

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, October 13, 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 #07/2022 (September 8, 2022). 3 - 7
- 7) Business Arising from Minutes
- 8) Public / Special Delegations
 - a) Township of South-West Oxford Drainage Superintendent re: the Vincent Drain
- 9) Reports:
 - a) Report FA 51/2022 - Monthly Staff Report - Water Management Technician. 8
(Peter Dragunas)
 - b) Report FA 52/2022 - Monthly Staff Report - Resource Planning Coordinator. 9
(Gerrit Kremers)
 - c) Report FA 53/2022 - Monthly Staff Report - Conservation Areas Supervisor. 10
(Al Bradford)
 - d) Report FA 54/2022 - Monthly Staff Report - Program Support Assistant. 11
(Brittany Bell)

e)	Report FA 55/2022 (Susan Simmons)	- September Summary of Revenue & Expenditures.....	12 - 13
f)	Report FA 56/2022 (Susan Simmons)	- Accounts Paid	14
g)	Report FA 57/2022 (Susan Simmons)	- Property Tax.	15 - 22
i)	Report FA 58/2022 (Dusty Underhill)	- Flood Response Report.....	23 - 31
j)	Report FA 59/2022 (Dusty Underhill)	- General Managers Meeting.	32 - 33
k)	Report FA 60/2022 (Dusty Underhill)	- Quarterly Progress Report - Ontario Regulation 687/21.	34 - 46
10)	General Manager / Secretary-Treasurer's Report.		47
11)	Unfinished Business		
12)	Chairperson's / Board Member's Report		
13)	Notice of Motions / New Business:		
14)	Correspondence:		
a)	Not Copied:		
	-	Correspondence Register for September, 2022.	48 - 50
b)	Copied:		
	-	None	
15)	Closed Session		
a)	property matter		
16)	Next Scheduled Meeting: Thursday, November 10, 2022		
17)	Termination		

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

Thursday, September 8th, 2022

Meeting #07/2022

PRESENT:

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

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:

Rick Cerna	Member	Township of Malahide
------------	--------	----------------------

WELCOME / CALL TO ORDER:

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

ADOPTION OF AGENDA:

<u>Motion # 91/2022</u>	P. Buchner	A. Oslach	CARRIED
-------------------------	------------	-----------	---------

THAT, the Agenda for the September 8, 2022, Full Authority meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

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

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

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

ADOPTION OF MINUTES:

<u>Motion # 92/2022</u>	A. Oslach	S. Martyn	CARRIED
-------------------------	-----------	-----------	---------

THAT, the Minutes of Full Authority Meeting #06/2022 (August 19, 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 39 to FA 42/2022 – Monthly Staff Reports, was presented, discussed, and resolved.

<u>Motion # 93/2022</u>	A. Oslach	P. Buchner	CARRIED
-------------------------	-----------	------------	---------

THAT, Staff Reports FA 39 to FA 42 for the months of August 2022, be noted and filed.

Report FA 43/2022 – August Summary of Revenue and Expenditures, was presented, discussed, and resolved.

<u>Motion # 94/2022</u>	A. Oslach	S. Martyn	CARRIED
-------------------------	-----------	-----------	---------

THAT, Report FA 24/2022 (August Summary of Revenue and Expenditures), be noted and filed.

Report FA 44/2022 – Accounts Paid, was presented, discussed, and resolved.

<u>Motion # 95/2022</u>	P. Buchner	S. Martyn	CARRIED
-------------------------	------------	-----------	---------

THAT, Accounts Paid totaling \$75,039.23 be approved as amended in Report FA 44/2022.

Report FA 45/2022 – Port Bruce Rate Payers, was presented, discussed, and resolved.

<u>Motion # 96/2022</u>	A. Oslach	P. Buchner	CARRIED
-------------------------	-----------	------------	---------

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

Report FA 46/2022 – Research Requests, was presented, discussed, and resolved.

<u>Motion # 97/2022</u>	S. Martyn	P. Buchner	CARRIED
-------------------------	-----------	------------	---------

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

Report FA 47/2022 – Ministry Change Report, was presented, discussed, and resolved.

<u>Motion # 87/2022</u>	A. Oslach	S. Martyn	CARRIED
-------------------------	-----------	-----------	---------

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

Report FA 48/2022 – CCCA Programs & Services Inventory, was presented, discussed, and resolved.

Motion # 99/2022

S. Martyn

P. Buchner

CARRIED

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

Report FA 49/2022 – Fee Policy/Fee Schedule, was presented, discussed, and resolved.

Motion # 100/2022

P. Buchner

A. Oslach

CARRIED

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.

Report FA 50/2022 – 2023 Budget Direction, was presented, discussed, and resolved.

Motion # 101/2022

P. Buchner

S. Martyn

CARRIED

THAT, the Full Authority approve the preparation of a 2023 Draft Budget that includes a levy increase of 9% and Consumer Price Index increase to the 2023 Salary Grid at the calculated % as of October – retro-active.

Motion # 102/2022

P. Buchner

A. Oslach

CARRIED

THAT, the Correspondence Register for August, 2022, be noted and filed.

GENERAL MANAGER / SECRETARY-TREASURER'S REPORT:

- Received a 500 dollar donation for the poplar hill playground from the Springfield Swans and had a picture taken with Rosemary Kennedy and their big cheque
- Completed the spraying program for Giant Ragweed in the Town of Aylmer
- Met with the students who created our newcomer signs from the Steam Center. Gave the students great merit and thanks in regards to the details and designs of the multilingual trailhead signs. They did an exceptional job with their presentations and they will make a fantastic addition to the Springwater Forest
- We received the delivery of the new Poplar Hill Playground Equipment. It has been installed and makes another great addition/ upgrade and amenity to the Springwater West Campground.
- Attended the Lake Erie Regional Managers Meeting and details will be provided in the next Source Water Protection Meeting.
- Assisted staff in the collection of outstanding seasonal fee's. Currently there are no outstanding balances.
- Attended a work site in Port Bruce while Gerrit was on holidays to ensure compliance in regards to section 28. Conversed with the Geo Technical Engineer to seek direction and feedback in regards to works being undertaken.

- Worked with upper management from our 5 member municipalities to create a category 2 memorandum of agreement for planning services that are not mandatory. Oxford County has completed the MOA and is ready to seek council approval. All four other member municipalities upper management are still currently working through the agreement to tailor it to each of their specific needs.
- Received two requests for research permits. One to continue the Blue Ash study at the YNHA and another to sample small mammal populations for Covid 19 in various CCCA properties.
- Met with the new Board representatives from the Port Bruce Rate Payers Association to discuss how to improve their 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 goal.
- Completed comment tables for draft guidance released from Conservation Ontario on all of the Mandatory requirements in regards to legislative amendments to the CA Act
- Attended the Central Elgin Environmental Committee meeting. The committee finalized a draft budget for proposal. A list of things the committee would like to see accomplished was established to support the budget proposal. Discussed turtle crossing signs, green cone digester pilot project and a re-use library where things can be upcycled to people who may have a use for it. Discussion also occurred around the Monarch Butterfly and its addition to the red list of threatened species which is only two steps from extinction.
- Participated in the Stay Safe Elgin program. The StaySafe™ Elgin Rapid Antigen Screening Program is open to businesses with 150 employees or less, with the goal of identifying asymptomatic cases of COVID-19 in the workplace that might otherwise be missed. Business owners can place orders for the screening kits online and free of charge, thanks to both the Federal and Provincial government.
- Applied for the FHIMP grant with the assistance of Peter Dragunas. It was just released to the province of Ontario. It will support measures that the Government of Canada is pursuing with a view to increasing the resiliency of Canadians in the face of the rising frequency and costs of flood events and other climate-related disasters. If obtained it will cover half of the money required to update our floodline mapping in the village of Port Bruce.
- The green roof stage is almost complete. The rooms have been built, the electrical is almost complete, the plumbing and irrigation is complete, excavated landscaping is complete as well. The green roof was also delivered and installed on August 26, 2022.
- Completed the Ontario Southwest Tourism Relief Fund agreement
- Natural infrastructure uses preserved, restored, or enhanced ecosystem features and materials (e.g., water, native species of vegetation, sand and stone) to deliver beneficial community services and infrastructure outcomes. It can be naturally occurring, or engineered using exclusively ecosystem features and materials. Hybrid infrastructure incorporates grey infrastructure elements to enhance or support natural infrastructure and the use of ecosystem processes. 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. The Natural Infrastructure Fund Small Projects Stream will support new projects with total eligible costs between thirty thousand and three million dollars. Staff are brainstorming project ideas and would also accept any input the members may have in regards to projects
- Working through draft budget for approval by members.

CLOSED SESSION:

Motion # 103/2022 P. Buchner S. Martyn CARRIED

THAT, the Full Authority adjourn to Closed Session at (11:07 a.m.).

Motion # 104/2022 A. Oslach S. Martyn CARRIED

THAT, the full authority rise from closed session with report at (11:26 a.m.).

Motion # 105/2022 P. Buchner A. Oslach CARRIED

THAT, the Full Authority direct the General Manager to contact Andrew Gunn to seek extra funding. In the event no funding is available, the General Manager is directed to use to the limit of \$60,000.00 from the Springwater Capital Development Reserve.

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, October 13, 2022, commencing at 10:00 a.m.

Motion # 106/2022 A. Oslach P. Buchner CARRIED

THAT, the Full Authority be terminated at (11:28 a.m.).



General Manager / Secretary –Treasurer

Authority Chairperson

REPORT FA 51/2022 To The Full Authority

FROM: Water Management Technician

SUBJECT: Monthly Staff Report

DATE: October 3, 2022

Water Management Technician, Peter Dragunas

Current Activities:

- Meeting with Malahide Township staff to discuss the February 2022 flood and the Authorities flood and ice mitigation procedures and programs.
- Meeting with MaryAnn Bendoraitis of Port Bruce to discuss February 2022 flood and the Authorities flood and ice mitigation procedures and programs.
- Meeting with Ian Johnson to discuss February 2022 flood and 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.
- 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.
- 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.
- Continue with the review, collation and compilation of existing CCCA reports for the Watershed Strategy Document;
- Compilation of Catfish Creek Conservation Authority Ontario Regulation 686/21 Mandatory Programs and Services GIS data and Water Management required modules.

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.
- Other Duties as required

Recommendation:

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

Submitted for
Peter Dragunas

Peter Dragunas

Water Management Technician

REPORT FA 52/2022 : To The Full Authority

FROM: Gerrit Kremers
SUBJECT: Monthly Staff Report
DATE: October 5, 2022

Resource Planning Coordinator

Current Activities:

- Attended a Stormwater Management Pond training event in London;
- Completed and submitted a Natural Infrastructure grant, for some potential streambank erosion control works at Archie Coulter Conservation Area;
- Had various site meetings with landowners in regards for CA policies, s.28, pertaining to future development on their properties;
- Attended an online webinar in regards to regulation changes in respect to transporting excess soil from sites;
- Participated with fellow municipal partners in a meeting about Elgin County official plan updates;
- Attended a Malahide municipal drain meeting;
- Planning pre-consultation meetings with member municipalities and private landowners looking to conduct work within adjacent lands of a Natural Heritage or Natural Hazard Feature;
- Assisted Environmental Leadership Program (ELP) with MarshQuest 2022, at Yarmouth Natural Heritage Area;
- Monitored work permits for compliance with conditions of work permit;

Upcoming Activities:

- Review of proposed development pursuant to the Conservation Authority Act, planning and delivery of 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 the 2022 Conservation Ontario Latonell symposium at Royal Botanical Gardens in Burlington.

Recommendation:

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


Gerrit Kremers
Resource Planning Coordinator

REPORT FA 53/2022 : To The Full Authority

FROM: Conservation Areas Supervisor

SUBJECT: Monthly Staff Report

DATE: October 5, 2022

Conservation Areas Supervisor, Al Bradford

Current Activities:

- Labor Day weekend was pretty successful, camping numbers were high, pavilions were rented, and there was a wedding at the school house.
- Installed a gate at the new upper parking lot at the Archie Coulter Conservation Area.
- "She Rises" event took place Sept 10 & 11th 2022, a first time for this event it went well, and staff know where things need to be adjusted for next year.
- Removed hazard trees and cleaned up storm damage trees within the Springwater Forest.
- Prepped grounds and moved tables for Marsh Quest, assisted educating at the Seining Fun station (fisheries related) at the Yarmouth Natural Heritage Area
- After Marsh Quest, prep was immediately underway for the Carolinian Forest Festival which is hosted at the Springwater Conservation Area (moving tables/ setting up tents & ensuring the grounds were ready)
- Emergency repairs to Schoolhouse accessible ramp, steps were reconstructed and staff replaced and reinforced some boards on the accessibility ramp
- Quotes are being gathered from contractors to rebuild the Schoolhouse and operations centre accessibility ramps as these are both in need of replacement.
- Quotes are also being gathered for work on the interior of the Schoolhouse, the floors are in dire need of repair but before the floors can be repaired staff need to look at doing other repairs first. Rental numbers were very high for the schoolhouse whether it be for weddings or other events this season.
- Over the summer we have had growing issues with our small 30hp tractor and have procured quotes for the replacement of the tractor.
- Regular duties/park operations
- Attended Part 1 of the Conservation Areas Workshop, a Field Trip to Terra Cotta Conservation Area in Milton in the Credit Valley Conservation watershed.
- Obtaining quotes to run electricity to establish entry and egress gates to the East Campground gatehouse which should in turn increase revenue streams and add increased security.

Upcoming Activities:

- Carolinian Forest Festival taking place Oct 3-6th 2022
- Conservation Area shutdown, make a priority list for items to be repaired in the off-season
- Conservation Area Workshop on Oct 26-27
- Meeting with electrical Retro fit company

Recommendation:

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


Al Bradford,
Conservation Areas Supervisor

REPORT FA 54/2022 : To The Full Authority

FROM: Brittany Bell, Program Support Assistant

SUBJECT: Monthly Staff Report

DATE: October 5, 2022

Program Support Assistant

Current Activities:

- Oversaw Visitor Centre operations
- Seasonal camper administration
- Researched grants for the Poplar Hill Playground
- Attended Ontario Southwest Tourism's Grant Virtual Workshop
- Prepped for events (weddings, reunions, family gatherings) at Springwater Conservation Area
- Maintained social media channels and posted entertaining content
- Prepped for She Rises Festival
- 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
- Attended Latonell's Reimagining Conservations with the Black Environmentalist Alliance virtual webinar
- Created donor social media thank you posts in preparation for posting them to CCCA social media channels
- Attended Conservation Ontario's Building Relationships and Embracing Truth – Conservation Authority-led Reconciliation Virtual Webinar for Truth and Reconciliation Day.
- Set up social media channels to post for a Water Source Campaign.

Upcoming Activities:

- Prepare campground for closing
- Finalize seasonal administration for the year
- Maintain social media channels and post relevant and entertaining content
- Attend Latonell Conservation Symposium
- Attend Ontario Southwest Tourism's virtual webinars on Social Media, Marketing and Recruitment and Retention.

Recommendation:

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



Brittany Bell, Program Support Assistant

REPORT FA 55 / 2022 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Summary of Revenue & Expenditures - September
DATE: September 30, 2022

SUMMARY OF REVENUE
for the period ending September 30, 2022

	2022 Budget	2022 To Date	Difference	2021 To Date
MNRF Provincial Grants	\$ 41,215.00	\$ -	\$ (41,215.00)	\$ -
Other Provincial Grants	\$ 30,321.84	\$ 21,516.61	\$ (8,805.23)	\$ 90,636.58
Federal Grants	\$ 131,904.79	\$ 204,212.08	\$ 72,307.29	\$ -
Employment Program Grants	\$ 37,000.00	\$ 36,101.20	\$ (898.80)	\$ 138,487.99
General Levy	\$ 372,421.82	\$ 358,560.29	\$ (13,861.53)	\$ 354,687.09
Special Benefiting Levy	\$ 20,890.39	\$ 7,900.00	\$ (12,990.39)	\$ 8,250.00
Donations/Sponsorships	\$ 42,380.00	\$ 38,515.08	\$ (3,864.92)	\$ 86,106.93
Conservation Areas Revenue	\$ 636,589.00	\$ 644,167.36	\$ 7,578.36	\$ 551,621.67
Maple Syrup Revenue	\$ 4,860.00	\$ 7,234.70	\$ 2,374.70	\$ 4,694.03
Bank Interest Earned	\$ 3,000.00	\$ 2,259.68	\$ (740.32)	\$ 1,085.66
Education Programs	\$ 720.00	\$ 2,452.00	\$ 1,732.00	\$ 10,004.00
Legal Inquiries/Permit Applications	\$ 4,223.61	\$ 6,769.92	\$ 2,546.31	\$ 4,221.27
Watershed Stewardship	\$ 21,458.00	\$ 23,100.18	\$ 1,642.18	\$ 7,149.72
Revenue from Other C.A. Lands	\$ 13,067.00	\$ 12,885.59	\$ (181.41)	\$ 56,134.87
Other Revenue	\$ 500.00	\$ -	\$ (500.00)	\$ -
Contract Services	\$ 831.00	\$ -	\$ (831.00)	\$ 775.78
Vehicle & Equipment Rental Recoveries	\$ 36,000.00	\$ 21,640.44	\$ (14,359.56)	\$ 23,426.72
Previous Year Surplus (Deficit)	\$ 8,666.73	\$ 8,666.73	\$ -	\$ 593.59
Income Appropriation from Special Reserves	\$ 23,673.94	\$ -	\$ (23,673.94)	\$ -
Income Appropriation from General Reserves	\$ 28,677.93	\$ -	\$ (28,677.93)	\$ -
	\$ 1,458,401.05	\$ 1,395,981.86	\$ (62,419.19)	\$ 1,337,875.90

DONATIONS/SPONSORSHIPS	2022 Budget	Received To Date	Difference
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	\$ 12,300.78	\$ (10,699.22)
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	\$ -	\$ 3,220.00	\$ 3,220.00
Ontario Police College Path of Honour	\$ 500.00	\$ -	\$ (500.00)
TOTAL Donations/Sponsorships	\$ 42,380.00	\$ 38,515.08	\$ (3,864.92)

REPORT FA 55 / 2022 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures - September
 DATE: September 30, 2022

SUMMARY OF EXPENDITURES

for the period ending September 30, 2022

	2022 Budget	2022 To Date	Difference	2021 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Service)	\$162,205.25	\$ 124,913.08	\$ (37,292.17)	\$ 134,082.89
2 FLOOD FORECASTING & WARNING	\$204,457.99	\$ 148,760.52	\$ (55,697.47)	\$ 160,384.80
3 DROUGHT AND LOW WATER RESPONSE	\$14,517.11	\$ 10,275.52	\$ (4,241.59)	\$ -
4 ICE MANAGEMENT	\$12,640.39	\$ 13,382.52	\$ 742.13	\$ 27,929.76
5 INFRASTRUCTURE (Dam)	\$26,133.72	\$ 11,223.60	\$ (14,910.12)	\$ 10,689.33
6&7 ACT REVIEWS & PLAN REVIEW	\$10,310.51	\$ 5,886.74	\$ (4,423.77)	\$ -
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$43,286.76	\$ 33,167.46	\$ (10,119.30)	\$ 35,735.59
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$76,296.51	\$ 38,054.01	\$ (38,242.50)	\$ 55,064.57
12 WATER QUALITY (PGMN & PSMP)	\$10,179.59	\$ 9,905.18	\$ (274.41)	\$ -
13 SOURCE PROTECTION	\$5,481.84	\$ 4,594.17	\$ (887.67)	\$ 5,236.16
SUB TOTAL: MANDATED PROGRAMS Expenditures	\$565,509.67	\$400,162.80	-\$165,346.87	\$429,123.10
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	\$180,077.22	\$ 111,323.94	\$ (68,753.28)	\$ 34,322.19
EDUCATION PROGRAMS	\$7,720.00	\$ 957.66	\$ (6,762.34)	\$ 32,337.83
SPECIAL PROJECTS	\$2,331.00	\$ 2,309.29	\$ (21.71)	\$ 13,649.00
C.A. DEVELOPMENT PROJECTS	\$40,182.00	\$ 117,544.47	\$ 77,362.47	\$ 181,679.25
MAPLE SYRUP PROGRAM	\$4,860.00	\$ 3,075.38	\$ (1,784.62)	\$ 11,755.17
SPRINGWATER CONSERVATION AREA	\$566,721.16	\$ 465,668.20	\$ (101,052.96)	\$ 460,457.32
VEHICLE & EQUIPMENT OPERATIONS	\$91,000.00	\$ 34,380.11	\$ (56,619.89)	\$ 61,200.27
SUB TOTAL: OTHER PROGRAMS Expenditures	\$892,891.38	\$735,259.05	-\$157,632.33	\$795,401.03
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,458,401.05	\$ 1,135,421.85	\$ (322,979.20)	\$ 1,224,524.13

Susan Simmons

Susan Simmons,
 Financial Services Coordinator


REPORT FA 56 / 2022 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: October 5, 2022

VENDOR	CHQ #	TOTAL	EXPLANATION
Waste Connections of Canada Inc.	online	\$ 6,059.20	campground maintenance
CIBC Visa	online	\$ 269.93	Office Supplies
CIBC Visa	online	\$ 192.10	Internet Services
CIBC Visa	online	\$ 22.60	meeting expenses
CIBC Visa	online	\$ 683.24	campground supplies
CIBC Visa	online	\$ 142.38	Evans Sisters Stage
CIBC Visa	online	\$ 711.83	campground maintenance
CIBC Visa	online	\$ 1,555.27	store product for resale
CIBC Visa	online	\$ 50.00	staff training
CIBC Visa	online	\$ 125.16	vehicle fuel
Telus Mobility	online	\$ 219.22	mobile phones
Hyde Park Equipment Ltd.	31159	\$ 668.94	equipment maintenance
Eastlink	online	\$ 1,044.15	phone, fax line, gauges
Reliance Home Comfort	online	\$ 51.50	hot water heater rental
Hydro One	online	\$ 13,958.63	campground, Day Use, Operations Centre
A&J Baertsoen	31160	\$ 203.15	ACCA maintenance
Aylmer Home Building Centre	31161	\$ 703.29	ACCA & schoolhouse maintenance
Aylmer Home Hardware	31162	\$ 79.58	ACCA & campground maintenance
Canadian Tire	31163	\$ 53.01	campground & vehicle maintenance
Cory, Denise	31164	\$ 75.00	seasonal site cleaning deposit refund
Delta Power Equipment Ltd.	31165	\$ 1,463.64	equipment maintenance
Dowler-Karn Limited	31166	\$ 4,243.99	equipment and vehicle fuel
Glenbriar Bottled Water Co. Ltd.	31167	\$ 22.49	water cooler service
H. Broer Equipment Sales & Service Inc.	31168	\$ 13.32	equipment maintenance
VOID	31169		
Integrity IT Services	31170	\$ 540.71	computer network support
Koolen Electric	31171	\$ 739.76	campground maintenance
Koolen Electric	31172	\$ 446.35	campground maintenance
LiveRoof Ontario Inc.	31173	\$ 46,221.94	Evans Sisters Stage
McBain Signs & Graphic Design	31174	\$ 357.08	campground supplies
Nuhn Industries Ltd.	31175	\$ 212.61	equipment maintenance
Purolator Courier	31176	\$ 106.99	campground maintenance
R Safety	31177	\$ 605.93	campground supplies
Robbins' Mobile Small Engine Service	31178	\$ 236.03	equipment maintenance
Studer's Ice	31179	\$ 148.00	store product for resale
Trade Tech	31180	\$ 561.05	campground maintenance
Union Pipe & Supply	31181	\$ 785.08	campground maintenance
Vector Electric	31182	\$ 59.52	equipment maintenance
Westburne Ontario	31183	\$ 140.69	campground maintenance
Wise Line Tools Inc	31184	\$ 1,255.78	small tools
Zap's Tree and Lawn Service	31185	\$ 389.85	campground maintenance
St. Williams Nursery	31186	\$ 2,632.35	plant stock for ELP project
		<u>\$ 88,051.34</u>	

RECOMMENDATION:

THAT, Accounts Paid totalling \$88,051.34 , be approved as presented in Report FA 56/2022



Susan Simmons,
Financial Services Coordinator

REPORT FA 57 / 2022 : To The Full Authority

FROM: Susan Simmons, Financial Services Coordinator

SUBJECT: Property Tax Comparison

DATE: September 26, 2022

Purpose:

To provide the Board with a comparison between the 2021 and 2022 property taxes for lands owned by the Catfish Creek Conservation Authority (CCCA).

Discussion:

A Property Tax Register for land owned by the CCCA has been attached for your review and information. The data provided represents the taxation status on each individual property and the property taxes incurred for the 2021 and 2022 calendar years.

According to the attached data, the CCCA experienced an overall increase in its 2022 property taxes of \$201.57, which is approximately half the amount of the increase experienced in the 2021 property taxes (\$443.74 increase over 2020 property taxes).

RECOMMENDATION:

That, Report FA 57 / 2022, be received as information at this time.



Susan Simmons,
Financial Services Coordinator



**CATFISH CREEK
CONSERVATION AUTHORITY**

PROPERTY TAX REGISTER

2022

**CATFISH CREEK CONSERVATION AUTHORITY
PROPERTY TAX REGISTER
2022**

	Total Acres	2021	2022	Difference
TOTAL TAX PER TOWNSHIP:				
Township of Malahide	802.76	\$773.79	\$811.64	\$37.85
Municipality of Central Elgin	389.21	\$10,891.13	\$11,034.49	\$143.36
Township of South-West Oxford	97.58	\$275.85	\$281.35	\$5.50
Town of Aylmer	34.91	\$716.38	\$731.24	\$14.86
TOTAL	1,324.46	\$12,657.15	\$12,858.72	\$201.57

	CODE	2021	2022	Difference
TOTAL TAX PER ACCOUNTING CODE:				
F4-21 Operation of Flood Control Structures	5096	\$51.48	\$52.67	\$1.18
CA-2 Taxes on Local Areas [Regionally Significant]	5155	\$148.63	\$151.76	\$3.13
CA-2 (a) Taxes on CAs [Provincially Significant]	5156	\$55.55	\$56.77	\$1.22
CA-2 (b) Taxes on Agreement Forests	5157	\$1,032.91	\$980.20	-\$52.71
CAMP TAXES	5685	\$7,415.16	\$7,577.61	\$162.45
Day-Use TAXES	5720	\$120.13	\$122.89	\$2.76
A6-51	5270	\$3,116.91	\$3,185.59	\$68.68
SUB-TOTAL		\$11,940.77	\$12,127.48	\$186.71
OTHER N-E FOR GRANT (Pd. by Aylmer)		\$716.38	\$731.24	\$14.86
TOTAL		\$12,657.15	\$12,858.72	\$201.57

**CATFISH CREEK CONSERVATION AUTHORITY
PROPERTY TAX REGISTER
2022**

Property Description	Total Acres	2021 Taxes	2022 Taxes	Difference	Code To
TOWNSHIP OF MALAHIDE:					
1) Conc. 4, Pt Lot 30 000-020-207-01-000 R.P. 11R-2473, Part 1, R.P. 11R-2566, Part 1, s/s Conc. 4 Rd 72.22 acres Calton Swamp (Keszler & VanHooydonk property)	72.22	\$0.00	\$0.00	\$0.00	CA-2(a) Taxes on CAs 50941
2) Conc. 4, Pt Lots 32, 33 000-020-212-00-000 RP 11R-2555 - Parts 1 & 2 RP 11R-2647 - Part 1 RP 11R-2684 - Part 1 82.13 acres Calton Swamp (Walcarius, Reynaert & Csakli Property)	82.13	\$0.00	\$0.00	\$0.00	CA-2(a) Taxes on CAs 50941
3) Conc. 5, N Pt Lot 1 to 4 000-030-059-00-000 Conc. 5, Gore S. Pt Lot 1 ES West Townline 181.00 FR 2209 D 343.97 acres (Springwater Forest, Day-Use, Schoolhouse)	343.97	\$171.61	\$175.55	\$3.94	Day-Use Taxes (51175) - 70% Op FC Struc F4-21 (50358) - 30%
4) Conc. 5, S Pt Lot 4 000-030-062-00-000 N/S Cty Rd 45 Wooded Parkland 93 acres (Jaffa Tract)	93	\$4.36	\$4.44	\$0.08	CA-2(a) Taxes on CAs 50941
5) Conc N Gore, W Pt Lots 16, 17 000-040-031-00-000 E/S Hacienda Rd, RP 11R-3643, Part 1 33.69 acres (Aylmer Tract)	36	\$210.87	\$211.99	\$1.12	CA-2(b) Taxes on Agr. Forests 50942
6) Conc. 7, N Pt Lot 22 000-050-064-00-000 Conc. NTR, N Pt Lot 95 36.37 ACRES + 63.63 acres (Johnson Tract)	100	\$225.52	\$254.57	\$29.05	CA-2(b) Taxes on Agr. Forests 50942
7) Conc. 7, Pt Lots 13 & 14 000-060-282-00-000 Conc. NTR, Pt Lots 86,87 RP 11R-891, Parts 2-6 20.45 acres (Brown C.A.)	20.45	\$109.08	\$111.57	\$2.49	CA-2 Taxes on Local Areas 50940
8) Conc. 1, S. Part Lot 6	3.56	\$0.00	\$0.00	\$0.00	CA-2 Taxes on Local Areas

**CATFISH CREEK CONSERVATION AUTHORITY
PROPERTY TAX REGISTER
2022**

Property Description	Total Acres	2021 Taxes	2022 Taxes	Difference	Code To
000-001-068-02-000 RP 11-R - 3253, Part 1 3.56 acres (East Bluff - Bossuyt Property))					50940
9) Conc. 4, N. Pt. Lots 28, 29 000-020-198-20-000 RP11R4168 Part 1 22.46 acres Calton Swamp (Phillips)	22.46	\$47.99	\$49.08	\$1.09	CA-2(a) Taxes on CAs 50941
10) Conc. 1, Pt. Lot 3 000-001-010-00-000 RP 11R-4834, Part 1 .85 acres (Cedar Bend)	0.85	\$0.00	\$0.00	\$0.00	CA-2 Taxes on Local Areas 50940
11) Conc. 6, STR. Pt. Lot 8 000-060-140-15-000 Conc. STR, Pt. Lot 81 RP 11R-5165, Parts 1,2 3.12 acres (Bradley Creek)	3.12	\$4.36	\$4.44	\$0.08	CA-2 Taxes on Local Areas 50940
12) Conc. 4, Pt Lot 31 000-020-209-05-00-000 RP 11R-8328 - Parts1 25 acres Calton Swamp (Matthys)	25	\$0.00	\$0.00	\$0.00	CA-2(a) Taxes on CAs 50941
TOTAL Township of Malahide	802.76	\$773.79	\$811.64	\$37.85	
MUNICIPALITY OF CENTRAL ELGIN:					
1) Conc. 8, N. Pt. Lot 19 000-007-016-00-000 RP 11R-1870, Part 1 & 2 s/s Hwy. # 3 1.14 acres 204.07 FR. (Nineteen Creek Property) (former airport septic system)	1.14	\$35.19	\$35.75	\$0.56	CA-2 Taxes on Local Areas 50940
2) Conc. 4 - Lot 26 & 27 000-003-127-00-000 RP11R-6841 50 acres (Managed Forest); 158.93 acres Conservation Lands (Yarmouth Natural Heritage Area)	208.93	\$169.97	\$172.60	\$2.63	CA-2(b) Taxes on Agr. Forests 50942
3) Conc. 8, S Pt. Lots 24 & 25 000-007-062-00-000 RP 11R-1754 Part 1, 5 & 7 131.80 acres (Archie Coulter C.A.)	131.8	\$3.20	\$3.25	\$0.05	CA-2(a) Taxes on CAs 50941

**CATFISH CREEK CONSERVATION AUTHORITY
PROPERTY TAX REGISTER
2022**

Property Description	Total Acres	2021 Taxes	2022 Taxes	Difference	Code To
4) Conc. 6, N. Pt Lot 28 000-005-092-00-000 23.50 acres WS Cty. Rd. 35 5 acres Conservation Lands; 18.5 acres Other Lands (CCCA Adm. Building & Campground)	23.5	\$10,389.69	\$10,618.64	\$228.95	CAMP TAXES (51165) - 70% Trailer Taxes (51165) - 100% Operations Centre (50208) - 30%
5) Hwy. 74 E/S Conc. 9, Pt. Lot 21 000-007-132-50-000 RP 11R-4528, Part 5 to 15 13.71 acres (Bromley)	13.71	\$150.70	\$59.69	-\$91.01	CA-2(b) Taxes on Agr. Forests 50942
6) Conc. 6, N. Pt. Lot 27 000-005-082-00-000 10.13 acres (Stamas)	10.13	\$142.38	\$144.56	\$2.18	CAMP TAXES - 100% 51165
TOTAL Central Elgin	389.21	\$10,891.13	\$11,034.49	\$143.36	
TOWN OF AYLMEER					
1) Conc. STRE, Pt Lot 82 020-000-499-00-000 RP 11R-163, Pt 2, Pt. Part 1 RP 11R-2080, Parts 1, 2 & 3 RP 11R 2646 Pt 1 12.43 acres (Ward McKenna C.A.) 27 Tarry Parkway (Lion's Park)	12.43	\$200.52	\$204.68	\$4.16	Other N-E GRANT
2) OOOOO Murray E/S 030-000-065-00-000 Plan 164, Pt Lots 10, 11, 12 Plan 164, Pt Lots R, S, U RP 11R 788, Pts 1 to 4 RP 11R 2726 Pt 2 19.2 acres (Ivan Steen C.A. & Canadian Tire property)	19.2	\$509.39	\$519.96	\$10.57	Other N-E GRANT
3) Tarry Parkway 020-000-500-73-000 Plan M-91 Block 42 No Frontage Parcel #020-000-49900 3.28 acres	3.28	\$6.47	\$6.60	\$0.13	Other N-E GRANT
TOTAL Town of Aylmer	34.91	\$716.38	\$731.24	\$14.86	

**CATFISH CREEK CONSERVATION AUTHORITY
PROPERTY TAX REGISTER
2022**

Property Description	Total Acres	2021 Taxes	2022 Taxes	Difference	Code To
TOWNSHIP OF SOUTH-WEST OXFORD:					
1) Conc. 11, S Pt Lot 19 010-060-196-00-000 RP 41R-1478, Part 1, Part 2 Woodlot & Swamp 97.58 acres (Hawkins Tract)	97.58	\$275.85	\$281.35	\$5.50	CA-2(b) Taxes on Agr. Forests 50942
Catfish Creek Drain				\$0.00	CA-2(a) Taxes on CAs 50941
TOTAL South-West Oxford	97.58	\$275.85	\$281.35	\$5.50	
TOTAL TAXES ALL MUNICIPALITIES	1324.46	\$12,657.15	\$12,858.72	\$201.57	

CATFISH CREEK CONSERVATION AUTHORITY
PROPERTY TAX ANALYSIS - 2022

CLASSIFICATION																
NAME OF PROPERTY	Location	Municipal Address	ROLL NUMBER	Total Acres	CLTP	MFTIP	OTHER	Year Purchased	Total 2022 Market Value Assessment	2022 Taxable Assessment	2022 Municipal Tax Rate	Tax at 2022 Municipal Rate	2022 Taxes Per Bills	2021 Taxes Per Bills	Increase (Decrease) over 2021	
TOWNSHIP OF MALAHIDE																
Callon Swamp (Keszler & Vanhooydonk)	Conc. 4, Pt. Lot 30	52591 John Wise Line	3408-000-020-071-000	72.22	72.22	0.00	0.00	1982, 1983	53,000.00	0.00		\$0.00	\$0.00		\$0.00	
Callon Swamp (Mathys)	Conc. 4, Pt. Lot 31	7698 Carter Road (PkgLot)	3408-000-020-209-05-000	25.00	25.00	0.00	0.00	2005	55,000.00	0.00		\$0.00	\$0.00		\$0.00	
Callon Swamp (Walcarus & Reynaert & Caskli)	Conc. 4, Pt. Lots 32 & 33	52841 John Wise Line	3408-000-020-212-00-000	82.13	82.13	0.00	0.00	1983, 1984, 1985	52,000.00	0.00		\$0.00	\$0.00		\$0.00	
Callon Swamp (Phillips)	Conc. 4, N. Pt. Lots 28 & 29	N/A (land lot - No #)	3408-000-020-198-20-000	22.46	19.11	0.00	3.35	1990	22,000.00	3,300.00	1.487667%	\$48.08	\$47.99	\$47.99	\$1.08	
Springwater Forest Day-Use Area, Beach & Schoolhouse	Conc. 5, N. Pt. Lots 1 to 4	47719 Conservation Line	3408-000-030-059-00-000	343.97	325.27	0.00	18.70	1964	196,000.00	11,800.00	1.487667%	\$175.55	\$171.61	\$171.61	\$3.94	
Jaffa Tract	Conc. 5, S. Pt. Lot 4	48278 John Wise Line	3408-000-030-062-00-000	93.00	92.55	0.00	0.45	1964	70,000.00	300.00	1.487667%	\$4.44	\$4.36	\$4.36	\$0.08	
Aylmer Tract	Conc. N. Gore, W. Pt. Lots 16 & 17	19982 Hacienda Road	3408-000-040-031-00-000	36.00	36.00	0.00	0.00	1954	57,000.00	57,000.00	0.371917%	\$211.99	\$210.97	\$210.97	\$1.02	
Johnson Tract	Conc. 7, N. Pt. Lot 22	51352 Woolleyville Line	3408-000-060-064-00-000	100.00	96.37	63.63	0.00	1961	97,000.00	0.00		\$0.00	\$0.00	\$0.00	\$0.00	
Brown Conservation Area	Conc. 7, Pt. Lots 13 & 14	49685 Dingle Street	3408-000-060-282-00-000	20.45	0.00	20.45	0.00	1976	30,000.00	61,800.00	0.371917%	\$229.84	\$225.52	\$225.52	\$29.05	
East Bluff (Bossuyt Property)	Conc. 1, S. Part Lot 6	N/A (vacant land - No #)	3408-000-001-068-02-000	3.56	3.56	0.00	0.00	1988	3,900.00	0.00	1.487667%	\$0.00	\$0.00	\$0.00	\$0.00	
Cedar Bend	Conc. 1, Pt. Lot 3	N/A (vacant land - No #)	3408-000-001-010-00-000	0.65	0.65	0.00	0.00	1991	2,000.00	1,850.00	0.000000%	\$0.00	\$0.00	\$0.00	\$0.00	
Bradley Creek	Conc. 6, STR. Pt. Lot 8	N/A (vacant land - No #)	3408-000-060-140-15-000	3.12	2.70	0.00	0.42	1993	2,400.00	300.00	1.487667%	\$4.44	\$4.36	\$4.36	\$0.08	
MUNICIPALITY OF CENTRAL ELGIN																
Administration Building	Conc. 6, N. Pt. Lot 28	8079 Springwater Road	3418-000-005-092-00-000	23.50	2.01	0.00	21.49	1964	669,000.00	0.00	0.000000%	\$0.00	\$0.00	\$10,368.64	\$10,368.69	\$228.95
Campground	Conc. 6, N. Pt. Lot 28	8059 Springwater Road	3418-000-005-092-00-000	1.14	0.00	0.00	1.14	1980	2,200.00	2,200.00	1.62431%	\$35.75	\$35.19	\$35.19	\$0.56	
Nineteen Creek Property	Conc. 8, N. Pt. Lot 19	N/A (vacant land - No #)	3418-000-007-016-00-000	131.80	131.50	0.00	0.30	1971	122,000.00	200.00	1.62431%	\$3.25	\$3.20	\$3.20	\$0.05	
Archib. Coulter Conservation Area	Conc. 8, S. Pt. Lots 24 & 25	46900 Brouwers Line	3418-000-007-062-00-000	254.48	204.48	50.00	0.00	1964, 2014	216,000.00	42,500.00	0.406107%	\$172.60	\$169.97	\$169.97	\$2.63	
Yarmouth Tract	Conc. 4, N.E. 1/4 Lot 26	N/A (vacant land - No #)	3418-000-003-127-00-000	13.71	0.00	13.71	0.00	1991	14,700.00	14,700.00	0.406107%	\$59.69	\$59.69	\$150.70	\$-91.01	
Yarmouth Natural Heritage Area	Hwy. 74 E/S Conc. 9, Pt. Lot 21	N/A (vacant land - No #)	3418-000-007-132-50-000	10.13	3.03	0.00	7.10	1993	12,600.00	0.00		\$0.00	\$144.56	\$142.39	\$2.19	
Bromley Tract	Conc. 6, N. Pt. Lot 27	N/A (vacant land - No #)	3418-000-005-082-00-000	10.13	3.03	0.00	7.10	1993	12,600.00	0.00		\$0.00	\$144.56	\$142.39	\$2.19	
Stamas Property	Conc. 6, N. Pt. Lot 27	N/A (vacant land - No #)	3418-000-005-082-00-000	10.13	3.03	0.00	7.10	1993	12,600.00	0.00		\$0.00	\$144.56	\$142.39	\$2.19	
TOWN OF AYLMER																
Ivan Stoen Conservation Area	00000 Murray E/S	Sproul Street	3411-030-000-065-00-000	19.20	0.00	0.00	19.20	1975	31,500.00	31,500.00	1.650722%	\$519.96	\$509.39	\$519.96	\$10.57	
Ward McKenna Conservation Area	Conc. STRE. Pt. Lot 82	Fourth Avenue	3411-020-000-099-00-000	12.43	5.39	0.00	7.04	1973	22,000.00	12,400.00	1.650722%	\$204.68	\$200.52	\$204.68	\$4.16	
Tarry Parkway	Tarry Parkway	Fourth Avenue	3411-020-000-500-72-000	3.28	3.05	0.00	0.23	1998	7,000.00	400.00	1.650722%	\$6.60	\$6.47	\$6.47	\$0.13	
* paid by the Town of Aylmer																
TOWNSHIP OF SOUTH-WEST OXFORD																
Hawkins Tract	Conc. 11, S. Pt. Lot 19	N/A (vacant land - No #)	3211-010-060-196-00-000	97.58	0.00	97.58	0.00	1962	106,000.00	106,000.00	0.265505%	\$281.35	\$275.85	\$281.35	\$5.50	
				1,009.32	281.37	79.42			\$1,843,300.00	\$1,028,850.00		\$12,671.82	\$12,658.72	\$12,657.15	\$201.57	

Difference in Rate Calculated to Tax Billed - \$186.91
Explanation: \$162.18 garbage containers & \$24.73 Staley Drain Repair

REPORT FA 58 / 2022 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary - Treasurer

SUBJECT: Flood Response Report

DATE: September 28, 2022

Purpose:

To provide members with a recent report prepared by staff on the Port Bruce Flood of February 2022.

Discussion:

Deputy Mayor Giguère and Adam Betteridge CAO of Malahide Township met informally to discuss some of the remaining concerns of residents within the village. At its July 7th 2022 meeting, Council passed the following:

No. 22-300

Moved By: Dominique Giguère

Seconded By: Scott Lewis

THAT Council direct staff to prepare a follow up report on the Port Bruce flood to address matters arising from the Q&A document provided to the community in April 2022.


Carried

It was acknowledged that the above resolution was not directed at the CCCA, but many of the remaining concerns and/or new questions still pertained to the CCCA.

A report with CCCA's responses was submitted on September 28, 2022 to Adam Betteridge CAO of Malahide to be added into their respective council report.

Recommendation:

THAT Report FA 58 / 2022 Flood Response Report be received as information.



Dusty Underhill,
General Manager / Secretary-Treasurer



CATFISH CREEK CONSERVATION AUTHORITY

8079 Springwater Road, RR# 5, Aylmer, Ontario N5H 2R4

PHONE: (519) 773-9037 • FAX: 519-765-1489

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

DATE: September 27, 2022
ATTACHMENT: Further Clarification on the Dynamics of Flood Event
SUBJECT: PORT BRUCE FLOODING, FEBRUARY 17TH & 18TH, 2022 –
CCCA ATTACHMENT

Further Clarification on the Dynamics of Flood Event

The Catfish Creek watershed is approximately 400 km² consisting predominantly of rural and agriculture lands. The Town of Aylmer is the largest urban centre within the watershed comprising an area of about 6km². There is approximately 570km of impervious road within the watershed. Using some basic general assumptions the impervious layers within the watershed total about 1.4% (and possibly higher) of the watershed. Agricultural tilling is about 36% of the watershed, which may or may not add to the initial spring freshet if the ground is frozen. Over land, runoff and or ponding would be the primary means for field water dispersal and/or storage.

These factors of development (urban or agriculture) coupled with potentially unsuitable impervious layer drainage contribute to spring runoff. First, into approximately 670km of open channels and/ or drains, then into the Catfish Creek main stream and finally draining into Lake Erie at Port Bruce. The same 670km of open channel have the potential to contribute and convey ice flows within the Catfish Creek main stream during break-up. If an assumption is made that only the ice from Jamestown and below migrates through Port Bruce to the harbour then there is approximately 68,733m³ of 12-inch ice available to jam within Port Bruce. For a visual association, assuming a 16m³ volume dump truck this volume equates to 4,296 trucks.

Several locations within Port Bruce are susceptible to ice jams. These areas are generally at creek meanders, areas that widen and then narrow. Flows are generally slower on the inside of a bend and these areas are known as depositional zones and can be identified by sand or gravel bars and shallower areas during open water (spring, summer and fall). In general terms, creek flows act the same under freshet conditions as they do under open channel conditions. The flows are slower on the inside of a bend and consequently the ice will start jamming (depositional) from the inside bend to the outside of a bend. When sufficient hydraulic pressure has built up behind the jam, it will start moving down stream again.

The other general areas are where the channel widens (energy dissipates) and flows slow causing potential ice jamming the creek then narrows and the upstream dissipated energy is insufficient to push the ice through the narrowing (north end of Levis Street in Port Bruce is a very good example of this). Within Port Bruce, the areas where the channel widens are also associated with reaches where the banks are relatively lower (flood plain). These ice jam areas may induce flooding as the water has nowhere to flow within the natural channel and breaches the banks inundating the flood plain areas. If a reach of the creek transitions to a narrower portion then the ice will jam in these areas, as again there is not enough hydraulic pressure to move the jam through the narrow section.

The aforementioned can be translated to the Catfish Creek at Rocabore Bay and the confluence at Lake Erie. This section is an area that the creek flows from a narrow reach to the bays, wider reach and then again is forced into a narrow section at the harbour. The creek loses hydraulic force as it moves into Rocabore Bay. The bay has an over flow section at the distal end of the bay to assist with discharging high water but may lose capacity by jamming with ice. As the energy in the bay is dissipated, the primary flows are then forced through a narrow section (harbour) before emptying into Lake Erie. This area is almost guaranteed to produce an ice jam forcing water to back up and breach the banks into the beach area of Port Bruce and along Colin Street. If there is lake ice at the opening of the harbour then the probability of ice jamming increases.

The Riggs report, *Catfish Creek Conservation Authority, Port Bruce Sedimentation Study Port Bruce, Ontario*, Riggs Engineering Ltd., May 9, 2012, outlines that the Catfish Creek is in equilibrium, meaning the eroded sediment transported by the creek is removed by the creek out to Lake Erie. At the time of the February 2022 flooding the lake level was down by approximately 0.22m (9in.). The alleged shallowness at the harbour is assumed to be due to the absence of dredging where in fact there is a possibility that the lower lake levels also contributed to the depth of water in the creek.

The perception that the 2022 ice jam was more severe than other years due to the lack of dredging may be a possibility, but when evaluating the causes of the ice jamming all morphological factors and physical forces need to be respected. Such as but not limited to riverine water flows, ice thickness, location of ice jam, morphology of the creek at the ice jam locations, Lake Erie water level (22cm below February average) and equipment used to assist with ice jam mitigation.

Comprehension of the movement of the riverine ice at the harbour, and the historical cost effective and efficient method to mitigate an ice jam at the harbour mouth, is with the use of a dragline. The dragline is capable of reaching across the entire width of the creek confluence, agitating the ice to allow the ice to freely move out to the lake, pushing the jammed ice under the lake ice, dredging ice from the harbour and casting the ice out onto the lake ice. This causes lake ice to break from the weight, thereby opening a larger area for the ice to move out into the lake and to be forced under the lake ice due to riverine flows.

Information on the Design and Construction of the New East Break Wall

CCCA provided input with regard to accessibility for ice breaking and subsequent removal, along with a suggestion to clear the overflow structure at the distal end of Rocabore Bay of vegetation and accumulated debris to provide a secondary pathway for the conveyance of ice and water flows.

The only change requested by CCCA was the clean up of the overflow structure at Rocabore Bay which does not have any adverse effects on the functionality of the break wall. The benefit may be that high water and ice would possibly have a secondary outlet to the lake.

The Need for Updated Flood Study

A new flood line elevation study needs to be carried out within the village of Port Bruce.

The CCCA continues to apply for funding to update flood line elevations through various programs such as the Flood Hazard Identification and Mapping Program (FHIMP), which is intended to help Canadians better plan and prepare for future floods. Until matching funding is secured this proposed study is on hold.

Process Changes

As in most years after a flood, CCCA reviews their Flood Watch and Warning Procedure Manual along with the Ice Management Plan for the Village of Port Bruce. There is one possible addition in 2022 to both of these manuals that would calculate freezing and thawing days for ice development and melt to further assist with ice management throughout the watershed and consequently Port Bruce. The CCCA has not identified any deficiencies in their flood warning procedures or ice mitigation practises, which have proven to be reasonably successful in the past. Deviation from the procedures outlined in the manuals has proven to be ineffective.

Prior to the winter season CCCA will suggest a meeting with the Township of Malahide staff responsible for flood and ice mitigation measures to discuss any concerns and or suggestions regarding the upcoming flood and ice breaking responsibilities outlined below.

- a) Compile real-time stage and discharge data using the Water Survey Canada gauge, Catfish Creek at Sparta (02GC018).
- b) When required, communicate with the Port Bruce harbor ice breaking/removal contractors regarding the commencement of ice management activities.
- c) Maintain communications with the Municipal Emergency Coordinator.
- d) Issue appropriate Watershed Statements, Watches and Warnings to Municipal Emergency Co-ordinators, media and applicable agencies.
- e) Maintain communications with Authority staff responsible for flood monitoring information and data.

- f) Administer all CCCA media and public inquires.
- g) Maintain up-to-date current records of all flood related communications with CCCA staff, Malahide staff, contractors and flood relevant communications with citizens.
- h) It is essential that the on duty lead flood watch supervisor is available for flood related communications at all times during a flood event.
- i) Verify a constant and current record of all communications is maintained at the Authorities center of operations.
- j) When required monitor ice conditions on the Catfish Creek commencing at Jamestown Bridge downstream to the Port Bruce harbor.

At present and without some extreme changes to the morphology of the creek ice jamming will continue to be a problem within the Village of Port Bruce. All factors need to be addressed when looking at the flooding within Port Bruce. One of the major issues is that the flows that cause the jamming are not considered extreme flows; most have been between the two and 5-year return periods. These lower flows will not move most ice through the reaches within Port Bruce. As an example flooding occurred in February of 2008 with only six inches of ice.

Most of the land that comprises Port Bruce is a flood plain. Unless altered, water bodies that flow through these areas reclaim the land as and when required to convey water down stream.

Dredging Synopsys

Dredging at Port Bruce was suspended in 2018 due to cutbacks in government funding. The sources of funding for these types of Provincially Mandated flood damage reduction activities have varied greatly from year to year as outlined below.

Dredging and ice breaking was originally funded on a 50/50 basis through our Section 39 Provincial Operating Grants. The Township of Malahide was responsible for 50% of the cost as the Special Benefiting Municipality. The aforementioned funding arrangement continued until the CCCA could no longer afford to use its Provincial Operating Grants that have remained at the same level since 2000.

The CCCA then submitted applications to the Ministry of Natural Resources and Forestry (MNR) under the Water and Erosion Control Capital Infrastructure Program (WECIP) to fund the dredging work on a 50/50 cost shared arrangement with the Township of Malahide. This option proved successful until the MNR deemed the dredging ineligible under WECIP because it was considered "maintenance dredging" and not a capital project.

In 2014, the CCCA applied to the Flood Disaster Mitigation Infrastructure - New Building Canada Small Communities Fund. The CCCA was successful receiving \$70,000.00 in funding to remove sediment from the Catfish Creek Sediment

Retention Structure. The project was completed in February, 2017, on a cost shared arrangement with the Government of Canada (\$23,250.00), the Province of Ontario (\$23,250.00) and the Township of Malahide (\$23,500.00). The CCCA has had no contingency plan available to fund the dredging and ice breaking since 2018.

Programs and Services

Conservation Authorities, created in 1946 by an Act of the Provincial Legislature, are mandated to ensure the conservation, restoration, and responsible management of Ontario's water, land, and natural habitats through programs that balance human and environmental needs.

The fundamental goal of Conservation Authority staff is to provide CCCA partner municipal staff with data and information to enable sufficient lead time to allow emergency procedures to promote residents safety, safeguard flood prone areas and minimize flood related damage. The CCCA flood-monitoring program is not exclusive to Port Bruce it is provided to all CCCA member municipalities within the authority's administrative boundary.

Mandatory Programs and Services

Many of these programs and services are jointly funded by municipalities, minimal contributions from the Province, and in most cases, through self-generated funding by the CCCA. The CCCA receives a levy from the Town of Aylmer, Malahide Township, Township of Southwest Oxford, Municipality of Central Elgin and the City of St Thomas, which forms part of our budget. The remainder of the budget is funded through user fees, membership fees, grants and donations. Operations of conservation areas are entirely self-funded. Our financial statements, which are audited every year, are available to the public, once approved by our Board of Directors.

With recent amendments to the Conservation Authorities Act the below annotated list are all mandatory components of a Conservation Authority.

A Conservation Authority shall provide programs and services to support its functions and responsibilities related to flood forecasting and warning. The authority's functions and responsibilities with respect to flood forecasting and warning are:

- Maintaining information on surface water hydrology and the areas within the authority's area of jurisdiction that are vulnerable to flooding events.
- Developing operating procedures for flood forecasting and warning, including flood contingency procedures to ensure continuity of an authority's operations in respect of flood forecasting and warning.

- Maintaining a stream flow monitoring network that, at a minimum, includes stream flow gauges available as part of the provincial-federal hydrometric network and, where the authority considers it advisable, includes additional local stream flow gauges.
- Monitoring of weather and climate information, snow surveys and observed water levels and flows utilizing local, provincial and federal data sources.
- Analysis of local surface water hydrologic conditions related to flood potential and risk, including flood forecasting, to understand and quantify the response and potential impacts within watersheds to specific events and conditions.
- Communications to inform persons and bodies that the authority considers advisable of the potential or actual impact of flood events in a timely manner.
- Provision of ongoing information and advice to persons and bodies mentioned in paragraph 6 to support, emergency and flood operations during a flood event, and documentation of flood events.
- An authority shall provide programs and services for ice management within its area of jurisdiction, if the authority determines that ice management is necessary to reduce the risks associated with natural hazards.
- Programs or services provided shall include the development and implementation of an ice management plan on or before December 31, 2024 that identifies,
 - how ice within the authority's area of jurisdiction may increase the risk of natural hazards; and
 - the steps that are necessary to mitigate these risks, including identifying equipment and resources needed to carry out these steps.
- An authority may update the ice management plan from time to time, as the authority considers it advisable.

Flood Mitigation Measures

A Flood Warning Plan for the Catfish Creek watershed has been compiled to provide a systematic procedure for the Catfish Creek Conservation Authority (CCCA) staff to consult during flood emergencies. If necessary after the flood season, the document is reviewed to

assess the viability and evaluate recommendations stemming from the previous year's high water events.

In general, the objective of the Flood Warning Plan is to link flood emergency personnel of the Catfish Creek Conservation Authority, its member municipalities, government emergency organizations, applicable provincial government agencies and police to assist in reducing the potential for flood-associated damage. Specific emphasis is placed on areas of the watershed that are largely susceptible to flooding; the Village of Port Bruce is one of six such flood prone areas within the Catfish Creek watershed.

Flooding in any area is not limited to spring freshet and ice breakup / jamming conditions. It can occur at any time when there are adverse weather conditions connected with extreme precipitation patterns. Historically, flooding within the Village of Port Bruce has been associated with spring freshet and ice breakup conditions.

Ice jams are highly unpredictable. Unlike free flowing conditions, ice jam circumstances may be difficult to provide reliable advanced flood warnings. CCCA is working responsibly and diligently to generate timely Watershed Condition Statements, Flood Watches and Flood Warning Statements during adverse water level circumstances. When applicable the aforementioned statements are posted on the Authority's Website www.catfishcreek.ca and related CCCA social media platforms.

As conditions vary, the Authority will update these statements to inform property owners of the changing circumstances. The objective of these bulletins is to allow the landowner time to take appropriate action suitable to their needs. Watershed Condition Statements and associated Flood Watches and Warnings will be circulated to local radio, media, Municipal Flood Co-ordinators or special agencies at the discretion of the Conservation Authority Flood Co-ordinator.

Ice jam mitigation is an integral component of the CCCA Flood Management Plan. As previously mentioned, ice jams are unpredictable, "While ice jams may be relatively common at a given site, they cannot be predicted with certainty in any given year." Department of the Army, United States Army Corps of Engineers, EM 1110-2-1612 Manual.

At present, the CCCA uses the following tools in addition to the Flood Management Plan to assist with ice jam mitigation:

- The removal of all seasonal docks, support structures and any other possible obstruction inducing items from the waters of Catfish Creek and flood plain areas by mid November. This request is intended to assist in reducing potential impacts because of flooding and/or in channel ice build-up. Leaving obstructions in the channel may accelerate ice build-up and consequently adversely influence the movement of in channel ice through Port Bruce. Channel flow patterns around obstructions may also accelerate creek-bank erosion during high run-off periods. Boat docks dislodged due to flooding or ice jam events can pose a serious safety threat to the public. In addition, all other floatable objects such as; picnic tables, propane tanks, barrels, etc. need to be removed or secured within flood prone areas.
- Ice Monitoring, during ice melt and subsequent break-up will be reinstated in 2023. The ice is monitored and inspected whenever deemed safe and necessary, to ensure up to date flow and ice break-up information/conditions to assist with possible ice jamming

circumstances. The program is designed to sample channel ice quality and quantity, which may have the potential to cause ice jams and associated flooding in Port Bruce.

- Ice Hole Drilling is a process where holes are drilled through the ice cover in a systematic pattern to reduce the integrity of the ice and are intended to accelerate ice melt and breakup at strategic locations within a channel and potentially limiting/mitigating ice jam formations. CCCA uses an ice auger to drill holes at a time that will minimize whole freeze-back and allow channel flows to further weaken the ice cover through hydraulic vortex erosion/melting during spring freshet and ice melts. This mitigation measure was suspended under previous management due to staff safety. Ice thickness varies greatly, depending on the location within the channel, and has triggered staff safety concerns in the past. This mitigation measure is being assessed by staff for safety and effectiveness.
- Ice breaking/ice removal at the Port Bruce Harbour is carried out in advance to the spring freshet to allow for an open channel for initial ice migration to the lake, thereby helping to mitigate ice jam induced flooding within the Village of Port Bruce. Ice breaking is carried out at a time when weather patterns are conducive to spring freshet and ice integrity degradation. The intention is that the remaining in channel ice cover will be flushed out to the lake by the spring freshet, thereby minimizing an opportunity for ice jam formations within the Village of Port Bruce. In some instances, simply breaking the ice cover is not sufficient, and is often accompanied by continuous ice mitigation measures by the equipment to clear the ice within the harbour area during in channel ice migration.

Submitted By:	Peter Dragunas:	Water Management Technician
	Dusty Underhill:	General Manager/ Secretary Treasurer

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



REPORT FA 59 / 2022 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: General Managers Meeting

DATE: September 20, 2022

Purpose:

To provide the board of Directors with an overview of the General Managers Meeting.

Discussion:

On September 19, 2022, a General Managers meeting was held.

Topics included:

1) Welcome Angela Coleman (CO)

Angela Coleman, former CAO of South nation Conservation Authority introduced herself to chair the first General Managers meeting as her new role as General Manager of Conservation Ontario

2) Municipal Outreach Initiative Lynette Mader (DUC)

Funding resources will be brought fourth to enhance natural systems and reconnect natural systems within Municipalities.

3) Status of MNRF "species at risk" comments on planning files Sommer Casgrain-Robertson (RVCA)

CA's are no longer eligible for Species at Risk Funding.
Hassaan Bassit CAO of Halton Region Conservation Authority reached out to the Minister and was told that CA's have ample funding from our member municipalities for these types of initiatives.

4) Assessment of Costs under the Drainage Act Chandra Sharma (NPCA)

A discussion occurred on when a Municipal Drain should be decommissioned and if in fact an owner is responsible for paying there portion of drain clean out.

5) Benefits and Insurance Update Carl Jorgensen (Conservation Sudbury)

A presentation was given on Marsh Insurance and what to project for annual increases for those CA's that are members.

6) Latornell Conservation Symposium Update Jane Lewington (CO)

Held at Royal Botanical Gardens and registration is almost full, 280 people in total.

7) Conservation Authorities University GM survey results Andrew Kett (CVC)

Survey results on whether the current Conservation Authority University program is working and what could be changed. There have been 115 students through the CAU program and currently 26 are General Managers of Conservation Authorities across the Province.

8) OIC – MNRF Minister Angela Coleman (CO)

Angela provided a quick report on the recent Ministerial change from MECP to MNRF.

9) CO Guidance materials for CAA Regulations Update Bonnie Fox (CO)

Bonnie presented a synopsis of all of the guidance materials that have been published by CO.

10) Transition Plans and status updates on Quarterly Reports

Open session on discussions amongst CA's and how their transition period is going.

11) Preparing for a new Board and Orientation

Distinguish what Board role is, (Governance, Not Operation).
Timing of Appointments by new council.
Roles in planning in regards to hearings and tribunals.

Recommendation:

That report FA 59 / 2022 be received as information at this time.



Dusty Underhill,
General Manager / Secretary-Treasurer

REPORT FA 60 / 2022: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: Quarterly Progress Report - Ontario Regulation 687/21

DATE: September 28, 2022

Purpose:

The purpose of this report is to update the Board of Directors on the Catfish Creek Conservation Authority's (CCCA) second quarterly progress report under Ontario Regulation 687/21 submitted to the Ministry of Environment, Conservation and Parks (MECP).

Background:


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 Progress Reports will detail; any comments or other feedback submitted by a municipality referred to in clause 5 (1) (b) regarding the inventory;

- (a) a summary of any changes that the Authority has made to the inventory to address comments or other feedback referred to in clause (a), including the changed inventory and a clear description of the changes between the previous inventory and changed inventory; and
- (b) a summary of any changes that were made to your inventory;
- (c) an update on the progress of negotiations of cost apportioning agreements with the participating municipalities; and
- (d) an outline of any difficulties that the Authority is experiencing that might affect the ability of the Authority to conclude any cost apportioning agreements with one or more participating municipalities by the transition date.

The CCCA's second progress report, attached as Appendix 1 has been submitted to all five participating Municipalities and to the MECP to meet the second quarterly report deadline outlining the consultation steps that have been undertaken to date with the CCCA's participating municipalities. Six quarterly reports will be required in total with the second report required October 1 this year and four in 2023. A final Conservation Authority report will be due January 31, 2024.

Recommendation:

THAT Report FA 60 / 2022 Conservation Authorities Act Transition Quarterly October 1, 2022, Progress Report Ontario Regulation 687/21: Transition Plan and Agreements for Programs and Services be noted and filed.



Dusty Underhill,
General Manager / Secretary-Treasurer



CATFISH CREEK CONSERVATION AUTHORITY

8079 Springwater Road, RR# 5, Aylmer, Ontario N5H 2R4

PHONE: (519) 773-9037 • FAX: 519-765-1489

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

September 28, 2022

Re: October 1, 2022 Progress Report

The Ministry of Environment, Conservation and Parks (MECP) proclaimed many changes to the subsection of the Conservation Authorities Act. These changes have been enacted which will affect the provision of Conservation Authority Programs and Services. There are two phases to the Transition Period. The first phase is to develop and circulate an Inventory of Programs and Services. The second phase of the Transition Period includes developing and finalizing the Catfish Creek Conservation Authority municipal agreements in accordance with the regulations.

Regulation 687/21, 7 (2) states that during the second phase of the transition period an Authority shall provide progress reports on July 1, 2022, October 1, 2022, January 1, 2023, April 1, 2023, July and October 1st 2023 to be submitted to the MECP.

The Progress Reports will detail; any comments or other feedback submitted by a municipality referred to in clause 5 (1) (b) regarding the inventory;

- (a) a summary of any changes that the Authority has made to the inventory to address comments or other feedback referred to in clause (a), including the changed inventory and a clear description of the changes between the previous inventory and changed inventory; and
- (b) an update on the progress of negotiations of cost apportioning agreements with the participating municipalities; and
- (c) an outline of any difficulties that the Authority is experiencing that might affect the ability of the Authority to conclude any cost apportioning agreements with one or more participating municipalities by the transition date.

Please find attached the Catfish Creek Conservation Authority (CCCA) October 1, 2022 Progress Report.

Sincerely,

Dusty Underhill,
General Manager/Secretary-Treasurer

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





October 2022 Progress Report

CATFISH CREEK CONSERVATION AUTHORITY

Contents:

Introduction	3
Timelines.....	4
Record of Dispersal	5-8
Municipal Comments, Feedback/ Summary of Changes	9
Cost Apportionment/ Difficulties	10
Difficulties.....	11

Catfish Creek Conservation Authority (CCCA) October 1, 2022 Progress Report in Accordance with Ontario Regulation 687/21. 7(1) (c) and 7(2)

Introduction:

With the passing of Ontario Regulation 687/21; "Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act", Conservation Authorities are required to develop and implement a Transition Plan outlining processes and timelines to ensure compliance and cost apportioning agreements (if applicable) are in place with their member municipalities as required by subsection 21.1.4 (1) of the Act.

The purpose of the transition period is to provide conservation authorities and municipalities a period to address changes to the budgeting and levy process based on the delivery of mandatory programs and services (Category 1), municipal programs and services (Category 2), and other programs and services (Category 3) and the need, in some cases, to reach agreements.

Regulation 687/21, Section 7(1)(c) states that during the second phase of the Transition Period and no later than the transition date, an Authority shall submit to the Ministry six progress reports described in clause (1)(c) of the act, and the Authority shall submit the progress reports described in clause (1)(c) to the ministry on the following dates; July 1, 2022, October 1, 2022, January 1, 2023, April 1, 2023, July 1, 2023 and October 1, 2023. The progress reports will include any comments received or changes to the inventory, an update on the progress of negotiations of cost apportioning agreements, and any difficulties that the CCCA is experiencing with concluding the requirements prior to the end of the Transition Period. A final report is to be submitted to MECP and each participating municipality by January 31, 2024 including the final version of the Inventory of Programs, Services, and confirmation that the CCCA has entered into all necessary cost apportioning agreements.

Timelines

Deliverable	Due Date	Timeline
Outgoing letter to municipalities		Week of Nov. 22, 2021, following board approval
Create Transition Plan	Dec. 31, 2021	Oct. 25, 2021 to Nov. 10, 2021 (Complete)
Obtain Board approval of Transition Plan	Nov. 19, 2021	Complete
Make it Public	Dec.31.2021	Complete
Create Programs and Services Inventory		Feb 2022 (Complete)
Circulate to Municipalities and MECP, Post on Website	Feb.28,2022	Complete
Communications and Cost Apportioning Negotiations with Municipalities	January 1, 2024,	Nov. 19, 2021 to Sept. 30, 2023
Consultation with neighbouring CA's	As required	Nov. 19,2021 to Nov. 1 2023
Execute Municipal Agreements	January 1, 2024	Sept./ Oct. 2023
Quarterly Reports to MECP as required by Regulation 687/21	July 1, 2022	July 1 st , 2022 Progress Report was sent to MECP and participating Municipalities on June 29, 2022 as required by O.Reg. 687/21
Quarterly Reports to MECP as required by Regulation 687/21	Oct 1, 2022	Oct 1 st , 2022 Progress Report was sent to MNRF and participating Municipalities on September 28, 2022 as required by O.Reg. 687/21
	January 1, 2023	
	April 1, 2023	
	July 1, 2023	
	Oct. 1, 2023	
Request for Extension of Transition Date	Oct. 1, 2023 (if required)	
Final Report	Jan.30,2024	

Catfish Creek Conservation Authority Conservation Authorities Act Dispersal Records

Date	Action Item	Recipient
Nov 19, 2021	Transition Plan approved by the CCCA Board and for dispersal to public, MECP, and member municipalities	CCCA Staff & Board
Dec 9, 2021	Transition Plan mailed out to Member Municipality – Township of Malahide	Adam Betteridge, Chief Administrative Officer/Clerk
Dec 9, 2021	Transition Plan mailed out to Member Municipality – County of Oxford	Lynn Buchner, Director of Corporate Services
Dec 9, 2021	Transition Plan mailed out to Member Municipality – Township of SW Oxford	Mary Ellen Greb, Chief Administrative Officer
Dec 9, 2021	Transition Plan mailed out to Member Municipality – Municipality of Central Elgin	Paul Shipway, Chief Administrative Officer/Clerk
Dec 9, 2021	Transition Plan mailed out to Member Municipality – City of St. Thomas	Maria Konefal, City Clerk
Dec 9, 2021	Transition Plan mailed out to Member Municipality – Town of Aylmer	Andy Grozelle, Chief Administrative Officer
Dec 10, 2021	Transition Plan posted onto the CCCA Website as a news item and under the publication section	General Public
Dec 10, 2021	Transition Plan emailed to MECP	MECP (ca.office@ontario.ca)
Jan 27, 2022	Inventory of Programs and Services approved by the CCCA Board and for dispersal to public, MECP, and member municipalities	CCCA Staff & Board
Jan 31, 2022	Inventory of Programs and Services mailed out to Member Municipality – Township of Malahide	Adam Betteridge, Chief Administrative Officer/Clerk
Jan 31, 2022	Inventory of Programs and Services mailed out to Member Municipality – County of Oxford	Lynn Buchner, Director of Corporate Services
Jan 31, 2022	Inventory of Programs and Services mailed out to Member Municipality – Township of SW Oxford	Mary Ellen Greb, Chief Administrative Officer
Jan 31, 2022	Inventory of Programs and Services mailed out to Member Municipality – Municipality of Central Elgin	Paul Shipway, Chief Administrative Officer/Clerk
Jan 31, 2022	Inventory of Programs and Services mailed out to Member Municipality – City of St. Thomas	Maria Konefal, City Clerk

Jan 31, 2022	Inventory of Programs and Services mailed out to Member Municipality – Town of Aylmer	Andy Grozelle, Chief Administrative Officer
Feb 22, 2022	Inventory of Programs and Services emailed to the MECP	MECP
Feb 22, 2022	Inventory of Programs and Services posted on CCCA Website	CCCA
May 10, 2022	Sent 2021 Auditors Report to MECP, posted on website	MECP
June 27, 2022	Requested a meeting to discuss MoA with Paul Shipway from the Municipality of Central Elgin	Paul Shipway, CAO
June 29, 2022	Sent July 1 st Progress Report required under Ontario Regulation 687/21	MECP
June 29, 2022	Requested meeting with St Thomas City Manager to discuss MoA for Category 2 Planning Services	Sandra Datar Bere, City Manager
July 12, 2022	Requested a meeting with Adam Betteridge CAO The Township of Malahide to discuss MoA for Category 2 planning services	
July 14, 2022	Requested a meeting with Andy Grozelle CAO Town of Aylmer to discuss MoA for Category 2 planning services.	
July 15, 2022	Confirmed meeting to discuss MOA with Town of Aylmer.	Andy Grozelle, CAO
July 15, 2022	Discussed Inventory and Agreements with Paul Shipway CAO/ Clerk from the Municipality of Central Elgin in the CCCA Boardroom.	Paul Shipway, CAO, Clerk
July 19, 2022	Email correspondence from Town of Aylmer in regards to MoA.	Andy Grozelle, CAO
July 19, 2022	Email correspondence from Municipality of Central Elgin in regards to MoA.	Paul Shipway, CAO
July 19, 2022	Discussed Inventory and Agreements with Mary Ellen Greb CAO from Township of Southwest Oxford at the Township of South-West Oxford Municipal building. There were no concerns brought fourth at the time of meeting.	Mary Ellen Greb, CAO
July 20, 2022	Discussed Inventory and Agreements with Sandra Datre Beres City Manager from City of St Thomas at the CCCA Boardroom. There were no concerns brought fourth at the time of meeting.	Sandra Datar Bere, City Manager

July 20, 2022	Email correspondence from Oxford County in regards to MoA	Gord Hough, Director of Community Planning
July 21, 2022	Discussed Inventory and Agreements with Adam Betteridge from Township of Malahide at the CCCA Boardroom. There were no concerns brought fourth at the time of meeting.	Adam Betteridge, CAO
July 21, 2022	Email correspondence from Oxford County in regards to MoA	Gord Hough, Director of Community Planning
July 22, 2022	Emailed PDF's of MoA to Malahide Township	Adam Betteridge, CAO
July 26, 2022	Email correspondence from Oxford County in regards to MoA	Gord Hough, Director of Community Planning
July 26, 2022	Email correspondence from Town of Aylmer in regards to MoA.	Andy Grozelle, CAO
July 27, 2022	Email correspondence from Town of Aylmer in regards to MoA	Andy Grozelle, CAO
July 27, 2022	Email correspondence from Oxford County in regards to MoA	Gord Hough, Director of Community Planning
August 4, 2022	Email correspondence from Oxford County in regards to MoA	Gord Hough, Director of Community Planning
August 4, 2022	Email correspondence from City of St Thomas in regards to MoA	Sandra Datar Bere City Manager
August 8, 2022	Email correspondence from Malahide Township in regards to MoA	
August 9, 2022	Email correspondence from the Municipality of Central Elgin in regards to MoA	Paul Shipway, CAO
August 11, 2022	Email correspondence from Oxford County in regards to MoA	Gord Hough, Director of Community Planning
August 12, 2022	Email correspondence from City of St Thomas in regards to MoA	Sandra Datar Bere City Manager
August 15, 2022	Email correspondence from the Municipality of Central Elgin in regards to MoA	Paul Shipway, CAO
August 16, 2022	Email correspondence from Oxford County in regards to MoA	Gord Hough, Director of Community Planning
August 17, 2022	Email correspondence from the Municipality of Central Elgin in regards to MoA	Paul Shipway, CAO

August 22, 2022	Email correspondence from Oxford County in regards to MoA	Gord Hough, Director of Community Planning
August 22, 2022	Email correspondence from Malahide Township in regards to MoA	Adam Betteridge, CAO
August 23, 2022	Email correspondence from Malahide Township in regards to MoA	Adam Betteridge, CAO
August 30, 2022	Finalized draft agreement sent to CCCA for final review	Andy Grozelle, CAO
September 21, 2022	Emailed MNRFC to request a meeting to discuss CCCA's Inventory of Programs and Services	ca.office@ontario.ca
September 21, 2022	Emailed City of St Thomas and Central Elgin to get an update on current status of MoA	Sandra Datar Bere Paul Shipway
September 27, 2022	Email correspondence received from City of St Thomas	Sandra Datar Bere City Manager

Municipal Comments or Feedback

Municipality	Comments/ Feedback
Township of Malahide	Malahide Council is currently in lame duck council, more comments/ feedback is expected after the Municipal Election
Municipality of Central Elgin	Central Elgin is currently coordinating with the Planning Office and the City of St. Thomas on their review and response to the MoA for Category 2 Planning. Intentions to provide this in the near future, more comments/ feedback is expected after the Municipal Election
The Town of Aylmer	Council meetings have been reduced due to the election. To avoid the MoA for Category 2 Planning Services getting missed, a report was presented early August and Council delegated authority to the Director of Corporate/ Legislative Services at the Town of Aylmer to enter into this MoA with the Authority, more comments/ feedback is expected after the Municipal Election
City of St Thomas	<p>City of St Thomas staff is working with the Municipality of Central Elgin to create a joint MoA for Category 2 Planning Services, more comments/ feedback is expected after the Municipal Election</p> <p>Staff and legal counsel are in the process of reviewing the MoA</p>
Township of Southwest-Oxford	<p>A couple of minor edits/ cleaned up the MoA document as per CCCA's comments.</p> <p>Oxford county has intentions on bringing the MoA for Category 2 Planning Services fourth to council late September for Approval, more comments/ feedback is expected after the Municipal Election</p>

Summary of Changes:

A draft summary of changes to the CCCA's Inventory of Programs and Services (red text) was presented to the Board of Directors at the CCCA's September 8, 2022 Full Authority meeting as information. The amended Inventory of Programs and Services was circulated to all five (5) participating Municipalities for comment along with a Memorandum of Agreement (MoA) to cover Category 2 planning services and a general MoA to endorse the CCCA's Inventory of Programs and Services and Category 3 Services. The CCCA is still receiving feedback from participating municipalities on the draft inventory and associated MoA, which was provided during consultations with upper management in mid-July of 2022.

Any changes occurring after the July 1, 2022 Progress Report have been highlighted as green text within the inventory.

A request has been submitted to ca.office@ontario.ca and a meeting has been arranged for Monday October 3, 2022 to discuss CCCA's Inventory of Programs and Services.

Cost Apportioning Agreement

During the second phase of the transition period, (to be completed by January 1, 2024) the CCCA will consult with participating municipalities on the Inventory of Programs and Services.

The CCCA has proceeded to take the necessary steps to enter into MoA with participating municipalities for category 2 and 3 programs and services where expenses and/or costs will be apportioned to a municipality. Staff are working diligently with CCCA's participating member municipalities.

Currently the Town of Aylmer and Southwest Oxford have finished a draft agreement in regards to Category 2 Planning Services that could be brought to their respective councils for approval. The City of St Thomas and Municipality of Central Elgin are amending CCCA's draft MoA to create a version that meets the needs of both organizations and discussions will resume after the Municipal Election. The Township of Malahide is currently in lame duck counsel and negotiations on the MoA for Category 2 Planning Services will resume after the Municipal Election.

Difficulties:

The October 2022 municipal election is posing some impacts on Phase 2 implementation. The CCCA Board of Directors may or may not have a small turnover in membership following the election. However, Conservation Authority staff are moving forward to assure we meet all the regulated deadlines.

Provincial law has stripped councils of certain powers in the event that there is the possibility of a material change in its membership prior to the next election (Lame Duck Council). Although this is a hindrance moving forward and a delay in timelines, these restrictions ensure sound decisions continue to be made by persons who remain accountable to the community. The CCCA is expecting conversation and negotiations to carry on after the Municipal Elections.

REPORT To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: General Managers Report September 2022

DATE: October 5, 2022

Completed the S.39 Provincial Transfer Payment grant funding annual proposed budget summary request for Fiscal Year 2022-2023 in conjunction with our Financial Services Coordinator.

Ongoing stage administration and support.

Completed and submitted the Flood Hazard Identification and Mapping Program grant application requesting funding to update both lake and riverine floodline hazard mapping.

Completed the second quarterly report required under Regulation 687/21.7(2) which states a Conservation Authority must provide quarterly reports to the MECP on July 1, 2022, October 1, 2022, January 1, 2023, April 1, 2023, and October 1, 2023. The October 1 Quarterly report details where we are at in regards to cost apportioning agreements, feedback received from Municipalities and difficulties the CA may be facing in regards to cost apportioning agreements.

Met with Waste Connections Canada and Al, Conservation Areas Supervisor to assist in negotiation a new "realistic" 5-year contract.

Attended Central Elgin's monthly environmental committee meeting.

Receiving quotes and reviewing/ preparing budget for 2023. Working with different departments to accommodate what we need vs what we want.

Took in a grant-writing workshop hosted by southwest tourism. Focused on the dos and don'ts of grant writing and what makes a grant application successful. After the workshop was over a portfolio of tips and templates was sent to each participant to utilize as examples for grants down the road.

Attended Conservation Ontario Council meeting details were provided in report.

Scheduled a meeting with MECP to discuss CCCA's Inventory of Programs and Services.

Ongoing discussion and talks with Malahide, Port Bruce residents and the Port Bruce Rate Payers Association.

On September 27, 2022 I attended a webinar on Building Relationships and Embracing the Truth. The webinar is planned on September 27, 2022 to provide an opportunity for CA's to come together to hear about some of the unique ways four CA's have advanced reconciliation in their watersheds through education, relationship building and project delivery.

Attended a Southwestern General Managers Meeting. Topics included; Preparing for a new board/ members with upcoming elections, Latonnell Update, Status of MNR Species at Risk comments, CA University survey results, and updates on transition plans and status.

**Catfish Creek Conservation Authority
Correspondence Register – September 1 – 30, 2022**

Date	Type	Agency	Topic
September 1, 2022	Email/ Response	Malahide	Report for Sept. 15 Council
September 1, 2022	Email	PBRA	Letter of support for government funding
September 1, 2022	Email	CVC	CA Workshop Registration
September 1, 2022	Email/ Response	Waste Connections	Springwater Bins
September 2, 2022	Email	Infrastructure Canada	Natural Infrastructure Fund Program Extension
September 6, 2022	Email	CO	Program Updates
September 6, 2022	Email	UTRCA	Southwest GM meeting
September 7, 2022	Email	Oxford County	Oxford County Transportation Master Plan Update
September 8, 2022	Email/ Response	CO	Provincial Offences Officers Level 1 Training Waitlist
September 8, 2022	Email	UTRCA	Southwest GM Meeting Slide Deck
September 9, 2022	Email	MNRF	Renewal of Lake Erie Flood Watch, High Static Water Levels - September 9, 2022
September 9, 2022	Email	CO	Quarterly Reports due October 1 st , 2022
September 12, 2022	Email/ Response	Malahide	PBRA Responses
September 12, 2022	Email/ Response	GRCA	SPC Chair, Program Manager Update
September 12, 2022	Email	Live Roof Ontario	Invoice
September 12, 2022	Email	MECP	New Requirements under the Conservation Authorities Act: Training for CAs and Municipalities
September 13, 2022	Email/ Response	Southern Ontario Tourism Agency	Virtual Grant Writing Workshop - Zoom Link
September 13, 2022	Email/ Response	Malahide	Draft PBRA Answers
September 13, 2022	Email/ Response	Steam Center	Multilingual Sign Completion
September 14, 2022	Email/ Response	Waste Connections	Quotes for waster/ recycling
September 14, 2022	Email	Southwest Tourism	Webinar
September 14, 2022	Email/ Response	CO	Final CO Guidance on Fee Policies and Fee Schedules

September 14, 2022	Email/ Response	Shannon Zylstra	Environmental Committee Meeting Agenda and Minutes
September 14, 2022	Email	MNRF	Provincial Watershed Conditions
September 14, 2022	Email		
September 15, 2022	Email	CO	Webinar Building Relationships
September 15, 2022	Email	Karen Ho	Property Inquiry
September 15, 2022	Email	CO	CO Council Agenda
September 15, 2022	Email/ Response	NIF	Natural Infrastructure Fund Webinar
September 15, 2022	Email/ Response	Steam Center	Sign Install
September 16, 2022	Email/ Response	Ilona Feldman	SPC Question
September 16, 2022	Email	CO	Updated Agenda
September 16, 2022	Email	Donnie Ivey	Stage Inquiry
September 16, 2022	Email	MECP	New Requirements under the Conservation Authorities Act
September 16, 2022	Email/ Response	Denise Love	Sign Install
September 16, 2022	Email	FHIMP	Funding Application
September 16, 2022	Email/ Response	Donnie Ivey	Stage Inquiry
September 16, 2022	Email/ Response	MNRF	CA Section 39 Year Start Budget Summary Request for 2022-23
September 17, 2022	Email/ Response	Donald Begg	Survey
September 17, 2022	Email/ Response	SNCA	Conservation CAO East
September 19, 2022	Email/ Response	Donald Begg	Survey
September 19, 2022	Email	FHIMP	Funding Application
September 19, 2022	Email	CO	Weekly Newsletter
September 19, 2022	Email/ Response	Mary Ellen and Michelle Port Bruce	Flood mitigation Answers
September 19, 2022	Email/ Response	DU	Canada Reports
September 19, 2022	Email/ Response	Shaun Meehan	Trapping Agreement
September 20, 2022	Email	CO	CO Council
September 20, 2022	Email	Adam Betteridge	Draft Answers
September 20, 2022	Email	MECP	Inventory and Quarterly Reports
September 21, 2022	Email/ Response	CO	Review and Feedback
September 21, 2022	Email/ Response	CO	Conservation Ontario Council Meeting
September 23, 2022	Email/ Response	Port Bruce Residents	Port Bruce Flood Mitigation - Q & A Response feedback meeting
September 23, 2022	Email	CO	Weekly Newsletter
September 26, 2022	Email	CO	Agenda for Council Meeting
September 26, 2022	Email/ Response	MNRF	WECl October 14 th Report
September 26, 2022	Email/ Response	MECP	Updated Inventory
September 27, 2022	Email/ Response	City of St Thomas	MoA

September 27, 2022	Email/ Response	MNRF (WECI)	In year reporting
September 27, 2022	Email/ Response	MECP	UPDATED Inventory Consultation
September 27, 2022	Email	Malahide	Meeting Recap
September 27, 2022	Email	CO	Registration Open - Client Service and Streamlining Initiative Planning BMP Day
September 27, 2022	Email	Safe Roads Engineering	NOTICE OF PROJECT - Hacienda Road Culvert Replacement Design
September 29, 2022	Email	CO	Nature Smart Climate Solutions Fund - Request for Standby Project Submissions
September 29, 2022	Email	CVC	CA Workshop Registration
September 30, 2022	Email	CO	Honouring the National Day for Truth and Reconciliation
September 30, 2022	Email/ Response	Survey	Industry Communications Engagement Survey