direct quotations). The staff member responsible for the project must obtain at least three (3) proposals/quotations and document the rationale for selecting a given proposal. If three proposals/quotations are not obtained, the reasons must be documented as well. Approval of the General Manager/Secretary-Treasurer is required. A purchase order must be completed.
 - iv. More than \$20,000, the product or service shall be acquired through a selection process (requests for proposals or direct quotations). The staff member responsible for the project must obtain at least three (3) proposals/quotations and prepare a staff report for consideration of the Board of Directors. If three proposals/quotations are not obtained, the reasons must be documented in the report. The report must also document the rationale for selecting a given proposal. Approval of the Board of Directors is required for the selection of the successful proposal. A purchase order must be completed.

- b. For construction contracts exceeding \$50,000, a public tender process will be used. Approval of the Board of Directors is required for the selection of the successful bidder. A purchase order must be completed.
- c. Under special circumstances (i.e. time constraints), a contract may be awarded based on an e-mail poll of the Board of Directors. Board members, when sending their response, will be requested to "reply to all." The results of the e-mail poll will form part of the public record. The decision must be ratified at the following Board meeting.
- d. Notwithstanding 4a and 4b above, purchase by negotiation may occur when any of the following conditions apply:
 - i. due to market conditions, products/services are in short supply;
 - ii. there is only one known source of the product or service;
 - iii. two or more identical low bids have been received;
 - iv. the lowest bid substantially exceeds the estimated cost of the product or service;
 - v. all bids received fail to meet the specifications, terms and conditions and it is impractical to issue another request for proposals;
 - vi. the extension of the existing contract would prove more cost effective or beneficial;
 - vii. similar work was completed by the supplier/consultant for the Authority in the past and/or the contract is an extension of the previous work completed;
 - viii. a single source is recommended because it is more cost effective or beneficial to Catfish Creek Conservation Authority.
- e. The General Manager/Secretary-Treasurer may approve additional expenditures on a contract, not to exceed 10% of the total cost, if a required task was not identified in the original approved proposal/quotation and the additional funding to cover the cost of the task is in the budget.

REPORT FA 36 / 2019: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary – Treasurer
and Emily Febrey, Active Naturally Coordinator
SUBJECT: Plastic waste (microplastics)
DATE: July 16, 2019
STRATEGIC ACTION: Improve the Ecological Health of the Catfish Creek Watershed
FINANCIAL IMPLICATIONS: None (except staff time to participate in Clean Up Days, and
some supplies e.g. pick up sticks, garbage bags)

Purpose:

To update the Full Authority on Plastic waste (microplastics) and actions taken by CCCA to control Plastic waste found in our watershed from entering the Great Lakes.

Background:

In recent years, the amount of plastic pollution has hit the spotlight, with a focus on marine plastic pollution. Slowly, the scientific world is learning more and more about the impact of plastic pollution and the presence in freshwater ecosystems as well. Specifically, microplastic litter has emerged as an environmental concern in marine, freshwater and terrestrial ecosystems in Canada and globally (Anderson et al., 2016; Eriksen et al., 2014; Machado et al., 2017). Microplastics are plastic pieces that are less than 5mm in diameter and occur as a result of plastic debris breakdown. Due to the size and abundance of microplastics, they are extremely harmful particles that can have negative impacts on lakes, rivers, oceans, fish and other wildlife. Researchers are working to understand the extent of pollution and risks, including predictions of future microplastic abundance, for both aquatic and terrestrial ecosystems.

Plastics encompass a diverse set of petroleum-based synthetic polymers with versatility that makes them both useful and problematic to the environment. More specifically, plastics' durability lends to its persistence in the environment and its low density enables plastics to float and be dispersed great distances by wind and water. Moreover, plastics have become so prevalent in today's society that it can be found in most products; from the recognizable plastic water bottle to pieces of clothing.

As microplastics are incredibly, small pieces of plastic, wildlife commonly confuse the pieces with food. Within aquatic food webs, microplastics have been detected in the digestive tracts of organisms at nearly every trophic level, and recent studies in freshwater systems are in agreement with these reports (Cole et al., 2013; Eerkes-Medrano et al., 2015). Microplastics may affect the physiological functioning of animals, either through the leaching of accumulated organic pollutants into the stomach lining of fishes that consume them, physical blockage of the digestive system, or simply by taking up space that could otherwise be occupied by nutritional food sources (Bakir et al., 2014; Wright et al., 2013).

Surface water samples were collected in 2014 from nearshore sites in Lake Erie and Lake Ontario and examined for microplastics (MOECC, 2016). **Elevated quantities of microplastics were observed after rainstorms, meaning that movement of debris through stormwater runoff is a significant source to lakes.** To investigate urban sources further, urban streams in the Toronto area and effluent from a Water Pollution Control Plant were also sampled. These contained microplastics with a larger proportion of microbeads (a type of microplastic that does not dissolve in water and causes detrimental effects to wildlife) in wastewater effluent than streams.

A 2018 study by University of Toronto professor Chelsea Rochman finds the concentrations of plastics in areas of the Great Lakes are equal to or greater than those reported in the ocean.

Current Status

Naturally, there are gaps in our understanding and knowledge of the current issues surrounding microplastic pollution, as in all sciences. However, there is enough evidence of deleterious effects, including widespread and irreversible harm, that policy makers should take action immediately to mitigate this problem affecting the Great Lakes (Eriksen et al., 2018, Rochman et al., 2016). As a result, many governmental agencies have started programs that focus on plastic pollution, such as within the United Nations Environment Programme (UNEP, 2018).

In addition, there are campaigns such as Operation Clean Sweep by the American Chemistry Council that rally engagement and support from plastics industries to protect the environment. Their most recent report is from 2018 and titled: "Plastics and Sustainability: A Valuation of Environmental Benefits, Costs and Opportunities for Continuous Improvement". This report indicates that plastics are in most cases the most economical solution and thus the solution is simply to consume less. This is in preference to the environmental costs of turning natural habitat into lands suitable to grow plastic alternatives such as bamboo straw, cotton bags, and biopackaging.

In addition to the American Chemistry Council, Eriksen et al. (2018), "Microplastic: What Are the Solutions?" outlined the following solutions to plastic pollution:

- Identification and quantification of upstream microplastic sources through research;
- Zero waste strategies (by using reusable containers, for example);
- Policies that uphold extended producer responsibility (consider environmental impacts through product design), and;
- The development of business solutions.

Eriksen et al. also promoted upstream intervention and reduction of plastic pollution in order to prevent the formation of secondary microplastics in terrestrial and freshwater environments (some of these eventually making their way to marine systems). Clean up of secondary microplastics, once they are in natural water bodies is not currently possible or feasible. Furthermore, by working upstream there is a better chance to use plastics as fingerprints

connecting to the sources, rather than working downstream where the plastic fragments have degraded too much to link to the original product, and polluter.

As everyone needs to be part of the solutions to waste in Ontario, Catfish Creek Conservation Authority is taking the following actions regarding plastics:

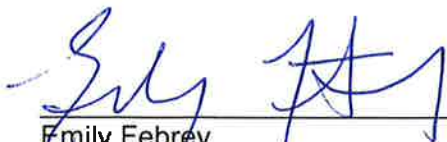
1. More frequent "community up-stream clean up days" with Ranger Em to prevent plastics on banks and within floodplains from making its way into Catfish Creek and into the Great Lakes;
2. Garbage and recycling cans at each of our publically accessible Conservation Areas;
3. Re-usable plates, cups, cutlery and straws in our kitchen for daily use and at all events;
4. Encourage seasonal and transient campers, and visitors to our Conservation Areas to reduce waste through Education & Outreach;
5. Educate young people about pollution through programs such as "Yellow Fish Road" and "Stream of Dreams" in collaboration with local schools; and
6. Using our social media channels to promote and educate the public on ways to reduce, reuse and recycle.



A community up-stream clean up day with "Ranger Em"

Recommendation:

THAT the Full Authority received report FA 36 / 2019 for information.


Emily Febrey
Active Naturally Program Manager


Christopher Wilkinson
General Manager / Secretary-Treasurer

REPORT FA 37 / 2019 : To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary - Treasurer
SUBJECT: Staff Appreciation Day 2019
DATE: August 14, 2019
STRATEGIC ACTION: Operate a Sustainable and Adaptable Organization
FINANCIAL IMPLICATIONS: \$350

Purpose:

To approve the proposal for staff appreciation day 2019.

Discussion:

Organizations typically include a staff recognition program and policies. As part of the program, a staff appreciation day is usually provided to thank staff for all their hard work throughout the year.

A committee was struck to establish the particulars of the 2019, a committee of staff members was established to determine suitable activities(s), date, and budget. As a result, the staff committee proposes:

1. Activity: Escape Room at the Palasad Social Bowl in London and a pizza lunch
2. Proposed Date: November 13, 2019 (date to be confirmed)
3. Budget: \$27 pp for escape room and \$11.50 for pizza = \$38.50 / pp * 8 staff

In order to facilitate the day, the office will need to be closed from noon – 4:30 pm.

Recommendation:

THAT, the Full Authority approve staff appreciation day 2019 as proposed in Report FA 37 / 2019; and further,

THAT the Personnel Policy be updated to include an annual staff appreciation day.



Christopher Wilkinson
General Manager / Secretary-Treasurer

REPORT FA 38 / 2019: To The Full Authority

FROM: Peter Dragunas, Water Management Technician
SUBJECT: Low Water Discharge Threshold Adjustment Study
DATE: July 23, 2019
STRATEGIC ACTION: Improve the Ecological Health of the Catfish Creek Watershed
FINANCIAL IMPLICATIONS: No provincial funding available for 2019 or beyond

Purpose:

To update the Board as to the state of the Catfish Creek Ontario Low Water Response program and a low water discharge threshold adjustment study

Discussion / Background:

The Ontario Low Water Response (OLWR) is intended to ensure provincial preparedness, to assist in co-ordination and to support local response in the event of a drought.

The OLWR plan is based on existing legislation and regulations. The Provincial Low Water Level Response Task Force was formed to coordinate an inter-ministry response to low water levels and to make recommendations for long-term management of low water conditions. This plan recognizes the partnership between provincial and local authorities and that environmental management must be approached at both the provincial and local levels.

The province provides overall direction and coordinates policies, science and information systems. In extreme circumstances the province, has in the past, provided support where local declarations of an emergency have been made. At the local level, applicable agencies are directed to collecting information, interpreting policy and delivering programs to minimize the effects of low water condition levels. The three condition levels are: Level I (10% voluntary conservation), Level II (20% voluntary conservation) and Level III (Conservation, Restriction and Regulation).

Precipitation and streamflow indicators are used to determine the OLWR condition level for watersheds. Guideline thresholds for these indicators are provided in the OLWR manual along with the methodology to determine when a watershed moves from one level into another. Agency roles and responsibilities for each level are also identified within the manual. *Ontario Low Water Response*, 2010.

Present Thresholds and Proposed Threshold Adjustments:

The current thresholds have been formulated to generally reflect province wide low water characteristics and does not recognize local precipitation, physiographic, geographic and stream baseflow characteristics. **The thresholds are based on seven day totals, one month, three month and eighteen month averages and will not change for 2019.**

However, using the current percent threshold discharge method habitually places the watershed into a category and level of drought. New discharge thresholds need to be tested and validated in order to be more rational as to the volume of low water within the Catfish Creek and its tributaries.

While the Ontario Low Water Response Manual does allow conservation authorities to create their own thresholds based on local knowledge and observations, it does not give guidelines for the basis of improved thresholds.

Current Status

For the purpose of this low water discharge threshold adjustment study, two of the OLWR associated Conservation Authority duties are:

- Thresholds have been set for precipitation and streamflow at chosen hydrometric stations, and indicators will be monitored and reviewed periodically to determine if the thresholds are set at the correct levels.
- Conservation Authorities are encouraged to develop local minimum in-stream flow thresholds as indicators of aquatic ecosystem health (adequate water quality, healthy fisheries and biological communities). Such a threshold could then become the Level III indicator for that watershed.

CCCA is calculating updated discharge thresholds that will better represent low water levels within the Catfish Creek watershed and aimed at improving the classification of low water levels and threats in support of Level I, II and III low water condition reporting.

While the OLWR manual does allow conservation authorities to create their own thresholds based on local knowledge and observations, it does not give guidelines for the basis of improved thresholds.

The manual outlines that the level I, II and III threshold are a percentage of a summer lowest monthly discharge value. Since the manual does not provide guidelines with regard to improving the thresholds this review will aim to follow the present reasoning and or logic to establish new thresholds. Firstly the need to identify an acceptable monthly low water discharge value and formulate a relationship between all levels to calculate discharge level thresholds.

Recommendation:

That, Report FA 38 / 2019, be received as information at this time.


Peter Dragunas,
Water Management Technician

REPORT FA 39 / 2019 : To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary – Treasurer
and Peter Dragunas, Water Management Technician
SUBJECT: Ice Management RFP
DATE: July 26, 2019
STRATEGIC ACTION: Protect Life & Minimize Property Damage from Flooding & Erosion
FINANCIAL IMPLICATIONS: None at this time

Purpose:

To update the Full Authority on the results of the Ice Management RFP

Discussion:

Following a meeting between the Township of Malahide and the Catfish Creek Conservation Authority (CCCA), it was decided to release a Request for Proposal for 5 years' worth of Ice Breaking Services. The RFP required prices for 3 requirements:

1. Drag Line
2. Long Reach Excavator
3. Safety Lights

The rationale behind a more comprehensive and longer term contract was to provide more assurance to the drag line providers, while at the same time providing assurance to the watershed residents that all the requirements related to ice breaking services were taken care of over the next 5 years.

The RFP was circulated to all operators who have previously worked for the Township of Malahide and the Catfish Creek Conservation Authority (CCCA). The RFP was also placed on a public procurement website called Biddingo which is used by many Ontario municipalities.

Current Status:

The RFP closed July 19, 2019 with **no proposals received**. Staff wish to re-release the RFP with the option to bid on any one or all of the three requirements.

Recommendation:

THAT, the Full Authority receive report FA 39 / 2019 for information.


Peter Dragunas
Water Management Technician


Christopher Wilkinson
General Manager / Secretary-Treasurer

REPORT FA 40 / 2019: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary – Treasurer
SUBJECT: 2020 Budget Considerations
DATE: July 25, 2019
STRATEGIC ACTION: Operate a Sustainable and Adaptable Organization
FINANCIAL IMPLICATIONS: Various

Purpose:

To seek input from the CCCA Board of Directors with regards to the CCCA 20st20 draft budget

Background:

In preparation for CCCAs 2020 budget and in particular the municipal levy, staff are seeking input from the CCCA Board of Directors regarding budget direction.

This guidance is not binding as the CCCA Board of Directors will review the fill draft budget in October and consider final approval at the March 2020 Full Authority meeting.

The 2020 municipal levy rate will be affected by two categories of costs:

1. CCCA Initiatives: Cost of Living, filling a vacant position, and an organizational review;
2. Provincial Costs: Increases that are a result of provincially driven decisions and that were not anticipated including the downloading of Section 39 transfer payments, Ontario Low Water Response, Water and Erosion Control Infrastructure funding, and potentially source water protection funding.

Recent changes to the *Conservation Authorities Act, 2006* through Bill 108 have created significant uncertainty in terms of the CCCA's 2020 draft budget, including the municipal levy.

Following the 18 -24 month transition period, member municipalities can be levied for legislated (mandatory) programs, and any individual municipal agreements can be put in place regarding non-legislated (non-mandatory) work. In addition, the potential downloading of the full cost the hazard management program (flood forecasting & warning, and erosion control), Ontario Low Water Response, source protection program, and the loss of flood control infrastructure (WECI) funding will significantly affect the budgets for 2020 and beyond.

Changes to the *Conservation Authorities Act, 2006* have been passed (received Royal Assent June 6, 2019), and the Province is now working on the associated definitions, enabling regulations and a timetable for implementation.

A four-year levy projection is included here and is based on the best available information but is likely to change as details regarding legislative amendments are clarified.

Current Status:

Table 1 (Project New/Increase in Municipal Levy Investment) presents the anticipated levy requests over the next four years into two categories of costs.

The first category of costs relates to CCCA initiatives and includes:

Organizational Benefit, Pension Review: Given the additional and evolving legislative responsibilities, anticipated Conservation Authorities Act, 2006 regulations, and the need to remain competitive in a difficult employment market, a formal review of the organizational structure, pension and benefits plans is proposed for 2021. Costs included here are tentative and should be considered a placeholder rather than an accurate expense forecast.

Fill Vacant Position: “Curating an Appreciation for Nature” is an important action in CCCA's strategic plan 2019-2023. CCCA is looking to implement its previously grant funded Active Naturally program into its programs and services. As a non-mandatory service starting in 2021, continued support of this program and service will be by individual municipal agreements. This position also includes communications and fundraising.

Inflation: The CCCA has a practice of using the November – November Consumer Price Index (CPI) as a guide for annual inflationary increases. The 2020 value of 2.27% is based on the actual May 2018 to May 2019 index. The future amounts of 2% are estimates. Although CCCA is not technically part of the “public sector”, the Board of Directors may wish to discuss the 1% salary cap for public sector workers when considering the proposed inflationary increase.

The second category of costs relates to Provincially Instigated Costs or Downloads and includes:

Section 39 Hazard Management Costs: As reported at the May 2019 Board meeting, an in-year reduction of 50% (\$39K) was imposed on the CCCA and is to be managed through both in-year reductions (e.g. reduced office maintenance) and year-end reductions (e.g. reserves). It is expected that the transfer payment will not be reduced further, in particular throughout the 18024 month transition period. Total funding loss is \$38,620.50.

Ontario Low Water Response: CCCA receives 100% of funding for low water response through the Ministry of Natural Resources and Forestry, but an email received from MNRF on July 22nd indicates funding is no longer available. Total funding loss is \$8,000.

Source Water Protection: CCCA receives 100% of funding (\$8,500) for its legal responsibilities (SPA governance) from the Province via the Lead Source Protection Authority. Recent amendments to the Conservation Authorities Act make it clear the program is mandatory for CAs and adds the ability for CCCA to levy member municipalities for program costs. This administrative change strongly suggests the source protection program costs will be downloaded on municipalities starting in 2020. Total funding loss is \$8,500.

Water Erosion and Control Infrastructure: The province provides an annual \$5M envelope for 50% funding of flood infrastructure and erosion control projects. The 36 Conservation Authorities compete for this funding annually with the CCCA typically receiving \$0, but sometimes \$30,000 annually for projects in Port Bruce and Catfish Creek. While no formal funding announcements have been made, this funding appears vulnerable to a reduction and/or complete elimination of the program for 2020. The impact of the funding loss will be variable based on a review of the flood control structures (Springwater Dam), and flood mitigation projects (e.g. ice management via dredging and emergency spillway).

Municipal Pressures

There is ongoing municipal pressure against significant levy increases. For example, in 2016 the Town of Aylmer provided a resolution for CCCA to review its 2016 primary budget and General Levy apportionment with the view to reduce it further.

Many municipalities have set annual budget increase targets for civic agencies, boards and commissions. For CCCA initiatives, CCCAs levy will likely be above a target rate of 1.5% and thus may be asked to provide a “business case” to justify a higher increase.

It is hoped that addressing the provincial downloads will be a separate process other than the process and targets described above with the CCCA initiatives.

2020 Budget Development Schedule

CCCA's 2020 budget schedule will be somewhat different from previous years, the key driver being our strategic plan looking to create a longer term business plan, a major component of which is longer term levy forecasts.

- August 2019: Board direction regarding CCCA's 2020 municipal levy
- August 2019 – October 2019: Draft Budget development
- October 2019: Draft Budget Board Approval
- October 2019 – February 2020: Draft Budget circulated to member municipalities for comments
- January and February 2020: Board review of any municipal comments and budget reconsideration
- March 2020: Budget Approval

Table 1: Project New/Increase in Municipal Levy Investment

Municipal Investment	Details	2020	2021	2022	2023
<i>CCCA Initiatives</i>					
Organizational Review	Organizational Restructure, Benefits and Pension Review,	\$0	\$30,000	\$0	\$0
Programs and Services	Education & Outreach Conservation Lands (Self Generated in 2020, New Mandatory Program in 2021)	\$30,000	Less \$30,000 and separate municipal agreement for E&O + new CA Lands Levy	separate municipal agreements for E&O + new CA Lands Levy	separate municipal agreements for E&O + new CA Lands Levy
Inflation	Tied to May – May Ontario CPI	2.27%	2%	2%	2%
<i>Provincial Costs (Download)</i>					
Section 39 Hazard Management	Tied to April – April CPI (source: CPI Ontario 1.9% year over year (inflation calculator))	\$38,620.50	\$0	\$0	\$0
Source Water Protection	Anticipate Full Cost Transfer (SPA Governance)	\$8500	\$0	\$0	\$0
Low Water	MNRF Funded	\$8000	\$0	\$0	\$0
Water Erosion and Control Infrastructure	Anticipate cancellation of cost-sharing program. (Springwater Dam, Port Bruce Spillway Repair, Channel Sounding, Dredging	Variable	Variable	Variable	Variable



Shaded section is to be considered for approval

Recommendation:

THAT the Full Authority approve the preparation of a 2020 Draft Municipal Levy that includes:

- a) Education & Outreach, Communications & Fundraising position for \$30,000;
- b) an inflationary increase of 2.27% as per Ontario's May 2018-May 2019 Consumer Price Index; and further,

THAT the Full Authority receive the 2020-2023 Project Annual New Levy Investment outlined in Report FA 40 / 2019 for information.



Christopher Wilkinson
General Manager / Secretary-Treasurer

Correspondence: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary - Treasurer
SUBJECT: Correspondence Register, June 1-30, 2019

DATE: June 30, 2019

STRATEGIC ACTION: Operate a Sustainable and Adaptable Organization

FINANCIAL IMPLICATIONS: None

Purpose:

To update members on correspondence received by the General Manager / Secretary-Treasurer.

Discussion:

The following is a list of correspondence received by the General Manager / Secretary-Treasurer:

Date	Type	Agency	Topic
June 3	Email	Province of Ontario	Re. Order In Council 2511/94
June 4	Email	Statistics Canada	Job Vacancy and Wage Survey
June 4	Email	Ministry of Natural Resources and Forestry, Surface Water Monitoring Centre	Update - Provincial Flood Watch for Southern and Northeastern Ontario - June 4, 2019 10:30 AM
June 4	Email	Conservation Ontario	Conservation Ontario's Comments on the Excess Soil Regulatory Proposal
June 5	Email	Conservation Ontario	50 Million Trees Program -Federal Government invests
June 5	Email	Conservation Ontario	CA Levy Invoice
June 6	Email	Ministry of Natural Resources and Forestry, Surface Water Monitoring Centre	Updated Provincial Flood Watch for Lake Erie, Lake Ontario and Lake Superior Issued by the Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry June 6, 2019 at 1:00 PM
June 6	Email	Ministry of Natural Resources and Forestry	Ontario.ca Web Page Update
June 6	Email	Conservation Ontario	Passage of Bill 108
June 6	Email	Conservation Ontario	High Growth CAs defined and role in CO Client Service and Streamlining Initiative
June 6	Email	Ministry of Natural Resources and Forestry, Surface Water Monitoring Centre	Ontario Low Water products for May 2019
June 6	Email	London District Office, Ministry of the Environment, Conservation and Parks	MECP Contact numbers
June 6	Email and CCCA Response	Conservation Ontario	TIME SENSITIVE: proposed draft text for Mandatory Programs and Services - natural hazards, source protection authority, CA lands

June 7	Email	Ministry of Natural Resources and Forestry	Ontario Low Water products for May 2019
June 10	Email	University of Guelph	Report on Historical Floods In Ontario
June 10	Email	Essex Region C.A.	Habitat Stewardship Program for Aquatic Species at Risk - funding decision (ONT)
June 10	Email	Ministry of Natural Resources and Forestry	Low Water Response - Contact Update
June 10	Email	Program Services Section, Integration Branch, Ministry of Natural Resources and Forestry	WECl Notification - 2019-2020
June 11	Email	Ministry of Natural Resources and Forestry	Culvert / Stream Crossings
June 11	Email	Ministry of the Environment, Conservation and Parks	MECP administration of the Conservation Authorities Act
June 11	Email	Ministry of Natural Resources and Forestry, Surface Water Monitoring Centre	Updated Provincial Flood Watch for Southern Ontario and southern sections of Northeastern Ontario on June 11, 2019 at 11:30 AM
June 11	Email	Kettle Creek Conservation Authority	News Release: Record high water levels prompts KCCA to issue a Flood Watch for Lake Erie Shoreline
June 13	Email	Kettle Creek Conservation Authority	Watercourse Data
June 14	Email	Grand River Conservation Authority	seeking information about awards programs
June 14	Email	Conservation Ontario	FOR Mon June 24 Council: track change version to draft regulatory text and Materials for review in advance
June 14	Email	Conservation Ontario	Conservation Ontario Council Agenda June 24, 2019 - PLEASE REPLY
June 14	Email	Town of Aylmer	Proposed Meeting - CCA and the Town of Aylmer
June 16	Email	Ministry of Natural Resources and Forestry, Surface Water Monitoring Centre	Provincial Flood Watch for Southern Ontario and southern sections of Northeastern Ontario on June 16, 2019 at 10:30 AM
June 17	Email	Ministry of Natural Resources and Forestry	Culvert / Stream Crossings
June 18	Email	Ministry of Natural Resources and Forestry	watercourse & waterbody data
June 18	Email	Ministry of Natural Resources and Forestry, Surface Water Monitoring Centre	Provincial Flood Watch for Southern Ontario and southern sections of Northeastern Ontario on June 19, 2019 at 10:30 AM
June 19	Email	Conservation Ontario	consolidated CAA on elaws and in folder

June 19	Email and CCCA Response	Watershed Resident	Weeds at Ward Mckenna
June 20	Email	Conservation Ontario	Conservation Ontario Council Agenda June 24, 2019 - PLEASE REPLY
June 20	Email	Conservation Ontario	Cabinet Shuffle
June 21	Email	Lower Thames Conservation Authority	LTVCA Eastern Watershed Bus Tour and Board of Directors Meeting June 27, 2019
June 21	Email	Conservation Ontario	Conservation Ontario Weekly Updates for CAs
June 23	Email	Ministry of Natural Resources and Forestry, Surface Water Monitoring Centre	Provincial Flood Watch for Southern and Northeast Ontario and Watershed Conditions Statement on June 23, 2019 at 2:00 PM
June 24	Email and CCCA Response	Executive Assistant to Jeff Yurek, Member of Provincial Parliament, Elgin-Middlesex-London	Meeting with MPP Yurek
June 24	Email	Kettle Creek Conservation Authority	News Release: KCCA Flood Watch Update
June 24	Email	Resident	Yarmouth (Security)
June 26	Email and CCCA Response	Aylmer Museum & Archive	Gray and Miller collection
June 26	Email	Conservation Ontario	CCCA Meeting with MPP Yurek
June 27	Email	Information and Privacy Commissioner of Ontario	IPC 2018 Annual Report: Privacy and Accountability for a Digital Ontario
June 27	Email and CCCA Response	Ministry of Natural Resources and Forestry, Surface Water Monitoring Centre	HEC-HMS User's Group WebEx: July
June 27	Email and CCCA Response	Town of Aylmer	Permission to set-up Beech leaf disease monitoring plots
June 27	Email	Great Lakes National Program Office (Ontario), Environment and Climate Change Canada	2019-2023 Draft Lake Erie Lakewide Action and Management Plan Available for Public Review
June 27	Email	Canadian Parks and Recreation Association	CPRA Green Jobs Initiative - Notice of Decision
June 28	Email	Conservation Ontario	Joint Advisory Committee and Source Water Agreements

Christopher Wilkinson
General Manager / Secretary - Treasurer

Correspondence: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary - Treasurer
SUBJECT: Correspondence Register, July 1 – July 31, 2019

DATE: July 31, 2019

STRATEGIC ACTION: Operate a Sustainable and Adaptable Organization

FINANCIAL IMPLICATIONS: None

Purpose:

To update members on correspondence received by the General Manager / Secretary-Treasurer.

Discussion:

The following is a list of correspondence received by the General Manager / Secretary-Treasurer:

Date	Type	Agency	Topic
July 2, 2019	Email	Kettle Creek Conservation Authority	News Release: KCCA continues Flood Watch for the Lake Erie Shoreline
July 3, 2019	Email	Conservation Ontario	Annual Statistical Survey
July 3, 2019	Email and CCCA Response	Municipality of Central Elgin	Catfish Creek CA at CE council
July 4, 2019	Email	Conservation Ontario	CO Guidance Documents for CA Planning and Regulations Program - CO Client Service and Streamlining Initiative
July 4, 2019	Email	Conservation Ontario	Funding Advocacy and CA Municipal Funding Discussions - CO Advice
July 5, 2019	Email	Conservation Ontario	amendment 1: RE: Funding Advocacy and CA Municipal Funding Discussions - CO Advice
July 5, 2019	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Updated Provincial Flood Watch for Lake Erie, Lake Ontario and Lake Superior Issued by the
July 5, 2019	Email	Conservation Ontario	Slide deck from Council on CAA amendments and upcoming regulations
July 8, 2019	Email	Ministry of Environment, Conservation and Parks	SWMC Extranet Account Request
July 8, 2019	Email	Jeff Yurek Member of Provincial Parliament Elgin-Middlesex-London	Meeting with MPP Yurek
July 8, 2019	Email	Conservation Ontario	2019-2023 Draft Lake Erie Lakewide Action and Management Plan Available for Public Review

July 8, 2019	Email and CCCA Response	Supplier	Ice breaking 2019
July 9, 2019	Email and CCCA Response	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	2019 Network Survey - Conservation Authority Partners
July 9, 2019	Email and CCCA Response	Durand Webs	Web Hosting Upgrades, Security Enhancements and Cost
July 9, 2019	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Ontario Low Water products for the month ending June 30, 2019
July 10, 2019	Email	Conservation Ontario	briefing note for Minister and MPP meetings
July 11, 2019	Email and CCCA Response	Ministry of Environment, Conservation and Parks	PGMN water quality sampling season 2019 supplies request - reply requested
July 11, 2019	Email	Credit Valley Conservation Authority	Leadership Award Nominations Reminder and Latonell Grant Program
July 11, 2019	Email	Conservation Ontario	COMMENTS REQUESTED: Proposed New Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health
July 11, 2019	Email	Ontario Nature	2019 Youth Summit - sponsor a local youth!
July 12, 2019	Email	Ministry of Natural Resources & Forestry	MNRF Section 39 Funding Agreement - 2019-2020 - CCCA
July 12, 2019	Email	Upper Thames River Conservation Authority	Regs Question - Using (header) tile drainage to remove a watercourse by taking it's water
July 12, 2019	Email	Town of Aylmer	Woodlot Agreement
July 13, 2019	Email	Conservation Ontario	Joint Advisory Committee -New West Representative
July 15, 2019	Email	Ministry of Natural Resources & Forestry	CLTIP 2020 Applications
July 15, 2019	Email	Ministry of Environment, Conservation and Parks	2019-20 Drinking Water Source Protection Transfer Payment Agreements - Approved
July 16, 2019	Email	Mattagami Region Conservation Authority	Mattagami Region Conservation Authority-Year in Review
July 16, 2019	Email	of Municipal Affairs and Housing, and the Ministry of Natural Resources and Forestry	UNDING ANNOUNCEMENT FW: Disaster Mitigation and Adaptation Fund
July 16, 2019	Email and CCCA Response	Elgin St. Thomas Community Foundation	Grant Writing Workshop

July 17, 2019	Email	Conservation Ontario	IMPORTANT UPDATE on Disaster Mitigation and Adaptation Fund
July 18, 2019	Email and CCCA Response	Kettle Creek Conservation Authority	CCCA COA Ideas
July 18, 2019	Email	Conservation Ontario	Ontario Names Special Advisor on Flooding
July 19, 2019	Email	Ministry of Environment, Conservation and Parks	snapshot PGMN GOES Transmission status for July 2019
July 19, 2019	Email	Conservation Ontario	Stakeholder Letters - CO Client Service and Streamlining Initiative - Planning and Regulations Guidance Documents
July 19, 2019	Email	Maitland Valley Conservation Authority	MVCA June 2019 minutes
July 19, 2019	Email	Conservation Ontario	Sensors for Tracking Great Lakes Coastal Bluffs
July 19, 2019	Email	Toronto and Region Conservation Authority	2018 Annual Report
July 22, 2019	Email	Ministry of Natural Resources & Forestry	OLWR
July 22, 2019	Email	Conservation Ontario	Request Review: Lake Erie Workplan Table.
July 23, 2019	Email	Lower Thames Valley Conservation Authority	20 week GIS Contract
July 23, 2019	Email	City of Hamilton	Methodology for Apportionment of Municipal Levy
July 24, 2019	Email and CCCA Response	Ministry of the Environment, Conservation and Parks	PWQMN Partner Program
July 24, 2019	Email	Ministry of Natural Resources & Forestry	Catfish Creek Hydrology Pilot - Phase 1 Complete
July 24, 2019	Email	Conservation Ontario	Comments Requested - Review of the Provincial Policy Statement
July 24, 2019	Email	Hamilton Ward & Cathers	Certificate of Insurance
July 25, 2019	Email	Niagara Peninsula Conservation Authority	Materials from Water Balance Workshop
July 25, 2019	Email	DurandWebs (Website Developer)	Web Hosting Upgrades, Security Enhancements and Cost
July 26, 2019	Email and CCCA Response	Aylmer-Malahide Museum & Archives	Floral Specimens
July 26, 2019	Email and CCCA Response	Town of Aylmer	Report for Aug 12
July 26, 2019	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Watershed Conditions Statement for Northwestern and Northeastern Ontario issued on Friday July 26, at 3:30 PM

July 26, 2019	Email and CCCA Response	Friends of Springwater	Board Meeting Delegation
July 29, 2019	Email	Conservation Ontario	Reminder: CO Training Needs Assessment Survey
July 29, 2019	Email	Conservation Ontario	Conservation Ontario Council Meeting June 24, 2019 Minutes
July 30, 2019	Email	Ministry of Environment, Conservation and Parks	RE: PWQMN Partner Program
July 30, 2019	Email	Grand River Conservation Authority	Lake Erie Region Management Committee Teleconference, August 6, 2019
July 31, 2019	Email	Conservation Ontario	Conservation Ontario Council E-Bulletin



Christopher Wilkinson
General Manager / Secretary - Treasurer



**Conservation
ONTARIO**
Natural Champions

June 3, 2019

Sanjay Coelho
Environmental Policy Branch
40 St. Clair Ave West, Floor 10
Toronto, ON M4V 1M2

Re: Conservation Ontario's Comments on the "Excess soil regulatory proposal and amendments to Record of Site Condition (Brownfields) Regulation" (ERO #013-5000) and "Holding polluters accountable by enhancing Ministry of the Environment, Conservation and Parks' enforcement tools" (ERO #019-0023)

Dear Mr. Coelho:

Thank you for the opportunity to provide comments on the "Excess soil regulatory proposal and amendments to Record of Site Condition (Brownfields) Regulation" and "Holding polluters accountable by enhancing Ministry of the Environment, Conservation and Parks' enforcement tools". Conservation Ontario (CO) is the network of Ontario's 36 conservation authorities (CAs). In addition to the opportunity to provide these comments, Conservation Ontario is appreciative of the Ministry of Environment, Conservation and Parks (MECP) including CA/CO staff members as part of the Excess Soil Engagement Group. These comments are not intended to limit consideration of comments shared individually by CAs through this consultation process.

Conservation Ontario is supportive of the government's efforts to clarify the requirements for the reuse of excess soil, limit the amount of healthy soil being sent to landfill and lower greenhouse gas emissions from the sector. The proposed emphasis on source site regulation is appropriate and necessary to ensure the success of the framework. Conservation Ontario is also supportive of the actions outlined in "A Made-in-Ontario Environment Plan" which proposes to: make it easier and safer to reuse excess soil; recognize that excess soil is a resource that can be reused; and work with municipalities, conservation authorities, other law enforcement agencies and stakeholders to increase enforcement on illegal dumping of excess soil.

Key Recommendations for Improvement to [Implementation of] this Regulatory Proposal

Include both soil quality considerations and considerations related to the appropriateness of the receiving/reuse site

The "Rules for On-Site and Excess Soil Management" focuses almost exclusively on contaminated soils or soils which may cause contamination. There is little recognition that other environmental impacts could result from the placement of large quantities of fill, including a very narrow approach to natural hazard management. It is therefore recommended that the definition of "environmentally sensitive area" be amended to include

"hazardous lands" as defined in the Provincial Policy Statement to direct fill placement outside of areas subject to flooding and erosion hazards.

In addition, the placement of large quantities of excess soil could have adverse effects to source water quality and quantity, specifically within designated vulnerable areas, as identified in Source Water Protection Plans. The proposed Rules document must also identify the imperative of drinking water source protection when considering appropriate excess soil reuse sites.

The requirement to accept at least 10,000 m³ of excess soil prior to a reuse site requiring registration and demonstrating that procedures are in place to verify where the soil is delivered from and that the quality of soil received is appropriate seems excessively high, particularly when there are no explicit safeguards to direct fill outside of hazardous lands and limited rules associated with the protection of source water. It is recommended that the protection of hazardous lands and source water quality and quantity be strengthened or that the 10,000 m³ threshold be reduced.

Use of site specific instruments

Much of this proposal focuses on producing guidance materials for others to implement on an operational basis. Under this new framework it makes the most sense that the Province and municipalities would have the lead for setting fill quality considerations, as their regulatory authority applies throughout their jurisdiction (as compared to CAs who have limited regulatory jurisdiction). With that being said, additional thought should be given regarding how to integrate CA approvals under S. 28 of the *Conservation Authorities Act* into this framework, in order to protect against aggravating or creating new natural hazards and to streamline the process for proponents. The CA role in source protection planning should also be acknowledged. For example, while we do support the new wellhead protection areas amendment that would create a specific certification statement to verify that the property owner has received written consent from the municipality to use non-potable standards in wellhead protection areas, it is recommended that municipalities consult with the local CA(s) for source protection planning prior to providing written consent. This requirement for written consent should extend to wellhead *and* intake protection zones.

In addition to the recommended amendment to the Records of Site Condition regulation to address intake protection zones, it is recommended that the Ministry of Environment, Conservation and Parks establish a working group with municipalities and CAs to discuss implementation of this regulatory framework and to develop guidelines and/or best practices. Any guidance issued by the Province should be "ground truthed" by industry and other stakeholders to ensure that it works for all parties. This guidance should serve to provide clarity around the role of the Province and when provincial soil standards apply; as well as build local implementation capacity.

Develop a Multi-Agency Enforcement and Compliance Protocol

Conservation Ontario is supportive of the proposal to modernize the administrative penalties under the *Environmental Protection Act* and to enable future regulations to prescribe administrative penalties in areas such as the management of excess soil. Conservation Ontario is happy that the proposal would improve the ability of the Province to take enforcement action against those who illegally deposit excess soil. The "A Made-In-Ontario Environment Plan" contains a commitment to "work with municipalities, conservation authorities, other law enforcement agencies and stakeholders to increase enforcement on illegal dumping of excess soil".

The need for the Province to develop guidelines to implement the permissive component of the excess soil regulatory proposal is highlighted above. At the same time, the Ministry, in collaboration with municipalities, CAs and other law enforcement agencies, should develop a multi-agency enforcement and compliance protocol, to outline how these groups should work together in dealing with compliance and enforcement issues, including collaborating on prosecution efforts, where appropriate.

It is noted that monitoring and compliance issues contributed greatly to the genesis of this excess soil regulatory proposal. MECP needs to support local regulators of receiving sites, especially municipalities and conservation authorities, as they will carry new responsibilities within the proposed regulatory framework. Joint training of officers should be a priority as part of this protocol. It should also be acknowledged that the Province and municipalities have more regulatory tools available to address non-compliance with this regulatory proposal; for example, the five year period in which soil may be designated waste far exceeds the limitation for proceeding with respect to an offence under the *Conservation Authorities Act*.

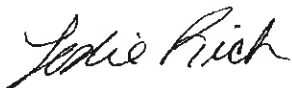
Provide adequate training and education to those who will need to implement the framework

It is noted that some elements of this regulatory proposal would come into effect in January 2020. With the close proximity to the date of implementation, it is recommended that the Ministry provide training to those who will need to implement the framework as soon as possible. Conservation Ontario is prepared to assist with coordination of training for the CAs.

As this regulatory proposal includes phased implementation, it is recommended that the Province develop a user-friendly summary of the key elements to be implemented at each phase. This summary should be posted as part of any decision on the Environmental Registry and used as a communications tool for municipalities, CAs and other interested stakeholders.

Thank you for the opportunity to provide feedback on the "Excess soil regulatory proposal and amendments to Record of Site Condition (Brownfields) Regulation" and "Holding polluters accountable by enhancing Ministry of the Environment, Conservation and Parks' enforcement tools". Conservation Ontario looks forward to working with the Ministry as it moves towards implementation of these regulations. Should you have any questions about this letter please contact me at extension 226.

Sincerely,



Leslie Rich, RPP
Policy and Planning Liaison

c.c. all CA CAOs/GMs

Conservation Ontario
120 Bayview Parkway, Newmarket ON L3Y 3W3
Tel: 905.895.0716 Email: info@conservationontario.ca
www.conservationontario.ca



OFFICE OF THE CITY CLERK
Melanie Knapp, Corporate Administrative & Accessibility Clerk
t. (519) 631 1580 x4125 f. (519) 633 9019
e. mknapp@stthomas.ca
545 Talbot St., P.O. Box 520, City Hall
St. Thomas, Ontario, N5P 3V7

June 7, 2019

Kettle Creek Conservation Authority
Via Email: elizabeth@kettlecreekconservation.on.ca

Re: Kettle Creek Conservation Authority – Proposed Amendments to Conservation Authorities Act

Dear Sir or Madam:

Please be advised that the Council of the Corporation of the City of St. Thomas passed the following resolution on June 3rd, 2019:

“THAT: Council of the City of St. Thomas support additional consultation time for the Kettle Creek Conservation Authority and the Catfish Creek Conservation Authority relating to changes to the Conservation Authorities Act and Regulations.”

Please contact myself at the information above if you have any questions.

Sincerely,

Melanie Knapp
Corporate Administrative & Accessibility Clerk

c/c Conservation Ontario, via email info@conservationontario.ca
Catfish Creek Conservation Authority, via email admin@catfishcreek.ca

**Ministry of Natural Resources and
Forestry**

Regional Operations Division
Integration Branch
300 Water Street
Peterborough, ON K9J 3C7
Tel.: 705-755- 1278
Fax.: 705-755- 1201

**Ministère des Richesses naturelles et
des Forêts**

Division des opérations régionales
Direction de l'intégration
300, rue Water
Peterborough (Ontario) K9J 3C7
Tél.: 705-755- 1278
Télééc.: 705-755- 1201

June 10, 2019

Christopher Wilkinson
General Manager / Secretary - Treasurer
Catfish Creek Conservation Authority
R.R. #5
8079 Springwater Road
Aylmer, ON N5H 2R4

Dear Mr. Wilkinson:

Thank you for applying to the 2019-20 Water and Erosion Control Infrastructure (WECI) Program. The Ministry of Natural Resources and Forestry (MNRF) and the Water and Erosion Control Infrastructure (WECI) Committee received and reviewed 122 applications from 28 conservation authorities. A total of 51 projects have been funded.

The WECI program was oversubscribed again this year with a total funding request that exceeded the \$5 million MNRF grant allocation. Unfortunately, using the established WECI scoring guidelines, the Catfish Creek Conservation Authority was not successful in the selection of projects.

If you have any questions concerning the WECI Program please contact Scott Bates at (705) 755-1523 or scott.bates@ontario.ca.

Sincerely,

Beth Brownson

Beth Brownson
A/Manager,
Program Services Section



CATFISH CREEK CONSERVATION AUTHORITY

8079 Springwater Road, R.R. 5, Aylmer, Ontario N5H 2R4

Phone: 519-773-9037 • Fax: 519-765-1489

E-mail: admin@catfishcreek.ca • www.catfishcreek.ca

June 21, 2019

Jeff Yurek, MPP
Canada Southern Railway Station
750 Talbot Street
St Thomas, ON N5P 1E2

Dear Minister Yurek,

On behalf of the members and staff of the Catfish Creek Conservation (CCCA), we would like to congratulate you on your appointment to Minister of the Environment, Conservation and Parks. We are thrilled that our local MPP will be in charge of this important Ministry. The CCCA congratulates the province on delivery of its Made in Ontario Environmental plan, and we look forward to working with the Province and member municipalities to further implement its actions related to Conservation Authorities.

Our board is committed to continually looking at ways to reduce red tape and streamline approvals, while at the same time balancing environmental needs. Our recently approved Strategic Plan 2019-2023 commits this balance and can be seen at <https://www.catfishcreek.ca/catfish-creek-conservation-authority-strategic-plan/>.

I would be more than happy to answer any questions you may have around Conservation Authorities, both locally and throughout the province, and look forward to working with your team to continue building resilient communities.

Sincerely,

Christopher Wilkinson
General Manager/Secretary-Treasurer



CANADIAN PARKS AND RECREATION ASSOCIATION
ASSOCIATION CANADIENNE DES PARCS ET LOISIRS

130 Arakley Road PO Box 30069 Ottawa ON K1P 1Z5 Tel: 613-523-5315 E-mail: info@cpa.ca

June 27, 2019



Catfish Creek Conservation Authority
Susan Simmons
Aylmer, Ontario
N5H 2R4

Via: admin@catfishcreek.ca

RE: CPRA Green Jobs Initiative – Notice of Decision

Dear Susan Simmons

Thank you for submitting your application to the Canadian Parks and Recreation Association (CPRA) Green Jobs Initiative.

On behalf of the CPRA, I am pleased to inform you that your organization was successful in securing funding through the Green Jobs Initiative for the following job(s):

Name of Position: Field Technician Assistant
Number of Jobs Funded for this Position: 1

Name of Position: Environmental Education Assistant
Number of Jobs Funded for this Position: 1

Please confirm your acceptance of this funding by email to your Regional Project Manager, Sarah Klapman at sklapman@prontario.org by **Friday, July 19, 2019**. Failure to communicate with your Regional Project Manager by this date could result in forfeiture of funding.

Your Regional Project Manager will connect with you over the coming weeks to discuss program details and issue your organization a contract for funding. **All offers of funding are conditional upon execution of the CPRA 2019 Green Jobs Initiative Contract.**

Please note that the large number of high quality applications far exceeded the available budget, and as such it is possible that not all of your requested positions/jobs were funded.

This project is funded by the Government of Canada's Summer Work Experience program. As a condition of funding, all recipients must recognize the CPRA and the Government of Canada in all communications.

Once again, congratulations on your successful application!

Cathy Jo Noble
Executive Director, CPRA

Ministry of Infrastructure

Ministère de l'Infrastructure

Infrastructure Policy Division

Division des politiques infrastructurelles

777 Bay Street, 4th Floor, Suite 425
Toronto, Ontario M5G 2E5

777, rue Bay, 4^e étage, Suite 425
Toronto (Ontario) M5G 2E5



JUL 05 2019

Dear Municipal Official:

The Ministry of Infrastructure, the Ministry of Municipal Affairs and Housing, and the Ministry of Natural Resources and Forestry would like to offer support as your community works to address the impacts of the major flooding in your region.

As you may know, the federal government will accept applications under the Disaster Mitigation and Adaptation Fund (DMAF) for areas of the province impacted by flooding in Spring 2019. A previous intake of the DMAF closed in January 2019, however, projects supporting efforts for flood mitigation in your region may now be submitted to Infrastructure Canada (INFC) through a limited expedited intake. We anticipate projects should be submitted in the near future to best allow for timely federal approval.


The Disaster Mitigation and Adaptation Fund (DMAF) is a \$2 billion national program administered by the federal government and cost-shared with recipients. Funding is intended to strengthen climate resilience through investments in large-scale public infrastructure projects including natural infrastructure. The minimum total project cost is \$20 million. More information about the Disaster Mitigation and Adaptation Fund can be found at: <https://www.infrastructure.gc.ca/dmaf-faac/dmaf-guide-faac-eng.html>.

Eligible projects must meet the federal program guidelines and also address Ontario's natural hazard policies in the Provincial Policy Statement (2014) and relevant natural hazard technical guidelines issued by the Ministry of Natural Resources and Forestry (MNRF).

We are aware that the \$20 million project threshold may present challenges for your community and are exploring bundling opportunities. If your community has a smaller project to put forward that does not meet the federal threshold, but focuses on addressing riverine or lake related flooding, please submit your project to the Province and we will review for potential bundling opportunities with projects from other communities. Should you need assistance in completing your applications, or would like to explore bundling opportunities, please immediately reach out to your local Municipal Services Office who would be pleased to assist you.

Ontario has a long history of managing flooding—focusing on prevention—by regulating development and advancing the use of non-structural measures to mitigate the effects of flooding, while supporting the appropriate application of small-scale structural methods for flood mitigation. As we look toward further planning and mitigation methods for reducing impacts triggered by natural hazards and extreme weather, we would like to encourage you to consider applying to the DMAF.


Sincerely,



Adam Redish
Assistant Deputy Minister
Infrastructure Policy
Division
Ministry of Infrastructure



Marcia Wallace
Assistant Deputy Minister
Municipal Services
Division
Ministry of Municipal
Affairs and Housing



Craig Brown
Assistant Deputy Minister
Policy Division
Ministry of Natural
Resources and Forestry

Attachment: Municipal Services Offices Contact Information

Ministry of Municipal Affairs and Housing
Municipal Services Offices

Municipal Services Office	Contact
Central Municipal Services Office General Inquiry: 416-585-6226 or 1-800-668-0230	Diane Ploss diane.ploss@ontario.ca 416-585-6381
Eastern Municipal Services Office General Inquiry: 613-545-2100 or 1-800-267-9438	Lisa Harvey lisa.harvey@ontario.ca 613-545-2120 Kent Fitzhugh kent.fitzhugh@ontario.ca 613-545-2124
Northern Municipal Services Office General Inquiry: 705-564-0120 or 1-800-461-1193	Jason Innis Jason.Innis@ontario.ca 705-564-6857
Western Municipal Services Office General Inquiry: 519-873-4020 or 1-800-265-4736	Tim Ryall tim.ryall@ontario.ca 519-873-4030 Megan Flaherty megan.flaherty@ontario.ca 519-873-4037



CATFISH CREEK CONSERVATION AUTHORITY

8079 Springwater Road, RR# 5, Aylmer, Ontario N5H 2R4

PHONE: (519) 773-9037 • FAX: 519-765-1489

e-mail: admin@catfishcreek.ca • www.catfishcreek.ca

July 19, 2019

Amanda VandenWyngaert, Curator
Aylmer-Malahide Museum & Archives
14 East Street
Aylmer, ON,
N5H 1W2

Dear Amanda,

Staff from Catfish Creek Conservation Authority (CCCA) recently had the opportunity and pleasure to meet with staff from the Aylmer-Malahide Museum & Archives to learn more about some Indigenous artifacts that were donated to the Conservation Authority some time ago.

I am writing to thank you and you staff, in particular Sarah Bentley, who was able to share her knowledge about our indigenous artifacts with us. Her depth and breadth of indigenous artifacts was truly impressive and her preparation and background research she conducted in preparation for the meeting was very helpful. As a result, we garnered a holistic understanding of our local artifacts.

As a next step, CCCA hopes to develop a module for our mobile education programming to share the artifacts and history of the area with school children through our various outdoor education opportunities. This program fits nicely with our recent strategic plan where we are looking to curate an appreciate for nature, and also to research and promote the history of Springwater Conservation Area.

Once again, thank you for the opportunity and please see attached our membership application.

Sincerely,

Christopher Wilkinson
General Manager / Secretary-Treasurer

Cc:

Rick Cerna

Arthur Oslach

*Mission Statement: "To communicate and deliver resource management services and programs
In order to achieve social and ecological harmony for the watershed"*





July 19, 2019

Jamie McGarvey
AMO President, Mayor, Town of Parry Sound
Suite 801
200 University Avenue
Toronto, ON, M5H 3C6

Dear Mr. McGarvey,

Conservation Ontario is the network of Ontario's 36 Conservation Authorities (CAs). On June 24, 2019 Conservation Ontario Council passed the following resolution at their meeting:

THAT the CA-Municipality MOU Template for Planning and Development Reviews; Guideline for Client Service Standards for Conservation Authority Plan and Permit Review; and Guideline for Fee Administration Policies for Plan Review and Permitting, dated June, 2019 be endorsed.

AND THAT the timeline guideline for minor permits change from 72 to 42 calendar days and that major permits change from 132 to 63 calendar days excluding statutory holidays.

Since our last correspondence following the endorsement of the CO Client Service and Streamlining Initiative at our April 1, 2019 Council meeting, we are pleased to report that all 36 CA Boards have voted to endorse the Initiative locally within each CA. We are also pleased to note that Conservation Ontario has successfully held 8 regional client-centric customer service training sessions for CA staff involved in the planning and regulations programs. The eight sessions saw over 300 CA staff in attendance.

The three guidance documents referenced above and enclosed have been developed by Conservation Ontario staff using previous materials supplied by AMO staff in the case of the CA-Municipality MOU Template. These documents focus on providing guidance and templates for the CA planning and regulations programs to ensure a consistent level of client service and accountability. Following a CA staff review period, the draft guidance documents were distributed to representatives from AMO, Residential Construction Council of Ontario (RESCON), Ontario Home Builders Association (OHBA) and the Building Industry and Land Development Association (BILD) for their review. We greatly appreciate the input provided from AMO on these guidance documents during this period.

As of July 4, 2019 all 36 CAs have received copies of the three documents to support future development or updates of CA policies and tools which support the CA planning and regulations programs. As an initial action, Conservation Ontario will be working closely with a select group of "high-growth" CAs to implement a consistent client-centric CA review and approval process checklist of CA policies, agreements, reports and other tools to promote transparency and better serve our clients.

We appreciate the collaboration of your staff Cathie Brown and the opportunity for CO staff to present on this initiative to the AMO CA Task Force on April 10, 2019 and again on June 12, 2019.

In summary, conservation authorities are collectively committed to working in collaboration with our member municipalities and the building and development industry to support the Province's objective to increase housing supply, while protecting public health and safety, and, the environment.

As Chair of Conservation Ontario, I look forward to working with you and your staff on this file. Should there be any questions or the need for additional information, please contact Kim Gavine at ext. 231 or kgavine@conservationontario.ca.

Sincerely,

A handwritten signature in black ink that reads "Wayne Emmerson". The signature is fluid and cursive, with the first name "Wayne" written in a larger, more prominent script than the last name "Emmerson".

Wayne Emmerson
Chair, Conservation Ontario

c.c. All CA General Managers/Chief Administrative Officers
Cathie Brown, Senior Advisor, AMO
Lyn Dollin, Chair, AMO CA Task Force

From: [Brownson, Beth \(MNRF\)](#)
To: [Chris Wilkinson](#)
Cc: [Bates, Scott \(MNRF\)](#)
Subject: FW: OLWR
Date: July 22, 2019 11:42:39 AM
Attachments: [image002.png](#)

Hello Cristopher:

Scott forwarded your message regarding low water response to me to respond.

I appreciate that Conservation authorities play a key role in responding to Ontario's natural hazards, including those events related to low water and droughts. As you are aware Ontario's current fiscal challenge requires public sector organizations at all levels to find ways to make government spending more effective and efficient. As part of our commitment to return to a balanced budget in a responsible timeframe, no grant transfer payments to conservation authorities in support of low water response are available this year.

I understand this may create additional challenges for your Conservation Authority, however our government has had to make difficult choices to return to a balanced budget.

Beth

Beth Brownson
A/Manager
Program Services Section, Integration Branch
Ministry of Natural Resources and Forestry
300 Water Street
5th Floor South Tower
Peterborough, ON
K9J 3C7
Cell: (705) 927-2115

As part of providing [accessible customer service](#), please let me know if you have any accommodation needs or require communication supports or alternate formats.

From: Chris Wilkinson <generalmanager@catfishcreek.ca>
Sent: July 17, 2019 12:57 PM
To: Bates, Scott (MNRF) <Scott.Bates@ontario.ca>
Subject: OLWR

Hi Scott,

Is MNRF continuing OLWR funding for 19-20? Any word on this program beyond 2020?

Thanks and talk soon,



CATFISH CREEK CONSERVATION AUTHORITY

8079 Springwater Road, RR# 5, Aylmer, Ontario N5H 2R4

PHONE: (519) 773-9037 • FAX: 519-765-1489

e-mail: admin@catfishcreek.ca • www.catfishcreek.ca

July 24, 2019

Ontario Ministry of Natural Resources and Forestry
Corporate Management and Information Division
Mapping and Information Resources Branch
Mapping and Geomatics Services Section
Spatial Data Support Unit
300 Water Street
2nd Floor, North Tower
Peterborough, Ontario
K9J 3C7

Attention: Mapping and Geomatics Project Manager, Spatial Data Support Unit

**Re: South Western Ontario Orthophotography Project (SWOOP) – 2020
Letter of Intent to Commit Funding – Area of Interest Option**

To whom it may concern,

This letter is to inform you that the **Catfish Creek Conservation Authority** intends to participate in the partnership to acquire leaf off, digital orthophotography in southwestern Ontario during the spring of 2020. We acknowledge that the Ministry of Natural Resources and Forestry (MNRF) is the lead for this project and requires this Letter of Intent to Commit Funding as the first component of organizational commitment to the project. It is expected that this letter gives the MNRF the ability to continue with the management and implementation of the project, which will include formalizing the funding partnership and developing the funding model. Subject to the appropriate financial approvals, **Catfish Creek Conservation Authority** agrees that they will genuinely pursue funding and a firm commitment for this project but recognize that, should their Council or Board not approve such an expenditure, they will have no legal obligation to provide funding.

It is understood that the development of the SWOOP2020 partnership will be implemented in a phased approach, prior to organizations making a final commitment to the amount of funding required. We accept the phases for the project, as described below:

1. A minimum funding contribution of \$1,000.00 is required to become a SWOOP2020 participant. No funding is required until the agreements have been finalized.

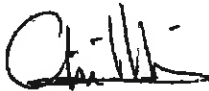
2. Organizations provide MNRF with a Letter of Intent to Commit Funding, along with an Esri shapefile outlining their area(s) of interest, using the SWOOP2020 tile index. **(Deadline – November 3, 2019)**
3. MNRF will use the shapefiles provided by each organization, apply the funding model (based on the value of the accepted contract for the acquisition), and provide all organizations with the calculated cost for their portion of the project area.
4. Organizations will then accept their funding commitment, or decide not to participate in the partnership, by notifying the MNRF Project Manager.
5. Upon receipt of acceptance (or withdrawal) from the registered organizations MNRF will rerun the funding model and provide adjusted costs to all participating organizations.
6. Once the final calculations have been completed, and each organization has acknowledged their commitment, a legal agreement will be provided to formalize the funding commitment and participation of each organization.

An ESRI shape file will be provided to the MNRF Mapping and Geomatics Project Manager with the submission of this letter. The ESRI shape file will define the area of interest for **Catfish Creek Conservation Authority** so that it can be used to calculate the shared costs required for the project.

Provided that sufficient funding has been committed by December 20, 2019, to complete the entire project, the undersigned agrees to attempt to formalize the funding commitment through the signature of a legal agreement. If funding for the entire project is insufficient, a meeting will be held to determine whether to limit the scope of the project (extent or products), cancel the project, or seek additional funding. In the event that the scope of the project is limited, the commitment above will be reconsidered.

This partnership presents a unique opportunity for public and private sector organizations to collaborate in a project of this magnitude in order to satisfy a wide variety of business needs. We look forward to seeing this project realized and offer our support in the goals and objectives of developing this partnership.

Sincerely,



Christopher Wilkinson
General Manager / Secretary-Treasurer

Catfish Creek Conservation Authority
519-773-9037
generalmanager@catfishcreek.ca

*Mission Statement: "To communicate and deliver resource management services and programs
In order to achieve social and ecological harmony for the watershed"*

