

# 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,  
December 10<sup>th</sup>, 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 and the General Nature Thereof
- 4) Disclosure of Intention to Audio / Video Record Meeting
- 5) Adoption of Minutes of:
  - a) Full Authority Meeting #08/2020 (November 12, 2020) ..... 3 - 6
  - b) Full Authority Special Meeting #02/2020 (November 26, 2020) ..... 7 - 8
  - c) Land Management Committee Meeting #02/2020 (November 26, 2020) ..... 9 - 11
- 6) Business Arising from Minutes
- 7) Public / Special Delegations:
- 8) Reports:
  - a) Report FA 57/2020 - Monthly Staff Reports ..... 12 - 15  
(Tony Difazio, Peter Dragunas, Dusty Underhill, Emily Febrey)
  - b) Report FA 58/2020 - November Summary of Revenue & Expenditures .. 16 - 17  
(Susan Simmons)
  - c) Report FA 59/2020 - Accounts Paid ..... 18  
(Susan Simmons)
  - d) Report FA 60/2020 - Approved Section 28 Applications ..... 19 - 20  
(Tony Difazio)

- e) Report FA 61/2020 - Proposed 2021 Meeting Schedule ..... 21  
(Christopher Wilkinson)
- f) Report FA 62/2020 - Year-End Motions ..... 22  
(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 November 1 - 30, 2020
  - b) Copied:
    - A letter received by CCCA from Central Elgin on November 30, 2020 re. Bill 229, Schedule 6
- 14) Closed Session:
  - a) Personnel/Finance Committee Meeting #02/2020 (November 26, 2020)
  - b) General Manager/Secretary-Treasurer Performance Appraisal
- 15) Next Meeting / Termination

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

**Thursday, November 12<sup>th</sup>, 2020**

**Meeting #08/2020**

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
Peter Dragunas	Water Management Technician
Dusty Underhill	Conservation Areas Supervisor
Emily Febrey	Community Outreach Technician (by telephone)

**OTHERS PRESENT:**

Veronica Reiner	Aylmer Express
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**ABSENT:**

Tony Difazio	Resource Planning Coordinator
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**WELCOME / CALL TO ORDER:**

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

**ADOPTION OF AGENDA:**

<u>Motion # 99/2020</u>	P. Buchner	A. Oslach	CARRIED
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THAT, the Agenda for the November 12<sup>th</sup>, 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 # 100/2020                      M. Tinlin                                      A. Oslach                                      CARRIED

THAT, the Minutes of Full Authority Meeting #07/2020 (October 8, 2020), be accepted as circulated.

Motion # 101/2020                      A. Oslach                                      P. Buchner                                      CARRIED

THAT, the Minutes of Health & Safety Committee Meeting #24 & 25/2020 (September 23 & October 7, 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 49/2020 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 102/2020                      M. Tinlin                                      P. Buchner                                      CARRIED

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

Report FA 50/2020 – October Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 103/2020                      M. Tinlin                                      A. Oslach                                      CARRIED

THAT, Report FA 50/2020, be noted and filed.

Report FA 51/2020 – Accounts Paid, was presented, discussed, and resolved.

Motion # 104/2020                      P. Buchner                                      A. Oslach                                      CARRIED

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

Report FA 52/2020 – Education Programs Update, was presented, discussed, and resolved.

Motion # 105/2020                      M. Tinlin                                      P. Buchner                                      CARRIED

THAT, the Full Authority receive Report FA 52/2020 for information.

**Mr. Underhill left the meeting at (11:30 a.m.).**

Report FA 53/2020 – Christmas Office Closure, was presented, discussed, and resolved.

Motion # 106/2020                      P. Buchner                      M. Tinlin                      CARRIED

THAT, Christmas Office Closure schedule be approved; AND FURTHER,

THAT, for 2021 only, staff receive two (2) additional paid days off (Tuesday, December 29 & Wednesday, December 30); AND FURTHER,

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

Report FA 54/2020 – Strategic Plan Update, was presented, discussed, and resolved.

Motion # 107/2020                      A. Oslach                      M. Tinlin                      CARRIED

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

Report FA 55/2020 – Ice Management RFQ, was presented, discussed, and resolved.

Motion # 108/2020                      P. Buchner                      A. Oslach                      CARRIED

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.

Report FA 56/2020 – 2021 Revised Draft Budget, was presented, discussed, and resolved.

Motion # 109/2020                      M. Tinlin                      P. Buchner                      CARRIED

THAT, members direct staff to complete the 2021 draft budget with a 3% levy increase for presentation at the next Personal Finance meeting.

#### **GENERAL MANAGER / SECRETARY-TREASURER'S REPORT:**

a) Conservation Authorities Act and Bill 229

The General Manager/Secretary-Treasurer provided members with a preliminary review of the proposed Conservation Authorities Act Legislated Amendments released Thursday November 5th via an email sent to the general manager from the Ministry of Environment Conservation and Parks.

b) Next meeting

The General Manager/Secretary-Treasurer advised Members that the next Full Authority meeting has moved to Thursday Dec 10th with a Box Lunch provided.

#### **UNFINISHED BUSINESS:**

None

## **CHAIRPERSON'S / BOARD MEMBER'S REPORT:**

None

## **NOTICE OF MOTIONS / NEW BUSINESS:**

None

## **CORRESPONDENCE:**

### **a) 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-19 workplace safety

### **b) Not Copied:**

- Correspondence Registers for October, 2020.

Motion #110/2020

P. Buchner

A. Oslach

CARRIED

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

## **CLOSED SESSION:**

None

## **NEXT MEETING / ADJOURNMENT:**

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

Motion # 111/2020

A. Oslach

P. Buchner

CARRIED

THAT, the Full Authority be terminated at (11:50 a.m.).

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General Manager / Secretary –Treasurer

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Authority Chairperson

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

**THURSDAY, November 26, 2020**

**Meeting #SM 02/2020**

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**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
Dusty Underhill	Conservation Areas Supervisor
Tony Difazio	Resource Planning Coordinator
Peter Dragunas	Water Management Technician
Emily Febrey	Community Outreach Technician

**OTHERS PRESENT:**

None

**WELCOME / CALL TO ORDER:**

Chairperson Cerna welcomed everyone and called the meeting to order at (11:20 a.m.).

**ADOPTION OF AGENDA:**

<u>Motion # SM 04/2020</u>	P. Buchner	A. Oslach	CARRIED
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THAT, the Agenda for the November 26<sup>th</sup>, 2020, Special 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.

**PRESENTATIONS**

The General Manager / Secretary-Treasurer provided a presentation to Members titled: Impact of Bill 229, Protect, Support and Recover from COVID-19.

## REPORTS:

Report SM 02/2020 – Impact of Bill 229, Protect, Support and Recover from COVID-19, was presented, discussed, and resolved.

Motion # SM 05/2020                      S. Martyn                                      M. Tinlin                                      CARRIED

THAT, the Full Authority request that the Government of Ontario remove the proposed amendments to the Conservation Authorities Act and Planning Act as contained in Bill 229 Schedule 6 and continue the process already underway with Bill 108.

## NEXT MEETING / ADJOURNMENT:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, December 10<sup>th</sup>, 2020, commencing at (10:00 a.m.).

Motion # SM 06/2020                      M. Tinlin                                      A. Oslach                                      CARRIED

THAT, the Special Meeting be terminated at (11:52 a.m.).

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General Manager / Secretary –Treasurer

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Authority Chairperson



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

**Thursday, November 26<sup>th</sup>, 2020**

**Meeting #02/2020**

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

**PRESENT:**

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

**STAFF:**

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

**WELCOME / CALL TO ORDER:**

Committee Chairperson Oslach welcomed everyone and called the meeting to order at (10:00 a.m.).

**ADOPTION OF AGENDA:**

<u>Motion #LMC 14/2020</u>	R. Cerna	P. Buchner	CARRIED
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THAT, the Agenda for the November 26, 2020, Land Management Committee meeting be adopted as circulated.

**DISCLOSURE OF PECUNIARY INTEREST:**

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

**DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:**

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

**PUBLIC / SPECIAL DELEGATIONS:**

None

## REPORTS:

Report LM 06/2020 – Springwater Conservation Area 2021 Fee Schedule, was presented, discussed, and resolved.

Motion #LMC 15/2020      P. Buchner      M. Tinlin      CARRIED

THAT, the Land Management Committee recommend to the Full Authority that the 2021 Springwater Conservation Area Fee Schedule attached to Report LM 06/2020, be adopted as presented.

Report LM 07/2020 – Seasonal Rules and Regulations, was presented, discussed, and resolved.

Motion #LMC 16/2020      M. Tinlin      R. Cerna      CARRIED

THAT, the Land Management Committee recommend to the Full Authority that the revised Rules and Regulations for the Springwater Conservation Area be approved as presented in Report LM 07/2020.

Report LM 08/2020 – Research Permit (MNRFP), was presented, discussed, and resolved.

Motion #LMC 17/2020      M. Tinlin      P. Buchner      CARRIED

THAT, the Land Management Committee recommend to the Full Authority that a Research Permit be issued to the MNRFP to undertake a Research Project on lands owned by the Catfish Creek Conservation Authority.

Report LM 09/2020 – Springwater Draft Master Plan 2020-2040, was presented, discussed, and resolved.

Motion #LMC 18/2020      R. Cerna      M. Tinlin      CARRIED

THAT, the Land Management Committee receive this draft Springwater Master Plan for information, and further,

THAT, the Committee request the updated Springwater Master Plan to be presented at the May 2021 LMC meeting following public consultation for final approval.

## UNFINISHED BUSINESS:

None

## COMMITTEE CHAIRPERSON'S / COMMITTEE MEMBER'S REPORT:

None

## CORRESPONDENCE:

a) Copied:

- None

b) Not Copied:

- None

**NOTICE OF MOTIONS / NEW BUSINESS:**

None

**CLOSED SESSION:**

<u>Motion #LMC 19/2020</u>	P. Buchner	M. Tinlin	CARRIED
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THAT, the Land Management Committee adjourn to Closed Session at (11:01 a.m.).

<u>Motion #LMC 20/2020</u>	M. Tinlin	R. Cerna	CARRIED
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THAT, the Land Management Committee rise at (11:15 a.m.).

<u>Motion #LMC 21/2020</u>	M. Tinlin	P. Buchner	CARRIED
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THAT, the minutes from the Land Management Committee Closed Session be approved as presented.

<u>Motion #LMC 22/2020</u>	R. Cerna	M. Tinlin	CARRIED
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THAT, the Land Management Committee authorize staff to proceed as directed.

**TERMINATION:**

<u>Motion #LMC 23/2020</u>	P. Buchner	M. Tinlin	CARRIED
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THAT, the meeting be terminated at (11:16 a.m.).

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General Manager / Secretary - Treasurer

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Committee Chairperson

## **REPORT FA 57 / 2020: To The Full Authority**

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

**SUBJECT:** Monthly Staff Reports

**DATE:** November, 2020

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### **Resource Planning Coordinator, Tony Difazio**

#### **Current Activities:**

- Supervision of Environmental Leadership Program (ELP) students with chainsaw safety and plantation management at Calton Swamp.
- Participated in webinars hosted by Conservation Ontario on various aspects of the amendments to the Conservation Authorities Act.
- Completed the final wetland project for 2020 and continued report writing, budgeting and planning for 2021 project.
- 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.
- Supervision of Hazard Tree removal at Springwater Forest North-shore trail.
- Marking of plantations for this year's forest management exercises; and,
- 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:**

- Review of the riverine Flood Warning Plan, Flood Operations Plan and the Ice Management Plan.
- 2020 / 2021 flood criteria threshold evaluations, revisions, and retooling of the Flood Forecast Tool Kit, designed to better assist in the early identification and subsequent retreat of flood threats.
- Review of the extended 2020/2021 winter weather forecast.
- Analysis of upgraded ice management and flood mitigation procedures for better river ice transport through the lower reaches of the Catfish Creek at Port Bruce.
- November 15th and 19th issued Lake Erie Shoreline, Flood Outlook Watershed Condition Statements.
- Assessment of the initial Catfish Creek Conservation Authority, Lake Erie Shoreline, Wave Uprush/Storm Surge Watershed Outlook Strategy document.

- Continued monitoring of weather conditions on Lake Erie for possible Lake Erie at Port Bruce shoreline storm surge and wave uprush assessments.
- Addressed CCCA 2021 Tree Planting Program inquiries.

#### **Upcoming Activities:**

- Continue with both CCCA 2020 / 2021 riverine and Lake Erie Shoreline Flood Outlook, Watch and Warning watershed condition assessments.
- Meet with Township of Malahide staff to review CCCA and Malahide staff responsibilities during the time of Lake Erie Shoreline flooding.
- Continued site visits with landowners to discuss / assist with land reclamation and rehabilitation for the CCCA 2021 Tree Planting Program.
- Regular duties as assigned.

#### **Conservation Areas Supervisor, Dusty Underhill**

#### **Current Activities:**

- Completed the annual winterizing of Springwater Campground.
- Met with Andy Koolen of Koolen Electric to make up an electrical plan for the Visitor Centre.
- Worked with the Field Technician – Lands and the Job Creation Program (JCP) participants to attend the online Conservation Areas Workshop, for a two-hour webinar regarding “Adjusting Your Business During a Pandemic”.
- Provided woodlot management hands-on training to the Environmental Leadership Program (ELP) students from East Elgin Secondary School.
- Conservation area enforcement and property line marking at Archie Coulter Conservation Area.
- Processing firewood from dead tree removal in the Springwater East Campground.
- Trail maintenance after a large wind storm.
- Administered and assisted with interviews for the new JCP Conservation Lands Technician positions. All four positions have now been filled.
- Began the construction of the concrete pad and new entrance way for the Visitor Centre.
- Worked with General Manager / Secretary-Treasurer to obtain the building permit for the new Visitor Centre. Requested quotes for lift arms for the Springwater Visitor Centre.
- Completed all annual staff employee performance reviews.
- Continued search and support for grants that are applicable to our organization.
- Filmed for the documentary about the Green Roof Stage at Springwater Conservation Area.
- Ongoing day-to-day operations and maintenance of the various Conservation Areas.

#### **Upcoming Activities:**

- Completed the woodlot management activities and certification with the ELP students.
- Hosting one or two ELP students for job shadow week.
- Continual support for the new Springwater Visitor Centre.
- Property line marking and trail clearing/ repair.
- General maintenance and operations at our various areas.
- Regular duties as assigned.

## Community Outreach Technician, Emily Febrey

### Current Activities:

- Attended several webinars hosted by several different partners (Conservation Ontario, Southwest Ontario Tourism Council, and Rekindle the Sparks).
- Assisted with planning the outreach portion of possible COA funding in collaboration with the Kettle Creek Conservation Authority and the Long Point Region Conservation Authority.
- Continue to assist the Financial Services Coordinator and Program Support Assistant on fundraising opportunities for the Springwater Conservation Area Visitor's Centre, such as assisting with the Ontario Trillium Foundation application with Sue Suess (Treasurer of Friends of Springwater)
- Attended Watershed Interpreters' Network Committee meetings via Zoom
- Continued working with Rogers TV for the "Learn with Ranger Em" educational television series marketing the series, and filming.
- Attended a Central Elgin Environmental Committee meeting on November 26th.
- Monitored social media and discussed with fellow Conservation Authorities and Conservation Ontario on Bill 229, Schedule 6.
- With the help of the Program Support Assistant, organized Press Releases and Photo Opportunities for the Springwater Conservation Area Visitor's Centre Fundraiser.
- Met with Michael Krahn (community member who frequents Springwater for photography) about a fundraiser where he will give us a portion of proceeds from selling prints from Springwater Conservation Area.
- Communicated and organized with Donnie Ivey about providing a safe environment for filming interviews for the Stage Documentary.
- Submitted a grant to Maple Leaves Forever, to receive funds to help make our regional Envirothon, virtual.
- Maintained our social media channels.

### Upcoming Activities:

- Host the YWCA Youth Settlement Group for a wintertime scavenger hunt with their families on December 12<sup>th</sup> (following provincial and local health unit guidelines).
- Attend the Latonnell Webinar "*Communicating Through a Pandemic*", where "Learn with Ranger Em", will be presented on my behalf.
- 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.
- Meet with Scott Gillingwater (UTRCA), who will discuss his species-at-risk program and will also be featured on a future episode of "Learn with Ranger Em" by Rogers TV.
- Help with the supervision of the Job Creation Program staff and have them assist me with organizing the education department (i.e., inventory and research) and the Commemorative Forest Program (i.e., GIS assistance).
- Continue to maintain our social media channels by providing relevant news, information and entertaining content.
- Continue to monitor Bill 229, Schedule 6 and prepare press releases and other communication pieces as required.

**Recommendation:**

That, Staff Reports for the month of November, 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 58 / 2020 : To The Full Authority**  
**FROM: Susan Simmons, Financial Services Coordinator**  
**SUBJECT: November Summary of Revenue & Expenditures**  
**DATE: November 30, 2020**

**SUMMARY OF REVENUE**  
**for the period ending November 30, 2020**

	<b>2020 Budget</b>	<b>2020 To Date</b>	<b>Difference</b>	<b>2019 To Date</b>
MNRF Provincial Grants	\$ 41,214.50	\$ 41,215.00	\$ 0.50	\$ 41,214.50
Other Provincial Grants	\$ 16,078.05	\$ 10,187.95	\$ (5,890.10)	\$ 52,894.88
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	\$ 45,349.26
Donations/Sponsorships	\$ 37,540.00	\$ 414,971.48	\$ 377,431.48	\$ 52,783.12
Conservation Areas Revenue	\$ 567,491.09	\$ 565,830.95	\$ (1,660.14)	\$ 579,940.94
Maple Syrup Revenue	\$ 41,776.53	\$ 19,016.63	\$ (22,759.90)	\$ 56,354.90
Bank Interest Earned	\$ 8,000.00	\$ 1,148.79	\$ (6,851.21)	\$ 9,328.55
Information & Education	\$ 9,580.00	\$ 2,860.00	\$ (6,720.00)	\$ 5,462.62
Legal Inquiries/Permit Applications	\$ 4,000.00	\$ 2,964.63	\$ (1,035.37)	\$ 5,557.54
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	\$ -	\$ 8,280.00	\$ 8,280.00	\$ 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)	\$ 41,043.01
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)	\$ -
	<b>\$ 1,330,076.10</b>	<b>\$ 1,585,824.73</b>	<b>\$ 255,748.63</b>	<b>\$ 1,241,289.78</b>

<b>DONATIONS/SPONSORSHIPS</b>	<b>2020 Budget</b>	<b>Received To Date</b>	<b>Difference</b>
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	\$ 960.00	\$ 710.00
Maple Syrup Program	\$ 10,700.00	\$ 11,650.00	\$ 950.00
Springwater Forest Trails	\$ 10,400.00	\$ 21,881.78	\$ 11,481.78
Archie Coulter C.A. Trails	\$ 700.00	\$ 1,801.11	\$ 1,101.11
YNHA	\$ -	\$ 1,717.06	\$ 1,717.06
Springwater C.A. Development	\$ 1,500.00	\$ 335,000.00	\$ 333,500.00
Springwater C.A. Visitor Centre	\$ -	\$ 21,500.00	\$ 21,500.00
Ontario Police College Path of Honour	\$ 1,500.00	\$ 2,500.00	\$ 1,000.00
<b>TOTAL Donations/Sponsorships</b>	<b>\$ 37,540.00</b>	<b>\$ 414,971.48</b>	<b>\$ 377,431.48</b>



# SUMMARY OF EXPENDITURES

for the period ending November 30, 2020

	2020 Budget	2020 To Date	Difference	2019 To Date
<b>ADMINISTRATION</b>				
A-1 Wages & Benefits	\$ 104,847.78	\$ 99,048.68	\$ (5,799.10)	\$ 93,429.93
A-2 Travel Exp. & Allow.	\$ 9,150.00	\$ 753.79	\$ (8,396.21)	\$ 1,882.66
A-3 Equip. Purchase & Rental	\$ 9,125.00	\$ 6,967.46	\$ (2,157.54)	\$ 7,119.93
A-4 Materials & Supplies	\$ 5,150.00	\$ 3,084.95	\$ (2,065.05)	\$ 3,457.84
A-5 Rent & Utilities	\$ 10,392.00	\$ 2,438.31	\$ (7,953.69)	\$ 8,444.88
A-6 General Expenses	\$ 43,797.00	\$ 36,774.89	\$ (7,022.11)	\$ 40,045.23
<b>TOTAL</b>	<b>\$ 182,461.78</b>	<b>\$ 149,068.08</b>	<b>\$ (33,393.70)</b>	<b>\$ 154,380.47</b>
<b>FLOOD FORECASTING &amp; WARNING</b>				
F4-2 Flood Control Structures	\$ 16,169.58	\$ 15,809.79	\$ (359.79)	\$ 9,933.00
F4-4 Flood Forecasting & Warning	\$ 175,732.16	\$ 168,162.33	\$ (7,569.83)	\$ 146,483.22
F4-5 Ice Management	\$ 35,463.97	\$ 33,512.36	\$ (1,951.61)	\$ 33,887.49
F4-6 Plan Input	\$ 39,233.34	\$ 36,913.64	\$ (2,319.70)	\$ 36,568.87
F4-71 Watershed Planning	\$ 6,518.81	\$ 5,217.69	\$ (1,301.12)	\$ 16,207.96
F4-72 Technical Studies (GIS)	\$ 16,388.71	\$ 14,394.58	\$ (1,994.13)	\$ 14,147.78
F4-8 Legal Costs	\$ -	\$ 351.07	\$ 351.07	\$ -
<b>TOTAL</b>	<b>\$ 289,506.57</b>	<b>\$ 274,361.46</b>	<b>\$ (15,145.11)</b>	<b>\$ 257,228.32</b>
<b>OTHER PROGRAM AREAS</b>				
B-1 Information & Education	\$ 38,873.38	\$ 24,900.73	\$ (13,972.65)	\$ 20,441.62
E-1 Extension Services - Tree Planting	\$ 19,181.91	\$ 15,795.83	\$ (3,386.08)	\$ 17,347.74
E-1 Extension Services - Woodlot Management	\$ 3,509.40	\$ 3,004.20	\$ (505.20)	\$ -
E-1 Extension Services - Watershed Stewardship	\$ 13,820.23	\$ 19,713.76	\$ 5,893.53	\$ 6,011.72
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ 17,431.15
Community Forest	\$ -	\$ 162.82	\$ 162.82	\$ -
<b>TOTAL</b>	<b>\$ 75,384.92</b>	<b>\$ 63,577.34</b>	<b>\$ (11,807.58)</b>	<b>\$ 61,232.23</b>
<b>CAPITAL &amp; SPECIAL PROJECTS</b>				
Water Management Programs	\$ 18,420.02	\$ 11,449.86	\$ (6,970.16)	\$ 15,655.61
Springwater C.A. Development	\$ 39,420.00	\$ 86,396.32	\$ 46,976.32	\$ 62,909.50
Special Projects	\$ 21,221.40	\$ 2,086.19	\$ (19,135.21)	\$ 59,914.19
Contract Services	\$ -	\$ 1,159.91	\$ 1,159.91	\$ -
<b>TOTAL</b>	<b>\$ 79,061.42</b>	<b>\$ 101,092.28</b>	<b>\$ 22,030.86</b>	<b>\$ 138,479.30</b>
<b>CONSERVATION AUTHORITY LANDS</b>				
Springwater Operation & Maint	\$ 563,670.88	\$ 502,775.46	\$ (60,895.42)	\$ 469,668.96
Vehicle & Equipment Pool Exp.	\$ 43,110.00	\$ 20,591.18	\$ (22,518.82)	\$ 32,272.44
Maple Syrup	\$ 54,660.53	\$ 36,964.26	\$ (17,696.27)	\$ 47,944.08
Other C.A. Lands	\$ 42,220.00	\$ 37,409.20	\$ (4,810.80)	\$ 39,209.65
<b>TOTAL</b>	<b>\$ 703,661.41</b>	<b>\$ 597,740.10</b>	<b>\$ (105,921.31)</b>	<b>\$ 589,095.13</b>
<b>APPROPRIATION TO GENERAL RESERVES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>APPROPRIATION TO SPECIAL RESERVES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 1,330,076.10</b>	<b>\$ 1,185,839.26</b>	<b>\$ (144,236.84)</b>	<b>\$ 1,200,415.45</b>



Susan Simmons,  
Financial Services Coordinator

**REPORT FA 59 / 2020 : TO THE FULL AUTHORITY**

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

VENDOR	CHQ #	TOTAL	EXPLANATION
payroll November 7 (30473-30489)			
Barclay Project Management	30490	1,000.00	Visitor Centre Project
Elgin Feeds Ltd.	30491	355.94	campground supplies
Pragmatic	30492	3.39	meeting expenses
Municipality of Central Elgin	30493	1,256.00	Visitor Centre Project
payroll November 21 (30492-30505)			
Hydro One	Cash	28.21	gauge
Hydro One	Cash	5,872.57	campground and administration centre and gauge
CIBC Visa	Cash	9.03	Amazon Prime membership fee
CIBC Visa	Cash	134.04	Amazon - campground supplies
CIBC Visa	Cash	423.75	Visitor Centre Project
CIBC Visa	Cash	523.80	campground supplies
CIBC Visa	Cash	88.14	ELP supplies for MarshQuest
CIBC Visa	Cash	56.50	Ontario Woodlot Association - Annual Membership
Telus Mobility	Cash	293.82	mobile phones
Eastlink	Cash	1,057.13	phone, fax line, internet, and gauges
A&J Baertsoen	30506	100.92	campground supplies
Aylmer Express Limited	30507	440.70	general printing
Canadian Tire	30508	77.91	campground supplies
Dale Equipment Centre	30509	933.21	equipment maintenance (CCCA & ELP)
Eicher, Leroy & Sarah	30510	641.84	campground supplies
Glenbriar Bottled Water Co. Ltd.	30511	11.24	water cooler service
Howey Line Forestry Inc.	30512	8,203.80	firewood for resale
Integrity IT Services	30513	289.29	computer network support
Koolen Electric	30514	460.51	Visitor Centre Project
Langs Contracting	30515	21,985.28	Visitor Centre Project
Purolator Courier	30516	4.53	courier fee
R Safety	30517	351.39	campground supplies (CCCA & ELP)
RMB Communication Systems	30518	1,502.22	Operations Centre Security System
Robbins' Mobile Small Engine Service	30519	67.80	equipment maintenance
Simmons, Susan	30520	177.12	mileage
Waste Connections of Canada Inc.	30521	257.72	campground maintenance
Aylmer Home Hardware	30522	50.82	campground supplies
		<u>\$ 46,658.62</u>	

**RECOMMENDATION:**

THAT, Accounts Paid totalling \$46,658.62 , be approved as presented in Report FA 59/2020.



Susan Simmons,  
Financial Services Coordinator

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**REPORT FA 60 / 2020** : **To the Full Authority**  
**FROM** : Tony Difazio, Resource Planning Coordinator  
**SUBJECT** : Approved Section 28 Regulation Applications  
**DATE** : December 2020

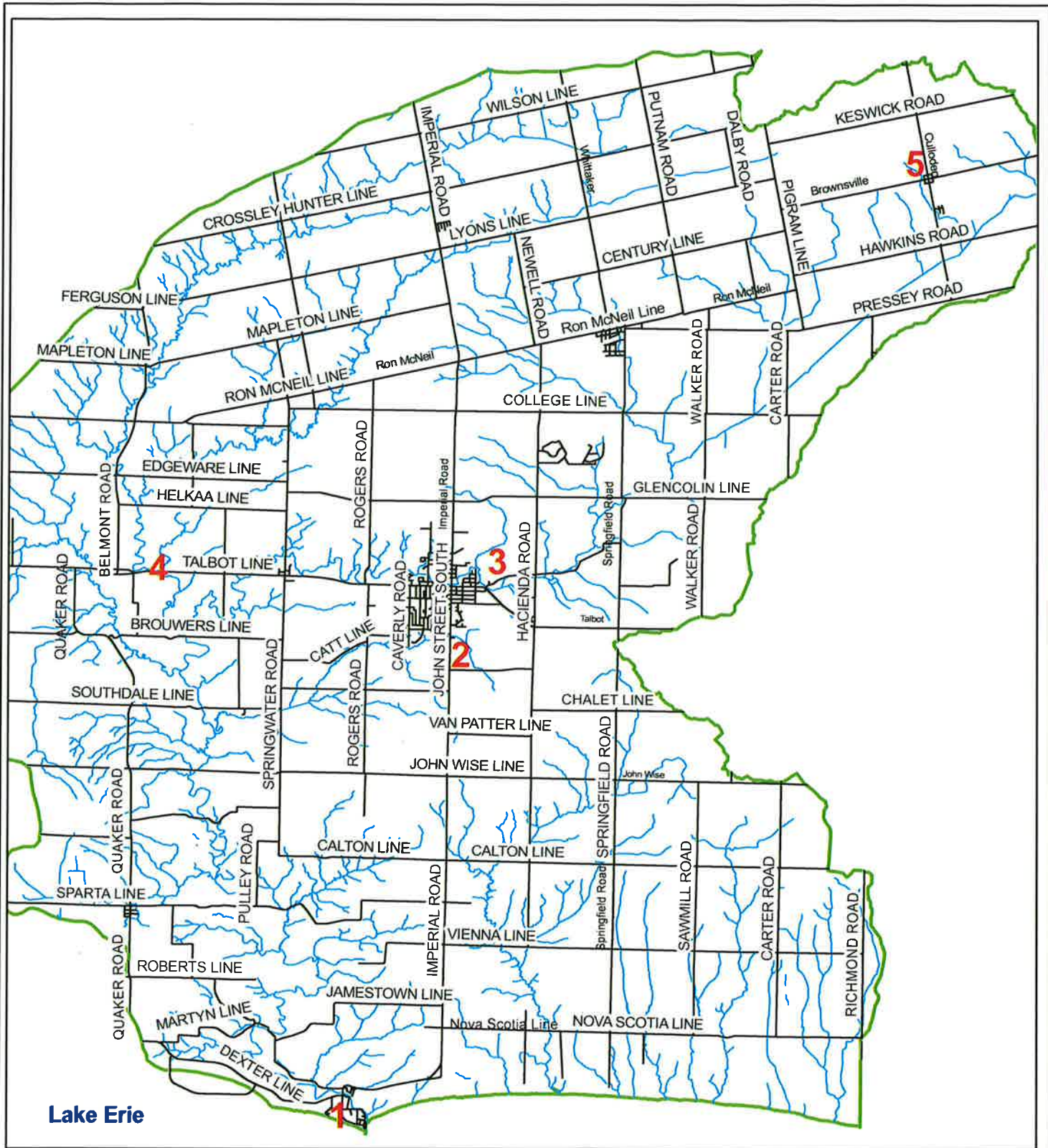
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**PURPOSE:** To outline the 'Development, Interference with Wetlands & Alterations to Watercourses' applications approved by staff from August to December, 2020.

PERMIT NO.	LOCATION	PROPOSAL	DATE ISSUED
<b>FR-04-20</b> (Site 1)	3560 Imperial Road; Village of Port Bruce	* This proposal involves the construction of a 24' X 40' garage within the "flood-fringe" of Catfish Creek in Port Bruce; * Designs/construction addresses CCCA flood proofing requirements;	August 26, 2020
<b>FR-05-20</b> (Site 2)	395 John Street South; Town of Aylmer	* This proposal involves the construction of a new single family dwelling in the "flood-fringe" of Bradley Creek; * Designs/construction addresses CCCA flood proofing requirements;	October 1, 2020
<b>FR-06-20</b> (Site 3)	Dingle Street; Town of Aylmer	* This proposal involves the installation of services for future phases of Cottonwood Hills Subdivision; including the outfall of the stormwater pond, Cottonwood Boulevard culvert crossing and outlet channel to the main branch of Catfish Creek; * Designs prepared by EXP Engineering, dated October 9, 2020;	November 9, 2020
<b>FR-07-20</b> (Site 4)	46040 Talbot Line; Municipality of Central Elgin	* This proposal involves the installation of a 42mm OD plastic gas service under the west branch of Catfish Creek; * Work is being undertaken by Enbridge Gas by directional bore method;	November 18, 2020
<b>FR-08-20</b> (Site 5)	14 Hinks Street; Village of Brownsville	* This proposal involves the installation of a 14mm OD plastic private gas service under the Vincent Drain; * Work is being undertaken by Epcor Natural Gas by directional bore method;	November 18, 2020

**RECOMMENDATION:** THAT, the Full Authority receive the staff approved Section 28 Regulation Applications **Report FA 60 / 2020**, as information.

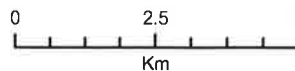
  
 Tony Difazio, Resource Planning Coordinator



## REGULATIONS REPORT MAP

December, 2020

**1** Work Permit Location





## REPORT FA 61/2020: To The Full Authority

**FROM:** Christopher Wilkinson, General Manager / Secretary - Treasurer

**SUBJECT:** Proposed 2021 Meeting Schedule

**DATE:** December 1, 2020

**STRATEGIC ACTION:** Operate a Sustainable and Adaptable Organization

**FINANCIAL IMPLICATIONS:** N/A

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### Purpose:

To present the members with a list of the proposed CCCA 2021 meeting dates.

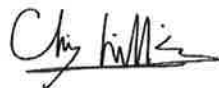
### Discussion:

In order to provide the members with ample notice of upcoming meetings, staff have prepared the following schedule of proposed CCCA meeting dates for 2020.

Personnel/Finance Committee	Thursday, January 28	10:00 a.m.
Annual General Meeting	Thursday, February 18	2:00 p.m.
Full Authority	Thursday, March 11	10:00 a.m.
Full Authority	Thursday, April 8	10:00 a.m.
Full Authority	Thursday, May 13	10:00 a.m.
Land Management Committee	Thursday, May 27	10:00 a.m.
Full Authority	Thursday, June 10	10:00 a.m.
Full Authority	Thursday, August 8	10:00 a.m.
Full Authority	Thursday, September 9	10:00 a.m.
Full Authority	Thursday, October 14	10:00 a.m.
Full Authority	Wednesday, November 10	10:00 a.m.
Land Management Committee	Thursday, November 25	10:00 a.m.
Personnel/Finance Committee	Thursday, November 25	11:00 a.m.
Full Authority	Thursday, December 9	10:00 a.m.

### Recommendation:

THAT, the Full Authority approve the 2021 Meeting Date Schedule as outlined in Report FA 61/2020.



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Christopher Wilkinson  
General Manager / Secretary - Treasurer

**REPORT FA 62 / 2020: To The Full Authority**

**FROM:** Christopher Wilkinson, General Manager / Secretary-Treasurer  
**SUBJECT:** Year-End Motions  
**DATE:** December 1, 2020  
**STRATEGIC ACTION:** Operate a Sustainable and Adaptable Organization  
**FINANCIAL IMPLICATIONS:** N/A

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**PURPOSE:**

To seek approval for the following list of Year-End Motions.

**DISCUSSION:**

The following Motions require ratification prior to the end of the year.

- 1) THAT, the Personnel / Finance Committee be given the power to deal with any matters that may arise prior to the first Full Authority meeting in the year 2021.
- 2) THAT, the Chairperson and the General Manager / Secretary-Treasurer be authorized to discharge Accounts Payable for December, 2020, and January, 2021, or until the next Full Authority meeting is held.

**RECOMMENDATION:**

THAT, the Full Authority approve the list of Year-End Motions contained in Report FA 62 / 2020.



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Christopher Wilkinson  
General Manager / Secretary-Treasurer

**Correspondence: To The Full Authority****FROM:** Christopher Wilkinson, General Manager / Secretary - Treasurer**SUBJECT:** Correspondence Register, November 1 – November 30, 2020**DATE:** November 30, 2020**STRATEGIC ACTION:** Operate a Sustainable and Adaptable Organization**FINANCIAL IMPLICATIONS:** None

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**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:

<b>Date</b>	<b>Type</b>	<b>Agency</b>	<b>Topic</b>
Nov 2	Email	Ministry of Natural Resources & Forestry	Ontario Low Water Confirmed Conditions Update
Nov 2	Email	Great Lakes Observation System	Great Lakes Needs Assessment
Nov 2	Email	Ministry of Natural Resources & Forestry	Updated - Provincial Flood Watch Issued for the lower Great Lakes – Lake Ontario, Lake Erie, Lake St Clair and Lake Huron Shorelines, November 2, 2020 at 10:00 AM
Nov 2	Email	Kettle Creek Conservation Authority	News Release: KCCA extends the Shoreline Conditions Statement—Flood Outlook for the Lake Erie Shoreline
Nov 2	Email	Conservation Ontario	Review Requested: CO Comments on the Proposal to Require Municipal Support for Bottled Water Takings
Nov 3	Email	Conservation Ontario	Ontario Cover Crop Action Plan - Implementation and Steering Team meeting
Nov 3	Email and CCCA Reply	Ministry of the Environment, Conservation and Parks	PWQMN - planning for winter sampling
Nov 4	Email	Conservation Ontario	CO Federal 2021 Pre-budget submission
Nov 5	Email	Hydro One	Hydro One Vegetation Maintenance Program - Project 10051
Nov 5	Email	Conservation Ontario	Provincial Fall Budget and Changes to the Conservation Authorities Act
Nov 5	Email	Minister of the Environment,	Updating the Conservation Authorities Act

<b>Date</b>	<b>Type</b>	<b>Agency</b>	<b>Topic</b>
		Conservation and Parks	
Nov 6	Email	Ministry of Natural Resources & Forestry	Ontario Low Water products for the Month Ending Oct 31, 2020
Nov 6	Email	Conservation Ontario	CO Preliminary review of Proposed Amendments to the CAA and Planning Act - Bill 229
Nov 6	Email	Ministry of Natural Resources & Forestry	MNRF WECI Program - In-Year Funding Reallocation
Nov 10	Email	Conservation Ontario	Conservation Ontario's Comments on the Proposed Project List for Comprehensive Environmental Assessments
Nov 10	Email	Conservation Ontario	TIME SENSITIVE NDMP Intake 6 now open -INFO Webinar and Deadline Dec 1st.
Nov 11	Email	Smart City Water Inc.	New VO-SWMM is Live
Nov 11	Email	University of Guelph	Master of Conservation Leadership
Nov 11	Email	Ministry of Natural Resources & Forestry	Updated Provincial Flood Watch for Lakes Erie, and Superior and Shoreline Conditions Statement for Lake Huron Issued on November 11th, 2020 at 8:30 a.m.
Nov 11	Email	Conservation Ontario	Comments Requested: Regulatory Proposals under the Endangered Species Act (Enabling the Species At Risk Conservation Fund & Additional Streamlining for Authorizations)
Nov 12	Email	Conservation Ontario	General Managers' Meeting
Nov 13	Email	The Aylmer-Malahide Museum & Archives	November December Newsletter
Nov 13	Email	Conservation Ontario	Invitation for Nature-Based Insurance Solutions Webinar -November 20th
Nov 14	Email	Central Elgin	COVID Infrastructure Resilience Grant - Central Elgin Allocation
Nov 14	Email	Kettle Creek Conservation Authority	News Release: Wind Warning in the forecast—KCCA upgrades to a Flood Watch for the Lake Erie Shoreline
Nov 18	Email	Conservation Ontario	New CAO for Lake Simcoe Region Conservation Authority
Nov 18	Email	Upper Thames River Conservation Authority	Contact updates
Nov 20	Email	Conservation Ontario	Bill 229, Schedule 6 Conservation Authorities Act: Governance and Risk Management



<b>Date</b>	<b>Type</b>	<b>Agency</b>	<b>Topic</b>
Nov 20	Email	Ministry of Natural Resources & Forestry	Surface Water Monitoring Centre - Flood Forecasting weather product fall/winter update
Nov 23	Email	Forest City Film Festival	Interview time slots for November 28 <sup>th</sup> – CCCA Green Stage
Nov 25	Email	Long Point Region Conservation Authority	AGENDA: Lake Erie Region Municipal Implementation Working Group - November 25, 2020
Nov 25	Email	Conservation Ontario	Reminder: Comments Requested: Regulatory Proposals under the Endangered Species Act (Enabling the Species At Risk Conservation Fund & Additional
Nov 26	Email	Ministry of Natural Resources and Forestry	Ontario Low Water Current Confirmed Conditions - UPDATE
Nov 27	Email	Ministry of Heritage, Sport, Tourism and Culture Industries	UPDATE: June Callwood Outstanding Achievement Award
Nov 30	Email	Hydro One	Tree Trimming and removal as well as brush removal for hydro lines around the Aylmer Area.
Nov 30	Email	Upper Thames River Conservation Authority	UTRCA Flood Warning & Emergency Planning Meeting and Flood Contingency Plan Distribution
Nov 30	Email	Surface Water Monitoring Centre of the Ministry of Natural Resources and Forestry	Provincial Flood Watch Issued for Georgian Bay, Lake Huron, St. Clair and Erie on November 30, 2020 at 1:00 p.m.




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Christopher Wilkinson  
General Manager / Secretary - Treasurer



The Corporation of the Municipality of  
**Central Elgin**

450 Sunset Drive, 1st Floor, St. Thomas, Ontario N5R 5V1 P: 519.631.4860 F: 519.631.4036

VIA Email

November 30, 2020

Christopher Wilkinson  
General Manager / Secretary-Treasurer  
Catfish Creek Conservation Authority  
8079 Springwater Road,  
Aylmer, Ontario, N5H 2R4

Dear Mr. Wilkinson:

Bill 229, Schedule 6

I am writing to advise that the members of Council are supportive of the motion passed by the Board of Directors of the Catfish Creek Conservation Authority on November 26, 2020 respecting Schedule 6 of Bill 229, the *Protect, Support and Recover from COVID-19 Act*.

Sincerely,

Donald N. Leitch,  
Chief Administrative Officer.

