

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, April 14th, 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) Full Authority Meeting FA #02/2022 (March 10, 2022). 3 - 7
 - b) Interview Committee IC #01/2022 (March 25, 2022).. . . . 8
- 7) Business Arising from Minutes
- 8) Public / Special Delegations
 - a) Charlie Roloson, McFarlan Rowlands Insurance
- 9) Reports:
 - a) Report FA 08/2022 - Monthly Staff Reports. 9 - 10
(Tony Difazio, Peter Dragunas, Gerrit Kremers)
 - b) Report FA 09/2022 - March Summary of Revenue & Expenditures. 11 - 12
(Susan Simmons)
 - c) Report FA 10/2022 - Accounts Paid 13
(Susan Simmons)

d)	Report FA 11/2022 - Approved Section 29 Regulation Applications.	14 - 15
	(Tony Difazio)	
f)	Report FA 12/2022 - Municipal Plan Review	16 - 19
	(Tony Difazio)	
g)	Report FA 13/2022 - 2022 General Insurance.	20
	(Dusty Underhill)	
h)	Report FA 14/2022 - Forest Birds at Risk Program Research Request.	21 - 22
	(Gerrit Kremers)	
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 March, 2022	
15)	Closed Session	
16)	Next Meeting / Termination	

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

Thursday, March 10th, 2022

Meeting #02/2022

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

PRESENT:

Lori Baldwin-Sands	Chairperson	City of St. Thomas
Paul Buchner	Vice-Chairperson	Township of South-West Oxford
Arthur Oslach	Member	Town of Aylmer
Sally Martyn	Member	Municipality of Central Elgin
Rick Cerna	Member	Township of Malahide

STAFF:

Dusty Underhill	General Manager / Secretary-Treasurer
Susan Simmons	Financial Services Coordinator
Tony Difazio	Resource Planning Coordinator
Peter Dragunas	Water Management Technician

ABSENT:

Gerrit Kremers	Conservation Areas Supervisor
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OTHERS PRESENT:

Rob Perry	Aylmer Express, Reporter
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WELCOME / CALL TO ORDER:

Chairperson Baldwin-Sands welcomed everyone and called the meeting to order at (10:00 a.m.). Member Oslach provided an update on the lifting of provincial restrictions surrounding COVID-19.

ADOPTION OF AGENDA:

<u>Motion # 12/2022</u>	P. Buchner	A. Oslach	CARRIED
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THAT, the Agenda for the March 10th, 2022, Full Authority meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

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

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

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

ADOPTION OF MINUTES:

Motion # 13/2022 R. Cerna P. Buchner CARRIED

THAT, the Minutes of Full Authority Meeting # 01/2022 (February 17, 2022), be accepted as circulated.

Motion # 14/2022 A. Oslach P. Buchner CARRIED

THAT, the Minutes of Health and Safety Committee Meeting #02/2022 (February 11, 2022), be accepted as circulated.

BUSINESS ARISING FROM MINUTES:

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

PUBLIC / SPECIAL DELEGATIONS:

None

REPORTS:

Report FA 01/2022 – Monthly Staff Reports, was presented, discussed, and resolved.

A lengthy discussion took place surrounding the flood incident in Port Bruce in February.

Motion # 15/2022 S. Martyn A. Oslach CARRIED

THAT, Staff Reports for the months of January and February, 2022, be noted and filed.

Report FA 02/2022 – January Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 16/2022 P. Buchner R. Cerna CARRIED

THAT, Report FA 02/2022, be noted and filed.

Report FA 03/2022 – February Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 17/2022 A. Oslach P. Buchner CARRIED

THAT, Report FA 03/2022, be noted and filed.

Report FA 04/2022 – Accounts Paid, was presented, discussed, and resolved.

Motion # 18/2022 R. Cerna A. Oslach CARRIED

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

Report FA 05/2022 - 2022 Final Budget and Levy, was presented, discussed, and resolved.

Motion # 19/2022

P. Buchner

A. Oslach

CARRIED

THAT, the 2022 Catfish Creek Conservation Authority budget document totaling \$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 or No
Rick Cerna	Township of Malahide	36.8570	Yes
Sally Martyn	Municipality of Central Elgin	27.2106	Yes
Arthur Oslach	Town of Aylmer	26.1389	Yes
Lori Baldwin-Sands	City of St. Thomas	6.0716	Yes
Paul Buchner	Township of South-West Oxford	3.7220	Yes

Report FA 06/2022 - CCCA Committees, was presented, discussed, and resolved.

Motion # 20/2022

S. Martyn

A. Oslach

CARRIED

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

Personnel / Finance Committee (5) Paul Buchner, Chairperson Full Membership	Land Management Committee (5) Arthur Oslach, Chairperson Full Membership
Health and Safety Committee (3) Dusty Underhill, Management Representative Gerrit Kremers, Employee Representative (Chair) Austin Verbeek, Employee Representative	Conservation Ontario Council Lori Baldwin-Sands, Voting Delegate (Chairperson) Paul Buchner, 1st Alternate (Vice Chairperson) Dusty Underhill, 2nd Alternate (General Manager)
Interview Committee Paul Buchner, Committee Member Sally Martyn, Committee Member Rick Cerna, Committee Member	Lake Erie Source Protection Region Lori Baldwin-Sands, Committee Member Dusty Underhill, Committee Member

Report FA 07/2022 – Health and Safety Policy Amendment, was presented, discussed, and resolved.

Motion # 21/2022

P. Buchner

A. Oslach

CARRIED

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

GENERAL MANAGER / SECRETARY-TREASURER'S REPORT:

In support of the Call for Applications the WECl Committee and NDMNRF hosted an online information session on Microsoft Teams on February 2nd to explain the 2022-2023 application process. Submission from the CCCA included requests to replace the Staff Gauge on the dam, Gantry and Fence Repair, and to repair a wide crack on the South upstream wing-wall.

On February 4th, the MECP held a webinar in regards to the Phase 2 Regulation which included:

- 1) MECP is proposing Municipal Levies Regulation. There are 3 basic components being addressed in the proposed regulation: 1) in regards to levy: incorporation of the two current levy regulations and updated as appropriate; 2) inclusion of standards and policy for the authority budget process; and 3) apportionment methods for the 3 categories of programs and services that CAs deliver.
- 2) MECP is proposing a Minister's regulation for determining amounts owed by specified municipalities designated under the Clean Water Act and the Lake Simcoe Protection Act. These are municipalities that are not a 'participating municipality' of a CA under the Conservation Authorities Act. So this will not apply to the CCCA
- 3) MECP is proposing to proclaim subsection 21.2 of the Conservation Authorities Act which will enable the Minister to determine a list of classes of programs and services for which a CA may charge a fee. The Minister is proposing to enable all classes of programs and services (category 1: mandatory; category 2: municipal; and category 3: other) to charge a fee where the user fee principle is appropriate and subject to other conditions.
- 4) MECP is proposing a complementary amendment to the Transition Plans and Agreements Regulation to enable fees for category 3 (other) programs and services. Should this amendment be enacted, conservation authorities and participating municipalities would be required to include provisions in their cost apportioning agreements if user fees would be established for those programs and services.

On February 17th, attended a Central Elgin Environmental Committee meeting. Many topics were discussed including a tall grass prairie initiative, an update on a tree cutting education program, ideas for earth day as it's the 20th anniversary this year. It was also discussed about potential youth involvement on the committee.

On February 17th, after the AGM, attended Port Bruce to assess the flooding situation with Rick Cerna, Malahide Councillor. Returned to work in Port Bruce to assist in monitoring local watershed conditions working in conjunction with Peter, Austin and Tony until 10:30 p.m. that night. Tony worked diligently throughout the days and Austin worked well into the wee hours of the morning with Peter assuring adequate coverage and updates. On Saturday the 19th, provided flood patrol in the morning and afternoon. On Sunday the 20th, Tony provided monitoring until watershed conditions eased off and roads etc. were passable in the village. Attended the Malahide fire hall at 10:30 pm on the 17th and spoke with emergency coordinator Jeff Vanryenbroeck and offered up any help the CCCA could provide. On Saturday the 19th, attended the fire hall again for a debrief with Adam Betteridge Malahide CAO. On the 24th Malahide and CCCA staff got together together via Zoom for a flood debrief. Much of the week following the weekend was spent on flood debriefing and diffusion. A date is being set to meet with the citizens, staff of malahide and the CCCA to discuss the flood.

UNFINISHED BUSINESS:

None

CHAIRPERSON'S / BOARD MEMBER'S REPORT:

None

NOTICE OF MOTIONS / NEW BUSINESS:

None

CORRESPONDENCE:

- a) Copied:
 - none
- b) Not Copied:
 - Correspondence Register for February, 2022.

<u>Motion # 22/2022</u>	R. Cerna	A. Oslach	CARRIED
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THAT, the Copied Correspondence and the Correspondence Registers for February, 2022, be noted and filed.

CLOSED SESSION:

<u>Motion # 23/2022</u>	S. Martyn	A. Oslach	CARRIED
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THAT, the Full Authority adjourn to Closed Session at (11:15 a.m.).

<u>Motion # 24/2022</u>	R. Cerna	A. Oslach	CARRIED
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THAT, the Full Authority rise from Closed Session with report at (12:46 p.m.).

<u>Motion # 25/2022</u>	P. Buchner	A. Oslach	CARRIED
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THAT, when an employee takes time off, it be drawn from the overtime bank first. If no overtime bank is there, then the time off shall be drawn from vacation bank.

<u>Motion # 26/2022</u>	R. Cerna	A. Oslach	CARRIED
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THAT, the CCCA Vacation period carry over be extended to 10 days, and that the March 31st. deadline stay intact.

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, April 14, 2022, commencing at 10:00 a.m.

<u>Motion # 27/2022</u>	A. Oslach	R. Cerna	CARRIED
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THAT, the Full Authority be terminated at (11:49 p.m.).

General Manager / Secretary –Treasurer

Authority Chairperson

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

Friday, March 25th, 2022

Meeting # IC 01/2022

PRESENT:

Paul Bucher
Sally Martyn

Authority Vice-Chairperson
Committee Member

Township of South-West Oxford
Municipality of Central Elgin

STAFF:

Dusty Underhill
Susan Simmons
Gerrit Kremers

General Manager/Secretary-Treasurer
Financial Services Coordinator
Conservation Areas Supervisor

The meeting commenced at (9:00 a.m.).

The purpose of the meeting was to interview applicants for the position of Program Support Assistant, which was advertised in the local newspaper, the Conservation Ontario job bank, and posted on the CCCA website and FaceBook page.

A total of eight (8) candidates were contacted to be interviewed by the Interview Committee. A total of seven (7) candidate attended the Catfish Creek Conservation Authority Administration Centre Board Room for interviews.

At the conclusion of the interview process, the Committee selected Paige Burke as their choice for the position. In the event that Ms. Burke does not accept the Offer of Employment, Brittany Bell will be offered the position next. Should Ms. Bell not accept the position, it was discussed that a further round of interviews be undertaken.

The meeting was adjourned at (12:30 p.m.).

Paul Buchner
Authority Vice-Chairperson

Sally Martyn
Committee Member

REPORT FA 08/2022: To The Full Authority

FROM: Resource Planning Coordinator
Conservation Areas Supervisor

SUBJECT: Monthly Staff Reports

DATE: April 8, 2022

Resource Planning Coordinator, Tony Difazio

Current Activities:

- Completion of 2022 stewardship conceptual plans and submission of applications to various funding partners;
- Attended an *Elgin County Stewardship Council* meeting in Talbotville;
- Presented the 2022 private land stewardship plan applications to the *Elgin Clean Water Program Committee* for funding consideration; and,
- Preliminary discussions with various landowners in Port Bruce with respect to flood proofing requirements pursuant to Conservation Authority Act approvals.

Upcoming Activities:

- Review of proposed Regulations pursuant to the Conservation Authority Act, planning and delivery of future CA Environmental Programs;
- Monitoring of work permit conditions and processing of applications pursuant to Section 28 of the Conservation Authorities Act; and,
- Retirement.

Conservation Areas Supervisor, Gerrit Kremers

Current Activities:

- Successfully completed 10 full days of Thames Valley District School Board (TVDSB) maple syrup programs, with 765 grade 1-3 students, from 12 different schools;
- Met with Ontario Police College (OPC) to discuss planting trees for the path of honour;
- Inquired with multiple tree nurseries regarding tree inventory and prices for the path of honour trees;
- Had a COOP interview and obtained one student from St Joes Catholic Secondary School in St. Thomas;
- Completed Stewardship project applications to be submitted to Elgin Clean Water Program;
- Went to Elgin Stewardship Council Meeting to begin taking over the role of lead CCCA contact for the organization;
- Met with COOP teachers to conduct routine assessments of respective COOP students;
- Repaired bridge in Springwater Forest that has been damaged during a wind event;
- Continued campground admin as park open gets near;
- Continued hazard tree monitoring in Springwater Forest and Campground;

Upcoming Activities:

- Campground maintenance in preparation for camping season;
- Seasonal Camper Administration;
- Continuing to monitor for hazard trees on Authority owned land;
- Assisting in the planning of a tree planting day at the OPC;

Recommendation:

THAT, Staff Report for the month of March 2022 be noted and filed.



Tony Difazio
Resource Planning Coordinator



Gerrit Kremers
Conservation Areas Supervisor

REPORT FA 09 / 2022 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: March Summary of Revenue & Expenditures
DATE: March 31, 2022

SUMMARY OF REVENUE
for the period ending March 31, 2022

	2022 Budget	2022 To Date	Difference	2021 To Date
MNRF Provincial Grants	\$ 41,215.00	\$ -	\$ (41,215.00)	\$ -
Other Provincial Grants	\$ 30,321.84	\$ 13,404.34	\$ (16,917.50)	\$ 37,582.83
Federal Grants	\$ 131,904.79	\$ 113,558.32	\$ (18,346.47)	\$ -
Employment Program Grants	\$ 37,000.00	\$ 7,581.20	\$ (29,418.80)	\$ -
General Levy	\$ 372,421.82	\$ 22,611.94	\$ (349,809.88)	\$ 167,116.02
Special Benefiting Levy	\$ 20,890.39	\$ 350.00	\$ (20,540.39)	\$ 5,250.00
Donations/Sponsorships	\$ 42,380.00	\$ 13,200.68	\$ (29,179.32)	\$ 63,207.35
Conservation Areas Revenue	\$ 636,589.00	\$ 113,905.53	\$ (522,683.47)	\$ 108,654.97
Maple Syrup Revenue	\$ 4,860.00	\$ 7,152.20	\$ 2,292.20	\$ 2,942.52
Bank Interest Earned	\$ 3,000.00	\$ -	\$ (3,000.00)	\$ -
Education Programs	\$ 720.00	\$ -	\$ (720.00)	\$ -
Legal Inquiries/Permit Applications	\$ 4,223.61	\$ 2,407.08	\$ (1,816.53)	\$ 1,637.18
Watershed Stewardship	\$ 21,458.00	\$ 20,000.00	\$ (1,458.00)	\$ 1,625.00
Revenue from Other C.A. Lands	\$ 13,067.00	\$ 12,885.59	\$ (181.41)	\$ 41,493.28
Other Revenue	\$ 500.00	\$ -	\$ (500.00)	\$ -
Contract Services	\$ 831.00	\$ -	\$ (831.00)	\$ -
Vehicle & Equipment Rental Recoveries	\$ 36,000.00	\$ 3,254.05	\$ (32,745.95)	\$ 2,409.25
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)	\$ -
	\$ 1,458,401.05	\$ 338,977.66	\$ (1,119,423.39)	\$ 432,511.99

DONATIONS/SPONSORSHIPS	2022 Budget	Received To Date	Difference
Special Projects	\$ 6,080.00	\$ 6,080.00	\$ -
Annual Report	\$ 1,000.00	\$ 1,000.00	\$ -
Environmental Education	\$ 500.00	\$ 360.00	\$ (140.00)
EESS ELP Sponsorships	\$ 6,500.00	\$ -	\$ (6,500.00)
Community Forest	\$ 300.00	\$ -	\$ (300.00)
Maple Syrup Festival	\$ -	\$ -	\$ -
Springwater Forest Trails	\$ 23,000.00	\$ 4,649.33	\$ (18,350.67)
Archie Coulter C.A. Trails	\$ 2,500.00	\$ 296.40	\$ (2,203.60)
YNHA	\$ 2,000.00	\$ 294.95	\$ (1,705.05)
Special Conservation Projects	\$ -	\$ 520.00	\$ 520.00
Ontario Police College Path of Honour	\$ 500.00	\$ -	\$ (500.00)
TOTAL Donations/Sponsorships	\$ 42,380.00	\$ 13,200.68	\$ (29,179.32)

SUMMARY OF EXPENDITURES

for the period ending March 31, 2022

	2022 Budget	2022 To Date	Difference	2021 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$162,205.25	\$ 51,121.10	\$ (111,084.15)	\$ 48,856.20
2 FLOOD FORECASTING & WARNING	\$204,457.99	\$ 49,415.71	\$ (155,042.28)	\$ 52,882.22
3 DROUGHT AND LOW WATER RESPONSE	\$14,517.11	\$ 3,340.01	\$ (11,177.10)	\$ -
4 ICE MANAGEMENT	\$12,640.39	\$ 5,021.38	\$ (7,619.01)	\$ 4,945.64
5 INFRASTRUCTURE (Dam)	\$26,133.72	\$ 2,720.42	\$ (23,413.30)	\$ 2,788.99
6&7 ACT REVIEWS & PLAN REVIEW	\$10,310.51	\$ 2,630.59	\$ (7,679.92)	\$ -
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$43,286.76	\$ 11,463.15	\$ (31,823.61)	\$ 12,130.02
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$76,296.51	\$ 16,063.28	\$ (60,233.23)	\$ 7,711.94
12 WATER QUALITY (PGMN & PSMP)	\$10,179.59	\$ 3,221.56	\$ (6,958.03)	\$ -
13 SOURCE PROTECTION	\$5,481.84	\$ 1,542.07	\$ (3,939.77)	\$ 1,605.52
SUB TOTAL: MANDATED PROGRAMS Expenditures	\$565,509.67	\$146,539.27	-\$418,970.40	\$130,920.53
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	\$180,077.22	\$ 92,438.97	\$ (87,638.25)	\$ 5,379.14
EDUCATION PROGRAMS	\$7,720.00	\$ 930.74	\$ (6,789.26)	\$ 12,267.43
SPECIAL PROJECTS	\$2,331.00	\$ 1,029.74	\$ (1,301.26)	\$ 8,772.40
C.A. DEVELOPMENT PROJECTS	\$40,182.00	\$ -	\$ (40,182.00)	\$ 35,318.89
MAPLE SYRUP PROGRAM	\$4,860.00	\$ 1,997.98	\$ (2,862.02)	\$ 11,720.35
SPRINGWATER CONSERVATION AREA	\$566,721.16	\$ 53,495.68	\$ (513,225.48)	\$ 77,599.40
VEHICLE & EQUIPMENT OPERATIONS	\$91,000.00	\$ 5,693.04	\$ (85,306.96)	\$ 40,465.32
SUB TOTAL: OTHER PROGRAMS Expenditures	\$892,891.38	\$155,586.15	-\$737,305.23	\$191,522.93
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,458,401.05	\$ 302,125.42	\$ (1,156,275.63)	\$ 322,443.46



Susan Simmons,
Financial Services Coordinator

REPORT FA 10/2022 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: April 6, 2022

VENDOR	CHQ #	TOTAL	EXPLANATION
Aylmer Express Limited	31002	2,622.36	Annual Report, adv for AGM, subscription
Dowler-Karn Limited	31003	3,402.53	equipment and vehicle fuel
Glenbriar Bottled Water Co. Ltd.	31004	11.24	water cooler rental
Hayhoe, Scott	31005	1,356.00	watershed stewardship project
Hayhoe, Todd	31006	1,752.00	watershed stewardship project
Integrity IT Services	31007	379.68	computer network support
My Broadcasting Corp	31008	706.25	radio ads for Springwater CA
Eastlink	Cash	1,027.53	phone, fax line, internet, gauges
Telus Mobility	Cash	298.15	mobile phones
Reliance Home Comfort	Cash	51.40	water heater rental
Hydro One	Cash	1,278.63	operations centre & campground
CIBC Visa	Cash	1,616.28	
Waste Connections of Canada Inc.	Cash	50.32	campground maintenance
CBSC Capital Inc.	Cash	701.54	photocopier lease
A&J Baertsoen	31009	312.87	trail box repair
Ansell's Awards & Specialties	31010	135.60	donor bench plaques
Aylmer Express Limited	31011	971.80	printing for SPW and employment ads
Aylmer Tire	31012	1,215.29	equipment maintenance
Bell Canada	31013	88.03	gauge
Conservation Ontario	31014	874.20	ESRI Maintenance - 2022
County of Elgin	31015	762.75	2023 Tour Guide ad
Delta Power Equipment Ltd.	31016	1,362.71	equipment maintenance
Dowler-Karn Limited	31017	544.23	propane - shop heat fuel
Durand, Chris	31018	20.00	website maintenance
Glenbriar Bottled Water Co. Ltd.	31019	42.17	water cooler rental & refills
Integrity IT Services	31020	181.93	computer network support
Koolen Electric	31021	588.19	lighting repair - utility barn
Receiver General for Canada	31022	205.46	radio authorization renewal
Springwater Mills Ltd.	31023	734.50	firewood for resale
Vannoord, Jack	31024	13,062.00	watershed stewardship project
		<u>\$ 36,738.64</u>	

RECOMMENDATION:

THAT, Accounts Paid totalling \$36,738.64 , be approved as presented in Report FA 10/2022



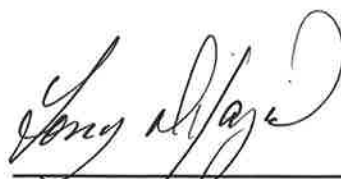
Susan Simmons,
Financial Services Coordinator

REPORT FA \ / 2022 : **To the Full Authority**
FROM : Tony Difazio, Resource Planning Coordinator
SUBJECT : Approved Section 28 Regulation Applications
DATE : April 2022

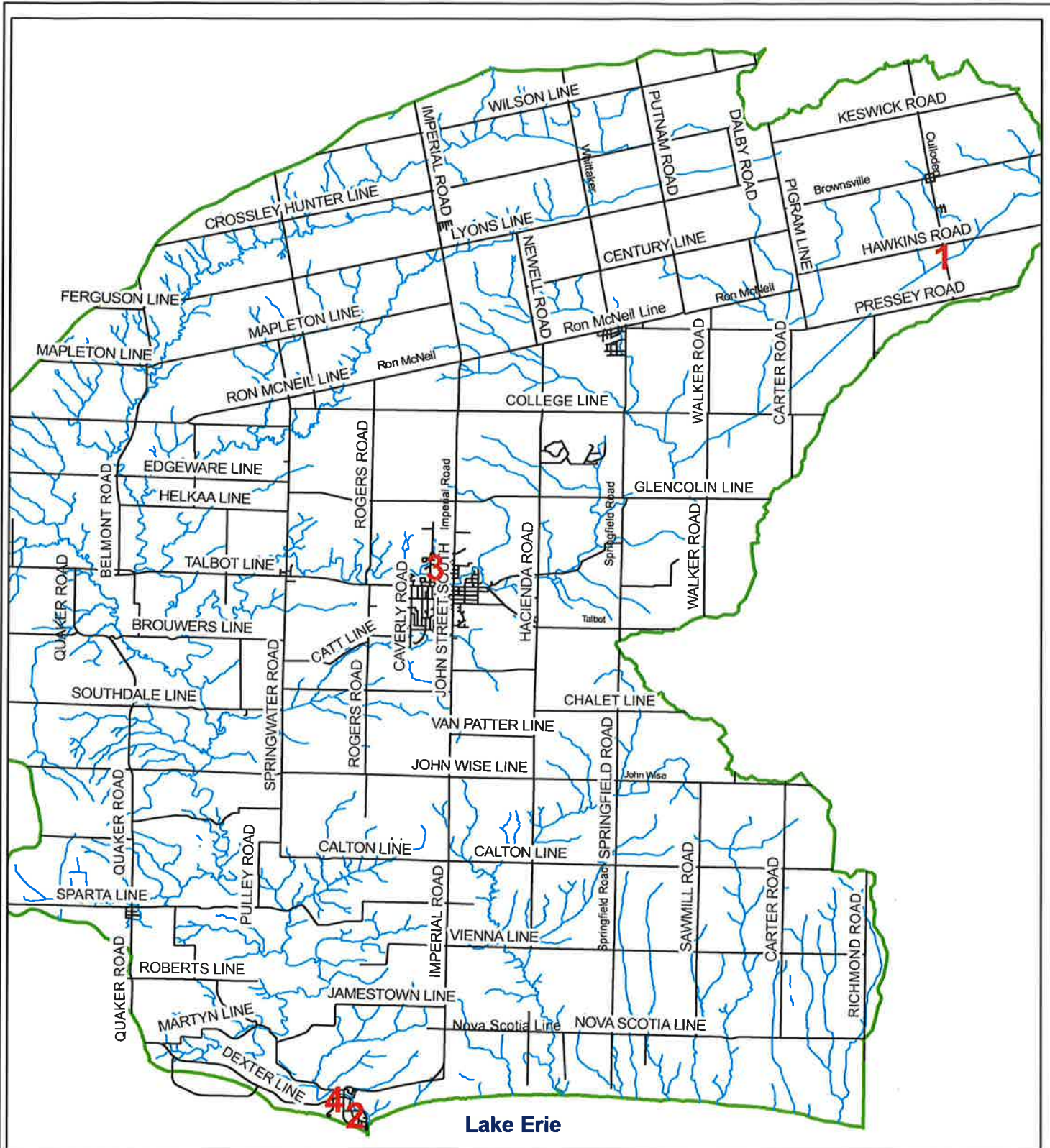
PURPOSE: To outline the 'Development, Interference with Wetlands & Alterations to Watercourses' applications approved by staff from January to April, 2022.

PERMIT NO.	LOCATION	PROPOSAL	DATE ISSUED
FR-01-22 (Site 1)	County Road 10 at Hawkins Road; Township of S.W. Oxford	* Bell Canada is installing a 100mm OD plastic conduit with telecommunications service crossing under Catfish Creek; * Crossing will be completed with <i>Directional-Bore Method</i> a minimum of 1m below creek bed;	February 7, 2022
FR-02-22 (Site 2)	3360 Imperial Road; Village of Port Bruce	* This proposal involves the refurbishment of a retaining wall at the toe of a slope behind a commercial building approximately 100m from Lake Erie; * Construction will conform to plans prepared by L. Girard Engineering and recommendations in geo-technical review completed by LDS Consultants Inc. dated February 2, 2022;	February 9, 2022
FR-03-22 (Site 3)	85 Forest Street; Town of Aylmer	* This proposal involves site grading adjacent to the Skinner Drain (a tributary of Catfish Creek) to permit the construction of a 21 unit Condominium Development; * Development, including site servicing, grading and stormwater management, will conform to designs by CJDL Engineering & Town of Aylmer requirements;	February 28, 2022
FR-04-22 (Site 4)	4924 Dexter Line; Village of Port Bruce	* This proposal involves maintenance dredging of accumulated silt in a marina fronting Catfish Creek; * Banks will be stabilized and fill material will be removed from the flood plain to the satisfaction of the CCCA;	March 11, 2022

RECOMMENDATION: THAT, the Full Authority receive the staff approved Section 28 Regulation Applications **Report FA \ / 2022**, as information.



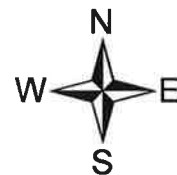
Tony Difazio, Resource Planning Coordinator



REGULATIONS REPORT MAP

April, 2022

1 Work Permit Location



REPORT FALL 2022	:	To The Full Authority
FROM	:	Tony Difazio, Resource Planning Coordinator
SUBJECT	:	MUNICIPAL PLAN REVIEW REPORT
DATE	:	April, 2022

PURPOSE: To outline the plan input and review activities as it has been implemented from January to April 2022.

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

RECOMMENDATION: THAT, the Full Authority approve the Municipal Plan Review Report for the months of January, February & March 2022.



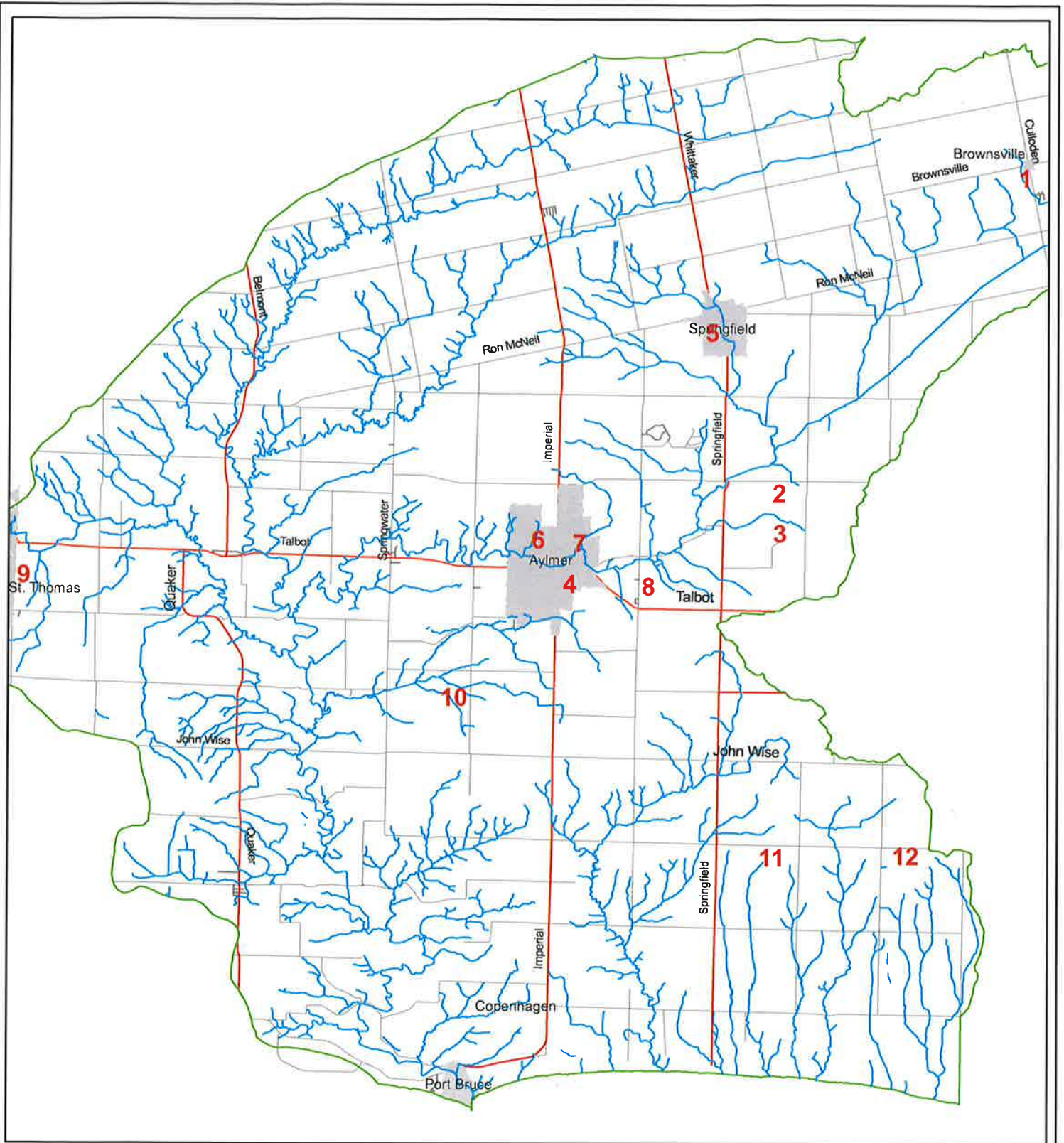
Tony Difazio, Resource Planning Coordinator

CATFISH CREEK CONSERVATION AUTHORITY
PLAN REVIEW REPORT
 April 2022

ZONING BYLAW AMENDMENTS			
SITE NO	LOCATION	PROPOSAL	COMMENTS
1	49 Sophia Street; Township of S.W. Oxford	* This amendment, in the Village of Brownsville, will change the Zoning to ' <i>Special Residential</i> ' to permit the construction of a dwelling on an existing, undersized lot;	* NO OBJECTIONS
2	51477 Glencolin Line; Township of Malahide	* As a condition of Consent Application E52/21, this amendment will place the property in a ' <i>Site Specific Zone</i> ' to permit a small trucking and repair facility, being relocated from Woolleyville Line;	* NO OBJECTIONS
3	51432 Woolleyville Line Township of Malahide	* As a condition of Consent Application E51/21, this amendment will remove the <i>Site-Specific Zone</i> and place the retained lands into the appropriate ' <i>Agricultural Zone</i> ';	* NO OBJECTIONS
4	196 Sydenham Street; Town of Aylmer	* This amendment will rezone the subject lands ' <i>Residential Type 2</i> ' to recognize the existing multiple unit dwelling and to permit an additional residential unit to be located in a detached accessory building;	* NO OBJECTIONS

Continued ...

SEVERANCE APPLICATIONS			
SITE NO	LOCATION	PROPOSAL	COMMENTS
5	11789 Superior Street; Township of Malahide	* Sever a 60m X 24m parcel, in the Village of Springfield, for future residential use; * The owners are retaining the existing single family dwelling;	* NO OBJECTIONS
6	10 Spruce Street; Town of Aylmer	* Sever a 18m X 20m (0.09 acres) parcel containing a single family dwelling to remain in residential use; * The owners are retaining 0.12 acres to create a new residential building lot;	* NO OBJECTIONS
7	62 Victoria St. N.; Town of Aylmer	* The applicants propose to sever a 18m X 20m parcel to create one new residential building lot; * Applicants are retaining the other 0.11 acre parcel, with an existing single family dwelling, to remain in residential use;	* NO OBJECTIONS
8	9060 Hacienda Road; Township of Malahide	* The applicants propose to sever a 54m X 154m parcel to create one new residential building lot; * The applicants are retaining 3.7 acres, containing a church, to remain in institutional use;	* NO OBJECTIONS
9	61 Coulter Avenue; Municipality of Central Elgin	* The applicants propose to a 34m X 41m parcel fronting Lexington Court, to create one new residential building lot; * The owners are retaining the 0.47 acre parcel, containing a single family dwelling to remain in residential use;	* NO OBJECTIONS
10	7077 Rogers Road; Township of Malahide	* The applicants propose to sever an irregular shaped parcel with a 54m frontage along Rogers Road, to be conveyed to the adjacent property and remain in residential use; * The owners are retaining 26.8 ha. to remain in agricultural use;	* NO OBJECTIONS
11	51553 Calton Line; Township of Malahide	* The applicants propose to sever an irregular shaped parcel with a 12m frontage along Calton Line, to be conveyed to the adjacent property and in an industrial use designation; * The owners are retaining 35.6 ha. to remain in agricultural use;	* NO OBJECTIONS
12	52887 & 52947 Calton Line ; Township of Malahide	* The applicants propose to sever two parcels, one being 100m X 43m containing a residence and shed, the other being 115m X 56m containing a residence, barn and 2 sheds, to remain in residential use; * The owners are retaining 31.3 ha. to remain in agricultural use;	* NO OBJECTIONS



Plan Review Map **April, 2022**

1 Plan Review Site Number



REPORT FA 13 / 2022: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: General Insurance Program

DATE: March 22, 2022

Purpose:

To consider the 2022-2023 General Insurance Report prepared by Intact Public Entities Inc.

Discussion:


The CCCA insurance coverage is on a one year basis from April 1st to March 31st in the subsequent year. The Authority is currently insured with Intact Public Entities Inc. through McFarlan Rowlands Insurance Service Limited in Aylmer.

The cost of the Authority's 2021-2022 insurance coverage was \$53,262.96, plus applicable taxes. A renewal cost of \$58,643.08, plus applicable taxes has been submitted by Intact Public Entities Inc. for the year 2022-2023, an increase of \$5,380.12. The new premium is based on virtually the same level of coverage and deductibles as in the previous year.

A copy of the 2022-2023 General Insurance Report is attached for your reference. Please note the sections outlining the Highlights, Changes and Options for our Insurance Program.

RECOMMENDATION:

THAT, the Catfish Creek Conservation Authority renew its 2022-2023 insurance coverage with Intact Public Entities Inc. through McFarlan Rowlands Insurance Service Limited at a total cost of \$58,643.08, plus applicable taxes.



Dusty Underhill
General Manager / Secretary-Treasurer

Report FA 14 / 2022 : To The Full Authority

FROM: Gerrit Kremers, Conservation Areas Supervisor

SUBJECT: Forest Birds at Risk Program at Birds Canada Research Request

DATE: April 14, 2022

Purpose:

To consider a request from Ontario Birds at Risk to undertake a research project at various CCCA owned properties.

Discussion:

On April 4th 2022, the Catfish Creek Conservation Authority (CCCA) received a request from Forest Birds at Risk to do a forest survey at Springwater Forest, Calton Swamp, Yarmouth Natural Heritage Area, and Archie Coulter Conservation Area.

The purpose of the Forest Birds at Risk surveys are to research and document:

- 1) the current occupancy and to estimate abundance of Acadian Flycatcher, Cerulean Warbler, Louisiana Waterthrush, Prothonotary Warbler, and Red-headed Woodpecker;
- 2) the risks at occupied and potentially occupied sites (so that they can be addressed as quickly as possible).

Recommendation:

THAT, the Full Authority issue a Research Permit to Forest Birds at Risk Program orchestrated by Birds Canada to undertake research projects at various CCCA owned properties.



Gerrit Kremers
Conservation Areas Supervisor

RESEARCH PERMIT

MEMORANDUM OF AGREEMENT

THIS AGREEMENT, made in duplicate this the 6 day of April, 2022.

BETWEEN:

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

- and -

Birds Canada

(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 5 Months commencing with the 18 day of April, 2022. 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 Springwater Forest, Yarmouth Natural Area, Archie Coulter CA, Calton Swamp
- 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 6 day of April, 2022.

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

Per: _____
Authority Chairperson

Per: _____
General Manager / Secretary – Treasurer

APPLICANT:

Name: Samreen Munim Tel: 1-888-448-2473 Fax: _____

Title: Ontario Forest Birds Biologist E-mail: ofbar@birdscanada.org

Mailing Address: 115 Front St., Port Rowan, ON
N0E 1M0

Signature: Samreen Munim

**Catfish Creek Conservation Authority
Correspondence Register – March 1 – 31, 2022**

Date	Type	Agency	Topic
Mar, 1	Email/ Response	KCCA	Inventory of Programs and Services
Mar, 1	Email/ Response	LPRCA Dana McClaughlin	Planning job ad
Mar, 1	Email/ Response	UTRCA Ken Phillips	Inventory of Programs and Services
Mar, 1	Email/ Response	MECP	Great Lakes Local Action Fund Completion
Mar, 1	Email/ Response	MVCA Phil Beard	Inventory of Programs and Services
Mar, 1	Email/ Response	GRCA Samantha Lawson	Inventory of Programs and Services
Mar, 1	Email/ Response	Tim Lanthier	Inventory of Programs and Services
Mar, 2	Email/ Response	KCCA Betsy McClure	Environmental Committee
Mar, 2	Email/ Response	ABCA Kate Monk	Congratulations
Mar, 2	Email/ Response	County of Oxford Lynne Buchner	Meeting request
Mar, 2	Email/ Response	CO	Provincial Offences Level 1
Mar, 2	Email/ Response	Simona Rasanu	Ferguson Drain
Mar, 2	Email/ Response	Chris Durand	Website Maintenance
Mar, 2	Email/ Response	Malahide Adam Betteridge	Flood
Mar, 3	Email/ Response	GRCA Ilona Feldman	Source Protection Plan Updates
Mar, 3	Email/ Response	Malahide Adam Betteridge	Flood Meeting
Mar, 3	Email/ Response	Malahide Adam Betteridge	Input on Floating Accommodations new ERO
Mar, 3	Email/ Response	MECP	PWQMN Issues
Mar, 3	Email/ Response	SCRCA	Website upkeep
Mar, 3	Email/ Response	Malahide Adam Betteridge	Input on Floating Accommodations
Mar, 4	Email/ Response	GRCA Ilona Feldman	April LERMC Meeting
Mar, 4	Email	NDMNRF	Provincial Flood Watch Issued
Mar, 4	Email/ Response	MECP	Road Salt use in Ontario workshop
Mar, 4	Email	Hicks Morley	Attendance Management Training Workshop
Mar, 4	Email	UTRCA	Flood Alert
Mar, 4	Email/ Response	SCRCA	Website upkeep
Mar, 4	Email/ Response	Aylmer Express	Job Ad

Mar, 5	Email	CO	Weekly Updates
Mar, 5	Email	KCCA	Watershed Conditions Statement
Mar, 7	Email	Mohit Sharma	DocuSign
Mar, 7	Email	Indeed	Job Posting
Mar, 7	Email	MECP	Agri Rep Meeting
Mar, 8	Email	MECP	Source Protection
Mar, 9	Email	Etendership	Opportunity Alert
Mar, 9	Email/ Response	Bradley Street Church	Erosion Concerns
Mar, 9	Email	GRCA Ilona Feldman	SPA Request
Mar, 9	Email/ Response	Malahide Adam Betteridge	Port Bruce Flood
Mar, 9	Email	Hicks Morley	Ontario Lifting Remaining Restrictions
Mar, 10	Email/ Response	Town of Aylmer Thom Polland	Congratulations on Appointment
Mar, 10	Email/ Response	Malahide Adam Betteridge	Port Bruce Flood Meeting
Mar, 10	Email	Donnie Ivey	Springwater Stage Project
Mar, 10	Email	GRCA Ilona Feldman	SPA Question
Mar, 10	Email/ Response	CO Leslie Rich	Expanding Administrative Penalties
Mar, 10	Email	Aylmer-Malahide Museum	Newsletter
Mar, 10	Email	Malahide Adam Betteridge	Port Bruce Flood Meeting
Mar, 11	Email/ Response	Deborah Balika	CA Budget Timelines
Mar, 11	Email	Jude Fernando	HR Requests
Mar, 11	Email	Adam Betteridge	Port Bruce Flood Meeting
Mar, 11	Email	CO Nicholas Fischer	Lawful Property Entry
Mar, 11	Email	MECP	GLLAF Final Report
Mar, 11	Email/ Response	FireHold Electronic Document	E Filing CCCA's paper
Mar, 11	Email/ Response	Val Bokma	Summer camp inquiry
Mar, 11	Email	KCCA	Watershed Safety Statement
Mar, 11	Email	CO	Sub watershed Planning
Mar, 14	Email/ Response	Andrew Cheung	Peninsula HR Support
Mar, 14	Email/ Response	Theresa Benjamin	Request to participate in research study
Mar, 14	Email	Oxford County	Water and Wastewater Master Plan
Mar 14	Email	CO	Level 1 Enforcement
Mar 15	Email/Response	McFarlan Rowlands	Special Events Insurance
Mar 15	Email	NDMNRF	Provincial Watershed Statement
Mar 15	Email/ Response	Gerry Richer	Special Quest April 14, 2022

Mar 16	Email	OSG	Joint Health and Safety Committee Training
Mar 16	Email	Shannon Zylstra	Central Elgin Enviro Committee
Mar 16	Email	DFO	Aquatic Habitat Rehabilitation Webinar
Mar 16	Email/ Response	Malahide	Meeting with PBRA
Mar 17	Email	Ontario Land Trust	March Events
Mar 17	Email	CO	Weekly Updates
Mar 17	Email/ Response	CO	CCCA GM Introduction
Mar 18	Email	Transfer Payment Ontario	Payment Processed
Mar 18	Email	Kristin Bristow	New GM CCCA
Mar 18	Email/ response	Rhonda Bateman, LTRCA	Congrats on appointment
Mar 18	Email	NDMNRF	Provincial Flood Outlook
Mar 18	Email	Martens Training	Working at heights and fall arrest
Mar 18	Email	CO	Weekly Updates
Mar 18	Email	UTRCA	Flood Statement
Mar 21	Email/ Response	CO	Status of Chairs
Mar 21	Email	NDMNRF	Flood Statement
Mar 21	Email	ESC	New member from CCCA to replace Tony when he retires.
Mar 22	Email	SCRCA	Annual Report
Mar 22	Email	CO	Avian Fluenza
Mar 23	Email	MECP	PWQMN Workshops
Mar 23	Email	Ontario Headwaters Institute	Watershed Management Webinar
Mar 23	Email/ Response	Brian Bohnert	CCCA Apologies
Mar 23	Email	CO	Protect and Conserve 25% of Canadian Land
Mar 24	Email/ Response	Malahide	Meeting request, April 5 th , Malahide Community Place
Mar 24	Email/ Response	SCRCA, Chirs Durand	Website Upkeep
Mar 25	Email/ Response	Karen Vecchio	MP Vecchio meeting request regarding CEWS
Mar 25	Email/ Response	Gerry Richer	Guest Speaker April 14 th
Mar 28	Email	Oxford County	Wastewater Master Plan Development
Mar 28	Email	Adam Betteridge	Phone call request
Mar 28	Email	CO	Municipal wastewater and Storm water Management
Mar 29	Email/ Response	GRCA	Latest CCCA watershed population
Mar 29	Email	Colleen Row	Growing Together

Mar 29	Email	CO	Level 1 Provincial Offences Training
Mar29	Email	Peninsula	Bill 27, April 5th
Mar 29	Email	Justin Scapinello	Asset Mgmt. Workshop
Mar 30	Email	NDMNRF	Provincial Flood Watch
Mar 30	Email	NDMNRFD	WISKI Web Portal
Mar 31	Email	CO	Bill 109, More Homes for Everyone
Mar 31	Email	CO	Housing Needs in Rural and Northern Ontario
Mar 31	Email/ Response	CO	AGM Invite