

# 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"*

**A Full Authority meeting is to be held on  
Thursday, March 10<sup>th</sup>, 2022 at 10:00 a.m.**

**Meeting Location: Aylmer Legion (211 John Street North, Aylmer, ON)**

**Masks must be worn and social distancing must be maintained.**

**The meeting will be held in the multi-purpose room upstairs.**

## A G E N D A

- 1) Welcome / Call to Order. . . . . Lori Baldwin-Sands
- 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) Annual General Meeting FA #01/2022 (February 17, 2022). . . . . 3 - 7
  - b) Health & Safety Committee HS02/2022 (February 11, 2022). . . . . 8
- 7) Business Arising from Minutes
- 8) Public / Special Delegations
- 9) Reports:
  - a) Report FA 01/2022 - Monthly Staff Reports. . . . . 9 - 10  
(Tony Difazio, Peter Dragunas, Gerrit Kremers)
  - b) Report FA 02/2022 - January Summary of Revenue & Expenditures. . . . . 11 - 12  
(Susan Simmons)
  - c) Report FA 03/2022 - February Summary of Revenue & Expenditures. . . . . 13 - 14  
(Susan Simmons)
  - d) Report FA 04/2022 - Accounts Paid (February). . . . . 15 - 16  
(Susan Simmons)

- e) Report FA 05/2022 - 2022 Final Budget and Levy. .... 17 - 33  
(Dusty Underhill)
- f) Report FA 06/2022 - CCCA Committees. .... 34 - 35  
(Dusty Underhill)
- g) Report FA 07/2022 - Health and Safety Policy Amendment. .... 36  
(Dusty Underhill)
- 10) 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:
    - None
  - b) Not Copied:
    - Correspondence Register for February 2022
- 15) Closed Session
- 16) Next Meeting / Termination

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

**Thursday, February 17<sup>th</sup>, 2022**

**Meeting #01/2022**

The 71<sup>st</sup> Annual General Meeting 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
Paul Buchner	Member	Township of South-West Oxford
Sally Martyn	Member	Municipality of Central Elgin
Arthur Oslach	Member	Town of Aylmer

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

**STAFF:**

Dusty Underhill	General Manager / Secretary-Treasurer
Susan Simmons	Financial Services Coordinator
Peter Dragunas	Water Management Technician
Kelsey Oatman	Program Support Assistant
Gerrit Kremers	Conservation Areas Supervisor

**GUESTS:**

Jennifer Buchanan	Auditor, Graham Scott Enns
Elizabeth VanHooren	General Manager, Kettle Creek Conservation Authority (KCCA)
Dennis Crevits	Vice-Chairperson, KCCA

**WELCOME / CALL TO ORDER:**

Chairperson Cerna welcomed everyone to the 71<sup>st</sup> Annual General Meeting of the Catfish Creek Conservation Authority and called the proceedings to order at (2:00 p.m.).

**LAND ACKNOWLEDGMENT:**

The CCCA recognized that the land on which we gather is in the traditional territory shared between the Haudenosaunee confederacy, the Anishinabe nations, and the Attiwoonderonk Neutrals.

**ADOPTION OF AGENDA:**

<u>Motion # 01/2022</u>	L. Baldwin-Sands	P. Buchner	CARRIED
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THAT, the Agenda for the Annual General Meeting be adopted as circulated.

**DISCLOSURE OF PECUNIARY INTEREST:**

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

**INTRODUCTIONS:**

Chairperson Cerna introduced the Catfish Creek Conservation Authority Board of Directors and Special Guests in attendance.

**ADOPTION OF MINUTES:**

Motion # 02/2022                      A. Oslach                      S. Martyn                      CARRIED

THAT, the Minutes of Full Authority Meeting #08/2021 (December 16, 2021), be accepted as circulated.

Motion # 03/2022                      P. Buchner                      A. Oslach                      CARRIED

THAT, the Minutes of Personnel / Finance Committee Meeting #PF 01/2022 (January 27, 2022), be accepted as circulated.

**ANNUAL REPORT PRESENTATION:**

The General Manager / Secretary-Treasurer presented the 2021 Annual Report and provided a brief summary of each section of the Report. He thanked the community for their support and involvement with the CCCA over the past year. He also thanked the staff from the CCCA and Board for their efforts in 2021.

Motion # 04/2022                      S. Martyn                      L. Baldwin-Sands                      CARRIED

THAT, the 2021 Annual Report be adopted as presented.

**2021 AUDITED FINANCIAL STATEMENTS:**

Jennifer Buchanan of Graham Scott Enns LLP Chartered Accountants presented the 2021 Financial Statements and Auditor's Report for the Catfish Creek Conservation Authority.

Ms. Buchanan stated that the Financial Statements present fairly, in all material respects, the statement of financial position of the CCCA as at December 31, 2021, and the statements of operations and accumulated surplus, changes in net assets, and cash flow for the year then ended in accordance with Canadian accounting standards for public sector entities.

The audience was advised that full copies of the Financial Statements are available at the CCCA Office upon request.

Motion # 05/2022                      L. Baldwin-Sands                      A. Oslach                      CARRIED

THAT, the Financial Statements of the Catfish Creek Conservation Authority and Audit Findings Letter prepared by Graham Scott Enns LLP, as at December 31, 2021, be adopted as circulated.

## **CHAIRPERSON'S MESSAGE:**

Chairperson Cerna presented the Annual Chairperson's Message to the audience. A condensed version is included on the first page of the 2021 Annual Report.

## **ELECTION OF OFFICERS:**

Dennis Crevits, Vice-Chairperson of the KCCA announced that he would be conducting the elections for Chairperson and Vice-Chairperson for the year 2022.

Mr. Crevits reviewed the election procedures and declared all offices vacant. He then read the names of the current members eligible to vote and asked for the appointment of two (2) scrutineers in the event of an election.

<u>Motion # 06/2022</u>	S. Martyn	P. Buchner	CARRIED
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THAT, Elizabeth VanHooren and Dusty Underhill act as scrutineers in the event of an election; and further,

THAT, the scrutineers distribute ballots to the eligible voting members, tabulate and report the results of the vote, and destroy all ballots.

Mr. Crevits called for nominations for the position of Chairperson of the CCA for 2022.

Sally Martyn nominated Lori Baldwin-Sands.

Nominations for the position of Chairperson were called for a second and third time.

<u>Motion # 07/2022</u>	S. Martyn	A. Oslach	CARRIED
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THAT, nominations for the position of Chairperson be closed.

Lori Baldwin-Sands was named Chairperson for 2022.

Mr. Crevits called for nominations for the position of Vice-Chairperson of the CCA for 2022.

Rick Cerna nominated Paul Buchner.

Mr. Crevits called for nominations a second and third time.

<u>Motion # 08/2022</u>	P. Buchner	S. Martyn	CARRIED
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THAT, nominations for the position of Vice-Chairperson be closed.

Paul Buchner was named Vice-Chairperson for 2022.

Lori Baldwin-Sands assumed the Chair to continue the meeting.

## **OTHER BUSINESS:**

Motion # 09/2022

S. Martyn

R. Cerna

CARRIED

THAT, the Full Authority appoint the firm Graham Scott Enns LLP Professional Accountants as the Authority's Auditor until the next Annual General Meeting in February 2023; and further

THAT, the Full Authority appoint Canadian Imperial Bank of Commerce, Aylmer Branch as the Authority's financial institution until the next Annual General Meeting in February 2023; and further,

THAT, the Full Authority appoint Steve Gibson, Elgin County Solicitor as the Authority's Solicitor to deal with matters of litigation until the next Annual General Meeting in February 2023; and further,

THAT, the Full Authority appoint Kim Bowsher of Bowsher + Bowsher as the Authority's Solicitor to deal with matters of real estate until the next Annual General Meeting in February 2023.

Motion # 10/2022

A. Oslach

P. Buchner

CARRIED

THAT, the Catfish Creek Conservation Authority be authorized to borrow, on an interim basis, a sum or sums not exceeding in the aggregate \$200,000.00 from the Authority's bank at the said bank's minimum lending rate established from time to time, until the Authority has received payment of levies from member municipalities; and further,

THAT, the Chairperson or Vice-Chairperson together with the General Manager / Secretary-Treasurer are hereby authorized to execute for and on behalf of the Authority, a promissory note or notes for the sum to be borrowed pursuant to this Resolution and to affix thereto the corporate seal of the Authority, and further,

THAT, Susan Simmons, Financial Services Coordinator, be assigned with signing authority for payroll items and utility accounts.

## **VIDEO PRESENTATION:**

Chairperson Baldwin-Sands introduced the 2021 Year in Review video.

The presentation highlighted and showed different projects and accomplishments that the Authority accomplished during 2021.

The full presentation is available on the CCCA YouTube page.

## **SERVICE AWARDS:**

Vice-Chairperson Buchner presented Years of Service awards to Member Cerna (5), Member Martyn (15), and to Tony Difazio the Resource Planning Coordinator (20).

**STUDENT SCHOLARSHIP AWARD:**

Member Oslach presented the 20<sup>th</sup> Annual Catfish Creek Conservation Authority Scholarship Award to Ella Cattryse. Ella plans on continuing her post-secondary education in the field of marine science at the Dalhousie University in September, 2022.

**CONSERVATION AWARD:**

Member Martyn was called upon to present the Conservation Award to both Henry Kielstra and Henry Tenhoor in recognition of their continued volunteerism at the Springwater Conservation Area. Both gentleman have walked the trails daily at the Springwater Conservation Area alerting staff to hazardous trees, monitoring of trail boxes, and visitor interpretation.

**TERMINATION:**

Motion # 11/2022

R. Cerna

S. Martyn

CARRIED

That, the Annual General Meeting of the Catfish Creek Conservation Authority be terminated at (2:45 p.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**

**Friday February 11, 2022**

**Meeting #HS 02/2022**

**PRESENT:**

Gerrit Kremers  
Austin Verbeek  
Dusty Underhill

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 (11:30 am.).

**ADOPTION OF AGENDA:**

The Committee reviewed and approved the Minutes as amended from the July 13, 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. Amendment to the Health and Safety Policy

The committee has reviewed 5.2.3 section 7 of the health and safety policy and decided to replace "the Health and Safety Coordinator with the General Manger. Bring to board for approval.

**NEW BUSINESS:**

1. Return to work plan:

On February 21, 2022 the Province moves into Step 2 of gradually lifting Covid 19 restrictions. Gathering limits are increased to 25 people indoors which justifies a return to work date of Tuesday February 22, 2022 as our staff compliment falls below the indoor capacity limits.


2. Gerrit Kremers has filled the open vacancy of Employee Representative and Dusty Underhill will move into the Management Role on the committee.
3. Workplace Inspections in 2021 were completed monthly. There are currently no outstanding action items for 2021.

**ADJOURNMENT:**

There being no further business to be discussed, the meeting was terminated at 11:45 am.

  
Austin Verbeek, Employee Representative

  
Gerrit Kremers, Employee Representative

  
Dusty Underhill, Management Representative



## **REPORT FA 01 / 2022: To The Full Authority**

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

**SUBJECT:** Monthly Staff Reports

**DATE:** February 25, 2022

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

#### **Current Activities:**

- Participated in a number of information sessions including Department of Fisheries and Oceans 'Modernized Fisheries Act' initiative to streamline the approval process for routine projects that may impact fish habitat;
- Continued year-end financial reports for various Stewardship Projects and Partner Contribution Agreements/requirements;
- Flood Monitoring and reporting for February 17, 2022 watershed event;
- Meeting with Township of Malahide Emergency Response staff members to discuss winter, 2022 Flood Mitigation measures;
- Project planning to landowners preparing application to various funding partners for stewardship project financial assistance.

#### **Upcoming Activities:**

- Finalization of 2021 year-end reports for various funding partners;
- Submission of 2022 Stewardship Project Application for Elgin Clean Water Program;
- Review of proposed Regulations pursuant to the *Conservation Authority Act*, planning and delivery of future Conservation Authority 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**

#### **Current Activities:**

- January 5<sup>th</sup> - Lake Erie Shoreline Watershed Condition Statement Issued.
- January 11<sup>th</sup> - Lake Erie Shoreline Watershed Condition Statement Issued.
- February 15<sup>th</sup> - Water Safety, Watershed Condition Statement issued.
- February 16<sup>th</sup> - Flood Watch, Watershed Condition Statement issued.
- February 17<sup>th</sup> - Flood Warning, Watershed Condition Statement issued.
- February 19<sup>th</sup> - Flood Watch, Watershed Condition Statement issued.
- February 22<sup>nd</sup> - Flood Warning, Watershed Condition Statement issued.
- February 23<sup>rd</sup> - All Clear, Watershed Condition Statement issued.
- Lake Erie shoreline monitoring for wind induced shoreline flood conditions.
- Catfish Creek watershed monitoring for riverine flood and ice conditions.
- Forests Ontario 50 Million Tree Program administration.
- Administration of the Greening Communities Program for the CCCA. Review of Catfish Creek Conservation Authority flood and ice mitigation manuals and thresholds.
- Lake Erie shoreline storm surge and wave uprush impact and relation to riverine flooding.

**Upcoming Activities:**

- Continue with the CCCA 2022 Tree Planting Program.
- Continue monitoring Lake Erie shoreline storm surge and wave uprush.
- Meet with Malahide staff for a flood debriefing to review CCCA and Malahide staff responsibilities during the time of Lake Erie Shoreline flooding.
- February 17 flooding in Port Bruce analysis.
- Regular duties as assigned.

**Conservation Areas Supervisor, Gerrit Kremers**

**Current Activities:**

- Maple syrup preparation
- Met with Dan Arppe from TVDSB Jaffa Education Centre, to discuss and plan school maple syrup trips
- Donated Wood Duck and Prothonotary Warbler boxes to Kevin Helkaa to install at Calton Swamp
- Had a COOP interview and obtained one student from East Elgin Secondary School
- Met with two representatives from YMCA to discuss potential summer camps hosted at Springwater
- Met with the STEAM Centre, from St. Thomas, to enter a partnership with Western University student to improve signage for new to Canada residents
- Took in a webinar session regarding Department of Fisheries and Oceans shoreline regulations
- Participated in an online session for Environment Canada Nature Smart program year end reporting
- Joined health and Safety committee
- Assisted in flood patrols

**Upcoming Activities:**

- TVDSB maple syrup field trip programs
- Campground maintenance in preparation for camping season
- Seasonal Camper Administration
- Continuing to monitor for hazard trees on Authority owned land

**Recommendation:**

THAT, Staff Report for the month of January & February 2022 be noted and filed.

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

  
\_\_\_\_\_  
Peter Dragunas  
Water Management Technician

  
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Gerrit Kremers  
Conservation Areas Supervisor

**REPORT FA 02 / 2022 : To The Full Authority**  
**FROM: Susan Simmons, Financial Services Coordinator**  
**SUBJECT: January Summary of Revenue & Expenditures**  
**DATE: January 31, 2022**

**SUMMARY OF REVENUE**  
**for the period ending January 31, 2022**

	<b>2022 Budget</b>	<b>2022 To Date</b>	<b>Difference</b>	<b>2021 To Date</b>
MNRF Provincial Grants	\$ 41,215.00	\$ -	\$ (41,215.00)	\$ -
Other Provincial Grants	\$ 30,321.84	\$ -	\$ (30,321.84)	\$ 2,099.40
Federal Grants	\$ 131,904.79	\$ 103,086.32	\$ (28,818.47)	\$ -
Employment Program Grants	\$ 37,000.00	\$ -	\$ (37,000.00)	\$ -
General Levy	\$ 372,421.82	\$ -	\$ (372,421.82)	\$ -
Special Benefiting Levy	\$ 20,890.39	\$ -	\$ (20,890.39)	\$ -
Donations/Sponsorships	\$ 42,380.00	\$ 7,297.03	\$ (35,082.97)	\$ 2,443.75
Conservation Areas Revenue	\$ 636,589.00	\$ 109,380.28	\$ (527,208.72)	\$ 90,339.41
Maple Syrup Revenue	\$ 4,860.00	\$ -	\$ (4,860.00)	\$ -
Bank Interest Earned	\$ 3,000.00	\$ -	\$ (3,000.00)	\$ -
Education Programs	\$ 720.00	\$ -	\$ (720.00)	\$ -
Legal Inquiries/Permit Applications	\$ 4,223.61	\$ 292.04	\$ (3,931.57)	\$ 681.42
Watershed Stewardship	\$ 21,458.00	\$ 20,000.00	\$ (1,458.00)	\$ -
Revenue from Other C.A. Lands	\$ 13,067.00	\$ 238.94	\$ (12,828.06)	\$ 28,970.69
Other Revenue	\$ 500.00	\$ -	\$ (500.00)	\$ -
Contract Services	\$ 831.00	\$ -	\$ (831.00)	\$ -
Vehicle & Equipment Rental Recoveries	\$ 36,000.00	\$ -	\$ (36,000.00)	\$ -
Previous Year Surplus (Deficit)	\$ 8,666.73	\$ 8,666.73	\$ -	\$ 593.59
Income Appropriation from Special Reserves	\$ 23,673.94	\$ -	\$ (23,673.94)	\$ -
Income Appropriation from General Reserves	\$ 28,677.93	\$ -	\$ (28,677.93)	\$ -
	<b>\$ 1,458,401.05</b>	<b>\$ 248,961.34</b>	<b>\$ (1,209,439.71)</b>	<b>\$ 125,128.26</b>

<b>DONATIONS/SPONSORSHIPS</b>	<b>2022 Budget</b>	<b>Received To Date</b>	<b>Difference</b>
Special Projects	\$ 6,080.00	\$ 6,080.00	\$ -
Annual Report	\$ 1,000.00	\$ -	\$ (1,000.00)
Environmental Education	\$ 500.00	\$ 160.00	\$ (340.00)
EESS ELP Sponsorships	\$ 6,500.00	\$ -	\$ (6,500.00)
Community Forest	\$ 300.00	\$ -	\$ (300.00)
Maple Syrup Festival	\$ -	\$ -	\$ -
Springwater Forest Trails	\$ 23,000.00	\$ 1,057.03	\$ (21,942.97)
Archie Coulter C.A. Trails	\$ 2,500.00	\$ -	\$ (2,500.00)
YNHA	\$ 2,000.00	\$ -	\$ (2,000.00)
Springwater C.A. Development	\$ -	\$ -	\$ -
Ontario Police College Path of Honour	\$ 500.00	\$ -	\$ (500.00)
<b>TOTAL Donations/Sponsorships</b>	<b>\$ 42,380.00</b>	<b>\$ 7,297.03</b>	<b>\$ (35,082.97)</b>

# SUMMARY OF EXPENDITURES

for the period ending January 31, 2022

	2022 Budget	2022 To Date	Difference	2021 To Date
<b>MANDATORY PROGRAMS</b>				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$162,205.25	\$ 21,349.94	\$ (140,855.31)	\$ 29,980.39
2 FLOOD FORECASTING & WARNING	\$204,457.99	\$ 18,306.83	\$ (186,151.16)	\$ 17,803.90
3 DROUGHT AND LOW WATER RESPONSE	\$14,517.11	\$ 1,330.41	\$ (13,186.70)	\$ -
4 ICE MANAGEMENT	\$12,640.39	\$ 1,712.81	\$ (10,927.58)	\$ 2,304.17
5 INFRASTRUCTURE (Dam)	\$26,133.72	\$ 938.78	\$ (25,194.94)	\$ 1,306.86
6&7 ACT REVIEWS & PLAN REVIEW	\$10,310.51	\$ 1,108.57	\$ (9,201.94)	\$ -
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$43,286.76	\$ 4,520.92	\$ (38,765.84)	\$ 4,042.93
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$76,296.51	\$ 8,040.05	\$ (68,256.46)	\$ 3,310.83
12 WATER QUALITY (PGMN & PSMP)	\$10,179.59	\$ 1,289.04	\$ (8,890.55)	\$ -
13 SOURCE PROTECTION	\$5,481.84	\$ 609.24	\$ (4,872.60)	\$ 1,011.09
<b>SUB TOTAL: MANDATED PROGRAMS Expenditures</b>	<b>\$565,509.67</b>	<b>\$59,206.59</b>	<b>-\$506,303.08</b>	<b>\$59,760.17</b>
<b>OTHER PROGRAMS AND SERVICES</b>				
WATERSHED STEWARDSHIP	\$180,077.22	\$ 922.63	\$ (179,154.59)	\$ 1,089.71
EDUCATION PROGRAMS	\$7,720.00	\$ 850.00	\$ (6,870.00)	\$ -
SPECIAL PROJECTS	\$2,331.00	\$ 858.01	\$ (1,472.99)	\$ 55.96
C.A. DEVELOPMENT PROJECTS	\$40,182.00	\$ -	\$ (40,182.00)	\$ -
VEHICLE & EQUIPMENT OPERATIONS	\$91,000.00	\$ 54.21	\$ (90,945.79)	\$ 2,408.51
MAPLE SYRUP PROGRAM	\$4,860.00	\$ -	\$ (4,860.00)	\$ 4,360.24
SPRINGWATER CONSERVATION AREA	\$566,721.16	\$ 14,227.12	\$ (552,494.04)	\$ 23,314.46
<b>SUB TOTAL: OTHER PROGRAMS Expenditures</b>	<b>\$892,891.38</b>	<b>\$16,911.97</b>	<b>-\$875,979.41</b>	<b>\$31,228.88</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>\$ 1,458,401.05</b>	<b>\$ 76,118.56</b>	<b>\$ (1,382,282.49)</b>	<b>\$ 90,989.05</b>

  
 Susan Simmons,  
 Financial Services Coordinator

**REPORT FA 02 / 2022 : To The Full Authority**  
**FROM: Susan Simmons, Financial Services Coordinator**  
**SUBJECT: February Summary of Revenue & Expenditures**  
**DATE: February 28, 2022**

**SUMMARY OF REVENUE**  
**for the period ending February 28, 2022**

	<b>2022 Budget</b>	<b>2022 To Date</b>	<b>Difference</b>	<b>2021 To Date</b>
MNRF Provincial Grants	\$ 41,215.00	\$ -	\$ (41,215.00)	\$ -
Other Provincial Grants	\$ 30,321.84	\$ 57.30	\$ (30,264.54)	\$ 2,238.17
Federal Grants	\$ 131,904.79	\$ 113,558.32	\$ (18,346.47)	\$ -
Employment Program Grants	\$ 37,000.00	\$ -	\$ (37,000.00)	\$ -
General Levy	\$ 372,421.82	\$ 22,611.94	\$ (349,809.88)	\$ -
Special Benefiting Levy	\$ 20,890.39	\$ 350.00	\$ (20,540.39)	\$ -
Donations/Sponsorships	\$ 42,380.00	\$ 10,017.83	\$ (32,362.17)	\$ 3,771.20
Conservation Areas Revenue	\$ 636,589.00	\$ 111,776.82	\$ (524,812.18)	\$ 90,339.41
Maple Syrup Revenue	\$ 4,860.00	\$ -	\$ (4,860.00)	\$ 40.00
Bank Interest Earned	\$ 3,000.00	\$ -	\$ (3,000.00)	\$ -
Education Programs	\$ 720.00	\$ -	\$ (720.00)	\$ -
Legal Inquiries/Permit Applications	\$ 4,223.61	\$ 1,008.85	\$ (3,214.76)	\$ 681.42
Watershed Stewardship	\$ 21,458.00	\$ 20,000.00	\$ (1,458.00)	\$ 1,625.00
Revenue from Other C.A. Lands	\$ 13,067.00	\$ 318.59	\$ (12,748.41)	\$ 41,351.69
Other Revenue	\$ 500.00	\$ -	\$ (500.00)	\$ -
Contract Services	\$ 831.00	\$ -	\$ (831.00)	\$ -
Vehicle & Equipment Rental Recoveries	\$ 36,000.00	\$ 1,231.88	\$ (34,768.12)	\$ -
Previous Year Surplus (Deficit)	\$ 8,666.73	\$ 8,666.73	\$ -	\$ 593.59
Income Appropriation from Special Reserves	\$ 23,673.94	\$ -	\$ (23,673.94)	\$ -
Income Appropriation from General Reserves	\$ 28,677.93	\$ -	\$ (28,677.93)	\$ -
	<b>\$ 1,458,401.05</b>	<b>\$ 289,598.26</b>	<b>\$ (1,168,802.79)</b>	<b>\$ 140,640.48</b>

<b>DONATIONS/SPONSORSHIPS</b>	<b>2022 Budget</b>	<b>Received To Date</b>	<b>Difference</b>
Special Projects	\$ 6,080.00	\$ 6,080.00	\$ -
Annual Report	\$ 1,000.00	\$ 500.00	\$ (500.00)
Environmental Education	\$ 500.00	\$ 160.00	\$ (340.00)
EESS ELP Sponsorships	\$ 6,500.00	\$ -	\$ (6,500.00)
Community Forest	\$ 300.00	\$ -	\$ (300.00)
Maple Syrup Festival	\$ -	\$ -	\$ -
Springwater Forest Trails	\$ 23,000.00	\$ 2,950.93	\$ (20,049.07)
Archie Coulter C.A. Trails	\$ 2,500.00	\$ 209.90	\$ (2,290.10)
YNHA	\$ 2,000.00	\$ 117.00	\$ (1,883.00)
Springwater C.A. Development	\$ -	\$ -	\$ -
Ontario Police College Path of Honour	\$ 500.00	\$ -	\$ (500.00)
<b>TOTAL Donations/Sponsorships</b>	<b>\$ 42,380.00</b>	<b>\$ 10,017.83</b>	<b>\$ (32,362.17)</b>

# SUMMARY OF EXPENDITURES

for the period ending February 28, 2022

	2022 Budget	2022 To Date	Difference	2021 To Date
<b>MANDATORY PROGRAMS</b>				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$162,205.25	\$ 41,959.74	\$ (120,245.51)	\$ 49,454.67
2 FLOOD FORECASTING & WARNING	\$204,457.99	\$ 35,848.77	\$ (168,609.22)	\$ 37,037.18
3 DROUGHT AND LOW WATER RESPONSE	\$14,517.11	\$ 2,310.38	\$ (12,206.73)	\$ -
4 ICE MANAGEMENT	\$12,640.39	\$ 3,170.79	\$ (9,469.60)	\$ 3,091.03
5 INFRASTRUCTURE (Dam)	\$26,133.72	\$ 1,829.93	\$ (24,303.79)	\$ 1,862.13
6&7 ACT REVIEWS & PLAN REVIEW	\$10,310.51	\$ 1,869.58	\$ (8,440.93)	\$ -
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$43,286.76	\$ 7,989.25	\$ (35,297.51)	\$ 7,810.58
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$76,296.51	\$ 12,251.00	\$ (64,045.51)	\$ 4,893.20
12 WATER QUALITY (PGMN & PSMP)	\$10,179.59	\$ 2,233.33	\$ (7,946.26)	\$ -
13 SOURCE PROTECTION	\$5,481.84	\$ 1,072.79	\$ (4,409.05)	\$ 944.80
<b>SUB TOTAL: MANDATED PROGRAMS Expenditures</b>	<b>\$565,509.67</b>	<b>\$110,535.56</b>	<b>-\$454,974.11</b>	<b>\$105,093.59</b>
<b>OTHER PROGRAMS AND SERVICES</b>				
WATERSHED STEWARDSHIP	\$180,077.22	\$ 69,974.79	\$ (110,102.43)	\$ 2,364.00
EDUCATION PROGRAMS	\$7,720.00	\$ 850.00	\$ (6,870.00)	\$ -
SPECIAL PROJECTS	\$2,331.00	\$ 1,029.74	\$ (1,301.26)	\$ 368.20
C.A. DEVELOPMENT PROJECTS	\$40,182.00	\$ -	\$ (40,182.00)	\$ 24,198.99
VEHICLE & EQUIPMENT OPERATIONS	\$91,000.00	\$ 63.18	\$ (90,936.82)	\$ 21.19
MAPLE SYRUP PROGRAM	\$4,860.00	\$ -	\$ (4,860.00)	\$ 5,199.07
SPRINGWATER CONSERVATION AREA	\$566,721.16	\$ 37,149.94	\$ (529,571.22)	\$ 55,030.85
<b>SUB TOTAL: OTHER PROGRAMS Expenditures</b>	<b>\$892,891.38</b>	<b>\$109,067.65</b>	<b>-\$783,823.73</b>	<b>\$87,182.30</b>
<b>APPROPRIATION TO GENERAL RESERVES</b>	\$ -	\$ -	\$ -	\$ -
<b>APPROPRIATION TO SPECIAL RESERVES</b>	\$ -	\$ -	\$ -	\$ -
<b>GRAND TOTAL</b>	<b>\$ 1,458,401.05</b>	<b>\$ 219,603.21</b>	<b>\$ (1,238,797.84)</b>	<b>\$ 192,275.89</b>



Susan Simmons,  
Financial Services Coordinator

**REPORT FA 04 / 2022 : TO THE FULL AUTHORITY**

FROM: Susan Simmons, Financial Services Coordinator  
SUBJECT: Accounts Paid  
DATE: February 18, 2022

VENDOR	CHQ #	TOTAL	EXPLANATION
Aylmer Home Hardware	30957	\$ 42.89	campground supplies
Dale Equipment Centre	30958	\$ 148.26	equipment maintenance
Delta Power Equipment Ltd.	30959	\$ 136.21	equipment maintenance
Dowler-Karn Limited	30960	\$ 478.26	shop heat fuel
East Elgin Concrete Forming Limited	30961	\$ 23,041.83	Evans Sisters Stage project
Glenbriar Bottled Water Co. Ltd.	30962	\$ 11.24	water cooler service
Hoskin Scientific Limited	30963	\$ 64.41	water quality monitoring
Integrity IT Services	30964	\$ 509.92	computer network support
J.J. MacKay Canada Limited	30965	\$ 6.33	mobile pay system service charges
Koolen Electric	30966	\$ 8,307.42	Evans Sisters Stage project
Simmons, Susan	30968	\$ 143.64	mileage reimbursement
Zap's Tree and Lawn Service	30969	\$ 661.05	campground maintenance
Air Liquide	30970	\$ 223.18	campground supplies
Kington, Brian	30971	\$ 800.00	ELP chainsaw certification course
Canon Canada Inc.	30972	\$ 222.81	photocopier
Conservation Ontario	30973	\$ 9,860.50	installment 1 of 2, Levy
Duff's Garage	30974	\$ 60.20	vehicle maintenance
Elgin Feeds Ltd.	30975	\$ 169.49	campground supplies
Francotyp-Postalia Canada	30976	\$ 67.80	postage meter rental
Secord Home Building Centre	30977	\$ 629.32	campground supplies
Integrity IT Services	30978	\$ 181.93	computer network support
Csoff, Joe	30979	\$ 3,955.00	watershed stewardship projects
Select Excavating Inc.	30980	\$ 672.35	Evans Sisters Stage project
CIBC Visa	Cash	\$ 140.87	Pavilion grand opening
CIBC Visa	Cash	\$ 65.42	office supplies
CIBC Visa	Cash	\$ 586.31	Christmas Lunches
CIBC Visa	Cash	\$ 482.20	office equipment
CIBC Visa	Cash	\$ 1,077.96	office supplies
CIBC Visa	Cash	\$ 677.01	ELP
CIBC Visa	Cash	\$ 98.31	water quality
CIBC Visa	Cash	\$ 266.64	campground supplies
Reliance Home Comfort	Cash	\$ 48.71	water heater rental
Bell Canada	Cash	\$ 88.04	gauge
CBSC Capital Inc.	Cash	\$ 701.54	photocopier
Telus Mobility	Cash	\$ 239.57	mobile phones
Eastlink	Cash	\$ 1,030.69	phone, fax line, internet, gauges
Hydro One	Cash	\$ 32.89	gauge
Hydro One	Cash	\$ 1,353.89	operations centre & campground
Waste Connections of Canada Inc.	Cash	\$ 44.99	campground maintenance
De Lage Landen Financial Services Canada Inc.	Cash	\$ 111.87	photocopier
Telus Mobility	Cash	\$ 239.57	mobile phones
Ansell's Awards & Specialties	30981	\$ 138.20	AGM Conservation Awards
County of Elgin	30982	\$ 1,755.00	legal fees
Dowler-Karn Limited	30983	\$ 646.22	vehicle fuel
Ferguson, Kevin	30984	\$ 9,093.00	watershed stewardship projects
Coad, Steve	30985	\$ 22,629.00	watershed stewardship projects
Glenbriar Bottled Water Co. Ltd.	30986	\$ 11.24	water cooler service
Howe, Tom & Donna	30987	\$ 9,175.30	watershed stewardship projects
Integrity IT Services	30988	\$ 181.93	computer network support
J.J. MacKay Canada Limited	30989	\$ 8.70	mobile pay system service charges
Martin, Tom	30990	\$ 2,375.00	watershed stewardship projects

**REPORT FA 04 / 2022 : TO THE FULL AUTHORITY**

FROM: Susan Simmons, Financial Services Coordinator  
SUBJECT: Accounts Paid  
DATE: February 18, 2022

VENDOR	CHQ #	TOTAL	EXPLANATION
Municipality of Central Elgin	30991	\$ 5,445.58	property taxes (installments 1&2)
Pake, Jamie	30992	\$ 4,850.00	watershed stewardship projects
Township of South-West Oxford	30993	\$ 137.91	property taxes (installments 1&2)
Waste Connections of Canada Inc.	Cash	\$ 669.11	campground maintenance
Langs Contracting	30994	\$ 2,904.13	campground maintenance
Begg, Ian	30995	\$ 44,936.00	watershed stewardship projects
Bell Canada	Cash	\$ 88.02	gauge
CIBC Visa	Cash	\$ 190.73	TD Project
CIBC Visa	Cash	\$ 22.60	campground supplies
CIBC Visa	Cash	\$ 157.86	meeting expenses
Eastlink	Cash	\$ 1,029.96	phone, fax line, internet, gauges
Hydro One	Cash	\$ 1,117.46	operations centre & campground
Aylmer Home Hardware	30996	\$ 22.58	campground supplies
Dowler-Karn Limited	30997	\$ 546.08	shop heat fuel
Graham Scott Enns LLP	30998	\$ 10,452.50	audit fees
Integrity IT Services	30999	\$ 53.68	computer network support
Pake, Jamie	31000	\$ 692.79	watershed stewardship projects
Township of Malahide	31001	\$ 383.00	property taxes (installments 1&2)
Hydro One	Cash	\$ 202.84	day use and schoolhouse
		<u>\$ 177,596.94</u>	

**RECOMMENDATION:**

THAT, Accounts Paid totalling \$177,596.94 , be approved as presented in Report FA 04 / 2022



Susan Simmons,  
Financial Services Coordinator



**REPORT FA 05 / 2021: To The Full Authority**

**FROM:** Dusty Underhill, General Manager / Secretary-Treasurer

**SUBJECT:** 2022 Budget and Levy

**DATE:** March 10, 2022

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**Purpose:**

To approve the 2022 CCCA Budget and Municipal Levy apportionments

**Background:**

A staff report requesting the Board to advise staff on the proposed Levy increase was presented October 7, 2021, with Members directing staff to prepare a budget with a 5% Levy increase.

The Draft Budget and Levy amounts using Current Value Assessment (CVA) was presented to the Personnel/Finance committee on November 25, 2021, and circulated for their consideration in accordance with the 30-day review period as set out in the Municipal Levy Regulation.

**Discussion:**

One presentation was provided as requested to a Malahide councillor on January 6, 2021, by the Financial Services Coordinator and the General Manager/Secretary-Treasurer.

There were no appeals of the levy apportionment. The special benefiting levy for the Plan Review is \$8,250.00, and unchanged from 2021.


The total Budget of \$1,458,401.05, represents a decrease of \$255,062.78 in overall spending in comparison to the 2021 Budget.

**Recommendation:**

THAT, the 2022 Catfish Creek Conservation Authority Budget totalling \$1,458,401.05, be adopted as presented; and further,

THAT, the 2022 Municipal General Levy in the amount of \$372,421.82, and the Special Plan Review Levy in the amount of \$8,250.00, be approved as presented.

Member's Name	Municipality	CVA Apportionment %	Yes	No
Rick Cerna	Township of Malahide	36.8570%		
Sally Martyn	Municipality of Central Elgin	27.2106%		
Arthur Oslach	Town of Aylmer	26.1389%		
Lori Baldwin-Sands	City of St. Thomas	6.0716%		
Paul Buchner	Township of South-West Oxford	3.7220%		

  
Dusty Underhill,  
General Manager / Secretary-Treasurer



**CATFISH CREEK  
CONSERVATION AUTHORITY**

**2022**

**FINAL BUDGET**

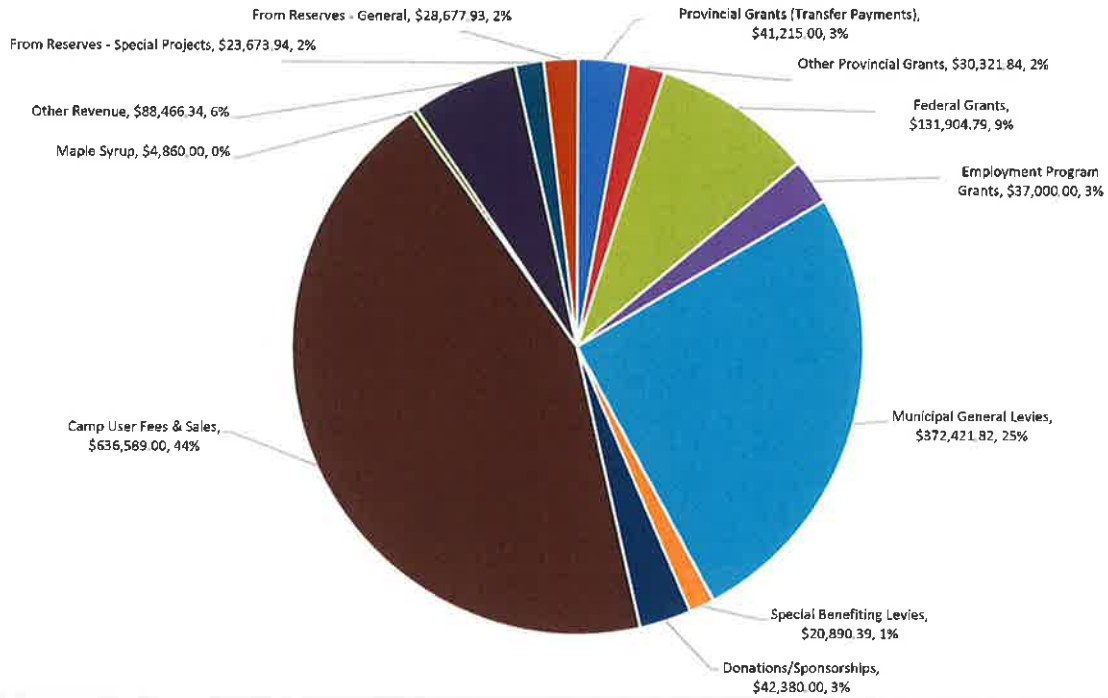
**February 16, 2022**

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2022**  
**SUMMARY OF REVENUE AND EXPENDITURES**  
February 16, 2022

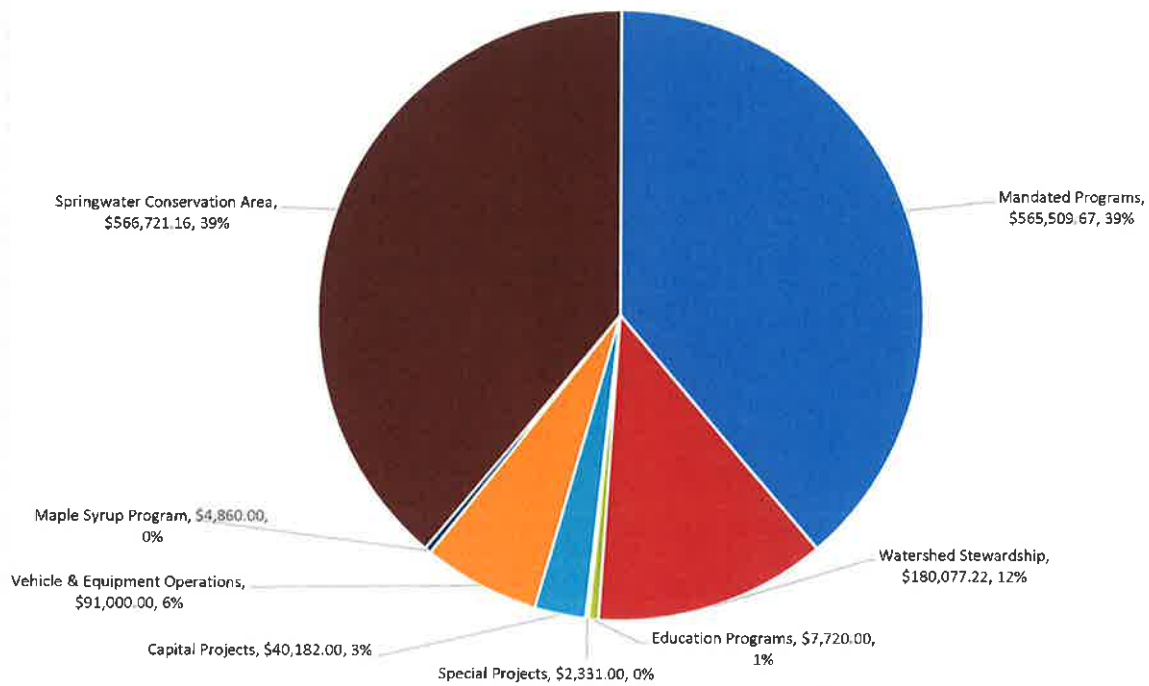
	<b>2022 Budget</b>	<b>2021 Approved Budget</b>	<b>2021 Actual</b>
<b>REVENUE</b>			
Provincial Grants (Transfer Payments)	\$41,215.00	\$41,215.00	\$41,215.00
Other Provincial Grants	\$30,321.84	\$16,684.87	\$114,213.24
Federal Grants	\$131,904.79	\$18,035.53	\$3,928.23
Employment Program Grants	\$37,000.00	\$50,377.80	\$179,428.59
Municipal General Levies	\$372,421.82	\$354,687.09	\$354,687.09
Special Benefiting Levies	\$20,890.39	\$36,218.65	\$36,565.00
Donations/Sponsorships	\$42,380.00	\$28,775.00	\$53,140.70
Camp User Fees & Sales	\$636,589.00	\$583,276.89	\$579,993.44
Maple Syrup	\$4,860.00	\$8,637.50	\$5,057.28
Other Revenue	\$79,799.61	\$97,586.39	\$129,124.37
Previous Year's Surplus (Deficit)	\$8,666.73	\$593.59	\$593.59
Deferred Revenue	\$0.00	\$349,253.00	-\$55,628.69
From Reserves - Special Projects	\$23,673.94	\$31,579.17	\$13,386.81
From Reserves - General	\$28,677.93	\$96,543.35	\$127,781.00
<b>TOTAL REVENUE</b>	<b>\$1,458,401.05</b>	<b>\$1,713,463.83</b>	<b>\$1,583,485.65</b>

	<b>2022 Budget</b>	<b>2021 Approved Budget</b>	<b>2021 Actual</b>
<b>MANDATORY PROGRAMS</b>			
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$162,205.25	\$165,892.15	\$194,656.92
2 FLOOD FORECASTING & WARNING	\$204,457.99	\$215,433.96	\$199,973.27
3 DROUGHT AND LOW WATER RESPONSE	\$14,517.11	\$0.00	\$21.76
4 ICE MANAGEMENT	\$12,640.39	\$30,468.65	\$30,815.01
5 INFRASTRUCTURE (Dam)	\$26,133.72	\$14,136.13	\$14,099.72
6&7 ACT REVIEWS & PLAN REVIEW	\$10,310.51	\$0.00	\$0.00
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$43,286.76	\$46,769.00	\$46,246.38
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$76,296.51	\$55,567.50	\$78,849.83
12 WATER QUALITY (PGMN & PSMP)	\$10,179.59	\$1,894.13	\$2,388.49
13 SOURCE PROTECTION	\$5,481.84	\$5,043.89	\$3,745.37
<b>SUB TOTAL: MANDATORY PROGRAMS Expenditures</b>	<b>\$565,509.67</b>	<b>\$535,205.41</b>	<b>\$570,796.75</b>
<b>OTHER PROGRAMS AND SERVICES</b>			
WATERSHED STEWARDSHIP	\$180,077.22	\$34,636.02	\$38,834.51
EDUCATION PROGRAMS	\$7,720.00	\$41,164.85	\$26,980.93
SPECIAL PROJECTS	\$2,331.00	\$25,744.83	\$16,680.28
C.A. DEVELOPMENT PROJECTS	\$40,182.00	\$381,000.00	\$80,262.84
VEHICLE & EQUIPMENT OPERATIONS	\$91,000.00	\$78,393.89	\$29,704.68
MAPLE SYRUP PROGRAM	\$4,860.00	\$12,137.50	\$11,755.17
SPRINGWATER CONSERVATION AREA	\$566,721.16	\$605,181.33	\$576,040.76
<b>SUB TOTAL: OTHER PROGRAMS Expenditures</b>	<b>\$892,891.38</b>	<b>\$1,178,258.42</b>	<b>\$780,259.17</b>
To Reserves - Special Projects	\$0.00	\$0.00	\$43,763.00
To Reserves - General	\$0.00	\$0.00	\$180,000.00
<b>TOTAL EXPENSES</b>	<b>\$1,458,401.05</b>	<b>\$1,713,463.83</b>	<b>\$1,574,818.92</b>
<b>NET Profit (Loss)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,666.73</b>

### CCCA Revenue Sources - 2022



### CCCA Expenditures - 2022



**CATFISH CREEK CONSERVATION AUTHORITY  
FINAL BUDGET 2022  
REVENUE SOURCES**

PROGRAM	2022 BUDGET TOTALS	MNRFC GRANT	GENERAL LEVY	SPECIAL LEVY	OTHER PROVINCIAL GRANTS	EMPLOYMENT GRANTS	FEDERAL/ INTERNATIONAL GRANTS	DEFERRED REVENUE	RESERVES	SURPLUS (DEFICIT)	DONATIONS	INCOME
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$ 162,205.25	\$ -	\$ 110,474.75		\$ 1,350.00	\$ -			\$ 37,713.77	\$ 8,666.73	\$ 1,000.00	\$ 3,000.00
2 FLOOD FORECASTING & WARNING	\$ 204,457.99	\$ 41,215.00	\$ 163,242.99									
3 DROUGHT AND LOW WATER RESPONSE	\$ 14,517.11		\$ 14,517.11									
4 ICE MANAGEMENT	\$ 12,640.39	\$ -		\$ 12,640.39								
5 INFRASTRUCTURE (Dam)	\$ 26,133.72	\$ -	\$ 22,883.72		\$ 3,250.00							
6&7 ACT REVIEWS & PLAN REVIEW	\$ 10,310.51		\$ 10,310.51									
8 ADMINISTRATION & ENFORCING THE ACT (Section 28)	\$ 43,286.76	\$ -	\$ 30,813.15	\$ 8,250.00								\$ 4,223.61
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$ 78,296.51		\$ 10,000.00						\$ 19,649.51		\$ 33,580.00	\$ 13,087.00
12 WATER QUALITY (PGMN & PSMP)	\$ 10,179.59		\$ 10,179.59						\$ -			
13 SOURCE PROTECTION	\$ 5,481.84		\$ -		\$ 5,481.84				\$ -			
<b>SUB TOTAL: MANDATED PROGRAMS Revenue</b>	\$ 565,509.67	\$ 41,215.00	\$ 372,421.82	\$ 20,890.39	\$ 10,081.84	\$ -	\$ -	\$ -	\$ 57,363.28	\$ 8,666.73	\$ 34,580.00	\$ 20,290.61
WATERSHED STEWARDSHIP	\$ 180,677.22				\$ 20,240.00	\$ 2,650.00	\$ 131,904.79		\$ 3,524.43		\$ 300.00	\$ 21,458.00
EDUCATION PROGRAMS	\$ 7,720.00								\$ -		\$ 7,000.00	\$ 720.00
SPECIAL PROJECTS	\$ 2,331.00						\$ -		\$ 500.00		\$ 500.00	\$ 1,331.00
CAPITAL PROJECTS	\$ 40,182.00							\$ -	\$ 40,182.00		\$ -	
VEHICLE & EQUIPMENT OPERATIONS	\$ 91,000.00								\$ 55,000.00			\$ 36,000.00
MAPLE SYRUP PROGRAM	\$ 4,860.00								\$ -		\$ -	\$ 4,860.00
SPRINGWATER CONSERVATION AREA	\$ 566,721.16					\$ 34,350.00			\$ 104,217.84		\$ -	\$ 636,589.00
<b>SUB TOTAL: OTHER PROGRAMS Revenue</b>	\$ 892,891.38	\$ -	\$ -	\$ -	\$ 20,240.00	\$ 37,000.00	\$ 131,904.79	\$ -	\$ 5,011.41	\$ -	\$ 7,800.00	\$ 700,958.00
<b>TOTALS</b>	<b>\$ 1,458,401.05</b>	<b>\$ 41,215.00</b>	<b>\$ 372,421.82</b>	<b>\$ 20,890.39</b>	<b>\$ 30,321.84</b>	<b>\$ 37,000.00</b>	<b>\$ 131,904.79</b>	<b>\$ -</b>	<b>\$ 52,351.87</b>	<b>\$ 8,666.73</b>	<b>\$ 42,380.00</b>	<b>\$ 721,248.61</b>

**CATFISH CREEK CONSERVATION AUTHORITY  
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	Approved General Levy Increase	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	1,076.76	22,611.94	350.00	22,961.94
	<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>17,734.37</b>	<b>372,421.82</b>	<b>8,250.00</b>	<b>380,671.82</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 Regulation (Ontario Regulation 670/00 under the Conservation Authorities Act).

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2022**  
**TRANSFERS TO/FROM RESERVES**

RESERVE NAME	BALANCE at Start Of 2022	Transfers To/From	BALANCE 2022 at Year End	Category
<b>SPECIAL PROJECTS RESERVES:</b>				
Bradley Creek	\$ 5,785.53		\$ 5,785.53	
Commemorative Forest	\$ 3,451.49	\$ -	\$ 3,451.49	
ACCA	\$ 15,335.00	-\$ 5,000.00	\$ 10,335.00	C.A. Lands
Johnson Tract	\$ 3,088.50	\$ -	\$ 3,088.50	C.A. Lands
Environmental Education (General)	\$ 15,938.46	\$ -	\$ 15,938.46	Education
Environmental Education (ELP)	\$ 1,151.77	\$ -	\$ 1,151.77	Education
Special Projects Support	\$ 7,858.29		\$ 7,858.29	
Funded Projects	\$ -	\$ -	\$ -	Special Projects
Recycling Initiative	\$ 3,524.43	-\$ 3,524.43	\$ -	Special Projects
Art Trail	\$ 8,310.00		\$ 8,310.00	SPW C.A.
Path of Honour	\$ 21,672.98	-\$ 500.00	\$ 21,172.98	Special Projects
		-\$ 4,649.51		C.A. Lands
YNHA	\$ 20,779.83	-\$ 4,649.51	\$ 16,130.32	
		-\$ 10,000.00		C.A. Lands
Springwater Forest	\$ 118,926.79	-\$ 10,000.00	\$ 108,926.79	
<b>SUB-TOTAL SPECIAL PROJECTS RESERVES</b>	<b>\$ 225,823.07</b>	<b>-\$ 23,673.94</b>	<b>\$ 202,149.13</b>	
<b>GENERAL RESERVES:</b>				
		-\$ 37,713.77		Corporate Services
		\$ 50,000.00		SPW C.A.
Working Capital	\$ 291,288.89	\$ 12,286.23	\$ 303,575.12	
		-\$ 55,000.00		Vehicle & Equipment
		\$ -		SPW C.A.
Capital Acquisition	\$ 117,970.17	-\$ 55,000.00	\$ 62,970.17	
Land Acquisition	\$ 85,757.35	\$ -	\$ 85,757.35	
		-\$ 40,182.00		CA Projects
		\$ -		Stage
		\$ -		Maple Syrup
		\$ 54,217.84		SPW C.A.
SPW C.A. Development	\$ 74,874.18	\$ 14,035.84	\$ 88,910.02	
<b>SUB-TOTAL GENERAL RESERVES</b>	<b>\$ 569,890.59</b>	<b>-\$ 28,577.93</b>	<b>\$ 541,212.66</b>	
<b>TOTALS</b>	<b>\$ 795,713.66</b>	<b>-\$ 52,351.87</b>	<b>\$ 743,361.79</b>	



**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2022**  
**February 16, 2022**

Code	Subtotals	Budget 2022	Budget Subtotals 2021	Budget 2021	Actual 2021
<b>1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)</b>					
Administration					
Wages & Benefits		\$ 90,761.20		\$ 100,205.89	\$ 85,605.60
TRAVEL EXPENSES & ALLOWANCES		\$ 8,150.00		\$ 6,800.00	
- FA Mtgs 9x5x\$50.00	\$ 2,250.00		\$ 2,250.00		\$ 1,850.00
- P/F Mtgs 2x5x\$20.00	\$ 350.00		\$ 350.00		\$ 330.00
- LMC Mtgs 2x5x\$50.00	\$ 500.00		\$ 500.00		\$ 450.00
- Interview Committee 2x2x\$50.00	\$ 200.00		\$ 200.00		\$ 250.00
- Special Meetings 2x5x\$50.00	\$ 500.00		\$ 500.00		\$ 1,250.00
- MOECP Ag Rep Compensation	\$ 1,350.00				
- Members Mileage	\$ 1,000.00		\$ 1,000.00		\$ 346.14
- Chair's Honorarium	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00
- Meeting Expenses	\$ 1,000.00		\$ 1,000.00		\$ 416.21
Staff Mileage & Expenses		\$ 600.00		\$ 600.00	\$ 950.72
Office Equipment Purchase		\$ 1,000.00		\$ 1,000.00	\$ 1,227.95
Office Equipment Rental:		\$ 655.40		\$ 655.40	
- postage meter	\$ 150.00		\$ 150.00		\$ 485.40
- photocopier	\$ 505.40		\$ 505.40		\$ 1,527.20
Maintenance of Office Equip:		\$ 996.00		\$ 996.00	
- photocopier	\$ 296.00		\$ 296.00		\$ 1,296.64
- postage meter	\$ 100.00		\$ 100.00		\$ 398.07
- computer & network support	\$ 600.00		\$ 600.00		\$ 508.54
Vehicle/Equipment Rental		\$ 500.00		\$ 500.00	\$ 195.89
Uniforms		\$ 150.00		\$ 150.00	\$ -
Postage		\$ 1,100.00		\$ 1,100.00	\$ 43.37
Stationery & Office Supplies		\$ 2,500.00		\$ 2,500.00	\$ 1,731.13
General Printing		\$ 500.00		\$ 500.00	\$ -
Telephone		\$ 2,700.00		\$ 2,200.00	\$ 2,151.69
Heat (Hot Water Heater Rental)		\$ 130.00		\$ 130.00	\$ 131.59
Office Cleaning & Maintenance:		\$ 3,276.35		\$ 3,276.35	
- office cleaning	\$ 2,276.35		\$ 2,276.35		\$ -
- general maintenance	\$ 1,000.00		\$ 1,000.00		\$ 43.96
Legal Fees		\$ 750.00		\$ 750.00	\$ 17,017.77
General Expenses		\$ 3,000.00		\$ 3,000.00	\$ 2,007.81
Insurance		\$ 7,977.00		\$ 5,672.11	\$ 5,730.65
Bank Charges		\$ 500.00		\$ 500.00	\$ 1,159.79
Audit Fees		\$ 9,170.00		\$ 9,170.00	\$ 9,667.20
Conservation Ontario Levy		\$ 19,400.00		\$ 19,400.00	\$ 19,400.00
		\$ 153,815.95		\$ 159,105.75	\$ 157,173.22
<b>Communications:</b>					
Wages & Benefits		\$ -		\$ -	\$ 13,475.28
Training		\$ -		\$ -	\$ 1,272.00
Travel & Expenses		\$ 600.00		\$ 600.00	\$ -
Annual Meeting		\$ 650.00		\$ 650.00	\$ 201.34
Annual Report		\$ 1,200.00		\$ 1,200.00	\$ 1,124.45
Materials & Supplies		\$ 500.00		\$ 500.00	\$ -
Advertising & Promotion		\$ 300.00		\$ 300.00	\$ -
70th Anniversary Celebrations		\$ 500.00		\$ 500.00	\$ -
		\$ 3,750.00		\$ 3,750.00	\$ 16,073.07
<b>GIS:</b>					
Wages & Benefits					\$ 12,978.68
- ESRI Annual Enterprise License Agreement		\$ 2,836.40		\$ 2,836.40	\$ 777.85
- SWOOP Orthophotography		\$ -		\$ -	\$ 1,431.55
- Training		\$ 1,125.00		\$ -	\$ -
- Office Equipment Rental and Maintenance		\$ -		\$ -	\$ 370.04
- computer & network support		\$ 629.52		\$ -	\$ 613.81
- Vehicle & Equipment Rental		\$ 34.82		\$ -	\$ -
- Miscellaneous & Supplies		\$ 13.56		\$ -	\$ -
		\$ 4,639.30		\$ 2,836.40	\$ 16,171.93
<b>Watershed Planning:</b>					
Wages & Benefits		\$ -			\$ 5,238.70
- Implementation (expenses)		\$ -		\$ 100.00	\$ -
- Watershed Report Card		\$ -		\$ -	\$ -
- Monitoring (vehicle/equipment rentals)		\$ -		\$ 100.00	\$ -
		\$ -		\$ 200.00	\$ 5,238.70
		\$ 162,205.25		\$ 165,892.15	\$ 194,658.92

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2022**  
**February 16, 2022**

Code	Subtotals	Budget 2022	Budget Subtotals 2021	Budget 2021	Actual 2021
<b>REVENUE</b>					
Grants: Provincial 40100	\$	-	\$	2,500.00	\$ 2,500.00
Municipal General Levy 41000	\$	110,474.75	\$	130,755.30	\$ 141,865.30
Grants: Employment (COVID-19) 42100	\$	-	\$	-	\$ 4,832.00
Grants: Other Provincial 40500	\$	1,350.00	\$	-	\$ 40,000.00
Revenue: Sundry Income 48500	\$	-	\$	-	\$ 500.00
Revenue: Interest Income 46750	\$	3,000.00	\$	3,000.00	\$ 1,085.66
Revenue: Data Services 48500	\$	-	\$	-	\$ 2,654.87
Donations (Annual Report) 43250	\$	1,000.00	\$	875.00	\$ 450.00
Revenue Appropriated from SPW Operations	\$	-	\$	5,599.40	\$ -
Reserve - Working Capital 31500	\$	37,713.77	\$	24,693.86	\$ -
Previous Year Surplus (Deficit) 49550	\$	8,666.73	\$	593.59	\$ 593.59
	\$	<b>162,205.25</b>	\$	<b>168,017.15</b>	\$ <b>194,481.42</b>
<b>2 FLOOD FORECASTING &amp; WARNING</b>					
Wages & Benefits	\$	165,875.59	\$	170,010.13	\$ 163,936.64
Data Collection (Operation/Maintenance of Gauges)	\$	4,700.00	\$	4,700.00	\$ 3,981.54
Flood Forecasting	\$	500.00	\$	200.00	\$ 250.00
COMMUNICATIONS:	\$	5,400.00	\$	5,300.00	
- Equipment Purchase	\$	2,000.00	\$	2,000.00	\$ 2,284.51
- Industry Canada (mobile radio license)	\$	200.00	\$	200.00	\$ 198.71
- Maintenance of radio equipment	\$	100.00	\$	-	\$ -
- computer & network support	\$	800.00	\$	800.00	\$ 972.17
- Cell Phone	\$	2,300.00	\$	2,300.00	\$ 2,344.12
OPERATIONS CENTRE:	\$	12,015.40	\$	11,706.14	
- Heat & Hydro	\$	5,300.00	\$	5,300.00	\$ 5,836.21
- Insurance	\$	1,029.00	\$	936.74	\$ 935.23
- Taxes on Operation Centre	\$	3,117.00	\$	2,900.00	\$ 3,553.51
- Office Equipment Rental and Maintenance	\$	936.40	\$	936.40	\$ 851.47
- Maintenance	\$	1,633.00	\$	1,633.00	\$ 1,015.15
Response To Flood	\$	500.00	\$	500.00	\$ -
Precipitation Gauge	\$	-	\$	8,722.30	\$ -
FLOOD CONTROL SYSTEMS	\$	14,467.00	\$	13,295.39	
- Insurance	\$	11,067.00	\$	9,895.39	\$ 10,060.76
- Telephone/Fax/Internet	\$	3,400.00	\$	3,400.00	\$ 3,439.84
Vehicle & Equipment Rental	\$	1,000.00	\$	1,000.00	\$ 313.41
	\$	<b>204,457.99</b>	\$	<b>215,433.96</b>	\$ <b>199,973.27</b>
<b>REVENUE</b>					
Grants: Provincial 40100	\$	41,215.00	\$	32,006.95	\$ 32,006.95
Municipal General Levy 41000	\$	163,242.99	\$	174,704.71	\$ 167,966.71
Grants: Other Provincial - gauge (PPR) 25400	\$	-	\$	8,722.30	\$ -
	\$	<b>204,457.99</b>	\$	<b>215,433.96</b>	\$ <b>199,973.66</b>
<b>3 DROUGHT AND LOW WATER RESPONSE</b>					
Wages & Benefits	\$	13,517.11	\$	-	\$ -
- Miscellaneous & Supplies	\$	500.00	\$	-	\$ -
- Vehicle/Equipment Rental	\$	500.00	\$	-	\$ 21.76
	\$	<b>14,517.11</b>	\$	<b>-</b>	\$ <b>21.76</b>
<b>REVENUE</b>					
Municipal General Levy 41000	\$	14,517.11	\$	-	\$ -
	\$	<b>14,517.11</b>	\$	<b>-</b>	\$ <b>-</b>
<b>4 ICE MANAGEMENT</b>					
Wages & Benefits	\$	12,240.39	\$	16,139.20	\$ 16,634.13
EXPENSES:	\$	400.00	\$	14,329.45	
- Ice Breaking	\$	-	\$	14,000.00	\$ 13,763.04
- Dredging	\$	-	\$	-	\$ -
- Miscellaneous & Supplies	\$	100.00	\$	100.00	\$ -
- Vehicle/Equipment Rental	\$	300.00	\$	229.45	\$ 417.84
	\$	<b>12,640.39</b>	\$	<b>30,468.65</b>	\$ <b>30,815.01</b>
<b>REVENUE</b>					
Grants: Provincial 40100	\$	-	\$	2,500.00	\$ 2,500.00
Municipal General Levy 41000	\$	-	\$	-	\$ -
Special Benefiting Levy 41200	\$	12,640.39	\$	27,968.65	\$ 28,315.00
	\$	<b>12,640.39</b>	\$	<b>30,468.65</b>	\$ <b>30,815.00</b>

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2022**  
**February 16, 2022**

Code	Subtotals	Budget 2022	Budget Subtotals 2021	Budget 2021	Actual 2021
<b>5 INFRASTRUCTURE (Dam)</b>					
Wages & Benefits		\$ 15,521.72		\$ 9,655.04	\$ 12,177.79
Vehicle & Equipment Rentals		\$ 250.00		\$ 250.00	\$ -
Routine/Minor Maintenance		\$ 550.00		\$ 550.00	\$ -
Preventative Maintenance		\$ 1,200.00		\$ 1,200.00	\$ 51.48
WECI Dam Repairs		\$ 6,500.00		\$ 625.00	\$ -
Operation of Flood Control Structures (insurance&taxes)		\$ 2,112.00		\$ 1,856.09	\$ 1,870.45
		\$ 26,133.72		\$ 14,136.13	\$ 14,099.72
<b>REVENUE</b>					
Grants: Provincial 40100				\$ 2,617.00	\$ 2,617.00
Grants: Other Provincial WECI 40500		\$ 3,250.00		\$ 625.00	\$ 625.00
Municipal General Levy 41000		\$ 22,883.72		\$ 10,894.13	\$ 10,894.13
		\$ 26,133.72		\$ 14,136.13	\$ 14,136.13
<b>6&amp;7 ACT REVIEWS (Aggregate/Draining/Environmental Assessment) &amp; PLAN REVIEW</b>					
Wages & Benefits		\$ 9,810.51		\$ -	\$ -
Miscellaneous Expenses		\$ 500.00		\$ -	\$ -
		\$ 10,310.51		\$ -	\$ -
<b>REVENUE</b>					
Grants: Provincial 40100		\$ -		\$ -	\$ -
Municipal General Levy 41000		\$ 10,310.51		\$ -	\$ -
		\$ 10,310.51		\$ -	\$ -
<b>8 ADMININSTRATING &amp; ENFORCING THE ACT (Section 28)</b>					
Wages & Benefits		\$ 34,913.36		\$ 38,692.33	\$ 39,662.33
EXPENSES:		\$ 8,373.40		\$ 8,076.67	
- Miscellaneous & Supplies	\$ 500.00		\$ 500.00		\$ -
- Equipment Purchase	\$ 1,000.00		\$ 1,000.00		\$ 1,029.03
- Office Equipment Rental and Maintenance	\$ 936.40		\$ 936.40		\$ 370.04
- Uniforms	\$ 100.00		\$ 100.00		\$ -
- Vehicle & Equipment Rental	\$ 1,800.00		\$ 1,800.00		\$ 1,388.46
- Telephone/Fax/Internet	\$ 850.00		\$ 850.00		\$ 863.83
- computer & network support	\$ 450.00		\$ 450.00		\$ 444.64
- Insurance	\$ 2,737.00		\$ 2,440.27		\$ 2,488.05
- Legal Fees	\$ 350.00		\$ 350.00		\$ -
		\$ 43,286.76		\$ 46,769.00	\$ 46,246.38
<b>REVENUE:</b>					
Grants: Provincial 40100		\$ -		\$ 1,591.05	\$ 1,591.05
Municipal General Levy 41000		\$ 30,813.15		\$ 33,927.95	\$ 29,555.95
Special Benefitting Levy (Plan Review) 41200		\$ 8,250.00		\$ 8,250.00	\$ 8,250.00
Revenue: Legal Inquiries/Permit Applications 47000		\$ 4,223.61		\$ 3,000.00	\$ 6,849.60
		\$ 43,286.76		\$ 46,769.00	\$ 46,246.60
<b>9-11 CONSERVATION AND MANAGEMENT OF LANDS</b>					
Wages & Benefits		\$ 58,064.51		\$ 18,478.66	\$ 18,064.44
General Maintenance		\$ 2,000.00		\$ 2,750.00	\$ 167.60
- Archie Coulter	\$ 1,000.00		\$ 250.00		\$ 260.66
- Aylmer Tract	\$ -		\$ -		\$ -
- Bromley	\$ -		\$ -		\$ 43.53
- Brown C.A.	\$ -		\$ -		\$ -
- Callon Swamp	\$ -		\$ -		\$ 43.53
- Hawkins Tract	\$ -		\$ -		\$ 117.45
- Johnson Tract	\$ -		\$ 1,500.00		\$ 345.17
- Ward McKenna	\$ -		\$ -		\$ -
- YNHA	\$ 1,000.00		\$ 1,000.00		\$ 236.27
- YNHA : TD Special Project	\$ -		\$ -		\$ -
- ISN Network (OPG administration)	\$ -		\$ -		\$ -
- COVID-19 property inspections	\$ -		\$ -		\$ 17.41
C.A. Lands Projects:					
- YNHA (TD Project)		\$ 6,080.00		\$ -	\$ -
		\$ 66,144.51		\$ 21,228.66	\$ 19,296.06

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2022**  
**February 16, 2022**

Code	Subtotals	Budget 2022	Budget Subtotals 2021	Budget 2021	Actual 2021
Springwater Forest Trails Expenses		\$ 2,000.00		\$ 2,000.00	\$ 3,250.62
Springwater Forest Hazard Tree Removal		\$ 5,000.00		\$ 4,044.20	\$ 2,500.00
Other CAs Special Projects		\$ -		\$ -	\$ 50,827.26
Taxes - Local Areas		\$ 150.00		\$ 150.00	\$ 148.63
Taxes - on CAs		\$ 56.00		\$ 50.00	\$ 55.55
Taxes - Agreement Forests		\$ 1,033.00		\$ 1,000.00	\$ 1,032.91
Insurance		\$ 1,913.00		\$ 1,704.66	\$ 1,738.90
Reserve (Working Capital)	31500			\$ 25,389.98	\$ -
Legal Fees		\$ -		\$ -	\$ -
		\$ 76,298.51		\$ 55,567.50	\$ 78,849.83
<b>REVENUE</b>					
Municipal General Levy	41000	\$ 10,000.00		\$ -	\$ -
Grants: Employment (COVID-19)	42100	\$ -		\$ -	\$ 3,846.48
Grants: Other Provincial (Great Lakes Local Action Fund)	40500	\$ -		\$ -	\$ 47,577.15
Grants: Other Provincial (HSP)	40500	\$ -		\$ -	\$ 1,063.53
Reserve - Spw Forest	32250	\$ 10,000.00		\$ -	\$ 10,000.00
Reserve - Land Acquisition	34000	\$ -		\$ -	\$ 10,000.00
Reserve - Johnson Tract	32350	\$ -		\$ -	\$ -
Reserve - ACCA	32300	\$ 5,000.00		\$ 1,000.00	\$ 10,000.00
Reserve - YNHA	34250	\$ 4,649.51		\$ 1,000.00	\$ 10,000.00
Reserve - Working Capital	31500	\$ -		\$ -	\$ 20,000.00
Donations SPW Forest	43250	\$ 23,000.00		\$ 10,000.00	\$ 22,983.42
Donations ACCA	43250	\$ 2,500.00		\$ 1,000.00	\$ 3,317.55
Donations YNHA	43250	\$ 2,000.00		\$ 1,000.00	\$ 3,267.20
Donations TD Friends of the Environment	43250	\$ 6,080.00		\$ -	\$ -
Revenue: Sale of Logs From SPW Forest	47800	\$ -		\$ -	\$ 11,200.00
Revenue: Sale of Logs From Johnson Tract	47820	\$ -		\$ 28,687.50	\$ 31,987.50
Revenue: Sale of Logs From YNHA	47850	\$ -		\$ -	\$ -
Revenue: Sale of CA Lands	47900	\$ -		\$ -	\$ -
Revenue: Other CA's (Land Use Agreement - TVDSB)	48600	\$ 12,567.00		\$ 12,380.00	\$ 12,381.00
Revenue: Equestrian Permits	48700	\$ 500.00		\$ 500.00	\$ 566.37
		\$ 76,298.51		\$ 55,567.50	\$ 78,190.20
<b>12 WATER QUALITY (PGMN &amp; PSMP)</b>					
Wages & Benefits		\$ 9,179.59		\$ 1,894.13	\$ 1,963.25
- Miscellaneous & Supplies		\$ 500.00			\$ 364.30
- Vehicle/Equipment Rental		\$ 500.00			\$ 60.94
		\$ 10,179.59		\$ 1,894.13	\$ 2,388.49
<b>REVENUE</b>					
Municipal General Levy	41000	\$ 10,179.59		\$ -	\$ -
Reserve - Working Capital	31500	\$ -		\$ 1,894.13	\$ 2,388.00
		\$ 10,179.59		\$ 1,894.13	\$ 2,388.00
<b>13 SOURCE PROTECTION</b>					
Wages & Benefits		\$ 5,481.84		\$ 4,843.89	\$ 3,645.37
SPA Meetings		\$ -		\$ 200.00	\$ 100.00
		\$ 5,481.84		\$ 5,043.89	\$ 3,745.37
<b>REVENUE</b>					
Grants: Other Provincial (Source Protection Planning)	40500	\$ 5,481.84		\$ 4,837.57	\$ 3,408.29
Municipal General Levy	41000	\$ -		\$ -	\$ -
Reserve - Working Capital	31500	\$ -		\$ 206.32	\$ 337.00
		\$ 5,481.84		\$ 5,043.89	\$ 3,745.29
<b>SUB TOTAL: MANDATED PROGRAMS Expenditures</b>		\$ 565,509.67		\$ 535,205.41	\$ 570,796.75
<b>SUB TOTAL: MANDATED PROGRAMS Revenue</b>		\$ 565,509.67		\$ 537,330.41	\$ 569,976.30

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2022**  
**February 16, 2022**

Code	Subtotals	Budget 2022	Budget Subtotals		Actual 2021
			2021	Budget 2021	
OTHER PROGRAMS AND SERVICES					
WATERSHED STEWARDSHIP					
		\$ 6,118.15	\$ 11,808.58	\$ 6,572.21	
Wages & Benefits		\$ 4,009.50	\$ -	\$ -	
Seasonal Staff wages and benefits (2 staff @15 days)		\$ 500.00	\$ 850.00	\$ 592.06	
Tree Planting: Operating Expenses		\$ -	\$ 1,470.14	\$ 1,519.94	
Insurance		\$ 536.78	\$ 500.00	\$ 721.23	
Vehicle & Equipment Charges		\$ 15,510.00	\$ 4,500.00	\$ 9,231.26	
Nursery Stock (Forest Ontario program)		\$ 498.00	\$ -	\$ -	
Nursery Stock (private landowners)		\$ 700.00	\$ 700.00	\$ 663.72	
Malahide Roadside Trees Program		\$ 300.00	\$ 300.00	\$ -	
Community Forest		\$ -	\$ -	\$ 75.05	
Woodlot Management Expenses		\$ 121,432.79	\$ -	\$ -	
NSCSI Project		\$ 20,000.00	\$ -	\$ -	
Private Landowner Grants (Other)		\$ 10,472.00	\$ 14,107.30	\$ 18,107.77	
Private Landowner Grants (HSP)		\$ -	\$ 400.00	\$ 1,201.33	
Vehicle & Equipment Charges		\$ -	\$ -	\$ 50.22	
Miscellaneous		\$ -	\$ -	\$ 99.72	
COA		\$ -	\$ -	\$ -	
		\$ 180,077.22	\$ 34,636.02	\$ 38,834.51	
REVENUE					
Grants: Other Provincial (Forests Ontario)	40500	\$ 20,240.00	\$ 2,500.00	\$ 7,217.50	
Grants: Other Provincial - COA	40500	\$ -	\$ -	\$ 6,000.00	
Grants: Other Provincial - Elgin Clean Water Program	40500	\$ -	\$ -	\$ 4,000.00	
Grants: Other Provincial - HSP	40500	\$ 10,472.00	\$ 10,472.00	\$ 2,571.77	
Grants: Federal (NSCSI)	40600	\$ 121,432.79	\$ -	\$ -	
Grants: Employment (Career Launcher)	42100	\$ 2,650.00	\$ -	\$ -	
Donations (Commemorative Forest)	43250	\$ 300.00	\$ 300.00	\$ 1,080.00	
Revenue: Ducks Unlimited Canada	48300	\$ 20,000.00	\$ -	\$ 9,911.00	
Revenue: Elgin Stewardship Council	48300	\$ -	\$ -	\$ 1,625.00	
Revenue: Landowners (tree stock)	47500	\$ 498.00	\$ 2,000.00	\$ -	
Revenue: Landowners (handling fees)	47500	\$ 210.00	\$ -	\$ -	
Revenue: Landowners (planting services)	47500	\$ -	\$ -	\$ -	
Revenue: Municipalities	47500	\$ 750.00	\$ 750.00	\$ 738.72	
Revenue: Forest Management Plan Approval Fees	47750	\$ -	\$ 700.00	\$ -	
Prepaid Revenue Long-Term Projects: ERCA (HSP)	40600	\$ -	\$ 3,635.30	\$ -	
Reserve - Commemorative Forest	31650	\$ -	\$ 200.00	\$ -	
Reserve - Working Capital	31500	\$ -	\$ 12,078.72	\$ 5,234.00	
Reserve - Recycling initiative	31550	\$ 3,524.43	\$ -	\$ -	
Reserve - YNHA	34250	\$ -	\$ 2,000.00	\$ -	
Reserve - SPW Forest	32250	\$ -	\$ -	\$ -	
		\$ 180,077.22	\$ 34,636.02	\$ 38,377.99	

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2022**  
**February 16, 2022**

Code	Subtotals	Budget 2022	Budget Subtotals 2021	Budget 2021	Actual 2021
<b>EDUCATION PROGRAMS</b>					
Wages & Benefits		\$ -		\$ 27,704.28	\$ 13,475.28
Seasonal Staff wages and benefits		\$ -		\$ 798.00	\$ -
Miscellaneous Materials & Supplies		\$ 500.00		\$ 1,000.00	\$ 320.38
Education Programs		\$ 720.00		\$ 500.00	\$ 1,034.23
TD Education Program Special Project		\$ -		\$ 4,040.46	\$ 3,480.70
Environmental Leadership Program		\$ 6,000.00		\$ 6,622.11	\$ 8,170.34
Conservation Scholarship		\$ 500.00		\$ 500.00	\$ 500.00
		<b>\$ 7,720.00</b>		<b>\$ 41,164.85</b>	<b>\$ 28,980.93</b>
<b>REVENUE</b>					
Grants: Employment (COVID-19) 42100		\$ -		\$ -	\$ 11,792.96
Grants: Other Provincial (Maple Leaves Forever - Envirothon) 40500		\$ -		\$ -	\$ 1,750.00
Revenue: Programs 49000		\$ 720.00		\$ 500.00	\$ 2,800.00
Revenue: Carolinian Forest Festival 49000		\$ -		\$ 1,200.00	\$ -
Revenue: Miscellaneous (Lake Erie Student Summit) 49000		\$ -		\$ -	\$ 4,000.00
Revenue: Summer Day Camps (2 weeks) 49000		\$ -		\$ 2,880.00	\$ 6,004.00
Reserve - Working Capital 31500		\$ -		\$ 16,797.28	\$ -
Reserve - Environmental Education (General) 34070		\$ -		\$ 7,040.46	\$ 5,453.00
Reserve - Environmental Education (ELP Program) 34150		\$ -		\$ 2,022.11	\$ 870.34
Donations (Environmental Education) 43250		\$ 500.00		\$ 4,000.00	\$ 2,020.00
Donations (TD Env. Education Project) 43250		\$ -		\$ -	\$ -
Donations (ELP Program) 43250		\$ 6,500.00		\$ 4,600.00	\$ 4,500.00
		<b>\$ 7,720.00</b>		<b>\$ 39,039.85</b>	<b>\$ 28,284.30</b>
<b>SPECIAL PROJECTS</b>					
OPC Path of Honour		\$ 1,000.00		\$ 5,500.00	\$ 1,224.30
Pollinator Garden		\$ -		\$ -	\$ -
UnSmoke CleanUp Project		\$ -		\$ 3,928.23	\$ 3,843.77
Recycling Initiative		\$ -		\$ 14,816.60	\$ 11,292.17
Contract Services		\$ 590.00		\$ 1,000.00	\$ 320.04
Miscellaneous		\$ 741.00		\$ 500.00	\$ -
		<b>\$ 2,331.00</b>		<b>\$ 25,744.83</b>	<b>\$ 16,680.28</b>
<b>REVENUE</b>					
Grants: Federal (prepaid revenue - long term projects) 25400				\$ 3,928.23	\$ 3,928.23
Revenue: OPC Administration 48400		\$ 500.00		\$ 500.00	\$ -
Revenue: Contract Services 48800		\$ 831.00		\$ 1,500.00	\$ 775.78
Donations - OPC Path of Honour 43250		\$ 500.00		\$ 1,500.00	\$ -
Reserve - OPC Path of Honour 34300		\$ 500.00		\$ 3,500.00	\$ 1,224.30
Reserve - Funded Projects 34280		\$ -		\$ -	\$ -
Reserve - Recycling Initiative 31550		\$ -		\$ 14,816.60	\$ 11,292.17
Reserve - Working Capital 31500		\$ -		\$ -	\$ -
		<b>\$ 2,331.00</b>		<b>\$ 25,744.83</b>	<b>\$ 17,220.48</b>



**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2022**  
**February 16, 2022**

Code	Subtotals	Budget 2022	Budget Subtotals 2021	Budget 2021	Actual 2021
<b>CAPITAL DEVELOPMENT PROJECTS</b>					
Springwater CA (White's Mill fence)		\$ -	\$ -	\$ -	\$ 3,758.10
Springwater CA (schoolhouse improvements)		\$ 1,000.00	\$ -	\$ -	\$ -
Springwater CA (12 picnic tables)		\$ 10,000.00	\$ -	\$ -	\$ -
Springwater CA (washroom partitions)		\$ 9,182.00	\$ -	\$ -	\$ -
Springwater CA (Campground Upgrades)		\$ 20,000.00	\$ 5,000.00	\$ 5,000.00	\$ 1,670.48
Springwater CA (Visitor Centre)		\$ -	\$ 51,000.00	\$ 51,000.00	\$ 70,644.26
Record Unfunded Capital - not spent (GSE)	35500	\$ -	\$ -	\$ -	\$ -
Springwater CA (Audrey's Place Maple Pavilion)		\$ -	\$ -	\$ -	\$ 63,555.88
Investment in Capital Assets (Audrey's PMP)	35600	\$ -	\$ -	\$ -	\$ 63,555.88
CA Development Projects Adjustment	32500	\$ -	\$ 44,097.79	\$ 44,097.79	\$ -
Springwater CA Evans Sisters Art Trail		\$ -	\$ 25,000.00	\$ 25,000.00	\$ 4,190.00
Springwater CA Evans Sisters Stage		\$ -	\$ 255,902.21	\$ 255,902.21	\$ 168,295.06
Investment in Capital Assets (Evans Sisters Stage)	35500	\$ -	\$ -	\$ -	\$ 168,295.06
		\$ 40,182.00	\$ 381,000.00	\$ 381,000.00	\$ 80,262.84
<b>REVENUE</b>					
Reserve - CA Development (general)	32500	\$ 40,182.00	\$ 6,873.04	\$ 6,873.04	\$ 3,825.00
Reserve - CA Development (Audrey's Place Maple Pavilion)	32500	\$ -	\$ -	\$ -	\$ 13,556.00
Reserve - CA Development (Record Unfunded Capital - not spent)	35500	\$ -	\$ -	\$ -	\$ 70,644.00
Reserve - CA Development (Evans Sisters Stage)	32500	\$ -	\$ -	\$ -	\$ -
Reserve - Art Trail	32600	\$ -	\$ -	\$ -	\$ 8,310.00
Deferred Revenue - Evans Sisters Stage	26500	\$ -	\$ 300,000.00	\$ 300,000.00	\$ -
Deferred Revenue - Evans Sisters Art Trail	26510	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 12,500.00
Deferred Revenue - Visitor Centre	26550	\$ -	\$ 24,253.00	\$ 24,253.00	\$ 43,128.69
Deferred Revenue - Audrey's PMP	26560	\$ -	\$ -	\$ -	\$ 50,000.00
Donations - Capital Development (Miscellaneous)	43250	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
Donations - Visitor Centre Project Fundraiser	43250	\$ -	\$ -	\$ -	\$ 1,470.00
Donations - Audrey's Place Maple Pavilion	43250	\$ -	\$ -	\$ -	\$ 50,000.00
Donations - Donna Bushell Evans Estate - Art Trail	43250	\$ -	\$ -	\$ -	\$ 13,252.53
		\$ 40,182.00	\$ 357,126.04	\$ 357,126.04	\$ 38,808.84
Revenue Appropriated from SPW Operations		\$ -	\$ 23,873.96	\$ 23,873.96	\$ -
		\$ 40,182.00	\$ 381,000.00	\$ 381,000.00	\$ 38,808.84
<b>VEHICLE &amp; EQUIPMENT OPERATIONS</b>					
Vehicle Acquisition		\$ -	\$ 33,000.00	\$ 33,000.00	\$ 37,453.22
Vehicle recorded as a Capital Asset		\$ -	\$ -	\$ -	\$ 37,453.22
Equipment Acquisition		\$ 52,000.00	\$ -	\$ -	\$ -
Miscellaneous Small Tools		\$ -	\$ 2,000.00	\$ 2,000.00	\$ -
Vehicle Fuel		\$ 9,500.00	\$ 11,500.00	\$ 11,500.00	\$ 7,893.49
Vehicle Maintenance & Repairs		\$ 2,500.00	\$ 5,200.00	\$ 5,200.00	\$ 1,997.83
Vehicle Licenses		\$ 505.00	\$ 510.00	\$ 510.00	\$ 261.00
Insurance		\$ 12,260.00	\$ 7,059.80	\$ 7,059.80	\$ 11,151.00
Equipment Fuel		\$ 3,000.00	\$ 4,000.00	\$ 4,000.00	\$ 2,474.14
Equipment Maintenance & Repairs		\$ 10,000.00	\$ 14,000.00	\$ 14,000.00	\$ 4,804.95
Equipment Insurance		\$ 1,235.00	\$ 1,124.09	\$ 1,124.09	\$ 1,122.27
		\$ 91,000.00	\$ 78,393.89	\$ 78,393.89	\$ 29,704.68
<b>REVENUE</b>					
Municipal General Levy	41000	\$ -	\$ 4,405.00	\$ 4,405.00	\$ 4,405.00
Revenue: Vehicle & Equipment Rental Charges	49800	\$ 36,000.00	\$ 39,988.89	\$ 39,988.89	\$ 32,044.87
Vehicle and Equipment trade-in Revenue	49720	\$ -	\$ -	\$ -	\$ 4,000.00
Reserve - Capital Acquisition	34500	\$ 55,000.00	\$ 34,000.00	\$ 34,000.00	\$ 30,708.00
		\$ 91,000.00	\$ 78,393.89	\$ 78,393.89	\$ 71,157.87

**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2022**  
**February 16, 2022**

Code		Subtotals	Budget 2022	Budget Subtotals 2021	Budget 2021	Actual 2021
MAPLE SYRUP PROGRAM						
Wages & Benefits - Permanent Staff			\$ -		\$ 7,525.58	\$ 7,525.60
Wages & Benefits - Seasonal Staff			\$ 2,744.23		\$ -	\$ -
Building Repairs & Renovations			\$ 500.00		\$ -	\$ -
Vehicle & Equipment Rental			\$ 500.00		\$ 500.00	\$ 34.82
Purchase of Resaleable Supplies			\$ -		\$ 3,092.00	\$ 4,109.75
Equipment Mainenance & Repair			\$ 500.00		\$ 500.00	\$ -
Operating Expenses - General			\$ 615.77		\$ 519.92	\$ 85.00
Special Attractions			\$ -		\$ -	\$ -
			\$ 4,860.00		\$ 12,137.50	\$ 11,755.17
REVENUE						
Reserve - CA Development		32500	\$ -		\$ -	\$ 1,089.00
Grants: Employment (COVID-19)		42100	\$ -		\$ -	\$ 4,808.10
Revenue: Sales		46500	\$ -		\$ 5,587.50	\$ 5,057.28
Revenue: School Groups (TVDSB) (9days)		46500	\$ 4,860.00		\$ -	\$ -
Revenue: Tours (non-TVDSB)		46500	\$ -		\$ -	\$ -
Revenue: Admissions		46500	\$ -		\$ 3,050.00	\$ -
Revenue: Facility Rental		46500	\$ -		\$ -	\$ -
Donations/Sponsorships		43250	\$ -		\$ 3,500.00	\$ 800.00
			\$ 4,860.00		\$ 12,137.50	\$ 11,754.38
SPRINGWATER CONSERVATION AREA						
Campground Expenditures						
WAGES & BENEFITS			\$ 161,613.66		\$ 253,691.04	\$ 234,061.34
Seasonal Staff wages and benefits			\$ 168,156.75		\$ 125,449.98	\$ 123,195.91
Vehicle & Equipment Rental			\$ 26,761.75		\$ 26,761.75	\$ 20,923.93
Advertising			\$ 1,100.00		\$ 1,100.00	\$ 196.00
Camp Taxes			\$ 7,415.00		\$ 7,500.00	\$ 7,415.16
Camp Insurance			\$ 12,618.00		\$ 11,312.97	\$ 11,470.97
Telephone Expenses			\$ 2,600.00		\$ 2,600.00	\$ 2,584.01
Camp Hydro			\$ 45,000.00		\$ 45,000.00	\$ 42,160.62
Camp Heat			\$ 300.00		\$ 300.00	\$ 842.56
SUPPLIES:			\$ 21,400.00		\$ 27,000.00	
- General Printing			\$ 700.00	\$ 1,000.00		\$ 474.00
- Sanitary Supplies			\$ 6,000.00	\$ 7,000.00		\$ 3,296.04
- JCP Program			\$ -	\$ -		\$ -
- Computer & Radio Equipment			\$ 1,200.00	\$ 1,000.00		\$ 1,554.72
- General Materials & Supplies			\$ 12,000.00	\$ 12,000.00		\$ 16,248.10
- Golf Cart			\$ -	\$ 4,000.00		\$ -
- Uniforms			\$ 1,500.00	\$ 2,000.00		\$ 2,633.50
MAINTENANCE:			\$ 50,950.00		\$ 41,172.48	
- computers & network support			\$ 1,000.00	\$ 3,000.00		\$ 684.47
- office equipment rental and maintenance			\$ 1,200.00	\$ 922.48		\$ 1,182.08
- Garbage Collection			\$ 16,000.00	\$ 13,000.00		\$ 16,279.17
- General Infrastructure			\$ 15,000.00	\$ 10,000.00		\$ 5,619.32
- Water Heater			\$ -	\$ 1,000.00		\$ -
- Hazard Tree Removal			\$ 12,000.00	\$ 7,000.00		\$ 11,395.00
- Liquid Waste Removal			\$ 4,000.00	\$ 4,000.00		\$ 2,700.00
- Picnic Table Maintenance			\$ 750.00	\$ 750.00		\$ -
- Water System Maintenance & Testing			\$ 1,000.00	\$ 1,500.00		\$ 859.81
Store Product (for resale)			\$ 8,000.00		\$ 11,000.00	\$ 5,683.80
Firewood Purchased (for resale)			\$ 12,000.00	\$ 13,000.00		\$ 17,070.00
Firewood Processing			\$ 2,000.00	\$ 2,000.00		\$ 2,667.76
MISCELLANEOUS:			\$ 31,900.00		\$ 18,845.00	
- Staff Training			\$ 1,000.00	\$ 1,000.00		\$ 2,450.00
- Reservation System			\$ 900.00	\$ 545.00		\$ 838.00
- Bank Charges (Card Processing Fees)			\$ 29,000.00	\$ 17,000.00		\$ 31,359.18
- MacKay Pay Mobile App Fees			\$ 700.00	\$ -		\$ 787.82
- Miscellaneous Expenses			\$ 300.00	\$ 300.00		\$ 388.26
Day-Use Hydro			\$ 1,900.00		\$ 1,700.00	\$ 1,755.17
Day-Use Taxes			\$ 120.00		\$ 120.00	\$ 120.13
Day-Use Insurance			\$ 5,686.00		\$ 5,078.11	\$ 5,168.84
Schoolhouse Heat & Hydro			\$ 1,700.00		\$ 2,050.00	\$ 1,975.09
Schoolhouse Maintenance/Furnishings			\$ 500.00		\$ 500.00	\$ -
Trout Program			\$ -		\$ 1,000.00	\$ -
Special Events Expenses			\$ 5,000.00		\$ 8,000.00	\$ -
			\$ 566,721.16		\$ 605,181.33	\$ 576,040.76



**CATFISH CREEK CONSERVATION AUTHORITY**  
**FINAL BUDGET 2022**  
**February 16, 2022**

	Code	Subtotals	Budget 2022	Budget Subtotals 2021	Budget 2021	Actual 2021
REVENUE						
Donations (Trout Program)	43250	\$	-	\$	1,000.00	\$ -
Revenue: Camp/Day Use User Fees		\$	125,000.00	\$	135,000.00	\$ 109,733.15
Revenue: Store Sales		\$	12,000.00	\$	14,000.00	\$ 8,961.52
Revenue: Firewood Sales		\$	30,000.00	\$	25,000.00	\$ 23,907.08
Revenue: Facility Rentals		\$	3,000.00	\$	3,000.00	\$ 2,343.71
Revenue: Seasonal Fees & Winter Storage		\$	456,589.00	\$	398,276.89	\$ 435,047.98
Revenue: Trout Program		\$	-	\$	-	\$ -
Revenue: Special Events		\$	10,000.00	\$	8,000.00	\$ -
Grants: COVID-19 Supplies		\$	-	\$	-	\$ -
Grants: Employment (Youth Employment)	42550	\$	-	\$	-	\$ -
Grants: Employment (COVID-19)	42100	\$	-	\$	-	\$ 73,162.40
Grants: Employment (CSJ)	42250	\$	12,000.00	\$	20,000.00	\$ 26,570.00
Grants: Employment (Green Jobs) CPRA		\$	-	\$	-	\$ 22,265.53
Grants: Employment (Green Jobs) PLT		\$	-	\$	11,424.00	\$ 12,471.63
Grants: Employment (Career Launcher Internship)		\$	22,350.00	\$	5,230.80	\$ 8,074.49
Grants: Employment (Career Launcher Internship - local)		\$	-	\$	2,500.00	\$ -
Grants: Employment (JCP)		\$	-	\$	11,223.00	\$ 11,605.00
Reserve - Capital Acquisition	34500	\$	-	\$	-	\$ 50,000.00
Reserve - Working Capital	31500	-\$	50,000.00	\$	-	-\$ 50,000.00
Reserve - C.A. Development	32500	-\$	54,217.84	\$	-	-\$ 50,000.00
		\$	566,721.16	\$	634,654.69	\$ 584,142.49
Revenue Appropriated to Administration		\$	-	-\$	5,599.40	\$ -
Revenue Appropriated to C.A. Development		\$	-	-\$	23,873.96	\$ -
		\$	566,721.16	\$	605,181.33	\$ 584,142.49
SUB TOTAL: OTHER PROGRAMS Expenditures						
		\$	892,891.38	\$	1,178,258.42	\$ 780,259.17
SUB TOTAL: OTHER PROGRAMS Revenue						
		\$	892,891.38	\$	1,176,133.42	\$ 789,746.36
TOTAL EXPENDITURES						
		\$	1,458,401.05	\$	1,713,463.83	\$ 1,351,055.92
TOTAL REVENUE						
		\$	1,458,401.05	\$	1,713,463.83	\$ 1,359,722.65
		\$	-	\$	-	\$ 8,666.73

## Report FA 06 / 2022 : To The Full Authority

**FROM:** Dusty Underhill, General Manager / Secretary-Treasurer

**SUBJECT:** CCCA Committees

**DATE:** February 23, 2022

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### Purpose:

To appoint the Authority's Committees for the year 2022.

### Discussion:


The Catfish Creek Conservation Authority Resolutions, Procedures, and Rules of Order state that the Chairperson and Vice-Chairperson will converse prior to the first Full Authority meeting following the Annual General Meeting to discuss and recommend the members and a Chairperson for the various Committees to the Full Authority for adoption.

In accordance with the aforementioned Regulation, the Chairperson and Vice-Chairperson have recommended the following appointments to the respective Committees for the year 2022.

<b>Personnel / Finance Committee (5)</b> <u>Paul Buchner</u> , Chairperson Full Membership	<b>Land Management Committee (5)</b> <u>Art Oslach</u> , Chairperson Full Membership
<b>Health and Safety Committee (3)</b> Dusty Underhill, Management Representative Gerrit Kremers, Employee Representative (Chair) Austin Verbeek, Employee Representative	<b>Conservation Ontario Council</b> <u>Lori Baldwin-Sands</u> , Voting Delegate (Chairperson) <u>Paul Buchner</u> , 1st Alternate (Vice Chairperson) <u>Dusty Underhill</u> , (General Manager), 2nd Alternate
<b>Interview Committee</b> <u>Paul Buchner</u> , Committee Member <u>Sally Martyn</u> , Committee Member <u>Rick Cerna</u> , Committee Member  <i>* One IC member required for hiring casual seasonal employees</i> <i>** At least Two IC members required for hiring all other staff</i>	<b>Lake Erie Source Protection Region</b> Rick Cerna, Committee Member Dusty Underhill, Committee Member

Recommendation:

THAT, the Full Authority approve the Committee appointments for the year 2022 as amended in Report FA 06 / 2022.

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

**REPORT FA 07 / 2022: To The Full Authority**

**FROM:** Dusty Underhill, Acting General Manager/Secretary-Treasurer

**SUBJECT:** Health and Safety Policy Amendment

**DATE:** February 23, 2022

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**Purpose:**

To amend and replace "the Health and Safety Coordinator" with "the General Manager" in the Health and Safety Policy.

**Background:**

The Health and Safety committee has reviewed 5.2.3 section 7 of the health and safety policy and would like to replace "the Health and Safety Coordinator" with "the General Manager". This creates clear guidelines as to whom to report to in the event of an incident.

Ensure the following people or places receive a written copy of the Incident/Injury Report Form:

- ☐ the Supervisor of the workplace of the injured worker
- ☐ the Health and Safety worker representative
- ☐ the Financial Services Coordinator
- ☐ the Health and Safety Coordinator (Change to General Manager)

**Recommendation:**

THAT the Full Authority approve the amendment to the Health and Safety Policy changing "the Health and Safety Coordinator" to "the General Manager"

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

**Catfish Creek Conservation Authority  
Correspondence Register – February 1 – 28, 2022**

Date	Type	Agency	Topic
Feb 1	Email/ Response	Nekeisha Mohammed Conservation Ontario	CCCA Properties and CO Passes
Feb 1	Email/ Response	STEAM Centre Denise Love	Multilingual Signs
Feb 2	Email/ Response	McFarlan Rowlands	Sponsorship Request
Feb 2	Email/ Response	McFarlan Rowlands	Sponsorship Request
Feb 3	Email/ Response	NDMNRF	WECI Program
Feb 3	Email	OSG	Workplace Wellbeing
Feb 4	Email	Conservation Ontario	Weekly News
Feb 7	Email	GovDeals	Product Sales
Feb 7	Email	National Oceanic Atmospheric Administration	Survey
Feb 7	Email	MECP	Great Lakes Fund
Feb 7	Email/ Response	NDMNRF	WECI Submission
Feb 8	Email	MECP	Agri Rep Ads
Feb 8	Email/ Response	CICan	Clean Tech midterm due
Feb 8	Email	MECP	Agri Rep
Feb 8	Email/ Response	Val Bokma	Summer Camps
Feb 9	Email	OSG	Staying safe during restrictions
Feb 9	Email	Environmental Project and Sustainability group.	Project Management Planning
Feb 9	Email	NDMNRF	Ontario Surface Water
Feb 9	Email/ Response	Val Bokma	Summer Camps
Feb 9	Email	CO	Housing Affordability Task Force Report
Feb 10	Email	Ganaraska CA	Phase 2 Consultation Guide
Feb 10	Email	E-Tender	Published opportunities for tender
Feb 10	Email	NDMNRF	WECI Submission
Feb 10	Email/ Response	Denise Love STEAM Centre	Multilingual Signs
Feb 10	Email	CO	Shoreline Stabilization Regulation
Feb 10	Email	MECP	PWQMN Sampling 2022 Schedule
Feb 10	Email/ Response	KCCA	CCCA Elections
Feb 11	Email/ Response	Malahide	Port Bruce Ice Breaking
Feb 11	Email/ Response	NDMNRF	WECI
Feb 11	Email/ Response	Lori Baldwin Sands	Land Acknowledgement
Feb 11	Email	CO	Agri Sector Rep Appointments

Feb 11	Email/ Response	Sally Martin	Human Resources questions
Feb 11	Email	MECP	Invitation to QA on CA Agricultural Sector Representative Appointments
Feb 11	Email	Watson and Associates	Phase 2 Consultation Guide
Feb 11	Email	CO	Weekly News
Feb 14	Email	MECP	Agri Rep workshop invite
Feb 14	Email	CO	OFA Call out for Agri Reps
Feb 14	Phone Call	Gerry Richer	Discussed having a Lecture from a post grad from Oneida
Feb 14	Email	KCCA	Watershed Conditions Statement
Feb 15	Email/ Response	Adam Betteridge Malahide	Ice Management 2022
Feb 16	Email/ Response	Adam Betteridge Malahide	Letter to Port Bruce Rate Payers
Feb 16	Email	NDMNRF	Provincial Flood Watch
Feb 16	Email	Jennifer Buchanan	Financial Statement
Feb 16	Email	KCCA	Flood Watch
Feb 16	Email	Harsh Grewal	Request for interview
Feb 16	Email	CVC	CA Workshop
Feb 17	Email/ Response	Shannon Zylstra	Central Elgin Environmental Committee
Feb 17	Email/ Response	Ilona Feldman	LERMC Agenda
Feb 17	Email	MECP	Agri Rep Webinar
Feb 17	Email/ Response	Shannon Zylstra	Central Elgin Environmental Committee
Feb 18	Email/ Response	Adam Betteridge Malahide	Port Bruce Flooding
Feb 18	Email	CO	Weekly Updates
Feb 18	Email/ Response	Adam Betteridge Malahide	Port Bruce Flooding
Feb 18	Email/ Response	CBC	Flood Inquiry
Feb 19	Email	UTRCA	Watershed Conditions Statement
Feb 20	Email/ Response	Adam Betteridge Malahide	Question in regards to round 2 of flooding in Port Bruce
Feb 21	Email/ Phone Call	CBC	Flood Interview
Feb 22	Email/ Response	Denise Love STEAM Center	Zoom Meeting
Feb 22	Email/ Response	Ilona Feldman	Source Protection, asked to chair meeting.
Feb 22	Email/ Response	Nicholas Fisher	Level 1 Provincial Offences Training