

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 on **Thursday, May 13th, 2021 at 10 a.m.**

The meeting will be conducted Via Zoom. An invite will be e-mailed to attendees. Public will have access to view on YouTube

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 #03/2021 (April 8, 2021). 3 - 7
 - b) Health and Safety Committee #03/2021 - #05/2021..... 8 - 12
 - c) Interview Committee #01/2021 and #02/2021..... 13 - 14
- 6) Business Arising from Minutes
- 7) Public / Special Delegations:
- 8) Reports
 - a) Report FA 15/2021 - Monthly Staff Reports. 15 - 16
(Tony DiFazio, Peter Dragunas, Dusty Underhill)
 - b) Report FA 16/2021 - April Summary of Revenue & Expenditures..... 17 - 18
(Susan Simmons)
 - c) Report FA 17/2021 - Accounts Paid 19 - 20
(Susan Simmons)
 - d) Report FA 18/2021 - Section 28 Permits. 21 - 22
(Tony DiFazio)
 - e) Report FA 19/2021 - Plan Review Report..... 23 - 25
(Tony DiFazio)

- f) Report FA 20/2021 - Governance Accountability and Transparency Initiative..... 26 - 27
(Christopher Wilkinson)
- g) Report FA 21/2021 - Land Acknowledgement. 28
(Christopher Wilkinson)
- h) Report FA 22/2021 - Federal Budget 2021..... 29 - 32
(Christopher Wilkinson)
- i) Report FA 23/2021 - Provincial Offences Officer Appointment. 33 - 34
(Christopher Wilkinson)
- j) Report FA 24/2021 - Seasonal Hiring. 35
(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) Copied:
 - A letter from Conservation Ontario to the Minister of Environment, Conservation and Parks sent April 22, 2021 re. Conservation Ontario's Governance and Accountability Transparency Initiative.
 - A letter from CCCA to ALUS Elgin sent April 23, 2021 re. Letter of Support - Dave Reid Award.
 - A letter from the Ministry of Environment, Conservation and Parks sent April 23, 2021 re. Board members appointments by the participating municipalities.
 - b) Not Copied:
 - Correspondence Register for April, 2021.
- 14) Closed Session
- 15) Next Meeting / Termination

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

Thursday, April 8, 2021

Meeting #03/2021

The Full Authority Meeting #03/2021 of the Catfish Creek Conservation Authority was conducted virtually and streamed live to YouTube.

PRESENT:

Rick Cerna	Chairperson	Township of Malahide
Lori Baldwin-Sands	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

The following staff members were also present on the call electronically:

STAFF:

Christopher Wilkinson	General Manager / Secretary-Treasurer
Susan Simmons	Financial Services Coordinator
Kelsey Oatman	Program Support Assistant
Emily Febrey	Community Outreach Technician
Tony Difazio	Resource Planning Coordinator
Peter Dragunas	Water Management Technician

OTHER:

Alison Varga	Hamilton Ward & Cathers Insurance Service
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WELCOME / CALL TO ORDER:

Chairperson Cerna welcomed everyone and called the meeting to order at (10:06 a.m.).

ADOPTION OF AGENDA:

Vice-Chairperson Baldwin-Sands requested the addition of a personnel matter to be added to Closed Session.

<u>Motion # 29/2021</u>	A. Oslach	S. Martyn	CARRIED
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THAT, the Agenda for the April 8th, 2021, Full Authority meeting be adopted as amended.

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:

Board members, staff, guests and members of the public are advised that the Full Authority Board/Committee meeting is being video/audio recorded, and will be posted to the Authority's YouTube.

ADOPTION OF MINUTES:

Motion # 30/2021 P. Buchner A. Oslach CARRIED

THAT, the Minutes of Special Meeting SM# 01/2021 (February 23, 2021), be accepted as circulated.

Motion # 31/2021 L. Baldwin-Sands S. Martyn CARRIED

THAT, the Minutes of Annual General Meeting (March 11, 2021), be accepted as circulated.

Motion # 32/2021 A. Oslach P. Buchner CARRIED

THAT, the Minutes of Full Authority Meeting #02/2021 (March 11, 2021), be accepted as circulated.

BUSINESS ARISING FROM MINUTES:

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

PUBLIC / SPECIAL DELEGATIONS:

a) Alison Varga – Hamilton Ward & Cathers Insurance Service:

Alison Varga from Hamilton Ward, and Cathers Insurance attended the meeting to answer any questions the Board of Directors had regarding the CCCA insurance renewal. Ms. Varga went over the changes to the Authority policy by discussing that the COVID-19 pandemic was the reason for the majority of the increases. She concluded by thanking the Board for having her. Chairperson Cerna thanked her for attending.

REPORTS:

Report FA 08/2021 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 33/2021 S. Martyn P. Buchner CARRIED

THAT, Staff Reports for the month of March, 2021, be noted and filed.

Report FA 09/2021 – March Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 34/2021 P. Buchner A. Oslach CARRIED

THAT, Report FA 09/2021, be noted and filed.

Report FA 10/2021 – Accounts Paid, was presented, discussed, and resolved.

Motion # 35/2021 A. Oslach P. Buchner CARRIED

THAT, Accounts Paid totaling \$36,331.03, be approved as presented in Report FA 10/2021.

Report FA 11/2021 – June Callwood Award, was presented, discussed, and resolved.

Motion # 36/2021 L. Baldwin-Sands S. Martyn CARRIED

THAT, the Full Authority receive Report FA 11/2021 for information.

Report FA 12/2021 – 2020–2021 Flood Season, was presented, discussed, and resolved.

Motion # 37/2021 P. Buchner A. Oslach CARRIED

THAT, the Full Authority receive Report FA 12/2021 for information.

Ms. Varga joined the meeting at (10:30 a.m.).

Report FA 13/2021 – 2021–2022 General Insurance Program Renewal, was presented, discussed, and resolved.

Motion # 38/2021 P. Buchner A. Oslach CARRIED

THAT, the Full Authority approve the Catfish Creek Conservation Authority renewal of its 2021 – 2022 insurance coverage with the Frank Cowan Company Limited through Hamilton Ward & Cathers Insurance Service Limited at a total cost of \$50,014.00, plus applicable taxes.

Ms. Varga left the meeting at (10:50 a.m.).

Report FA 14/2021 – Updates to the Conservation Authorities Act, was presented, discussed, and resolved.

Motion # 39/2021 L. Baldwin-Sands P. Buchner CARRIED

THAT, the Full Authority receive Report FA 14/2021 for information.

GENERAL MANAGER / SECRETARY-TREASURER'S REPORT:

a) Lake Erie Source Protection Region Management Committee

The General Manager/Secretary-Treasurer provided members with an update regarding the Lake Erie Source Protection Region Management Committee meeting held on February 22, 2021. The Project Manager presented a financial update which retains the .025 FTE for the General Manager. The Project Manager also presented a summary report which indicated the CCCA source protection plan is expected to undergo s.36 updates within the year.

b) Conservation Ontario Initiatives

The General Manager/Secretary-Treasurer provided members with an update regarding several Conservation Ontario initiatives such as:

- Streamlining Initiative - CO requested the non high growth CAs now participate voluntarily. CCCA has been participating voluntarily to ensure permits and inquiries are dealt with under the recommended timelines.
- Land Owner Complaints - Conservation Ontario noted that several landowners have gone directly to the Minister for permits. If this happens in CCCA, staff will be proactive and let MECP and MMAH know our side of the story through a formal briefing note.
- Frontline Workers and Vaccines - Conservation Ontario noted that dam operators are eligible as part of Phase 2 of the vaccine roll out plan
- Level 1 Provincial Offences Officer Training - Conservation Ontario organized Level 1 Provincial Offences Officer Training. The General Manager/Secretary-Treasurer advised members that one CCCA staff attended the training and will brought forward for certification by the Board at a later date.
- CO Annual General Meeting - Conservation Ontario advised the AGM will be held virtually on April 12th. The meeting will see the Election of CO Board and provide further updates on changes to the Conservation Authorities Act.

c) New Meeting Date for Land Management Committee Meeting

The General Manager/Secretary-Treasurer advised members that a poll will be sent out for a new date for the Land Management Committee meeting.

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

None

NOTICE OF MOTIONS / NEW BUSINESS:

Vice-Chairperson Baldwin-Sands let staff and members know that the City of St. Thomas Library was offering a free unconscious bias training seminar on June 14, 2021. She stated she had previously taken it and found it very insightful and encouraged everyone to attend.

Vice-Chairperson Baldwin-Sands also informed staff and members that the City of St. Thomas was going to start each meeting with a Land Declaration and enquired if the CCCA should do the same. The General Manager / Secretary-Treasurer stated he would present a report on the matter at the next Full Authority Meeting.

CORRESPONDENCE:

a) Copied:

- A letter from Minister Yurek to CCCA received March 8, 2021 re. Exception from Section 17 of the Conservation Authorities Act
- A letter from CCCA Chairperson to Minister Yurek sent March 12, 2021 re. Exception from Section 17 of the Conservation Authorities Act
- A letter from Central Elgin to CCCA received March 22, 2021 re. Support for Canadian Parks and Recreation Youth Experience Program

- A letter from CCCA to Minister Yurek sent March 24, 2021 re. Compliance with Section 14(2.2) and 14(2.3) of the Conservation Authorities Act
- An email received from MNRF on May 25, 2021 re. No funding for the optional 2021 Low Water Response Program

b) Not Copied:

- Correspondence Registers for March, 2021.

<u>Motion # 40/2021</u>	A. Oslach	L. Baldwin-Sands	CARRIED
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THAT, the Copied Correspondence and the Correspondence Registers for March, 2021, be noted and filed.

Member Martyn left the meeting at (11:00 a.m.).

CLOSED SESSION:

<u>Motion # 41/2021</u>	L. Baldwin-Sands	P. Buchner	CARRIED
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THAT, the Full Authority adjourn to Closed Session at (11:04 a.m.).

<u>Motion # 42/2021</u>	L. Baldwin-Sands	P. Buchner	CARRIED
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THAT, the Full Authority rise from Closed Session with report at (11:37 a.m.).

<u>Motion # 43/2021</u>	P. Buchner	A. Oslach	CARRIED
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THAT, the Minutes from the Closed Session (December 10, 2020), be accepted as circulated.

<u>Motion # 44/2021</u>	P. Buchner	A. Oslach	CARRIED
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THAT, the Full Authority approve the Benefits program through Sun Life for 2021.

<u>Motion # 45/2021</u>	L. Baldwin-Sands	P. Buchner	CARRIED
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THAT, the Full Authority receive the verbal report from Member Baldwin-Sands for information.

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, May 13, 2021, commencing at 10:00 a.m.

<u>Motion # 46/2021</u>	P. Buchner	A. Oslach	CARRIED
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THAT, the Full Authority be terminated at (11:45 a.m.).

General Manager / Secretary – Treasurer

Authority Chairperson

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

Thursday, April 1, 2021

Meeting #HS 03/2021

PRESENT:

Dusty Underhill
Austin Verbeek
Christopher Wilkinson

Employee Representative (Chairperson)
Employee Representative (Secretary)
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 (3:30p.m.).

ADOPTION OF AGENDA:

The Committee reviewed and approved the Minutes from the February 25, 2021 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

Updated CCCA COVID-19 Facility Protocol/Safety Plan Version 6, available for viewing on Sharepoint and Health and Safety Boards.

NEW BUSINESS:

NEW BUSINESS:

1) New Committee Member

- a) The General Manager sent out an email to announce the vacancy and Austin Verbeek indicated he was interested in filling the position. Austin has agreed to assume the role of committee Secretary.

2) Covid-19 Provincial update

- a) The health and safety committee reviewed the current provincial announcement and determined the current version of the Covid-19 Facility Protocol / Safety Plan meets the safety requirements and Rules for Businesses of the Shutdown category. a. The General Manager advised the screening process is working well with compliance by all staff filling out the daily forms.
- b) Cleaning is occurring weekly in the office and shop which exceeds the committees recommended minimum of every 2 weeks.

- c) c. As the Shutdown allows only going out for essential reasons such as work, volunteers will be asked to not attend the office until a move out of Shutdown.
- d) For staff with school aged children and due to the school screening requirements, the General Manager advised that accommodation will be provided to those required to work from home.
- e) Austin agreed to take over Tony Difazio's roll of Workplace safety inspections
- f) Investigate the cost and availability for either Austin or Dusty attend training of JHSC 1 and 2
- g) General Manager will communicate Covid response for business in email to staff,

ADJOURNMENT:

There being no further business to be discussed, the meeting was terminated at 3:45 p.m.



Austin Verbeek, Employee Representative



Dusty Underhill, Employee Representative



Cristopher Wilkinson, Management Representative

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

Thursday, April 19, 2021

Meeting #HS 04/2021

PRESENT:

Dusty Underhill
Austin Verbeek
Christopher Wilkinson

Employee Representative (Chairperson)
Employee Representative (Secretary)
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 (8:16am.).

ADOPTION OF AGENDA:

The Committee reviewed and approved the Minutes from the February 25, 2021 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

Training for JHSC 1 and 2 for Austin or Dusty in September of 2021

Updated CCCA COVID-19 Facility Protocol/Safety Plan Version 6, available for viewing on Sharepoint and Health and Safety Boards.

NEW BUSINESS:

1) Covid-19 Provincial update

- a) The health and safety committee reviewed the current provincial announcement and determined the current version of the Covid-19 Facility Protocol / Safety Plan meets the safety requirements and Rules for Businesses of the Shutdown category. However, the committee determined there was a gap that needed filling regarding curb side pickup for tree orders.
- b) Current Camping Contract insicates that the Campground will be able to open for Seasonal Campers on Mother's Day Weekend. There are no restrictions for those with seasonal contracts, although limited to inspection and preparation for the season until campground opens.

2) Tree Pick Up


- a) Curbside pickup for trees will follow Covid Guidelines for stores.
- b) Pickup will only be within times allowed by regulations.

- c) One dedicated staff with a table outside of the shop for handing over pickup of curbside trees.
- d) Pickup scheduled for 15 minutes intervals.
- e) The dedicated staff handing over the trees for curbside pickup will wear a mask for the duration of the transaction.
- f) General Manager to update safety plan with standard operating procedure for curbside pickup.

ADJOURNMENT:

There being no further business to be discussed, the meeting was terminated at 8:27a.m.


Austin Verbeek, Employee Representative


Dusty Underhill, Employee Representative


Christopher Wilkinson, Management Representative

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

Tuesday, April 27, 2021

Meeting #HS 05/2021

PRESENT:

Dusty Underhill
Austin Verbeek
Christopher Wilkinson

Employee Representative (Chairperson)
Employee Representative (Secretary)
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 (8:50 am.).

ADOPTION OF AGENDA:

The Committee reviewed and approved the Minutes as amended from the April 17, 2021 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

None

NEW BUSINESS:

1) Standard Operating Protocol for CCCA tree planting machine

The committee met to discuss a Standard Operating Protocol (SOP) for CCCA's tree planting machine. The following procedure was developed:


- One (1) staff member on the planter only. An exception will be made for two (2) staff from the same household.
- Masks will be worn by Planters while on planter or while loading tree bins from the tractor bucket or back of truck unless it becomes too physically exerting to do so. The committee recognized the mask exemption for physical activity.
- Only the planters will load trees into the planter buckets. Planters will be required to get off the machine to load trees.
- The tractor driver does not need a mask as the driver will be 12 feet away at all times. The driver will no assist planters to load trees onto planter.
- All staff assisting will remain six (6) feet away from staff at all times, unless there are two (2) from the same household.

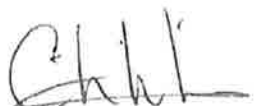
The General Manager / Secretary Treasurer agreed to update the Facility Protocol / Safety Plan with the new Tree Planter SOP to Version 6.2, and post both on Sharepoint and the Health & Safety Boards.

ADJOURNMENT:

There being no further business to be discussed, the meeting was terminated at 9:04 a.m.


Austin Verbeek, Employee Representative


Dusty Underhill, Employee Representative


Christopher Wilkinson, Management Representative

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

Tuesday, April 27th, 2021

Meeting # IC 01/2021

PRESENT:

Paul Buchner Committee Member Township of South-West Oxford

STAFF:

Susan Simmons Financial Services Coordinator
Kelsey Oatman Program Support Assistant

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

Disclosure Of Pecuniary Interest:

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

The purpose of the meeting was to interview applicants for the position of Gate Attendant which was advertised in The Aylmer Express newspaper on April 7th and 14th, 2021, as well as on Indeed and the CCCA social media platforms.

Seven (7) Gate Attendant positions are required for the 2021 camping season. A total of ten (10) candidates were contacted to be interviewed for the five (5) remaining Gate Attendant positions.

At the conclusion of the interview process, the Interview Committee selected the following individuals for the Gate Attendant Team.

Returning Staff: Leah Moore, Kayla Froese

New Staff: Mya Talan, Tara Giesbrecht, Charlotte Johnston, Téa Bastiaansen

Alternates: Nicole Micallef (new), Alison Giesbrecht (new), Shelby Laidlaw (new)

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

Paul Buchner
Committee Member

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

Thursday, April 29th, 2021

Meeting # IC 02/2021

PRESENT:

Arthur Oslach	Committee Member	Town of Aylmer
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STAFF:

Dusty Underhill	Conservation Lands Supervisor
Gerrit Kremers	Field Technician
Austin Verbeek	Field Technician

The meeting was called to order at 10:20 a.m.

Disclosure Of Pecuniary Interest:

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

The purpose of the meeting was to interview applicants for the position of Park Technician which was advertised in The Aylmer Express newspaper on April 7th and 14th, 2021, as well as on Indeed and the CCCA social media platforms.

Four (4) Field Technician positions are required for the start of the 2021 camping season. An additional two (2) Field Technician positions may become available with a successful grant application. A total of 2 (2) candidates were contacted to be interviewed for the two (2) remaining Field Technician positions.

At the conclusion of the interview process, the Interview Committee selected the following individuals for the Park Technician Team.

Returning Staff: Robyn Whitley, Noah Pineau, Kolton Levesque
New Staff: Joshua Smith, Caleb Giesbrecht
Alternates: Alex White (returning)

The meeting was adjourned at 11:05 a.m.

Arthur Oslach
Committee Member

REPORT FA 15 / 2021: To The Full Authority

FROM: Resource Planning Coordinator
Conservation Areas Supervisor Water Management Technician

SUBJECT: Monthly Staff Reports

DATE: April 30, 2021

Resource Planning Coordinator, Tony Difazio

Current Activities:

- Assisted CCCA staff with 2021 prescribed burn of established tall grass prairie habitat on Authority properties;
- Assisted with 2021 delivery of the tree planting program;
- Assisted with the site preparation and planting of a small tall grass prairie area at the YNHA; and,
- Monitoring of commercial tree harvest at the Johnson Tract.

Upcoming Activities:

- Finalize planning and obtaining funding assistance for 2021 private land stewardship initiatives in watershed;
- Planning for the 2021 Catfish Creek Restoration project at the Archie Coulter Conservation Area; 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:

- Forests Ontario 50 Million Tree Program and CCCA Greening Communities administration;
- Completed the 2021 Malahide Roadside Tree Planting Program;
- Update, manage, and consolidate the CCCA tree planting landowner tree order database;
- Continue monitoring Lake Erie shoreline Flood Outlook, Storm Surge Watch and Warning watershed condition assessments;
- Continued with assessments and evaluation of Lake Erie shoreline storm surge and wave uprush literature;
- Reviewed the Elgin County Shoreline Management Plan for Lake Erie storm surge thresholds;
- Preliminary design and validation assessment a North Shore Lake Erie Storm Surge/Wave Uprush Flood Forecasting Tool;
- Completed the worksheet component of the Draft Lake Erie Storm Surge Wave Uprush Worksheet;
- Housekeeping of the riverine flood numeric interpolator to trim excess unnecessary procedures;
- Validation of the Riverine Flood Forecast Toolkit using historical Sparta Gauge data; and,
- Preliminary design of a prorated flood warning check list to assist with potential riverine flood assessments.

Upcoming Activities:

- Continue coordinating the erosion and unstable slope mapping for the watershed;
- Continue monitoring Lake Erie shoreline storm surge and wave uprush;
- CCCA 2021 Tree Planting Program; and,
- Lake Erie shoreline storm surge and wave uprush literature reviews as required to assist with flood tool designs.

Conservation Areas Supervisor, Dusty Underhill

- Conducted seasonal staff interviews on April 29, 2021;
- Completed the refresher course through Walkerton Clean Water Centre of Small Drinking Water Operators;
- Prepared the Springwater Conservation Area for opening on May 7th, 2021;
- Met with Path of Honor to discuss the 2021 season at the Ontario Police College;
- Coordinated the installation of new radios in the new truck and new Visitor Center;
- Coordinated some final installations for the new Springwater Visitor Centre;
- Assisted CCCA staff with 2021 prescribed burn of established tall grass prairie habitat on Authority properties;
- Completed spraying of invasive species for the Town of Aylmer;
- Completed site preparation west of the Sugar Shanty for the new pavilion;
- Arranged the delivery of Memorial Trees to fulfill all outstanding tree orders;
- Completed tree removal and post installation in the new 22 sites in the Arboretum;
- Marked out the property line at Bromley Tract and installed signage;
- Coordinated living fence installation at the Springwater Conservation Area;
- Completed a study permit for permissions for Bird Studies Canada to continue their work at Authority-owned properties; and,
- Seasonal camper/ staff administration;


Upcoming Activities:

- Seasonal camper administration/ enforcement;
- Seasonal staff scheduling and training;
- Spraying program for community partners and CA owned lands; and,
- Job Creation Partnership Interviews for one (1) position.

Recommendation:

That, Staff Reports for the month of April, 2021, be noted and filed.


Tony Difazio
Resource Planning Coordinator


Peter Dragunas
Water Management Technician


Dusty Underhill
Conservation Areas Supervisor

REPORT FA 16 / 2021 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: April Summary of Revenue & Expenditures
DATE: April 30, 2021

SUMMARY OF REVENUE
for the period ending April 30, 2021

	2021 Budget	2021 To Date	Difference	2020 To Date
MNRF Provincial Grants	\$ 41,215.00	\$ -	\$ (41,215.00)	\$ -
Other Provincial Grants	\$ 16,684.87	\$ 66,869.18	\$ 50,184.31	\$ 4,559.96
Federal Grants	\$ 14,107.30	\$ -	\$ (14,107.30)	\$ 6,860.23
International Grants	\$ 3,928.23	\$ -	\$ (3,928.23)	\$ -
General Levy	\$ 354,687.09	\$ 167,116.02	\$ (187,571.07)	\$ 95,381.82
Special Benefiting Levy	\$ 36,218.65	\$ 5,250.00	\$ (30,968.65)	\$ -
Employment Program Grants	\$ 50,377.80	\$ 38,128.94	\$ (12,248.86)	\$ 5,579.24
Donations/Sponsorships	\$ 28,775.00	\$ 65,752.25	\$ 36,977.25	\$ 30,701.61
Conservation Areas Revenue	\$ 583,276.89	\$ 153,440.66	\$ (429,836.23)	\$ 108,294.18
Maple Syrup Revenue	\$ 8,637.50	\$ 3,751.88	\$ (4,885.62)	\$ 16,476.81
Bank Interest Earned	\$ 3,000.00	\$ -	\$ (3,000.00)	\$ 1,043.29
Information & Education	\$ 4,580.00	\$ -	\$ (4,580.00)	\$ 846.00
Legal Inquiries/Permit Applications	\$ 3,000.00	\$ 2,354.00	\$ (646.00)	\$ 292.05
Trees/Planting/Spraying	\$ 2,750.00	\$ -	\$ (2,750.00)	\$ 1,421.00
Woodlot Management	\$ 700.00	\$ -	\$ (700.00)	\$ -
Watershed Stewardship	\$ -	\$ 1,625.00	\$ 1,625.00	\$ -
Revenue from Other C.A. Lands	\$ 41,567.50	\$ 52,693.28	\$ 11,125.78	\$ 16,803.19
Other Revenue	\$ 500.00	\$ -	\$ (500.00)	\$ -
Contract Services	\$ 1,500.00	\$ -	\$ (1,500.00)	\$ -
Vehicle & Equipment Rental Recoveries	\$ 39,988.89	\$ 5,750.68	\$ (34,238.21)	\$ 6,325.61
Previous Year Surplus (Deficit)	\$ 593.59	\$ 593.59	\$ -	\$ 1,028.80
Deferred Revenue	\$ 349,253.00	\$ -	\$ (349,253.00)	\$ -
Income Appropriation from Special Reserves	\$ 31,579.17	\$ -	\$ (31,579.17)	\$ -
Income Appropriation from General Reserves	\$ 96,543.35	\$ -	\$ (96,543.35)	\$ -
	\$ 1,713,463.83	\$ 563,325.48	\$ (1,150,138.35)	\$ 295,613.79

DONATIONS/SPONSORSHIPS	2020 Budget	Received To Date	Difference
Fish Stocking	\$ 1,000.00	\$ -	\$ (1,000.00)
Annual Report	\$ 875.00	\$ 450.00	\$ (425.00)
Environmental Education	\$ 4,000.00	\$ 160.00	\$ (3,840.00)
EESS ELP Sponsorships	\$ 4,600.00	\$ -	\$ (4,600.00)
Community Forest	\$ 300.00	\$ 240.00	\$ (60.00)
Maple Syrup Program	\$ 3,500.00	\$ 800.00	\$ (2,700.00)
Springwater Forest Trails	\$ 10,000.00	\$ 6,631.20	\$ (3,368.80)
Archie Coulter C.A. Trails	\$ 1,000.00	\$ 1,028.50	\$ 28.50
YNHA	\$ 1,000.00	\$ 792.55	\$ (207.45)
Springwater C.A. Visitor Centre	\$ -	\$ 1,150.00	\$ 1,150.00
Springwater C.A. Development	\$ 1,000.00	\$ 50,000.00	\$ 49,000.00
Ontario Police College Path of Honour	\$ 1,500.00	\$ 4,500.00	\$ 3,000.00
TOTAL Donations/Sponsorships	\$ 28,775.00	\$ 65,752.25	\$ 36,977.25

SUMMARY OF EXPENDITURES

for the period ending April 30, 2021

	2021 Budget	2021 To Date	Difference	2020 To Date
ADMINISTRATION				
A-1 Wages & Benefits	\$ 84,571.91	\$ 29,344.12	\$ 55,227.79	\$ 36,911.57
A-2 Travel Exp. & Allow.	\$ 7,400.00	\$ 339.69	\$ 7,060.31	\$ 403.87
A-3 Equip. Purchase & Rental	\$ 3,151.40	\$ 806.44	\$ 2,344.96	\$ 3,027.56
A-4 Materials & Supplies	\$ 4,250.00	\$ 311.11	\$ 3,938.89	\$ 1,365.68
A-5 Rent & Utilities	\$ 3,330.00	\$ 777.06	\$ 2,552.94	\$ 1,014.60
A-6 General Expenses	\$ 38,492.11	\$ 19,846.09	\$ 18,646.02	\$ 24,898.96
TOTAL	\$ 141,195.42	\$ 51,424.51	\$ 89,770.91	\$ 67,622.24
FLOOD FORECASTING & WARNING				
F4-2 Flood Control Structures	\$ 14,136.13	\$ 3,728.75	\$ 10,407.38	\$ 6,361.11
F4-4 Flood Forecasting & Warning	\$ 206,711.66	\$ 67,985.97	\$ 138,725.69	\$ 70,733.67
F4-5 Ice Management	\$ 30,468.65	\$ 20,158.43	\$ 10,310.22	\$ 21,125.02
F4-6 Plan Input	\$ 46,769.00	\$ 15,535.47	\$ 31,233.53	\$ 15,096.39
F4-71 Watershed Planning	\$ 5,904.03	\$ 1,980.53	\$ 3,923.50	\$ 1,991.23
F4-72 Technical Studies (GIS)	\$ 15,042.70	\$ 5,458.29	\$ 9,584.41	\$ 5,095.97
F4-8 Legal Costs	\$ -	\$ 175.50	\$ (175.50)	\$ 351.07
TOTAL	\$ 319,032.17	\$ 115,022.94	\$ 204,009.23	\$ 120,754.46
OTHER PROGRAM AREAS				
B-1 Information & Education	\$ 44,914.85	\$ 15,881.05	\$ 29,033.80	\$ 7,609.87
E-1 Extension Services - Tree Planting	\$ 17,276.71	\$ 5,120.60	\$ 12,156.11	\$ 4,316.85
E-1 Extension Services - Woodlot Management	\$ 2,852.01	\$ 990.29	\$ 1,861.72	\$ 985.61
E-1 Extension Services - Watershed Stewardship	\$ 14,507.30	\$ 8,482.04	\$ 6,025.26	\$ -
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ -
Water Management Programs	\$ 15,660.32	\$ 2,227.24	\$ 13,433.08	\$ 3,318.14
Community Forest	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 95,211.19	\$ 32,701.22	\$ 62,509.97	\$ 16,230.47
CAPITAL & SPECIAL PROJECTS				
Springwater C.A. Development	\$ 381,000.00	\$ 77,755.26	\$ 303,244.74	\$ 10,420.00
Contract Services	\$ -	\$ -	\$ -	\$ 1,190.31
Special Projects	\$ 25,744.83	\$ 11,646.46	\$ 14,098.37	\$ 214.14
TOTAL	\$ 406,744.83	\$ 89,401.72	\$ 317,343.11	\$ 11,824.45
CONSERVATION AUTHORITY LANDS				
Springwater Operation & Maint	\$ 605,181.33	\$ 106,383.68	\$ 498,797.65	\$ 97,664.52
Vehicle & Equipment Pool Exp.	\$ 78,393.89	\$ 41,639.02	\$ 36,754.87	\$ 12,194.39
Maple Syrup	\$ 12,137.50	\$ 11,755.17	\$ 382.33	\$ 36,386.41
Other C.A. Lands	\$ 55,567.50	\$ 10,273.31	\$ 45,294.19	\$ 19,227.36
TOTAL	\$ 751,280.22	\$ 170,051.18	\$ 581,229.04	\$ 165,472.68
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,713,463.83	\$ 458,601.57	\$ 1,254,862.26	\$ 381,904.30

Susan Simmons

Susan Simmons,
Financial Services Coordinator

REPORT FA 17 / 2021 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: April 30, 2021

VENDOR	CHQ #	TOTAL	EXPLANATION
payroll March 27 (30698-30708)			
Hydro One	online	\$ 163.88	schoolhouse & day use area
Bell Canada	online	88.04	gauge
CIBC Visa	online	\$59.89	Meeting Expenses - Zoom
CIBC Visa	online	\$31.63	Adobe Illustrator
CIBC Visa	online	\$67.47	campground supplies
CIBC Visa	online	-\$7.95	Prime Membership Fee (switch to Business account)
CIBC Visa	online	\$606.73	TD Environmental Education Project
CIBC Visa	online	\$130.75	Filmora software
Desjardins Card Services (Staples)	online	193.20	office supplies
Deep Roots Farm	30709	1,092.50	maple products for resale
Delta Power Equipment Ltd.	30710	287.70	equipment maintenance
Durand, Chris	30711	20.00	website maintenance
Elgin Pure Water	30712	189.84	campground maintenance
Glenbriar Bottled Water Co. Ltd.	30713	11.24	water cooler service
Howe, Ryan	30714	2,118.75	campground maintenance
Langs Contracting	30715	30,000.00	Springwater C.A. Development - Maple Pavilion
McBain Signs & Graphic Design	30716	98.31	campground supplies
Waste Connections of Canada Inc.	online	16.70	campground maintenance
CBSC Capital Inc.	online	755.46	photocopier lease
Butters Farms	30717	1,977.50	campground maintenance
Eastlink	online	1,111.66	phone, fax line, internet, and gauges
Telus Mobility	online	293.81	cellular phones
Hydro One	online	843.32	administration centre, campground, gauge
Bell Canada	online	88.04	gauge
VOID	30718		
A&J Baertsoen	30719	105.94	Springwater Forest Trails maintenance
Al Jewell Perfect Signs Ltd.	30720	4,181.00	Springwater C.A. Development - Maple Pavilion
Aylmer Express Limited	30721	274.59	advertising
Barclay Project Management	30722	1,395.50	Springwater C.A. Development - Maple Pavilion
Canon Canada Inc.	30723	190.89	photocopier service
Checkers Cleaning Supply	30724	826.28	campground supplies
Conservation Ontario	30725	863.77	annual ESRI license renewal
County of Elgin	30726	175.50	legal services
Csoff, Joe	30727	9,102.15	watershed stewardship projects
Dale Equipment Centre	30728	298.32	ELP
Delta Power Equipment Ltd.	30729	446.06	equipment maintenance
FedEx	30730	46.99	delivery fees
Francotyp-Postalia Canada	30731	67.80	postage metre rental
Glenbriar Bottled Water Co. Ltd.	30732	11.24	water cooler service
Hartman Communications	30733	1,600.08	radio system maintenance
Integrity IT Services	30734	208.77	computer network support
Laemers Excavating	30735	15,283.25	ice management services - Port Bruce
McBain Signs & Graphic Design	30736	162.72	campground supplies
Mission Management Information Systems Inc.	30737	331.09	campground software annual support fees
R Safety	30738	356.26	campground supplies
RMB Communication Systems	30739	833.94	Visitor Centre Project
Secord Home Building Centre	30740	24.83	campground supplies
Springwater Engineering Limited	30741	610.20	Springwater C.A. Development - Maple Pavilion
Union Sports Sales Limited	30742	1,602.34	uniform items
CIBC Visa	online	\$2,321.67	Recycling Initiative
CIBC Visa	online	\$123.17	Annual Prime Membership Fee

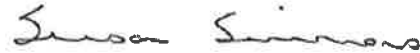
REPORT FA 17 / 2021 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: April 30, 2021

VENDOR	CHQ #	TOTAL	EXPLANATION
CIBC Visa	online	\$113.00	Small Drinking Water System Renewal
CIBC Visa	online	\$59.89	Meeting Expenses - Zoom
CIBC Visa	online	\$70.82	campground supplies
CIBC Visa	online	\$1,229.28	Visitor Centre Project
CIBC Visa	online	\$420.59	Springwater C.A. Development - Maple Pavilion
		<u>\$ 83,576.40</u>	

RECOMMENDATION:

THAT, Accounts Paid totalling \$83,576.40 , be approved as presented in Report FA 17 / 2021.



Susan Simmons,
Financial Services Coordinator

REPORT FA¹⁶/2021 : **To the Full Authority**
FROM : Tony Difazio, Resource Planning Coordinator
SUBJECT : Approved Section 28 Regulation Applications
DATE : May 2021

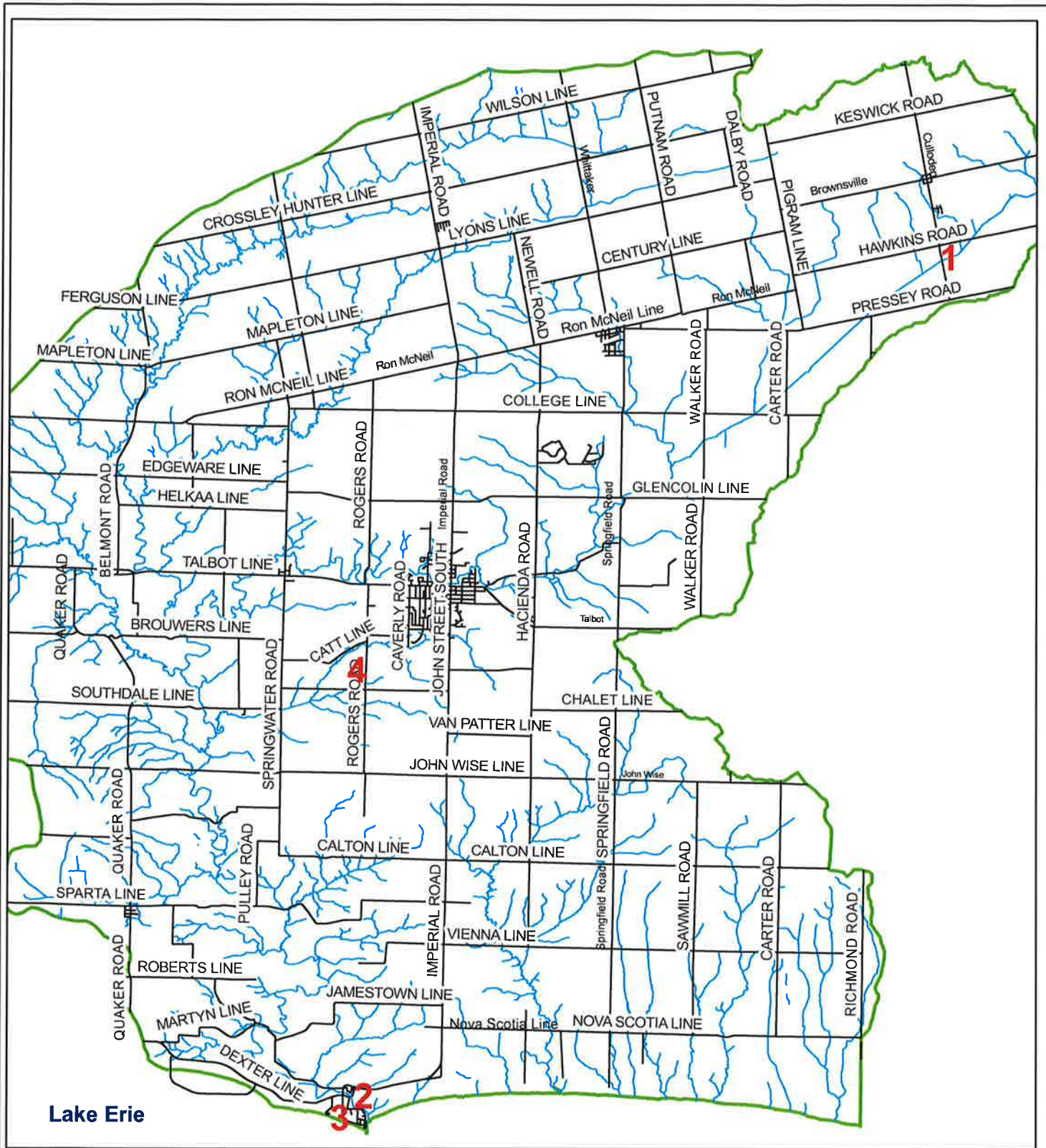
PURPOSE: To outline the 'Development, Interference with Wetlands & Alterations to Watercourses' applications approved by staff from January to May, 2021.

PERMIT NO.	LOCATION	PROPOSAL	DATE ISSUED
FR-01-21 (Site 1)	Culloden Road; Township of S.W. Oxford	* The County of Oxford is rehabilitating an existing box culvert crossing of Catfish Creek on Culloden Line; * Designs by R.J. Burnside & Associates;	January 20, 2021
FR-02-21 (Site 2)	Bank Street & Rush Creek Line; Village of Port Bruce	* This proposal involves the decommissioning & removal of the temporary bridge crossing of Catfish Creek and the boat launch in Port Bruce; * The County of Elgin is coordinating the removal, scheduled for this summer;	February 11, 2020
FR-03-21 (Site 3)	3621 Imperial Road; Village of Port Bruce	* This proposal involves the construction of a new, single family dwelling and detached garage in the flood fringe of Catfish Creek; * Designs prepared by Wall to Wall Construction incorporate CCCA Flood Proofing requirements;	April 21, 2021
FR-04-21 (Site 4)	8339 Rogers Road; Township of Malahide	* This proposal involves the cleanout of an existing pond on a small tributary of Bradley Creek; * Spoil material will be remaining on the property to the satisfaction of the CCCA;	April 20, 2021

RECOMMENDATION: THAT, the Full Authority receive the staff approved Section 28 Regulation Applications **Report FA¹⁶/2021**, as information.



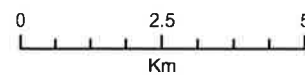
Tony Difazio, Resource Planning Coordinator



REGULATIONS REPORT MAP

May 2021

1 Work Permit Location



REPORT FA¹⁹/ 2021	:	To The Full Authority
FROM	:	Tony Difazio, Resource Planning Coordinator
SUBJECT	:	MUNICIPAL PLAN REVIEW REPORT
DATE	:	May, 2021

PURPOSE: To outline the plan input and review activities as it has been implemented from January to May 2021.

BACKGROUND: Technical staff have responded to each of the applications as per their committee dates.

RECOMMENDATION: THAT, the Full Authority approve the Municipal Plan Review Report for the months of January to May, 2021.

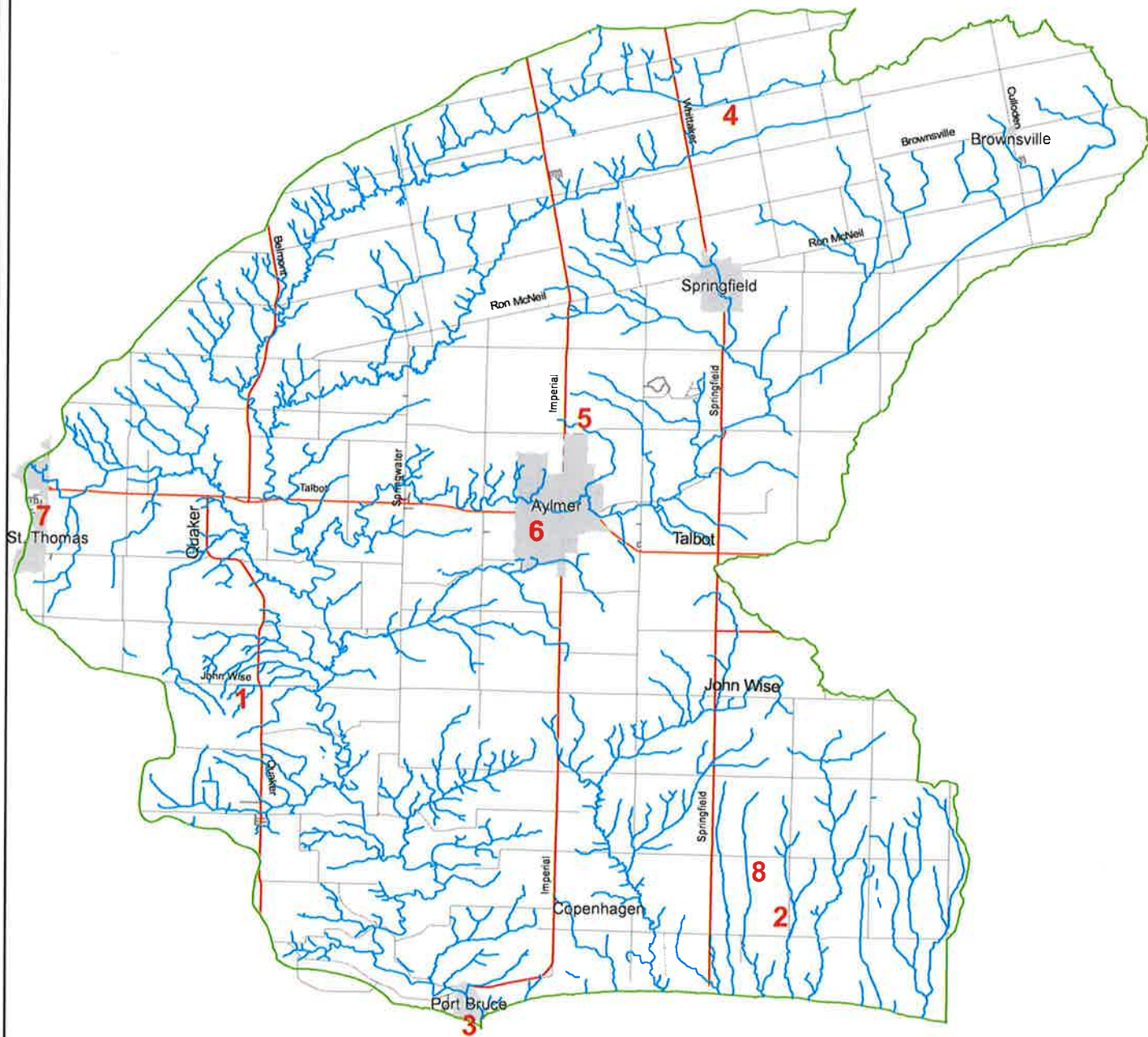


Tony Difazio, Resource Planning Coordinator

CATFISH CREEK CONSERVATION AUTHORITY
PLAN REVIEW REPORT
 May 2021

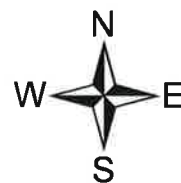
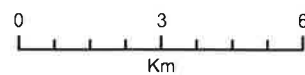
ZONING BYLAW AMENDMENTS			
SITE NO	LOCATION	PROPOSAL	COMMENTS
1	Pt. Lot:20; Conc.:5; Municipality of Central Elgin	* This amendment will change the Zoning on a surplus farm dwelling at 45939 John Wise Line to <i>Rural Residential</i> ; * The retained parcel (19.4 ha.) will be rezoned <i>Special Agriculture</i> to prohibit the construction of any new dwellings;	* NO OBJECTIONS
2	Pt. Lot: 25; Conc.: 2; Township of Malahide	* This amendment will change the Zoning on a surplus farm dwelling at 5031 Sawmill Road to permit the use of the lot for residential purposes; * The retained parcel (19.5 ha.) will be rezoned <i>Special Agriculture</i> to prohibit the construction of any new dwellings;	* NO OBJECTIONS
3	3143 Colin Street; Village of Port Bruce	* This amendment will change the Zoning on a parcel fronting Lake Erie to allow an existing residential cottage to be rebuilt to its same dimensions; * Comments provided regarding CCCA flood proofing requirements;	* CCCA REGULATORY COMMENTS PROVIDED

SEVERANCE APPLICATIONS			
SITE NO	LOCATION	PROPOSAL	COMMENTS
4	Pt. Lots: 4 & 5; Conc.:9; Township of Malahide	* Sever a 1 acre parcel at 51275 Wilson Line with a residential dwelling deemed surplus to the needs of the owner; * The owners are retaining 33 ha. to remain in agricultural use;	* NO OBJECTIONS
5	Pt. Lots: 11&12; Conc.: 8 Township of Malahide	* Sever a 1 acre parcel at 49408 Glencolin Line containing one residence deemed surplus to the needs of the applicants; * The owners are retaining 7.1 ha. to remain in agricultural use;	* NO OBJECTIONS
6	55 & 59 Pine Street W.; Town of Aylmer	* The applicants propose to sever a 14m X 41m lot containing an existing dwelling and garage, to remain in residential use; * The owners are retaining a 1082 square metre building lot to remain in residential use;	* NO OBJECTIONS
7	89 Bodkin Street, Municipality of Central Elgin	* The applicants propose to sever a 1.5m X 38.3m parcel to add to the adjoining residential building lot to the west; * The owner is retaining the easterly parcel containing a single family dwelling to remain in residential use;	* NO OBJECTIONS
8	Pt. Lot:23; Conc.: 2; Township of Malahide	* The applicants propose to sever a 0.77 acre parcel at 51271 Vienna Line containing a residential dwelling deemed surplus to the needs of the owners; * The owners are retaining 40 ha. to remain in agricultural use;	* NO OBJECTIONS



Plan Review Map May, 2021

1 Plan Review Site Number



REPORT FA 20 / 2021: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary-Treasurer
SUBJECT: Governance Accountability, Transparency and Streamlining Initiatives
DATE: April 12, 2021
FINANCIAL IMPACT: N/A
STRATEGIC ACTION: Operate a sustainable and adaptable organization

Purpose:

To endorse the implementation of the Conservation Ontario Governance Accountability and Transparency Initiative, and confirm CCCAs ongoing commitment as part of the Client Service and Streamlining Initiative.

Background:

CCCA approved its new Administrative By-Laws in 2018 in compliance with the December 2017 amendments to the *Conservation Authorities Act*. The legislated deadline was achieved with funding support from the Ministry of Natural Resources and Forestry in 2017-2018, which enabled development and endorsement of the *Conservation Authority Best Management Practices (BMP) and Administrative By-Law Model* (Conservation Ontario, April 2018 as amended) document which includes Code of Conduct and Conflict of Interest policies.

Despite these efforts, the Province continues to emphasize the importance of governance accountability and transparency and amendments were made to the *Conservation Authorities Act* through Schedule 6 of Bill 229 which received Royal Assent on December 8, 2020.

Current Status:

New Conservation Ontario Governance and Accountability Initiative

CO Council endorsed the CO Governance and Accountability Initiative at its April 12th, 2021 Annual General Meeting. The initiative includes three actions to demonstrate CA commitment to governance accountability and transparency:

1. Updates to CA Administrative By-laws: Ensure CA Administrative By-Laws are updated in fulfillment of legislative amendments to the *Conservation Authorities Act* being proclaimed over the course of 2021;
2. Proactive Reporting on Priorities: Ensure proactive reporting on governance accountability and transparency priorities as initially identified as the governance-related clauses proclaimed on February 2, 2021 in the *Conservation Authorities Act*; and
3. Promotion/Demonstration of Results: Evidence of governance accountability and transparency results will be promoted and demonstrated through advocacy materials and websites.

CCCA staff reviewed the following checklist provided by the initiative:

- ✓ CA/Municipal MOU's or Technical Service Agreements. No agreements are currently in place however can be implemented as required.
- × CA plan review and regulation approvals policies / guidelines. Although generic policies exist, anticipate a need to update to the new Regulations in the amended *CA Act*.
- ✓ CA complete application requirements. See CCCA Website.
- ✓ CA fee policies and schedule. See CCCA Website.
- ✓ CA client service standards commitment. As per REPORT FA 17/2019 CCCA has been committed for two years.
- ✓ Online Screening maps. Available to go online as required. Data updated in Elgin County Mapper.
- ✓ Annual Report on Timelines. Reported in 2019 and 2020 Annual Report.

As above, CCCA has all but one of the items checked and will work towards a review of policies and guidelines over the next few years to bring them in line with any new Regulations resulting from the recent *CA Act* amendments.

Update on the Client Service and Streamlining Initiative


The Streamlining Initiative was recently extended by Conservation Ontario to include, on a voluntary basis, non-high-growth Conservation Authority. CCCA is a non-high-growth Conservation Authority.

As per REPORT FA 17 / 2019 presented to the board in April 2019, CCCA staff desired to look at ways to streamline approval activities and "reduce red tape" in order to help the province address the lack of housing. As a result, CCCA has been tracking and reporting according to the new standards for two years and reporting accordingly in CCCA's annual reports. CCCA plans to continue tracking in this format.

Recommendation:

THAT the Catfish Creek Conservation Authority endorse a commitment to pursue governance accountability and transparency measures; AND FURTHER,

THAT the Catfish Creek Conservation Authority continue to voluntarily participate as a non-high-growth Conservation Authority in the Conservation Ontario Client Service and Streamlining Initiative.



Christopher Wilkinson
General Manager / Secretary-Treasurer

REPORT FA 21 / 2021: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary-Treasurer
SUBJECT: Land Acknowledgement
DATE: April 28, 2021
FINANCIAL IMPACT: N/A
STRATEGIC ACTION: Operate an adaptable and sustainable organization

Purpose:

To establish a Land Acknowledgement to be read at the start of a CCCA meeting or event.

Background:

As a result of a truth and reconciliation session held at the City of St. Thomas, staff have researched an amendment to our meeting protocols by proposing a land acknowledgement at the start of a meeting or event.

A land acknowledgement is one small action in the process of decolonization, where the indigenous inhabitants of the land are recognized. It allows the ongoing systematic oppression of Indigenous peoples to be brought to the forefront of our minds, even if for a brief moment, to further reconciliation work.

Current Status:

Staff reviewed the website (native-land.ca) provided by Member Baldwin-Sands. The map indicates the following First Nations have traditional territory in the CCCA watershed. These include:

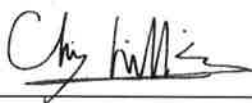
1. Attiwonderonk (Neutral)
2. Anishinabe e
3. Ho-de-no-sau-nee-ga (Haudenosaunee)

As a result, the proposed Land Acknowledgement to be read before the meeting or event by the meeting Chairperson or event organizer includes:

I would like to take this time to recognize that the land on which we gather is in the traditional territory shared between the Haudenosaunee (ho - din - oh - show - knee) confederacy, the Anishinabe (ah - nih - shih - nah - bai) nations, and the Attiwonderonk Neutrals. First Nations people have longstanding relationships to the land, water and region of southwestern Ontario and we are thankful for the opportunity to live, learn and share with mutual respect and appreciation.

Recommendation:

THAT the Catfish Creek Conservation Authority endorse the proposed land acknowledgment to be read at the start of a meeting or event.



Christopher Wilkinson
General Manager / Secretary-Treasurer

REPORT FA 22 / 2021: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary-Treasurer
SUBJECT: Federal Budget 2021
DATE: April 28, 2021
FINANCIAL IMPACT: N/A
STRATEGIC ACTION: Operate an adaptable and sustainable organization

Purpose:

To advise members of the Federal Budget 2021 and potential impacts or opportunities for CCCA.

Analysis

According to CCCAs watershed report card, many natural resources in the CCCA watershed are already stressed. This affects water quality and land cover and takes its toll on our environment and challenges community resiliency,

The 2021 Federal Budget addresses a number of the CCCA concerns for which we have been advocating for including addressing the climate change impacts in our watershed, conserve more natural lands, address biodiversity loss and protect species at risk, and makes a commitment to support more green infrastructure projects in order to build local community resiliency.

A detailed review of the sections of the Federal budget 2021 relevant to CCCA includes the following opportunities:

5.3 ADVANCING CANADA'S CLIMATE PLAN

Agricultural Climate Solutions

Allocate \$60 million over the next two years, from the Nature Smart Climate Solutions Fund to target the protection of existing wetlands and trees on farms, including through a reverse auction pilot program.

5.5. ADAPTING TO CLIMATE CHANGE FOR A MORE RESILIENT FUTURE

Strengthening Climate Change Resiliency

Budget 2021 proposes to provide \$1.4 billion over 12 years, starting in 2021-22, to Infrastructure Canada to top up the Disaster Mitigation and Adaptation Fund, to support projects such as wildfire mitigation activities, rehabilitation of storm water systems, and restoration of wetlands and shorelines.

- Of this, \$670 million would be dedicated to new, small-scale projects between \$1 million and \$20 million in eligible costs. In addition, 10 per cent of the total funding envelope would be dedicated to Indigenous recipients to benefit each distinctions-

based group. Together, this would support projects that help small, rural, remote, northern, and Indigenous communities adapt to climate change impacts.

- In addition, Budget 2021 proposes to invest \$11.7 million over five years, starting in 2021-22, through Infrastructure Canada to renew the Standards to Support Resilience in Infrastructure Program, so that the Standards Council of Canada can continue updating standards and guidance in priority areas such as flood mapping and building in the North. This would help communities to plan and build roads, buildings, and other infrastructure that is more durable and resilient to a changing climate.

Keeping Canadians Safe From Floods

Communities across Canada now face once-in-a century floods every few years due to climate change. These devastating deluges are damaging homes, businesses, and infrastructure. In fact, floods are Canada's most costly natural disaster, causing over \$1 billion in direct damage annually. To make our communities safer and more resilient:

- Budget 2021 proposes to provide \$63.8 million over three years, starting in 2021-22, to Natural Resources Canada, Environment and Climate Change Canada, and Public Safety Canada to work with provinces and territories to complete flood maps for higher-risk areas.

Supporting Provincial and Territorial Disaster Response and Recovery

As climate change causes increased and catastrophic flooding, droughts, wildfires, and other natural disasters, public finances at the provincial and territorial level are steadily more strained. In the event of a large scale natural disaster, the federal Disaster Financial Assistance Arrangements provide provinces and territories with the financial assistance they need to deliver the response and recovery services. To ensure provinces and territories have the capacity to keep people safe from the threats climate change poses:

- Budget 2021 proposes to provide \$1.9 billion over five years, on a cash basis, starting in 2021-22, to Public Safety Canada to support provincial and territorial disaster response and recovery efforts.

5.6 PROTECTING NATURE

Action is needed to conserve nature, address biodiversity loss, and protect our species at risk. Protected nature is also a critical part of Canada's plan to fight climate change. Healthy forests and oceans can absorb and store carbon. We must also take action to address plastic pollution in our water.

Budget 2021 will make sure Canada reaches its goal of conserving 25 per cent of our lands and oceans by 2025, and create good jobs in the green economy along the way.

To address the biodiversity crisis, fight climate change, and protect and create jobs:

- Budget 2021 proposes to provide \$2.3 billion over five years, starting in 2021-22, with \$100.5 million in remaining amortization, to Environment and Climate Change Canada, Parks Canada, and the Department of Fisheries and Oceans to:

- Conserve up to 1 million square kilometers more land and inland waters to achieve Canada's 25 per cent protected area by 2025 target, including through national wildlife areas, and Indigenous Protected and Conserved Areas.
- Create thousands of jobs in nature conservation and management.
- Accelerate new provincial and territorial protected areas.
- Support Indigenous Guardians.
- Take action to prevent priority species at imminent risk of disappearing, including through partnerships with Indigenous peoples.

Taken together with funding provided for the Nature Legacy Initiative announced in Budget 2018, this represents the largest investment in nature conservation in Canada's history.

Natural Infrastructure Fund

Budget 2021 proposes to provide \$200 million over three years, starting in 2021-22, to Infrastructure Canada to establish a Natural Infrastructure Fund to support natural and hybrid infrastructure projects. This would help to improve well-being, mitigate the impacts of climate change, and prevent costly natural events.

Developing the Canada Water Agency

Budget 2021 proposes to provide \$17.4 million over two years, starting in 2021-22, to Environment and Climate Change Canada to support work with the provinces, territories, Indigenous peoples, and key stakeholders on the scope of the agency's mandate, including identifying opportunities to build and support more resilient water and irrigation infrastructure. The agency would be headquartered outside the National Capital Region.

Better Understanding Our Environment

The government is committed to building a robust foundation of data to better understand the impacts of climate change and protect our diverse ecosystems. To increase our knowledge of Canada's environment, ecosystems, and species, and their relationship to local communities, the government plans to undertake Canada's first-ever Census of the Environment.

- Budget 2021 proposes to provide \$25.6 million over five years, starting in 2021-22, and \$5.8 million per year ongoing to Statistics Canada, and \$1.9 million over five years, starting in 2021-22, and \$0.3 million per year ongoing to Environment and Climate Change Canada to create a Census of the Environment to help monitor environmental trends and better inform decision making.

6.2 RESTORING TOURISM, ARTS, CULTURE, AND SPORT

Community Festivals and Events

To support Canada's many local festivals, celebrations, and amateur sport events that draw visitors to our communities:

- Budget 2021 proposes to invest \$200 million through Canadian Heritage to support local festivals, community cultural events, outdoor theatre performances, heritage celebrations, local museums, amateur sport events, and more.

Helping Visitors Discover Canada

To ensure that Canada is a destination of choice when domestic and international travel is once again safe:

- Budget 2021 proposes to provide \$100 million to Destination Canada for marketing campaigns to help Canadians and other visitors discover and explore the country.

Support for Local Tourism Businesses

Recognizing the impact COVID-19 has had on tourism businesses and that even as economies open, business and international travel will take time to recover:

- Budget 2021 proposes to establish a \$500 million Tourism Relief Fund, administered by the regional development agencies. The Fund will support investments by local tourism businesses in adapting their products and services to public health measures and other investments that will help them recover from the pandemic and position themselves for future growth.

Supporting the Recovery of Arts, Culture, Heritage and Sport Sectors

To promote recovery from the pandemic for heritage, arts, and sport sectors that contribute so much to the cultural life of Canada:

- Budget 2021 proposes to provide \$300 million over two years, starting in 2021-22, to Canadian Heritage to establish a Recovery Fund for Heritage, Arts, Culture, Heritage and Sport Sectors.

Making Cultural Spaces Safe During COVID-19

To help arts and heritage institutions upgrade their facilities to meet public health guidelines:

- Budget 2021 proposes to provide \$15 million in 2021-22 to Canadian Heritage for the Canada Cultural Spaces Fund.

Recommendation:

THAT the members receive REPORT FA 22 / 2021 for information.



Christopher Wilkinson
General Manager / Secretary-Treasurer

REPORT FA 23 / 2021 : To The Full Authority

FROM: Christopher Wilkinson, General Manager/Secretary-Treasurer
SUBJECT: Provincial Offences Officer Appointment
DATE: April 15, 2021
STRATEGIC ACTION: Ensure our Lands are protected and enhanced
FINANCIAL IMPLICATIONS: None

Purpose:

To appoint Gerrit Kremers as a Provincial Offences Officer with the purposes of regulating or prohibiting activities on CCCA property and in regulated areas.

Background:

CCCA is responsible for enforcing regulations under Sections 28 and 29 of the Conservation Authorities Act. The legislation enables CCCA to appoint provincial offences officers for this purpose.

The Section 28 regulation is in place to regulate or prohibit development, interference with wetlands and alterations to shorelines and watercourses. For example, placing soil or rock fill along a shoreline or streambank is a regulated activity. Compliance and enforcement tasks for the Section 28 (development) regulation are addressed by CCCA staff, in particular the Resource Planning Coordinator who was appointed as a Provincial Offences Officer by Motion #63/2011.

The Section 29 regulation is in place to regulate or prohibit activities on CCCA property. For example, starting a campfire at a conservation area is a regulated activity. The Section 29 (property) regulation is administered by CCCA, in particular the Conservation Areas Supervisor who was appointed as a Provincial Offences Officer by Motion #41/2019.

Current Status:

In March 2021, Gerrit Kremers successfully completed the Conservation Authority Compliance Training Level 1 course. The course is an intensive training opportunity specifically provided to Conservation Authority staff who wish to be appointed as a Provincial Offences Officer. In addition, a Canadian Police Certificate has been obtained for Mr. Kremers with no issues identified.

Mr. Kremer will be responsible for supporting the Conservation Areas Supervisor ensuring compliance and enforcing the Section 29 regulations. He will also be working with Resource Planning Coordinator with the goal to become primarily responsible for ensuring compliance and enforcing the Section 28 regulation (Ontario Regulation 146/06: Development, Interference with Wetlands & Alterations to Shorelines and Watercourses).

Recommendation:

THAT Gerrit Kremers be appointed as a Provincial Offences Officer #103 under Sections 28(1)(d) and (e) of the Conservation Authorities Act.

A handwritten signature in black ink, appearing to read 'Chris Wilkinson', written over a horizontal line.

Christopher Wilkinson
General Manager / Secretary-Treasurer

REPORT FA 24 / 2021: To The Full Authority

FROM: Christopher Wilkinson, General Manager/Secretary-Treasurer

SUBJECT: Seasonal Hiring

DATE: April 29, 2021

STRATEGIC ACTION: Ensure our conservation lands are protected and enhanced

FINANCIAL IMPLICATIONS: Can be accommodated through existing budget

Purpose:

To update the Board on the seasonal staff hired for the 2021 season.

Background:

Personnel Regulation No. 6 was updated by members via Motion #PF 14/2019 to allow seasonal staff to be re-hired without an interview where the staff member received a successful performance review from the previous year.

Gate Attendant Interviews were held on April 27th, 2021 (# IC 1/2021) and Park Technician Interviews were held on April 29th, 2021 (#IC 2/2021). Minutes from the committee meetings are included in the Agenda package.

Due to COVID-19 sanitizing requirements, and additional Part-Time Park Technician will remain on staff to focus on custodial duties in the park and office.

Current Status:

Staff thank Member Buchner and Member Oslach for assisting with the interview process.

The following have accepted positions with CCCA for the 2021 season:

Gate Attendants (6 + 3 alternates)	Park Technicians (5 + 1 alternate)
<ul style="list-style-type: none">• Kayla Froese (returning)• Leah Moore (returning)• Mya Talan (new)• Tara Giesbrecht (new)• Charlotte Johnston (new)• Téa Bastiaansen (new)• Nicole Micallef (new - alternate)• Alison Giesbrecht (new - alternate)• Shelby Laidlaw (new - alternate)	<ul style="list-style-type: none">• Noah Pineau (returning)• Robyn Whaley (returning)• Kolton Levesque (returning)• Joshua Smith (new)• Caleb Giesbrecht (new)• Alex White (returning-alternate)• Cathy Brooks* Part-Time Custodial duties (returning)

Recommendation:

THAT, seasonal staff outlined in Report FA 24 / 2021 be hired for the 2021 season.



Christopher Wilkinson
General Manager / Secretary-Treasurer

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Correspondence: To The Full Authority

FROM: Christopher Wilkinson, General Manager / Secretary - Treasurer
SUBJECT: Correspondence Register, April 1 – April 30, 2021

DATE: April 30, 2021

STRATEGIC ACTION: Operate a Sustainable and Adaptable Organization

FINANCIAL IMPLICATIONS: None

Purpose:

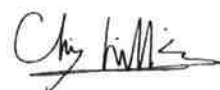
To update members on correspondence received by the General Manager / Secretary-Treasurer.

Discussion:

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

Date	Type	Agency	Topic
Apr 1	Email	Ministry of Environment, Conservation and Parks	PWQMN/LabOnline updates
Apr 1	Email	Conservation Ontario	General Managers' Meeting Agenda
Apr 7	Email	Ministry of Environment, Conservation and Parks	Updated PWQMN supplemental info for LabOnline
Apr 7	Email	Statistics Canada	Annual Capital and Repair Expenditures Survey
Apr 7	Email	Ministry of Natural Resources and Forestry	Ontario Low Water products for the month ending March 31, 2021
Apr 8	Email	Conservation Ontario	2 Billion Tree Program Ontario Collaborative Submission
Apr 8		Ministry of Natural Resources and Forestry	Renewal of Lake Erie Flood Watch-Static Water Level and Lake Huron Shoreline Conditions Statement, April 8 2021
Apr 9	Email	Ministry of Environment, Conservation and Parks	YSI webinar for EXO and ProDSS
Apr 9	Email	Conservation Ontario	COVID-19 Updates: Declaration of Third Provincial State of Emergency + Stay-At-Home Order
Apr 9	Email	Conservation Ontario	Reminder: CO AGM Election Procedures
Apr 12	Email	Ministry of Natural Resources and Forestry	MFPA 2021 Information Session- April 27th or April 29th
Apr 14	Email	Conservation Ontario	Conservation Ontario Comments - Growing the Size of the Greenbelt (ERO#019-3136)
Apr 14	Email	Ministry of Environment, Conservation and Parks	Clarification regarding adding Carbon product if also collecting Metals
Apr 14	Email	Conservation Ontario	Ontario Now Accepting Public Feedback to Strengthen Municipal Codes of Conduct
Apr 15	Email	County of Elgin	Elgin County GIS Services

Date	Type	Agency	Topic
Apr 15	Email	Ministry of Natural Resources and Forestry	Authority lands/Indigenous First Nations
Apr 15	Email	Ministry of Environment, Conservation and Parks	Important updates for PWQMN LabOnline
Apr 19	Email	Long Point Region	Seasonal Camping
Apr 19	Email	Conservation Ontario	Federal Funding announcement -Climate Action and Awareness Fund
Apr 20	Email	Ministry of Natural Resources and Forestry	Amendments to Public Lands Act O. Reg. 239/13
Apr 20	Email	Conservation Ontario	UPDATED: COVID-19 Updates: Declaration of Third Provincial State of Emergency + Stay-At-Home Order
Apr 20	Email	Conservation Ontario	Some CA Staff Eligible for Emergency Child Care for Critical Frontline Workers
Apr 21	Email	Conservation Ontario	Recent Floodplain Modelling Data / Information Request from Hydro One and GHD
Apr 21	Email	Conservation Ontario	Comments Requested: Proposed Changes to Certain Land Division Provisions in the Planning Act
Apr 22	Email	Conservation Ontario	Flood Plain mapping and partnership opportunities with Indigenous Communities
Apr 22	Email	County of Elgin	April 20, 2021 meeting minutes
Apr 23	Email	Conservation Ontario	Federal Budget
Apr 23	Email	Natural Resources Canada	CanFlood / RNCan présente: CanFlood
Apr 23	Email	Aylmer Express	Camping reservations
Apr 26	Email	South Nation Conservation	2020 Annual Report
Apr 26	Email	Conservation Ontario	Level 2 Training for Provincial Offences Officers - WAIT LIST
Apr 27	Email	Conservation Ontario	Council Meeting eBulletin - April 2021
Apr 28	Email and CCCA Reply	Fanshawe College	CCCA Project(s)
Apr 29	Email and CCCA Reply	Town of Aylmer	Discussion Regarding Dumping of Yard Waste into Creek Area



Christopher Wilkinson
General Manager / Secretary - Treasurer



April 22, 2021

The Honourable Jeff Yurek
Minister of the Environment, Conservation and Parks
College Park 5th Floor
777 Bay Street
Toronto, ON
M7A 2J3

Re: Conservation Ontario's Governance Accountability and Transparency Initiative

Dear Minister Yurek:

At our Annual General Meeting on April 12th, 2021, in addition to electing me as their new Chair, Conservation Ontario Council passed the following resolution:

WHEREAS the provincial government has passed legislative amendments related to the governance of Conservation Authorities;

AND WHEREAS the Conservation Authorities remain committed to fulfilling accountable and transparent governance;

THEREFORE BE IT RESOLVED THAT Conservation Ontario Council endorse the Governance Accountability and Transparency Initiative and that the resolution be sent to the Minister of Environment, Conservation and Parks;

AND THAT Conservation Ontario Council request that all Conservation Authorities endorse a commitment to pursue governance accountability and transparency measures.

The recently endorsed Governance Accountability and Transparency Initiative will be led by a Steering Committee of conservation authority CAOs / GMs to deliver upon three actions to demonstrate conservation authorities' continuing commitment to governance, accountability and transparency.

These commitments include:

1. Updating CA Administrative By-Laws in fulfillment of legislative amendments to the *Conservation Authorities Act* being proclaimed over the course of 2021,
2. Proactively reporting on governance accountability and transparency priorities (as initially identified as those governance-related clauses in the *CA Act* proclaimed on February 2, 2021), and

3. Demonstrating results and ensuring governance material is easily accessible to the public on CA websites.

More detailed information on the specific activities to be taken to achieve these actions can be found in the attachment to this letter.

Conservation Ontario and the 36 conservation authorities share the Provincial government's commitment to governance accountability and transparency. As the Province works toward proclamation of further sections of the *Conservation Authorities Act* and the development of regulations under the Act, Conservation Ontario and CAs will continue to demonstrate their high-level of governance accountability and transparency to the Province, partner municipalities and the public.

As Chair of Conservation Ontario, I look forward to working with you and your team and would welcome an opportunity to meet to discuss the Governance Accountability and Transparency Initiative and any other issues that impact the Ministry and Conservation Ontario.

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,



Andy Mitchell
Chair, Conservation Ontario

c.c. All CA General Managers / Chief Administrative Officers
Chloe Stuart, Assistant Deputy Minister, Ministry of Environment, Conservation and Parks

Attachment: Conservation Ontario's Governance Accountability and Transparency Initiative



Conservation Ontario Governance Accountability and Transparency Initiative

Conservation Authorities are committed to Governance Accountability and Transparency and will demonstrate that they have fulfilled requirements recently established in legislative amendments to the *Conservation Authorities Act* including a number of governance-related sections which were proclaimed on February 2, 2021.

CO Governance Accountability and Transparency Initiative

Working with Conservation Ontario, conservation authorities have identified 3 key actions that demonstrate their commitment to governance accountability and transparency including:

1. Updates to CA Administrative By-Laws

Ensure CA Administrative By-Laws are updated in fulfillment of legislative amendments to the *Conservation Authorities Act* being proclaimed over the course of 2021. This will be accomplished through the following activities:

- i) Notwithstanding that some CAs have already updated their bylaws further to the Feb 2nd proclamations; ASAP review understanding with MECP staff regarding sections to be proclaimed, scheduling, and the need for updates to CA administrative bylaws; and obtain any other confirmations as required.
- ii) Subject to i), undertake a comprehensive update of the *Conservation Authority Best Management Practices (BMP) and Administrative By-Law Model* (Conservation Ontario, April 2018 as amended), obtain legal review of amendments as necessary, and provide training to CAOs as necessary
- iii) Track all 36 CAs re: status of updated administrative bylaws
- iv) Provide ability for CAs to share sample policies in support of the new clauses.

2. Proactive Reporting on Governance Accountability and Transparency Priorities

Ensure proactive reporting on GAT priorities as initially identified as those governance-related clauses in the CAA that were proclaimed on February 2, 2021. This will be accomplished through the following activities:

- i) Identification and communication of Required Actions and BMP Actions for each of the newly proclaimed governance-related clauses.
- ii) Implementation of a tracking system to enable easy reporting on the status of the Actions and for collection of information that will enable the analysis of CA issues/impacts raised in relation to implementation of the clauses.

- iii) Bi-annual reports to Conservation Ontario Council on the status of priority Actions.

3. Promotion/Demonstration of Results

Evidence of governance accountability and transparency results will be promoted and demonstrated through communication materials and websites. This will be accomplished through the following activities:

- i) Promote the initiative and prepare analyses of results and appropriate communication materials, as necessary
- ii) Develop QA/QC checklist of governance material that should be available on CA websites to permit ease of public access. The checklist is proposed to include:
 - a. Members (individuals and Member agreements)
 - b. Administrative by-laws
 - c. Annual Meeting Schedule with information on how to participate
 - d. Agendas – full package
 - e. Minutes (to be posted within 30 days of meeting)
 - f. Audited financial statement
 - g. Annual Fee schedule
 - h. Other corporate documentation as available including Strategic Plans, Annual Reports, Watershed Report Cards
- iii) CO to track implementation of the QA/QC checklist and create CO webpage promoting Initiative and that this information can be found on CA webpages



CATFISH CREEK CONSERVATION AUTHORITY

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

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

April 23, 2021

ALUS Elgin
4 Elm Street
Tillsonburg, ON,
N4G 0C4

ATTENTION: Jumanah Khan, Program Coordinator:

Dear Ms. Khan:

SUBJECT: Letter of Support- Dave Reid Award
48211 Sparta Line; County of Elgin
Drake LARSEN & Sarah HARGREAVES

On behalf of the Board and staff of the Catfish Creek Conservation Authority (CCCA), I would like to provide our support for the nomination of Drake Larsen and Sarah Hargreaves for the ALUS Canada Dave Reid Award.

The CCCA have had the privilege of working with the Larsen family for over a decade on the family farm located in South-Western Ontario. This farm is in the heart of the Carolinian Life Zone, an area that has the most species at risk in Canada. Drake and Sarah have undertaken multiple projects on the farm to help restore valuable species at risk habitat and bio-diversity. Projects have included wetland restorations, establishment of tall grass prairie habitat, planting of native and endangered tree species along with creating a snake hibernaculum.

Drake and Sarah have done all this habitat restoration while operating a sustainable family farm that protects the soil, incorporates water conservation and works in harmony with the watershed. Drake and Sarah are eager to help other landowners with technical advice, suggestions and experiences to further farming and conservation initiatives in the Catfish Creek Valley and throughout Elgin County.

It has been a pleasure to work with such an energetic and conservation minded couple and as a result, they were awarded the CCCA 'Conservation Award' in 2017. We cannot think of better recipients for the ALUS Canada - Dave Reid Award than Drake and Sarah.

If anyone would like more information on this family's contribution to sustainable, farming and conservation efforts do not hesitate to contact me at your convenience.

Yours truly,

Tony Difazio
Resource Planning Coordinator

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



**Ministry of the Environment,
Conservation and Parks**

Conservation and Source Protection
Branch

14th Floor
40 St. Clair Ave. West
Toronto ON M4V 1M2

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

Direction de la protection de la nature et
des sources

14^e étage
40, avenue St. Clair Ouest
Toronto (Ontario) M4V 1M2



357-2021-1098

April 23, 2021

Christopher Wilkinson
General Manager / Secretary-Treasurer
Catfish Creek Conservation Authority
Email: generalmanager@catfishcreek.ca

Dear Christopher Wilkinson:

Thank you for your emailed letter to Minister Yurek informing us of how Catfish Creek Conservation Authority's members are appointed by the participating municipalities.

I am pleased to respond on behalf of the Minister to confirm receipt and would note that we appreciate you providing this information to the ministry.

Thank you again for writing.

Sincerely,

Sam Lyon

Sam Lyon
Manager, Conservation Authorities Office
Conservation and Source Protection Branch

c: Sally Martyn, Mayor, Municipality of Central Elgin
Rick Cerna, Councillor, Township of Malahide
Lori Baldwin-Sands, Councillor, City of St. Thomas
Arthur Oslach, Councillor, Town of Aylmer
Paul Buchner, Councillor, Municipality of South-West Oxford