

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,
November 12th, 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 #07/2020 (September 10, 2020) 3-6
 - b) Health & Safety Committee Meetings #24/2020 & #25/2020 7-10
- 6) Business Arising from Minutes
- 7) Public / Special Delegations
- 8) Reports:
 - a) Report FA 49 / 2020 - Monthly Staff Reports 11 - 13
(Tony Difazio, Peter Dragunas, Dusty Underhill, Emily Febrey)
 - b) Report FA 50 / 2020 - October Summary of Revenue & Expenditures 14 - 15
(Susan Simmons)
 - c) Report FA 51 / 2020 - Accounts Paid 16
(Susan Simmons)
 - d) Report FA 52 / 2020 - Education Programs Update 17 - 18
(Emily Febrey)
 - e) Report FA 53 / 2020 Christmas Office Closure 19 - 20
(Christopher Wilkinson)

- f) Report FA 54 / 2020 - Strategic Plan Update 21 - 24
(Christopher Wilkinson)
- g) Report FA 55 / 2020 - Ice Management RFQ 25 - 27
(Christopher Wilkinson)
- h) Report FA 56 / 2020 - 2021 Revised Draft Budget 28 - 37
(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 Register for October, 2020
 - b) Copied:
 - a letter from Conservation Ontario to The Honourable Doug Ford sent on October 5, 2020 re. Update on Conservation Ontario's Client Service and Streamlining Initiative – Development of a Guideline for Conservation Authority Pre-Consultation (Planning and Permitting Applications)
 - a letter from the Minister of Agriculture, Food and Rural Affairs sent October 29, 2020 re. COVID workplace safety
- 14) Closed Session
- 15) Next Meeting / Termination

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

Thursday, October 8th, 2020

Meeting #07/2020

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

PRESENT:

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

OTHERS PRESENT:

Veronica Reiner	Aylmer Express
-----------------	----------------

WELCOME / CALL TO ORDER:

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

ADOPTION OF AGENDA:

<u>Motion # 85/2020</u>	M. Tinlin	P. Buchner	CARRIED
-------------------------	-----------	------------	---------

THAT, the Agenda for the October 8th, Full Authority meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

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

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

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

ADOPTION OF MINUTES:

Motion # 86/2020 A. Oslach M. Tinlin CARRIED

THAT, the Minutes of Full Authority Meeting #06/2020 (September 10, 2020), be accepted as circulated.

Motion # 87/2020 P. Buchner M. Tinlin CARRIED

THAT, the Minutes of Interview Committee Meeting #02/2020 (September 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 43/2020 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 88/2020 A. Oslach M. Tinlin CARRIED

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

Report FA 44/2020 – September Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 89/2020 M. Tinlin P. Buchner CARRIED

THAT, Report FA 44/2020, be noted and filed.

Report FA 45/2020 – Accounts Paid, was presented, discussed, and resolved.

Motion # 90/2020 A. Oslach M. Tinlin CARRIED

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

Report FA 46/2020 – Conservation Ontario Annual General Meeting, was presented, discussed, and resolved.

Motion # 91/2020 P. Buchner A. Oslach CARRIED

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

Tony Difazio and Peter Dragunas left the meeting at 11:28

Report FA 47/2020 – Peacekeeper Park, was presented, discussed, and resolved.

Motion # 92/2020

S. Martyn

P. Buchner

CARRIED

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

Report FA 48/2020 – 2020-2021 Budget Process, was presented, discussed, and resolved.

Motion # 93/2020

P. Buchner

S. Martyn

CARRIED

THAT, members direct staff to complete a 2021 Draft Budget with a 3% and 4.2% levy increase for presentation at the next Full Authority meeting.

GENERAL MANAGER / SECRETARY-TREASURER'S REPORT:

a) Health and Safety during COVID

The General Manager/Secretary-Treasurer updated members that updated Health & Safety procedures now include a sign in sheet for visitors and the committee is working towards a recorded daily health screening check.

b) Aylmer Area Community Foundation

The General Manager/Secretary-Treasurer updated members that a cheque for \$1000 was presented to CCCA for supplies and props for the mobile and web based education program. He thanked AACF for the donation.

c) November and December Meetings

The General Manager/Secretary-Treasurer advised members that meeting will continue at the Legion until further notice. He also updated members that the December Full Authority meeting will move from Friday December 11th to Thursday Dec 10th and a Box Lunch will be provided.

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

None

NOTICE OF MOTIONS / NEW BUSINESS:

None

CORRESPONDENCE:

a) 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.

b) Not Copied:

- Correspondence Registers for September, 2020.

<u>Motion #94/2020</u>	S. Martyn	M. Tinlin	CARRIED
------------------------	-----------	-----------	---------

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

CLOSED SESSION:

<u>Motion # 95/2020</u>	S. Martyn	P. Buchner	CARRIED
-------------------------	-----------	------------	---------

THAT, the Full Authority adjourn to Closed Session at (11:52 a.m.).

<u>Motion # 96/2020</u>	M. Tinlin	S. Martyn	CARRIED
-------------------------	-----------	-----------	---------

THAT, the Full Authority rise from Closed Session with report at (12:02 p.m.).

<u>Motion # 97/2020</u>	A. Oslach	P. Buchner	CARRIED
-------------------------	-----------	------------	---------

THAT, the Closed Session receive reports for information.

NEXT MEETING / ADJOURNMENT:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, November 12, 2020, commencing at (10:00 a.m.).

<u>Motion # 98/2020</u>	S. Martyn	P. Buchner	CARRIED
-------------------------	-----------	------------	---------

THAT, the Full Authority be terminated at (12:15 p.m.).

General Manager / Secretary –Treasurer

Authority Chairperson

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

Wednesday, September 23, 2020

Meeting #HS 24/2020

PRESENT:

Tony Difazio
Dusty Underhill
Christopher Wilkinson

Employee Representative (Chairperson)
Employee Representative
Management Representative

WELCOME AND CALL TO ORDER:

The Chairperson of the Conservation Authority Health and Safety Committee welcomed everyone and called the meeting to order at (2:15 p.m.).

ADOPTION OF AGENDA:

The Committee reviewed the Minutes from the August 24 2020, 2020 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

None

NEW BUSINESS:

a) Investigation of COVID-19 Staff Compliance Incident

The Health and Safety Committee discussed a concern from staff with respect to management staff not maintaining a safe/social distance within the work place or applying protocols in a consistent manner. The Committee reviewed the current practices of maintaining a minimum 2m physical distance with the individual. The Committee also recommended that staff should wear appropriate face coverings when entering into another staff member's office. If more than one-person remains in the individual office, both people must wear face coverings.

Staff compliance to physical distancing and proper use of face coverings will be monitored for a 2-week period and discussed at the next Health & Safety Committee meeting to investigate if enhanced measures are necessary.

b) General Review of Current Covid-19 Facility Protocols

The Health and Safety Committee had a general discussion about the current Protocols dated August 24, 2020. A number of items were noted as being deficient including implementing a Covid-19 tracing sheet to ensure the general public provide contact information upon entering the office in the event of an outbreak. Other items include: a reminder that all staff must wear a mask within the office (including the boardroom) when dealing or assisting the general public; and, not to congregate or limit staff to one person in high constriction points, including the kitchen. Staff are permitted to eat in the boardroom in keeping with approved compliance protocols.

The Health & Safety Committee chairperson will send an email to remind all staff about the specific items discussed during this meeting.

NEXT MEETING:

Wednesday, October 7, 2:00 p.m.

ADJOURNMENT:

There being no further business to be discussed, the meeting was adjourned at 2:45 p.m.).

Cristopher Wilkinson, Management Representative

Tony Difazio, Employee Representative

Dusty Underhill, Employee Representative

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

Wednesday, October 7, 2020

Meeting #HS 25/2020

PRESENT:

Tony Difazio
Dusty Underhill
Christopher Wilkinson

Employee Representative (Chairperson)
Employee Representative
Management Representative

WELCOME AND CALL TO ORDER:

The Chairperson of the Conservation Authority Health and Safety Committee welcomed everyone and called the meeting to order at (2:00 p.m.).

ADOPTION OF AGENDA:

The Committee reviewed the Minutes from the September 23, 2020 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

1) Monitoring of Staff Compliance with COVID-19 Safety Protocols

The Health and Safety Committee have monitored compliance with current protocols and solicited input from staff to improve social distancing in the office. The Committee is satisfied with the current policies with respect to face coverings and other distancing measures to reduce possible virus transmission consistent with Provincial and local Health Unit directives at this time. Further updates to the Protocols will be incorporated as discussed later in the meeting.

2) Covid 19 Staff Notification

The chairperson of the Health and Safety Committee sent out a reminder to staff of items in the Facility Protocols, highlighting updated mask policies, use of kitchen facilities and other physical distancing recommendations.

NEW BUSINESS:

a) Covid-19 Facility Protocols Review

The Health and Safety Committee reviewed the current Protocols in light of the most recent Provincial and local Health Unit directives with respect to face coverings in the workplace, daily self-assessment and record keeping.

Chris will update the CCCA Covid-19 Facility Protocols and develop an associated Standard Operating Procedure to include wearing of facemasks within individual offices and new a form/procedure for daily self-assessments. Updated documents will be posted when complete.

b) Dam Maintenance Protocols

The Health and Safety Committee reviewed the existing CCCA Dam Safety Guidelines and general operation of the dam during the ongoing pandemic. After a discussion, the Committee agreed to allow the Conservation Areas Supervisor to follow the current Dam Maintenance Guidelines, and to include a COVID related Standard Operating Procedure (SOP) in the COVID Facility Protocol to ensure staff work in compliance with Covid 19 protocols. Considerations around safety equipment, and other required PPE for dam maintenance activities are to be included in the updated SOP. Updated documents will be posted when complete.

c) Future Working Away From The Office Requirements

The Health and Safety Committee had a general discussion in the event staff are rescheduled or asked to work from home on a regular basis to reduce the exposure/ transmission of Covid 19. All staff are asked to assess alternate work location ergonomics and requirements. Staff should notify their immediate supervisor or a member of the Committee with specific concerns or needs.

ADJOURNMENT:

There being no further business to be discussed, the meeting was adjourned at 2:45 p.m.).

Cristopher Wilkinson, Management Representative

Tony Difazio, Employee Representative

Dusty Underhill, Employee Representative

REPORT FA 49 / 2020: To The Full Authority

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

SUBJECT: Monthly Staff Reports

DATE: November 2, 2020

Resource Planning Coordinator, Tony Difazio

Current Activities:

- Supervision of Environmental Leadership Program (ELP) students with planting of American Chestnut trees throughout the watershed.
- Presented restoration project to the Committee of the Elgin Clean Water Program.
- Assisted the ELP students with a stream evaluation and restoration project at Archie Coulter Conservation Area.
- Year-end report writing to various funding partners; and,
- Planting of tall grass prairie habitat on farms in the watershed.

Upcoming Activities:

- Supervision of ELP students with chainsaw safety and plantation management exercises.
- Participate in a Gypsy Moth webinar hosted by the Canadian Forest Service & Ontario Ministry of Natural Resources and Forestry.
- Marking of plantations for this year's forest management exercises.
- 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 Lake Erie at Port Bruce shoreline storm surge and wave uprush assessments.
- 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.
- Site visits with landowners to discuss / assist with CCCA 2021 Tree Planting Program.
- Flood forecasting baseline and threshold analysis.

Conservation Areas Supervisor, Dusty Underhill

Current Activities:

- Administered the planting of over 2,000 American Chestnut trees on both Private and Public Lands.
- Provided ongoing training for the Co-operative Education Placement Program student from East Elgin Secondary School.
- Woodlot management and hazard tree removal in the Springwater Forest.
- Planted the Commemorative Trees for 2020.
- Worked with Benson Howey to supply firewood for the 2021 season.
- Assisted with finishing the draft of the Springwater Management Plan.
- Winterized the Springwater campground and facilities for the season.
- Met with Fanshawe College security program administrator to enquire if they are able to offer for services regarding security in the summer in the Springwater campground.
- Prepared new gatehouse site for construction.
- Decommissioned our old gatehouse / store.
- Completed a Creek Restoration Grant Proposal with the help of our Field Technician - Lands, and in conjunction with the ELP class.
- Started the Job Creation Partnership program and completed the training for one (1) participant.
- Hired an Assistant Field Technician through an Internship Program administered through Fanshawe Employment Office.
- Marked out the property line between the neighbor and Archie Coulter Conservation Area.
- Completed a Catfish Creek clean up from Rotary Park to Steen park.
- Seasonal Camper Administration

Upcoming Activities:

- Working with the students from the East Elgin Secondary School Environmental Leadership Program to complete the chainsaw training course.
- Taking in the online Conservation Areas Workshop.
- General maintenance and operations.

Community Outreach Technician, Emily Febrey

Current Activities:

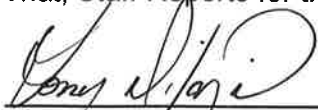
- Completed and presented the Marsh Quest virtual wetland experience for YouTube.
- Continue to assist the Financial Services Coordinator and Program Support Assistant on fundraising opportunities for the Springwater Conservation Area Visitor's Centre.
- Attended Rekindle the Spark Committee meetings via Zoom on October 7th and 21st.
- Attended a Community Safety and Well-Being Committee meeting via Zoom on October 7th.
- Continued working with Rogers TV for the "Learn with Ranger Em" educational television series marketing the series, and filming.
- Continued to update our community on the operations of the CCCA during the emergency closure and the COVID-19 pandemic.
- Worked with the Conservation Areas Supervisor, Resource Planning Coordinator and the ELP class on their stream rehabilitation project of Catfish Creek in Archie Coulter Conservation Area.
- Worked with the Resource Planning Coordinator and the Field Technician - Lands on the Great Lakes Action Grant.
- Attended a Central Elgin Environmental Committee meeting on October 22nd.
- Organized Press Releases and Photo Opportunities for the Springwater Conservation Area Visitor's Centre Fundraiser.
- Maintained our social media channels.

Upcoming Activities:

- Complete an Envirothon grant to receive some funds to help the program run in the spring of 2021.
- Look into other funding opportunities for funding renovations and refurbishments in Springwater Conservation Area.
- Continue to assist the Financial Services Coordinator and Program Support Assistant on fundraising opportunities for the Springwater Conservation Area Visitor's 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:

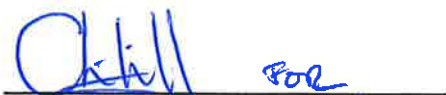
That, Staff Reports for the month of October, 2020, be noted and filed.



Tony Difazio
Resource Planning Coordinator



Peter Dragunas
Water Management Technician



Dusty Underhill
Conservation Areas Supervisor



Emily Febrey
Community Outreach Technician

REPORT FA 50/ 2020 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: October Summary of Revenue & Expenditures
 DATE: October 31, 2020

SUMMARY OF REVENUE
 for the period ending October 31, 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	\$ 9,581.64	\$ (6,496.41)	\$ 52,147.83
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	\$ 108,083.92	\$ 75,109.92	\$ 2,005.00
Donations/Sponsorships	\$ 37,540.00	\$ 398,084.23	\$ 360,544.23	\$ 48,575.27
Conservation Areas Revenue	\$ 567,491.09	\$ 565,275.15	\$ (2,215.94)	\$ 576,985.54
Maple Syrup Revenue	\$ 41,776.53	\$ 18,968.83	\$ (22,807.70)	\$ 56,354.90
Bank Interest Earned	\$ 8,000.00	\$ 1,148.79	\$ (6,851.21)	\$ 8,840.85
Information & Education	\$ 9,580.00	\$ 2,860.00	\$ (6,720.00)	\$ 4,262.62
Legal Inquiries/Permit Applications	\$ 4,000.00	\$ 1,539.85	\$ (2,460.15)	\$ 5,402.68
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	\$ -	\$ 500.06
Contract Services	\$ -	\$ 1,769.29	\$ 1,769.29	\$ -
Vehicle & Equipment Rental Recoveries	\$ 38,705.00	\$ 30,158.05	\$ (8,546.95)	\$ 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)	\$ -
	<u>\$ 1,330,076.10</u>	<u>\$ 1,564,802.79</u>	<u>\$ 234,726.69</u>	<u>\$ 1,184,429.46</u>

	2020 Budget	Received To Date	Difference
DONATIONS/SPONSORSHIPS			
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	\$ 9,427.38	\$ 6,937.38
EESS ELP Sponsorships	\$ 7,500.00	\$ 6,659.15	\$ (840.85)
Commemorative Forest	\$ 250.00	\$ 600.00	\$ 350.00
Maple Syrup Program	\$ 10,700.00	\$ 11,650.00	\$ 950.00
Springwater Forest Trails	\$ 10,400.00	\$ 19,187.58	\$ 8,787.58
Archie Coulter C.A. Trails	\$ 700.00	\$ 1,236.76	\$ 536.76
YNHA	\$ -	\$ 1,298.36	\$ 1,298.36
Springwater C.A. Development	\$ 1,500.00	\$ 335,000.00	\$ 333,500.00
Springwater C.A. Visitor Centre	\$ -	\$ 8,650.00	\$ 8,650.00
Ontario Police College Path of Honour	\$ 1,500.00	\$ 2,500.00	\$ 1,000.00
TOTAL Donations/Sponsorships	<u>\$ 37,540.00</u>	<u>\$ 398,084.23</u>	<u>\$ 360,544.23</u>

SUMMARY OF EXPENDITURES

for the period ending October 31, 2020

	2020 Budget	2020 To Date	Difference	2019 To Date
ADMINISTRATION				
A-1 Wages & Benefits	\$ 104,847.78	\$ 91,015.27	\$ (13,832.51)	\$ 85,781.24
A-2 Travel Exp. & Allow.	\$ 9,150.00	\$ 670.99	\$ (8,479.01)	\$ 1,036.50
A-3 Equip. Purchase & Rental	\$ 9,125.00	\$ 6,737.28	\$ (2,387.72)	\$ 7,033.09
A-4 Materials & Supplies	\$ 5,150.00	\$ 2,688.09	\$ (2,461.91)	\$ 3,429.58
A-5 Rent & Utilities	\$ 10,392.00	\$ 2,185.36	\$ (8,206.64)	\$ 7,852.76
A-6 General Expenses	\$ 43,797.00	\$ 36,720.24	\$ (7,076.76)	\$ 39,322.14
TOTAL	\$ 182,461.78	\$ 140,017.23	\$ (42,444.55)	\$ 144,455.31
FLOOD FORECASTING & WARNING				
F4-2 Flood Control Structures	\$ 16,169.58	\$ 14,636.55	\$ (1,533.03)	\$ 9,275.50
F4-4 Flood Forecasting & Warning	\$ 175,732.16	\$ 155,095.55	\$ (20,636.61)	\$ 134,659.40
F4-5 Ice Management	\$ 35,463.97	\$ 31,860.36	\$ (3,603.61)	\$ 32,497.12
F4-6 Plan Input	\$ 39,233.34	\$ 34,251.99	\$ (4,981.35)	\$ 33,467.85
F4-71 Watershed Planning	\$ 6,518.81	\$ 4,799.90	\$ (1,718.91)	\$ 14,895.18
F4-72 Technical Studies (GIS)	\$ 16,388.71	\$ 13,312.89	\$ (3,075.82)	\$ 13,783.80
F4-8 Legal Costs	\$ -	\$ 351.07	\$ 351.07	\$ -
TOTAL	\$ 289,506.57	\$ 254,308.31	\$ (35,198.26)	\$ 238,578.85
OTHER PROGRAM AREAS				
B-1 Information & Education	\$ 38,873.38	\$ 22,707.95	\$ (16,165.43)	\$ 14,763.95
E-1 Extension Services - Tree Planting	\$ 19,181.91	\$ 15,098.00	\$ (4,083.91)	\$ 16,805.15
E-1 Extension Services - Woodlot Management	\$ 3,509.40	\$ 2,744.42	\$ (764.98)	\$ 5,517.74
E-1 Extension Services - Watershed Stewardship	\$ 13,820.23	\$ 19,713.76	\$ 5,893.53	\$ 3,495.45
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ -
Community Forest	\$ -	\$ 162.82	\$ 162.82	\$ -
	\$ 75,384.92	\$ 60,426.95	\$ (14,957.97)	\$ 40,582.29
CAPITAL & SPECIAL PROJECTS				
Water Management Programs	\$ 18,420.02	\$ 8,638.75	\$ (9,781.27)	\$ 14,368.03
Springwater C.A. Development	\$ 39,420.00	\$ 58,517.79	\$ 19,097.79	\$ 62,909.50
Special Projects	\$ 21,221.40	\$ 2,086.19	\$ (19,135.21)	\$ 55,696.19
Contract Services	\$ -	\$ 1,159.91	\$ 1,159.91	\$ -
TOTAL	\$ 79,061.42	\$ 70,402.64	\$ (8,658.78)	\$ 132,973.72
CONSERVATION AUTHORITY LANDS				
Springwater Operation & Maint	\$ 563,670.88	\$ 461,403.29	\$ (102,267.59)	\$ 446,199.98
Vehicle & Equipment Pool Exp.	\$ 43,110.00	\$ 20,344.98	\$ (22,765.02)	\$ 30,962.65
Maple Syrup	\$ 54,660.53	\$ 36,833.81	\$ (17,826.72)	\$ 47,944.08
Other C.A. Lands	\$ 42,220.00	\$ 36,075.43	\$ (6,144.57)	\$ 38,276.21
TOTAL	\$ 703,661.41	\$ 554,657.51	\$ (149,003.90)	\$ 563,382.92
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,330,076.10	\$ 1,079,812.64	\$ (250,263.46)	\$ 1,119,973.09

Susan Simmons

Susan Simmons,
Financial Services Coordinator

REPORT FA 51 / 2020 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: October 31, 2020

VENDOR	CHQ #	TOTAL	EXPLANATION
Waste Connections of Canada Inc.	30398	\$ 2,713.00	campground maintenance
CBSC Capital	30399	\$ 701.54	photo copier lease
Township of Malahide	30400	\$ 666.00	permit for Stage construction
CIBC Visa	online	\$ 84.75	SGS - campground maintenance
CIBC Visa	online	\$ 84.75	SGS - campground maintenance
CIBC Visa	online	\$ 278.56	Amazon - campground supplies
CIBC Visa	online	\$ 533.92	Amazon - supplies for ELP
CIBC Visa	online	\$ 9.03	Amazon Prime membership fee
Bell Canada	online	\$ 88.06	gauge
Receiver General HST	online	\$ 8,826.24	quarterly remittance
payroll October 10 (30401-30420)			
Eastlink	online	\$ 1,037.07	phone, fax line, internet, and gauges
VOID	30441		
payroll October 24 (30422-30446)			
Telus Mobility	Online	\$ 293.82	mobile phones
Hydro One	Online	\$ 3,576.82	campground and administration centre and gauge
Hydro One	Online	\$ 469.20	schoolhouse and day use area
CIBC Visa	Online	\$ 243.18	Amazon - campground supplies
CIBC Visa	Online	\$ 153.24	Amazon - office supplies
CIBC Visa	Online	\$ 9.03	Amazon Prime membership fee
CIBC Visa	Online	\$ 1,299.50	annual subscription renewal
CIBC Visa	Online	\$ 259.55	campground supplies
CIBC Visa	Online	\$ 55.80	lunch for JCP interview day
Bell Canada	Online	\$ 88.06	gauge
Hydro One	Online	\$ 11,257.21	campground
A&J Baertsoen	30447	\$ 64.75	repair Springwater Forest trail box
Aylmer Express Limited	30448	\$ 54.24	advertising for JCP positions
Aylmer Home Hardware	30449	\$ 74.95	campground supplies and other CA expenses
Beauvais, Amber	30450	\$ 75.00	site cleaning deposit refund
Bell, Ellenita	30451	\$ 75.00	site cleaning deposit refund
Canadian Tire	30452	\$ 378.58	supplies for campground and ELP program
Canon Canada Inc.	30453	\$ 740.34	photo copier service agreement
Checkers Cleaning Supply	30454	\$ 160.28	campground supplies
Dowler Karn Propane Ltd.	30455	\$ 2,571.22	equipment and vehicle fuel
Erie Excavating & Liquid Waste Removal Limited	30456	\$ 508.50	campground maintenance
Glenbriar Bottled Water Co. Ltd.	30457	\$ 69.28	water cooler service
Integrity IT Services	30458	\$ 471.22	computer network support
L.S. Putnam & Son	30459	\$ 310.75	campground maintenance
Little Otter Tree Farm	30460	\$ 180.80	trees for commemorative forest
Mission Management Information Systems Inc.	30461	\$ 615.85	campground software annual renewal
Pragmatic	30462	\$ 15.65	meeting expenses
Purolator Courier	30463	\$ 4.53	courier fees
R Safety	30464	\$ 60.84	campground supplies
Robbins' Mobile Small Engine Service	30465	\$ 44.07	equipment maintenance
Somerville Nurseries Inc.	30466	\$ 61.59	trees for resale
Timm Enterprises Limited	30467	\$ 769.70	other CA tree planting
Tri-County Appraisals	30468	\$ 372.90	other CA expenses
Waste Connections of Canada Inc.	30469	\$ 2,592.51	campground maintenance
Desjardins Card Services (Staples)	Online	\$ 706.39	campground and office supplies
De Lage Landen Financial Services	30470	\$ 111.87	postage meter quarterly rental
Elgin Fire Extinguishers	30471	\$ 274.54	fire extinguisher inspection and maintenance
Langs Contracting	30472	\$ 4,953.92	first installment for Visitor Centre project
		<u>\$ 49,067.38</u>	

RECOMMENDATION:

THAT, Accounts Paid totalling \$49,067.38, be approved as presented in Report FA 51/2020.

Susan Simmons,
Financial Services Coordinator

REPORT FA 52 / 2020: To The Full Authority

FROM: Emily Febrey, Community Outreach Technician
SUBJECT: Education Programs Update
DATE: November 2, 2020
FINANCIAL IMPLICATIONS: Within Approved Budget
STRATEGIC ACTION: Curate and Appreciation for Nature

Purpose:

To update the Full Authority on the Authority's education programs changes due to the COVID-19 pandemic.

Background:

In March 2020, the coronavirus reached Canada and caused a series of shutdowns and closures. This included changes to the operations of the Catfish Creek Conservation Authority. Our community also saw closures. Children had to stay home and all education programs cancelled. Schools remained closed for the remainder of the 2019-2020 school year, with little to no educational programs able to occur in the summer. When school returned in September 2020, field trips were cancelled, along with no visitors allowed in classrooms.

In April 2020, the Community Outreach Technician, began producing conservation and nature-based education to keep the community engaged with the CCCA and our properties. Online content creation and engagement has continued, with a new focus on the CCCA's annual education festivals, such as Marsh Quest and the Carolinian Forest Festival. The CCCA has a very active YouTube page, as well as posting videos to the Springwater Conservation Area Facebook page. Through partnerships, the CCCA has had the opportunity to feature in a television show and share these videos with our sponsors and stakeholders.

Current online content includes:

"Learn with Ranger Em" on Rogers TV Channel 13 and YouTube:

<https://www.youtube.com/watch?v=9UxTxVcwPk4&t=29s>

Stream Rehabilitation on Catfish Creek in Archie Coulter CA (partnership with EESS's ELP class and part of grant application for GLLAP):

<https://www.youtube.com/watch?v=w2fg0dmC9Uo&t=49s>

Marsh Quest: A Virtual Wetland Experience:

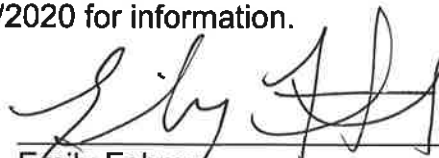
<https://www.youtube.com/watch?v=3RAAsdl5phk&list=PLeySIOjCm2rS1Bm-LRe7ONCQ3LFZRvAaG>

Carolinian Forest Festival:

https://www.youtube.com/watch?v=H2531c7Ji1E&feature=emb_logo

Recommendation:

THAT the Full Authority received report FA 52/2020 for information.



Emily Febrey
Community Outreach Technician

REPORT FA 53 / 2020: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary - Treasurer
SUBJECT: Christmas Office Closure
DATE: October 29, 2020
FINANCIAL IMPACT: N/A
STRATEGIC ACTION: Operate a sustainable and adaptable organization

Purpose:

For members to approve a Christmas Office closure and vacation carry-over.

Discussion:

Christmas Closure

Staff propose to close the office on Wednesday December 24th, 2020 at noon, and re-open on Monday January 4th, 2021 at 8:30 A.M.

As per PR No 9 (3) and (5), staff are provided 2 paid vacation days. This results in staff having to save and take 2 vacation days (Tuesday December 29th and Wednesday December 30th). Contract staff vacation is managed through Vacation Pay.

Rather than using vacation, members have the option to give staff 2 additional paid days off, or allow working from home for those two days.

Vacation Carry-over

Due to COVID-19, many staff vacations were cancelled and staff often worked instead of taking vacation. This leaves some staff with over 2 weeks of vacation. PR 10 (2)(c) currently indicates that 5 Vacation Days can be carried over to the following fiscal year. As a result, the General Manager proposes to modify the vacation carry-over limitation provision contained in PR 10 (2)(c) for 2021 only, allowing a maximum of 10 days carry-over. The General Manager also proposes to waive the second part of in PR 10 (2)(c) requiring carried over holidays to be used prior to March 31st. Increasing the carry over limit and not forcing vacation to be taken prior to March 31st 2021 could assist in a financial control and a flexible option limit the number of people in the office during a subsequent wave of the pandemic.

Recommendation:

THAT, Christmas Office closure schedule be approved; AND FURTHER,
THAT, all staff work from home OR receive 2 additional paid days off; AND FURTHER,

THAT, for 2021 only, Members modify PR 10(2)(c) allowing a maximum of (10) days carry-over into 2021 and waive the requirement to use carried over vacation by March 31, 2021.

A handwritten signature in black ink, appearing to read "Chris Wilkinson", with a horizontal line extending from the end of the signature.

Christopher Wilkinson
General Manager / Secretary - Treasurer

REPORT FA 54 / 2020: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary - Treasurer
SUBJECT: 2019-2023 Strategic Plan Update
DATE: October 15, 2020
FINANCIAL IMPACT: N/A
STRATEGIC ACTION: Operate a sustainable and adaptable organization

Purpose:

To provide Members with a progress report on CCCA's 2019-2023 Strategic Plan.

Discussion:

Catfish Creek's 2019-2023 Strategic Plan identified five goals with specific actions linked to each one.

Using the progress achieved on actions, this half way point evaluation report provides highlights of CCCA's activities that have contributed to the implementation of the strategic plan goals.

Summary of 2019-2023 Goals

✓	Substantial Completion
✓	In Progress
✓	Not Started

2019-2023 Strategic Plan Goals	Actions	Status	Achievements
Protect life and minimize property damage from flooding and erosion	Continue to develop our municipal flood forecasting and warning partnerships and increase our capacity to better anticipate and predict Flood Events	✓	Ongoing Ice Management program with Malahide. Shoreline hazards warning system implemented. Increased use of NOAA and other web based monitoring services. 27 Flood Messages issued in 2019.
	Refine our monitoring network and build capacity around data management tools and our flood operations center to ensure effective water quantity decision making	✓	Ongoing enhancements to CCCA's monitoring network such as adjusting / removing gauge locations. A new monitoring station is proposed for the Springwater Dam area to better understand Bradley Creek.
	Continue to monitor, assess, and map natural hazards to further our detailed understanding of riverine and shoreline processes	✓	Ongoing mapping of hazard areas through site visits. Awaiting updated CA Act and will develop associated mapping to support updated role.

	Commit to maintaining our quick turnaround time for all permits and inquiries	✓	In 2019, all responses were provided within the 7-day turnaround time required for pre-consultation. Additionally, issued 36 work permits or authorizations well under the maximum 42 calendar day turn around.
	Further streamline our planning services to ensure, among other things that the public is able to search the internet for areas of development constraint related to natural hazards	✓	CA Regulation mapping on Elgin County Mapping. CAMaps site ready for release as required to allow public to search regulation limits.
Improve the ecological health of the Catfish Creek watershed	Engage landowners and all levels of government regarding funding programs to reduce nutrient loads in streams, rivers, and Lake Erie	✓	Unsuccessful in three grant applications for phosphorous reduction programs. Staff will continue applying for Phosphorous reduction programs in 2021.
	Using the best science & information such as CCCA Watershed Plans & other Community based Natural Heritage Restoration Plans, to work with landowners to restore the natural environment through the implementation of targeted stewardship projects that restore natural areas	✓	2019 5 ac of new wetlands 2 new tall grass prairies that enhance species at risk habitat in the watershed. 2020 2.5 acres of new wetlands; 150m shoreline erosion protection project along the west branch of Catfish Creek.
	In partnership with Municipal partners, work towards a "Greening Strategy" to manage the current loss of Ash and Elm trees, the future loss of Beech trees, and to increase forest cover and other habitats (ex. prairie, wetlands) over time	✓	Tree Planting program ongoing with ELP and other partners planting over 12,000 trees. Partnership with Ontario Chestnut Council to plant over 2500 chestnut trees in the watershed to increase native bio diversity.
	Work in collaboration with partners to promote best management practices such as tree planting, cover crops, and other initiatives which ultimately improve water quality and reduce nutrient loading into our creek and lake	✓	Tree Planting program ongoing with ELP and other partners planting over 12,000 trees. Active involvement in Elgin Clean Water delivering several water quality improvement projects annually such as cover crops, erosion control projects, and wetland creation. Encourage residents to participate in programs via social media.
Curate an appreciation for nature	Provide recreational and educational opportunities using a sustainable and balanced approach	✓	Integration of CCCA specific environmental information into festival and education programs such as the Stream Health Monitoring program. Hike with Ranger Em program encourages the physical and mental health of watershed residents.
	Commit to deliver a financially sustainable nature/outdoor education program that is mobile, hands-on, and interactive	✓	Several grants obtained and working towards self sufficiency. Online environmental festivals and outdoor education programs.

	Complete an infrastructure deficit report in order to develop future budgets in terms of reinvestments required in our Conservation Areas and updates to our business plan and campground expansion plan	✓	Update to Springwater Master Plan includes a capital maintenance schedule for building replacement. New gatehouse planned will increase capacity. New stage will increase revenue.
	Research and promote the history of the Springwater Conservation Area, in particular the East Campground which includes the School House, Arboretums, pond, and boardwalk	✓	Ongoing support and conversations with Aylmer Malahide museum. Update of Indigenous section in Springwater Management plan.
	Enhance our social media presence to promote our organization, events, public consultation opportunities and natural watershed assets	✓	Increase in channels (FB, Twitter, YouTube etc) and increase in numbers of posts, interactions and followers. Online survey being developed for public input into the SPW Master Plan.
	Gain a better understanding of our customers to enhance and refine our services, and to improve customer satisfaction	✓	Marketing research using Business Analyst for Springwater Master Plan of seasonal and transient campers.
Ensure our conservation lands are protected and enhanced	Balance ecology and the economy in decisions related to conservation lands	✓	Update to Springwater Master plan considers a balanced approach such as the LED light replacement program. Stage project will offset CO2 through the planting of trees.
	Ensure the long term sustainability of our natural spaces	✓	CA Lands Reserve helps ensure funding over longer term. Capital improvement projects planned at Springwater to increase capacity and intended to facilitate increased revenue.
	Update our Conservation Lands Management Plans to ensure we manage our natural spaces in an ecologically sound manner	✓	Springwater Master Plan in progress and ready for 2021. Archie Coulter Master Plan being reviewed by staff. Established community partnerships (e.g. stewardship council, municipality) for invasive species control.
	Acquire and dispose of properties to balance the management of our organization to meet our core mandate, and also to help meet our ecological objectives	✓	Land Acquisition and Disposal Policies approved by Motion 62/2020.
	Engage in Wildlife Management partnerships where feasible to ensure human-wildlife interactions are minimized and to maximize species at risk and sensitive plant species recovery	✓	Ongoing wildlife management program with the Aylmer District Trappers Council approved for 2020/1 by LMC 07/2020.
Operate a sustainable and adaptable organization	Integrate the observed changes in climate variability into our natural resources programs to mitigate the impact of flooding and low water	✓	Ongoing review of climate change information and to be considered as part of updated regulation areas
	Further diversify our business model to result in an increased ratio of self-generated	✓	Springwater Revenue increase due to additional usage, new trail boxes and more signage re. usage fees.

	revenue compared with tax-supported (levy) revenue		
	Enhance existing and develop new partnerships with those that share similar values, such as local interest groups, academia, government, and the private sector	✓	New or enhanced partnerships with Dale Brain Injury Services, MNRF Stewardship Youth Rangers, YWCA Youth Newcomers Group, Birds Canada, and several others.
	Review current policies and processes to strengthen financial controls and reduce exposure to risk (e.g. long range capital and operating budgets)	✓	Potential budget format change in 2021 based on potential changes to CA Act and supported by previous updates to CA Act allowing CA to levy both a capital and operating levy.
	Create a longer term business plan and agreements to streamline municipal levy process and increase transparency	✓	Updated Programs & Services Guide for 2021. Work activities presented by staff at each meeting. Individual work plans for staff.
	Conduct routine evaluations of program and staff performance and report on outcomes to drive improvements	✓	Annual Performance reviews implemented with mid-term assessments.
	Improve relationships with our municipal partners through regular communication with council and staff	✓	Annual Budget Presentations, proposal for meeting with technical and planners across Elgin County.
	Create a social media strategy to promote our events and share our natural assets	✓	Draft strategy created and to be presented to Board of Directors in the future.
	Implement a formal fundraising program through the establishment of a Foundation	✓	Articles Drafted by General Manager. Not included in 2021 budget. For future consideration.
	Monitor and report at least annually on the progress of implementing this strategic plan	✓	Update on the progress of this strategic plan to Board of Directors annually.

Recommendation:

THAT, Members receive Report FA 54 / 2020, for information.



Christopher Wilkinson
General Manager / Secretary - Treasurer

REPORT FA 55 / 2020: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary – Treasurer

SUBJECT: Ice Breaking Quotations

DATE: October 30, 2020

Purpose:

To review the quotations to provide Ice Breaking Services in Port Bruce for 2021.

Discussion:

Annually the Catfish Creek Conservation Authority (CCCA) receives quotes for the availability and cost of a dragline with a minimum of 100-foot boom to break ice during the spring thaw in Port Bruce. The dragline must be available to remain on-site for the months of January to March, 2021.

The Request for Quotation document was posted on the CCCA website and Biddingo.com, and sent directly to two local contractors owning this type of specialized heavy equipment.

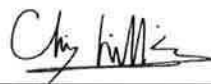
The bidding closed October 22, 2020 with one (1) bid for the dragline and (1) bid for a long reach excavator received prior to closing deadline.

As a result, the quotation submitted for the dragline by Higgs and Higgs Inc. is presented for your review and information. The contractor has indicated that the dragline is a newer 2010 model and includes sufficient safety lighting.

Additionally, the quotation submitted for the Long Reach excavator by Learners is presented for your review and information. The contractor has indicated 48 hours lead time is sufficient to get a machine down to the primary or secondary work sites. Trucks to transport the ice are also available upon request but not included in the quote.

Recommendation:

THAT, the Catfish Creek Conservation Authority forward the quotation for the dragline and the quotation for the long reach excavator to the Township of Malahide for Council's review and consideration.



Christopher Wilkinson
General Manager / Secretary – Treasurer

ESTIMATE

TO: Catfish Creek Conservation Authority

ATTN: Peter Dragunas
Email: admin@catfishcreek.ca

RE: Ice Breaking – Port Bruce – 2021

ESTIMATE:

	<u>Amount</u>	<u>Amount including HST</u>
Float in LongArm Excavator	\$ 500.00	\$ 565.00
LongArm Excavator (60' arm)	\$ 175.00/hr	\$ 197.75/hr
Stand By	\$ 2,500.00/month	\$ 2,825.00/month

Estimated By: Frank Laemers

This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increase or additional labour and materials which may be required should unforeseen problems or adverse weather conditions arise after the work has started.

Phone: 519-631-6465 or 519-782-4424

Fax: 519-631-9129

HIGGS & HIGGS INC

6179 Centennial Rd., St. Thomas, Ontario N5P 3S8, phone 519-775-0101

October 15, 2020

Quote for Catfish Creek Conservation Authority

RE: Ice Breaking Services - Port Bruce

January 1 – March 31, 2021

2010 835 Liebherr Dragline w/110ft of boom

\$4,400.00 + HST per month

\$1,500.00 + HST move in and rigging costs

\$190.00 + HST hourly rate

\$95.00 +HST standby rate per hour

Higgs & Higgs Inc.

Verne Higgs

Cell - 519-872-6763

Email – vhiggs@rogers.com

REPORT FA 56 / 2020: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary-Treasurer

SUBJECT: 2021 Revised Draft Budget

DATE: November 4, 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, & employment grants
- 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, and the increase in demand for camping. This was offset by the incremental costs for teleconferences, health and safety supplies, trail signage, and other costs. 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. MNRF transfer payment revenue for 2021 is maintained.
- 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 @ +3%	\$ 2,818,524,266	\$ 354,387.09	\$ 12.57
2021 Budget @ +4.2%	\$ 2,818,524,266	\$ 358,819.37	\$ 12.73

Attached is a summary of revenue and expenditures and income appropriation from reserves for the proposed levies of 4.2% and 3%.

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% or 3% increase in General Levies
- 10% insurance increase over 2020 rates
- Property Tax budgeted at a slight increase from 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 completed and 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

Recommendation:

THAT, members direct staff to complete the 2021 draft budget with a ____ % levy increase for presentation at the next Personnel Finance meeting.



Christopher Wilkinson
General Manager / Secretary-Treasurer

CATFISH CREEK CONSERVATION AUTHORITY

DRAFT BUDGET 2021 (September, 2020)

SUMMARY OF REVENUE AND EXPENDITURES

GENERAL LEVY OPTION 1

	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
--------------------------	---------------	---------------	---------------------

* To Be Allotted to
Reserves

CATFISH CREEK CONSERVATION AUTHORITY

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 (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%	1,330,481,696	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

DRAFT BUDGET 2021 (September, 2020)

INCOME APPROPRIATION FROM RESERVES

GENERAL LEVY OPTION 1

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		\$ 5,785.53	\$ 5,785.53	\$ 2,000.00	Balance Tree Planting
Community Forest	\$ -	\$ 2,654.49	\$ 2,654.49	\$ -	Community Forest
Springwater Forest	\$ -	\$ 92,431.79	\$ 92,431.79	\$ -	Springwater Forest
ACCA	\$ 1,000.00	\$ 2,500.00	\$ 1,500.00	\$ -	Woodlot Management
Environmental Education (General)	\$ 3,000.00	\$ 5,445.00	\$ 2,445.00	\$ 1,000.00	Other CA's (ACCA)
Environmental Education (ELP)	\$ 962.00	\$ 1,491.47	\$ 529.47	\$ 3,000.00	Information & Education
Special Projects Support		\$ 7,858.29	\$ 7,858.29	\$ 962.00	ELP
Funded Projects	\$ -	\$ -	\$ -		
Recycling Initiative	\$ -	\$ -	\$ -	\$ -	
Path of Honour	\$ 3,500.00	\$ 19,138.42	\$ 15,638.42	\$ -	
SUB-TOTAL SPECIAL PROJECTS RESERVES	\$ 11,462.00	\$ 145,834.82	\$ 134,372.82	\$ 3,500.00	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 AUTHORITY

DRAFT BUDGET 2021 (October, 2020)

SUMMARY OF REVENUE AND EXPENDITURES

GENERAL LEVY OPTION 2

	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	\$354,687.09	\$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	\$104,622.50	\$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
--------------------------	---------------	---------------	---------------------

* To Be Allotted to
Reserves

**2021 MUNICIPAL GENERAL LEVY COMPARISON
OPTION 2**

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 (3.0%)	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	2,713.63	93,167.86	850.00	94,017.86
Central Elgin, Municipality of	26.6159%	93,231.82	91,653.60	-1,578.22	2,150.00	93,803.60	2,749.61	94,403.21	2,150.00	96,553.21
Malahide, Township of	37.4110%	126,857.03	128,827.13	1,970.10	4,550.00	133,377.13	3,864.81	132,691.94	4,550.00	137,241.94
South-West Oxford, Township of	3.7764%	12,986.18	13,004.25	18.07	350.00	13,354.25	390.13	13,394.38	350.00	13,744.38
St. Thomas, City of	5.9291%	20,826.75	20,417.19	-409.56	350.00	20,767.19	612.52	21,029.70	350.00	21,379.70
	100%	344,356.40	344,356.40	0.00	8,250.00	352,606.40	10,330.69	354,687.09	8,250.00	362,937.09

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).

CATFISH CREEK CONSERVATION AUTHORITY

DRAFT BUDGET 2021 (October, 2020)
 INCOME APPROPRIATION FROM RESERVES
 GENERAL LEVY OPTION 2

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		\$ 5,785.53	\$ 5,785.53	\$ 2,000.00	Balance Tree Planting
Community Forest	\$ -	\$ 2,654.49	\$ 2,654.49	\$ -	Community Forest
Springwater Forest	\$ -	\$ 92,431.79	\$ 92,431.79	\$ -	Springwater Forest
ACCA	\$ 1,000.00	\$ 2,500.00	\$ 1,500.00	\$ -	Woodlot Management
Environmental Education (General)	\$ 3,000.00	\$ 5,445.00	\$ 2,445.00	\$ 1,000.00	Other CA's (ACCA)
Environmental Education (ELP)	\$ 962.00	\$ 1,491.47	\$ 529.47	\$ 3,000.00	Information & Education
Special Projects Support		\$ 7,858.29	\$ 7,858.29	\$ 962.00	ELP
Funded Projects	\$ -	\$ -	\$ -	\$ -	
Recycling Initiative	\$ -	\$ -	\$ -	\$ -	
Path of Honour	\$ 3,500.00	\$ 19,138.42	\$ 15,638.42	\$ 3,500.00	Special Projects (OPC)
SUB-TOTAL SPECIAL PROJECTS RESERVES	\$ 11,462.00	\$ 145,834.82	\$ 134,372.82	\$ 11,462.00	
GENERAL RESERVES:					
Working Capital:					
	\$ 63,284.46	\$ 129,704.42	\$ 66,419.96	\$ 39,147.77	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	\$ 104,622.50	\$ 350,606.41	\$ 245,983.91	\$ 104,622.50	
TOTALS	\$ 116,084.50	\$ 496,441.23	\$ 380,356.73	\$ 116,084.50	

Correspondence: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary - Treasurer

SUBJECT: Correspondence Register, October 1 – October 31, 2020

DATE: November 2, 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
Oct 1	Email	Conservation Ontario	Conservation Authorities - as "Communities" RE: FUNDING FW: Climate Action and Awareness Fund
Oct 1	Email	Conservation Ontario	Volunteers Requested - CO Strategic Planning Working Groups
Oct 1	Email	Ministry of the Environment, Conservation and Parks	Preparing to reinstate PWQMN
Oct 2	Email and CCCA Reply	Conservation Ontario	Confirmation of SWOOP 2020 Orders
Oct 2	Email	Paladin Security	Security Coverage
Oct 2	Email	Kettle Creek Conservation Authority	News Release: KCCA maintains the Shoreline Conditions Statement—Flood Outlook for the Lake Erie Shoreline
Oct 3	Email	Canada Life	Canada's Healthy Workplace Month
Oct 5	Email	Conservation Ontario	NDMP update
Oct 5	Email and CCCA Reply	Ministry of Heritage, Sport, Tourism and Culture Industries	June Callwood Nomination
Oct 6	Email and CCCA Reply	Township of Malahide	Permit for CCCA Stage Replacement
Oct 6	Email and CCCA Reply	Township of Malahide	CCCA Regulation Limits
Oct 6	Email	City of St. Thomas	PPCP - Notice of Online Public Consultation Meeting
Oct 6	Email	Ministry of Natural Resources and Forestry	Provincial Flood Watch Issued for the Lake Erie Shoreline on October 6, 2020 at 11:00 AM

Date	Type	Agency	Topic
Oct 7	Email	Conservation Ontario	Conservation Ontario Council E-Bulletin
Oct 8	Email	Grand River Conservation Authority	Lake Erie Region Source Protection Committee Meeting - April 1, 2021
Oct 8	Email	Conservation Ontario	Reminder: Comments Requested: Proposed Project List for Comprehensive Environmental Assessments
Oct 8	Email	Conservation Ontario	View the Recording of the October Webinar 2020 Latonnell Conservation Symposium
Oct 9	Email	Ministry of Natural Resources and Forestry	WECl - 2nd Payment Invoice - CCCA
Oct 9	Email	Ministry of Natural Resources and Forestry	Ontario Low Water products for September 30th, 2020
Oct 10	Email	Ministry of Natural Resources and Forestry	Provincial Flood Watch Issued for the Lake Erie Shoreline on October 10, 2020 at 8:30 AM
Oct 13	Email	Smart City Water	Invitation To Visual OTTHYMO Webinar Series
Oct 13	Email	Conservation Ontario	Comments Requested: Extending Grandfathering for Infrastructure Projects and Additional Flexibility for Excess Soil Reuse
Oct 13	Email and CCCA Reply	Ministry of the Environment, Conservation and Parks	RE: Preparing to reinstate PGMN program - WATER QUALITY SAMPLING
Oct 14	Email	Conservation Ontario	AODA Report Deadline Extended to June 30, 2021
Oct 14	Email	Conservation Ontario	TIME SENSITIVE: Ont Trillium Foundation fund for municipalities
Oct 14	Email	Northern Mat and Bridge	Access and Terrain Solutions
Oct 14	Email and CCCA Reply	Ministry of Heritage, Sport, Tourism and Culture Industries	June Callwood Outstanding Achievement Award for Voluntarism
Oct 15	Email	Steelway Building Systems	75765 - Catfish Creek - Stage Project - Change order
Oct 15	Email and CCCA Reply	Higgs & Higgs Inc.	Quote for Catfish Creek
Oct 15	Email	Great Lakes Observing System	Great Lakes Needs Assessment
Oct 18	Email	Conservation Ontario	Comments Requested: Proposed Regulatory Amendments under the EPA and OWRA + Exemptions for Low Risk Water Taking Activities

Date	Type	Agency	Topic
Oct 19	Email	Conservation Ontario	Conservation Ontario's Pre-Consultation Guideline highlighted in the AMO WatchFile - October 15, 2020
Oct 19	Email	ALUS Canada	The Post: A seasonal update from ALUS Canada
Oct 19	Email	Conservation Ontario	2020 Strategic Plan Discussion Group Proposed Meeting Dates - GOVERNANCE & STRUCTURE
Oct 19	Email and CCCA Reply	WSP	Geospatial Data for the Town of Aylmer
Oct 19	Email	Conservation Ontario	Comments Requested: Proposed Regulatory Amendments under the EPA and OWRA + Exemptions for Low Risk Water Taking Activities
Oct 19	Email	Ministry of Natural Resources and Forestry	CA S. 39 TP 2020-21 In-Year Progress Report
Oct 19	Email	Grand River Conservation Authority	Lake Erie Region Management Committee Meeting Agenda Package, October 22, 2020
Oct 20	Email	Ministry of the Environment, Conservation and Parks	PWQMN - appropriate bottles to use for TP analysis
Oct 20	Email	Grand River Conservation Authority	AGENDA: Lake Erie Region Municipal Implementation Working Group - October 28, 2020
Oct 23	Email	Conservation Ontario	Conservation Ontario 2021 Levy Distribution - Updated
Oct 26	Email	Conservation Ontario	AMO Discussion Paper Come Hell or High Water: Flooding, Climate Change and Municipal Responses FW: AMO WatchFile - October 22, 2020
Oct 26	Email	Ministry of the Environment, Conservation and Parks	PWQMN sampling - November schedule
Oct 26	Email	Ministry of Natural Resources and Forestry	Ontario Low Water Confirmed Conditions
Oct 26	Email	Fisheries and Oceans Canada	Habitat Stewardship Program (HSP) for Aquatic Species at Risk - Call for Proposals 2021-2022
Oct 26	Email	Conservation Ontario	2020 Minister's Round Table on Parks Canada - Consultation Opportunity
Oct 28	Email	Conservation Ontario	General Managers' Meeting - November 4th
Oct 28	Email	Office of the Premier	Ontario Launching COVID-19 Resilience Infrastructure Stream

Date	Type	Agency	Topic
Oct 28	Email	Ministry of the Environment, Conservation and Parks	REVISED: PWQMN sampling - November schedule
Oct 28	Email	Ministry of the Environment, Conservation and Parks	PGMN sampling restrictions in November
Oct 30	Email	Ministry of Natural Resources and Forestry	Provincial Flood Watch Issued for the lower Great Lakes - Lake Erie, Lake St Clair and Lake Huron Shorelines on October 30, 2020 at 2:00 PM
Oct 30	Email and CCCA Reply	Ministry of Heritage, Sport, Tourism and Culture Industries	UPDATE: June Callwood Outstanding Achievement Award
Oct 31	Email	Kettle Creek Conservation Authority	News Release: KCCA issues a special Lake Erie Shoreline Conditions Statement—Flood Outlook for a windy Halloween



Christopher Wilkinson
General Manager / Secretary - Treasurer



October 5, 2020

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Room 281
Queen's Park
Toronto, ON, M7A 1A1

**Re: Update on Conservation Ontario's Client Service and Streamlining Initiative –
Development of a Guideline for Conservation Authority Pre-Consultation (Planning
and Permitting Applications)**

Dear Premier Ford:

In April, 2019 I wrote to you to advise of Conservation Ontario's new Client Service and Streamlining Initiative for which all 36 CAs passed resolutions of support. The Initiative was created to support actions outlined in the provincial *Housing Supply Action Plan*, and identifies a number of actions to improve client service and accountability, increase the speed of approvals and reduce red tape and regulatory burden. The Initiative is intended to help the Province address the lack of housing supply, while at the same time not jeopardizing public health and safety or the environment in the process. To support these goals, Conservation Ontario has developed a range of guidance documents and tools for conservation authority planning and regulations programs to ensure a consistent level of service and accountability.

On September 28, 2020 Conservation Ontario Council passed the following resolution at their meeting:

THAT the draft Guideline for Conservation Authority Pre-Consultation, dated September 16, 2020 be endorsed for use by conservation authorities.

The guideline referenced above and enclosed has been developed by Conservation Ontario to outline best practices for conservation authority staff when undertaking and/or participating in pre-consultation processes for applications made under the *Planning Act* and/or the *Conservation Authorities Act*. The guideline clearly articulates the roles of CAs in both distinct application processes, and outlines a suite of best practices to ensure successful and effective pre-consultation processes. The best practices contained in the pre-consultation guideline build

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

upon and complement other Conservation Ontario guidance documents developed as part of the Client Service and Streamlining Initiative.

Prior to finalization, the draft pre-consultation guideline was distributed to conservation authorities and representatives from the Association of Municipalities of Ontario (AMO), the Residential Construction Council of Ontario (RESCON), the Ontario Home Builders Association (OHBA) and the Building Industry and Land Development Association (BILD) for their review. The comments received from these groups have greatly assisted in the development of the final document.

All 36 CAs have received a copy of the guideline to support the use of best practices and to facilitate greater consistency amongst conservation authorities' planning and regulations programs.

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

Should there be any questions or the need for additional information, please contact Kim Gavine, General Manager of Conservation Ontario, at 905-251-3268 or kgavine@conservationontario.ca.

Sincerely,

A handwritten signature in cursive script, reading "Wayne Emmerson". The signature is written in dark ink and is positioned below the word "Sincerely,".

Wayne Emmerson
Chair, Conservation Ontario

ATTACH: Guideline for Conservation Authority Pre-Consultation (For Planning and Permitting Applications)

c.c. All CA General Managers/Chief Administrative Officers

**Ministry of Agriculture,
Food and Rural Affairs**

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel.: 416-326-3074
www.ontario.ca/OMAFRA

**Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél.: 416 326-3074
www.ontario.ca/MAAARO



Ontario

October 29, 2020

Dear Friends:

As Ontario manages the second wave brought on by the COVID-19 situation, the health and well-being of everyone in Ontario continues to be our government's number one priority, including that of everyone who works within the food supply chain.

I know that many agri-food companies have taken significant steps to ensure the protection of their employees at this time including workplace modifications and implementing prevention and control plans. I want to thank you and all of your employees for the efforts that you are making to ensure safe workplaces and to continue to provide the food that Ontarians depend on.

If you do not currently have a prevention and control plan in place, I strongly encourage you to create and implement one right away. I also encourage you to create or review your plan of action should one or more of your employees test positive for COVID-19. Information on how to create a COVID safety plan is available at:

www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan#section-1

I also want to ensure that you are aware that screening employees for COVID when they arrive at the site is now a requirement for all workplaces in Ontario.

As you implement these plans and continue to run your business in these challenging conditions, I want to share some additional resources that you may find helpful.

PPE Directory

We are taking steps to encourage the manufacturing of additional personal protective equipment here in Ontario.

We have also put together a directory of PPE suppliers which is available at

<https://covid-19.ontario.ca/workplace-ppe-supplier-directory>.



Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1 Stone Road West, Guelph (Ontario) N1G 4Y2

Health Guidelines

The Ontario Government has provided resources, best practices and information to help keep your workers safe and healthy and your business in operation during COVID-19. You can find more information on those guidelines for the [food manufacturing and processing health and safety during COVID-19](#) website.

Employers are encouraged to work with their local Public Health Units to address the needs of their workers and to better understand how their facilities can be equipped to manage the spread of COVID-19.

Sector-Specific Health and Safety Guidance

Everyone has a duty to protect the health and safety of workers in Ontario. The COVID-19 pandemic has created unique challenges for businesses and individuals around the world, including food and meat processing plants.

Workplace health and safety resources, including guidelines and tip sheets are available at [Ontario.ca/covidsafety](https://ontario.ca/covidsafety) including this [video](#) about COVID-19 safety specifically for food processors.

Exposure Notification App

In our efforts to achieve health and safety goals, our government released *Protecting Ontarians through Enhanced Case and Contact Management*, a comprehensive strategy to quickly test, trace and isolate cases of COVID-19. To further support these efforts, Ontario is working in partnership with the federal government on the new, privacy-first, made-in-Ontario exposure notification app: [COVID Alert](#).

Our government is encouraging all Ontarians to download this free, user-friendly app from the Apple and Google Play app stores to their smart phones. Once downloaded, it is completely voluntary to use, and does not collect or share any personal information, such as a user's name, phone number, location, or COVID-19 test status.

COVID Alert uses Bluetooth technology to detect other users nearby. If a user later tests positive, they can notify other app users who have been near them recently. The app will help easily notify more Ontarians about potential exposure, provides them with the most updated key public health information and supports our common goal to stop the spread of the virus.

Along with [physical distancing](#), cohorting, frequent hand washing, [wearing a mask](#) and [other important public health advice](#), knowing what to do if you have been exposed to COVID-19 is another key way to protect yourself, our families and our communities from this virus.

COVID Alert is a key tool to protect each other as we cautiously move forward. Please find in the attachment a poster and fact sheet that can be used to help encourage more Ontarians to download and use the COVID Alert app.

I also want to take this opportunity to thank you for doing the critical work you have been doing and continue to do in these unprecedented times. And thank you for ensuring people across Ontario can be confident they'll have access to food at this time of ongoing uncertainty.

As more information becomes available, I will continue to keep you updated on these and further initiatives. Only together can we keep one another safe.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Hardeman', written over a circular stamp or seal.

Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs

Attachments

COVID-19 Reminders

- Practise physical distancing – stay 2 metres away from others in public
- Wash your hands – with soap and water thoroughly and often
- Get the facts - www.ontario.ca/page/covid-19-stop-spread

COVID Alert

Download the app to protect yourself and your community.

The COVID Alert app lets you know if you may have been exposed to the virus. You can then get tested and keep you and your community safe. The app is voluntary: The more people who choose to use it, the more effective we will be at stopping the spread of COVID-19.



COVID Alert is:

- **Free.** Download it in Apple and Google app stores.
- **Easy to use.** Install it and stay safe on your daily journey.
- **Safe and private.** It never collects your health information, location, or identity.



Protect yourself. Protect others.
Download Canada's COVID Alert app.

Available in the Apple or Google app stores.



For more information, visit ontario.ca/covidalert

Catalogue No. 300342 ISBN No. 978-1-4868-4623-8 (PDF)
July 2020 © Queen's Printer for Ontario 2020.

Ontario

Download the COVID Alert App to Protect Yourself and Your Community

COVID Alert, Canada's official COVID-19 exposure notification app, is now available for download in Ontario from the Apple and Google Play app stores.

The new made-in-Ontario app is free, easy and safe to use. It lets you know if you may have been exposed to the virus. You can then get tested and keep you and your community safe. The more people who have the app, the more effective we will be at stopping the spread of the COVID-19 as the province carefully reopens.

COVID Alert uses Bluetooth technology to detect other users nearby and **never collects** your health information, location or identity.

How the app works:

- Once you download the app, it runs in the background of your phone.
- The app will not know where or when you encounter other users, your location, name, address, contacts or health information.
- If you receive a message from COVID Alert that you may have been exposed to the virus, follow the public health advice given on the app and get tested.
- To notify other people if you've tested positive for COVID-19, enter the one-time key from Ontario's test results website ([Ontario.ca/covidresults](https://ontario.ca/covidresults)) into the app. This will send a message to other app users who have been within 2 metres of you for at least 15 minutes within the past 14 days.

COVID Alert keeps you informed, allows you to act quickly and helps stop the spread of the virus. It is another key tool in the fight against COVID-19.

To stay safe, everyone should continue to follow public health guidelines including physical distancing with people not in their social circle, wearing a face covering if physical distancing is a challenge, washing hands thoroughly and frequently, and if anyone thinks they have COVID-19 or have been in contact with someone who has COVID-19, getting tested.

Download this made-in-Ontario app for free on your mobile phone from the Apple or Google Play app stores and help stop the spread.

For more information, visit [Ontario.ca/covidalert](https://ontario.ca/covidalert).