

# 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, October 7<sup>th</sup>, 2021 at 1:00 p.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) Land Acknowledgement
- 3) Adoption of Agenda
- 4) Disclosure of Pecuniary Interest
- 5) Disclosure of Intention to Audio / Video Record Meeting
- 6) Adoption of Minutes of:
  - a) Full Authority Meeting #06/2021 (June 10, 2021). . . . . 3 - 6
  - b) Health & Safety Committee Meetings #06/2021 (June 10, 2021)  
and #07/2021 (July 12, 2021). . . . . 7 - 10
  - c) Interview Committee Meeting #IC03/2021 (June 24, 2021). . . . . 11
- 7) Business Arising from Minutes
- 8) Public / Special Delegations:
- 9) Reports
  - a) Report FA 30/2021 - Monthly Staff Reports (June, July, August, September).. . . . 12 - 15  
(Tony Difazio, Peter Dragunas, Dusty Underhill, Emily Febrey)
  - b) Report FA 31/2021 - June & July Summary of Revenue & Expenditures. . . . . 16 - 19  
(Susan Simmons)
  - c) Report FA 32/2021 - June & July Accounts Paid . . . . . 20 - 21  
(Susan Simmons)
  - d) Report FA 33/2021 - Section 28 Permits. . . . . 22 - 23  
(Tony DiFazio)

- e) Report FA 34/2021 - Plan Review Report..... 24 - 26  
(Tony DiFazio)
- f) Report FA 35/2021 - Research Permit. .... 27 -28  
(Christopher Wilkinson)
- g) Report FA 36/2021 - Conservation Ontario Council Meeting.. .... 29 - 31  
(Christopher Wilkinson)
- h) Report FA 37/2021 - COVID-19 Response – Return to Work Plan and Policy .. . . . 32 - 34  
(Christopher Wilkinson)
- i) Report FA 38/2021 - August & September Summary of Revenue & Expenditures. 35 - 38  
(Susan Simmons)
- j) Report FA 39/2021 - August & September Accounts Paid . . . . . 39 - 40  
(Susan Simmons)
- k) Report FA 40/2021 - Budget Direction - 2022..... 41 - 46  
(Dusty Underhill, Susan Simmons)

10) Acting General Manager / Secretary-Treasurer’s Report. .... Dusty Underhill

11) Unfinished Business

12) Chairperson’s / Board Member’s Report

13) Notice of Motions / New Business:

14) Correspondence:

a) Copied:

- a letter received June 3, 2021 from the Ministry of Natural Resources and Forestry re. Transfer Payment
- a letter received June 14, 2021 from The Municipality of Central Elgin re. Conservation Authorities Regulatory Consultation
- a letter received on June 22, 2021 from Conservation Ontario re. A review of the regulatory proposals for the *Conservation Authorities Act*
- a letter received July 2, 2021 from Letter from the Honourable Lisa Thompson re. Updates to the Drainage Act

b) Not Copied:

- Correspondence Register for June and July 2021.

15) Closed Session

16) Next Meeting / Termination

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

**Thursday, June 10, 2021**

**Meeting #05/2021**

The Full Authority Meeting #05/2021 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
Emily Febrey	Community Outreach Technician
Tony Difazio	Resource Planning Coordinator
Dusty Underhill	Conservation Areas Supervisor
Peter Dragunas	Water Management Technician
Kelsey Oatman	Program Support Assistant

**WELCOME / CALL TO ORDER:**

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

**ADOPTION OF AGENDA:**

<u>Motion # 62/2021</u>	A. Oslach	P. Buchner	CARRIED
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THAT, the Agenda for the June 10<sup>th</sup>, 2021, 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:**

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 streamed live to the Authority's YouTube channel.



**ADOPTION OF MINUTES:**

Motion # 63/2021                      S. Martyn                      A. Oslach                      CARRIED

THAT, the Minutes of Full Authority Meeting #04/2021 (May 13, 2021), be accepted as circulated.

Vice-Chairperson Baldwin-Sands brought to the attention of staff that Mark Tinlin was listed as the City of St. Thomas Board Member.

Motion # 64/2021                      L. Baldwin-Sands                      P. Buchner                      CARRIED

THAT, the Minutes of Land Management Committee Meeting #01/2021, be accepted as amended.

**BUSINESS ARISING FROM MINUTES:**

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

**PUBLIC / SPECIAL DELEGATIONS:**

None

**REPORTS:**

Report FA 25/2021 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 65/2021                      P. Buchner                      A. Oslach                      CARRIED

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

Report FA 26/2021 – May Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 66/2021                      S. Martyn                      L. Baldwin-Sands                      CARRIED

THAT, Report FA 26/2021, be noted and filed.

Report FA 27/2021 – Accounts Paid, was presented, discussed, and resolved.

Motion # 67/2021                      A. Oslach                      P. Buchner                      CARRIED

THAT, Accounts Paid totaling \$74,891.17, be approved as presented in Report FA 27/2021.

Report FA 28/2021 – Grants Report, was presented, discussed, and resolved.

Motion # 68/2021                      L. Baldwin-Sands                      P. Buchner                      CARRIED

THAT, Report FA 28/2021, be received as information.

Report FA 29/2021 – Conservation Authorities Act - Phase 1 Amendments, was presented, discussed, and resolved.

Motion # 69/2021

S. Martyn

A. Oslach

CARRIED

THAT, the Full Authority endorse the Catfish Creek Conservation Authority's comments to the Ministry of Environment, Conservation, and Parks regarding Phase 1 Regulatory updates to the *Conservation Authority Act*.

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

The General Manager/Secretary-Treasurer provided members with the following updates:

a) Presentation from ALUS Canada

Staff received a presentation from ALUS Canada on the use of computer models to target best management practices for agricultural stewardship. CCCA is evaluating its information to be able to add into the system.

b) Springwater Updates

The General Manager / Secretary Treasurer requested Mr. Underhill provide a campground update to Members. Mr. Underhill advised that transient camping opens Friday June 18th 2021 with reservations starting Monday June 14th 2021 @ 8:30 AM. Mr. Underhill advised that automated security gates have been installed at the campground. He concluded by advising the groundbreaking on the McKewan Pavilion across from the office has begun.

**UNFINISHED BUSINESS:**

None

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

None

**NOTICE OF MOTIONS / NEW BUSINESS:**

None

**CORRESPONDENCE:**

a) Copied:

- A letter from Intact Insurance sent May 3, 2021 to Catfish Creek Conservation Authority re. Change of name from Frank Cowan to Intact Public Entities Inc.
- A letter from Conservation Ontario to Trees Ontario sent May 25, 2021 re. Growing Canada's Forests Request for Information
- A letter from Conservation Ontario to the Ministry of Municipal Affairs and Housing sent May 25, 2021 re. Conservation Ontario's Comments on the "Proposed changes to certain land division provisions in the Planning Act" (ERO #019-3495)
- A letter from Catfish Creek Conservation Authority to Conservation Ontario sent May 26, 2021 re. CCCA Board Resolution

- An email from the Ministry of Environment, Conservation and Parks to Catfish Creek Conservation Authority sent May 28, 2021 re. Extension of Canada Ontario Agreement
- A staff biography for the Catfish Creek Conservation Authority Intern supporting the Community Outreach Technician's Education and Outreach Programs & Services

b) Not Copied:

- Correspondence Registers for May, 2021.

<u>Motion # 70/2021</u>	L. Baldwin-Sands	P. Buchner	CARRIED
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THAT, the Copied Correspondence and the Correspondence Registers for May, 2021, be noted and filed.

**CLOSED SESSION:**

<u>Motion # 71/2021</u>	P. Buchner	L. Baldwin-Sands	CARRIED
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THAT, the Full Authority adjourn to Closed Session at (11:05 a.m.).

<u>Motion # 72/2021</u>	S. Martyn	A. Oslach	CARRIED
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THAT, the Full Authority rise with report at (11:17 a.m.).

<u>Motion # 73/2021</u>	L. Baldwin-Sands	P. Buchner	CARRIED
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THAT, the Closed Session Minutes of the Full Authority Meeting #01/2021 (March 11, 2021), be adopted as circulated.

<u>Motion # 74/2021</u>	A. Oslach	P. Buchner	CARRIED
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THAT, Staff work with the Catfish Creek Conservation Authority Auditor, Graham Scott Enns (GSE) should a notice of ineligibility or request for repayment be received by the CCCA.

**NEXT MEETING / TERMINATION:**

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, August 12, 2021, commencing at 10:00 a.m.

<u>Motion # 75/2021</u>	L. Baldwin-Sands	S. Martyn	CARRIED
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THAT, the Full Authority be terminated at (11:20 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  
HEALTH AND SAFETY COMMITTEE**

**Tuesday, June 10, 2021**

**Meeting #HS 06/2021**

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**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 (12:01 pm.).

**ADOPTION OF AGENDA:**

The Committee reviewed and approved the Minutes as amended from the April 27, 2021 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

**BUSINESS OUT OF MINUTES:**

None

**NEW BUSINESS:**

1) New Public Health Guidance – Eye Protection

The committee met to discuss a letter received from South Wester Public Health with new eye protection guidance.

The committee discussed implementing the guidance and all public health guidance will be followed regarding eye protection.

1. Staff must wear face shield/goggle when within 6 feet of another staff
2. Staff will be provided with options for eye protection (goggles, face shield, appropriate safety glasses). Eye protection PPE has been ordered for all staff.
3. Exception: Driver of vehicles (include RTV) does not need to wear eye protection due to safe driving practices. All other occupants must wear eye protection.

The General Manager will update the Facility Protocol / Safety Plan to Version 6.3 with the new Eye Protection Guidance.

**ADJOURNMENT:**

There being no further business to be discussed, the meeting was terminated at 12:11pm.

  
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, July 13, 2021**

**Meeting #HS 07/2021**

**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 (8:34 am.).

**ADOPTION OF AGENDA:**

The Committee reviewed and approved the Minutes as amended from the June 10, 2021 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

**BUSINESS OUT OF MINUTES:**

The General Manager / Secretary-Treasurer advised the committee that:

1. Safety Glasses / goggle have been purchased and provided to all staff.
2. Facility Protocol / Safety Plan to Version 6.3 has been amended to include the new Eye Protection Guidance. V6.3 has been placed on Sharepoint, on s drive, and copied to H&S boards.

**NEW BUSINESS:**

1. Injury Report #1

The General Manager advised of an injury report received for one employee. This was not an accident but a close call which staff rightly completed an injury form as per Health & Safety Regulation # 5.3. There was a potential issue with the hydrostatic drive. The Management representative received a call from tractor repair shop on Thursday July 8 at 3pm advising the hydrostatic drive system was all to specification and operating as designed to blow pressure valve when pedal pressed too hard and fast. Although, the tractor repair shop stated that the pressure release valve is low and as a result may be releasing easier than it should. The repair shop has been asked to give an estimate for the cost/time for replacing the release valve.

Staff have been retrained on the tractor and how not to press the pedal fast and hard which causes the hydrostatic drive to release pressure through a valve.

2. Injury Report #2

The General Manager was advised on July 8, 2021 at around 3pm that a staff member sustained

an injury to the knee while cleaning up water in the gatehouse the week prior. The GM was also advised the staff member took time to see a WSIB injury specialist. At this time the H&S committee has not seen the report to take appropriate remedial actions to ensure the accident does not happen again.

As per Health & Safety Regulation 6.2, the immediate supervisor is responsible for notifying the Administrative/Financial Services Co-ordinator **and the Health and Safety Coordinator** of any compensable incidents/accidents as soon as possible. As the accident occurred over a week ago, the committee will request the report from the WSIC coordinator and report back to a subsequent meeting.

**ACTION ITEM:** The Health and safety worker representative will request a copy of the incident report.

3. Amendment to the Health and Safety policy

The committee has reviewed 5.2.3 section 7 of the health and safety policy and decided the replace "the Health and Safety Coordinator" to "the General Manager".

**ADJOURNMENT:**

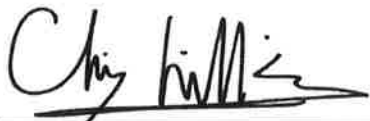
There being no further business to be discussed, the meeting was terminated at 9:03 am.



Austin Verbeek, Employee Representative



Dusty Underhill, Employee Representative



Christopher Wilkinson, Management Representative

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

**Thursday, June 24<sup>th</sup>, 2021**

**Meeting # IC 03/2021**

**PRESENT:**

Paul Buchner                      Committee                      Township of South-West Oxford

**STAFF:**

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

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 Park Technician which was advertised June 11<sup>th</sup> on Indeed and the CCCA social media platforms.

Two (2) additional Park Technician positions are required for the 2021 camping season due to staff moving to other positions. A total of five (5) candidates were contacted to be interviewed for the two (2) additional Park Technician positions.

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

- Mataio Fugard
- Erin Oatman

The meeting was adjourned at 1:55 p.m.

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Paul Buchner  
Committee Member

## **REPORT FA 30 / 2021: To The Full Authority**

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

**SUBJECT:** Monthly Staff Reports

**DATE:** September 30, 2021

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

#### **June & July Activities:**

- Participated in Zoom Meetings with planning staff from the County of Oxford & the County of Elgin regarding the changes to the *Conservation Authorities Act*, roles and future Memorandum of Agreement(s) with member Municipalities for Planning Services;
- Completion of first phase of Catfish Creek Restoration Project at Archie Coulter Conservation Area (ACCA);
- Provided input (via Zoom meeting) to the retained consultants developing the Township of Malahide Recreation Plan;
- Meeting to discuss next year's Environmental Leadership Program with CCCA;
- Source/Order material for fall plantings at ACCA; and,
- Finalized the Memorandum of Agreement with Ducks Unlimited Canada for this year's wetland projects for funding assistance.

#### **August & September Activities:**

- Participating in finalizing budgets and deliverables for the federal governments 'Nature Based Climate Change Solutions Funds with the Department of Environment and Climate Change Canada;
- Completion of first phase of Catfish Creek Restoration Project at Archie Coulter Conservation Area (ACCA); and,
- Finalize funding sources for this year's stewardship initiatives.

#### **Upcoming Activities:**

- Initiate private land stewardship projects in watershed;
- Planning for this year's Co-Op/Work Week with the Environmental Leadership Program class at East Elgin Secondary School;
- Review of proposed Regulations pursuant to the *Conservation Authority Act*, planning and delivery of future CA Environmental Programs; and,
- Monitoring of work permit conditions and processing of applications pursuant to Section 28 of the *Conservation Authorities Act*.

### **Water Management Technician, Peter Dragunas**

#### **June & July Activities:**

- Compilation and organization of the CCCA Watershed Strategy Document.
- Continue with the review and collation of existing CCCA reports for the Watershed Strategy Document;

- Lake Erie at Port Bruce shoreline storm surge and wave uprush numeric interpretation compilation validation;
- Continue with seasonal Lake Erie shoreline Flood Outlook, Watch and Warning condition assessments and monitoring for wind induced storm surge and subsequent shoreline flood conditions;
- Monitor seasonal low flows within the Catfish Creek and its tributaries, and verify low water flow conditions within the watershed for CCCA low water documentation;
- Erosion and unstable slope mapping classifications for lands within the CCCA administrative boundary;
- 2022 Forests Ontario 50 Million Tree Program administration;

#### **August & September:**

- Continued compilation of the CCCA Watershed Strategy Document.
- Completed the review and collation of existing historical CCCA reports and documentations for the Watershed Strategy Document;
- Continued Lake Erie at Port Bruce shoreline storm surge and wave uprush numerical real time data interpretation compilation and validation;
- Continue with seasonal Lake Erie shoreline Flood Outlook, Watch and Warning condition assessments and monitoring for wind induced storm surge and subsequent shoreline flood conditions;
- Continue with real time data analysis for unseasonal elevated riverine flows and localized flooding. Flood Outlook, Watch and Warning condition assessments and monitoring for precipitation induced elevated channel flows;
- Issued a Water Safety, Watershed Condition Statement on September 21st;
- Continue to monitor seasonal low flows within the Catfish Creek and its tributaries, and verify low water flow conditions within the watershed for CCCA low water documentation. This generally ends October 1st with the return of seasonal flows and fall weather patterns;
- Continue with the necessary adjustments of the CCCA Low Water Response Numeric Interpolator (LWRNI), to better represent low water conditions within the CCCA administrative boundary;
- 2022 Forests Ontario 50 Million Tree Program administration;
- Catfish Creek Conservation Authority Ice Management summary presentation to the Township of Malahide.
- Compilation and organization of the CCCA Watershed Strategy Document.
- Erosion and unstable slope mapping classifications for lands within the CCCA administrative boundary;

#### **Upcoming Activities:**

- Continue with calibration for the Lake Erie shoreline storm surge and wave uprush numeric interpretations;
- CCCA 2022 Tree Planting Program;
- Continue with CCCA Low Water and Lake Erie shoreline storm surge and wave uprush monitoring; and,
- Compilation of the CCCA Watershed Strategy Document.

**Conservation Areas Supervisor, Dusty Underhill**

#### **June & July Activities:**

- Sprayed for the Town of Aylmer at various town-owned properties;

- Filled the vacant Job Creation Partnership Position at the beginning of June;
- Met with Russell Schnurr from Fanshawe College's Urban Design class to tour the colleges green roof creations;
- Day - to - day operations and maintenance of the various Conservation Areas;
- Construction began on the Maple Pavilion;
- Attended webinars put on by Conservation Ontario dealing with homelessness within CA properties;
- Maintenance and planning at the Ontario Police College for the Path of Honor;
- Installed new buoys and ropes for the swimming area at the Springwater Day Use / Beach Area;
- Interviewed for (2) Park Tech positions, both started late in June;
- Completed staff midterm evaluations;
- Met with Jake Hiebert from Falco Construction to discuss logistics of the Green Roof Stage delivery in September;
- Attended a zoom meeting with Fanshawe College's Urban Design Class regarding preliminary designs for the East Campground;
- Met to discuss goals and ideas with staff regarding the updating of the Archie Coulter Management Plan;
- Met with Cyril Crocker to discuss the location of a few rare / species at risk at the YNHA.

#### **August & September:**

- Applied herbicide on the trails and the memorial rocks at the Ontario Police College's Path of Honor;
- Trying to establish a committee meeting to discuss what works should occur this fall at the Ontario Police College Memorial Path of Honor;
- Started tendering in preparation for the 2022 operating budget;
- Daily water system maintenance and summer season water testing;
- Completed the Ontario Job Creation Program participant's, and completed the final Activity Reports for submission;
- Worked with Water Management Technician to schedule the Field Technician – Water to complete the upcoming benthic monitoring program for 2021;
- Ongoing direction and coordination of the new Maple Pavilion including preparation for a grand opening;
- Continual support to the completion and site preparation for the Evans' Sisters Stage.
- Assisted with the setup of Virtual Marsh Quest, filmed at the Yarmouth Natural Heritage Area;
- Interviewed and accepted two (2) cooperative education students. One from Central Elgin Collegiate Institute and one from École secondaire catholique Monseigneur-Bruyère;
- Closed the Springwater Day Use Beach for the season.
- Met with Kett Andrews from Credit Valley Conservation in regards to Conservation University and when it will commence again;
- Woodlot management and hazard tree removal;
- Ongoing day-to-day operations, maintenance and security at the various Conservation Areas;
- Began the preparation to close Springwater Campground for the season;

#### **Upcoming Activities:**

- Hazard tree removal, firewood processing, and general maintenance and operations;
- Marsh Quest preparation and planning;

- Forest Festival preparation and set up;
- Continual invasive species control on Authority owned lands;
- Hazard tree removal;
- Continual support to the completion of the Evans' Sisters Stage and the Maple Pavilion project;
- Springwater Campground Closure; and,
- Continual support to the ELP program.

**Community Outreach Technician, Emily Febrey**

**June & July Activities:**


- Completed and posted eight (8) YouTube videos in partnership with Elgin Stewardship Council and Envirothon Ontario, showcasing CCCA staff and field experts on the topics of Soils, Aquatics and Wildlife;
- Attended committee meetings for the following: Central Elgin Environmental Committee, Crops and Conservation Committee, Western Lake Erie Student Summit Committee, Watershed Interpreters' Network, and a working group for Communicating with Farmers;
- Released a press release on behalf of the CCCA in memorial of Mark Tinlin;
- Attended a Drinking Water Source Protection Communications meeting on June 9th, 2021;
- Hosted a successful Un-Smoke Clean-Up in Springwater Conservation Area to June 12th;
- Prepped and hosted the first week of Springwater Summer Camp to great success (week was full at 16 children participating);
- Updated the Education Page on the Catfish Creek website to align with the new logo and branding for the W.I.L.D Rangers Education Program, through funding from the TD Friends of the Environment and Aylmer and Area Community Fund;
- Ran a successful social media contest to celebrate 3 years on Instagram, as well as 1000 followers;
- Attended a meeting regarding the Master Plan for Archie Coulter Conservation Area;
- Completed final report for the Maple Leaves Forever Grant;
- Continue working and supervising education intern, Beth Gould from Fanshawe College's Early Childhood Leadership Program; and,
- Maintained our social media channels.


**Recommendation:**

That, Staff Reports for the month of June, July, August, and September, 2021, be noted and filed.

  
 Tony Difazio  
 Resource Planning Coordinator

  
 For Peter Dragunas  
 Water Management Technician

  
 Dusty Underhill  
 Conservation Areas Supervisor

  
 Emily Febrey  
 Community Outreach Technician

**REPORT FA 31 / 2021 : To The Full Authority**  
**FROM: Susan Simmons, Financial Services Coordinator**  
**SUBJECT: June Summary of Revenue & Expenditures**  
**DATE: June 30, 2021**

**SUMMARY OF REVENUE**  
**for the period ending June 30, 2021**

	<b>2021 Budget</b>	<b>2021 To Date</b>	<b>Difference</b>	<b>2020 To Date</b>
MNRF Provincial Grants	\$ 41,215.00	\$ -	\$ (41,215.00)	\$ -
Other Provincial Grants	\$ 16,684.87	\$ 87,931.14	\$ 71,246.27	\$ 6,182.57
Federal Grants	\$ 14,107.30	\$ -	\$ (14,107.30)	\$ 17,300.23
International Grants	\$ 3,928.23	\$ -	\$ (3,928.23)	
General Levy	\$ 354,687.09	\$ 215,392.63	\$ (139,294.46)	\$ 186,686.45
Special Benefiting Levy	\$ 36,218.65	\$ 5,250.00	\$ (30,968.65)	\$ -
Employment Program Grants	\$ 50,377.80	\$ 92,176.93	\$ 41,799.13	\$ 15,572.85
Donations/Sponsorships	\$ 28,775.00	\$ 78,673.90	\$ 49,898.90	\$ 368,616.94
Conservation Areas Revenue	\$ 583,276.89	\$ 438,544.59	\$ (144,732.30)	\$ 361,457.66
Maple Syrup Revenue	\$ 8,637.50	\$ 3,956.78	\$ (4,680.72)	\$ 17,342.53
Bank Interest Earned	\$ 3,000.00	\$ -	\$ (3,000.00)	\$ 1,148.79
Information & Education	\$ 4,580.00	\$ 6,850.00	\$ 2,270.00	\$ 198.00
Legal Inquiries/Permit Applications	\$ 3,000.00	\$ 3,451.35	\$ 451.35	\$ 292.05
Trees/Planting/Spraying	\$ 2,750.00	\$ 738.72	\$ (2,011.28)	\$ 1,781.00
Woodlot Management	\$ 700.00	\$ -	\$ (700.00)	\$ 707.96
Watershed Stewardship	\$ -	\$ 1,625.00	\$ 1,625.00	\$ -
Revenue from Other C.A. Lands	\$ 41,567.50	\$ 55,993.28	\$ 14,425.78	\$ 17,086.38
Other Revenue	\$ 500.00	\$ -	\$ (500.00)	\$ -
Contract Services	\$ 1,500.00	\$ -	\$ (1,500.00)	\$ 245.62
Vehicle & Equipment Rental Recoveries	\$ 39,988.89	\$ 15,952.45	\$ (24,036.44)	\$ 10,585.71
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)	\$ -
	<b>\$ 1,713,463.83</b>	<b>\$ 1,007,130.36</b>	<b>\$ (706,333.47)</b>	<b>\$ 1,006,233.54</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)
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)
Commemorative Forest	\$ 300.00	\$ 960.00	\$ 660.00
Maple Syrup Program	\$ 3,500.00	\$ 800.00	\$ (2,700.00)
Springwater Forest Trails	\$ 10,000.00	\$ 11,268.00	\$ 1,268.00
Archie Coulter C.A. Trails	\$ 1,000.00	\$ 1,745.05	\$ 745.05
YNHA	\$ 1,000.00	\$ 1,560.85	\$ 560.85
Special Projects	\$ -	\$ 6,080.00	\$ 6,080.00
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
<b>TOTAL Donations/Sponsorships</b>	<b>\$ 28,775.00</b>	<b>\$ 78,673.90</b>	<b>\$ 49,898.90</b>



# SUMMARY OF EXPENDITURES

for the period ending June 30, 2021

	2021 Budget	2021 To Date	Difference	2020 To Date
<b>ADMINISTRATION</b>				
A-1 Wages & Benefits	\$ 84,571.91	\$ 42,691.44	\$ 41,880.47	\$ 53,377.35
A-2 Travel Exp. & Allow.	\$ 7,400.00	\$ 489.50	\$ 6,910.50	\$ 589.65
A-3 Equip. Purchase & Rental	\$ 3,151.40	\$ 1,032.72	\$ 2,118.68	\$ 3,770.68
A-4 Materials & Supplies	\$ 4,250.00	\$ 400.72	\$ 3,849.28	\$ 1,384.24
A-5 Rent & Utilities	\$ 3,330.00	\$ 1,175.34	\$ 2,154.66	\$ 1,423.62
A-6 General Expenses	\$ 38,492.11	\$ 35,472.20	\$ 3,019.91	\$ 35,034.56
<b>TOTAL</b>	\$ 141,195.42	\$ 81,261.92	\$ 59,933.50	\$ 95,580.10
<b>FLOOD FORECASTING &amp; WARNING</b>				
F4-2 Flood Control Structures	\$ 14,136.13	\$ 7,490.24	\$ 6,645.89	\$ 8,522.63
F4-4 Flood Forecasting & Warning	\$ 206,711.66	\$ 109,027.15	\$ 97,684.51	\$ 96,641.41
F4-5 Ice Management	\$ 30,468.65	\$ 23,075.58	\$ 7,393.07	\$ 24,445.41
F4-6 Plan Input	\$ 46,769.00	\$ 24,892.08	\$ 21,876.92	\$ 21,214.23
F4-71 Watershed Planning	\$ 5,904.03	\$ 2,875.96	\$ 3,028.07	\$ 2,870.25
F4-72 Technical Studies (GIS)	\$ 15,042.70	\$ 7,491.31	\$ 7,551.39	\$ 8,192.45
F4-8 Legal Costs	\$ -	\$ 175.50	\$ (175.50)	\$ 351.07
<b>TOTAL</b>	\$ 319,032.17	\$ 175,027.82	\$ 144,004.35	\$ 162,237.45
<b>OTHER PROGRAM AREAS</b>				
B-1 Information & Education	\$ 44,914.85	\$ 23,457.05	\$ 21,457.80	\$ 11,026.68
E-1 Extension Services - Tree Planting	\$ 17,276.71	\$ 16,267.18	\$ 1,009.53	\$ 11,072.14
E-1 Extension Services - Woodlot Management	\$ 2,852.01	\$ 1,462.19	\$ 1,389.82	\$ 1,749.12
E-1 Extension Services - Watershed Stewardship	\$ 14,507.30	\$ 8,573.45	\$ 5,933.85	\$ 39.17
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ -
Water Management Programs	\$ 15,660.32	\$ 3,379.04	\$ 12,281.28	\$ 5,191.52
Community Forest	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 95,211.19	\$ 53,138.91	\$ 42,072.28	\$ 29,078.63
<b>CAPITAL &amp; SPECIAL PROJECTS</b>				
Springwater C.A. Development	\$ 381,000.00	\$ 113,777.20	\$ 267,222.80	\$ 51,231.26
Special Projects	\$ 25,744.83	\$ 12,235.98	\$ 13,508.85	\$ 438.89
Contract Services	\$ -	\$ -	\$ -	\$ 655.61
<b>TOTAL</b>	\$ 406,744.83	\$ 126,013.18	\$ 280,731.65	\$ 52,325.76
<b>CONSERVATION AUTHORITY LANDS</b>				
Springwater Operation & Maint	\$ 605,181.33	\$ 218,814.42	\$ 386,366.91	\$ 165,787.07
Vehicle & Equipment Pool Exp.	\$ 78,393.89	\$ 57,182.56	\$ 21,211.33	\$ 14,676.54
Maple Syrup	\$ 12,137.50	\$ 11,755.17	\$ 382.33	\$ 36,833.81
Other C.A. Lands	\$ 55,567.50	\$ 31,531.34	\$ 24,036.16	\$ 26,396.39
<b>TOTAL</b>	\$ 751,280.22	\$ 319,283.49	\$ 431,996.73	\$ 243,693.81
<b>APPROPRIATION TO GENERAL RESERVES</b>	\$ -	\$ -	\$ -	\$ -
<b>APPROPRIATION TO SPECIAL RESERVES</b>	\$ -	\$ -	\$ -	\$ -
<b>GRAND TOTAL</b>	\$ 1,713,463.83	\$ 754,725.32	\$ 958,738.51	\$ 582,915.75



Susan Simmons,  
Financial Services Coordinator

**REPORT FA 31 / 2021 : To The Full Authority**  
**FROM: Susan Simmons, Financial Services Coordinator**  
**SUBJECT: July Summary of Revenue & Expenditures**  
**DATE: July 31, 2021**

**SUMMARY OF REVENUE**  
**for the period ending July 31, 2021**

	<b>2021 Budget</b>	<b>2021 To Date</b>	<b>Difference</b>	<b>2020 To Date</b>
MNRF Provincial Grants	\$ 41,215.00	\$ -	\$ (41,215.00)	\$ -
Other Provincial Grants	\$ 16,684.87	\$ 88,463.08	\$ 71,778.21	\$ 6,384.67
Federal Grants	\$ 14,107.30	\$ -	\$ (14,107.30)	\$ 17,300.23
International Grants	\$ 3,928.23	\$ -	\$ (3,928.23)	
General Levy	\$ 354,687.09	\$ 215,392.63	\$ (139,294.46)	\$ 265,726.15
Special Benefiting Levy	\$ 36,218.65	\$ 5,250.00	\$ (30,968.65)	\$ -
Employment Program Grants	\$ 50,377.80	\$ 100,487.90	\$ 50,110.10	\$ 29,242.85
Donations/Sponsorships	\$ 28,775.00	\$ 82,137.20	\$ 53,362.20	\$ 372,698.97
Conservation Areas Revenue	\$ 583,276.89	\$ 492,589.06	\$ (90,687.83)	\$ 451,193.24
Maple Syrup Revenue	\$ 8,637.50	\$ 4,182.28	\$ (4,455.22)	\$ 17,735.43
Bank Interest Earned	\$ 3,000.00	\$ -	\$ (3,000.00)	\$ 1,148.79
Information & Education	\$ 4,580.00	\$ 9,624.00	\$ 5,044.00	\$ 268.00
Legal Inquiries/Permit Applications	\$ 3,000.00	\$ 4,123.92	\$ 1,123.92	\$ 530.99
Trees/Planting/Spraying	\$ 2,750.00	\$ 738.72	\$ (2,011.28)	\$ 1,781.00
Woodlot Management	\$ 700.00	\$ -	\$ (700.00)	\$ 707.96
Watershed Stewardship	\$ -	\$ 1,625.00	\$ 1,625.00	\$ -
Revenue from Other C.A. Lands	\$ 41,567.50	\$ 55,993.28	\$ 14,425.78	\$ 17,086.38
Other Revenue	\$ 500.00	\$ -	\$ (500.00)	\$ -
Contract Services	\$ 1,500.00	\$ 775.78	\$ (724.22)	\$ 583.22
Vehicle & Equipment Rental Recoveries	\$ 39,988.89	\$ 15,952.45	\$ (24,036.44)	\$ 15,323.49
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)	\$ -
	<b>\$ 1,713,463.83</b>	<b>\$ 1,077,928.89</b>	<b>\$ (635,534.94)</b>	<b>\$ 1,198,740.17</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)
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)
Commemorative Forest	\$ 300.00	\$ 960.00	\$ 660.00
Maple Syrup Program	\$ 3,500.00	\$ 800.00	\$ (2,700.00)
Springwater Forest Trails	\$ 10,000.00	\$ 13,670.15	\$ 3,670.15
Archie Coulter C.A. Trails	\$ 1,000.00	\$ 2,132.85	\$ 1,132.85
YNHA	\$ 1,000.00	\$ 1,914.20	\$ 914.20
Special Projects	\$ -	\$ 6,080.00	\$ 6,080.00
Springwater C.A. Visitor Centre	\$ -	\$ 1,470.00	\$ 1,470.00
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
<b>TOTAL Donations/Sponsorships</b>	<b>\$ 28,775.00</b>	<b>\$ 82,137.20</b>	<b>\$ 53,362.20</b>

# SUMMARY OF EXPENDITURES

for the period ending July 31, 2021

	2021 Budget	2021 To Date	Difference	2020 To Date
<b>ADMINISTRATION</b>				
A-1 Wages & Benefits	\$ 84,571.91	\$ 52,416.78	\$ 32,155.13	\$ 65,299.06
A-2 Travel Exp. & Allow.	\$ 7,400.00	\$ 701.29	\$ 6,698.71	\$ 619.07
A-3 Equip. Purchase & Rental	\$ 3,151.40	\$ 2,308.60	\$ 842.80	\$ 5,118.46
A-4 Materials & Supplies	\$ 4,250.00	\$ 424.41	\$ 3,825.59	\$ 1,510.82
A-5 Rent & Utilities	\$ 3,330.00	\$ 1,352.07	\$ 1,977.93	\$ 1,614.06
A-6 General Expenses	\$ 38,492.11	\$ 35,472.20	\$ 3,019.91	\$ 35,143.75
<b>TOTAL</b>	<b>\$ 141,195.42</b>	<b>\$ 92,675.35</b>	<b>\$ 48,520.07</b>	<b>\$ 109,305.22</b>
<b>FLOOD FORECASTING &amp; WARNING</b>				
F4-2 Flood Control Structures	\$ 14,136.13	\$ 8,830.61	\$ 5,305.52	\$ 10,140.70
F4-4 Flood Forecasting & Warning	\$ 206,711.66	\$ 131,225.10	\$ 75,486.56	\$ 116,676.27
F4-5 Ice Management	\$ 30,468.65	\$ 25,139.70	\$ 5,328.95	\$ 26,868.76
F4-6 Plan Input	\$ 46,769.00	\$ 29,395.34	\$ 17,373.66	\$ 25,399.31
F4-71 Watershed Planning	\$ 5,904.03	\$ 3,520.98	\$ 2,383.05	\$ 3,510.11
F4-72 Technical Studies (GIS)	\$ 15,042.70	\$ 8,917.36	\$ 6,125.34	\$ 9,790.13
F4-8 Legal Costs	\$ -	\$ 175.50	\$ (175.50)	\$ 351.07
<b>TOTAL</b>	<b>\$ 319,032.17</b>	<b>\$ 207,204.59</b>	<b>\$ 111,827.58</b>	<b>\$ 192,736.35</b>
<b>OTHER PROGRAM AREAS</b>				
B-1 Information & Education	\$ 44,914.85	\$ 28,390.40	\$ 16,524.45	\$ 13,303.06
E-1 Extension Services - Tree Planting	\$ 17,276.71	\$ 17,027.46	\$ 249.25	\$ 12,310.69
E-1 Extension Services - Woodlot Management	\$ 2,852.01	\$ 1,784.69	\$ 1,067.32	\$ 2,099.51
E-1 Extension Services - Watershed Stewardship	\$ 14,507.30	\$ 8,573.45	\$ 5,933.85	\$ 187.16
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ -
Water Management Programs	\$ 15,660.32	\$ 4,179.80	\$ 11,480.52	\$ 6,320.32
Community Forest	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 95,211.19</b>	<b>\$ 59,955.80</b>	<b>\$ 35,255.39</b>	<b>\$ 34,220.74</b>
<b>CAPITAL &amp; SPECIAL PROJECTS</b>				
Springwater C.A. Development	\$ 381,000.00	\$ 159,192.75	\$ 221,807.25	\$ 51,231.26
Special Projects	\$ 25,744.83	\$ 13,649.00	\$ 12,095.83	\$ 664.67
Contract Services	\$ -	\$ 140.00	\$ (140.00)	\$ 927.37
<b>TOTAL</b>	<b>\$ 406,744.83</b>	<b>\$ 172,981.75</b>	<b>\$ 233,763.08</b>	<b>\$ 52,823.30</b>
<b>CONSERVATION AUTHORITY LANDS</b>				
Springwater Operation & Maint	\$ 605,181.33	\$ 303,426.55	\$ 301,754.78	\$ 256,391.65
Vehicle & Equipment Pool Exp.	\$ 78,393.89	\$ 60,029.68	\$ 18,364.21	\$ 16,404.73
Maple Syrup	\$ 12,137.50	\$ 11,755.17	\$ 382.33	\$ 36,833.81
Other C.A. Lands	\$ 55,567.50	\$ 34,657.46	\$ 20,910.04	\$ 28,895.71
<b>TOTAL</b>	<b>\$ 751,280.22</b>	<b>\$ 409,868.86</b>	<b>\$ 341,411.36</b>	<b>\$ 338,525.90</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>\$ 1,713,463.83</b>	<b>\$ 942,686.35</b>	<b>\$ 770,777.48</b>	<b>\$ 727,611.51</b>

*Susan Simmons*

Susan Simmons,  
Financial Services Coordinator

**REPORT FA 32 / 2021 : TO THE FULL AUTHORITY**
**FROM:** Susan Simmons, Financial Services Coordinator

**SUBJECT:** Accounts Paid

**DATE:** July 31, 2021

<b>VENDOR</b>	<b>CHQ #</b>	<b>TOTAL</b>	<b>EXPLANATION</b>
Bell Canada	Online	\$ 88.04	gauge
Waste Connections of Canada Inc.	Online	\$ 2,343.80	campground maintenance
Hydro One	Online	\$ 9,915.76	campground, operations centre, gauges
Eastlink	Online	\$ 1,029.44	phone, fax line, internet, gauges
Reliance Home Comfort	Online	\$ 48.71	water heater rental
Telus Mobility	Online	\$ 336.75	mobile phones
Noble, Michael	30773	\$ 100.00	camping refund
Hydro One	Online	\$ 152.17	schoolhouse
Capital One MasterCard	Online	\$ 611.20	campground supplies, store products for resale
Desjardins Card Services (Staples)	Online	\$ 1,010.35	campground supplies
Hydro One	Online	\$ 221.28	day use area
Al Jewell Perfect Signs Ltd.	30775	\$ 113.00	campground supplies
Aylmer Home Hardware	30776	\$ 241.29	campground supplies
Black Cat Concepts	30777	\$ 341.81	ELP website management
Buttonbush Farm	30778	\$ 750.00	municipal roadside trees
Canadian Tire	30779	\$ 596.36	campground supplies
Checkers Cleaning Supply	30780	\$ 692.67	campground supplies
Conservation Ontario	30781	\$ 9,700.00	Levy
Dulux - PPG AC Canada Inc.	30782	\$ 305.98	campground supplies
Durand, Chris	30783	\$ 300.00	website maintenance
Elgin Pure Water	30784	\$ 128.82	campground maintenance
FedEx	30785	\$ 13.46	courier fees
Glenbriar Bottled Water Co. Ltd.	30786	\$ 101.57	water cooler service
Howey Line Forestry Inc.	30787	\$ 5,288.40	firewood for resale
Integrity IT Services	30788	\$ 498.05	computer network support
Koolen Electric	30789	\$ 5,217.85	Springwater CA Maintenance
L.S. Putnam & Son	30790	\$ 1,397.28	campground maintenance
Laemers Excavating	30791	\$ 16,000.00	GLLAF project expenses
London Quality Dairy and Wholesale	30792	\$ 601.11	store product for resale
M Live Bait Wholesale	30793	\$ 108.48	store product for resale
McBain Signs & Graphic Design	30794	\$ 305.10	campground supplies
R Safety	30795	\$ 653.69	campground supplies
Secord Home Building Centre	30796	\$ 491.08	campground supplies
Simpson's Fence (London) Ltd.	30797	\$ 27,390.85	Springwater CA Maintenance - Gate System
Somerville Nurseries Inc.	30798	\$ 8,170.91	trees for resale
Steelway Building Systems	30799	\$ 36,580.55	Springwater CA Maintenance - Stage
Stirling, Paige	30800	\$ 150.00	TD Education Project
Studer's Ice	30801	\$ 317.25	store product for resale
Union Sports Sales Limited	30802	\$ 903.44	uniforms
Waste Connections of Canada Inc.	Online	\$ 2,656.84	campground maintenance
Receiver General HST	Cash	\$ 26,198.50	April-June Quarterly Remittance
Bell Canada	Online	\$ 88.04	gauge
CBSC Capital Inc.	Online	\$ 701.54	photo copier lease
CIBC Visa	Online	\$ 1,547.01	Special Projects - Unsmoke
CIBC Visa	Online	\$ 119.78	Zoom meeting platform
CIBC Visa	Online	\$ 23.69	Office Supplies
CIBC Visa	Online	\$ 222.61	TD Education Project
CIBC Visa	Online	\$ 1,724.08	campground supplies
CIBC Visa	Online	\$ 124.65	staff lunch
CIBC Visa	Online	\$ 46.33	store product for resale

**REPORT FA 32 / 2021 : TO THE FULL AUTHORITY**

**FROM:** Susan Simmons, Financial Services Coordinator

**SUBJECT:** Accounts Paid

**DATE:** July 31, 2021

<b>VENDOR</b>	<b>CHQ #</b>	<b>TOTAL</b>	<b>EXPLANATION</b>
Capital One MasterCard	Cash	\$ 1,615.82	store product for resale; campground supplies
Eastlink	Cash	\$ 1,030.12	phone, fax line, internet, gauges
Hydro One	Cash	\$ 10,592.01	campground, operations centre, schoolhouse, day use area, gauges
		<u>\$ 179,907.52</u>	

**RECOMMENDATION:**

THAT, Accounts Paid totalling \$179,907.52 , be approved as presented in Report FA 32 / 2021.



Susan Simmons,  
Financial Services Coordinator

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**REPORT FA 33 / 2021** : **To the Full Authority**  
**FROM** : Tony Difazio, Resource Planning Coordinator  
**SUBJECT** : Approved Section 28 Regulation Applications  
**DATE** : August 2021

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

PERMIT NO.	LOCATION	PROPOSAL	DATE ISSUED
<b>FR-05-21</b> (Site 1)	11865 Springfield Road; Village of Springfield	* The landowners are building an addition to a single family dwelling in the flood-fringe of the Simpson Drain; * Flood-proofing measures incorporated;	June 4, 2021
<b>FR-06-21</b> (Site 2)	46752 Edgeware Line; Municipality of Central Elgin	* This proposal involves the replacement of an agricultural low flow crossing of the East Branch of Catfish Creek; * CCCA construction measures incorporated;	May 5, 2020
<b>FR-07-21</b> (Site 3)	49947 Dingle Street; Township of Malahide	* This proposal involves the installation of a new septic system and addition to a single family dwelling in the flood-fringe of Catfish Creek; * Designs incorporate flood-proofing measures;	July 12, 2021
<b>FR-08-21</b> (Site 4)	3243 Colin Street; Village of Port Bruce	* This proposal involves the construction of a workshop in the flood-fringe of Catfish Creek; * CCCA flood-proofing measures incorporated;	July 26, 2021
<b>FR-09-21</b> (Site 5)	48648 Ron McNeil Line; Township of Malahide	* This proposal involves the restoration of the East Branch of Catfish Creek; * Natural Channel Design methods will be incorporated by the landowner;	June 30, 2021

**RECOMMENDATION:** THAT, the Full Authority receive the staff approved Section 28 Regulation Applications **Report FA 33 / 2021**, as information.

  
\_\_\_\_\_  
Tony Difazio, Resource Planning Coordinator





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<b>REPORT FA 34 / 2021</b>	:	<b>To The Full Authority</b>
<b>FROM</b>	:	Tony Difazio, Resource Planning Coordinator
<b>SUBJECT</b>	:	<b>MUNICIPAL PLAN REVIEW REPORT</b>
<b>DATE</b>	:	August, 2021

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**PURPOSE:** To outline the plan input and review activities as it has been implemented from May to August 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 May, June & July, 2021.



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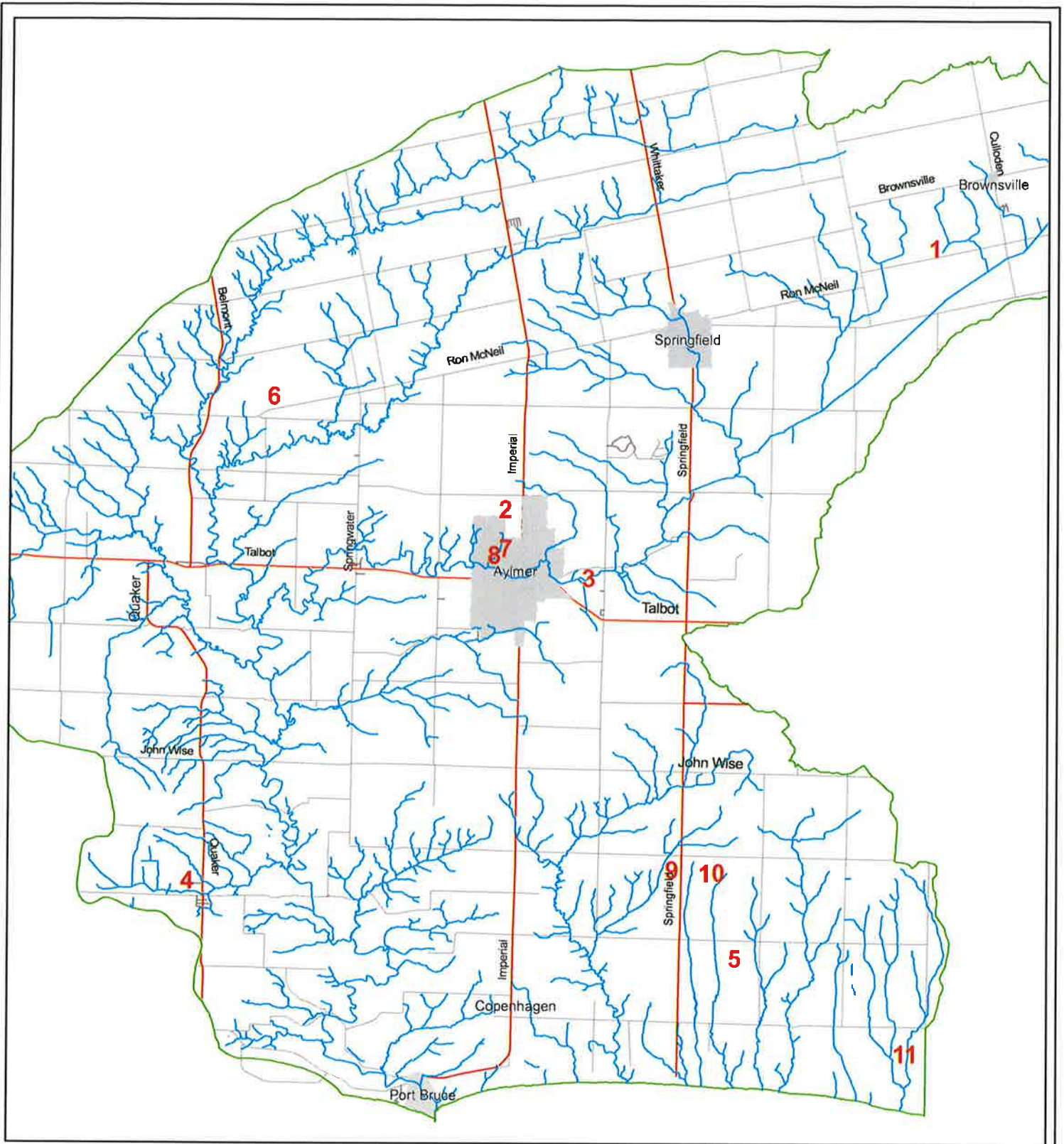
Tony Difazio, Resource Planning Coordinator



**CATFISH CREEK CONSERVATION AUTHORITY**  
**PLAN REVIEW REPORT**  
 August 2021

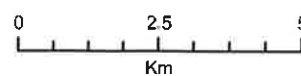
ZONING BYLAW AMENDMENTS			
SITE NO	LOCATION	PROPOSAL	COMMENTS
1	143359 Hawkins Road; Township of South-West Oxford	* This amendment will change the Zoning to Special General Agriculture to permit the establishment of a garden suite;	* NO OBJECTIONS
2	49145 Glencolin Line; Township of Malahide	* This amendment, as a condition of Consent E31-21, will change the Zoning on a surplus farm dwelling to <i>Small Lot Agriculture</i> ; * The retained 12.7 ha. parcel will be rezoned <i>Special Agriculture</i> to prohibit the construction of new dwellings;	* NO OBJECTIONS
3	49947 Dingle Street; Township of Malahide	* This amendment will permit the addition to an existing single family dwelling; * Remainder of property will remain in <i>Open Space/Hazard Land</i> ;	* CCCA REGULATED; See Permit FR-07-2021
4	46231 North Street; Village of Sparta	* This amendment will permit the conversion of an existing barn structure to an additional residential dwelling unit;	* NO OBJECTIONS
5	51271 Vienna Line; Township of Malahide	* This amendment, as a condition of Consent E11-21, will change the Zoning on a surplus farm dwelling to <i>Small Lot Agriculture</i> ; * The retained farm parcel will be rezoned <i>Special Agriculture</i> to prohibit the construction of new dwellings;	* NO OBJECTIONS

SEVERANCE APPLICATIONS			
SITE NO	LOCATION	PROPOSAL	COMMENTS
6	47148 Ron McNeil Line; Township of Malahide	* Sever a 2.3 acre parcel with a residential dwelling, deemed surplus to the needs of the owner; * The owners are retaining 42 ha. to remain in agricultural use;	* NO OBJECTIONS
2	49145 Glencolin Line; Township of Malahide	* Sever a 1.5 acre parcel containing one residence deemed surplus to the needs of the applicants; * The owners are retaining 12.7 ha. to remain in agricultural use;	* NO OBJECTIONS
7	92 Myrtle Street; Town of Aylmer	* The applicants propose to sever 2 lots with a frontage of 10m, for existing residential use (one unit of a semi-detached dwelling for each lot);	* NO OBJECTIONS
8	62 Oak Street, Town of Aylmer	* The applicants propose to sever a 2m X 33m parcel for a proposed underground hydro easement to an adjacent dwelling; * The owner is retaining the easterly portion containing a single family dwelling to remain in residential use;	* NO OBJECTIONS
9	6501 Springfield Road; Hamlet of Mount Salem	* The applicants propose to sever a 25m X 68m parcel, containing a single family dwelling; * The owners are retaining a 2.3 acre parcel for future residential use;	* NO OBJECTIONS
10	51455 Calton Line; Hamlet of Mount Salem	* The applicants propose to sever three- 25m X 90 parcels to create 3 new residential building lots; * The owners are retaining 36.5 ha. to remain in agricultural use;	* NO OBJECTIONS
11	53367 Nova Scotia Line; Township of Malahide	* The applicants propose to sever an irregular, 31.5 ha parcel containing a dwelling, to remain in agricultural use; * The owners are retaining the remainder (97.9 ha.) to remain in agricultural use;	* NO OBJECTIONS



# **Plan Review Map** **August, 2021**

**1** Plan Review Site Number



**Report FA 35 / 2021 : To The Full Authority**

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

**SUBJECT:** University of Guelph Research Request

**DATE:** July 22, 2021

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Purpose:

To consider a request from University of Guelph to undertake a research project at Hawkins Tract.

Discussion:

On July 7th 2021, the Catfish Creek Conservation Authority (CCCA) received a request from the University of Guelph to do a one-year survey at Hawkins Tract.

The purpose of the study is to research and document the biodiversity and genomics of earthworms.

Research permits normally go through the Land Management Committee, but due to time pressures, staff are requesting the Full Authority consider the permit request at this time. The insurance certificate has been provided and staff have no concerns with the research request. The permit is attached for information.

Recommendation:

THAT, the Full Authority approve the Research Permit for University of Guelph as outlined in Report FA 35/2021.



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Christopher Wilkinson  
General Manager / Secretary-Treasurer

## RESEARCH PERMIT

### MEMORANDUM OF AGREEMENT

THIS AGREEMENT, made in duplicate this the 20<sup>th</sup> day of JULY, 2021.

BETWEEN:

Catfish Creek Conservation Authority  
(hereinafter referred to as "CCCA")

- and -

University of Guelph  
(hereinafter referred to as the "Applicant")

WHEREAS, the Applicant has requested certain use privileges with respect to carrying out research on certain lands owned by CCCA;

AND WHEREAS, CCCA has agreed to grant such use by its execution hereof, has approved of the grant of such use privileges, subject to the terms and conditions hereinafter set forth;


NOW THEREFORE WITNESSETH in consideration of the mutual covenants herein and the payment by the Applicant to CCCA of the sum of one dollar (\$1.00), the receipt of which CCCA hereby acknowledges, the parties hereto agree as follows;

- a) This Agreement shall be in effect for a period of 1 YEAR commencing with the 20<sup>th</sup> day of JULY 2021. Either party hereto reserves the right to cancel this Agreement by providing thirty (30) days written notice to the other party.
- b) All research activities will be confined to the lands known as the HAWKINS TRACT
- c) The Applicant will comply with all provisions of the Conservation Authorities Act and any amendments thereto and any regulations, by-laws, and amendments in force from time to time, and all rules and regulations pertaining to the lands owned by CCCA.
- d) The Applicant will abide by all rules and regulations with respect to any provincial, municipal, or federal acts relating thereto.
- e) The Applicant will not assign or transfer this Agreement.
- f) The Applicant will not sell, offer for sale, give, dispense, remove, or dispose of anything from the lands owned by CCCA except such items as are approved by CCCA.
- g) The Applicant shall at all times during the currency hereof maintain third party general liability insurance in a form and content satisfactory to CCCA in an amount not less than two million dollars (\$2,000,000.00) per occurrence for bodily injury including personal injury and death, showing CCCA as an insured.
- h) The Applicant will, during the currency hereof, indemnify and save harmless CCCA from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings by whomsoever made, sustained, brought or prosecuted in any manner based upon, occasioned by, or attributable to anything done or omitted to be done by the Applicant, its officers, employees, invitees, servants, or agents in connection with the lands owned by CCCA in fulfillment or required fulfillment of any of the provisions of the Agreement.
- i) The Applicant will provide CCCA with copies of final written papers, inventories, and / or reports resulting from the said research project.

IN WITNESS WHEREOF the parties have by the hands of their duly authorized officials, executed the written Agreement this the 20<sup>th</sup> day of JULY, 2021.

CATFISH CREEK CONSERVATION AUTHORITY  
8079 Springwater Road, R.R. #5, Aylmer, Ontario N5H 2R4  
Tel: (519) 773-9037 Fax: (519) 765-1489 E-mail: [admin@catfishcreek.ca](mailto:admin@catfishcreek.ca)

Per:   
Authority Chairperson  
RICK CERNA

Per:   
General Manager / Secretary – Treasurer  
CHRISTOPHER WILKINSON

APPLICANT:

Name: Marie-Eugénie Maggia Tel: N/A Fax: N/A

Title: Health Research Scientist and Program Lead E-mail: [mmaggia@uoguelph.ca](mailto:mmaggia@uoguelph.ca)

Mailing Address: Centre for Biodiversity Genomics | University of Guelph

50 Stone Road E | Guelph, ON | N1G2W1

Signature: 

## REPORT FA 36 / 2021: To The Full Authority

**FROM:** Christopher Wilkinson, General Manager / Secretary – Treasurer  
**SUBJECT:** Conservation Ontario Council Meeting  
**DATE:** June 21, 2021  
**FINANCIAL IMPACT:** N/A  
**STRATEGIC ACTION:** Operate a sustainable and adaptable organization

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### **Purpose:**

To update the members on the business items discussed at the Conservation Ontario (CO) Council meeting.

### **Discussion:**

The General Manager / Secretary-Treasurer attended the Conservation Ontario Council meeting held virtually on June 21<sup>st</sup>, 2021. Highlights of the meeting included:

a) Conservation Ontario's Comments on the "Regulatory Proposals (Phase 1) under the Conservation

The positioning highlights the work that CAs and CO will do to support successful implementation while flagging a number of limitations including ever shortening timelines, cost and capacity. The submission from CO was circulated to all CAs for a two-week period to review and comments were in the proposal approved by Conservation Ontario council.

A letter from the Chair of Conservation Ontario, Andy Mitchell, was also provided. The letter is recommended to be shared with councils for adoption, receive for information etc. The letter is relatively straightforward 2-page summary of the Conservation Ontario concerns which parallel with many of CCCAs concerns.

b) Draft Updated Memorandum of Understanding (MOU) between Conservation Ontario and Hydro One

Conservation Ontario and Hydro One have been working toward an update of the 2011 agreement by enhancing many of the principles and processes from the previous (2011) MOU, however, reflects that as of May 2017, Hydro One is no longer a Crown Corporation, and with this change in status, the previous exemption afforded to Hydro One from requiring CA permission under Section 28 of the CA Act for maintenance and construction activities ceased to apply.

The updated MOU details overarching guiding principles, as well as the roles and responsibilities of Hydro One and CAs, including all contractors utilized by either party, for Hydro One works taking place in CA-regulated areas or CA-owned lands. The MOU

promotes the use of newly developed standard processes, including streamlined compliance and review approaches and standard best practices to be followed by CAs and Hydro One for:

- i. Hydro One work activities on lands regulated under the Conservation Authorities Act
  - ii. Hydro One work activities on CA-owned lands;
  - iii. Hydro One work activities on lands regulated under the Conservation Authorities Act as emergency works;
  - iv. Ecological restoration activities, including joint ecological restoration opportunities, undertaken by CAs and Hydro One; and,
  - v. Undertaking communications between the two agencies.
- c) Update on the Conservation Ontario Governance Accountability and Transparency Initiative

At the April 12th, 2021 Annual General Meeting, Conservation Ontario Council endorsed a Conservation Ontario Governance Accountability and Transparency Initiative which includes the following three actions to demonstrate CA commitment in this regard: a) Updates to CA Administrative By-laws, b) Proactive Reporting on Priorities, and c) Promotion/Demonstration of Results. A Steering Committee consisting of volunteer CAOs/GMs and Conservation Ontario staff was further established to guide and deliver on the actions identified in the Initiative. Updates are provided on each of the three actions areas and a more detailed report will be provided as part of the September 2021 Council meeting. As part of the endorsed Initiative, CA Board resolutions in support of the three actions were requested. As of June 9th, 26 CAs have passed resolutions in support of the actions and 5 have confirmed that Board reports are scheduled to pass a resolution.

d) Consent Items:


The following items were approved without discussion:

- Conservation Ontario's 2021 Mid-Year Workplan Update
- Conservation Ontario's Comments on the "Consultation on growing the size of the Greenbelt" (ERO #019-3136)
- Conservation Ontario's Comments on the "Proposed changes to certain land division provisions in the Planning Act" (ERO #019-3495)
- Update on the CO Client Service and Streamlining Initiative and Endorsement of Committee and Taskforce Representatives
- Conservation Ontario Representative for Lake Erie Partnership Management Committee
- Conservation Ontario's comments on the DRAFT: Canada's Great Lakes Strategy for PFOS, PFOA, and LC-PFCAs Risk Management
- Conservation Ontario's comments on The House of Commons Standing Committee on Environment and Sustainable Development's Fresh Water Study

- Growing Canada's Forests: A request for Information on the 2 Billion Tree Program
- Conservation Ontario's Recommendations to Ontario's Advisory Panel on Climate Change
- Release of New Research by EcoHealth Ontario, Green Analytics and the Greenbelt Foundation –Estimating the Health Care Savings from Greenspaces and Urban Green Infrastructure
- Program Updates for Drinking Water Source Protection, Business Development & Partnerships, Marketing & Communications, and Information Management.

**Recommendation:**

THAT, Report FA 36/2021, be received for information.



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Christopher Wilkinson  
General Manager / Secretary – Treasurer

## **REPORT FA 37 / 2021: To The Full Authority**

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

**SUBJECT:** COVID-19 Response – Return to Work Plan and Policy

**DATE:** July 22, 2021

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

**FINANCIAL IMPLICATIONS:** Can be accommodated through existing budget

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### Purpose:

To have members approve the updated Work from Home Policy.

### Background:

The below work from home policy was approved by the Members Motion #36/2020 that allowed staff to work at home during a declared state of emergency.

### **8.1 Work From Home**

Catfish Creek Conservation Authority is a service based organization that requires staff to be present in the workplace. The Authority recognizes that working from home may meet a variety of interests such as emergencies and enhancing employee productivity and satisfaction, and that there are circumstances where this may be feasible.

Working from home does not alter or supersede the terms of the existing employment relationship. The employee remains obligated to comply with all company rules, policies, practices and instructions that would apply if the employee were working at the regular company worksite.

The Authority recognizes that working from home is completely voluntary and that certain employees may choose not to select the working from home option if offered on a case-by-case basis.

### **Definitions**

**Home** - refers to the employee's residence or another off-site location, as approved by the supervisor and General Manager / Secretary-Treasurer.

### **Policy Provisions**

1. Under no circumstances are employees permitted to work at home without prior permission from the employee's supervisor and General Manager / Secretary-Treasurer.
2. Long-term work from home is not contemplated due to the service-oriented nature of the organization. Any proposal for a long-term work from home arrangement would be in consultation with the General Manager / Secretary-Treasurer and the Board of Directors.



3. Short-term work from home, defined as an occasional day, may be permitted subject to the following conditions:
  - a. An employee who wishes to work from home on a short term basis, must get a general permission from the Board of Directors.
  - b. Before granting permission for short-term work at home arrangements, supervisors must know the specific work to be performed and the projected amount of time expected.
  - c. Employees may be required to provide the work completed to their supervisor for review upon return to the office.
  - d. The employee shall provide the address and contact information for the work site with the request to work from home.
  - e. Requests to work overtime or take time off must be approved in the same manner as when working at the regular Authority worksite.
  - f. The employee agrees to take reasonable steps to protect any Catfish Creek Conservation Authority property from theft, damage, or misuse. This includes maintaining data security and record confidentiality to at least the same degree as when working at the regular Conservation Authority worksite.
  - g. Work products developed or produced by the employee while working from home remain the property of the Authority.
  - h. The employee will ensure that the alternate worksite is safe and ergonomically suitable.
4. Staff on approved work at home arrangement will be required to identify on their time sheets all time spent working at home.
5. Salaried Regular Employees and Contract Employees are eligible for work from home arrangements.

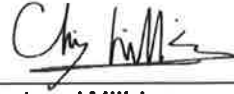
Current Status:

As staff anticipate a Revocation of the Ontario Emergency Order on July 28, 2021, a change in the work from home arrangements is anticipated due to the expiry of the Board approval. All staff would move back to the standard working arrangement. Both "Short-term work from home" and "Long-term work from home" arrangements require Board approval.

The General Manager / Secretary-Treasurer proposes this return to work date to be Tuesday September 7, 2021.

Recommendation:

WHEREAS the declared State of Emergency has been lifted; THEREFORE BE IT RESOLVED THAT, the Catfish Creek Conservation Authority rescind the Long Term Work from Home policy permissions.



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Christopher Wilkinson  
General Manager / Secretary- Treasurer

**REPORT FA 38 / 2021 : To The Full Authority**  
**FROM: Susan Simmons, Financial Services Coordinator**  
**SUBJECT: August Summary of Revenue & Expenditures**  
**DATE: August 31, 2021**

**SUMMARY OF REVENUE**  
**for the period ending August 31, 2021**

	<b>2021 Budget</b>	<b>2021 To Date</b>	<b>Difference</b>	<b>2020 To Date</b>
MNRF Provincial Grants	\$ 41,215.00	\$ -	\$ (41,215.00)	\$ -
Other Provincial Grants	\$ 16,684.87	\$ 90,636.58	\$ 73,951.71	\$ 6,766.43
Federal Grants	\$ 14,107.30	\$ -	\$ (14,107.30)	\$ 17,300.23
International Grants	\$ 3,928.23	\$ -	\$ (3,928.23)	\$ -
General Levy	\$ 354,687.09	\$ 215,392.63	\$ (139,294.46)	\$ 265,726.15
Special Benefiting Levy	\$ 36,218.65	\$ 5,250.00	\$ (30,968.65)	\$ -
Employment Program Grants	\$ 50,377.80	\$ 100,487.90	\$ 50,110.10	\$ 29,242.85
Donations/Sponsorships	\$ 28,775.00	\$ 84,150.63	\$ 55,375.63	\$ 374,971.43
Conservation Areas Revenue	\$ 583,276.89	\$ 534,989.76	\$ (48,287.13)	\$ 517,117.34
Maple Syrup Revenue	\$ 8,637.50	\$ 4,577.88	\$ (4,059.62)	\$ 18,176.03
Bank Interest Earned	\$ 3,000.00	\$ -	\$ (3,000.00)	\$ 1,148.79
Information & Education	\$ 4,580.00	\$ 10,004.00	\$ 5,424.00	\$ 1,384.00
Legal Inquiries/Permit Applications	\$ 3,000.00	\$ 4,123.92	\$ 1,123.92	\$ 1,106.22
Trees/Planting/Spraying	\$ 2,750.00	\$ 738.72	\$ (2,011.28)	\$ 1,781.00
Woodlot Management	\$ 700.00	\$ -	\$ (700.00)	\$ 707.96
Watershed Stewardship	\$ -	\$ 1,625.00	\$ 1,625.00	\$ 6,780.00
Revenue from Other C.A. Lands	\$ 41,567.50	\$ 55,993.28	\$ 14,425.78	\$ -
Other Revenue	\$ 500.00	\$ -	\$ (500.00)	\$ 17,086.38
Contract Services	\$ 1,500.00	\$ 775.78	\$ (724.22)	\$ -
Vehicle & Equipment Rental Recoveries	\$ 39,988.89	\$ 19,863.23	\$ (20,125.66)	\$ 1,409.33
Previous Year Surplus (Deficit)	\$ 593.59	\$ 593.59	\$ -	\$ 22,222.96
Deferred Revenue	\$ 349,253.00	\$ -	\$ (349,253.00)	\$ 1,028.80
Income Appropriation from Special Reserves	\$ 31,579.17	\$ -	\$ (31,579.17)	\$ -
Income Appropriation from General Reserves	\$ 96,543.35	\$ -	\$ (96,543.35)	\$ -
	<b>\$ 1,713,463.83</b>	<b>\$ 1,129,202.90</b>	<b>\$ (584,260.93)</b>	<b>\$ 1,283,955.90</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)
Annual Report	\$ 875.00	\$ 450.00	\$ (425.00)
Environmental Education	\$ 4,000.00	\$ 320.00	\$ (3,680.00)
EESS ELP Sponsorships	\$ 4,600.00	\$ -	\$ (4,600.00)
Commemorative Forest	\$ 300.00	\$ 960.00	\$ 660.00
Maple Syrup Program	\$ 3,500.00	\$ 800.00	\$ (2,700.00)
Springwater Forest Trails	\$ 10,000.00	\$ 15,069.53	\$ 5,069.53
Archie Coulter C.A. Trails	\$ 1,000.00	\$ 2,371.85	\$ 1,371.85
YNHA	\$ 1,000.00	\$ 2,129.25	\$ 1,129.25
Special Projects	\$ -	\$ 6,080.00	\$ 6,080.00
Springwater C.A. Visitor Centre	\$ -	\$ 1,470.00	\$ 1,470.00
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
<b>TOTAL Donations/Sponsorships</b>	<b>\$ 28,775.00</b>	<b>\$ 84,150.63</b>	<b>\$ 55,375.63</b>

# SUMMARY OF EXPENDITURES

for the period ending August 31, 2021

	2021 Budget	2021 To Date	Difference	2020 To Date
<b>ADMINISTRATION</b>				
A-1 Wages & Benefits	\$ 84,571.91	\$ 58,936.72	\$ 25,635.19	\$ 73,374.50
A-2 Travel Exp. & Allow.	\$ 7,400.00	\$ 175.22	\$ 7,224.78	\$ 619.07
A-3 Equip. Purchase & Rental	\$ 3,151.40	\$ 2,727.03	\$ 424.37	\$ 5,299.85
A-4 Materials & Supplies	\$ 4,250.00	\$ 424.41	\$ 3,825.59	\$ 1,510.82
A-5 Rent & Utilities	\$ 3,330.00	\$ 1,530.58	\$ 1,799.42	\$ 1,788.95
A-6 General Expenses	\$ 38,492.11	\$ 35,699.92	\$ 2,792.19	\$ 35,268.99
<b>TOTAL</b>	<b>\$ 141,195.42</b>	<b>\$ 99,493.88</b>	<b>\$ 41,701.54</b>	<b>\$ 117,862.18</b>
<b>FLOOD FORECASTING &amp; WARNING</b>				
F4-2 Flood Control Structures	\$ 14,136.13	\$ 9,773.26	\$ 4,362.87	\$ 12,420.21
F4-4 Flood Forecasting & Warning	\$ 206,711.66	\$ 145,942.43	\$ 60,769.23	\$ 129,628.77
F4-5 Ice Management	\$ 30,468.65	\$ 26,534.73	\$ 3,933.92	\$ 28,526.50
F4-6 Plan Input	\$ 46,769.00	\$ 32,575.00	\$ 14,194.00	\$ 28,608.83
F4-71 Watershed Planning	\$ 5,904.03	\$ 3,964.06	\$ 1,939.97	\$ 3,951.02
F4-72 Technical Studies (GIS)	\$ 15,042.70	\$ 9,989.82	\$ 5,052.88	\$ 10,939.63
F4-8 Legal Costs	\$ -	\$ 175.50	\$ (175.50)	\$ 351.07
<b>TOTAL</b>	<b>\$ 319,032.17</b>	<b>\$ 228,954.80</b>	<b>\$ 90,077.37</b>	<b>\$ 214,426.03</b>
<b>OTHER PROGRAM AREAS</b>				
B-1 Information & Education	\$ 44,914.85	\$ 31,250.56	\$ 13,664.29	\$ 15,544.20
E-1 Extension Services - Tree Planting	\$ 17,276.71	\$ 17,566.76	\$ (290.05)	\$ 13,155.11
E-1 Extension Services - Woodlot Management	\$ 2,852.01	\$ 2,057.11	\$ 794.90	\$ 2,319.97
E-1 Extension Services - Watershed Stewardship	\$ 14,507.30	\$ 8,590.86	\$ 5,916.44	\$ 11,613.54
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ -
Water Management Programs	\$ 15,660.32	\$ 4,707.98	\$ 10,952.34	\$ 7,094.78
Community Forest	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 95,211.19</b>	<b>\$ 64,173.27</b>	<b>\$ 31,037.92</b>	<b>\$ 49,727.60</b>
<b>CAPITAL &amp; SPECIAL PROJECTS</b>				
Springwater C.A. Development	\$ 381,000.00	\$ 182,129.04	\$ 198,870.96	\$ 57,806.26
Special Projects	\$ 25,744.83	\$ 13,649.00	\$ 12,095.83	\$ 886.19
Contract Services	\$ -	\$ 320.04	\$ (320.04)	\$ 1,133.79
<b>TOTAL</b>	<b>\$ 406,744.83</b>	<b>\$ 196,098.08</b>	<b>\$ 210,646.75</b>	<b>\$ 59,826.24</b>
<b>CONSERVATION AUTHORITY LANDS</b>				
Springwater Operation & Maint	\$ 605,181.33	\$ 395,667.86	\$ 209,513.47	\$ 341,436.65
Vehicle & Equipment Pool Exp.	\$ 78,393.89	\$ 61,055.20	\$ 17,338.69	\$ 16,943.72
Maple Syrup	\$ 12,137.50	\$ 11,755.17	\$ 382.33	\$ 36,833.81
Other C.A. Lands	\$ 55,567.50	\$ 37,029.25	\$ 18,538.25	\$ 30,944.18
<b>TOTAL</b>	<b>\$ 751,280.22</b>	<b>\$ 505,507.48</b>	<b>\$ 245,772.74</b>	<b>\$ 426,158.36</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>\$ 1,713,463.83</b>	<b>\$ 1,094,227.51</b>	<b>\$ 619,236.32</b>	<b>\$ 868,000.41</b>

*Susan Simmons*

Susan Simmons,  
Financial Services Coordinator

**REPORT FA 38 / 2021 : To The Full Authority**  
**FROM: Susan Simmons, Financial Services Coordinator**  
**SUBJECT: September Summary of Revenue & Expenditures**  
**DATE: September 30, 2021**

**SUMMARY OF REVENUE**  
**for the period ending September 30, 2021**

	<b>2021 Budget</b>	<b>2021 To Date</b>	<b>Difference</b>	<b>2020 To Date</b>
MNRF Provincial Grants	\$ 41,215.00	\$ -	\$ (41,215.00)	\$ 41,215.00
Other Provincial Grants	\$ 16,684.87	\$ 90,636.58	\$ 73,951.71	\$ 8,331.64
Federal Grants	\$ 14,107.30	\$ -	\$ (14,107.30)	\$ 17,300.23
International Grants	\$ 3,928.23	\$ -	\$ (3,928.23)	\$ 4,297.36
General Levy	\$ 354,687.09	\$ 354,687.09	\$ -	\$ 323,179.66
Special Benefiting Levy	\$ 36,218.65	\$ 8,250.00	\$ (27,968.65)	\$ 8,250.00
Employment Program Grants	\$ 50,377.80	\$ 138,487.99	\$ 88,110.19	\$ 29,242.85
Donations/Sponsorships	\$ 28,775.00	\$ 86,106.93	\$ 57,331.93	\$ 376,096.43
Conservation Areas Revenue	\$ 583,276.89	\$ 551,621.67	\$ (31,655.22)	\$ 547,348.22
Maple Syrup Revenue	\$ 8,637.50	\$ 4,694.03	\$ (3,943.47)	\$ 18,765.33
Bank Interest Earned	\$ 3,000.00	\$ 1,085.66	\$ (1,914.34)	\$ 1,148.79
Information & Education	\$ 4,580.00	\$ 10,004.00	\$ 5,424.00	\$ 2,700.00
Legal Inquiries/Permit Applications	\$ 3,000.00	\$ 4,221.27	\$ 1,221.27	\$ 1,106.22
Trees/Planting/Spraying	\$ 2,750.00	\$ 738.72	\$ (2,011.28)	\$ 1,925.15
Woodlot Management	\$ 700.00	\$ -	\$ (700.00)	\$ 707.96
Watershed Stewardship	\$ -	\$ 6,411.00	\$ 6,411.00	\$ 6,780.00
Revenue from Other C.A. Lands	\$ 41,567.50	\$ 56,134.87	\$ 14,567.37	\$ 22,148.88
Other Revenue	\$ 500.00	\$ -	\$ (500.00)	\$ -
Contract Services	\$ 1,500.00	\$ 775.78	\$ (724.22)	\$ -
Vehicle & Equipment Rental Recoveries	\$ 39,988.89	\$ 23,426.72	\$ (16,562.17)	\$ 1,409.33
Previous Year Surplus (Deficit)	\$ 593.59	\$ 593.59	\$ -	\$ 22,222.96
Deferred Revenue	\$ 349,253.00	\$ -	\$ (349,253.00)	\$ 1,028.80
Income Appropriation from Special Reserves	\$ 31,579.17	\$ -	\$ (31,579.17)	\$ -
Income Appropriation from General Reserves	\$ 96,543.35	\$ -	\$ (96,543.35)	\$ -
	<b>\$ 1,713,463.83</b>	<b>\$ 1,337,875.90</b>	<b>\$ (375,587.93)</b>	<b>\$ 1,435,204.81</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)
Annual Report	\$ 875.00	\$ 450.00	\$ (425.00)
Environmental Education	\$ 4,000.00	\$ 320.00	\$ (3,680.00)
EESS ELP Sponsorships	\$ 4,600.00	\$ -	\$ (4,600.00)
Commemorative Forest	\$ 300.00	\$ 960.00	\$ 660.00
Maple Syrup Program	\$ 3,500.00	\$ 800.00	\$ (2,700.00)
Springwater Forest Trails	\$ 10,000.00	\$ 16,722.83	\$ 6,722.83
Archie Coulter C.A. Trails	\$ 1,000.00	\$ 2,465.85	\$ 1,465.85
YNHA	\$ 1,000.00	\$ 2,338.25	\$ 1,338.25
Special Projects	\$ -	\$ 6,080.00	\$ 6,080.00
Springwater C.A. Visitor Centre	\$ -	\$ 1,470.00	\$ 1,470.00
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
<b>TOTAL Donations/Sponsorships</b>	<b>\$ 28,775.00</b>	<b>\$ 86,106.93</b>	<b>\$ 57,331.93</b>

# SUMMARY OF EXPENDITURES

for the period ending September 30, 2021

	2021 Budget	2021 To Date	Difference	2020 To Date
<b>ADMINISTRATION</b>				
A-1 Wages & Benefits	\$ 84,571.91	\$ 65,363.38	\$ 19,208.53	\$ 82,948.26
A-2 Travel Exp. & Allow.	\$ 7,400.00	\$ 544.79	\$ 6,855.21	\$ 639.76
A-3 Equip. Purchase & Rental	\$ 3,151.40	\$ 3,217.17	\$ (65.77)	\$ 5,342.80
A-4 Materials & Supplies	\$ 4,250.00	\$ 424.41	\$ 3,825.59	\$ 2,132.13
A-5 Rent & Utilities	\$ 3,330.00	\$ 1,752.06	\$ 1,577.94	\$ 2,007.07
A-6 General Expenses	\$ 38,492.11	\$ 47,165.99	\$ (8,673.88)	\$ 36,498.68
<b>TOTAL</b>	<b>\$ 141,195.42</b>	<b>\$ 118,467.80</b>	<b>\$ 22,727.62</b>	<b>\$ 129,568.70</b>
<b>FLOOD FORECASTING &amp; WARNING</b>				
F4-2 Flood Control Structures	\$ 14,136.13	\$ 10,689.33	\$ 3,446.80	\$ 13,534.84
F4-4 Flood Forecasting & Warning	\$ 206,711.66	\$ 160,384.80	\$ 46,326.86	\$ 142,243.75
F4-5 Ice Management	\$ 30,468.65	\$ 27,929.76	\$ 2,538.89	\$ 30,194.99
F4-6 Plan Input	\$ 46,769.00	\$ 35,735.59	\$ 11,033.41	\$ 31,359.17
F4-71 Watershed Planning	\$ 5,904.03	\$ 4,403.74	\$ 1,500.29	\$ 4,382.11
F4-72 Technical Studies (GIS)	\$ 15,042.70	\$ 11,035.85	\$ 4,006.85	\$ 12,076.17
F4-8 Legal Costs	\$ -	\$ 175.50	\$ (175.50)	\$ 351.07
<b>TOTAL</b>	<b>\$ 319,032.17</b>	<b>\$ 250,354.57</b>	<b>\$ 68,677.60</b>	<b>\$ 234,142.10</b>
<b>OTHER PROGRAM AREAS</b>				
B-1 Information & Education	\$ 44,914.85	\$ 32,337.83	\$ 12,577.02	\$ 20,101.46
E-1 Extension Services - Tree Planting	\$ 17,276.71	\$ 18,095.88	\$ (819.17)	\$ 14,007.63
E-1 Extension Services - Woodlot Management	\$ 2,852.01	\$ 2,276.96	\$ 575.05	\$ 2,535.52
E-1 Extension Services - Watershed Stewardship	\$ 14,507.30	\$ 13,629.31	\$ 877.99	\$ 19,513.54
E4-1 Fish & Wildlife Habitat	\$ -	\$ -	\$ -	\$ -
Water Management Programs	\$ 15,660.32	\$ 5,236.16	\$ 10,424.16	\$ 7,843.13
Community Forest	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 95,211.19</b>	<b>\$ 71,576.14</b>	<b>\$ 23,635.05</b>	<b>\$ 64,001.28</b>
<b>CAPITAL &amp; SPECIAL PROJECTS</b>				
Springwater C.A. Development	\$ 381,000.00	\$ 181,679.25	\$ 199,320.75	\$ 57,806.26
Special Projects	\$ 25,744.83	\$ 13,649.00	\$ 12,095.83	\$ 886.19
Contract Services	\$ -	\$ 320.04	\$ (320.04)	\$ 1,133.79
<b>TOTAL</b>	<b>\$ 406,744.83</b>	<b>\$ 195,648.29</b>	<b>\$ 211,096.54</b>	<b>\$ 59,826.24</b>
<b>CONSERVATION AUTHORITY LANDS</b>				
Springwater Operation & Maint	\$ 605,181.33	\$ 460,457.32	\$ 144,724.01	\$ 401,706.12
Vehicle & Equipment Pool Exp.	\$ 78,393.89	\$ 61,200.27	\$ 17,193.62	\$ 17,976.76
Maple Syrup	\$ 12,137.50	\$ 11,755.17	\$ 382.33	\$ 36,833.81
Other C.A. Lands	\$ 55,567.50	\$ 55,064.57	\$ 502.93	\$ 33,539.51
<b>TOTAL</b>	<b>\$ 751,280.22</b>	<b>\$ 588,477.33</b>	<b>\$ 162,802.89</b>	<b>\$ 490,056.20</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>\$ 1,713,463.83</b>	<b>\$ 1,224,524.13</b>	<b>\$ 488,939.70</b>	<b>\$ 977,594.52</b>

*Susan Simmons*

Susan Simmons,  
Financial Services Coordinator

**REPORT FA 39 / 2021 : TO THE FULL AUTHORITY**

FROM: Susan Simmons, Financial Services Coordinator  
 SUBJECT: Accounts Paid  
 DATE: September 27, 2021

VENDOR	CHQ #	TOTAL	EXPLANATION
payroll item	30803		
Bell Canada	Cash	88.04	gauge
Municipality of Central Elgin	30804	5,651.82	property taxes - 3rd and 4th installment
Township of South-West Oxford	30805	138.13	property taxes - 3rd and 4th installment
Aaroc Aggregates And Recycling	30806	544.58	Springwater C.A. Development - Maple Pavilion
Aylmer Glass & Mirror Ltd.	30807	185.35	ELP - wood duck box display repair
Aylmer Home Hardware	30808	177.06	campground supplies
Canon Canada Inc.	30809	584.23	photo copier service
Checkers Cleaning Supply	30810	646.33	campground supplies
Delta Power Equipment Ltd.	30811	674.74	equipment maintenance
Dowler Karn Propane Ltd.	30812	2,480.92	equipment and vehicle fuel
Francotyp-Postalia Canada	30813	67.80	postage metre rental
Glenbriar Bottled Water Co. Ltd.	30814	22.49	water cooler service
H. Broer Equipment Sales & Service Inc.	30815	5.96	equipment maintenance
Koolen Electric	30816	371.56	campground maintenance
Laemers Trucking Limited	30817	644.10	campground maintenance
London Quality Dairy and Wholesale	30818	197.04	store product for resale
M Live Bait Wholesale	30819	108.48	store product for resale
R Safety	30820	191.51	campground supplies
Stephen Self Engineering	30821	4,991.77	Springwater C.A. Development - Stage 1 of 2
Studer's Ice	30822	364.50	store product for resale
Union Sports Sales Limited	30823	1,046.95	uniform items
payroll item	30824		
Eastlink	Cash	1,038.03	phone, fax line, internet, gauges
Telus Mobility	Cash	668.91	mobile phones
Township of Malahide	30825	102.00	property taxes - 1st and 2nd - Aylmer Tract
payroll item	30826		
Capital One MasterCard	Cash	866.08	campground supplies & store product for resale
Hydro One	Cash	7,767.15	campground and day use area and gauges
Hydro One	Cash	3,576.50	campground - Poplar Hill
CIBC Visa	Cash	2,825.97	campground & office supplies & store product
Bell Canada	Cash	88.04	gauge
Township of Malahide	30827	503.72	property taxes - 3rd and 4th installment
Aaroc Aggregates And Recycling	30828	528.84	campground maintenance
Aylmer Tire	30829	66.76	equipment maintenance
Checkers Cleaning Supply	30830	1,299.36	campground supplies
County of Elgin	30831	19.50	legal services
Delta Power Equipment Ltd.	30832	859.74	equipment maintenance
Elgin Feeds Ltd.	30833	216.00	GLLAF project expenses
Erie Excavating & Liquid Waste Removal Limited	30834	1,017.00	campground maintenance
Glenbriar Bottled Water Co. Ltd.	30835	138.57	water cooler service
Howey Line Forestry Inc.	30836	6,610.50	firewood for resale
integrity IT Services	30837	396.64	computer network support
Koolen Electric	30838	141.25	campground maintenance
London Quality Dairy and Wholesale	30839	89.84	store product for resale
M Live Bait Wholesale	30840	235.04	store product for resale
Quick Lane Tire & Auto Centre	30841	144.49	vehicle maintenance
R Safety	30842	395.14	campground supplies
Robbins' Mobile Small Engine Service	30843	67.80	equipment maintenance
Secord Home Building Centre	30844	256.59	campground supplies

**REPORT FA 39 / 2021 : TO THE FULL AUTHORITY**

FROM: Susan Simmons, Financial Services Coordinator  
SUBJECT: Accounts Paid  
DATE: September 27, 2021

VENDOR	CHQ #	TOTAL	EXPLANATION
Steelway Building Systems	30845	22,463.94	Springwater C.A. Development - Stage
VOID	30846		
Studer's Ice	30847	661.50	store product for resale
That Tree Guy	30848	3,164.00	campground maintenance
Aylmer Tire	30849	47.00	equipment maintenance
Waste Connections of Canada Inc.	Cash	4,524.47	campground maintenance
Eastlink	Cash	1,034.02	phone, fax line, internet, gauges
Telus Mobility	Cash	322.06	mobile phones
Hydro One	Cash	11,270.09	campground and day use area and gauges
Reliance Home Comfort	Cash	48.71	water heater rental
A&J Baertsoen	30852	127.13	Springwater Forest trails maintenance
Aylmer Home Hardware	30853	88.03	campground supplies
Checkers Cleaning Supply	30854	18.35	campground supplies
Glenbriar Bottled Water Co. Ltd.	30855	48.79	water cooler service
Henderson Recreation Equipment	30856	124.30	campground maintenance
Integrity IT Services	30857	369.81	computer network support
Koster Consulting & Associates	30858	1,285.37	confidential
Laemers Excavating	30859	17,854.03	GLLAF at ACCA
London Quality Dairy and Wholesale	30860	201.72	store product for resale
M Live Bait Wholesale	30861	73.12	store product for resale
McCormick, Jennifer	30862	75.00	seasonal camping refund
Pake, Jamie	30863	4,786.00	watershed stewardship
Rival Office Solutions	30864	390.87	office supplies
Secord Home Building Centre	30865	15.46	campground supplies
Simmons, Susan	30866	410.40	mileage reimbursement
Stephen Self Engineering	30867	4,991.78	Springwater C.A. Development - Stage 2 of 2
Studer's Ice	30868	121.50	store product for resale
VIP Sportswear	30869	632.80	ELP - MarshQuest
Wilson, Carley	30870	500.00	student scholarship
Siskinds	30871	11,300.00	confidential
		<u>\$ 136,053.07</u>	

**RECOMMENDATION:**

THAT, Accounts Paid totalling \$136,053.07 , be approved as presented in Report FA 39 / 2021.



Susan Simmons,  
Financial Services Coordinator



## **REPORT FA 40/2021: To The Full Authority**

**FROM:** Dusty Underhill, Acting General Manager/Secretary-Treasurer  
Susan Simmons, Financial Services Coordinator

**SUBJECT:** 2022 Budget Direction

**DATE:** September 24, 2021

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### **Purpose:**

To seek input from the CCCA Board of Directors with regards to the CCCA 2022 Draft Budget.

### **Background:**

In preparation for CCCA's 2022 Budget, staff are seeking direction from the Board of Directors. The 2022 Budget will be affected by several factors including Cost of Living (CPI) increase and Salary Increases (increment adjustments), as well as the Municipal Levy Rate.

### **Analysis of the factors included in the 2022 Budget is as follows:**

#### **Cost of Living (CPI):**

Staff have prepared the attached spreadsheet listing 3 options for a CPI increase at 2%, 2.5%, and 3% based on the index for the Board's review. For 2021, staff did not request a CPI increase to ease the financial burden placed on the Authority due to the COVID-19 pandemic.

#### **Salary Increases:**

Salary Grid increment adjustments for eligible staff who are not yet at the top of the Grid for their Job Classification.

#### **Levy Rate:**

Staff have prepared the attached spreadsheets showing two options for levy increase at 3% or 5% for the Board's review.

#### **Provincial Costs:**


As outlined in Report FA 29/2021, should the province move forward with an increase in scope to mandatory programs, a further shortfall may be realized should CCCA be required to deliver new mandatory programs and program elements ((Resource Management Strategy, Water Quality Monitoring, Administration of CCCA properties for non-recreational purposes). In 2021, there was an approximate shortfall of \$200,000 in funding necessary deliver the mandatory programs and services.

CCCA makes up the shortfall in municipal and provincial funding using self-generated revenue and reserves to the expense of the maintenance of the Conservation Areas and properties, which is an unsustainable business model

### **Recommendation:**

THAT the Full Authority approve the preparation of a 2022 Draft Budget that includes A levy increase of \_\_\_\_% and Consumer Price Index increase to the 2022 Salary Grid at \_\_\_\_%.

  
\_\_\_\_\_  
Dusty Underhill,  
Acting General Manager/Secretary-Treasurer

  
\_\_\_\_\_  
Susan Simmons  
Financial Services Coordinator

# STATISTICS CANADA

## C.P.I. - 2021

January	2020	2.40%
February	2020	2.20%
March	2020	0.90%
April	2020	0.20%
May	2020	0.40%
June	2020	0.70%
July	2020	0.10%
August	2020	0.10%
September	2020	0.50%
October	2020	0.70%
November	2020	1.00%
December	2020	0.70%
January	2021	1.00%
February	2021	1.10%
March	2021	2.20%
April	2021	3.40%
May	2021	3.60%
June	2021	3.10%
July	2021	3.70%
August	2021	4.10%
September	2021	4.00%
October	2021	4.00%
November	2021	4.00%
December	2021	4.00%

**0.83%** January - December, 2020

**2.09%** September, 2020 to August, 2021

estimate

estimate

estimate

estimate

**3.18%** January - December, 2021

\* as indicated on the Statistics Canada website:

[www.statcan.gc.ca](http://www.statcan.gc.ca)

# CATFISH CREEK CONSERVATION AUTHORITY

## PROPOSED SALARY GRID ADJUSTMENT REPORT FOR 2022 SALARIES

POSITION	Level	Actual 2021 (3% intervals)	Proposed CPI Increase (2.0%)	Proposed 2022 Salaries	Proposed CPI Increase (2.5%)	Proposed 2022 Salaries	Proposed CPI Increase (3.0%)	Proposed 2022 Salaries
General Manager/Secretary-Treasurer Grade 12 Job Classification	6	\$ 100,947.26	\$ 2,018.95	\$ 102,966.21	\$ 2,523.68	\$ 103,470.94	\$ 3,028.42	\$ 103,975.68
	5	\$ 98,007.05	\$ 1,960.14	\$ 99,967.19	\$ 2,450.18	\$ 100,457.22	\$ 2,940.21	\$ 100,947.26
	4	\$ 95,152.47	\$ 1,903.05	\$ 97,055.52	\$ 2,378.81	\$ 97,531.29	\$ 2,854.57	\$ 98,007.05
	3	\$ 92,381.04	\$ 1,847.62	\$ 94,228.66	\$ 2,309.53	\$ 94,690.57	\$ 2,771.43	\$ 95,152.47
	2	\$ 89,690.33	\$ 1,793.81	\$ 91,484.14	\$ 2,242.26	\$ 91,932.59	\$ 2,690.71	\$ 92,381.04
	1	\$ 87,077.99	\$ 1,741.56	\$ 88,819.55	\$ 2,176.95	\$ 89,254.94	\$ 2,612.34	\$ 89,690.33
	0	\$ 84,541.74	\$ 1,690.83	\$ 86,232.58	\$ 2,113.54	\$ 86,655.28	\$ 2,536.25	\$ 87,077.99
Conservation Areas Supervisor Grade 8 Job Classification	6	\$ 74,107.12	\$ 1,482.14	\$ 75,589.26	\$ 1,852.68	\$ 75,959.80	\$ 2,223.21	\$ 76,330.33
	5	\$ 71,948.66	\$ 1,438.97	\$ 73,387.63	\$ 1,798.72	\$ 73,747.38	\$ 2,158.46	\$ 74,107.12
	4	\$ 69,853.07	\$ 1,397.06	\$ 71,250.13	\$ 1,746.33	\$ 71,599.39	\$ 2,095.59	\$ 71,948.66
	3	\$ 67,818.51	\$ 1,356.37	\$ 69,174.88	\$ 1,695.46	\$ 69,513.98	\$ 2,034.56	\$ 69,853.07
	2	\$ 65,843.22	\$ 1,316.86	\$ 67,160.08	\$ 1,646.08	\$ 67,489.30	\$ 1,975.30	\$ 67,818.51
	1	\$ 63,925.45	\$ 1,278.51	\$ 65,203.96	\$ 1,598.14	\$ 65,523.59	\$ 1,917.76	\$ 65,843.22
	0	\$ 62,063.55	\$ 1,241.27	\$ 63,304.82	\$ 1,551.59	\$ 63,615.13	\$ 1,861.91	\$ 63,925.45
Financial Services Coordinator Grade 8 Job Classification	6	\$ 74,107.12	\$ 1,482.14	\$ 75,589.26	\$ 1,852.68	\$ 75,959.80	\$ 2,223.21	\$ 76,330.33
	5	\$ 71,948.66	\$ 1,438.97	\$ 73,387.63	\$ 1,798.72	\$ 73,747.38	\$ 2,158.46	\$ 74,107.12
	4	\$ 69,853.07	\$ 1,397.06	\$ 71,250.13	\$ 1,746.33	\$ 71,599.39	\$ 2,095.59	\$ 71,948.66
	3	\$ 67,818.51	\$ 1,356.37	\$ 69,174.88	\$ 1,695.46	\$ 69,513.98	\$ 2,034.56	\$ 69,853.07
	2	\$ 65,843.22	\$ 1,316.86	\$ 67,160.08	\$ 1,646.08	\$ 67,489.30	\$ 1,975.30	\$ 67,818.51
	1	\$ 63,925.45	\$ 1,278.51	\$ 65,203.96	\$ 1,598.14	\$ 65,523.59	\$ 1,917.76	\$ 65,843.22
	0	\$ 62,063.55	\$ 1,241.27	\$ 63,304.82	\$ 1,551.59	\$ 63,615.13	\$ 1,861.91	\$ 63,925.45
Resource Planning Coordinator Grade 8 Job Classification	6	\$ 74,107.12	\$ 1,482.14	\$ 75,589.26	\$ 1,852.68	\$ 75,959.80	\$ 2,223.21	\$ 76,330.33
	5	\$ 71,948.66	\$ 1,438.97	\$ 73,387.63	\$ 1,798.72	\$ 73,747.38	\$ 2,158.46	\$ 74,107.12
	4	\$ 69,853.07	\$ 1,397.06	\$ 71,250.13	\$ 1,746.33	\$ 71,599.39	\$ 2,095.59	\$ 71,948.66
	3	\$ 67,818.51	\$ 1,356.37	\$ 69,174.88	\$ 1,695.46	\$ 69,513.98	\$ 2,034.56	\$ 69,853.07
	2	\$ 65,843.22	\$ 1,316.86	\$ 67,160.08	\$ 1,646.08	\$ 67,489.30	\$ 1,975.30	\$ 67,818.51
	1	\$ 63,925.45	\$ 1,278.51	\$ 65,203.96	\$ 1,598.14	\$ 65,523.59	\$ 1,917.76	\$ 65,843.22
	0	\$ 62,063.55	\$ 1,241.27	\$ 63,304.82	\$ 1,551.59	\$ 63,615.13	\$ 1,861.91	\$ 63,925.45
Water Management Technician Grade 7 Job Classification	6	\$ 64,199.85	\$ 1,284.00	\$ 65,483.85	\$ 1,605.00	\$ 65,804.85	\$ 1,926.00	\$ 66,125.85
	5	\$ 62,329.96	\$ 1,246.60	\$ 63,576.55	\$ 1,558.25	\$ 63,888.20	\$ 1,869.90	\$ 64,199.85
	4	\$ 60,514.52	\$ 1,210.29	\$ 61,724.81	\$ 1,512.86	\$ 62,027.38	\$ 1,815.44	\$ 62,329.96
	3	\$ 58,751.96	\$ 1,175.04	\$ 59,927.00	\$ 1,468.80	\$ 60,220.76	\$ 1,762.66	\$ 60,514.52
	2	\$ 57,040.74	\$ 1,140.81	\$ 58,181.55	\$ 1,426.02	\$ 58,466.76	\$ 1,711.22	\$ 58,751.96
	1	\$ 55,379.36	\$ 1,107.59	\$ 56,486.95	\$ 1,384.48	\$ 56,763.84	\$ 1,661.38	\$ 57,040.74
	0	\$ 53,766.37	\$ 1,075.33	\$ 54,841.69	\$ 1,344.16	\$ 55,110.53	\$ 1,612.99	\$ 55,379.36
Program Support Assistant Grade 3 Job Classification	6	\$ 48,214.67	\$ 964.29	\$ 49,178.96	\$ 1,205.37	\$ 49,420.04	\$ 1,446.44	\$ 49,661.11
	5	\$ 46,810.36	\$ 936.21	\$ 47,746.56	\$ 1,170.26	\$ 47,980.62	\$ 1,404.31	\$ 48,214.67
	4	\$ 45,446.95	\$ 908.94	\$ 46,355.89	\$ 1,136.17	\$ 46,583.12	\$ 1,363.41	\$ 46,810.36
	3	\$ 44,123.25	\$ 882.47	\$ 45,005.72	\$ 1,103.08	\$ 45,226.33	\$ 1,323.70	\$ 45,446.95
	2	\$ 42,838.11	\$ 856.76	\$ 43,694.87	\$ 1,070.95	\$ 43,909.06	\$ 1,285.14	\$ 44,123.25
	1	\$ 41,590.40	\$ 831.81	\$ 42,422.20	\$ 1,039.76	\$ 42,630.16	\$ 1,247.71	\$ 42,838.11
	0	\$ 40,379.03	\$ 807.58	\$ 41,186.61	\$ 1,009.48	\$ 41,388.50	\$ 1,211.37	\$ 41,590.40

# CATFISH CREEK CONSERVATION AUTHORITY

## PROPOSED SALARY GRID ADJUSTMENT REPORT FOR 2022 SALARIES

POSITION	Level	Actual 2021 (3% intervals)	Proposed CPI Increase (2.0%)	Proposed 2022 Salaries	Proposed CPI Increase (2.5%)	Proposed 2022 Salaries	Proposed CPI Increase (3.0%)	Proposed 2022 Salaries
Field Technician - Lands Grade 3 Job Classification	6	\$ 48,214.67	\$ 964.29	\$ 49,178.96	\$ 1,205.37	\$ 49,420.04	\$ 1,446.44	\$ 49,661.11
	5	\$ 46,810.36	\$ 936.21	\$ 47,746.56	\$ 1,170.26	\$ 47,980.62	\$ 1,404.31	\$ 48,214.67
	4	\$ 45,446.95	\$ 908.94	\$ 46,355.89	\$ 1,136.17	\$ 46,583.12	\$ 1,363.41	\$ 46,810.36
	3	\$ 44,123.25	\$ 882.47	\$ 45,005.72	\$ 1,103.08	\$ 45,226.33	\$ 1,323.70	\$ 45,446.95
	2	\$ 42,838.11	\$ 856.76	\$ 43,694.87	\$ 1,070.95	\$ 43,909.06	\$ 1,285.14	\$ 44,123.25
	1	\$ 41,590.40	\$ 831.81	\$ 42,422.20	\$ 1,039.76	\$ 42,630.16	\$ 1,247.71	\$ 42,838.11
	0	\$ 40,379.03	\$ 807.58	\$ 41,186.61	\$ 1,009.48	\$ 41,388.50	\$ 1,211.37	\$ 41,590.40
Community Outreach Technician Grade 3 Job Classification	6	\$ 48,214.67	\$ 964.29	\$ 49,178.96	\$ 1,205.37	\$ 49,420.04	\$ 1,446.44	\$ 49,661.11
	5	\$ 46,810.36	\$ 936.21	\$ 47,746.56	\$ 1,170.26	\$ 47,980.62	\$ 1,404.31	\$ 48,214.67
	4	\$ 45,446.95	\$ 908.94	\$ 46,355.89	\$ 1,136.17	\$ 46,583.12	\$ 1,363.41	\$ 46,810.36
	3	\$ 44,123.25	\$ 882.47	\$ 45,005.72	\$ 1,103.08	\$ 45,226.33	\$ 1,323.70	\$ 45,446.95
	2	\$ 42,838.11	\$ 856.76	\$ 43,694.87	\$ 1,070.95	\$ 43,909.06	\$ 1,285.14	\$ 44,123.25
	1	\$ 41,590.40	\$ 831.81	\$ 42,422.20	\$ 1,039.76	\$ 42,630.16	\$ 1,247.71	\$ 42,838.11
	0	\$ 40,379.03	\$ 807.58	\$ 41,186.61	\$ 1,009.48	\$ 41,388.50	\$ 1,211.37	\$ 41,590.40
Field Technician - Water (10 month Contract) Grade 3 Job Classification	6	\$ 48,214.67	\$ 964.29	\$ 49,178.96	\$ 1,205.37	\$ 49,420.04	\$ 1,446.44	\$ 49,661.11
	5	\$ 46,810.36	\$ 936.21	\$ 47,746.56	\$ 1,170.26	\$ 47,980.62	\$ 1,404.31	\$ 48,214.67
	4	\$ 45,446.95	\$ 908.94	\$ 46,355.89	\$ 1,136.17	\$ 46,583.12	\$ 1,363.41	\$ 46,810.36
	3	\$ 44,123.25	\$ 882.47	\$ 45,005.72	\$ 1,103.08	\$ 45,226.33	\$ 1,323.70	\$ 45,446.95
	2	\$ 42,838.11	\$ 856.76	\$ 43,694.87	\$ 1,070.95	\$ 43,909.06	\$ 1,285.14	\$ 44,123.25
	1	\$ 41,590.40	\$ 831.81	\$ 42,422.20	\$ 1,039.76	\$ 42,630.16	\$ 1,247.71	\$ 42,838.11
	0	\$ 40,379.03	\$ 807.58	\$ 41,186.61	\$ 1,009.48	\$ 41,388.50	\$ 1,211.37	\$ 41,590.40
<b>TOTALS</b>		<b>\$ 537,348.63</b>	<b>\$ 10,647.67</b>	<b>\$ 543,031.32</b>	<b>\$ 13,309.59</b>	<b>\$ 545,693.24</b>	<b>\$ 15,971.51</b>	<b>\$ 548,355.15</b>

Increment Adjustments: Each step of the Standard 7 level Salary Grid per Job Classification is an increase of 3%

\* Once the maximum salary has been reached in a Job Classification, the increment adjustments will no longer apply

# 2022 MUNICIPAL GENERAL LEVY COMPARISON

Municipality	2021 CVA Appt. %	2021 General Levy	2021 General Levy With New CVA	General Levy Change Due to New CVA	* 2021 Planning Levy	2021 Total Levy	Proposed General Levy Increase 3%	2022 General Levy	* 2022 Planning Levy	2022 Total Levy
Aylmer, Town of	26.1389%	93,167.86	92,711.30	-456.56	850.00	93,561.30	2,781.34	95,492.64	850.00	96,342.64
Central Elgin, Municipality of	27.2106%	94,403.21	96,512.49	2,109.28	2,150.00	98,662.49	2,895.37	99,407.86	2,150.00	101,557.86
Malahide, Township of	36.8570%	132,691.94	130,727.02	-1,964.92	4,550.00	135,277.02	3,921.81	134,648.83	4,550.00	139,198.83
South-West Oxford, Township of	3.7220%	13,394.38	13,201.45	-192.93	350.00	13,551.45	396.04	13,597.50	350.00	13,947.50
St. Thomas, City of	6.0716%	21,029.70	21,535.18	505.48	350.00	21,885.18	646.06	22,181.24	350.00	22,531.24
	100%	354,687.09	354,687.44	0.35	8,250.00	362,937.44	10,640.62	365,328.07	8,250.00	373,578.07

## Footnotes:

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

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

Municipality	% of Municipality in Watershed	Current Value Assessment (CVA) for Municipality	Current Value Assessment (CVA) in Watershed	CVA Based Apportionment Percentage
Aylmer, Town of	100%	748,865,505.00	748,865,505.00	26.1389%
Central Elgin, Municipality of	40%	1,948,927,105.95	779,570,842.38	27.2106%
Malahide, Township of	82%	1,287,725,227.80	1,055,934,686.80	36.8570%
South-West Oxford, Township of	8%	1,332,914,660.50	106,633,172.84	3.7220%
St. Thomas, City of	4%	4,348,691,379.60	173,947,655.18	6.0716%
		9,667,123,879	2,864,951,862	100.0001%

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

# 2022 MUNICIPAL GENERAL LEVY COMPARISON

Municipality	2021 CVA Apport. %	2021 General Levy	2021 General Levy With New CVA	General Levy Change Due to New CVA	* 2021 Planning Levy	2021 Total Levy	Proposed General Levy Increase 5%	2022 General Levy	* 2022 Planning Levy	2022 Total Levy
Aylmer, Town of	26.1389%	93,167.86	92,711.30	-456.56	850.00	93,561.30	4,635.57	97,346.87	850.00	98,196.87
Central Elgin, Municipality of	27.2106%	94,403.21	96,512.49	2,109.28	2,150.00	98,662.49	4,825.62	101,338.11	2,150.00	103,488.11
Malahide, Township of	36.8570%	132,691.94	130,727.02	-1,964.92	4,550.00	135,277.02	6,536.35	137,263.37	4,550.00	141,813.37
South-West Oxford, Township of	3.7220%	13,394.38	13,201.45	-192.93	350.00	13,551.45	660.07	13,861.53	350.00	14,211.53
St. Thomas, City of	6.0716%	21,029.70	21,535.18	505.48	350.00	21,885.18	646.06	22,181.24	350.00	22,531.24
	<b>100%</b>	<b>354,687.09</b>	<b>354,687.44</b>	<b>0.35</b>	<b>8,250.00</b>	<b>362,937.44</b>	<b>17,303.67</b>	<b>371,991.11</b>	<b>8,250.00</b>	<b>380,241.11</b>

## Footnotes:

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

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

Municipality	% of Municipality In Watershed	Current Value Assessment (CVA) for Municipality	Current Value Assessment (CVA) in Watershed	CVA Based Apportionment Percentage
Aylmer, Town of	100%	748,865,505.00	748,865,505.00	26.1389%
Central Elgin, Municipality of	40%	1,948,927,105.95	779,570,842.38	27.2106%
Malahide, Township of	82%	1,287,725,227.80	1,055,934,686.80	36.8570%
South-West Oxford, Township of	8%	1,332,914,660.50	106,633,172.84	3.7220%
St. Thomas, City of	4%	4,348,691,379.60	173,947,655.18	6.0716%
		<b>9,667,123,879</b>	<b>2,864,951,862</b>	<b>100.0001%</b>

The apportionment figures are calculated from assessment data provided by the Municipal Property Assessment Corporation (MPAC), and further revised based on the Conservation Authority Levies

**Correspondence: To The Full Authority****FROM:** Christopher Wilkinson, General Manager / Secretary - Treasurer**SUBJECT:** Correspondence Register, June 1 – July 31, 2021**DATE:** July 31 2021**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>
June 2	Email	Ministry of Environment, Conservation and Parks	Statistical Survey of Conservation Authorities for 2018, 2019 and 2020
June 3	Email	Conservation Ontario	Register Now: Online Level 1 Provincial Offences Officer Training
June 3	Email	Conservation Ontario	MNRF Funding
June 3	Email	Conservation Ontario	Provincial (MECP) Statistical Survey of Conservation Authorities
June 3	Email	Oxford County	CA Reg Discussion
June 7	Email	Ministry of Natural Resources and Forestry	Ontario Low Water products for the month ending May 31, 2021
June 7	Email	Conservation Ontario	General Managers' Meeting Agenda
June 8	Email	Ministry of Natural Resources and Forestry	Updated Confirmed conditions map for Southern Ontario and a revised unconfirmed map for the province
June 8	Email	Ministry of Environment, Conservation and Parks	PWQMN - Printing CoC submission forms
June 9	Email	Ministry of Natural Resources and Forestry	Renewal of Provincial Flood Watch on Lake Erie and Shoreline Conditions Statement for Lake Huron-Georgian Bay
June 10	Email	Ministry of Environment, Conservation and Parks	Catfish Creek - possible location for announcement of Great Lakes Local Action Fund Projects
June 10	Email	Ministry of Natural Resources and Forestry	Transfer Payments SEC.39 2021_22 Catfish Creek CA
June 10	Email	Kettle Creek Conservation Authority	COA Mapping Meeting
June 10	Email	Landowner	Catfish Creek Tributary Restoration Project Inquiry

<b>Date</b>	<b>Type</b>	<b>Agency</b>	<b>Topic</b>
June 14	Email	Grand River Source Protection Authority	Updated 2021-22 Lake Erie Region Management Committee Administrative Protocols
June 14	Email	Conservation Ontario	Revised Agenda and Material for GM Meeting
June 16	Email	Municipality of Central Elgin	Conservation Authorities Regulatory Consultation
June 16	Email	Ministry of Natural Resources and Forestry	Ontario Low Water products for mid-month June 2021
June 17	Email	Ministry of Natural Resources and Forestry	Section 39 Year Start Budget Summary Requests for 2021-22
June 18	Email	Toronto and Region Conservation Authority	COA Mapping Report and Application
June 18	Email	Conservation Ontario	Cabinet Shuffle
June 18	Email	Environment and Climate Change Canada	Environment and Climate Change Canada Recovery Planning Documents on the Species at Risk Public Registry
June 18	Email	Ministry of Environment, Conservation and Parks	Staffing Announcement - Director, Conservation and Source Protection
June 22	Email	Conservation Ontario	Conservation Ontario's Submission re: Regulatory Proposals
June 22	Email	The Environmental Registry of Ontario	A comment you posted has been reviewed
June 23	Email	Conservation Ontario	Conservation Ontario Comments Flag Important Concerns and Suggest Solutions Around Proposed Changes to the Conservation Authorities Act
June 23	Email	Town of Aylmer	CCCA Comments to ERO number: 019-2986 - Regulatory proposals (Phase 1) under the Conservation Authorities Act
June 23	Email	Municipality of Central Elgin	CCCA Comments to ERO number: 019-2986 - Regulatory proposals (Phase 1) under the Conservation Authorities Act
June 23	Email	County of Elgin	CCCA Comments to ERO number: 019-2986 - Regulatory proposals (Phase 1) under the Conservation Authorities Act
June 23	Email	County of Oxford	Conservation Authority Act Regs ERO posting
June 24	Email	Hydro One	Forestry Line Clearing
June 24	Email	Conservation Ontario	FUNDING Opportunity: Launch of the Canada Community Revitalization Fund (CCRF)
June 25	Email	Ministry of Northern Development, Mines, Natural Resources and Forestry	Provincial Watershed Conditions Statement issued for Northeast and Southern Ontario on June 25th , 2021 at 11:00 a.m.



<b>Date</b>	<b>Type</b>	<b>Agency</b>	<b>Topic</b>
June 25	Email	Kettle Creek Conservation Authority	News Release: KCCA issues a Water Conditions Statement—Flood Outlook for a wet and windy weekend
June 27	Email	Ministry of Environment, Conservation and Parks	PWQMN sample acceptance week of June 28
June 27	Email and CCCA Reply	Town of Aylmer	Rainfall Amounts
June 28	Email	NOAA Office of Coast Survey	NOAA IOCM Webinar: Spatial Priorities Study Results: Great Lakes Mapping Priorities
June 28	Email	Conservation Ontario	Funding for Natural Infrastructure Announced
June 28	Email	Conservation Ontario	Governance Accountability and Transparency Initiative – CA Governance Checklists
June 28	Email	Conservation Ontario	Example Agreements, and Inventories (Phase 1 CA Act Regulatory Proposals)
June 28	Email	Township of Malahide	CCCA Comments to ERO number: 019-2986 - Regulatory proposals (Phase 1) under the Conservation Authorities Act
June 29	Email	Tree Canada	Tree Canada needs your help!
June 29	Email	Toronto and Region Conservation Authority	TRCA Board of Directors - Dispersal or Immersion of Funeral Ashes in Watercourses (Res.#A146-21)
June 29	Email	Elgin County	Climate change - official plan
June 29	Email and CCCA Reply	Steelway Building Systems	Invoice - IN46583
June 30	Email	ESTEN Foundation	2021 GRANTS
June 30	Email	Grand River Conservation Authority	Lake Erie Region Management Committee Meeting Agenda Package, July 6, 2021
July 2	Email	Great Lakes and St. Lawrence Cities Initiative	Announcing New Opportunities to Engage in Great Lakes Programs
July 5	Email	Ministry of the Environment, Conservation and Parks	Updating environmental assessment requirements for transmission lines
July 6	Email	Nature Canada	Wage subsidy to employ BIPOC (Black, Indigenous, People of Colour) youth in nature organizations
July 8	Email	Township of Malahide	Permit Application for 3311 Lakeview Drive, Port Bruce
July 8	Email	Ministry of the Environment, Conservation and Parks	Ontario Low Water products for the Month Ending June 30th, 2021
July 9	Email	OSG	Online JHSC and WSIB Excellence Program
July 9	Email	London Film Festival	Filming for the stage project
July 12	Email	Frank Cowan Company	2021 Renewal Terms

<b>Date</b>	<b>Type</b>	<b>Agency</b>	<b>Topic</b>
July 12	Email	Conservation Ontario	Annual Statistical Survey
July 12	Email	St Clair Region Conservation Authority	SW Ontario CAO-GM Meeting Notes - July 12, 2021
July 12	Email	Conservation Ontario	Climate Change and OP's
July 13	Email	Ministry of Northern Development, Mines, Natural Resources and Forestry	Updated Provincial Flood Watch for Lake Erie and Shoreline Conditions Statement for Lake Huron, Georgian Bay on July 13th, 2021
July 14	Email	Ministry of Northern Development, Mines, Natural Resources and Forestry	Provincial Watershed Conditions Statement issued for Southern and Northeastern Ontario b on July 14th, 2021 at 10:30 a.m.
July 15	Email	Ministry of the Environment, Conservation and Parks	PWQMN - 2 updates regarding sample submission
July 16	Email and CCCA Reply	County of Elgin	Lake Erie Watershed
July 19	Email	Grand River Conservation Authority	Updating the Catfish Creek Assessment Report
July 19	Email	Ministry of Northern Development, Mines, Natural Resources and Forestry	Ontario Low Water Mid-Month products for July 2021
July 19	Email	Grand River Conservation Authority	Possible source data for % impervious re-calculation work
July 19	Email	Grand River Conservation Authority	Updating the Catfish Creek Assessment Report
July 20	Email	Ministry of the Environment, Conservation and Parks	Important update: PWQMN - 2 updates regarding sample submission
July 20	Email	Conservation Ontario	Conditional Federal Funding - Bringing Strong Collaboration, Networks and Expertise for Integrated Nature-Smart Climate Solutions
July 21	Email	Conservation Ontario	Final Signed Memorandum of Understanding between Conservation Ontario and Hydro One Networks Inc.
July 21	Email	Conservation Ontario	FW: Open for applications: The Renewed Disaster Mitigation and Adaptation Fund
July 22	Email	Conservation Ontario	draft General Managers' Meeting Agenda
July 22	Email	Conservation Ontario	MZO Compensation letter from NDMNRF
July 26	Email	Conservation Ontario	Student applications due Aug 4th FW: Ontario Launches New Youth Environment Council

July 26	Email	Department of Fisheries & Oceans Canada	Publication of Proposed Recovery Strategy and Action Plan for Black Redhorse on the Species at Risk Public Registry
July 26	Email	Conservation Ontario	Training on the 2021 MOU between Conservation Ontario and Hydro One
July 26	Email and CCCA Reply	Ministry of Northern Development, Mines, Natural Resources and Forestry	RE: CCCA 2021-22 Section 39 Provincial Grant Transfer Payment Agreement
July 27	Email and CCCA Reply	Fanshawe College	Urban-360-LAB-Springwater
July 28	Email	Ministry of the Environment, Conservation and Parks	Downloading Lab results in excel format - PWQMN
July 28	Email	Conservation Ontario	ECCC Request for Review - "Adapting to Climate Change: Solutions to Enhance Great Lakes Coastal Wetland Resilience"
July 28	Email	Conservation Ontario	Media Release - Conservation Authorities Very Pleased With Investments Proposed for the Environment in the Federal 2021 Budget
July 28	Email	Business View Publishing	Central Elgin, ON & Mayor Martyn
July 29	Email	Conservation Ontario	Great Lakes Local Action Fund
July 30	Email	Federation of Ontario Cottagers' Associations	Fire danger, Be #WakeAware, Development Fines, and more



Christopher Wilkinson  
General Manager / Secretary - Treasurer

**Ministry of Natural Resources  
and Forestry**  
Regional Operations Division  
Integration Branch  
300 Water Street  
Peterborough, ON K9J 3C7  
Tel.: 705-755- 1620  
Fax.: 705-755- 1201

**Ministère des Richesses  
naturelles et des Forêts**  
Division des opérations régionales  
Direction de l'intégration  
300, rue Water  
Peterborough (Ontario) K9J 3C7  
Tél.: 705-755- 1620  
Télec.: 705-755- 1201



June 3, 2021

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

Dear Mr. Wilkinson,

The Catfish Creek Conservation Authority plays a vital role in the province, helping to protect the public from natural hazards including flooding, erosion and dam failure. Thank you for your continued good work in these priority areas.

I wanted to share an update about your transfer payment agreement for your work under section 39 of the *Conservation Authorities Act* with the Ministry of Natural Resources and Forestry.

To help your organization continue its vital work, we are providing your team with a transfer payment in the amount of \$41,215.00 to continue your work in support of flood and erosion operational activities, and the provision of Natural Hazard Information to the municipal planning process. Terms and conditions governing this funding will be sent to you soon through your regular program contacts.

Please note that the approval of the above-mentioned grant/funding is conditional on MNRF and Catfish Creek Conservation Authority entering into an agreement, satisfactory to Ontario, that outlines the terms and conditions of the funding. MNRF staff will be in contact shortly to provide you with a draft agreement.

If you have any questions or need more information, please contact Dave Burritt  
[dave.burritt@ontario.ca](mailto:dave.burritt@ontario.ca).

We will continue to work with you – and all our partners – to protect the people of Ontario from flooding, erosion and dam failure hazards.

Thank you for your ongoing support and leadership,

Sincerely,

Kathy Woeller  
Director

c. Ann Marie Weselan  
c. Dave Burritt  
c. Lynne Milford



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

June 15<sup>th</sup>, 2021

Elizabeth VanHooren  
General Manager/Secretary Treasurer  
Kettle Creek Conservation Authority  
44015 Ferguson Line  
St. Thomas, ON N5P 3T3

Via email: [elizabeth@kettlecreekconservation.on.ca](mailto:elizabeth@kettlecreekconservation.on.ca)

Dear Ms. VanHooren:

Re: Conservation Authorities Regulatory Consultation

Please be advised that Central Elgin Council discussed your correspondence respecting the above noted matter at their Regular Meeting of Council dated Monday, June 14<sup>th</sup>, 2021 and the following resolution was passed:

THAT: Correspondence received from the Kettle Creek Conservation Authority respecting "Regulatory Proposal Consultation Guide: Regulations Defining Core Mandate and Improving Governance, Oversight and Accountability of Conservation Authorities" be endorsed.

Please feel free to contact me should you have any questions.

Kind Regards,

Dianne Wilson  
Deputy Clerk/Records Management Coordinator

[dwilson@centralelgin.org](mailto:dwilson@centralelgin.org)  
519-631-4860 ext. 286

c.c. C. Wilkinson, General Manager/Secretary Treasurer, CCCA





June 22, 2021

Honourable David Piccini  
Minister of Environment, Conservation and Parks  
777 Bay Street, 5<sup>th</sup> Floor  
Toronto, Ontario, M7A 2J3

Dear Minister Piccini:

Let me begin by congratulating you on your new appointment as Minister of Environment, Conservation and Parks. I trust you will find your new cabinet position fulfilling as you address important issues that impact Ontario both today and tomorrow.

I am writing regarding the review of the regulatory proposals for the *Conservation Authorities Act*.

Leading out of the debate on Bill 229, we recognize it is time to create a regulatory framework that works for conservation authorities, our member municipalities, and the thousands of clients we serve every year. It is important we find common ground, and together focus on protecting Ontario's watersheds. Conservation Ontario and its members are committed to partner with you and your officials, to implement the regulations.

Conservation Ontario has submitted a detailed response to the EBR posting, however, I wanted to also provide you and your office with an overview of our suggestions which include six broad themes:

First - Conservation Authorities need a speedy completion of both phase one and phase two of the consultation process in order to meet the tight timelines for delivering on Transition Plans to implement the Province's proposed changes.

Second - Many of the proposed changes require substantial work to implement with new reporting requirements that will entail both additional one-time and ongoing costs that will need to be addressed.

Third - The core watershed-based resource management strategy being recommended by the Province is a promising first step in what needs to be a process in recognizing the value of a watershed-based approach throughout the review of the *Conservation Authorities Act*.

Fourth - Passive recreation opportunities should be classified as mandatory programs and services in order to continue to allow public access to these lands and waters through things like hiking trails and boat launches.

Fifth - Nature-based solutions such as private land stewardship protects and restores the watershed's green infrastructure (e.g. forests, wetlands, riparian buffers) which helps to reduce and mitigate the risk of flooding and erosion and should be designated as mandatory programs and services under Natural Hazards.

Sixth - The mandatory Community Advisory Boards being proposed by the Province need to be flexible and not duplicate the work of the Conservation Authority Boards.

As we move forward, I urge you to keep in place the Minister's Conservation Authorities' Working Group which has assisted in the phase 1 regulations and is currently assisting in the development of the second phase of the regulations.

Conservation Ontario looks forward to working with you and your officials to create partnerships that allow us to achieve our mutual objectives of protecting people, property and the environment.

I would request an early meeting with you to discuss both the completion of the regulatory regime arising out of Bill 229 and to discuss how Conservation Ontario can assist in achieving the important environmental priorities contained in the Made-in-Ontario Environment Plan.

Thank you for your consideration.

Regards

A handwritten signature in dark ink, appearing to read 'Andy Mitchell', with a stylized, flowing script.

Andy Mitchell  
Chair, Conservation Ontario

c.c. Kim Gavine, General Manager, Conservation Ontario

Conservation Ontario  
120 Bayview Parkway, Newmarket ON L3Y 3W3  
Email: [info@conservationontario.ca](mailto:info@conservationontario.ca) | (Tel) 905.895.0716

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

Office of the Minister

77 Grenville Street, 11th Floor  
Toronto, Ontario M7A 1B3  
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**Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11<sup>e</sup> étage  
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Ontario

July 2, 2021

Christopher Wilkinson  
General Manager and Secretary-Treasurer  
Catfish Creek Conservation Authority  
[generalmanager@catfishcreek.ca](mailto:generalmanager@catfishcreek.ca)

Dear Christopher Wilkinson:

I am pleased to write to you today to announce updates to the Drainage Act that will take effect on June 30, 2021.

As part of its plan to create a more competitive business environment, the Ontario government has amended the province's Drainage Act to reduce regulatory burden and streamline approvals for farmers, rural landowners and municipalities in undertaking drainage projects, while maintaining effective environmental standards that help to keep Ontarians safe and healthy.

The changes, implemented through a new Minister's Regulation and consequential amendments to Ontario Regulation 381/12 – Forms will:

- Provide a simplified process for eligible minor improvements to municipal drains;
- Simplify the process for approving updates to the engineer's report for changes to the design made during construction; and
- Include the list of prescribed persons that must be notified for drainage projects that are currently outlined in various sections of the Drainage Act.

As part of the government's commitment to reduce red tape, streamlining processes under the Drainage Act will not only save time and money for those undertaking projects, but will encourage the development of more small-scale green infrastructure projects that provide environmental benefits. Such projects include riparian buffers and grassed waterways, to improve water quality and reduce flooding.

.../2



Good things grow in Ontario  
À bonne terre, bons produits

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



Simplifying the process to undertake minor changes to drainage projects under the Drainage Act will not impact the environmental protections that are in place to help ensure that Ontarians are safe and healthy. Those existing environmental protections will be maintained to help ensure ongoing investment in drainage infrastructure.

Drainage projects must comply with all applicable law. A Guide for Engineers Working Under the Drainage Act in Ontario, Publication 852 provides an overview of the legislation and policies that must be considered.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Thompson". The signature is fluid and cursive, with the first name "Lisa" and last name "Thompson" clearly distinguishable.

Lisa Thompson  
Minister of Agriculture, Food and Rural Affairs

**COVID-19 Reminders**

- For vaccination booking details visit: <https://covid-19.ontario.ca/book-vaccine/>
- Follow your local public health/safety measures: <https://covid-19.ontario.ca/zones-and-restrictions>
- Practice physical distancing – stay 2 metres away from others in public
- Get the facts - [www.ontario.ca/page/covid-19-stop-spread](http://www.ontario.ca/page/covid-19-stop-spread)