

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 at the Aylmer Legion on Thursday,
October 8th, 2020, commencing at **10:00 a.m.**

Meeting Location: Aylmer Legion (211 John Street North, Aylmer, ON N5H 2B2)

* Masks must be worn and hand sanitizer used upon entry to building. Please go straight upstairs to the 2000+ sq. ft. multi purpose space where the meeting will be held. Assigned individual tables will be set up in the room. Please bring your own water / coffee. Once you sit down masks can be removed. Any time you leave your seat, the mask has to be put back on.

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 #06/2020 (September 10, 2020) 3 - 7
 - b) Interview Committee #02/2020 (September 24, 2020) 8
- 6) Business Arising from Minutes
- 7) Public / Special Delegations
- 8) Reports:
 - a) Report FA 43 / 2020 - Monthly Staff Reports 9 - 12
(Tony Difazio, Peter Dragunas, Dusty Underhill, Emily Febrey)
 - b) Report FA 44 / 2020 - September Summary of Revenue & Expenditures... 13 - 14
(Susan Simmons)
 - c) Report FA 45 / 2020 - Accounts Paid 15
(Susan Simmons)
 - d) Report FA 46 / 2020 - Conservation Ontario AGM 16 - 17
(Christopher Wilkinson)
 - d) Report FA 47 / 2020 - Peacekeeper Park 18
(Christopher Wilkinson)

- e) Report FA 48 / 2020 - 2021 Budget Process 19 - 44
(Christopher Wilkinson)
- 9) General Manager / Secretary-Treasurer's Report. Christopher Wilkinson
- 10) Unfinished Business
- 11) Chairperson's / Board Member's Report
- 12) Notice of Motions / New Business
- 13) Correspondence:
- a) Not Copied:
- Correspondence Registers for September, 2020
- b) Copied:
- a letter from the Ministry of Environment, Conservation and Parks sent to Catfish Creek Conservation Authority on September 10, 2020 re. Amendment to the Minister's Direction for Conservation Authorities during the COVID-19 Outbreak.
 - an email from Southwest Ontario Tourism Corp. (SWOTC) Safe Openings program to CCCA sent on September 23rd indicating the submitted application is ineligible due to SWOTC receiving more applications than funding available.
 - a letter from Conservation Ontario to the Ministers of Environment Conservation and Parks, and Natural Resources and Forestry on October 1, 2020 re. Enactment of Part VII Enforcement and Offences clauses in the Conservation Authorities Act.
- 14) Closed Session
- 15) Next Meeting / Termination

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

Thursday, September 10th, 2020

Meeting #06/2020

The Full Authority Meeting of the Catfish Creek Conservation Authority was held at the Aylmer Legion to accommodate social distancing.

PRESENT:

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

STAFF:

Christopher Wilkinson	General Manager / Secretary – Treasurer
Susan Simmons	Financial Services Coordinator
Tony Difazio	Resource Planning Coordinator
Peter Dragunas	Water Management Technician
Gerrit Kremers	Field Technician - Lands

ABSENT:

Rick Cerna	Chairperson	Township of Malahide
Dusty Underhill	Conservation Areas Supervisor	
Emily Febrey	Community Outreach Technician	

OTHERS PRESENT:

Veronica Reiner	Aylmer Express
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WELCOME / CALL TO ORDER:

Vice-Chairperson Tinlin welcomed everyone and called the meeting to order at 10:00 a.m. Vice-Chairperson Tinlin thanked Member Oslach for arranging the alternate venue for the meeting.

ADOPTION OF AGENDA:

<u>Motion # 66/2020</u>	P. Buchner	A. Oslach	CARRIED
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THAT, the Agenda for the September 10th, Full Authority meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

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

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

The Vice-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 # 67/2020 A. Oslach P. Buchner CARRIED

THAT, the Minutes of Full Authority Meeting #05/2020 (August 13, 2020), be accepted as circulated.

Motion # 68/2020 P. Buchner A. Oslach CARRIED

THAT, the Minutes of Health and Safety Committee Meeting #23/2020 (August 24, 2020), be accepted as circulated.

BUSINESS ARISING FROM MINUTES:

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

PUBLIC / SPECIAL DELEGATIONS:

None

REPORTS:

Report FA 35/2020 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 69/2020 S. Martyn A. Oslach CARRIED

THAT, Staff Reports for the Month of August, 2020, be noted and filed.

Report FA 36/2020 – August Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 70/2020 A. Oslach P. Buchner CARRIED

THAT, Report FA 36/2020, be noted and filed.

Report FA 37/2020 – Accounts Paid, was presented, discussed, and resolved.

Motion # 71/2020 S. Martyn A. Oslach CARRIED

THAT, Accounts Paid totaling \$53,796.58, be approved as amended in Report FA 37/2020.

Report FA 38/2020 – Property Tax Comparison, was presented, discussed, and resolved.

Motion # 72/2020 P. Buchner A. Oslach CARRIED

THAT, Report FA 38/2020, be received as information at this time.

Report FA 39/2020 – Monthly Plan Review, was presented, discussed, and resolved.

Motion # 73/2020 A. Oslach P. Buchner CARRIED

THAT, the Full Authority approve the Monthly Plan Review Report for the Months of January to September 2020.

Report FA 40/2020 – Johnson Tract Forest Tender, was presented, discussed, and resolved.

Motion # 74/2020 S. Martyn A. Oslach CARRIED

THAT, the Board offer the sale of standing timber at the Johnson Tract to Springwater Mills, consistent with the Tree Marking Prescription and Marking Inventory prepared by GWG Resources Services, dated April 8, 2020.

Report FA 41/2020 – COVID-19 Response – Updated Return to Work Plan, was presented, discussed, and resolved.

Motion # 75/2020 P. Buchner A. Oslach CARRIED

THAT, the Catfish Creek Conservation Authority approve the Updated Return to Work Plan for Administration and Field Work as presented in Report FA 41/2020.

Report FA 42/2020 – Amended By-Laws, was presented, discussed, and resolved.

Motion # 76/2020 A. Oslach S. Martyn CARRIED

THAT, the Catfish Creek Conservation Authority Best Management Practices and Administrative By-Law approved by the Full Authority in Motion #SM 01/2020 are hereby revoked; and further,

THAT, the new Administrative By-Law for the Catfish Creek Conservation Authority attached to Report FA 42/2020, be adopted as presented.

GENERAL MANAGER / SECRETARY-TREASURER'S REPORT:

a) AMO:

The General Manager/Secretary-Treasurer updated members regarding the AMO Conference 2020 – Aug 17 – Aug 19, in particular the remarks from Minister Yurek indicating the changes to the CA Act will result in a better, modernized and more sustainable conservation authority system.

b) Source Protection Plan:

The General Manager/Secretary-Treasurer updated Members regarding the Lake Erie Management Committee virtual meeting on September 9 2020.

c) Springwater Campground:

The General Manager/Secretary-Treasurer informed Members that seasonal camping will be open until October 25th, and transient camping will be open until October 12th

(Thanksgiving Weekend). He also advised the Springwater Management Plan update is going slower than expected due to COVID and a draft may be ready for the November meeting. He concluded by updating members about the Stage project where the design is almost complete and there is a documentary movie to be produced about the project.

f) Next Meeting Venue:

The General Manager/Secretary-Treasurer thanked Member Oslach for organizing the meeting space. The October 8, 2020 meeting is planned to be held at the Legion again however this will be confirmed in the Agenda package.

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

None

NOTICE OF MOTIONS / NEW BUSINESS:

Member Oslach asked to put forth a Notice of Motion regarding Staff investigating moving the Peacekeeper Park into the Catfish Creek Watershed. Member Martyn suggest a committee of Staff Members, including the General Manager-Secretary Treasurer, Financial Services Coordinator, and Conservation Areas Supervisor, be formed to investigate and report back to the Full Authority at a later meeting.

Motion # 77/2020

S. Martyn

P. Buchner

CARRIED

THAT, Staff investigate the possibility of Peacekeeper Park (3684 Avon Drive, Belmont, ON) moving to the CCCA watershed.

CORRESPONDENCE:

a) Copied:

- A letter received by CCCA from the Ministry of Natural Resources and Forestry on August 10, 2020 indicating CCCA was unsuccessful in the application to the 2020/21 Species at Risk Stewardship Program
- A letter received by CCCA from Environment and Climate Change Canada on August 11, 2020 indicating CCCA was unsuccessful in the application to the Bradley Creek Phosphorus Reduction Study under the Great Lakes Protection Initiative
- A letter received by Wayne Emmerson, Chair of Conservation Ontario from John Yakabuski, Minister of Natural Resources and Forestry on August 11, 2020 thanking Authorities for providing an update to the Client Service and Streamlining initiative
- A letter received by CCCA from Southwestern Public Health on August 21, 2020 re. Memo to all businesses and organizations in Elgin County, Oxford County and the City of St. Thomas

b) Not Copied:

- Correspondence Registers for August, 2020.

Motion #78/2020 A. Oslach P. Buchner CARRIED

THAT, the Copied Correspondence and the Correspondence Registers for August, 2020, be noted and filed.

CLOSED SESSION:

Motion # 79/2020 P. Buchner A. Oslach CARRIED

THAT, the Full Authority adjourn to Closed Session at (11:50 a.m.).

Motion # 80/2020 S. Martyn A. Oslach CARRIED

THAT, the Full Authority rise from Closed Session with report at (12:14 p.m.).

Motion # 81/2020 A. Oslach P. Buchner CARRIED

THAT, the Minutes from the December 10, 2010 Full Authority #10/2019 Closed Session, be accepted as circulated.

Motion # 82/2020 A. Oslach S. Martyn CARRIED

THAT, the Board approve the work from home pilot project, and report the results of the pilot project back to the Personnel / Finance Committee at the first meeting of 2021.

Motion # 83/2020 P. Buchner S. Martyn CARRIED

THAT, staff respond to the land disposal inquiry.

NEXT MEETING / ADJOURNMENT:

The next meeting of the Catfish Creek Conservation Authority will be held on Friday, December 11, 2020, commencing at (10:00 a.m.).

Motion # 84/2020 S. Martyn A. Oslach CARRIED

THAT, the Full Authority be terminated at (12:18 p.m.).

General Manager / Secretary –Treasurer

Authority Chairperson

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

Thursday, September 24th, 2020

Meeting # IC 02/2020

STAFF:

Dusty Underhill	Conservation Lands Supervisor
Peter Dragunas	Water Resource Technician
Gerrit Kremers	Field Technician - Lands

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

Disclosure Of Pecuniary Interest:

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

The purpose of the meeting was to interview applicants to hire three (3) underemployed individuals with environmental backgrounds for the position of Conservation Lands Technician.


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 three (3) available positions.


Conservation Lands Technician (3)

- Samantha Sommer
- Sam Rankin
- Jamie Blancke

The meeting was adjourned at (12:00 p.m.).



Dusty Underhill
Committee Member



Peter Dragunas
Committee Member



Gerrit Kremers
Committee Member

REPORT FA 43 / 2020: To The Full Authority

FROM: Resource Planning Coordinator, Water Management Technician
Conservation Areas Supervisor, Community Outreach Technician

SUBJECT: Monthly Staff Reports

DATE: October 1, 2020

Resource Planning Coordinator, Tony Difazio

Current Activities:

- Represented the Elgin County CA's at an Alternative Land Use Services (ALUS) Committee meeting;
- Planning for upcoming stream studies and stewardship projects with the Environmental Leadership Program (ELP) students;
- Participated in a CCCA Health & Safety Committee meeting; and,
- Planting of tall grass prairie habitat on farms in the watershed.

Upcoming Activities:

- Supervision of ELP students with the planting of various varieties of American Chestnut trees in conjunction with The Ontario Chestnut Council and The University of Guelph;
- Participate in a Gypsy Moth webinar hosted by the Canadian Forest Service & Ontario Ministry of Natural Resources and Forestry;
- Attend an Elgin Clean Water Program Committee meeting to present fall stewardship projects for funding assistance;
- Monitoring of work permit conditions and processing of applications pursuant to Section 28 of the Conservation Authorities Act.

Water Management Technician, Peter Dragunas

Current Activities:

- Continued 2020 summer season water quantity monitoring within the Catfish Creek watershed.
- Maintaining the low water database and evaluation for low water compilations, projections and fundamental modifications of the low water discharge benchmarks and threshold criteria to support low water condition rationalizations. The Catfish Creek and its tributaries are numerically exhibiting fundamental environmental indications of low water level pressure.
- Courtesy site visits with landowners throughout the Catfish Creek watershed concerning water quantity, Irrigation Management and Best Management Practices.

- Continued assessment of web based storm surge modelling (National Oceanic and Atmospheric Administration, NOAA and Windfinder) for Lake Erie Shoreline Flood Forecasting and Warning.
- Continued monitoring of weather conditions on Lake Erie for possible shoreline storm surge and wave uprush assessments in Port Bruce.
- September 30th, Lake Erie Shoreline, Flood Outlook, Watershed Condition Statement issued.
- Continued assessment and evaluation of the Catfish Creek Conservation Authority (CCCA) 2019 flood criteria, thresholds and Flood Watch and Warning Guideline Check List ratings coupled with Geographic Information System (GIS) tool evaluations.
- Participated in the Ontario Flood Forecasting and Warning Webinar.
- Forests Ontario 50 Million Tree Program administration.
- Landowner inquiries and site visits regarding the 2021 Catfish Creek Conservation Authority tree planting season.
- Completed stream flow measurements for Permit To Take Water (PTTW) application renewal.
- Continued Assessment of the Catfish Creek Conservation Authorities Geographic Information System (GIS) data for quantified watershed analysis.

Upcoming Activities:

- Continue with data collection for the low water database.
- Water Quality Data Collection.
- Flood forecasting baseline and threshold analysis.
- Site visits with landowners to discuss / assist with the CCCA 2021 Tree Planting Program.

Conservation Areas Supervisor, Dusty Underhill

Current Activities:

- Assisted with the setup of virtual MarshQuest, filmed at the Yarmouth Natural Heritage Area. It will be released to Grade 4 students within the Thames Valley District School Board.
- Contacted Geoff Summers, CCCA's March of Dimes Volunteer in regards to coming back out for his workplace therapy twice a week.
- Continued Health and Safety meetings regarding COVID Protocols.
- Met with Josie Wiebe from East Elgin Secondary School, CCCA's new co-operative education student who started September 21st and will be with us until November 11th, 2020.
- Removed the swimming buoys and closed down the beach area for the season at the Springwater Conservation Area.
- Met with the General Manager/Secretary-Treasurer for a debrief of the 2020 camping season.
- Removed the old stage and started prepping the site for the build of the Evans' Sisters Stage.
- Met with a William Grandy of EXP - Practice Lead - Water Resources to begin a formal Springwater Reservoir dam inspection on September 22nd with the grant money we received from Water and Erosion Control Infrastructure (WECI).

- Held the Job Creation Partnership interviews and selected three candidates on the terms they meet the programs requirements.
- Attended a Webinar on Indigenous Awareness training on September 23rd hosted by Eco Action.
- Had a debrief with General Manager/Secretary-Treasurer and the security company we had hired for a few weekends during the 2020 camping season.
- Assisted in the preparation of the 2021 draft budgets and ideas for the upcoming 2021 camping season.
- Woodlot management and hazard tree removal.
- Ongoing day-to-day operations, maintenance and security at the various Conservation Areas.
- Preparation to close Springwater Campground for the season.
- Seasonal Camper administration.

Upcoming Activities:

- Working with the students from the East Elgin Secondary School Environmental Leadership Program to complete some tree planting and other various projects.
- Hosting the Virtual Carolinian Forest Festival at the Springwater Conservation Area. Activities will focus on Forest Ecosystems and Interactions, Biodiversity and Species at Risk, Climate Change, Forest Resources and Stewardship and Conservation.
- Work plan and budget meetings for the 2021 season.
- Staff administration.
- Ongoing day - to - day operations, maintenance and security at the various Conservation Areas.

Community Outreach Technician, Emily Febrey

Current Activities:

- Hosted 15 children over two weeks at the Springwater W.I.L.D. Rangers Camp (Sept 1-3 and Sept 8-10).
- Attended a Rekindle the Spark Committee meeting via zoom.
- Assisted in the programming and promotion of Rekindle the Spark's virtual panel on "Creating Successful Environmental Education During the Time of COVID"
- Assisted the Conservation Lands Supervisor and the Program Support Assistant with the organization and selection of interviewees for the Job Creation Program for Conservation Lands Technicians.
- Continued working with Rogers TV for the "Learn with Ranger Em" educational television series (i.e. collecting images, creating an activity, and marketing). The first episode premiered September 24th at 8:00pm (episodes will continue to be released on a biweekly timeframe).
- Continued to update our community on the operations of the CCCA during the emergency closure and the COVID-19 pandemic.
- Met with Donnie Ivey at the Springwater Conservation Area to discuss his project and how the CCCA can assist in the documentary about the Evans' Sisters Stage and Art Trail.
- Worked with the Conservation Areas Supervisor and our new Co-operative Education student from East Elgin Secondary School on preparing for MarshQuest
- Filmed and edited footage for MarshQuest, "The Virtual Wetland Experience"

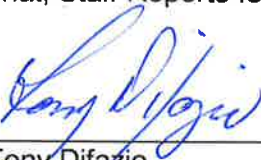
- Assisted Kettle Creek Conservation Authority employees with the organization and filming of the education stations for the Carolinian Forest Festival.
- Maintained our social media channels.

Upcoming Activities:

- Continue to edit MarshQuest video footage in collaborating with the JAFFA Outdoor Education Centre and the EESS's Environmental Leadership Program.
- Assist the Financial Services Coordinator and Program Support Assistant on fundraising opportunities for the Gatehouse/Visitor Centre.
- Continue to assist the Program Support Assistant with Springwater Campground duties.
- Continue to create and film "Learn with Ranger Em" content for the Rogers TV program.
- Continue to assist with the promotion and programming for Rekindle the Spark programs.
- Continue to maintain our social media channels by providing relevant news, information and entertaining content.

Recommendation:

That, Staff Reports for the month of September, 2020, be noted and filed.


 Tony Difazio
 Resource Planning Coordinator


 Peter Dragunas
 Water Management Technician

 FOR
 Dusty Underhill
 Conservation Areas Supervisor


 Emily Febrey
 Community Outreach Technician

REPORT FA 44 / 2020 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: September Summary of Revenue & Expenditures
DATE: September 30, 2020

SUMMARY OF REVENUE
for the period ending September 30, 2020

	2020 Budget	2020 To Date	Difference	2019 To Date
MNRF Provincial Grants	\$ 41,214.50	\$ 41,215.00	\$ 0.50	\$ 41,214.50
Other Provincial Grants	\$ 16,078.05	\$ 8,331.64	\$ (7,746.41)	\$ 51,774.30
Federal Grants	\$ 13,420.23	\$ 17,300.23	\$ 3,880.00	\$ 3,840.00
International Grants	\$ -	\$ 4,297.36	\$ 4,297.36	\$ -
General Levy	\$ 344,356.40	\$ 323,179.66	\$ (21,176.74)	\$ 315,344.69
Special Benefiting Levy	\$ 38,713.97	\$ 8,250.00	\$ (30,463.97)	\$ 8,250.00
Employment Program Grants	\$ 32,974.00	\$ 29,242.85	\$ (3,731.15)	\$ 1,005.00
Donations/Sponsorships	\$ 37,540.00	\$ 376,096.43	\$ 338,556.43	\$ 41,735.31
Conservation Areas Revenue	\$ 567,491.09	\$ 547,348.22	\$ (20,142.87)	\$ 559,663.37
Maple Syrup Revenue	\$ 41,776.53	\$ 18,765.33	\$ (23,011.20)	\$ 56,354.90
Bank Interest Earned	\$ 8,000.00	\$ 1,148.79	\$ (6,851.21)	\$ 8,495.38
Information & Education	\$ 9,580.00	\$ 2,700.00	\$ (6,880.00)	\$ 3,073.62
Legal Inquiries/Permit Applications	\$ 4,000.00	\$ 1,106.22	\$ (2,893.78)	\$ 3,398.25
Trees/Planting/Spraying	\$ 5,750.00	\$ 1,925.15	\$ (3,824.85)	\$ 5,810.30
Woodlot Management	\$ 1,000.00	\$ 707.96	\$ (292.04)	\$ 1,194.69
Watershed Stewardship Projects	\$ -	\$ 6,780.00	\$ 6,780.00	\$ 2,500.00
Water Quality/Quantity Programs	\$ -	\$ -	\$ -	\$ -
Revenue from Other C.A. Lands	\$ 12,220.00	\$ 22,148.88	\$ 9,928.88	\$ 12,041.68
Other Revenue	\$ 500.00	\$ -	\$ (500.00)	\$ 0.06
Contract Services	\$ -	\$ 1,409.33	\$ 1,409.33	\$ -
Vehicle & Equipment Rental Recoveries	\$ 38,705.00	\$ 22,222.96	\$ (16,482.04)	\$ 37,279.81
Previous Year Surplus (Deficit)	\$ 1,028.80	\$ 1,028.80	\$ -	\$ 1,879.04
Income Appropriation from Special Reserves	\$ 47,092.80	\$ -	\$ (47,092.80)	\$ -
Income Appropriation from General Reserves	\$ 68,634.73	\$ -	\$ (68,634.73)	\$ -
	\$ 1,330,076.10	\$ 1,435,204.81	\$ 105,128.71	\$ 1,154,854.90

DONATIONS/SPONSORSHIPS	2020 Budget	Received To Date	Difference
Fish Stocking	\$ 1,000.00	\$ 1,000.00	\$ -
Springwater Event Sponsorships	\$ 250.00	\$ -	\$ (250.00)
Annual Report	\$ 1,250.00	\$ 875.00	\$ (375.00)
Environmental Education	\$ 2,490.00	\$ 2,320.00	\$ (170.00)
EESS ELP Sponsorships	\$ 7,500.00	\$ 6,659.15	\$ (840.85)
Commemorative Forest	\$ 250.00	\$ 480.00	\$ 230.00
Maple Syrup Program	\$ 10,700.00	\$ 11,650.00	\$ 950.00
Springwater Forest Trails	\$ 10,400.00	\$ 14,162.37	\$ 3,762.37
Archie Coulter C.A. Trails	\$ 700.00	\$ 822.26	\$ 122.26
YNHA	\$ -	\$ 627.65	\$ 627.65
Springwater C.A. Development	\$ 1,500.00	\$ 335,000.00	\$ 333,500.00
Ontario Police College Path of Honour	\$ 1,500.00	\$ 2,500.00	\$ 1,000.00
TOTAL Donations/Sponsorships	\$ 37,540.00	\$ 376,096.43	\$ 338,556.43

SUMMARY OF EXPENDITURES

for the period ending September 30, 2020

	2020 Budget	2020 To Date	Difference	2019 To Date
ADMINISTRATION				
A-1 Wages & Benefits	\$ 104,847.78	\$ 82,948.26	\$ (21,899.52)	\$ 78,132.55
A-2 Travel Exp. & Allow.	\$ 9,150.00	\$ 639.76	\$ (8,510.24)	\$ 1,025.90
A-3 Equip. Purchase & Rental	\$ 9,125.00	\$ 5,342.80	\$ (3,782.20)	\$ 5,665.37
A-4 Materials & Supplies	\$ 5,150.00	\$ 2,132.13	\$ (3,017.87)	\$ 3,373.12
A-5 Rent & Utilities	\$ 10,392.00	\$ 2,007.07	\$ (8,384.93)	\$ 7,166.51
A-6 General Expenses	\$ 43,797.00	\$ 36,498.68	\$ (7,298.32)	\$ 37,978.77
TOTAL	\$ 182,461.78	\$ 129,568.70	\$ (52,893.08)	\$ 133,342.22
FLOOD FORECASTING & WARNING				
F4-2 Flood Control Structures	\$ 16,169.58	\$ 13,534.84	\$ (2,634.74)	\$ 9,454.89
F4-4 Flood Forecasting & Warning	\$ 175,732.16	\$ 142,243.75	\$ (33,488.41)	\$ 123,182.43
F4-5 Ice Management	\$ 35,463.97	\$ 30,194.99	\$ (5,268.98)	\$ 31,044.36
F4-6 Plan Input	\$ 39,233.34	\$ 31,359.17	\$ (7,874.17)	\$ 30,868.51
F4-71 Watershed Planning	\$ 6,518.81	\$ 4,382.11	\$ (2,136.70)	\$ 13,582.40
F4-72 Technical Studies (GIS)	\$ 16,388.71	\$ 12,076.17	\$ (4,312.54)	\$ 13,395.50
F4-8 Legal Costs	\$ -	\$ 351.07	\$ 351.07	\$ -
TOTAL	\$ 289,506.57	\$ 234,142.10	\$ (55,364.47)	\$ 221,528.09
OTHER PROGRAM AREAS				
B-1 Information & Education	\$ 38,873.38	\$ 20,101.46	\$ (18,771.92)	\$ 13,525.28
E-1 Extension Services - Tree Planting	\$ 19,181.91	\$ 14,007.63	\$ (5,174.28)	\$ 16,450.74
E-1 Extension Services - Woodlot Management	\$ 3,509.40	\$ 2,535.52	\$ (973.88)	\$ 5,096.01
E-1 Extension Services - Watershed Stewardship	\$ 13,820.23	\$ 19,513.54	\$ 5,693.31	\$ 3,495.45
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ -
Community Forest	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 75,384.92	\$ 56,158.15	\$ (19,226.77)	\$ 38,567.48
CAPITAL & SPECIAL PROJECTS				
Water Management Programs	\$ 18,420.02	\$ 7,843.13	\$ (10,576.89)	\$ 13,117.76
Springwater C.A. Development	\$ 39,420.00	\$ 57,806.26	\$ 18,386.26	\$ 62,909.50
Special Projects	\$ 21,221.40	\$ 886.19	\$ (20,335.21)	\$ 48,281.46
Contract Services	\$ -	\$ 1,133.79	\$ 1,133.79	\$ -
TOTAL	\$ 79,061.42	\$ 67,669.37	\$ (11,392.05)	\$ 124,308.72
CONSERVATION AUTHORITY LANDS				
Springwater Operation & Maint	\$ 563,670.88	\$ 401,706.12	\$ (161,964.76)	\$ 409,072.77
Vehicle & Equipment Pool Exp.	\$ 43,110.00	\$ 17,976.76	\$ (25,133.24)	\$ 30,628.77
Maple Syrup	\$ 54,660.53	\$ 36,833.81	\$ (17,826.72)	\$ 47,944.08
Other C.A. Lands	\$ 42,220.00	\$ 33,539.51	\$ (8,680.49)	\$ 36,508.54
TOTAL	\$ 703,661.41	\$ 490,056.20	\$ (213,605.21)	\$ 524,154.16
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,330,076.10	\$ 977,594.52	\$ (352,481.58)	\$ 1,041,900.67



Susan Simmons,
Financial Services Coordinator

REPORT FA 45 / 2020 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: September 30, 2020

VENDOR	CHQ #	TOTAL	EXPLANATION
payroll September 12 (30325-30345)			
Reliance Home Comfort	Cash	\$ 47.09	hot water heater rental
Telus Mobility	Cash	\$ 293.82	cellular phones
Eastlink	Cash	\$ 1,025.63	phone, fax line, internet, gauges
payroll September 26 (30346-30366)			
Hydro One	Cash	\$ 10,276.92	campground, operations centre, gauges
Affordable Portables	30367	\$ 197.75	ELP - Marshquest
Aylmer Express Limited	30368	\$ 247.47	general printing
Aylmer Home Hardware	30369	\$ 97.89	campground supplies
Canadian Tire	30370	\$ 169.39	campground supplies
Checkers Cleaning Supply	30371	\$ 854.10	campground supplies
Delta Power Equipment Ltd.	30372	\$ 89.63	equipment maintenance
Dominion Security Services Ltd.	30373	\$ 1,139.04	campground security
Elgin Feeds Ltd.	30374	\$ 39.54	campground supplies
Erie Excavating & Liquid Waste Removal Limited	30375	\$ 508.50	campground maintenance
G.W.G. Resources Services	30376	\$ 565.00	Other CAs woodlot management
Glenbriar Bottled Water Co. Ltd.	30377	\$ 11.24	water cooler service
H. Broer Equipment Sales & Service Inc.	30378	\$ 121.90	equipment maintenance
Hartman Communications	30379	\$ 62.15	campground maintenance
Hicks Morley Hamilton Stewart Storie LLP	30380	\$ 524.32	campground security
Integrity IT Services	30381	\$ 56.50	computer network support
King, Doug	30382	\$ 75.00	seasonal camping refund
McBain Signs & Graphic Design	30383	\$ 774.90	signage for SPW Forest, ACCA, and YNHA
Pragmatic	30384	\$ 22.97	meeting expenses
Purolator Courier	30385	\$ 4.53	campground maintenance
R Safety	30386	\$ 595.86	campground supplies
Rival Office Solutions	30387	\$ 87.58	postage metre rental
Robbins' Mobile Small Engine Service	30388	\$ 749.19	equipment maintenance
Sciensational Sssnakes!!	30389	\$ 678.00	ELP - Marshquest
Secord Home Building Centre	30390	\$ 22.02	campground supplies
Studer's Ice	30391	\$ 94.50	store product for resale
That Tree Guy	30392	\$ 1,638.50	campground maintenance
V.I.P. Sportswear	30393	\$ 723.20	ELP - Marshquest
Vannoord, Jack	30394	\$ 7,900.00	watershed stewardship project
Waste Connections of Canada Inc.	30395	\$ 2,890.52	campground maintenance
Hoos, John	30396	\$ 75.00	seasonal camping refund
Koolen Electric	30397	\$ 138.43	campground maintenance
		<u>\$ 32,798.08</u>	

RECOMMENDATION:

THAT, Accounts Paid totalling \$32,798.08 , be approved as presented in Report FA 45/2020.

Susan Simmons,
Financial Services Coordinator

REPORT FA 46 / 2020: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary - Treasurer
SUBJECT: Conservation Ontario Council Meeting
DATE: September 28, 2020
FINANCIAL IMPACT: Minimal Impact to CCCA Budget
STRATEGIC ACTION: Operate a sustainable and adaptable organization

Purpose:

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

Discussion:

The Conservation Ontario Council meeting was held online on September 28, 2020 from 9am – 1pm. Agenda items for discussion included:

a) Remarks from Minister Yurek

The Minister indicated Conservation Authorities play a strong role in: maintaining the landscape, maintaining drinking water, and providing instrumental guidance to protect people from natural hazards in particular flooding and erosion.

The Minister noted the *More Homes, More Choice Act, 2019* which reduced overlap in municipal planning and helped improve governance and accountability.

The Minister discussed the changes to the Conservation Authorities Act where municipalities are proposed to have more flexibility to fund non mandatory programs if they choose. He noted this would not restrict the CAs to provide local programs that are of local concern.

He thanked Conservation Authorities for participating in the successful consultations where over 500 stakeholders participated over four events.

He concluded by indicating he plans to introduce the changes to *the Conservation Authorities Act* during this session of Parliament (which ends December 10, 2020).

b) Election of Officers

Chairperson
Vice-Chairperson
Vice-Chairperson
Staff Director
Staff Director
Staff Director

Wayne Emmerson, Lake Simcoe C.A.
Lin Gibson, Nickel District C.A.
Alan Revill, Cataraqui C.A.
Deborah Martin-Downs, Credit Valley C.A.
Linda Laliberte, Ganaraska C.A.
Samantha Lawson, Grand River C.A.

c) Conservation Ontario Annual Report

Conservation Ontario General Manager Kim Gavine presented the 2019 Annual Report. The report discussed the challenges in 2019 such as the cuts to the S.39 transfer payments in April 2019, significant flooding in the summer of 2019, *Conservation Authorities Act* advocacy efforts (e.g. media campaigns, streamlining initiative and Environmental Registry submissions), and *Conservation Authorities Act* consultations in the fall of 2019.

Highlights from Conservation Ontario's 2019 work include: a training strategy, communication products such as the weekly update email, transparency and accountability through work plans and report backs, and policy positioning. The presentation concluded with a review of the 2019 work plan. The annual report is available on the CO website.

d) Conservation Ontario Strategic Plan

Conservation Ontario provided an update to its strategic plan for 2021-2025. The strategic plan for the Association of Conservation Authorities is different than a strategic plan from any particular CA as the role of the association is to provide member services such as bulk purchasing and insurance. Other business functions include: policy and Implementation experts in Integrated Watershed Management, advocacy, creating coalitions, and promoting the CA brand to the public and government.

There was significant discussion about digital meetings which are expected to be more frequent saving meeting and travel costs.

e) General Manager Report

Kim Gavine, General Manager of Conservation Ontario provided a presentation outlining five areas where CO supported CAs including: COVID 19 Response support, the CA Act Review, Pre-Budget Consultation, the provincial flood strategy, and coordinating Provincial Economic Stimulus Opportunities. The investment in Conservation Areas is required and CO will continue to provide information on Grant Opportunities.

f) Conservation Ontario Operating Budget and Levy

Conservation Ontario presented the Draft 2021 Budget. The budget was created by the Budget & Audit committee. Upon discussion with the Council, a revised budget was proposed, voted on, and approved.

Recommendation:

THAT, Report FA 46 / 2020, be received as information.



Christopher Wilkinson
General Manager / Secretary - Treasurer

REPORT FA 47 / 2020: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary - Treasurer
SUBJECT: Peacekeeper Park
DATE: September 18, 2020
FINANCIAL IMPACT: None
STRATEGIC ACTION: Operate a sustainable and adaptable organization

Purpose:

To update the members on the possibility of Peacekeeper Park moving to the CCCA Watershed.

Background:

At the September 10, 2020 Full Authority Meeting, Motion #77 / 2020 was passed requesting staff to investigate the possibility of Peacekeeper Park moving to the CCCA Watershed. Staff were to report back at a future meeting.

Current Status:

As a result of the Motion, staff reviewed the individual management plans for Conservation Areas and although there is no comparable sized vacant land for permanent operations, staff identified that the Springwater Conservation Area, schoolhouse and pavilions could be rented on a day or weekly basis and may be suitable for the needs of the Peacekeepers.

Following the staff review, the General Manager / Secretary-Treasurer contacted the President of Peacekeeper Park where CCCA expressed support of the Peacekeeper Organization and offered to help in any way possible. As per the staff recommendation, the option of using Springwater Conservation Area was offered in terms of renting the facility by the organization for a continuance of the programs on a temporary basis until the situation is resolved or a long term alternate site is determined. Additionally, the importance of a waterbody for the canoe program was discussed as this is an important program for the organization.

The contact information for the General Manager / Secretary-Treasurer was left with the President and they will contact CCCA should they wish to book Springwater.

Recommendation:

THAT, Report FA 47 / 2020, be received as information.



Christopher Wilkinson
General Manager / Secretary - Treasurer

REPORT FA 48 / 2020: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary-Treasurer

SUBJECT: 2021 Draft Budget Process

DATE: September 29, 2020

FINANCIAL IMPLICATIONS: \$1,3707,93.58

STRATEGIC ACTION: Operate a sustainable and adaptable organization

Purpose:

To provide information to members on the anticipated budget process and timelines, and obtain direction from Members on the levy for the 2021 draft budget.

Background:

Annually Members of the CCCA Board approve a draft budget at the November Personnel and Finance Committee. The budget is then circulated for 30-day consultation by municipalities as per the Levy regulation under the *Conservation Authorities Act*. The first Finance Committee meeting in 2021 will provide an opportunity to address any comments. It is then approved at the first Full Authority meeting in 2021 (March, 2021).

Current Status:

This preliminary staff report provides a summary of the 2021 draft budget and is provided for the benefit of municipal partners and for staff to present a final budget that meets the expectation of members.

Staff continue to find and implement other innovative and creative ways to reduce expenses and increase revenue to compensate for the loss of provincial funding. Staff have further completed a series of reports and actions to address budget challenges in previous years including:

- Annual Electricity Usage Review (November 26, 2020)
- Annual Property Tax Review (FA 38/2020)
- Purchasing Policy Effectiveness Report (FA 15 / 2020)
- Efficiencies in travel, water quantity monitoring network
- Maximizing the use of contract and part time staff
- Increasing revenue in transient camping by utilizing group areas to offset lost revenue from cancelled events
- Request for Proposal for Insurance Coverage in 2020/2021

Discussion:

In order to prepare a budget as accurately as possible, staff request input from members on the proposed levy for 2021.

The accompanying Programs and Services guide includes a description of the work and services that match the categories in the proposed budget (see Attachment #1).

2021 Draft Budget Challenges

There are a number of challenges that impact the preparation of the budget including

- COVID-19 Pandemic – The Authority did not lay off staff during the pandemic which resulted in a continuance of all programs and services throughout 2020. The loss of revenue was not as significant as predicted for the SPW Conservation Area and Authority due to the innovativeness of staff in acquiring various employment and education based grant funds, lower discretionary spending on travel, and the increase in demand for camping. This was offset by the incremental costs for teleconferences, health and safety supplies, trail signage etc.. Staff propose to maintain the level of revenue for 2021, and include an \$80,000 capital improvement project to replace the gatehouse to improve the flow and capacity of the campground check in/out process.
- The provincial transfer payment through the Ministry of Natural Resources and Forestry (MNRF) currently remains at \$41,250, almost 50% less than 2018 and there is no guarantee how much longer this will continue. Staff propose to maintain the MNRF transfer payment revenue for 2021.
- The Provincial Review of the Conservation Authorities Act is still underway as the Regulations expected to provide clarity to the amended Act have not yet been developed, changes to the draft legislation are anticipated, and there have been no substantive developments or communications from the Province since the pandemic.
 - As a result of the proposed 18-24-month transition period outlined in the draft legislation, the programs and services offered in 2021 are similar to 2020, yet updated for 2021.
- The Board direction to replenish Operating/Working Capital Reserve to 15% of the operational budget, the Capital Acquisition at \$60,000, and the CA Development Reserve at \$75,000. All surplus is directed back to reserves where possible.

Municipal Levy

The chart below, highlights how the CCCA has been maintaining its levy rate that is a relatively small impact to municipal tax rates. This budget aims to maintain the levy rate as low as possible in light of the challenges such as COVID-19 that both the Authority

and member municipalities face. As a result, CCCA proposes to maintain service levels and delivery with as little impact as possible to member municipalities in 2021.

	Current Value Assessment	Levy	CCCA Levy Cost / \$100k Assessed Value per year
2010 Budget	\$ 1,977,427,682	\$ 192,144.91	\$ 9.72
2011 Budget	\$ 1,993,935,211	\$ 196,948.55	\$ 9.88
2012 Budget	\$ 2,007,201,268	\$ 202,837.33	\$ 10.11
2013 Budget	\$ 2,015,159,958	\$ 209,806.00	\$ 10.31
2014 Budget	\$ 2,268,406,996	\$ 218,890.83	\$ 9.65
2015 Budget	\$ 2,286,040,255	\$ 230,270.11	\$ 10.07
2016 Budget	\$ 2,332,477,671	\$ 244,124.45	\$ 10.47
2017 Budget	\$ 2,349,968,769	\$ 263,481.95	\$ 11.21
2018 Budget	\$ 2,412,474,401	\$ 288,249.26	\$ 11.95
2019 Budget	\$ 2,527,566,514	\$ 315,344.69	\$ 12.48
2020 Budget	\$ 2,647,211,376	\$ 344,365.40	\$ 13.01
2021 Budget @ 1%	\$ 2,818,524,266	\$ 347,799.96	\$ 12.34
2021 Budget @ 4.2	\$ 2,818,524,266	\$ 358,819.37	\$ 12.73
2021 Budget @ 6.1% (adds Cost of Living of 1.5% = \$8000)	\$ 2,818,524,266	\$ 366,819.37	\$ 13.01

Attached is a summary of revenue and expenditures, income appropriation from reserves, 2021 revenue sources, proposed levy at 4.2% and 1%, levy apportionment data, and the revenue apportionment for Levy/Grant/Surplus at 4.2% (See Attachment #2).

2021 Draft Budget Notes

CCCA will maintain service levels and delivery and continue to deliver programs that are currently in place and fund programs with general municipal levy as in the past resulting in as little impact as possible to member municipalities in 2021.

The following budget notes list important revenue, expenses, and operational details for the consideration of Members:

- 4.2% increase in General Levies
- General insurance increase over 2020 rates
- Property Tax budgeted at 2020 rates
- Removed Fish & Wildlife, & Low Water Response categories

Other CA Lands:

- Johnson Tract Woodlot Management \$28,687.50 in revenue

Springwater C.A.:

- 5% increase in SPW Fees
- \$80,000 SPW Development for gatehouse/entrance project
- \$7,000 SPW Development Hydro Upgrades
- \$4,000 Golf Cart
- Evans Sisters Grant to be expensed
- Maple Syrup Festival budgeted for with no TVDSB school programs, so just weekends and March Break revenue and expenses are budgeted.
- Appropriation to CA Development: \$58,661.96

Staffing/Wages:

- SPW: 5 operational seasonal staff (4 Park Technicians + 1 Senior Park Tech) + 3 JCP staff; 6 administrative seasonal staff
- Field Technicians (Land / Water) both at 10 month contracts
- Increase in Minimum Wage to \$14.25 (\$0.25 increase)
- No Staff CPI, just increment adjustments for staff not at top of pay grid
- Group Benefits and RRSP budgeted for Community Outreach Technician
- Group Benefits program budgeted for 5% increase

Attachments:

- Attachment #1 – 2021 Programs and Services Guide
- Attachment #2 – Budget Summary

Recommendation:

THAT, members direct staff to complete the 2021 draft budget with a ____ % levy increase



Christopher Wilkinson
General Manager / Secretary-Treasurer



Programs & Services

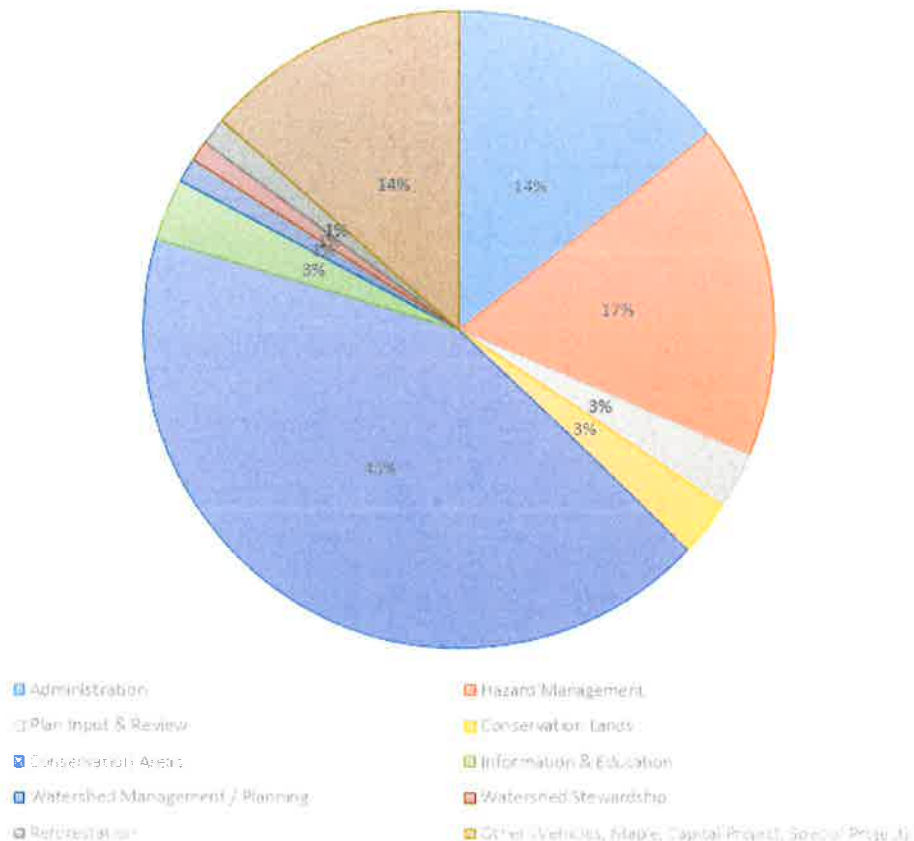
2021

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

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Work Plan Categories and Projected Expenditures



ADMINISTRATION

What does the Authority do?

Supports mandatory and non-mandatory programs and services.

Examples

- Responsible for the annual budget and levy process
- Responsible for annual business plan and associated staff work plans
- Responsible for ensuring annual internal and external audits are completed, support auditors
- Support creation of the Annual Report
- Supports the governance of the CCCA Board of Directors via agenda, minutes, monthly summaries of revenue & expenditures
- Provides liaison with member municipalities (e.g. presentations to council)
- Liaise with Conservation Ontario, other Conservation Authorities, and the broader network
- Administrative, clerical, and Information Technology & Information Management support for the entire organization
- Strategic planning, policy development and implementation, and supporting program guidance (e.g. Purchasing Policy guidance)
- Supports grant submissions through financial and strategic support, applies for human resources grants, and assesses proposals that result in a further diversified business model
- Commenting on proposed provincial (legislation, regulation) and local (by-laws) changes
- Assessment of community needs
- Service of accounts with suppliers, contractors, and businesses
- Provide Human Resources Function and compliance with related employment legislation
- Administration of Group RRSP and Benefits program
- Management of Fleet and Vehicles (e.g. Tracking Use, expenditures for maintenance)
- Provide governance (Joint Health & Safety Committee) and training to ensure compliance with Health & Safety Legislation and Regulations
- Negotiates agreements for non-mandatory services with Municipal Partners
- Fundraising to support a wide range of mandated and non-mandated programs and services
- Technical Studies such as GIS that support the broader organization

Why?

- Ensure cost effective and efficiently run programs and services
- Ensure programs and services are streamlined, time limited, and cost-effective
- Ensures programs are consistent with watershed resources, community values, political and financial realities, and approve policies
- Ensures accountability to member municipalities, taxpayers, partners, and senior governments
- Ensures conformity with provincial policies and procedures
- Ensures that goods and services are purchased locally whenever possible
- Maintains competent, highly trained, and motivated staff to implement the Authority's programs
- Ensure staff perform duties and conduct themselves in accordance with the Personnel Policy
- To ensure the Authority's interests and uniqueness are represented and accounted for in current and proposed CA related legislation and regulations
- Support information management in business areas to support decision making

Who benefits/participates?

- Municipalities benefit from programs tailored to their specific needs and economic realities
- Municipalities benefit from cost-effective shared environmental expertise across municipal boundaries on an ecological basis (watershed)
- Watershed residents (taxpayers) receive the most value for their tax dollars through cost-effective shared environmental expertise and capacity
- Watershed businesses and suppliers (over \$500,000 spent locally on an annual basis)

HAZARD MANAGEMENT

(FLOOD FORECASTING, WARNING, AND OPERATIONS, FLOOD CONTROL STRUCTURES, ICE MANAGEMENT, EROSION CONTROL, & PLAN INPUT & REVIEW)

What does the Authority do?

Protect life and minimize property damage from flooding and erosion by providing a flood control monitoring and warning program. CCCA alerts the public through flood messages, provides municipal staff with data and information to enable sufficient lead time to enable emergency flood mitigation procedures to promote resident's safety, safeguard flood prone areas and as a result minimize flood related damage and loss of life.

CCCA also provides a related Plan Input & Review Service to ensure future development stays out of the flood prone areas.

Examples

Data Collection:

To assist with determining the appropriate watershed statement, staff will collect data and evaluate information based on the following flood forecasting data and extrapolated GIS information. The CCCA is obligated to issue an appropriate watershed statement (e.g. Flood Warning) for the CCCA Low Lying Flood Prone Areas around waterways within the Authorities administrative boundary. Staff will collect data and evaluate the following information:

- Port Bruce channel soundings, data interpretation, and mapping for presentation and implementation of flood operational activities
- Provincial Flood Watches or Warnings issued by the Ministry of Natural Resources and Forestry (MNRF), Surface Water Monitoring Centre
- Government of Canada Weather Alerts
- Precipitation exceedance rates, Hurricane Hazel Precipitation Rates, Conservation Authorities Act Flood Event Standards, and Flood Forecast Precipitation Rates
- Potential of combined forecast precipitation and snow water equivalency surface runoff to exceed the aforementioned precipitation rates
- The combined present stage, rainfall, and snow water equivalency potential to exceed a discharge rate at the Catfish Creek Sparta (02GC018) gauge of 39.2 m³/sec (1.47m stage)
- Estimate ice thickness on Catfish Creek at Port Bruce greater than 15.25cm (6.0 in), Catfish Creek discharge below average, may indicate that ice transported downstream has the possibility of jamming
- GIS modelling, the distance inland (elevation) that Lake Erie water levels have the risk to impede channel flows
- Present Lake Erie ice thickness and concentration in the area off shore of Port Bruce
- Government of Canada, Marine Weather forecast for Lake Erie, sustained wind speed and direction (potential to push outlying lake ice into the harbour)
- London Airport Daily Weather Data, precipitation

Communications:

CCCA flood interrelated manuals are considered live documents and are meant to be reviewed annually to assess the viability and to evaluate any recommendations stemming from the previous year's high water events. In general, the objective of these manuals and plans is to link flood emergency personnel of the Catfish Creek Conservation Authority, its member municipalities, government emergency organizations, applicable provincial government agencies, and police to assist in reducing the potential for

flood associated damage. They have been compiled to provide a systematic procedure for the Catfish Creek Conservation Authority staff to consult during flood emergencies.

- Flood Watch and Warning Procedures Manual
- Ice Management Plan and dredging manual
- Flood Warning and Operations Plan
- Flood bulletins, media releases
- Liaison with municipalities, local residents, and contractors
- Assistance with municipal emergency response plans

Response:

The CCCA fundamental response to flood forecasting, warning, and operations is to communicate watershed statements to the residents of the watershed. These statements include, but are not limited to Watershed Outlooks, Watches, and Warnings through the conveyance of these statements to provide our partner municipalities with sufficient flood notification lead time to act according to the notifications.

During high water events the CCCA implements The Flood Watch and Warning Procedures to maintain the following:

- Ongoing technical advice to Municipal Flood Coordinators during flood events
- Continuous watershed monitoring of precipitation and stream flows during storm events and spring thaw/runoff season
- Flood damage assessment reporting to the province and local municipalities (e.g. Flood Damage/Cost Reports, Flood Status Reports)
- Flood event termination and follow-up

The CCCA issues communication statements based on flood monitoring and forecasting of provincial and federal weather forecasts and advisories for application at the local level for storm intensity and duration, precipitation intensity and duration, temperature increase duration, pre-storm stream water level, storm duration rate of water level increases, seasonal watershed characteristics (such as frozen soils, riverine and Port Bruce harbour ice thickness and type, snow depth, and water equivalency), Lake Erie water levels, and ice cover.

To be consistent with the wording used by weather agency communications, the Ministry of Natural Resources and Forestry in partnership with Conservation Ontario, Environment Canada, and other applicable agencies updated and changed the flood messaging terminology in February of 2012.

The CCCA uses the aforementioned data and information to maintain and calibrate a Hydrometric Numeric Interpolator (forecasting model) to interpolate numeric inputs and output a graphical interpretation.

Flood Forecasting:

- Interpretation of provincial weather forecasts and advisories for application at local level
- Development of flood forecasting model

Flood Damage Reduction / Ice Management Program (Port Bruce)

- Coordinate ice breaking operations in consultation with the Municipal Flood Coordinator
- Coordinate dredging activities for removal and disposal of sediments
- On-site supervision, tender contracts, soil testing, associated clean-up, access agreements, tree removal

Operation of Flood Control Structures (Springwater Dam):

- Engineering Dam Inspection in 2020/21.
- Annual inspections
- Replacement and maintenance of stop logs and lifting mechanisms
- Painting, parging, repairs to concrete, fencing, and signage
- Review and updates to operation and maintenance manuals, policies, and procedures
- Debris removal and control of inflow debris
- Ongoing maintenance and operation to control water levels
- Provide protection of loss of life, environmental damage, economic loss, and property destruction.

Flood & Erosion Control Capital Repairs:

- Develop Terms of Reference for preliminary engineering studies to determine the feasibility and benefits of capital protective works and repairs
- Coordinate the Environmental Assessment Process
- Solicit funding for repairs through the provincial Water and Erosion Control Infrastructure (WECI) Program

Why?

- Reduce injury and loss of life
- Reduce property damages
- Maintain a \$2 million infrastructure
- Mandated program of the province (e.g. municipalities must ensure that provincially satisfactory flood warning and operations programs are implemented)
- Provide local coordinated operation of flood warning system and Springwater Dam
- Provide park land and recreational opportunities
- Improve water quality and mitigate stream flow for flooding
- Public safety program that is tied to the flood plain component of the Plan Input and Review Program

Who benefits / participates?

- 28 residential and non-residential structures located along Catfish Creek and Bradley Creek
- 57 residential and non-residential structures on the Simpson Drain in the Village of Springfield
- 250+ residential and non-residential structures on Catfish Creek and along the Lake Erie shoreline in the Village of Port Bruce
- Approximately 30 residential and non-residential structures on various watercourses throughout the watershed in rural areas
- Member Municipalities
- Upper Tier Municipalities
- Province (through reduced flood damages)
- The Town of Aylmer
- Watershed residents, property owners, and businesses located in flood susceptible areas within the watershed

PLAN INPUT & REVIEW

What does the Authority do?

Provide Information and policy support to municipalities on matters relating to Natural Hazards Policies (Section 3.1 under the PPS) with a focus on Official Plan and Official Plan Amendments. This includes: broad policy interpretation, transfer of data, information and science to municipalities, and provision of advice on matters relating to natural hazards policy to MMAH.

Examples

- Provides land use planning input and review advice to watershed municipalities
- Provides technical advice and information to landowners, developers, and the public regarding flood and erosion hazards and environmental concerns
- Regulation of development, interference with wetlands, and alterations to shorelines and watercourses
- Develops new natural hazard information to support the delegated commenting role inputting into municipal planning to ensure consistency with the Provincial Policy Statement (PPS) s.3.1 (natural hazards) policies
- Support the delegated commenting role inputting into municipal planning to ensure consistency with the PPS s.2.3 (natural heritage) policies
- Provide proponents with waterproofing standards and related advice that facilitates development in the flood fringe

Examples

- Official plan policies and schedules, comprehensive zoning by-laws, plans of subdivisions
- Property inquiries (legal, real estate, and general information)
- Provide comments on municipal planning / development documents or applications annually
- Process permit applications under the Section 28 regulations of the Conservation Authorities Act
- Resource mapping and flood elevations
- Liaison between municipalities and other government agencies
- Coordination and implementation of the CCCA Shoreline Management Plan
- Cooperation with neighbouring Conservation Authorities to ensure 'seamless planning service' for municipalities and counties with more than one CA within their boundaries
- Provide advice and assistance to watershed municipalities with regard to environmentally related responsibilities under the Planning Act
- Natural heritage protection
- Identification and protection of watershed wetlands and environmentally significant areas
- Municipal drain review (e.g. erosion control and location)
- Screening applications under the Federal Fisheries Act

Why?

- Reduce risk to life and property from natural hazards such as flooding and unstable slopes
- Complement flood control operations
- Promote wise use of land and water resources for future generations
- Interpret and implement provincial policies at the local level
- Key component of a comprehensive flood plain management program

Who benefits/participates?

- The general public, landowners, developers, and watershed municipalities
- Municipal planners and building officials
- Lawyers and real estate agents, students, and academic institutions
- Provincial and federal ministries, Local Planning and Appeal Tribunal (formerly OMB), Mining and Lands Commissioner

CONSERVATION LANDS

What does the Authority do?

CCCA works in partnership with the local community, special interest groups, private landowners, and the provincial government to ensure the long-term protection of Environmentally Significant Conservation Lands the Catfish Creek watershed

Examples

- Protection and management of over 553 hectares (1368 acres) of Authority-owned lands
- Mapping and inventories of the Environmentally Significant Areas including the associated flora and fauna within the watershed
- Provides the land for outdoor education activities at the Jaffa Environmental Education Centre and Catfish Creek Conservation Authorities Environmental based curriculum
- Acquisition of and stewardship of/on provincially significant wetlands (i.e. Calton Swamp)
- Protection of headwater source areas (Hawkins Tract)
- Active co-management partners with our member municipalities, towns, cities, and with other agencies and individual landowners in the Carolinian Canada Life Zone Stewardship Program (i.e. Catfish Creek Slope and Flood Plain Forest Site)
- Support towards natural heritage studies (i.e. Oxford County and Elgin County Studies)
- Protection of Areas of Natural and Scientific Interest (ANSI) (i.e. Springwater Forest)
- Development and implementation of land-use strategies to protect endangered flora and fauna (i.e. Small Whorled Pogonia, Acadian Flycatcher)
- Interpretive and recreational opportunities (i.e. guided hikes, eco-tourism)
- Partnerships with other conservation organizations (i.e. Ducks Unlimited, Bird Studies Canada, University of Guelph, Nature Conservancy Canada, St. Thomas Field Naturalists, Carolinian Canada Coalition, ALUS, Canadian Chestnut Council)
- Partnerships and work agreements with LEEDS employment and The Children's Aid Society
- Restoration activities and projects for Aquatic and Terrestrial Species at Risk
- Development of Forest Management Plans
- Development of Management Plans
- Administer research permits for organizations such as MNRF to perform tree disease research
- Promote stronger local communities by giving citizens the knowledge and support they need to reach out and work with their neighbors to protect the local places they need and love

Why?

- Conserving land increases property values near greenbelts, saves tax dollars by encouraging more efficient development, and reduces the need for expensive water filtration facilities
- Provides storage for flood waters
- Improves water quality
- Provides research opportunities
- Protects and provides habitats for a variety of flora and fauna
- Provides recreational and eco-tourism opportunities throughout the watershed
- Provincially mandated program
- Reducing air and water pollution
- Preserving open and green spaces
- Preserving fish and wildlife habitats, endangered species, and biodiversity
- Managing and protecting watersheds and wetlands
- Maintains scenic landscapes and recreational amenities
- Prevents soil erosion and improves soil quality
- Reduces the negative impacts of flooding
- Improves resilience to drought and invasive species
- Helps to sequester greenhouse gases

Who benefits / participates?

- Watershed residents
- Youth who gain valuable life skills through our community outreach programs through LEEDS, Children's Aid Society
- Recreationalists such as Field Naturalists, Hiking Groups, Eco Tourists, and campers from all over North America
- Thousands of Students, instructors from Thames Valley School Board, other Conservation Authorities through programs such as the Carolinian Forest Festival and researchers within different educational and environmental institutions
- Provincial government and ministries of all sorts from OMAFRA, OFIA, MPAC all the way to MNRF, and the Ministry of the Environment, Conservation and Parks
- ALUS Program, Ducks Unlimited, Stewardship Council, Chestnut Council, Bird Studies Canada, University of Guelph, Department of Fisheries and Oceans, Elgin County Trappers Association, Local member municipalities, towns and cities, and most of all the residents of our watershed

CONSERVATION AREAS

What does the Authority do?

CCCA provides a wide variety of recreational opportunities on 120 hectares (300 acres) of Authority owned/managed lands using sound business and environmental principles

Examples

- Springwater Conservation Area offers camping (265 campsites), group camping, swimming, boating, fishing, picnicking, hiking, and special event facilities
- Rural based Conservation Areas like the Archie Coulter C.A. provide passive recreational opportunities such as hiking, bird watching, and research
- Conservation Areas located in an urban setting provide municipalities with valuable green space for active recreation (e.g. Ward McKenna and Ivan Steen properties)
- Maintain and operate the Springwater Dam for flow augmentation and recreation purposes
- Volunteer opportunities (e.g. scouting groups, cooperative education students)
- Capital improvement projects (e.g. roads, campsite development, trails, stage)
- Agreement with TVDSB to allow environmental education opportunities for approximately 8000 students per year

Why?

- Provides a high quality recreational experience in a natural setting
- Generates excess revenues to offset other mandated program expenses
- Allows safe access to Authority owned/managed lands for permitted activities
- Creates necessary fish and wildlife habitat
- Protects the integrity of environmentally significant lands
- Permits land susceptible to hazards (e.g. flood) to be utilized for recreational purposes
- Provides valuable green space in urban settings
- Creates seasonal employment opportunities for local youth and students
- Provides annually over 1000 hours of volunteer opportunities for high school co-op students, those seeking rehabilitation, or clients of LEEDS employment opportunities for those seeking work experience opportunities
- Maintains \$2 million infrastructure
- Provides land for the housing of municipal services (e.g. hydro and sewer easements, stormwater management facilities)

Who benefits / participates?

- Over 100,000 people who visit and use the facilities at the Conservation Areas on an annual basis, mostly from local communities

- Over 1500 new visitors to Springwater Forest through the Active Naturally initiative
- Local economies (tourism spinoffs and purchase of goods and services)
- Sponsors of special events
- Volunteer supporters and donors
- Students
- The people of Ontario

INFORMATION & EDUCATION

What does the Authority do?

CCCA provides information and education in a cost effective manner to the community about conservation, the environment, and the programs and services of the CCCA

Examples

- Educational and recreational opportunities
- Provides a mobile, hands on, and interactive education program
- Assist with environmental education programs in partnership with various community organizations (e.g. Environmental Leadership Program, Marsh Quest, Carolinian Forest Festival, Regional Envirothon)
- Printed and digital material for public distribution and consumption (e.g. brochures, newsletters, trail guides, Annual Report)
- Recognition of deserving conservationists within the watershed (e.g. CCCA Conservation Award)
- Joint working relationship with the Jaffa Environmental Education Centre (e.g. Maple Syrup Program)
- Hands-on resource management opportunities with local schools (e.g. erosion control, tree planting)
- Cooperative education (e.g. student placement from local secondary & post-secondary schools)
- Displays and presentations (e.g. Trade Shows, Go Wild Grow Wild, AGM, school events)
- Joint marketing and advertising initiatives with neighbouring Conservation Authorities (e.g. tree planting, workshops)
- Involvement of local business in sponsoring environmental programs
- Media relations & Social Media
- Demonstration sites for public viewing and education
- Special programming (e.g. Active Naturally)
- Coordinate the Annual Student Scholarship Award
- Fundraising to support a wide range of mandated and non-mandated environmental projects and initiatives
- Develop and cultivate strong partnerships with other government agencies, foundations, local businesses, tourism groups, environmental groups, and individuals

Why?

- Generate public support and awareness for Authority programs and services
- Help watershed residents make informed environmental decisions
- Promote and encourage use of Authority owned / managed lands
- Create value for a healthy environment by providing opportunities for people to experience and learn about conservation programs
- Provide hands-on & experimental learning opportunities
- Create an environmental/stewardship ethic within the local community especially with our youth
- Generate additional sources of revenue to support non-mandated environmental projects
- Recognition of partners, donors, and volunteers
- Promote our local heritage (e.g. Maple Syrup Festival)

Who benefits/participates?

- Watershed residents/general public
- Students (approximately 5000 participants annually)
- Municipalities, by having an involved and informed constituency
- Conservation Area users
- Local businesses

WATERSHED PLANNING & WATER MANAGEMENT PROGRAMS

CCCA develops a watershed plan for the CCCA Watershed, implements the plan, monitors progress, and provides a periodic review of plans.

Examples

- Coordination of watershed studies
- Integration and Analysis of water quality and water quantity data
- Acquisition and analysis of spatial data (e.g. Elevation model, stream locations and flow direction)
- Acquisition and data management of water quality information (PWQMN, PGMN, OBBN)
- Produce watershed report cards using spatial and water quality data
- Support planning department with updated base data and regulatory information
- Develop Source Water Protection Plans to protect water quality and quantity for municipal drinking water systems
- Administer the provincial Low Water Response Program locally

Why?

- The health of rivers and streams is both influenced by and illustrative of the health of the lands through which they flow
- Water systems demonstrate the cumulative effects of environmental stresses
- Quality of life is directly linked to water quality in watersheds
- There is strong and growing public support for implementation of locally based solutions at the local watershed level
- Informs decision making in all other mandatory and non-mandatory programs and services such as watershed function during floods, targeting sources of pollution, and identifying locations to focus acquisition of new or disposal of CA Lands
- Provide clean water for recreational opportunities
- Safeguard human health
- Ensure enough safe, clean water is available
- Protect current and future sources of groundwater and surface water supplies

Who benefits / participates?

- Watershed residents
- Provincial government
- Municipalities
- Local environment

WATERSHED STEWARDSHIP

What does the Authority do?

- Provides municipalities and landowners with a local source of technical expertise and services to address erosion control, forest management, and water quality issues

Examples

- Technical and financial assistance available to landowners experiencing erosion problems on their land holdings
- Woodlot management on municipal lands
- Local delivery agency for provincial and federal environmental initiatives (e.g. Managed Forest Tax Incentive Program)
- Local contact for environmental issues
- Researching, designing, and implementing streambank erosion control using non-traditional methods (e.g. bioengineering)
- Hands-on resource management opportunities (e.g. stream rehabilitation)
- Staff expertise easily accessible to watershed residents
- Easy access to the most up-to-date resource materials
- Certified Approvers on staff to prepare, approve, and audit Managed Forest Plans for private landowners
- Solicit funding from other environmental partners
- Tree marking services for municipalities and private landowners

Why?

- Improve water quality and habitat for fish and wildlife
- Preserve soil resources and reduce sedimentation
- Demonstrate sound forestry management practices on municipal lands
- Ensure technical expertise and resource materials are available locally for the residents in the community

Who benefits/participates?

- Private landowners
- Local community
- Downstream users
- Local environment
- Contractors
- Municipalities
- Other levels of government

REFORESTATION

What does the Authority do?

CCCA implements watershed management and conservation strategies to enhance air and water quality, protect areas within the watershed susceptible to erosion, and mitigate the impact of flooding.

Examples

- Implementation of an improved and focused Carolinian species planting strategy to increase partner planting opportunities through watershed forest cover enhancement project to support the establishment of new Carolinian mixed species plantations
- Partnered with Ontario Power Generation (OPG), Forests Ontario/Forest Recovery Canada, and local interest groups to plant thousands of trees

- Provide technical assistance and some financial incentives to landowners to establish a variety of Carolinian hardwoods, wildlife shrubs, and conifer tree species
- Reforestation annually on approximately ten hectares of private and publically owned lands throughout the watershed
- Provide technical expertise for species selection, site preparation, planting plans, and maintenance
- Maintain the Community Forest for watershed residents and visitors to enjoy with the lasting reminder of special occasions such as birthdays, anniversaries, or weddings, as well as living memorials to family and friends of the deceased.
- Planting Community Forests improves the local environment while commemorating people or events
- Established long-term partnerships with local schools, community groups, individuals, and businesses resulting in thousands of trees planted annually.

Suggested reforestation activities include:

- Planting a protective buffer strip along waterways and creeks to protect the watercourses and allow enhancement of aquatic habitat
- Windbreaks to minimize soil erosion and improve the heat units available to crops
- Provide a treed corridor to link established woodlots, helping to improve genetic diversity among wildlife
- Retire old unused pasture lands and scrub land to forest stands and consequent woodlots

We consider our continued partnerships a vital component in assisting the Catfish Creek Conservation Authority with reforestation, increasing wildlife habitat, and prevalent bio-diversity within the Catfish Creek watershed. Landowners are able to participate in helping us reach our environmental goals and milestones.

Why?

- Reduce soil erosion and nutrient loss
- Filter and slow down flood waters
- Provides habitat for wildlife
- Improves crop productivity
- Enhances air and water quality
- Removes marginal land from production
- Provides hands-on learning opportunities through participation
- Assists with groundwater recharge
- Reduces household energy costs
- Enhances interior forest habitat and extends natural heritage corridors

Who benefits/participates?

- General public
- Municipalities
- Non-profit groups, service clubs, and community associations
- Farmers and rural landowners
- Students
- Private tree nurseries



**CATFISH CREEK
CONSERVATION AUTHORITY**

**2021
DRAFT BUDGET**

October 1, 2020

CATFISH CREEK CONSERVATION AUTHORITY

DRAFT BUDGET 2021 (September, 2020)

SUMMARY OF REVENUE AND EXPENDITURES

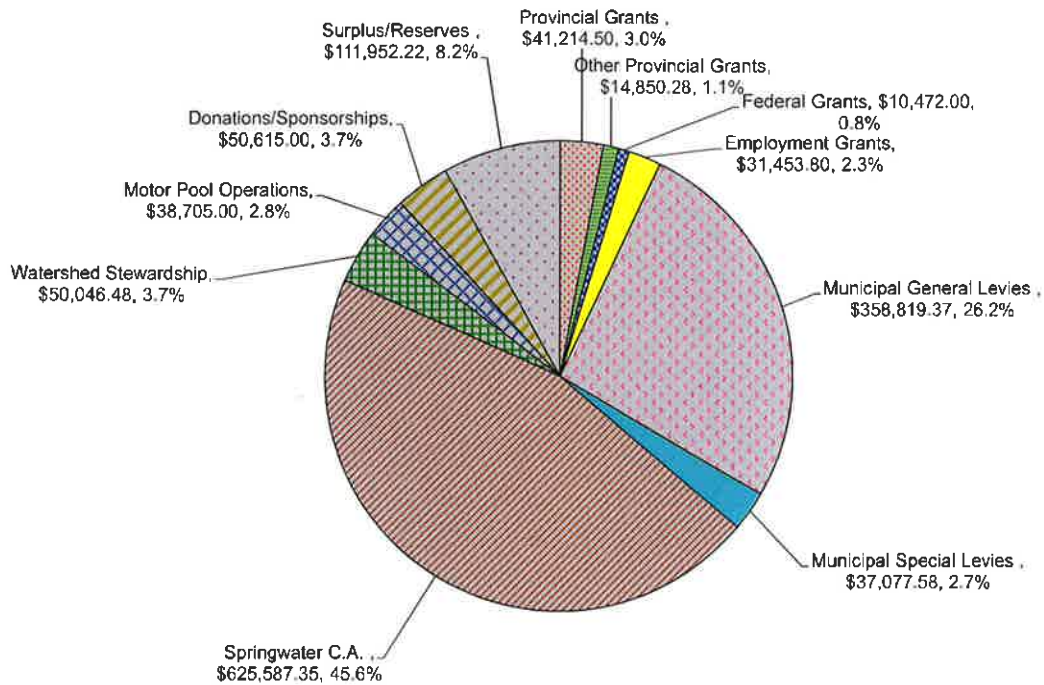
	2021 Budget	2020 Approved Budget	2020 Projected
SUMMARY - REVENUE			
Provincial Grants (Transfer Payments)	\$41,214.50	\$41,214.50	\$41,214.50
Other Provincial Grants	\$14,850.28	\$16,078.05	\$12,756.64
Federal Grants	\$10,472.00	\$13,420.23	\$17,300.23
International Grants	\$0.00	\$0.00	\$4,297.36
Employment Program Grants	\$31,453.80	\$32,974.00	\$83,844.15
Municipal General Levies	\$358,819.37	\$344,356.40	\$360,529.11
Special Benefiting Levies	\$37,077.58	\$38,713.97	\$39,601.41
Donations/Sponsorships	\$50,615.00	\$37,540.00	\$380,496.43
Camp User Fees & Sales	\$607,513.62	\$567,491.09	\$559,348.22
Maple Syrup	\$18,073.73	\$41,776.53	\$18,765.33
Other Revenue	\$88,751.48	\$79,755.00	\$67,556.94
Previous Year's Surplus (Deficit)	\$0.00	\$1,028.80	\$1,028.80
From Reserves - Special Projects	\$11,462.00	\$47,092.80	\$24,121.40
From Reserves - General	\$100,490.22	\$68,634.73	\$69,316.58
TOTAL REVENUE	\$1,370,793.58	\$1,330,076.10	\$1,680,177.10

	2021 Budget	2020 Approved Budget	2020 Projected
SUMMARY - EXPENDITURES			
Administration	\$174,608.70	\$182,461.78	\$169,441.74
Flood Control Structures	\$17,467.25	\$16,169.58	\$20,019.39
Flood Forecasting & Warning	\$186,231.96	\$175,732.16	\$190,778.33
Ice Management	\$33,827.58	\$35,463.97	\$36,431.39
Plan Input & Review	\$40,449.24	\$39,233.34	\$42,473.77
Watershed Planning	\$5,870.45	\$6,518.81	\$6,017.90
Technical Studies	\$16,139.06	\$16,388.71	\$16,172.45
Information & Education	\$43,355.42	\$38,873.38	\$25,318.97
Other Conservation Lands	\$43,187.50	\$42,220.00	\$38,506.92
Tree Planting	\$16,933.04	\$19,181.91	\$17,254.47
Woodlot Management	\$2,835.22	\$3,509.40	\$3,353.42
Watershed Stewardship	\$10,872.00	\$13,820.23	\$24,080.23
Water Management Programs	\$6,526.97	\$18,420.02	\$10,923.67
Special Projects	\$5,000.00	\$21,221.40	\$24,152.80
Capital Projects	\$87,000.00	\$39,420.00	\$339,420.00
Vehicle & Equipment Op's	\$76,110.00	\$43,110.00	\$31,627.96
Maple Syrup	\$23,073.73	\$54,660.53	\$36,833.81
Springwater CA Operations	\$581,305.46	\$563,670.88	\$511,515.29
To Reserves - Special Projects	\$0.00	\$0.00	\$0.00
To Reserves - General	\$0.00	\$0.00	\$0.00
TOTAL EXPENSES	\$1,370,793.58	\$1,330,076.10	\$1,544,322.50

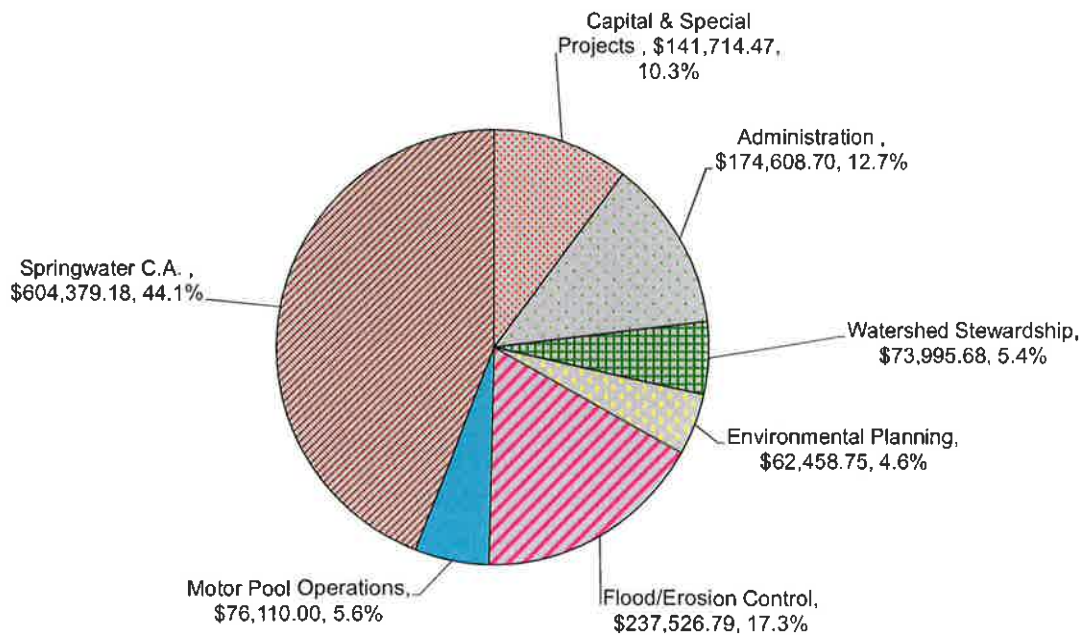
NET Profit (Loss)	\$0.00	\$0.00	\$135,854.61
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* To Be Allotted to
Reserves

Revenue Sources - 2020



Expenditures - 2020



CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2021 (September, 2020)
INCOME APPROPRIATION FROM RESERVES

RESERVE NAME	Amount per 2021 BUDGET	BALANCE Per Projected 2020 Year End	BALANCE 2021 Year End	Category Sub-Totals	Category
SPECIAL PROJECTS RESERVES:					
YNHA	\$ 3,000.00	\$ 8,529.83	\$ 5,529.83	\$ 1,000.00	Other CA's (YNHA)
Bradley Creek				\$ 2,000.00	Balance Tree Planting
Community Forest	\$ -	\$ 5,785.53	\$ 5,785.53	\$ -	
Springwater Forest	\$ -	\$ 2,654.49	\$ 2,654.49	\$ -	Community Forest
ACCA	\$ 1,000.00	\$ 92,431.79	\$ 92,431.79	\$ -	Springwater Forest
Environmental Education (General)	\$ 3,000.00	\$ 2,500.00	\$ 1,500.00	\$ 1,000.00	Woodlot Management
Environmental Education (ELP)	\$ 962.00	\$ 5,445.00	\$ 2,445.00	\$ 3,000.00	Other CA's (ACCA)
Special Projects Support		\$ 1,491.47	\$ 529.47	\$ 962.00	Information & Education
Funded Projects	\$ -	\$ 7,858.29	\$ 7,858.29		ELP
Recycling Initiative	\$ -	\$ -	\$ -	\$ -	
Path of Honour	\$ 3,500.00	\$ 19,138.42	\$ 15,638.42	\$ 3,500.00	
SUB-TOTAL SPECIAL PROJECTS RESERVES	\$ 11,462.00	\$ 145,834.82	\$ 134,372.82	\$ 11,462.00	Special Projects (OPC)
GENERAL RESERVES:					
Working Capital:					
	\$ 59,152.18	\$ 129,704.42	\$ 70,552.24	\$ 35,015.49	Balance Administration
				\$ 13,694.33	Balance Information & Education
				\$ 6,358.15	Balance Tree Planting
				\$ 400.00	Balance Watershed Stewardship
				\$ 1,548.99	Balance Water Management
				\$ 2,135.22	Woodlot Management
Capital Acquisition	\$ 33,000.00	\$ 80,928.17	\$ 47,928.17	\$ 33,000.00	Pick Up Truck
Land Acquisition	\$ -	\$ 75,757.35	\$ 75,757.35	\$ -	
C.A. Development	\$ 8,338.04	\$ 64,216.47	\$ 55,878.43	\$ 8,338.04	Gatehouse/Entrance Project
				\$ -	Capital Development Projects
SUB-TOTAL GENERAL RESERVES	\$ 100,490.22	\$ 350,606.41	\$ 250,116.19	\$ 100,490.22	
TOTALS	\$ 111,952.22	\$ 496,441.23	\$ 384,489.01	\$ 111,952.22	

**CATFISH CREEK CONSERVATION
2021 REVENUE SOURCES**

PROGRAM	Proposed	PROV. GRANT	GENERAL LEVY	SPECIAL LEVY	Oth. Piv. GRANTS	Employment GRANTS	Federal GRANTS	RESERVES	SURPLUS (DEFICIT)	RE-ALLOCATED	DONATIONS	INCOME	TOTAL	BALANCE
Administration	174,608.70	0.00	137,093.21			0.00		35,015.49	0.00	0.00		2,500.00	174,608.70	0.00
Flood Control Structures	17,467.25	2,617.00	7,477.95		7,372.30								17,467.25	0.00
Flood Forecasting & Warning	186,231.96	32,006.45	154,225.51										186,231.96	0.00
Ice Management	33,827.58	5,000.00		28,827.58									33,827.58	0.00
Plan Input	40,449.24	1,591.05	28,608.19	8,250.00								2,000.00	40,449.24	0.00
Watershed Planning	5,870.45	0.00	5,870.45										5,870.45	0.00
Technical Studies	16,139.06	0.00	16,139.06										16,139.06	0.00
Information & Education	43,355.42		5,000.00					17,656.33			10,865.00	9,834.09	43,355.42	0.00
Other Conservation Lands	43,187.50							2,000.00			12,000.00	29,187.50	43,187.50	0.00
Tree Planting	16,933.04				2,500.00			8,358.15			250.00	5,824.89	16,933.04	0.00
Woodlot Management	2,835.22							2,135.22				700.00	2,835.22	0.00
Watershed Stewardship	10,872.00						10,472.00	400.00				0.00	10,872.00	0.00
Water Management Programs	6,526.97				4,977.98			1,548.99					6,526.97	0.00
Special Projects	5,000.00							3,500.00			1,500.00	0.00	5,000.00	0.00
Capital Projects	87,000.00							8,338.04		58,661.96	20,000.00		87,000.00	0.00
Vehicle & Equipment Operations	76,110.00		4,405.00					33,000.00				38,705.00	76,110.00	0.00
Maple Syrup	23,073.73									0.00	5,000.00	18,073.73	23,073.73	0.00
Springwater CA Operations	581,305.46					31,453.80		0.00		-58,661.96	1,000.00	607,513.62	581,305.46	0.00
TOTALS	1,370,793.58	41,214.50	358,810.37	37,077.58	14,850.28	31,453.80	10,472.00	111,952.22	0.00	0.00	50,615.00	714,338.83	1,370,793.58	0.00

CATFISH CREEK CONSERVATION AUTHORITY

2021 MUNICIPAL GENERAL LEVY COMPARISON

Municipality	2020 CVA Apport. %	2020 General Levy	2020 General Levy With New CVA	General Levy Change Due to New CVA	* 2020 Planning Levy	2020 Total Levy	Proposed General Levy Increase (4.2%)	2021 General Levy	* 2021 Planning Levy	2021 Total Levy
Aylmer, Town of	26.2676%	90,454.63	90,454.23	-0.40	850.00	91,304.23	3,799.08	94,253.31	850.00	95,103.31
Central Elgin, Municipality of	26.6159%	93,231.82	91,653.60	-1,578.22	2,150.00	93,803.60	3,849.45	95,503.05	2,150.00	97,653.05
Malahide, Township of	37.4110%	126,857.03	128,827.13	1,970.10	4,550.00	133,377.13	5,410.74	134,237.87	4,550.00	138,787.87
South-West Oxford, Township of	3.7764%	12,986.18	13,004.25	18.07	350.00	13,354.25	546.18	13,550.43	350.00	13,900.43
St. Thomas, City of	5.9291%	20,826.75	20,417.19	-409.56	350.00	20,767.19	857.52	21,274.71	350.00	21,624.71
	100%	344,356.40	344,356.40	0.00	8,250.00	352,606.40	14,462.97	358,819.37	8,250.00	367,069.37

Footnotes:

* Levies partially support the costs of operating the provincially mandated responsibilities of municipal plan input and review. Operating grants for provincially mandated responsibilities have been flatlined since 2000. The Special Planning Levy is calculated based on past, existing, and anticipated program activity. The municipality has the option of recovering this Special Planning Levy through application fees.

Data for Calculation of Sliding Scale of Grants and Levy for 2021

Municipality	% of Municipality in Watershed	Current Value Assessment (CVA) for Municipality	Current Value Assessment (CVA) in Watershed	CVA Based Apportionment Percentage
Aylmer, Town of	100%	740,359,255	740,359,255	26.2676%
Central Elgin, Municipality of	40%	1,875,439,939	750,175,976	26.6159%
Malahide, Township of	82%	1,285,899,717	1,054,437,768	37.4110%
South-West Oxford, Township of	8%	1,330,481,686	106,438,535	3.7764%
St. Thomas, City of	4%	4,177,818,330	167,112,733	5.9291%

9,409,998,926

2,818,524,267

100%

The apportionment figures are calculated from assessment data provided by the Municipal Property Assessment Corporation (MPAC), and further revised based on the Conservation Authority Levies Regulation (Ontario Regulation 670/00 under the Conservation Authorities Act).

**2021 MUNICIPAL GENERAL LEVY COMPARISON
OPTION 1**

Municipality	2020 CVA Apport. %	2020 General Levy	2020 General Levy With New CVA	General Levy Change Due to New CVA	* 2020 Planning Levy	2020 Total Levy	Proposed General Levy Increase (1.0%)	2021 General Levy	* 2021 Planning Levy	2021 Total Levy
Aylmer, Town of	26.2676%	90,454.63	90,454.23	-0.40	850.00	91,304.23	904.54	91,358.77	850.00	92,208.77
Central Elgin, Municipality of	26.6159%	93,231.82	91,653.60	-1,578.22	2,150.00	93,803.60	916.54	92,570.14	2,150.00	94,720.14
Malahide, Township of	37.4110%	126,857.03	128,827.13	1,970.10	4,550.00	133,377.13	1,288.27	130,115.40	4,550.00	134,665.40
South-West Oxford, Township of	3.7764%	12,986.18	13,004.25	18.07	350.00	13,354.25	130.04	13,134.29	350.00	13,484.29
St. Thomas, City of	5.9291%	20,826.75	20,417.19	-409.56	350.00	20,767.19	204.17	20,621.36	350.00	20,971.36
	100%	344,356.40	344,356.40	0.00	8,250.00	352,606.40	3,443.56	347,799.96	8,250.00	356,049.96

Footnotes:

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South-West Oxford, Township of	8%	1,330,481,686	106,438,535	3.7764%
St. Thomas, City of	4%	4,177,818,330	167,112,733	5.9291%

9,409,998,926 2,818,524,267 100%

The apportionment figures are calculated from assessment data provided by the Municipal Property Assessment Corporation (MPAC), and further revised based on the Conservation Authority Levies Regulation (Ontario Regulation 670/00 under the Conservation Authorities Act).

Catfish Creek Conservation Authority Levy Apportionment Data for 2021

Conservation Authority	Upper Tier	Municipality	% in CA	Municipal Population	Municipal Population in CA jurisdiction	2020 Tax Year Current Value Assessment (CVA) (Modified)	2020 Tax Year CVA (Modified) in CA jurisdiction	CVA Based Apportionment Percentage
Catfish Creek	Elgin County	Aylmer T	100	5,467	5,467	740,359,255.00	740,359,255	26.2676
Catfish Creek	Elgin County	Central Elgin M	40	11,011	4,404	1,875,439,939.00	750,175,976	26.6159
Catfish Creek	Elgin County	Malahide Tp	82	6,755	5,539	1,285,899,716.75	1,054,437,768	37.4110
Catfish Creek	Elgin County	St. Thomas C	4	26,995	1,080	4,177,818,329.60	167,112,733	5.9291
Catfish Creek	Oxford County	South-West Oxford Tp	8	6,057	485	1,330,481,685.75	106,438,535	3.7764
				56,285	16,975		2,818,524,266	100

**REVENUE APPORTIONMENT SUMMARY For Levy/Grant/Surplus
DRAFT BUDGET 2021 (September, 2020)**

PROGRAM	Budgeted 2020	Actual 2020	Budgeted 2021	2021 Special LEVY	Budgeted 2020	Actual 2020	Budgeted 2021	TOTAL	
	LEVY	LEVY	LEVY	LEVY	MNR GRANT	MNR Grant	MNR GRANT	2021 PROGRAM EXPENSES	
Administration	129,373.30	129,373.30	137,093.21		0.00	0.00	0.00	\$174,608.70	
Flood Control Structures	13,552.58	13,552.58	7,477.95		2,617.00	2,617.00	2,617.00	\$17,467.25	
Flood Forecasting & Warning	143,725.71	143,725.71	154,225.51		32,006.45	32,006.45	32,006.45	\$186,231.96	
Ice Management				28,827.58	5,000.00	5,000.00	5,000.00	\$33,827.58	
Plan Input & Review	25,392.29	25,392.29	28,608.19	8,250.00	1,591.05	1,591.05	1,591.05	\$40,449.24	
Watershed Planning	6,518.81	6,518.81	5,870.45		0.00	0.00	0.00	\$5,870.45	
Technical Studies (GIS)	16,388.71	16,388.71	16,139.06		0.00	0.00	0.00	\$16,139.06	
MANDATED PROGRAMS:	334,951.40	334,951.40	349,414.37	37,077.58	41,214.50	41,214.50	41,214.50	\$474,594.24	
Information & Education									\$43,355.42
Other CA Lands	5,000.00	5,000.00	5,000.00						\$43,187.50
Tree Planting									\$16,933.04
Woodlot Management									\$2,835.22
Erosion Control									\$10,872.00
Water Management Programs									\$6,526.97
Special Projects									\$5,000.00
Capital Projects									\$87,000.00
Vehicle & Equipment	4,405.00	4,405.00	4,405.00						\$76,110.00
Maple Syrup									\$23,073.73
Springwater C.A. Operations									\$581,305.46
NON-MANDATED PROGRAMS	9,405.00	9,405.00	9,405.00	0.00	0.00	0.00	0.00	\$896,199.34	
	344,356.40	344,356.40	358,819.37	37,077.58	41,214.50	41,214.50	41,214.50	\$1,370,793.58	

Correspondence: To The Full Authority**FROM:** Christopher Wilkinson, General Manager / Secretary - Treasurer**SUBJECT:** Correspondence Register, September 1 – September 30, 2020**DATE:** September 30, 2020**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
Sept 1	Email	URISA – OC	BeSpatial - NOTICE OF 2020 ANNUAL GENERAL MEETING
Sept 1	Email	Environment and Climate Change Canada	EcoAction - Notification of Decision Follow-up
Sept 1	Email	KCCA	News Release: KCCA updates the Shoreline Conditions Statement—Flood Outlook for the Lake Erie Shoreline
Sept 1	Email	Conservation Ontario	TIME SENSITIVE POLL for Minister's Direction RE: FOR YOUR REVIEW AND FEEDBACK: Electronic Meetings Status/Minister's Direction and Draft Amendments to Model Administrative By-Law
Sept 3	Email	EPCOR Water Canada	EPCOR donation: discussion request
Sept 3	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Provincial Flood Watch Issued for the Lake Superior, Huron and Georgian Bay Shorelines on September 3, 2020 at 9:45 a.m.
Sept 3	Email	Conservation Ontario	General Managers' Meeting
Sept 4	Email	Grand River Conservation Authority	Lake Erie Region Management Committee Meeting Agenda Package, September 9, 2020
Sept 4	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Updated Great Lakes Static Level Flood Messages for Lake Superior, Huron and Erie
Sept 4	Email	Ministry of the Environment,	Conservation Authority Municipal Levy Apportionment

Date	Type	Agency	Topic
		Conservation and Parks	
Sept 4	Email	Ministry of Natural Resources and Forestry	Ontario Low Water products for the month of August
Sept 8	Email	Conservation Ontario	TIME SENSITIVE: Ontario Taking Action to Protect and Restore the Great Lakes
Sept 11	Email	Conservation Ontario	COVID Impacts to CAs Survey - Summary of Results and Highlights
Sept 16	Email	Great Lakes Observing System	Great Lakes Bottom Mapping Data Needs Assessment Next Steps
Sept 16	Email	EPCOR Water Canada	EPCOR donation: discussion request
Sept 16	Email	St. Thomas-Elgin Public Art Centre	Art Trees and Trails artwork
Sept 17	Email	Conservation Ontario	Conservation Ontario Council AGM Agenda September 28, 2020
Sept 18	Email	Conservation Ontario	Maumee AOC project
Sept 18	Email	Lyndon Security St. Thomas	Security Coverage
Sept 21	Email	Grand River Conservation Authority	AGENDA: Lake Erie Region Municipal Implementation Working Group - September 23, 2020
Sept 22	Email	Conservation Ontario	Comments Requested: Proposed Project List for Comprehensive Environmental Assessments
Sept 22	Email	Conservation Ontario	Council Meeting Updates - Minister Yurek and Deputy Minister Serge Imbrogno to Address Council & New Additional Resources Posted
Sept 23	Email	Conservation Ontario	Council Registration
Sept 24	Email	Conservation Ontario	Presentation for CO Strategic Plan at CO Council Meeting
Sept 25	Email and CCCA Reply	Cambium Indigenous Professional Services	Follow up - Floodplain Mapping and Integrated Watershed Management in First Nation Communities – a Partnership Approach
Sept 28	Email	Conservation Ontario	CA By-Law Amendments
Sept 28	Email	Grand River Conservation Authority	Source Protection Committee Agenda Package - October 1, 2020
Sept 28	Email and CCCA Reply	Credit Valley Conservation	CAU Participation 2020-21
Sept 29	Email and CCCA Reply	Rylett Engineering	2020002 STAGE ELECTRICAL

Date	Type	Agency	Topic
Sept 29	Email and CCCA Reply	Ministry of the Environment, Conservation and Parks	Preparing to reinitiate PWQMN
Sept 29	Email	St. Clair Region Conservation Authority	COVID-19 Screening for Employees and Essential Visitors
Sept 29	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Provincial Flood Watch Issued for Georgian Bay, Lake Huron, St. Clair, Erie and Ontario on September 29, 2020 at 3:45 p.m.
Sept 29	Email and CCCA Reply	Rylett Engineering	2020002 preliminary site plans
Sept 30	Email	Conservation Ontario	Conservation Authorities - as "Communities" RE: FUNDING FW: Climate Action and Awareness Fund
Sept 30	Email and CCCA Reply	Conservation Ontario	Confirmation of SWOOP 2020 Orders



Christopher Wilkinson
General Manager / Secretary - Treasurer

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement,
de la Protection de la nature et des
Parcs

Office of the Minister

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September 10, 2020

TO: Conservation Authorities as listed in the attached **Schedule "A"**

SUBJECT: Amendment to the Minister's Direction for Conservation Authorities during the COVID-19 Outbreak

On March 26, 2020, I issued a Minister's Direction ("**Direction**") pursuant to subsection 19.1 (7) of the *Conservation Authorities Act* that applied to all conservation authorities in Ontario, listed in **Schedule "A"** as attached. The Direction enabled conservation authorities to convene a meeting electronically in order to make the necessary amendments to their administrative by-laws to deal with both provincial and municipal emergencies. It identified the minimum areas where the by-laws should be amended, in the manner deemed appropriate by the CA, to make provision for emergency situations (e.g., electronic participation in meetings and hearings and achieving quorum while participating electronically). The Direction also identified that each conservation authority, depending on their individual by-laws, may identify the need to make other necessary amendments to respond to emergencies.

It has come to my attention that certain conservation authorities amended their by-laws to allow virtual meetings only during declared emergencies. Now that the provincially declared state of emergency has ended and municipally declared state of emergencies have or may end, conservation authorities may be prevented from continuing to be able to meet virtually. As such, I am amending the Direction that I issued on March 26, 2020 to remove this barrier. I am directing the conservation authorities listed in Schedule "A" to meet virtually for the purpose of reviewing and amending their by-laws, as applicable, to allow for members of a conservation authority to participate electronically in meetings when it is deemed appropriate by the conservation authority to do so. For greater certainty, the other provisions of the Direction continue to apply.

Effective Date

This amendment to the March 26, 2020 Direction is effective immediately. If it is in the public interest to do so, I will provide further direction or clarification at a later date related to the matters set out in this Direction.

If you have any questions related to this Direction, please contact:

Chloe Stuart
Assistant Deputy Minister, Land and Water Division
Ministry of the Environment, Conservation and Parks
Robinson PI South Tower, 6th Floor
300 Water Street
Peterborough, ON, K9J 3C7
(705) 755-5341
chloe.stuart@ontario.ca

To learn more about how the province continues to protect Ontarians from COVID-19, please visit www.ontario.ca/coronavirus.

Sincerely,

Jeff Yurek
Minister of the Environment, Conservation and Parks

c: Steve Clark, Minister of Municipal Affairs and Housing
John Yakabuski, Minister of Natural Resources and Forestry
Kim Gavine, General Manager, Conservation Ontario

From: SafeOpen [<mailto:SafeOpen@swotc.ca>]
Sent: September 23, 2020 7:41 PM
To: Springwater Reception <Springwater@catfishcreek.ca>
Subject: Safe Openings Program

Dear Kelsey Oatman,

Thank you for submitting your application to the Southwest Ontario Tourism Corp. (SWOTC) Safe Openings program.

The submitted application for Catfish Creek Authority is ineligible due to SWOTC receiving more applications than funding available.

SWOTC plans to hold a second intake in December. The new forms, eligibility rules and final details such as the intake date and time will be first published in our industry newsletter. If you are not yet subscribed to the industry newsletter and would like to please click here:

<https://confirmsubscription.com/h/d/203EBC3F9A6E4D6A>

We highly encourage you to reapply hoping your organization will be eligible under the rules of the December intake.

Please be advised that given the interest shown on the first intake, which was oversubscribed, we anticipate the second intake to also receive a large number of applications. We encourage those who wish to reapply to do so at time of opening or shortly after given that this program is prioritized on a first come first serve basis.

If you have any questions or comments please share your thoughts to: sos@swotc.ca

Best regards,

Ana Baxter

Project Coordinator



October 1, 2020

The Honourable Jeff Yurek
Minister of Environment, Conservation and Parks (MECP)
777 Bay Street, 5th Floor
Toronto, ON, M7A 2J3

The Honourable John Yakabuski
Minister of Natural Resources and Forestry
99 Wellesley Street West, 6th Floor
Toronto, Ontario, M7A 1W3

Sent Via Email

Re: Conservation Authorities Act (CAA) Review: Enforcement Provisions

Dear Minister Yurek and Minister Yakabuski,

On behalf of our member conservation authorities, I am writing in follow-up to the September 28th Conservation Ontario (CO) Council meeting. Minister Yurek, thank you once again for providing some opening remarks and answering a couple of questions. It was very much appreciated.

We look forward to reviewing the outcomes of the stakeholder engagement sessions and the public survey further to which you are considering regulatory and legislative amendments. In follow-up discussion with our members at Council it was noted that these consultations included a focus on our Section 28 regulatory responsibilities; responsibility for which resides with Minister Yakabuski. It is our understanding that your ministries are working together to consider regulatory and legislative amendments. Therefore I am writing to let you both know that Council identified that a positive outcome of your review would be enactment of Part VII Enforcement and Offences clauses in the CAA.

To ensure compliance with the Section 28 regulations, conservation authorities (CAs) require the basic tools that are routinely provided to other agencies, including municipal by-law officers (e.g. stop work orders). In recent reports by both the Auditor General and the Special Advisor on Flooding, it has been recognized that the CAs lack basic tools to ensure compliance with the Act and regulation which are recognized as critical components of Ontario's approach to

reducing risks posed by flooding and other natural hazards and strengthening Ontario's resiliency to extreme weather events.

During the Pandemic, many CAs have experienced an increase in illegal activities on CA-owned lands and in CA regulated areas. In the case of some Section 28 infractions, extensive remediation costs and damages to neighbouring properties could have been avoided if tools such as enhanced powers of inspection and stop (work) orders were available to CA officers. Instead, CAs must rely on their municipal partners to assist with stop orders under municipal by-laws or the Building Code, when appropriate. This puts undue stress on municipalities to provide services to the CAs and results in duplication of effort. For egregious offences, a CA's only recourse is to proceed through the court system, resulting in significant legal costs to the CA and to the accused. These unnecessary costs to CA and municipal budgets, as well as to the taxpayers/property owners for damages that could have been avoided cannot continue.

When a Provincial response to the engagement sessions comes out, it would be very favourably received to see that it addresses the shortfall in our enforcement capabilities and includes enactment of Part VII Enforcement and Offences clauses in the *Conservation Authorities Act*.

Thank you for your consideration in support of our efforts to cost effectively deliver on the natural hazards mandatory program. We look forward to continuing to work together in this regard and as always CO staff are available at your convenience.

Sincerely,



Wayne Emmerson
Chair, Conservation Ontario

c.c.

Graydon Smith, President, Association of Municipalities of Ontario
CAOs, All Conservation Authorities