

# 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, September 8<sup>th</sup>, 2022 at 10:00 a.m.**

## **Meeting Location:**

***The meeting will be conducted in the CCCA Boardroom.***

# 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 #06/2022 (August 19, 2022) ..... 3 - 7
- 7) Business Arising from Minutes
- 8) Public / Special Delegations
- 9) Reports:
  - a) Report FA 39/2022 - Monthly Staff Report - Water Management Technician ..... 8  
(Peter Dragunas)
  - b) Report FA 40/2022 - Monthly Staff Report - Resource Planning Coordinator ..... 9  
(Gerrit Kremers)
  - c) Report FA 41/2022 - Monthly Staff Report - Conservation Areas Supervisor ..... 10 - 11  
(Al Bradford)
  - d) Report FA 42/2022 - Monthly Staff Report - Program Support Assistant ..... 12  
(Brittany Bell)
  - e) Report FA 43/2022 - August Summary of Revenue & Expenditures ..... 13 - 14  
(Susan Simmons)

f)	Report FA 44/2022 (Susan Simmons)	- Accounts Paid .....	15
g)	Report FA 45/2022 (Peter Dragunas)	- Port Bruce Rate Payers Meeting .....	16 - 17
i)	Report FA 46/2022 (Dusty Underhill)	- Research Requests .....	18 - 20
j)	Report FA 47/2022 (Dusty Underhill)	- Ministry Change Report .....	21
k)	Report FA 48/2022 (Dusty Underhill)	- CCCA Programs & Services Inventory .....	22 - 26
l)	Report FA 49/2022 (Dusty Underhill)	- Fee Policy/Fee Schedule .....	37 - 50
m)	Report FA 50/2022 (Dusty Underhill)	- 2023 Budget Direction .....	51 - 52
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)	Not Copied:	
		-	Correspondence Register for August, 2022
	b)	Copied:	
		-	None
15)	Closed Session		
16)	Next Meeting / Termination		

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

**Friday, August 19<sup>th</sup>, 2022**

**Meeting #06/2022**

The Full Authority Meeting #06/2022 of the Catfish Creek Conservation Authority was conducted virtually via Zoom and streamed live to YouTube.

**PRESENT:**

Lori Baldwin-Sands	Chairperson	City of St. Thomas
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
Gerrit Kremers	Resource Planning Coordinator
Al Bradford	Conservation Area Supervisor
Peter Dragunas	Water Management Technician
Brittany Bell	Program Support Assistant

**ABSENT:**

Paul Buchner	Vice-Chairperson	Township of South-West Oxford
Arthur Oslach	Member	Town of Aylmer

**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 (1:14 p.m.).

**ADOPTION OF AGENDA:**

<u>Motion # 74/2022</u>	S. Martyn	R. Cerna	CARRIED
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THAT, the Agenda for the August 19, 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:**

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

**ADOPTION OF MINUTES:**

Motion # 75/2022                      R. Cerna                      S. Martyn                      CARRIED

THAT, the Minutes of Full Authority Meeting #05/2022 (June 9, 2022), be accepted as circulated.

Motion # 76/2022                      S. Martyn                      R. Cerna                      CARRIED

THAT, the Minutes of Interview Committee Meeting #05/2022 (June 2, 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 27/2022 – Monthly Staff Reports, was presented, discussed, and resolved.

Motion # 77/2022                      S. Martyn                      R. Cerna                      CARRIED

THAT, Staff Reports for the months of June and July 2022, be noted and filed.

Report FA 28/2022 – June Summary of Revenue and Expenditures, was acknowledged and the Board Members agreed to jump ahead to the more recent July Summary presented next.

Motion # 78/2022                      R. Cerna                      S. Martyn                      CARRIED

THAT, Report FA 28/2022 (June Summary of Revenue and Expenditures), be noted and filed.

Report FA 29/2022 – July Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 79/2022                      R. Cerna                      S. Martyn                      CARRIED

THAT, Report FA 29/2022 (July Summary of Revenue and Expenditures), be noted and filed.

Report FA 30/2022 – Accounts Paid, was presented, discussed, and resolved.

Motion # 80/2022                      S. Martyn                      R. Cerna                      CARRIED

THAT, Accounts Paid totaling \$135,882.09 be approved as amended in Report FA 30/2022.

Report FA 31/2022 – Approved Section 28 Regulation Applications, was presented, discussed, and resolved.

Motion # 81/2022                      R. Cerna                      S. Martyn                      CARRIED

THAT, the Full Authority receive the staff approved Section 28 Regulation Applications Report FA 31/2022, as information.

Report FA 32/2022 – Provincial Offences Officer Appointment, was presented, discussed, and resolved.

Motion # 82/2022 R. Cerna S. Martyn CARRIED

THAT, Austin Verbeek be appointed as a Provincial Offences Officer #104 under Sections 28(1) (d) and (e) of the Conservation Authorities Act.

Report FA 33/2022 – Low Water Response, was presented, discussed, and resolved.

Motion # 83/2022 S. Martyn R. Cerna CARRIED

THAT, Report FA 33/2022, be received as information at this time.

Report FA 34/2022 – Transition Plan Progress Report, was presented, discussed, and resolved.

Motion # 84/2022 S. Martyn R. Cerna CARRIED

THAT, Report FA 34 / 2022, Conservation Authorities Act Transition Quarterly Progress Report Ontario Regulation 667/21: Transition Plan and Agreements for Programs and Services be received as information.

Report FA 35/2022 – Inventory of Programs & Services, was presented, discussed, and resolved.

Motion # 85/2022 R. Cerna S. Martyn CARRIED

THAT, the Full Authority receive report FA 35 / 2022 as information as this time.

Report FA 36/2022 – Conservation Ontario Council Meeting, was presented, discussed, and resolved.

Motion # 86/2022 R. Cerna S. Martyn CARRIED

THAT, report FA 36 / 2022 as information.

Report FA 37/2022 – Conservation Areas Workshop, was presented, discussed, and resolved.

Motion # 87/2022 S. Martyn R. Cerna CARRIED

THAT, the Full Authority authorize (1) staff member to attend the Annual Conservation Areas Workshop Conference in Orillia on October 26<sup>th</sup> – 27<sup>th</sup>, 2022.

Report FA 38/2022 – Fundraising Update, was presented, discussed, and resolved.

Motion # 88/2022 R. Cerna S. Martyn CARRIED

THAT, the Full Authority acknowledge the 2022 fund-raising activities and projects as outlines in Report FA 38/2022.

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

- Welcomed Al Bradford to the team officially on July 5<sup>th</sup> in his new capacity as Conservation Areas Supervisor.
- On October 7, 2021, Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Conservation Authorities Act was passed requiring Conservation Authorities to submit quarterly progress reports to the Ministry of Environment, Conservation and Parks. The CCCA's quarter one progress report was completed, it was submitted to all 5 member municipalities and has been submitted to MECP to meet the first quarterly report deadline outlining the consultation steps that have been undertaken to date with the CCCA's five participating municipalities.
- Started compiling a fee policy to meet the requirements of regulation Section 21.2 of the Conservation Authorities Act which sets out that every Conservation Authority shall prepare and adopt both a written fee policy and fee schedule with respect to the fees that it charges for the programs and services it provides. Upon enactment of the new Section 21.2 of the Conservation Authorities Act on January 1, 2023, all CAs will be required to have a fee policy and fee schedule approved by their Members.
- A draft blanket memorandum of agreement was created for municipalities to sign and endorse the CCCA's Inventory of Programs and Services which has been shared with upper management for amendments as necessary.
- A draft planning memorandum of agreement was shared with upper management for comment and amendments to cover off the benefit based apportionment levy for planning services that are not considered mandatory category 1 such as commenting of minor variances, and subdivisions etc.
- Appeared on 94.1 MyFM's Destination Local to endorse Springwater Conservation Area and all of its amenities.
- Finalized the agreement for the Ontario Southwest Tourism Relief Fund grant in the amount of \$74,920.00.
- Met with all upper management from all 5 member municipalities to discuss CCCA's draft Inventory of Programs and Services and agreements.
- Completed a survey on Conservation Authority University. I was able to provide valuable responses, as I was a graduate of the 2022 class.
- Completed performance appraisals for all staff.
- Continual support to Green Roof Stage project and completed a report update to mr. Andrew Gunn in regards to the status of the stage.
- Finalized and put together the Aylmer District Trappers Association Agreement.
- Received approval for the Enbridge Grant, which will finance a native planting day on one of our properties in the fall with the ELP Students.
- Sat in on a consultation regarding Oxford County's OP update. Staff from Oxford County was looking for information regarding subwatershed studies and related water resource information to help feed into the update as it pertains to water resource systems, as well as flood mapping updates in relation to natural hazards for the County's OP.
- Myself and staff are all investigating possibilities for submission to the Natural Infrastructure Fund Grant. Its objectives are to build community awareness of the value and opportunities of natural and hybrid infrastructure, and to increase its uptake and use across Canada.
- Completed both Conservation Ontario and the Provinces Annual Statistical Survey.
- Completed a survey for the Auditor General in regards to Invasive Species. These responses will help inform the report that will be established later this year, where

recommendations to the Ministry of Natural Resources and Forestry and the Invasive Species Centre will be provided to improve invasive species management.

- Attended an information session hosted by Conservation Ontario on the Conservation land Inventory a mandatory deliverable due December 31, 2024.
- Attended a CO webinar regarding the introduction of the Phase 2 Regulations, the second part to the Transition Period ending December 31, 2024.
- Staff launched the Park Fundraiser for the replacement of the Poplar Hill playground.
- Attended CO AGM virtually.
- Completed spray program for Town of Aylmer Firehall, Baseball Diamonds, and a few ornamental gardens.
- Completed a letter of proposal to the Springfield Swans and St Thomas Lions/ Lioness in regards to a donation towards the new Poplar Hill Playground.
- Worked out a day to meet with the PBRA to discuss CCCA's role in flood forecasting and warning.
- Organized a meeting with Denise Love from the Steam Center to go over the preliminary design work the students have completed in regards to multilingual signage at our trailheads in the Springwater Campground. It will make it a more accessible experience for people who have language barriers providing them with information in regards to Springwater Campground.

Motion # 89/2022

S. Martyn

R. Cerna

CARRIED

THAT, the Copied Correspondence and the Correspondence Registers for June and July, 2022, be noted and filed.

**NEXT MEETING / TERMINATION:**

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, September 8, 2022, commencing at 10:00 a.m.

Motion # 90/2022

R. Cerna

S. Martyn

CARRIED

THAT, the Full Authority be terminated at (2:27 p.m.).

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General Manager / Secretary –Treasurer

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Authority Chairperson

## **REPORT FA 39/2022 To The Full Authority**

**FROM:** Water Management Technician

**SUBJECT:** Monthly Staff Report

**DATE:** August 29, 2022

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

#### **Current Activities:**

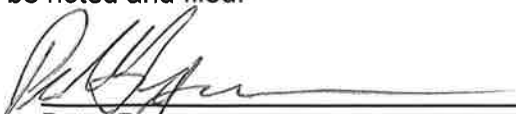
- Meeting with the Port Bruce Rate Payers Association (PBRA) to outline and discuss the Authorities flood and ice mitigation procedures and programs.
- Monitor 2022 seasonal low flows within the Catfish Creek and its tributaries.
- Maintaining the low water database and analysis for low water compilations, projections and fundamental modifications of the low water discharge benchmarks and threshold criteria to support low water condition rationalizations.
- Continue with seasonal Lake Erie shoreline Flood Outlook, Watch and Warning condition assessments and monitoring for wind induced storm surge and subsequent shoreline flood conditions.
- Update, organize, assess and evaluate the CCCA Flood Watch and Warning Procedures document.
- CCCA 2022 flood criteria thresholds and Flood Watch and Warning Guideline Check List assessment.
- Forests Ontario 50 Million Tree Program administration.
- Ongoing Conservation Authority modifications and documentation of the CCCA mandated program, to better Identify and represent conditions within the Authorities administrative boundary.
- Erosion and unstable slope mapping classifications for lands within the CCCA administrative boundary.
- 2022/2023 Forests Ontario 50 Million Tree Program administration.

#### **Upcoming Activities:**

- Continue with monitoring of Lake Erie shoreline storms for storm surge and wave uprush conditions.
- Continue with data collection for the low water database.
- CCCA 2023 Tree Planting Program.
- Continue with Compilation of the CCCA water management programs/documents for the 2024 Conservation Authority mandated program target.
- Flood forecasting baseline and threshold analysis.
- Regular duties as assigned.

#### **Recommendation:**

That, Staff Report for the month of August, 2022, be noted and filed.

  
Peter Dragunas  
Water Management Technician



## REPORT FA49 2022: To The Full Authority

FROM: Resource Planning Coordinator

SUBJECT: Monthly Staff Report

DATE: September 8, 2022

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### Resource Planning Coordinator, Gerrit Kremers

#### Current Activities:

- Met with private landowners about potential stewardship projects and developed conceptual plans and for submission of applications to various funding partners;
- Attended *ALUS Elgin & Middlesex* Growing Biodiversity Conference;
- Met with Ducks Unlimited representative to secure remaining funding for a wetland stewardship project;
- Toured this past spring and fall tall grass prairie sites with Joe Csoff, to monitor growth progress of those sites;
- Completed and issued work permit applications for landowners conducting works within a regulated area;
- Monitored work permits for compliance with conditions of work permit;
- Planning pre-consultation meetings with member Municipalities and private landowners looking to do work within proximity of a Natural Heritage or Natural Hazard feature;
- Met with local drainage superintendent in regards to some upcoming drain maintenance works; and,
- Assisted Canadian Mental Health Association (CMHA) with a canoe and kayak experience at Springwater.

#### 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,
- Continue to discuss stewardship projects with partner organizations for potential funding.
- Attend Conservation Ontario online webinars about soil management;
- Attend a stormwater management pond training event.

#### Recommendation:

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

  
Gerrit Kremers  
Resource Planning Coordinator

**REPORT FA 41 / 2022: To The Full Authority**

**FROM:** Conservation Areas Supervisor

**SUBJECT:** Monthly Staff Report

**DATE:** September 8, 2022

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**Conservation Areas Supervisor, Al Bradford**

**Current Activities:**

- Provided Environmental Education Programs for the St. Thomas YMCA visiting the Springwater Conservation Area for a week long daycamp for the second time this summer;
- Met with Koolen Electric to go over lighting options to start the application process for "Save on Energy" retrofit program as well as Solar incentives that may help reduce electrical cost
- Received quotes on recycling & garbage options for the Springwater Campground, looking to move ahead with one quote through Waste Management;
- Day - to - day operations and maintenance of the various Conservation Areas;
- Seasonal Campers' administration.
- Assisted with water samples for our small drinking water system which are required 3x a week
- Civic Holiday weekend was a success with a lot of our group camping areas being rented
- Throughout Aug we had a lot of our Facilities booked through the week as well as most weekends (a lot of weddings taken place at our schoolhouse)
- Hosted Steelway company picnic with over 400 people attending late Friday afternoon into the evening with a very impressive Fireworks show
- Assisted the Visitor Services Coordinator with day camp programming activities at the Springwater Conservation Area, campground & facilities rentals; assuring Customer Service for all areas

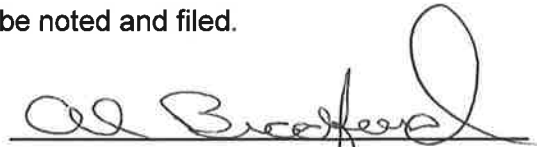
**Upcoming Activities:**

- Preparing for Labour Day long weekend, as well as various facilities being rented throughout September
- Starting to finalize the prep work for Carolinian Forest Festival which setup will start Sept 30/22 and the Festival will take place Oct 3-6 (teaching over 500 students a day about the importance of forest ecosystems, biodiversity, species at risk and climate change through 30+ interactive activity stations linked to the Ontario Curriculum)
- Ongoing day-to-day operations, maintenance and security at the various Conservation Areas;
- Installing gates at upper parking lot for Archie Coulter upper parking lot as hardware just arrived end of Aug

- Assist the Visitor Services Coordinator with day camp programming activities at the Springwater Conservation Area;
- Preparing for "She Rises" event taking place in Day use over the weekend of Sept 10-11/22
- Hazard tree removal, firewood processing and general maintenance and operations;
- Regular duties as assigned.

**Recommendation:**

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

  
Al Bradford,  
Conservation Areas Supervisor

**REPORT FA 42 / 2022: To The Full Authority**

**FROM:** Program Support Assistant

**SUBJECT:** Monthly Staff Reports

**DATE:** September 8, 2022

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**Program Support Assistant, Brittany Bell**

**Current Activities:**

- Oversaw Visitor Centre operations
- Seasonal camper administration
- Researched grants for the Poplar Hill Playground
- Had a meeting with Canadian Heritage about potential funding for the schoolhouse
- Prepped for events (weddings, reunions, family gatherings) at Springwater Conservation Area
- Maintained social media channels and posted entertaining content
- Advertised upcoming events coming up at Springwater Conservation Area (She Rises)
- Created social media posts advertising Springwater Conservation Area and posted them to our Facebook page
- Monitoring CCCA website inquiries
- Set up CCCA social media channels to post for the Healthy Hikes Campaign
- Catfish Creek Conservation Authority administrative duties
- Created donor recognition (Poplar Hill Playground) social media posts in preparation for posting them to CCCA social media channels

**Upcoming Activities:**

- Oversee Visitor Centre operations
- Seasonal Camping Administration
- Maintain social media channels and post relevant and entertaining content
- Prepare for the end of season at Springwater Conservation Area
- Southwest Ontario Tourism Virtual Grant Writing Workshop

**Recommendation:**

That, Staff Report for the month of August, 2022, be noted and filed.

  
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Brittany Bell  
Program Support Assistant

REPORT FA 43 / 2022 : To The Full Authority  
 FROM: Susan Simmons, Financial Services Coordinator  
 SUBJECT: Summary of Revenue & Expenditures - June  
 DATE: August 31, 2022

**SUMMARY OF REVENUE**  
 for the period ending August 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	\$ 15,000.89	\$ (15,320.95)	\$ 90,636.58
Federal Grants	\$ 131,904.79	\$ 204,212.08	\$ 72,307.29	\$ -
Employment Program Grants	\$ 37,000.00	\$ 7,581.20	\$ (29,418.80)	\$ 100,487.90
General Levy	\$ 372,421.82	\$ 306,816.24	\$ (65,605.58)	\$ 215,392.63
Special Benefiting Levy	\$ 20,890.39	\$ 7,900.00	\$ (12,990.39)	\$ 5,250.00
Donations/Sponsorships	\$ 42,380.00	\$ 38,486.08	\$ (3,893.92)	\$ 84,150.63
Conservation Areas Revenue	\$ 636,589.00	\$ 618,785.93	\$ (17,803.07)	\$ 534,989.76
Maple Syrup Revenue	\$ 4,860.00	\$ 7,234.70	\$ 2,374.70	\$ 4,577.88
Bank Interest Earned	\$ 3,000.00	\$ 463.30	\$ (2,536.70)	\$ -
Education Programs	\$ 720.00	\$ 2,452.00	\$ 1,732.00	\$ 10,004.00
Legal Inquiries/Permit Applications	\$ 4,223.61	\$ 6,389.39	\$ 2,165.78	\$ 4,123.92
Watershed Stewardship	\$ 21,458.00	\$ 23,100.18	\$ 1,642.18	\$ 2,363.72
Revenue from Other C.A. Lands	\$ 13,067.00	\$ 12,885.59	\$ (181.41)	\$ 55,993.28
Other Revenue	\$ 500.00	\$ -	\$ (500.00)	\$ -
Contract Services	\$ 831.00	\$ -	\$ (831.00)	\$ 775.78
Vehicle & Equipment Rental Recoveries	\$ 36,000.00	\$ 15,189.44	\$ (20,810.56)	\$ 19,863.23
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>\$ 1,275,163.75</b>	<b>\$ (183,237.30)</b>	<b>\$ 1,129,202.90</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	\$ -
Springwater CA Development	\$ -	\$ 4,599.25	\$ 4,599.25
Annual Report	\$ 1,000.00	\$ 1,000.00	\$ -
Environmental Education	\$ 500.00	\$ 2,180.00	\$ 1,680.00
EESS ELP	\$ 6,500.00	\$ 2,500.00	\$ (4,000.00)
Community Forest	\$ 300.00	\$ -	\$ (300.00)
Maple Syrup Festival	\$ -	\$ -	\$ -
Springwater Forest Trails	\$ 23,000.00	\$ 12,291.78	\$ (10,708.22)
Archie Coulter C.A. Trails	\$ 2,500.00	\$ 1,136.00	\$ (1,364.00)
YNHA	\$ 2,000.00	\$ 1,377.35	\$ (622.65)
Special Conservation Projects	\$ -	\$ 4,121.70	\$ 4,121.70
Springwater Playground Fundraiser	\$ -	\$ 3,200.00	\$ 3,200.00
Ontario Police College Path of Honour	\$ 500.00	\$ -	\$ (500.00)
<b>TOTAL Donations/Sponsorships</b>	<b>\$ 42,380.00</b>	<b>\$ 38,486.08</b>	<b>\$ (3,893.92)</b>

# SUMMARY OF EXPENDITURES

for the period ending August 31, 2022

	2022 Budget	2022 To Date	Difference	2021 To Date
<b>MANDATORY PROGRAMS</b>				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Service)	\$162,205.25	\$ 116,433.04	\$ (45,772.21)	\$ 113,623.26
2 FLOOD FORECASTING & WARNING	\$204,457.99	\$ 134,766.57	\$ (69,691.42)	\$ 145,942.43
3 DROUGHT AND LOW WATER RESPONSE	\$14,517.11	\$ 9,000.67	\$ (5,516.44)	\$ -
4 ICE MANAGEMENT	\$12,640.39	\$ 12,010.48	\$ (629.91)	\$ 26,534.73
5 INFRASTRUCTURE (Dam)	\$26,133.72	\$ 10,204.98	\$ (15,928.74)	\$ 9,773.26
6&7 ACT REVIEWS & PLAN REVIEW	\$10,310.51	\$ 5,294.21	\$ (5,016.30)	\$ -
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$43,286.76	\$ 30,034.63	\$ (13,252.13)	\$ 32,575.00
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$76,296.51	\$ 34,184.54	\$ (42,111.97)	\$ 37,029.25
12 WATER QUALITY (PGMN & PSMP)	\$10,179.59	\$ 8,699.60	\$ (1,479.99)	\$ -
13 SOURCE PROTECTION	\$5,481.84	\$ 4,118.44	\$ (1,363.40)	\$ 4,707.98
<b>SUB TOTAL: MANDATED PROGRAMS Expenditures</b>	<b>\$565,509.67</b>	<b>\$364,747.16</b>	<b>-\$200,762.51</b>	<b>\$370,185.91</b>
<b>OTHER PROGRAMS AND SERVICES</b>				
WATERSHED STEWARDSHIP	\$180,077.22	\$ 110,403.51	\$ (69,673.71)	\$ 28,534.77
EDUCATION PROGRAMS	\$7,720.00	\$ 944.20	\$ (6,775.80)	\$ 31,250.56
SPECIAL PROJECTS	\$2,331.00	\$ 2,309.29	\$ (21.71)	\$ 13,649.00
C.A. DEVELOPMENT PROJECTS	\$40,182.00	\$ 76,497.72	\$ 36,315.72	\$ 182,129.04
MAPLE SYRUP PROGRAM	\$4,860.00	\$ 3,075.38	\$ (1,784.62)	\$ 11,755.17
SPRINGWATER CONSERVATION AREA	\$566,721.16	\$ 386,387.11	\$ (180,334.05)	\$ 395,667.86
VEHICLE & EQUIPMENT OPERATIONS	\$91,000.00	\$ 27,546.06	\$ (63,453.94)	\$ 61,055.20
<b>SUB TOTAL: OTHER PROGRAMS Expenditures</b>	<b>\$892,891.38</b>	<b>\$607,163.27</b>	<b>-\$285,728.11</b>	<b>\$724,041.60</b>
<b>APPROPRIATION TO GENERAL RESERVES</b>	\$ -	\$ -	\$ -	\$ -
<b>APPROPRIATION TO SPECIAL RESERVES</b>	\$ -	\$ -	\$ -	\$ -
<b>GRAND TOTAL</b>	<b>\$ 1,458,401.05</b>	<b>\$ 971,910.43</b>	<b>\$ (486,490.62)</b>	<b>\$ 1,094,227.51</b>



Susan Simmons,  
Financial Services Coordinator

**REPORT FA 44 / 2022 : TO THE FULL AUTHORITY**

FROM: Susan Simmons, Financial Services Coordinator  
SUBJECT: Accounts Paid  
DATE: August 31, 2022

VENDOR	CHQ #	TOTAL	EXPLANATION
Falco Construction	31135	\$ 27,491.95	installment 2 - Evans Sisters Stage Project
Bell Canada	Cash	\$ 88.89	gauge
Eastlink	Cash	\$ 1,034.83	phone, fax line, internet, gauges
Telus Mobility	Cash	\$ 219.22	mobile phones
Bell Canada	Cash	\$ 88.89	gauge
Hydro One	Cash	\$ 10,380.32	operations centre, campground, gauges
Aaroc Aggregates And Recycling	31136	\$ 667.75	campground maintenance
Aylmer Home Building Centre	31137	\$ 550.05	campground maintenance
Aylmer Tire	31138	\$ 230.17	equipment maintenance
Checkers Cleaning Supply	31139	\$ 2,717.55	campground supplies
Erie Excavating & Liquid Waste Removal Limited	31140	\$ 2,288.25	campground maintenance
Glenbriar Bottled Water Co. Ltd.	31141	\$ 93.60	water cooler service
Integrity IT Services	31142	\$ 107.35	network support
H. Broer Equipment Sales & Service Inc.	31143	\$ 668.94	equipment maintenance
Koolen Electric	31144	\$ 1,093.81	campground maintenance
London Quality Dairy and Wholesale	31145	\$ 681.12	store product for resale
M Live Bait Wholesale	31146	\$ 122.04	store product for resale
Mobile Vintage Repairs and Engineering	31147	\$ 365.94	equipment maintenance
Purolator Courier	31148	\$ 5.09	water quality program
Quick Lane Tire & Auto Centre	31149	\$ 555.25	vehicle maintenance
R Safety	31150	\$ 309.15	campground supplies
Robbins' Mobile Small Engine Service	31151	\$ 210.18	equipment maintenance
Silverthorn Landscape Supplies	31152	\$ 226.00	Evans Sisters Stage Project
Springwater Mills Ltd.	31153	\$ 734.50	firewood for resale
Studer's Ice	31154	\$ 695.60	store product for resale
Township of Malahide	31155	\$ 428.64	installment 3&4 - Property Tax
Vant Play Equipment Inc.	31156	\$ 18,439.34	installment 2 of 2 - Poplar Hill playground equipment
Springwater Mills Ltd.	31157	\$ 4,480.45	firewood for resale
Aylmer Home Hardware	31158	\$ 64.36	campground supplies
		<u>\$ 75,039.23</u>	

**RECOMMENDATION:**

THAT, Accounts Paid totalling \$75,039.23 , be approved as presented in Report FA 44/2022



Susan Simmons,  
Financial Services Coordinator

**REPORT FA 45 / 2022: To The Full Authority**

FROM: Peter Dragunas, Water Management Technician  
SUBJECT: Port Bruce Rate Payers Meeting  
DATE: August 23, 2022

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**Purpose:**

To update the Board regarding a meeting with the Port Bruce Rate Payers Association (PBRA) as to the state of the Authorities flood and ice mitigation procedures and programs.

**Discussion / Background:**

The PBRA corresponded with the CCCA expressing interest in the Authorities flood and ice mitigation activities in the Village of Port Bruce.

"The newly appointed members of the Port Bruce Ratepayers Association would like the opportunity to improve our understanding of the responsibilities and future goals of the Catfish Creek Conservation Authority relating to flood risk reduction in Port Bruce and to find out if there is anything the PBRA can do to help you achieve your goals"

Coupled with the aforementioned correspondence the PBRA also indicated they understood that "...the Catfish Creek Conservation Authority is seeking funding to update the flood lines in Port Bruce along with exploring possible funding for rain gauges and a standard water level gauge."

With this correspondence, the PBRA requested a meeting with CCCA staff to discuss the authorities' ice and flood mitigation programs and to investigate possible volunteer partnerships to assist with data and information gathering and acquisition.

A meeting was held on August 17, 2022 at the CCCA office with staff and seven PBRA board members.

CCCA staff outlined the ice and flood mitigation programs along with associated data and information collection needed for flood monitoring and consequent Watershed Condition Statements.

Understanding CCCA's predicament of weak and vulnerable government funding for mandated programs, the PBRA unanimously volunteered to assist the CCCA with ice data collection, bathymetric sounding and if required ice hole drilling to potentially assist with mitigating ice and flood natural hazards within the Village of Port Bruce. The PBRA also expressed interest to assist CCCA staff in other monitoring capacities if required.

CCCA staff is tasked with arranging guidance and instructions for the collection of data for ice monitoring and possibly bathymetric sounding and ice hole drilling if required. Staff continues to investigate funding to update flood lines and will further dialogue with the PBRA on this item.



The PBRA will investigate personal liabilities during any volunteer activities for the Authority.

At present, no follow-up meeting date has been set.

**Recommendation:**

That, Report FA 45 / 2022, be received as information at this time.

A handwritten signature in black ink, appearing to read 'Peter Dragunas', is written over a solid horizontal line.

Peter Dragunas,  
Water Management Technician

## **Report FA 46 / 2022 : To The Full Authority**

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

**SUBJECT:** Ministry of Natural Resources and Forestry (MNRF) Research Request.  
Natural Resource Solutions Inc. (NRSI) Research Request.

**DATE:** August 15, 2022

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### Purpose:

To consider a request from MNRF to undertake a research project at various CCCA properties.

To consider a request from NSRI to continue the Blue Ash study at the YNHA

### Discussion:

On August 11, 2021 the Catfish Creek Conservation Authority (CCCA) received a request from the MNRF to live trap small mammals to test for Covid-19 in various small mammal populations.

On August 12, 2022 the CCCA also received a request to continue the Blue Ash study at the Yarmouth Natural Heritage Area.

Both studies will be completed within a two (2) to four (4) month time frame.

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

### Recommendation:

THAT, the Full Authority approve the Research Permit for MNRF and NSRI as outlined in Report FA 46/2022.



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Dusty Underhill  
General Manager / Secretary-Treasurer

## RESEARCH PERMIT

### MEMORANDUM OF AGREEMENT

THIS AGREEMENT, made in duplicate this the 16 day of August, 2022.

BETWEEN:

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

- and -

Lauren Crawshaw (Ministry of Natural Resources and Forestry)

(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 up to October 31 commencing with the 16 day of August, 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 Catfish Creek conservation areas
- 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 15 day of August, 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](mailto:admin@catfishcreek.ca)

Per: [Signature]  
Authority Chairperson

Per: [Signature]  
General Manager / Secretary - Treasurer

APPLICANT:

Name: Lauren Crawshaw Tel: 647-688-2036

Fax: \_\_\_\_\_

Title: Wildlife Biologist

E-mail: lauren.crawshaw@ontario.ca

Mailing Address: 2140 East Bank Dr

Signature: [Signature]

Peterborough, ON, K9L 1Z8

## RESEARCH PERMIT

### MEMORANDUM OF AGREEMENT

THIS AGREEMENT, made in duplicate this the 8th day of August, 2022.

BETWEEN:

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

- and -

Natural Resource Solutions Inc.  
(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;

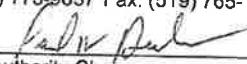
- a) This Agreement shall be in effect for a period of 4 months commencing with the 15<sup>th</sup> day of August, 2022. Either party hereto reserves the right to cancel this Agreement by providing thirty (30) days written notice to the other party.
- b) All research activities will be confined to the lands known as the Yarmouth Conservation Area
- 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 15 day of August, 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](mailto:admin@catfishcreek.ca)

Per:   
Authority Chairperson

Per:   
General Manager / Secretary - Treasurer

APPLICANT:

Name: Patrick Deacon

Tel: 519-880-6307

Fax: 519-725-2227

Title: Terrestrial and Wetland Biologist

E-mail: pdeacon@nrsl.on.ca

Mailing Address: 415 Phillip St Unit C, Waterloo, ON N2L 3X2

Signature: 

## **Report FA 47 / 2022: To The Full Authority**

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

**SUBJECT:** Ministerial Change

**DATE:** August 31, 2022

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### Purpose:

To inform the members of a recent Order-In-Council which changes Ministerial oversight of the Conservation Authorities Act.

### Discussion:

In 2018 through Order-In-Council, the Minister of Environment Conservation and Parks (MECP) took over the powers of Minister under the Conservation Authorities Act (CAA). The Minister of Natural Resources and Forestry (MNRF) held the powers of Minister under the CAA for natural hazard clauses and for natural hazard programs.

On August 29, 2022 new Orders-In-Council made pursuant to the Executive Council Act that were approved by the Lieutenant Governor in Council designated the MNRF as the Minister now responsible for oversight of the CAA.

The MECP have led significant legislative and regulatory changes to the CAA to improve governance, oversight, transparency and accountability.

The MECP will support the MNRF during this Ministerial change assuring it should be a seamless transition for staff, public, municipalities and conservation authorities.

### Recommendation:

THAT, the members receive this as information at this time.



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Dusty Underhill  
General Manager / Secretary-Treasurer

**REPORT FA 48 / 2022 : To The Full Authority**

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

**SUBJECT:** CCCA Programs and Services Inventory

**DATE:** July 26, 2022

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**PURPOSE:**

To provide the members with an update on the changes made to the CCCA's Inventory of Programs and Services

**DISCUSSION:**

Summary of Changes to Inventory of Programs and Services:

a. The Inventory of Programs and Services has been updated to include additional details on existing Memorandums of Understanding and/or agreements to include the name of the municipality(s) and the date the agreement was entered (or proposed to be entered).

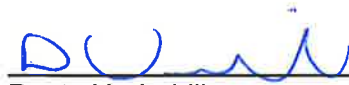
b. The Classification or concerns column has been updated to reflect the regulation it is administered under.

b. Additional notes have been added to clarify it is the CCCA's intent to seek to enter into cost apportioning agreements with participating municipalities by January 1, 2024, to continue to finance, in whole or in part, these category 2 programs and services.

c. Additional information has been added to address pre-existing agreements amongst the CCCA and its members.

**RECOMMENDATION:**

THAT, the Full Authority accept the amended Inventory of Programs and Services at this time as information.

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



# Programs & Services Guide

CATFISH CREEK CONSERVATION AUTHORITY

AMENDED; JUNE 2022

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
<p><b>Risk of Certain Natural Hazard's - see 21.1 (1) 1 i of the Conservation Authorities Act; Sections 1-8 of the Mandatory Programs and Services Regulation O.R. 686/21.</b></p> <p>The CCCA will develop an awareness of areas that are important for the management of natural hazards within the watershed. The CCCA will also manage and promote awareness and education of risks related to natural hazards, protect life and minimize property damage from flooding and erosion by providing a flood control monitoring and warning program. CCCA alerts the public through flood messages, provides municipal staff with data and information to enable sufficient lead time to enable emergency flood mitigation procedures to promote resident's safety, safeguard flood prone areas and as a result minimize flood related damage and loss of life.</p>						
Section 28.1 Permit Administration and Compliance Activities/ Enforcing and Administering the Act	Reviewing and processing permit applications, technical reports, natural hazards studies, mapping and updates to regulation limits mapping. Site visits/ inspections, communication with applicants, agents, and consultants. Property enquires and legal expenses for regulations and compliance. Administering and enforcing sections 28, 28.0.1, and 30.1 of the act as required.	1	Mandatory in accordance to CA Act; Reg. 686/21 s.8	MNRF: \$1,590 = 5% Levy: \$22,545 = 73% Fees: \$6,850 = 22%	\$30,985	Prior to February 2022, Present
Review Under Other Legislation	Input and review on a variety of different Acts including, The Aggregate Resources Act, Drainage Act, Environmental Assessment Act and The Ontario Planning Act.	1	Mandatory in accordance to CA Act; Reg. 686/21 s.6	Levy: \$2,312 = 100%	\$2,312	Prior to February 2022, Present
Plan Review Not Related to Natural Hazards	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments,	2		Special Levy: \$8,250 = Split amongst 5 participant municipalities	\$8250	Established December of 2002, MoA to be



Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
	Subdivisions, Consents and Minor Variances			Aylmer \$850.00 Central Elgin \$2150 Malahide \$4550 Southwest Oxford \$350.00 St Thomas \$350 (No increase since 2012)		completed by December 31, 2022
Municipal Plan Input and Review	Provide technical information, advice, and policy support to municipalities on matters relating to Natural Hazards Policies (Section 3.1 under the PPS) with a focus on Official Plan and Official Plan Amendments. This includes: broad policy interpretation, transfer of data, information and science to municipalities, and provision of advice on matters relating to natural hazards policy to Ministry of Municipal Affairs and Housing.	1	Mandatory in accordance to CA Act; Reg. 686/21 s.7	Levy: \$4,699 = 36%	\$12,949	Prior to February 2022, Present
Flood Forecasting and Warning	Daily data collection and monitoring of local weather forecasts hydrometric stations, local water level forecasts and watershed conditions. Flood event forecasting, provincial watershed condition statements and inter agency communications in the event of a flood. Maintenance of flood forecasting	1	Mandatory in accordance to CA Act; Reg. 686/21 s.2, Reg. 686/21 s.3	MNRF: \$32,006 = 16% Levy: \$167,967 = 84%	\$199,973	Prior to February 2022, Present

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
	equipment and annual meeting with applicable inter agency flood emergency coordinators.					
Flood and Erosion Control Infrastructure Operation and Management  <b>NOTE: To be completed on or before December 31, 2024 per requirements in Section 5 of the Mandatory Programs and Services Regulation</b>	Flood and erosion control infrastructure and low flow augmentation. Includes 1 dam	1	Mandatory in accordance to CA Act; Reg. 686/21 s.5	MNRF: \$2,617 = 19% Levy: \$10,894 = 77% WECI: \$625 = 4%	\$14,136	Prior to February 2022, Present
Ice Management Services  <b>NOTE: Ice Management Plan(s) to be completed as necessary on or before December 31, 2024 per requirements in Section 4 of the mandatory Programs and Service Regulation</b>	Providing advice for ice jam prevention and mitigation through-out the winter season	1	Mandatory in accordance to CA Act; Reg. 686/21 s.4	MNRF: \$1,250 = 8% Special Levy: \$14,157 = 92% (Township of Malahide incurs the Special Levy yearly)	\$15,407	Prior to February 2022, Present, Future (Update Ice Management Plan)

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
Catfish Creek Channel Monitoring	Monitoring the Catfish Creek channel morphology changes at Port Bruce due to seasonal loading and/or scour by bathymetric sounding the lower reaches of the Catfish Creek through Port Bruce.	1	Mandatory in accordance to CA Act; Reg. 686/21 s.2, s.3, s.4	MNRF: \$1,250 = 8% Special Levy: \$14,157 = 92% (Township of Malahide incurs the Special Levy yearly	\$15,407	Prior to February 2022, Present, Future
Drought and Low Water Response	Monitoring of surface and groundwater conditions and analysis of low water data for dissemination to irrigators, landowners and applicable government agencies. Technical and administrative support to regional advisors, and the CCCA's Irrigation Committee	1	Mandatory in accordance to CA Act; Reg. 686/21 s.3	Other Grants: \$3,223 = 100% (Grant ended in 2018)	\$3,223	Prior to February 2022 Present, in accordance with the Ontario Low Water Response guidance
Natural Hazards Technical Studies and Information Management	Data collection and study of technical report designs to mitigate natural hazards. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	1	Mandatory in accordance to CA Act; Reg. 686/21 s.1 (1)	Levy: \$18,756 = 88% Revenue: \$2,655 = 12%	\$21,411	Prior to February 2022, Present, Future
Natural Hazards Communications, Outreach and Education	Promoting public awareness of natural hazards including flooding, drought, and erosion. Social media services. Media relations. Natural Hazards Studies, Mapping and Updates to Regulation Limits Mapping and Data Transfer to Public, through Web based Map(s) showing Regulation Limits.	1	Mandatory in accordance to CA Act; Reg. 686/21 s.2, s.3, s.4, s.5	Levy: \$15,623 = 97% Donations: \$450 = 3%	\$16,073	Prior to February 2022, Present
Provincial Water Quality and Quantity Monitoring - see 21.1 (1) 2 of the Conservation Authorities Act; ; Section 12(2) and 12(3) of the Mandatory Programs and Services Regulation O.R. 686/21						

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
<b>The CCCA, in partnership with Ministry of Environment, Climate Change and Parks (MECP), and has established long term sites to monitor surface and ground water conditions.</b>						
Provincial Water Quality Monitoring Network (PWQMN)	A long-standing CA/MECP partnership for stream water quality monitoring at 4 sites. CCCA collects monthly water samples and field measurements and MECP performs lab analysis and data management. Information is used for watershed report cards and stewardship project prioritization.	1	Mandatory in accordance to CA Act; Reg. 686/21 s.12	Reserves: \$800 = 100% Beginning 2022: Levy: 100%	\$800	Prior to February 2022, Present
Provincial Groundwater Monitoring Network (PGMN)	The Provincial Groundwater Monitoring Network is a partnership program with all 36 Ontario conservation authorities and 10 municipalities (in areas not covered by a conservation authority) to collect and manage ambient (baseline) groundwater level and quality information from key aquifers located across Ontario. CCCA manages 5 wells	1	Mandatory in accordance to CA Act; Reg 686/21 s.12 (1)	Reserves: \$1,300 = 100% Beginning 2022: Levy: 100%	\$1,300	Prior to February 2022, Present
Integrated Water and Climate Station	CCCA uses four MECP hydrometric stations to monitor flows and precipitation within the Catfish Creek Watershed	1	Mandatory in accordance to CA Act; Reg 686/21 s.12 (2)	Reserves: \$500 = 100% Beginning 2022: Levy: 100%	\$500	Prior to February 2022, Present
<b>Local Water Quality Monitoring - see 21.1.1 (1) 2 of the Conservation Authorities Act; ; Section 12(2) and 12(3) of the Mandatory Programs and Services Regulation O.R. 686/21</b>						
<b>Water quality monitoring is an essential part of keeping the planet healthy and sustainable. Land based activities can have a huge impact on water systems and it's critical that we realise how these affect waterbodies, both above and below ground.</b>						

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
Surface Water Quality Monitoring Program	In addition to PWQMN, CCCA maintains nine benthic monitoring sites across the watershed. CCCA responds to local spills events at the request of MECP. Costs include sampling, analysis and reporting.	3	CA Advisable Program	Reserves: \$1,200 = 100%	\$1,200	Prior to February 2022, Present
Well Program	CCCA does not have any additional well monitoring programs apart from the PGMN program which encompasses 5 wells at two locations within the CCCA watershed.	1	Mandatory in accordance to CA Act; Reg 686/21 s.12 (2)	n/a	n/a	Prior to February 2022, Present
Watershed Report Card	Conservation Authorities report on local watershed conditions every five years. Measuring environmental indicator changes within the watershed, with a focus on Authority managed projects to evaluate efforts and track progress.	1	Mandatory in accordance with the CA Act; Reg 686/21	Municipal Levy: \$750 = 100%	\$750	Prior to February 2022, Present
<b>Drinking Water Source Protection - see 21.1 (1) 1 iii of the Conservation Authorities Act; Section 13 of the Mandatory Programs and Services Regulation O.R. 686/21</b>						
<b>The protection of municipal drinking water supplies in the Southwest region through the development and implementation of Source Protection Plans, acting as an SPA</b>						
Drinking Water Source Protection (DWSP)	CCCA provides technical support, Source Protections Committee support, Source Protection Authority reports and meetings. Activities required by the Clean Water Act and regulations. Assist with implementation of source protection plan	1	Mandatory in accordance to CA Act; Reg 686/21 s.13 (1)1	Other Grants: \$3,408 = 91% Reserves: \$337 = 9% Beginning 2022: Levy:100%	\$3,745	Prior to February 2022, Present

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
	for the Lake Erie Source Protection Region.					
<b>Conservation Lands - see 21.1 (1) 1 ii of the Conservation Authorities Act; Sections 9-1 of the Mandatory Programs and Services Regulation O.R. 686/21</b>						
<b>The CCCA owns 554.44 hectares of land including conservation areas, management areas, managed forest, and flood control structures.</b>						
Section 29 Minister's Regulation Rules of Conduct in Conservation Areas (O. Reg. 688/21)	Conservation areas regulations enforcement/compliance. Incurred legal expenses for regulation and compliance	1	Mandatory in accordance to CA Act; Reg. 688/21	Revenue: \$6,556 = 100%	\$6,556	Prior to February 2022, Present
Springwater Conservation Area	CCCA operates one campground and its associated facilities, generates our main revenue stream and offsets costs of mandated programs.	3	No Municipal Levy used, Self Generated – 100%	Revenue: \$421,892 = 74% Grants: \$154,149 = 26%	\$576,041	Prior to February 2022, Present
CCCA forests and management areas (not Conservation Areas)	Management and maintenance of CA owned lands (will all be listed in the Land Inventory). Includes forest management, signage, gates, passive recreation, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance.	3	No Municipal Levy used, Self Generated – 100%	Grants: \$3,846 = 5% Donations: \$22,983 = 29% Revenue: \$37,444 = 66% (excess transferred to reserves)	\$27,646	Prior to February 2022, Present
Conservation Areas	Management and maintenance of three passive day use conservation areas (Yarmouth Natural Heritage Area, Archie Coulter and Springwater Forest, not the Campground) with recreational trails.	1	Mandatory in accordance to CA Act; Reg. 686/21 s.9(1)	Donations: \$4,398 = 6% Revenue: \$6,191 = 8% (excess transferred to reserves)	C.A. \$552	Prior to February 2022, Present

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
	Includes passive recreation, risk management program, hazard tree management, gates, fencing, signage, brochures, communications, pedestrian bridges, trails, parking lots, pavilions, roadways, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance.			Grants: \$4,808 = 41% Revenue: \$5,058 = 43% Donations: \$800 = 7% Reserves: \$1,089 = 9%	Maple Festival: \$11,755	
	Ivan Steen & Ward McKenna; existing agreements with The Corporation of the Town of Aylmer, for use of the Ivan Steen Conservation Area and Ward McKenna Conservation Area for public park space and recreational amenities which is maintained by The Corporation of the Town of Aylmer.	2	Sec. 21.1.1	No Municipal Levy used, No monetary exchange,		Ivan Steen Agreement, April 29, 1982  Ward McKenna Agreement, November 21, 1984
Conservation Area Major Maintenance	Major maintenance and capital improvements to support public access, safety and environmental protection such as pedestrian bridges, boardwalks, trails.	1	Mandatory in accordance to CA Act; Reg. 686/21 s.9 (2)	Grants: \$48,641 = 62% Reserves: \$2,186 = 3%  Reserves: \$17,381 = 75% Donations: \$5,660 = 25%	GLLAF \$50,827  SPW C.A. Dev. \$23,041	Prior to February 2022, Present
Land acquisition	Strategic acquisition of environmentally significant properties.  Follow guidance from our land acquisition and disposal policy	3	No Municipal Levy used, Self Generated – 100%	TBD by each individual acquisition. No agreement required.	TBD by each individual acquisition	Prior to February 2022, Present
Inventory of Conservation Authority Lands	The land inventory includes the following information: location as well as date, method and purpose of acquisition, land	1	Mandatory in accordance to CA Act; Reg. 686/21 s.9 (3)	Levy: \$5,550	\$5,550	Prior to February 2022, Present

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
<b>NOTE: Inventory to be completed on or before December 31, 2024</b>	use. One-time project with updates as properties are acquired or disposed of.					
Core Watershed – based Resource Management Strategy	New Project: A strategy to guide the management and use of CA-owned or controlled properties including: guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands, public consultation, publish on website. One-year project. This is an updated to previous conservation area management plans.	1	Mandatory in accordance to CA Act; Reg. 686/21 s. 10(1)	Levy: \$5,550	\$5,550	Future December 31, 2024)
<b>NOTE: Core Watershed Strategy to be completed on or before December 31, 2024</b>						
Land Acquisition and Disposition Strategy	A policy to guide the acquisition and disposition of land in order to fulfill the objects of the authority is to be created before the end of the Transition Period	1	Mandatory in accordance to CA Act; Reg. 686/21 s.9 (2) (5)	Reserves: \$3,500 = 100%	\$3,500	Prior to February 2022, Presented/ Completed August 2020/ Board of Directors Approved
<b>Watershed Stewardship and Restoration (Urban, rural &amp; agricultural)</b>						
The stewardship and restoration program has three key components: one-on-one technical assistant to watershed landowners, connecting landowners with cost-share funding, and the reforestation program. Projects reduce the risk to life and property from natural hazards, protect water quality and quantity, improve forest conditions, increase biodiversity and make the watersheds more resilient to climate change.						
Private Land Stewardship Program/ Integrated Resource Management	Work with property owners to implement Best Management Practices to mitigate flood and erosion hazards, improve and protect water quality, restore floodplains and river valleys, reduce nutrient contamination, restore and enhance wetlands to reduce flooding peaks and augment low flow, management of	3	No Municipal Levy used, Self Generated – 100% (No Agreement Required)	Grants: \$12,572 = 32% Revenue: \$11,536 = 29%	Private Lands Projects: \$24,108	Prior to February 2022, Present



Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (Indicate present or future).
	terrestrial non-native invasive species, protect groundwater, and improve aquatic species at risk habitat. Apply for and manage external funding, promote private land stewardship such as tree planting, wetlands and tall grass prairie plantings, outreach, provide technical advice and design assistance.					
Tree Planting and Forestry Service	Site preparation, tree and shrub planting, and survival assessments, technical assistance, hazard tree abatement, link to funding programs to maintain form and function of watershed forest cover. CCCA Tree Planting Program allows property owners to purchase bare root native tree and shrub seedlings at a minimal cost. CCCA also provides full service tree planting to landowners. Administration of Malahide Roadside Tree Planting Program. Agreement with Town of Aylmer to manage Aylmer Woodlot	3	CCCA Advisable Self Generated - 100%	Grants: \$7,218 = 18% Donations: \$1,080 = 3% Revenue: \$1,515 = 4% Reserves: \$5,234 = 13%	\$15,047	Aylmer Woodlot Agreement Signed July 15. 2019, expires July 15 2029, reviewed every ten years  Malahide Roadside Tree program,
<b>Enabling Services:</b>						
Key assistance provided to all departments of the conservation authority, board of directors, member municipalities and the general public to enable the CCCA to operate in an accountable, efficient and effective manner.						
Corporate Services	Administrative, human resources, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority. Includes health	1	Mandatory in accordance to CA Act, 21.1 (1) para 1. (iv)	MNRF: \$2,500 = 5% Levy: \$27,961 = 51% Reserves \$23,009 = 41% Revenue: \$1,586 = 3%	\$55,056	Prior to February 2022, Present

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (Indicate present or future).
	and safety program, overseeing programs and policies.					
Financial Services	Annual budget, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing and submitting reports to CRA, benefits program administration.	1	Mandatory in accordance to CA Act, 21.1 (1) para 1. (iv)	Levy: \$12,658 = 36% Reserves: \$22,416 = 64%	\$35,074	Prior to February 2022, Present
Legal Expenses	Costs related to agreements/contracts, administrative by-law updates	1	Mandatory in accordance to CA Act, 21.1 (1) para 1. (iv)	Reserves: \$16,842 = 100%	\$16,842	Prior to February 2022, Present
Governance	Supporting CA Boards, Advisory Committees, GM and Senior Management.	1	Mandatory in accordance to CA Act, 21.1 (1) para 1. (iv)	Levy: \$14,453 = 100%	\$14,453	Prior to February 2022, Present
Communications and Outreach	Informing public of CCCA programs and projects through media, open houses, public meetings, website administration, responding to inquiries from the public, crisis communications.	1	Mandatory in accordance to CA Act, 21.1 (1) para 1. (iv)	Levy: \$15,623 = 97% Donations: \$450 = 3%	\$16,073	Prior to February 2022, Present
Administration Building	Office buildings and workshop used to support CCCA staff, programs and services. Includes utilities, routine and major maintenance, property taxes.	1	Mandatory in accordance to CA Act, 21.1 (1) para 1. (iv)	Levy: \$27,297 = 100%	\$27,297	Prior to February 2022, Present
Information Technology Management/ GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	1	Mandatory in accordance to CA Act, 21.1 (1) para 1. (iv)	Levy: \$27,141 = 92% Revenue: \$2,654 = 9%	\$29,795	Prior to February 2022, Present

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
Vehicle and Equipment	A fleet of vehicles and equipment to support the work of the CCCA, including capital purchases, fuel, licenses, repairs and maintenance. Programs and projects are charged for the use of the vehicles and equipment.	1	Mandatory in accordance to CA Act, 21.1 (1) para 1. (iv)	Levy: \$4,405 = 7% Revenue: \$32,045 = 48% Reserves: \$30,708 = 46%	\$67,158	Prior to February 2022, Present
<b>Conservation Education and Community Outreach</b>						
Program Description: Education and outreach programs increase knowledge and awareness in children and adults about local environmental issues, watersheds and ecosystems and conservation actions they can implement.						
Education Programs	Curriculum-based education programs for elementary and secondary students. These programs focus on local watersheds, ecosystems, and environmental issues. Programs take place in the conservation areas and assist to study the diverse ecosystems they are surrounded by. Programs include, Aquatics, Terrestrial, and Soils Workshops.	3	No Municipal Levy used, Self Generated – 100% (No Agreement Required)	Grants: \$13,543 = 72% Revenue: \$10,004 = 53% Donations: \$2,020 = 11% Reserves: -\$6,756 = -36%	\$18,811	Prior to February 2022, Present
Education Programming in Conjunction with Thames Valley Schoolboard	An annual Memorandum of Understanding is signed with Thames Valley District Schoolboard leasing a part of Springwater Forest to the Jaffa Outdoor Education Center for an outdoor classroom. The Maple Program, Marsh Quest and Forest Festival are all ran in conjunction with Thames Valley District Schoolboard staff.	3	No Municipal Levy used, Self Generated – 100% (No Agreement Required)	Revenue: \$12,500 = 100%	\$12,500	Prior to February 2022, Present
Education (ELP)	ELP is an Environmental Based program ran through East Elgin Secondary School. The students work in conjunction with the Authority to manage woodlots on	3	No Municipal Levy used, Self Generated –	Donations: \$4,500 = 55% Revenue: \$2,800 = 34% Reserves: \$870 = 11%	\$8,170	Prior to February 2022, Present

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
	Authority and privately owned lands, and complete various stewardship projects on Authority and privately owned lands.		100% (No Agreement Required)			

## **REPORT FA 49 / 2022: To The Full Authority**

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

**SUBJECT:** Fee Policy/ Fee Schedule Report

**DATE:** August 18, 2022

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### Purpose:

On January 1, 2023 the Conservation Authorities Act will be amended by enacting section 21.2 (1)-(12) related to fees for programs and services. The January 1, 2023, proclamation date is proposed to enable conservation authorities to develop the required fee policy and fee schedule in advance of enactment.

### Discussion:

Section 21.2 of the Conservation Authorities Act sets out that every Conservation Authority shall prepare and adopt both a written fee policy and fee schedule with respect to the fees that it charges for the programs and services it provides.

Both the Fee Policy and Fee Schedule are intended to increase transparency and accountability surrounding the establishment and charging of CA fees. Upon enactment of the new Section 21.2 of the Conservation Authorities Act on January 1, 2023, all CAs will be required to have a fee policy and fee schedule approved by their Members. The Fee Schedule is a required component of the Fee Policy and may be included as an Appendix or embedded directly in the policy document.

The Fee Policy must include:

- The Conservation Authority's Fee Schedule;
- The frequency within which the fee policy will be reviewed by the Authority;
- The process for carrying out a review of the Policy, including rules for giving notice of the review and of any changes as a result of the review; and,
- The circumstances in which a person may request that the authority reconsider a fee that was charged to the person and the procedures applicable to the reconsideration. Must define the circumstances in which a person may request that the authority reconsider a fee that was charged and the procedures applicable to the reconsideration
- Ability to identify which types of fees may be reconsidered via the fee policy
- Fee schedule must be consistent with the Minister's List regarding the types of programs and services CAs can charge a fee for (generally, all Categories where the user-pay principle is appropriate)
- Fees for planning services should be developed in conjunction with planning authorities and not exceed the costs of administration on a program basis
- Fees for permitting services should be developed to recover but not exceed the costs associated with administering and delivering the service on a program basis
- Fees can only be charged for Category 2/ Municipal programs and services where there is a provision in the MOU or agreement that the authority should be permitted to charge a fee for that program or service and the user-pay principle is appropriate

The Fee Schedule includes two components;

- List of the programs and services that the CA provides where a fee is charged,
- The amount of the fee charged for each individual program or service, or, where a set fee is not established, the manner in which the fee is determined.

When establishing a Fee Schedule, it is up to the CCCA to adhere to the direction outlined in the "Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee" as well as the requirements of s. 21.2 of the Conservation Authorities Act.

1. Category 1 Mandatory Programs and Services (where the user-pay principle is appropriate);
2. Category 2 Municipal Programs and Services (where the user-pay principle is appropriate and the parties agree through the provisions of an MOU or other such agreement that the authority should be permitted to charge a fee for that program or service); and,
3. Category 3 Other Programs and Services (where the user-pay principle is appropriate. Where a cost apportionment agreement has been entered into for these programs and services, the agreement must also include provisions permitting the authority to charge a fee for the program or service

Reccomendation:

THAT, the Catfish Creek Conservation Authority Fee Policy and Fee Schedule be approved as presented; and further;

THAT, the Fee Policy be posted on the CCCA website or be made public knowledge by other means.



Dusty Underhill  
General Manager / Secretary-Treasurer



# CATFISH CREEK CONSERVATION AUTHORITY

## FEES POLICY

APPROVED: September 8, 2022

## PURPOSE

Since 1996, the Conservation Authorities Act has empowered Conservation Authorities to charge fees for services approved by the Minister of Natural Resources and Forestry. Section 21.2 of the Conservation Authorities Act relates to this collection of fees for the following services, where the service is not supported through provincial grant funding. This Fee Policy has been prepared to satisfy the requirement for a policy regarding the charging of fees for a program or service and to document the principles and practices regarding fees charged under Section 21.2 of the Conservation Authorities Act. The Minister may determine classes of programs and services in respect of which an authority may charge a fee. The amount of a fee charged by an authority for a program or service it provides shall be, the amount prescribed by the regulations; or if no amount is prescribed, the amount determined by the Authority. This policy used the Minister's Fee Classes Policy (April 2022) as a reference. The attached Fee Schedules are based on the user-pay principle. The fees and revenues generated are designed to assist with recovering the costs associated with administering and delivering the services on a program basis. The policy confirms that the Board of Directors authorizes a user-pay principle and requires the direct beneficiary or recipient of the service(s) to fully or partially pay for the cost of the service. A user-pay model redirects public funding and taxes to services that benefit the broader constituency versus subsidizing services that are delivered to specific individuals and accustom to their respective benefit only.

## SCOPE

This Fee Policy includes:

- (a) a Fee Schedule that addresses fees related to all programs and services provided by the Conservation Authority, as approved by the Board of Directors. This includes:
  - Fees for specific services related to planning and development review-oriented activities, such as regulatory or permitting services
  - Fees for programs and services related to non-planning and compliance activities
  - Fees for use and occupation of authority assets (e.g. recreational facilities, lands and works, vehicles etc.)
- (b) the frequency within which the fee policy shall be reviewed by the authority
- (c) the process for carrying out a review of the fee policy, including the rules for giving notice of the review and of any changes resulting from the review, and,
- (d) the circumstances in which a person may request that the authority reconsider a fee that was charged to the person and the procedures applicable to the reconsideration.



## POLICY PRINCIPLES AND STATEMENTS

### Public Sector Service Provider:

As a public-body, the Catfish Creek Conservation Authority (CCCA) strives to find the balance between its multiple roles as a supplier of a wide variety of services, which include:

- delivery of services which broadly benefit the region and its residents
- legislated services which are applicant or proponent-driven
- discretionary services which are provided by other agencies and private companies

### Eligible Fees:

The "Minister's List" establishes classes of programs and services where a Conservation Authority may charge a fee. This list may be amended from time to time, and where updates are made, a new policy document will be distributed to each CA. Currently, the Minister's List established three classes of programs and services where a CA may charge a fee, along with specific criteria for each class:

1. **Category 1 Mandatory Programs and Services;**
2. **Category 2 Municipal Programs and Services** (*the parties agree through the provisions of an MOU or other such agreement that the Authority should be permitted to charge a fee for that program or service*); and,
3. **Category 3 Other Programs and Services** (unless otherwise prescribed by the Minister in regulation, Conservation Authorities may charge fees for the following services):
  - Conservation Services: Conservation Areas (e.g. daily/annual passes, camping, facilities rentals, site rental), Forestry/Forestry Extension Programs
  - Community Outreach: Outdoor Education programs, special events
  - Watershed Management Services: Floodplain regulations and related development applications (i.e. permit review, property inquiries, survey), Watershed Planning (e.g. Planning Act applications)
  - Corporate Services: sale of products (e.g. reports, maps, photographs)

As per the Minister's List the following programs and services are considered to be "pre-approved" and therefore do not need to be incorporated into a cost apportioning agreement to enable the charging of CA fees: recreational activities with the direct supervision of staff; community relations; public education services; provision of information to the public; and the sale of products by the authority.

**Eligible Costs:**

Eligible costs may include;

- Staff salaries, mandatory payroll taxes, discretionary benefits, training, professional membership dues and other related payroll costs
- Appropriate percentage of salary and overhead for staff/consultants who support the program or service (e.g. administration, geomatics (GIS) and information technology, engineering, surface water and groundwater specialists, source water protection, natural heritage, property management, senior staff/management.
- Compliance costs (e.g. inspection of approved permits, potential violations and enforcement)
- Overhead costs associated with office space (lease, building maintenance/operations, computers/networks, etc.)
- Vehicle operating costs associated with program delivery (e.g. acquisition, depreciation, maintenance, insurance, gas, etc.)
- Equipment and software (e.g. mobile phones, cameras, GPS, safety equipment, software, etc.)
- Legal expenses (e.g. annual expenses and contingency reserves) and insurance
- (liability, directors and officers, errors and omissions)
- Maintenance and development of public resources (e.g. website, fact sheets, etc.)
- Other supply costs (paper, postage, courier, etc.)
- Other reasonable indirect costs that are associated with service delivery
- Allocated cost of assets used to deliver services

**Determining Fees:**

Fees are necessary to finance Catfish Creek Conservation Authority's mandatory programs and services in the absence of sufficient provincial or municipal funding to deliver the program or service, or as a means of generating revenues to support the program or service.

Unless otherwise prescribed by the Minister through regulation, the Authority determines the amount of the fee based on consideration of eligible costs, and consideration of the following issues and data, where and when relevant:

- Analysis of trends in workload changes, shifts in market and types of applications
- Consultation with developers/municipalities about work effort, new planning/legislative requirements and streamlining
- General overview of status of cost recovery
- Statistics of numbers of applications and annual changes, where required
- Level of service/review turn-around timing
- Areas of improvement of level of service/staffing demands
- Cost cutting measures as required
- Reserve Fund requirements
- Identification of specific/specialized municipal requirements
- Trends in legal costs associated with LPAT, Mining and Lands Tribunal decisions and other legal services (not staff time), and
- Fees charged by the private sector for similar services

In addition, the Board will consider impact of fees on program delivery (e.g. outdoor education programs), the nature of the request (e.g. for-profit or commercial activities), and fair-market-value of similar services in the private sector to prevent a situation of unfair competition, inappropriate application of taxpayer subsidized services and excessive use of CCCA's limited staff resources.

Where a program or service is supported through provincial grant funding, fees shall not exceed the costs of delivering the services on a program basis.

#### **Consultation:**

When developing and establishing fees, the Authority also considers the fees of Conservation Authorities offering the same level of service and technical advice, the fees set by neighbouring Conservation Authorities, and fees charged by member municipalities and local agencies.

Fees account for estimated staff time, travel, equipment, and material costs plus a reasonable charge to cover administration of the program, which normally includes an allocation for shared corporate services.

The Fee Policy is administered and applied by CCCA staff and has been approved by the CCCA Board of Directors. The General Manager/Secretary Treasurer may, under extenuating circumstances, waive or reduce fees.

When updating existing fee schedules or establishing new fees the following policy direction will be considered:

- fees need to be set with regard to legislative requirements, ability to sustain programs, based on a user-pay philosophy;
- fee increases should include inflation;
- fees must not exceed the costs of delivering the services;
- refunds of fees may carry an administrative cost/penalty;
- fee schedules are reviewed annually and regular adjustments to fees are desirable; and
- fee schedules will be approved on an annual basis to inform the budget for the following year.

#### **Approval of the Fee Schedule:**

Administration will propose a Fee Schedule, based on its analysis further to Eligible Fees and comments received through consultation, for approval by the Board of Directors.

On approval by the Board of Directors, inflationary costs associated with fees (e.g. cost of living adjustments, etc.) may be applied to fee schedules without undertaking formal consultations.

#### **Waiving Fees:**

The Fee Policy and Schedule has been approved by the Catfish Creek Conservation Authority (CCCA) Board of Directors and is administered and applied by staff of CCCA.

Senior Administration, in consultation with the General Manager may, under extenuating circumstances, waive or reduce fees.

In the case of a request to waive fees for plan input and review:

Senior Administration will review the type and complexity of the application and make a determination on the appropriate fee. This assessment will consider the scope of work required to administer and review the application and supporting technical reports, the nature of the project or request, and the associated risk to the resource affected.

#### **Appeal Process:**

If an appellant wishes to appeal a fee:

- The appellant must submit a request for administrative review of the fee in writing to the General Manager/Secretary-Treasurer the reasons for the appeal.
- The General Manager/Secretary-Treasurer shall review the appeal and notify the appellant accordingly of the decision.
- If the appellant is not satisfied with the decision of the General Manager/Secretary-Treasurer's decision, the appellant may request consideration of the appeal by the Conservation Authority Executive Committee in writing with reasons for the appeal. Once heard or reviewed by the Executive Committee, the appeal will be dismissed or upheld through a resolution. The appellant will be notified accordingly of the Board's decision.

## **REVIEW**

#### **Fee Policy Review:**

In keeping with the Conservation Authorities Act, S.21.2 (9), the Fee Policy will be reviewed by CCCA Senior Administration every five years and propose any changes to the Policy to the Board of Directors for approval.

#### **Fee Schedule Review:**

The Fee Schedule will be reviewed annually by CCCA senior administration, in conjunction with the annual budgeting process. Senior Administration will seek information regarding fees and recommend any changes to listed fees for consideration by the CCCA Board of Directors.

Once approved, the revised Fee Schedule to this policy will be published on CCCA's website and distributed to Municipal Clerks and Stakeholders for posting, and in other materials used by the public.

If, after a review of a Fee Schedule or at any other time, the CCCA Board of Directors wishes to make a change to the list of fees set out in the Fee Schedule or to the amount of any fee or the manner in which a fee is determined, the Authority shall give notice of the proposed increases or revisions to the Fee Schedule, by way of posting a notice on the CCCA website and in the CCCA administrative office, that the Fee Schedule will be reviewed on an identified date, at an open meeting of the Authority's Board of Directors.

## **FEE SCHEDULES**

Appendix A: Section 28 Regulation Permitting Fees

Appendix B: Catfish Creek Conservation Authority Reforestation Assistance Program

Appendix C: Forest Management Fee Schedule

Appendix D: Administration Fee Schedule

Appendix E: Springwater Conservation Area Fee Schedule

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## Appendix A- Regulations Fee Schedule

### Catfish Creek Conservation Authority Ontario Regulation 146/90

#### Applications for Permits to Construct, Place Fill or Alter Waterways, and Land Transfer Inquiry Fees.

The following fee schedule to APPLICATIONS TO CONSTRUCT, PLACE FILL OR ALTER A WATERWAY in any defined area within the Catfish Creek Watershed, pursuant to Section 28 of the Conservation Authorities Act of Ontario R.S.O. 1990, Chapter C.27.

#### Application Fees:

Non-refundable fees are charged to support the costs incurred through the administration of the C.C.C.A. regulations program. The fee amount is based on the value of the works being applied for and the following graduated scale will apply:

Value Range	Application to Construct, Place Fill or Alter Waterways
up to \$10,000	\$ 160.00
up to \$100,000	\$ 320.00
up to \$500,000	\$ 650.00
over \$500,000	\$ 1,200.00
renewal fee (after 1 year)	\$ 110.00
site surveying	\$ 110.00
Property/legal inquiries requiring a site visit/written response	\$ 110.00
2X fee-permit fee following issuance of a Violation Notice	

\* Fees include all applicable taxes

#### Legal Inquiries:

Legal Inquiries are submitted by solicitors representing prospective buyers of property within the watershed. They typically request confirmation of if, and how, regulations of the Authority affect a property. A fee is charged to help offset the costs associated with administering the program.

Applicants are responsible to provide the C.C.C.A. with an estimate of the value of the proposed works and may be requested to support such a value in writing.

\* Per Report PF 07/2019

## Appendix B - Catfish Creek Conservation Authority Reforestation Assistance Program

To improve the overall health of the environment, the Catfish Creek Conservation Authority provides a windbreak, reforestation and shelterbelt Tree Planting Program to private landowners owning property within the Catfish Creek Watershed on the following basis.

Tree Stock	* market value
Handling Fee (includes shipping & storage)	\$0.35 per tree
Conservation Authority Planting Service	\$1.00 per tree
Weed Control Spraying (new planting site)	\$0.50 per tree
Weed Control Spraying (previously sprayed site)	\$100.00 minimum fee *plus \$0.50 per

\* When available, landowners will be notified of existing Tree Planting Program subsidies.

## Appendix C - Forest Management Fee Schedule

SERVICE TY. PE	ACTIVITY	FEE
MFTIP	Managed Forest Plan Renewals and Approvals (plans prepared by other accreted individuals)	\$400.00
MFTIP	Preparation and Approval of Managed Forest Plans	10-25 acres: \$700.00 26-50 acres: \$800.00 51-100 acres: \$1,000.00
MFTIP	Amendments to Plans prepared by CCCA	\$400 .00

\* (MFTIP) Managed Forest Tax Incentive Program

\*\* Applicable Taxes Extra

\*Per Report PF 07/2019

## **Appendix D - Administration Fee Schedule**

Boardroom Rental	\$50.00/day
Display Unit	\$50.00/day
Photocopies:	
Letter and legal	.25/copy
Tabloid (11" x 17")	.35/copy
Colour – letter-size and legal-size	.50/copy
Colour – 11" x 17"	1.00/copy
Returned Cheques (NSF Fee)	\$30.00
Replacement Receipts (with discretion)	\$25.00
Order-in-Council	\$500.00
Faxes in and out	\$1.00/sheet

\* Applicable Taxes Included

\* Per Report FA 74/97 & Report FA 109/2002 (NSF fee)



## Appendix E - Springwater Conservation Area 2022 Fee Schedule

### TRANSIENT CAMPING

❖ rates include any applicable taxes ❖

Nightly - Unserviced	\$ 48.00
Nightly - 15 amp Service	\$ 53.00
Nightly - 30 amp Service	\$ 60.00
Weekly - Un-serviced	\$ 290.00
Weekly - 15 amp Service	\$ 320.00
Weekly - 30 amp Service	\$ 365.00
Monthly - Un-serviced	\$ 850.00
Monthly - 15 amp Service	\$ 950.00
Monthly - 30 amp Service	\$ 1,100.00
Reservation Fee (on all above rates) *non-refundable	\$ 14.00
Extra Vehicle Pass (per night)	\$ 15.00

### GROUP CAMPING (in Group Areas only; minimum of 20 campers; per person per night)

Children (18 years of age or younger)	\$ 8.00
Adults	\$ 15.00
15 amp Service (per plug per night, in addition to the above fees)	\$ 5.00
Refundable Site Cleaning Deposit (Group Camping)	\$ 100.00

### SEASONAL CAMPING

Seasonal - 15 amp Service	\$ 2,620.00
Seasonal - 30 amp Service	\$ 2,840.00
Refundable Site Cleaning Deposit (at registration)	\$ 75.00
Seasonal Camping Late Fee (per month)	\$ 100.00
Seasonal Entry Card (limit 4 per seasonal camper)	\$ 60.00
External Refrigerator	\$ 100.00
Golf Cart Permit (Disability Permit Holders Only)	\$ 75.00
Grass Cutting Fee (per cut)	\$ 15.00
Gravel / Top Soil Delivery (per load)	\$ 25.00
Hydro Abuse Fine (unattended trailer, outdoor lights, etc.) (per incident)	\$ 50.00
Mulch Delivery (per load)	\$ 15.00
Trailer or Deck Installation/Relocation (per item)	\$ 75.00
Winter Storage Fee (trailers)	\$ 225.00
Winter Storage Fee (shed &/or deck with no trailer)	\$ 50.00
Winter Storage Fee (other equipment/vehicles)	\$ 100.00
Winter Storage Late Fee (per month)	\$ 75.00

### FIREWOOD SALES

Bundle	\$ 10.00
SPW 1/2 Cord	\$ 65.00
SPW Cord	\$ 100.00

### LIQUID WASTE REMOVAL

Sewage Pumping Service - Bi-Weekly	\$ 290.00
Sewage Pumping Service - Weekly	\$ 560.00
Sewage Pumping Service - Second Tank	50% of rate
Sewage Pumping Service - Single (per pump)	\$ 50.00
Sewage Pumping Service - Unscheduled / Emergency Service (per pump)	\$ 100.00
Dumping Station (per use) *fee applies to group camping, un-serviced camping, & non-camping units	\$ 50.00

**DAY USE FEES**

❖ rates include any applicable taxes ❖

Seasonal Pass	\$ 90.00
Bus Day Pass	\$ 90.00
Vehicle Day Pass	\$ 10.00
Trail Fee (per person)	\$ 3.00
Per Person	\$ 3.00
Cross Country/Track & Field (schools only)	\$ 5.00
Charity/Fundraising entrance fee *\$40.00 minimum	\$ 3.00

**CANOE / KAYAK RENTALS**

Half Day (up to 4 hrs.)	\$ 40.00
Full Day (after 4 hrs.)	\$ 75.00
Refundable Deposit (per vessel)	\$ 20.00

**FACILITY RENTALS \* plus entry fee of \$10.00 per vehicle and/or group camping fees**

Pavilions – North, South, or Maple	\$ 90.00
Portable Pavilion (Large - 18' x 30')	\$150.00
Portable Pavilion (Small - 10' x 20')	\$ 75.00
Stage (less than 200 people)	\$500.00
Concession Booth or Pancake House	\$200.00

**SPRINGWATER SCHOOL HOUSE RENTAL**

In Season *plus entry fee of \$10.00 per vehicle and/or group camping fee	\$ 120.00
Off-Season DAY USE (flat rate)	\$ 220.00
Lost / Misplaced Key Charge	\$ 25.00

**EDUCATION PROGRAMS (per student; minimum class fee of \$100.00)**

Outdoor / Mobile Education – One Program	\$ 9.00
Outdoor / Mobile Education – Each Additional Program(s)	+ \$ 5.00
Watershed Education Program *minimum class fee of \$200.00	\$ 17.00
Cancellation Fee (less than two weeks of notice)	\$ 75.00
Craft Kits (Blue Bird House Kit)	\$ 5.00
Wagon Rides (per hour) *1 hour minimum	\$ 200.00

**MAPLE SYRUP PROGRAM & FESTIVAL**

Festival Admission - Adults	\$ 8.00
Festival Admission - Children	\$ 4.00
Maple Syrup Education Program *minimum class fee of \$100.00	\$ 9.00

**TROUT FISHING (APRIL - END OF MAY)**

Per Person Entrance Fee (children 14 and under are free)	\$ 10.00
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## **REPORT FA 50 / 2022: To The Full Authority**

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

**SUBJECT:** 2023 Budget Direction

**DATE:** August 30, 2022

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### **Purpose:**

To seek input from the CCCA Board of Directors with regard to the CCCA 2023 Draft Budget.

### **Background:**

In preparation for CCCA's 2023 Budget, staff are seeking direction from the Board of Directors.

The 2023 Budget will be affected by several factors including Cost of Living (CPI) increase and Salary Increases (increment adjustments), as well as the Municipal Levy Rate.

Analysis of the factors included in the 2023 Budget is as follows:

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

Staff have prepared the attached spreadsheet listing several options for a CPI increase based on the index for the Board's review. For 2022, staff received a 3% CPI increase, as in 2021 no CPI increase was provided.

#### **Salary Increases:**

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

#### **Levy Rate:**

Staff have prepared the attached spreadsheets showing options for the levy increase from 5% to 9% for the Board's review.

#### **General Insurance Policy:**

Staff are anticipating an increase in general insurance premiums of up to 20% which amounts to an increase of approximately \$11,730.00.

#### **Program Expenses:**

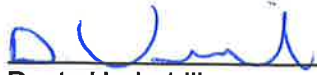
With an increase in scope to mandatory programs, a significant shortfall is being realized as CCCA is required to deliver new mandatory programs and program elements (Resource Management Strategy, Low Water Response, Water Quality Monitoring, Administration of CCCA properties for non-recreational purposes).

In the 2022 Budget, there was an approximate shortfall of \$125,500.00 in funding necessary deliver the mandatory programs and services. In the 2021 Final Report, there was an approximate shortfall of \$134,684.00.

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

**Recommendation:**

THAT the Full Authority approve the preparation of a 2023 Draft Budget that includes  
A levy increase of \_\_\_\_% and Consumer Price Index increase to the 2023 Salary Grid at \_\_\_\_%.



Dusty Underhill,  
Acting General Manager/Secretary-Treasurer



Susan Simmons  
Financial Services Coordinator

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

Date	Type	Agency	Topic
August 1, 2022	Email	Passport Inc	Media Release
August 1, 2022	Email/ Response	OSTRF	Ultimate Recipient Agreement
August 2, 2022	Email/ Response	Passport Inc.	Passport Implementation Next Steps
August 2, 2022	Email/ Response	CO	CA Land Inventory Draft Proposal
August 2, 2022	Email/ Response	Stay Safe Elgin	Covid Reporting
August 2, 2022	Email	CO	CA Conservation Area Strategy
August 2, 2022	Email	FOCA	Newsletter
August 3, 2022	Email/ Response	Stay Safe Elgin	Covid Reporting
August 3, 2022	Email	Peninsula Canada	HR Advice
August 3, 2022	Email/ Response	Canada Helps	Canada Helps Account
August 3, 2022	Email	Passport Inc	System Login Credentials
August 3, 2022	Email/ Response	Steam Center	Newcomer Signage
August 4, 2022	Email/ Response	Malahide Township	BDR International - Revised Site Plan drawings and Report Version #3
August 4, 2022	Email/ Response	Oxford County	CCCA Inventory and MOU's
August 4, 2022	Email/ Response	MVCA	GM Visits
August 4, 2022	Email/ Response	Thom Polland	Spray Program
August 4, 2022	Email/ Response	SNCA	GM Visit follow up
August 4, 2022	Email/ Response	Malahide Township	BDR International - Revised Site Plan drawings and Report Version #3
August 4, 2022	Email	NVCA	GM visit follow up
August 4, 2022	Email	City of St Thomas	CCCA MoA
August 5, 2022	Email	NDMNRF	Ontario Low Water products for the Month Ending July 31, 2022
August 5, 2022	Email/ Response	Malahide Township	BDR International - Revised Site Plan drawings and Report Version #3
August 5, 2022	Email	MECP	Water Quality in Tributaries
August 5, 2022	Email/ Response	Malahide Township	BDR International - Revised Site Plan drawings and Report Version #3
August 8, 2022	Email	Malahide	CCCA MoA
August 8, 2022	Email	Steam Center	Meeting Request

August 8, 2022	Email	Steam Center	New Comer Signage
August 8, 2022	Email/ Response	Springfield Swans	Donation
August 8, 2022	Email/ Response	Ilona Feldman	LERMC Agenda
August 8, 2022	Email/ Response	CO	CAU Survey Response
August 8, 2022	Email	MECP	Statistical Survey
August 8, 2022	Email/ Response	PBRA	Meeting Request
August 8, 2022	Email/ Response	Malahide Township	Levy payment request
August 8, 2022	Email	CO	Throne Speech Details
August 10, 2022	Email	NDMNRF	Continued Provincial Flood Watch Lake Erie Static Levels- issued Aug 10, 2022
August 10, 2022	Email/ Response	Steam Center	Update
August 10, 2022	Email/ Response	CO	Draft Proposal - CA Land Inventory Data Collection (Standard Database)
August 10, 2022	Email/ Response	Ian Begg	Survey
August 11, 2022	Email/ Response	Oxford County	CCCA Inventory of Programs and Services
August 11, 2022	Email	Sally Martin	Office Reopen
August 11, 2022	Email/ Response	Tisdale Cairn	Cairn at ACCA
August 11, 2022	Email/ Response	Paul Buchner	Office Reopen
August 11, 2022	Email	GSCA	COLA Adjustments
August 11, 2022	Email	Central Elgin	Environmental Committee Minutes/ Budget Direction
August 11, 2022	Email	Lori Baldwin Sands	Office Reopening
August 11, 2022	Email/ Response	Springfield Swans	Picture Request
August 11, 2022	Email	CO	CAU Executive Program Delivery
August 12, 2022	Email	CO	Ontario now accepting applications under the Flood Hazard Identification and Mapping Program
August 12, 2022	Email	NDMNRF	Ontario now accepting applications under the Flood Hazard Identification and Mapping Program
August 12, 2022	Email/ Response	OSTRF	Conditional Offer - Ontario's Southwest Tourism Relief Fund
August 12, 2022	Email/ Response	OSTRF	Non-Disclosure Agreement
August 12, 2022	Email	City of St Thomas	CCCA MoA
August 12, 2022	Email	CO	Weekly Updates
August 13, 2022	Email/ Response	Stay Safe Elgin	Reorder Kits
August 14, 2022	Email/ Response	Stephen Self	Height of walls on stage
August 14, 2022	Email/ Response	Sam Sun	Height of Stage Walls

August 15, 2022	Email/ Repsonse	Dolm Construction	3311 Lakeview Drive, Pot Bruce — Tree Removal and Backfill
August 15, 2022	Email	Donnie Ivey	Stage Documentary
August 15, 2022	Email/ Response	CO	Review and Feedback Requested by August 19th - DRAFT CO Guidance on CA Fee Policies and Fee Schedules
August 15, 2022	Email/ Response	Malahide Township	MNRF Flood Hazard Identification and Mapping Program
August 16, 2022	Email	NDMNRF	Ontario Low Water response
August 16, 2022	Email/ Response	Malahide Township	3311 Lakeview Drive
August 16, 2022	Email/ Response	OSTRF	Official Offer - Ontario's Southwest Tourism Relief Fund
August 16, 2022	Email/ Response	CO	Category 2 Agreements
August 16, 2022	Email/ Response	NDMNRF	Research Permit Request
August 17, 2022	Email/ Response	Central Elgin	CCCA MoA
August 17, 2022	Email/ Response	Stay Safe Elgin	Report your results
August 17, 2022	Email/ Response	Donnie Ivey	Stage Documentary
August 17, 2022	Email/ Response	LPRCA	Campers Association Questions
August 17, 2022	Email/ Response	Oxford County	CCCA MoA Questions
August 17, 2022	Email/ Response	Enbridge	Fuelling Futures Grant
August 17, 2022	Email/ Response	St Thomas Public Art Center	Art Trees and Trails
August 18, 2022	Email/ Response	LPRCA	Campers Association Questions
August 18, 2022	Email/ Response	CO	Review and Feedback Requested: DRAFT CO Guidance on the Mandatory CA Watershed based Resource Management Strategy
August 18, 2022	Email/ Response	KCCA	RE: Environmental Committee Meeting - Friday, August 19, 2022
August 19, 2022	Email/ Response	CO	Review and Feedback Requested: DRAFT Annual Reporting on Planning Service Delivery Template
August 19, 2022	Email/ Response	Malahide	RE: MNRF Flood Hazard Identification and Mapping Program
August 22, 2022	Email/ Response	Oxford County	Completed Draft MoU
August 22, 2022	Email/ Response	St Thomas	CCCA MoA

August 23, 2022	Email/ Response	Malahide Township	RE: Cat 2 MOA
August 23, 2022	Email	CO	Registration is now open for the 2022 Ontario Flood Forecasting and Warning Webinar Series
August 23, 2022	Email/ Response	Ducks Unlimited	MoA Signing
August 23, 2022	Email/ Response	Ducks Unlimited	Signature requested on "MOA CCCA 2022"
August 23, 2022	Email/ Response	UTRCA	SW GMs Meeting Link September 8th at 1:30PM
August 23, 2022	Email/ Response	CO	2022 Ontario Flood Forecasting and Warning Webinar Series
August 23, 2022	Email/ Response	DU	Memorandum of Agreement
August 24, 2022	Email/ Response	MNRF	Flood Hazard Identification and Mapping Program Information Webinar #1
August 25, 2022	Email/ Response	CO	GM Meeting September 19, 2022
August 25, 2022	Email/ Response	MNRF	Bear report in Springwater
August 26, 2022	Email/ Response	MVCA	Members Manual
August 26, 2022	Email/ Response	MNRF	Flood Hazard Identification and Mapping Program Information Webinar #1
August 26, 2022	Email/ Response	MNRF	CA Section 39 Year Start Budget Summary Request for 2022-23
August 26, 2022	Email/ Response	MECP	Conservation Authority Municipal Levy Apportionment
August 29, 2022	Email/ Response	Koolen Electric	Stage Quote
August 30, 2022	Email	CO	Flood Hazard Identification and Mapping Program Information Webinar #1
August 30, 2022	Email/ Response	Andy Grozelle	MoA for Cat. 2 Services
August 31, 2022	Email	CO	An update concerning Conservation Authority Act governance
August 31, 2022	Email/ Response	Ian Begg	Stage Progress
August 31, 2022	Email	Malahide	Answers to questions about Flood