

CATFISH CREEK CONSERVATION AUTHORITY

Mission Statement

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

**A Full Authority meeting is to be held on
Thursday, March 9th, 2023 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 Paul Buchner
- 2) Land Acknowledgement
- 3) Adoption of Agenda
- 4) Disclosure of Pecuniary Interest
- 5) Disclosure of Intention to Audio / Video Record Meeting
- 6) Adoption of Minutes of:
 - a) Annual General Meeting FA #01/2023 (February 27, 2023) 3 - 8
- 7) Business Arising from Minutes
- 8) Public / Special Delegations
- 9) Reports:
 - a) Reports FA 01-04/2023 - Monthly Staff Reports 9 - 13
(Peter Dragunas, Gerrit Kremers, Al Bradford, Brittany Bell)
 - b) Report FA 05/2023 - January Summary of Revenue & Expenditures 14 - 15
(Susan Simmons)
 - c) Report FA 06/2023 - February Summary of Revenue & Expenditures 16 - 17
(Susan Simmons)
 - d) Report FA 07/2023 - Accounts Paid 18 - 19
(Susan Simmons)
 - e) Report FA 08/2023 - 2023 Final Budget and Levy 20 - 35
(Dusty Underhill)

f)	Report FA 09/2023 (Dusty Underhill)	- CCCA Committees	36 - 37
g)	Report FA 10/2023 (Dusty Underhill)	- Board of Directors Code of Conduct	38 - 39
g)	Report FA 11/2023 (Dusty Underhill)	- Telecommunications Tower	40
g)	Report FA 12/2023 (Dusty Underhill)	- Ontario Regulation 687/21 Progress Report	41 - 68
h)	Report FA 13/2023 (Peter Dragunas)	- Catfish Creek Flooding at Port Bruce	69 - 71
i)	Report FA 14/2023 (Gerrit Kremers)	- Approved Section 28 Applications	72
j)	Report FA 15/2023 (Dusty Underhill)	- 2023-2024 General Insurance Program	73
10)	General Manager / Secretary-Treasurer's Report		Dusty Underhill
11)	Unfinished Business		
12)	Chairperson's / Board Member's Report		
13)	Notice of Motions / New Business:		
14)	Correspondence:		
a)	Copied:		
	- None		
b)	Not Copied:		
	- Correspondence Register for January and February, 2023		74 - 80
15)	Closed Session		
16)	Next Meeting / Termination		

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

Monday, February 27th, 2023

Meeting #01/2023

The 72nd Annual General Meeting of the Catfish Creek Conservation Authority was held at the East Elgin Community Complex.

PRESENT:

Paul Buchner	Chairperson	Township of South-West Oxford
Morgaine Halpin	Vice-Chairperson, 2023	Municipality of Central Elgin
Sally Martyn	Out-going Member	Municipality of Central Elgin
Arthur Oslach	Member	Town of Aylmer
Gary Clarke	Member	City of St. Thomas
Scott Lewis	Member	Township of Malahide

STAFF:

Dusty Underhill	General Manager / Secretary-Treasurer
Susan Simmons	Financial Services Coordinator
Gerrit Kremers	Resource Planning Coordinator
Brittany Bell	Program Support Assistant
Peter Dragunas	Water Management Technician
Al Bradford	Conservation Areas Supervisor
Shelby Martin	Customer Services Clerk
Cathy Brooks	Field Technician

Guests

Murray	Alward	CCCA Supporter
April	Anderson	Port Bruce Rater Payers
Dan	Arppe	Thames Valley District School Board
Lindsey	Arppe	Thames Valley District School Board
Pete	Barbour	Town of Aylmer
Adam	Bengen	Environmental Leadership Program – EESS
Adam	Betteridge	Township of Malahide
Al	Bradford Sr.	CCCA Supporter
Richard	Brown	Township of Malahide
Jennifer	Buchanan	Graham Scott and Enns
Ron	Casier	Guest Speaker
Rick	Cerna	Township of Malahide
Dan	Dale	CCCA Supporter
Dominique	Giguere	Township of Malahide
Al	Hurst	Elgin Hiking Trail Club
Herb	Kebbel	CCCA Supporter
Jeanette	Kebbel	CCCA Supporter
David	Mayberry	Township of South-West Oxford
Margo	McDougall	Winner of the CCCA Student Scholarship
Duff	McDougall	Parent of Student Scholarship Winner
Mary	McDougall	Parent of Student Scholarship Winner

Ken	McEwen	CCCA Supporter
Rob	Perry	Aylmer Express
Al	Sharpe	Elgin Hiking Trail Club
Paul	Shipway	Municipality of Central Elgin
Dana	Sinclair	CCCA Supporter
Dr. Duncan	Sinclair	CCCA Supporter
Duncan	Sinclair	Conservation Award Winner
Kim	Smale	Former General Manager of CCCA
Henry	Tenhoor	CCCA Volunteer
Elizabeth	VanHooren	Kettle Creek Conservation Authority
Judi	Wright	CCCA Supporter

WELCOME / CALL TO ORDER:

Chairperson Buchner welcomed everyone and called the meeting to order at (2:00 p.m.).

ADOPTION OF AGENDA:

<u>Motion # 1/2023</u>	S. Martyn	A. Oslach	CARRIED
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THAT, the Agenda for the Annual General 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.

INTRODUCTIONS:

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

SERVICE AWARDS:

Chairperson Buchner presented Years of Service Awards to Susan Simmons, Financial Services Coordinator (25), Dusty Underhill, General Manager/Secretary - Treasurer (10), and to Member Martyn (16).

CHAIRPERSON'S MESSAGE:

Chairperson Buchner presented the Annual Chairperson's Message to the audience. A condensed version is included on the first page of the 2022 Annual Report.

ADOPTION OF MINUTES:

Motion # 2/2023 A. Oslach S. Lewis CARRIED

THAT, the Minutes of Full Authority Meeting #10/2022 (December 15, 2022), be accepted as circulated.

Motion # 3/2023 S. Martyn A. Oslach CARRIED

THAT, the Minutes of Personnel / Finance Committee Meeting PF#01/2023 (January 26, 2023), be adopted and circulated.

BUSINESS ARISING FROM MINUTES:

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

PUBLIC / SPECIAL DELEGATIONS:

None

ANNUAL REPORT PRESENTATION:

The General Manager / Secretary-Treasurer presented the 2022 Annual Report and provided a brief summary of each section in the report. He thanked the community for their support and involvement with the CCCA over the past year. He also thanked the staff from the CCCA and Board for their efforts in 2022.

Motion # 4/2023 A. Oslach S. Lewis CARRIED

THAT, the 2022 Annual Report be adopted as presented.

2022 AUDITED FINANCIAL STATEMENTS:

Jennifer Buchanan, Partner at Graham Scott Enns LLP Chartered Accountants presented the 2022 Financial Statements and Auditor's Report for the Catfish Creek Conservation Authority.

Ms. Buchanan stated that the Financial Statements present fairly, in all material respects, the statement of financial position of the CCCA as at December 31, 2022, and the statements of operations and accumulated surplus, changes in net assets, and cash flow for the year then ended in accordance with Canadian accounting standards for public sector entities.

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

Motion # 05/2023 S. Martyn G. Clarke CARRIED

THAT, the Financial Statements of the Catfish Creek Conservation Authority and Audit Findings Letter prepared by Graham Scott Enns LLP, as at December 31, 2022, be adopted as circulated.

ELECTION OF OFFICERS:

Paul Shipway, announced that he would be conducting the elections for Chairperson and Vice-Chairperson for the year 2023.

Mr. Shipway, C.A.O. of the Municipality of Central Elgin reviewed the election procedures and declared all offices vacant. He then read the names of the current members eligible to vote and asked for the appointment of two (2) scrutineers in the event of an election.

Motion # 06/2023 G. Clarke A. Oslach CARRIED

THAT, Susan Simmons and Dusty Underhill act as scrutineers in the event of an election; and further,

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

Mr. Shipway called for nominations for the position of Chairperson of the CCCA for 2023.

Arthur Oslach nominated Paul Buchner.

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

Motion # 07/2023 G. Clarke A. Oslach CARRIED

THAT, nominations for the position of Chairperson be closed.

Paul Buchner was named Chairperson for 2023.

Mr. Shipway called for nominations for the position of Vice-Chairperson of the CCCA for 2023.

Scott Lewis nominated Morgan Halpin.

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

Motion # 08/2023 G. Clarke S. Lewis CARRIED

THAT, nominations for the position of Vice-Chairperson be closed.

Morgan Halpin was named Vice-Chairperson for 2023.

Paul Buchner assumed the Chair to continue the meeting.

OTHER BUSINESS:

Motion # 09/2023

A. Oslach

S. Lewis

CARRIED

THAT, the Full Authority appoint the firm Graham Scott Enns LLP Professional Accountants as the Authority's Auditor until the next Annual General Meeting in February 2024; and further,

THAT, the Full Authority appoint Canadian Imperial Bank of Commerce, Aylmer Branch as the Authority's financial institution until the next Annual General Meeting in February 2024; and further,

THAT, the Full Authority appoint Nicholas Loeb, Elgin County Solicitor as the Authority's Solicitor to deal with matters of litigation until the next Annual General Meeting in February 2024; and further,

THAT, the Full Authority appoint Mark Coombes, Bowsher + Bowsher as the Authority's Solicitor to deal with matters of real estate until the next Annual General Meeting in February 2024.

Motion # 10/2023

M. Halpin

A. Oslach

CARRIED

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

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

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

GUEST SPEAKER:

Member Martyn introduced guest speaker Ron Casier, with the Canadian Chestnut Council.

Mr. Casier began his presentation with the history of the American Chestnut tree. He provided an overview of how American Chestnut trees used to be the most prominent species in the Carolinian Life Zone, every 1 in 4 trees was an American Chestnut. Mr. Casier explained the value of these tree species for timber production and how farmers would utilize the nuts as a food source for pigs. He then reiterated the science behind what the organization is doing, and how they are trying to introduce a blight resistant species. Trees in plantations are injected with Blight to see if they have been breeding and are in fact resilient. Mr. Casier then proceeded to explain how landowners and partners like the CCCA are imperative to the success of restoration projects such as this. The CCCA has some of the largest American Chestnut plantings around, including a substantial site at the Yarmouth Natural Heritage Area.

Paul Buchner, Chairperson of the Board of Directors thanked Mr. Casier for his excellent presentation.

STUDENT SCHOLARSHIP AWARD:

Member Oslach presented the 21st Annual Catfish Creek Conservation Authority Scholarship Award to Margo McDougall. Margo plans to continue her post-secondary education in the field of Natural Environment Technician Conservation and Management at Sault St. Marie College

CONSERVATION AWARD:

Member Lewis was called upon to present the Conservation Award Duncan Sinclair in recognition of his continued environmental educational partnership with the CCCA. Since year one Mr. Sinclair built an excellent working relationship with the CCCA in regards to learning and work experiences the students could gain from being involved and exposed to the world of conservation.

TERMINATION:

Motion # 11/2023

A. Oslach

M. Halpin

CARRIED

That, the Annual General Meeting of the Catfish Creek Conservation Authority be terminated at (4:00 p.m.).

REPORT FA 01/2023 To The Full Authority

FROM: Water Management Technician

SUBJECT: Monthly Staff Report for the Months of January and February

DATE: February 28, 2023

Water Management Technician

Current Activities:

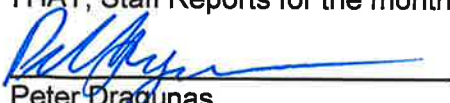
- Monitoring the Catfish Creek Conservation Authority (CCCA) administrative area for winter watershed conditions associated with flood forecasting.
- December 22, CCCA Administrative Area, North Shore Lake Erie, Water Safety, Watershed Condition Statement.
- December 27, CCCA Administrative Area, Water Safety Watershed Condition Statement.
- December 30, CCCA Administrative Area, Flood Watch Watershed Condition Statement.
- January 1, CCCA Administrative Area, All Clear Watershed Condition Statement.
- February 8, CCCA Administrative Area, North Shore Lake Erie, Water Safety, Watershed Condition Statement.
- January 9, CCCA Administrative Area, Water Safety Watershed Condition Statement.
- Compiled inquiries from the Port Bruce Rate Payers Association (PBRA) and Port Bruce residents regarding the CCCA flood forecasting procedures and protocols.
- Permit To Take Water (PTTW) application renewal assistance.
- Updates, assessments, benchmark and threshold verifications / implementations for the 2023 Ontario Low Water Response Program.
- Testing of CCCA Ontario Low Water Response (OLWR) data compiler / interpolator.
- Natural hazard mapping classifications for lands within the CCCA administrative boundary.
- Assisted with the 2023 CCCA Reforestation Program, Forests Ontario, 50 Million Tree Program Funding Applications.
- Assist with the CCCA 2023 Tree Planting Program.

Upcoming Activities:

- Continue the monitoring for watershed seasonal high flows to verify and issue watershed condition statements.
- Continue monitoring Lake Erie shoreline storms for storm surge and wave uprush conditions.
- Monitoring low water flows within the Catfish Creek watershed.
- Reinstate the low water program, database and evaluation of CCCA low water discharge benchmarks and threshold criteria to support low water condition rationalizations.
- Continued assessment and evaluation of the Catfish Creek Conservation Authority (CCCA) historical flood criteria, thresholds and Flood Watch and Warning Guideline Check List ratings coupled with Geographic Information System (GIS) tool re-evaluations.

Recommendation:

THAT, Staff Reports for the month of January and February, 2023, be noted and filed.


Peter Dragunas
Water Management Technician

REPORT FA 02/2023 : To The Full Authority

FROM: Gerrit Kremers
SUBJECT: Monthly Staff Report
DATE: February 28, 2023

Resource Planning Coordinator

Current Activities:

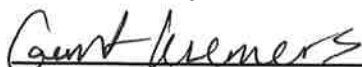
- Participated in a Conservation Ontario webinar meetings to discuss Bill 23 and changes to plan review for Conservation Authorities;
- Participated in an online meeting with senior planning staff from neighbouring CA's to discuss Bill 23 plan review changes and the impacts to our member municipalities/counties;
- Attended various municipal drainage meetings with local municipalities in regards to proposed projects within the watershed;
- Attended the Elgin Stewardship Council meeting as the CCCA representative;
- Participated in ONFARM webinar about soil and nutrient management best practices and on going research;
- Had site meetings with landowners to discuss potential tree planting and stewardship projects on their properties;
- Hosted a meeting with CA staff and community partners to discuss and plan the 2023 Envirothon competition to be hosted at Springwater CA;
- Held various site meeting with landowners to discuss CA policies, S.28, in regards to future development activities on their property;
- Meeting with TRUE Consulting and CA staff to discuss Port Bruce floodline mapping study;
- Participated in planning pre-consultation meetings with member municipality staff and private landowners to discuss potential development projects within or adjacent to natural hazard features;
- Completed year end reporting for stewardship projects with funding partners;
- Conducted ice condition monitoring tours, and reported present conditions to Water Management Technician;

Upcoming Activities:

- Planning pre-consultation meetings with member municipalities and private landowners looking to conduct work within adjacent lands of a Natural Hazard Feature
- Attend a Conservation Authority coastal working group webinar;
- Attend the London Farm Show on behalf of CCCA with neighbouring CA's to host a booth for tree planting and stewardship inquiries;
- Municipal drainage meeting with drainage superintendent for local municipality;
- Continue to monitor on-going s.28 work permits and associated work permit conditions;
- Process s.28 work permit applications pursuant to the Conservation Authorities Act;
- Review Planning Act applications and comment on natural hazards pursuant to the Conservation Authorities Act.

Recommendation:

That, Staff Report for the months of January and February, 2023, be noted and filed.



Gerrit Kremers
Resource Planning Coordinator

REPORT FA 03/2023 : To The Full Authority

FROM: Conservation Areas Supervisor

SUBJECT: Monthly Staff Report

DATE: February 27, 2023

Conservation Areas Supervisor

Current Activities:

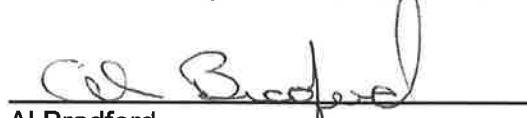
- Met with Contractors regarding installation of Hydro and New gate system at our day use entrance
- Met with MRC Systems to receive our new portable radios which will give full communications back to staff when in the field
- Met with contractors throughout Jan/Feb to obtain quotes for potential new phone system, potential new internet opportunity, trenching, to assist staff regarding a potential Grant application
- Attended a 2 week course to obtain my Provincial Offenses Officer course
- Assisted on the panels for interviews for Maple Syrup & Customer Services Clerk position(s)
- Met with and had phone meetings regarding the Pancake House organizations
- Met with Friends of Springwater via zoom regarding this upcoming year
- Prep work for Maple Syrup Festival
- Assisted Program Support Assistant with organizing attractions for the Maple Syrup Festival
- Coordinated with contractors for the roof replacement of the sugar shanty, day use gatehouse Reno's along with installation of a new gate system
- Continue to plan and prep for the 2023 Maple Syrup Program
- Accompanied the Resource Planning Coordinator on Flood Forecasting route
- Assisted Resource Planning Coordinator with investigating a potential Section 28 violation in Port Bruce
- Hazard tree removal, firewood processing and general maintenance and operations continued
- Obtained drawings for the accessibility ramps at the schoolhouse and office (moving to the next stage)
- Assessed the damage at Yarmouth Natural Heritage Area regarding the beavers (inquiring additional info on installing a Beaver Baffle, but also keeping in mind management practices may have to be used as well)
- Walked the new property adjacent to the east of Archie Coulter CA, (Tisdale CA), with the Resource Planning Coordinator to assess upcoming projects
- Met with Elgin Hiking Club for a debriefing on the 2022 Christmas Spirit Walk
- Met with staff from Jaffa Education Centre in regards to planning for Educational Programs

Upcoming Activities (March):

- Feb 27 – March 10/23 TVDSB Maple Syrup Programing, March 11- 19/23 Open to the Public Maple Syrup Festival, March 20- 31/23 TVDSB Maple Syrup Programing
- Obtaining quotes to purchase fish for stocking for the upcoming April Trout Derby
- Ensure all work is completed at our Day Use Gate by all 3 contractors
- Ongoing repairs and maintenance throughout our properties (picnic table repairs/water tap repairs/hazard tree removal/trail work)
- Continue working with staff ideas to revamp our visitor sign in our parking lot for visitors, along with starting to make a list of signage that need replacing throughout the park
- Continue looking for potential funding for electrical upgrades throughout our Comfort Stations within the park

Recommendation:

THAT, Staff Reports for the month of January and February, 2023, be noted and filed.



Al Bradford,
Conservation Areas Supervisor

REPORT FA 04/2023 : To The Full Authority

FROM: Brittany Bell

SUBJECT: Monthly Staff Report

DATE: February 27, 2023

Program Support Assistant

Current Activities:

- Seasonal camper administration
- Attend the Community Service Recovery Fund Webinar
- Along with CA staff, completed the application for the Community Service Recovery Fund
- Attended the Green Inclusive Community Buildings Fund Webinar to inquire about funding
- Maintained social media channels and posted entertaining content
- Met with MyFm to discuss advertising for the Maple Syrup Festival
- Created advertisements and flyers for the Maple Syrup Festival
- Monitoring CCCA website inquiries
- Set up CCCA social media channels to post for the Drinking Water Source Protection Campaign
- Planned for the Maple Syrup Festival
- Catfish Creek Conservation Authority administrative duties
- Event planning for the Maple Syrup Festival
- Interviewed and hired staff for Maple Syrup
- Looked into potential other advertising opportunities for Springwater Conservation Area
- Met with community groups that are running the Pancake House during the Maple Syrup
- Met with staff from Jaffa Education Centre in regards to planning for Educational Programs
- Met with the Friends of Springwater to discuss potential opportunities to fundraise and events
- Signed up for Kid's First Day, in partnership with Investing in Children, to run a low cost event for children
- Attend South Western Tourisms' Content Creator Webinar
- Met with Elgin Hiking Club for a debriefing on the 2022 Christmas Spirit Walk
- Met with a few couples interested with holding their wedding next year at the schoolhouse and discussed their wedding plans – all booked to have their wedding at the schoolhouse

Upcoming Activities:

- Catfish Creek Conservation Authority administrative duties
- Maintain social media channels and post entertaining content
- Monitor CCCA website inquiries
- Applying for the Google Ad Grant
- Admin and planning for Maple Syrup Festival
- Applying for the FCC AgriSpirit Fund for Schoolhouse renovations
- Springwater Conservation Area camping administration

Recommendation:

That, Staff Report for the months of January and February, 2023, be noted and filed.



Brittany Bell
Program Support Assistant

REPORT FA 05/2023 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Summary of Revenue & Expenditures - January
DATE: January 31, 2023

SUMMARY OF REVENUE

for the period ending January 31, 2023

	2023 Budget	2023 To Date	Difference	2022 To Date
MNRF Provincial Grants	\$ 41,215.00	\$ -	\$ (41,215.00)	\$ -
Other Provincial Grants	\$ 47,698.74	\$ -	\$ (47,698.74)	\$ -
Federal Grants	\$ 131,403.00	\$ -	\$ (131,403.00)	\$ 103,086.32
Employment Program Grants	\$ 20,000.00	\$ -	\$ (20,000.00)	\$ -
Municipal General Levies	\$ 405,939.78	\$ -	\$ (405,939.78)	\$ -
Special Benefiting Levies	\$ -	\$ -	\$ -	\$ -
Donations/Sponsorships	\$ 34,300.00	\$ 720.00	\$ (33,580.00)	\$ 7,297.03
Conservation Areas Revenue	\$ 709,800.00	\$ 139,926.79	\$ (569,873.21)	\$ 109,380.28
Maple Syrup Revenue	\$ 32,100.00	\$ -	\$ (32,100.00)	\$ -
Bank Interest Earned	\$ 3,000.00	\$ -	\$ (3,000.00)	\$ -
Education Programs	\$ 1,220.00	\$ -	\$ (1,220.00)	\$ -
Legal Inquiries/Permit Applications	\$ 7,500.00	\$ 575.22	\$ (6,924.78)	\$ 292.04
Watershed Stewardship	\$ 7,750.00	\$ 7,000.00	\$ (750.00)	\$ 20,000.00
Revenue from Other C.A. Lands	\$ 13,255.00	\$ 13,173.65	\$ (81.35)	\$ 238.94
Other Revenue	\$ 9,222.30	\$ -	\$ (9,222.30)	\$ -
Contract Services	\$ 1,331.00	\$ -	\$ (1,331.00)	\$ -
Vehicle & Equipment Rental Recoveries	\$ 45,893.00	\$ 1,465.06	\$ (44,427.94)	\$ -
Previous Year Surplus (Deficit)	\$ 2,914.37	\$ 1,716.73	\$ (1,197.64)	\$ 8,666.73
Income Appropriation from Special Reserves	\$ 38,323.73	\$ -	\$ (38,323.73)	\$ -
Income Appropriation from General Reserves	\$ 143,803.93	\$ -	\$ (143,803.93)	\$ -
APPROPRIATION FROM RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
	\$ 1,696,669.85	\$ 164,577.45	\$ (1,532,092.40)	\$ 248,961.34

DONATIONS/SPONSORSHIPS	2023 Budget	Received To Date	Difference
Annual Report	\$ 1,000.00	\$ -	\$ (1,000.00)
Environmental Education	\$ 500.00	\$ -	\$ (500.00)
EESS ELP	\$ 6,000.00	\$ -	\$ (6,000.00)
Commemorative Forest	\$ 300.00	\$ -	\$ (300.00)
Springwater Forest Trails	\$ 20,000.00	\$ 220.00	\$ (19,780.00)
Archie Coulter C.A. Trails	\$ 2,000.00	\$ -	\$ (2,000.00)
YNHA	\$ 2,000.00	\$ 500.00	\$ (1,500.00)
Maple Syrup Festival	\$ 2,000.00	\$ -	\$ (2,000.00)
Ontario Police College Path of Honour	\$ 500.00	\$ -	\$ (500.00)
TOTAL Donations/Sponsorships	\$ 34,300.00	\$ 720.00	\$ (33,580.00)

REPORT FA 05/2023 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures - January
 DATE: January 31, 2023

SUMMARY OF EXPENDITURES

for the period ending January 31, 2023

	2023 Budget	2023 To Date	Difference	2022 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Service:	\$145,739.31	\$ 16,065.20	\$ (129,674.11)	\$ 21,349.94
2 FLOOD FORECASTING & WARNING	\$298,347.99	\$ 26,307.39	\$ (272,040.60)	\$ 18,306.83
3 DROUGHT AND LOW WATER RESPONSE	\$16,989.59	\$ 1,815.93	\$ (15,173.66)	\$ 1,330.41
4 ICE MANAGEMENT	\$24,223.56	\$ 2,729.24	\$ (21,494.32)	\$ 1,712.81
5 INFRASTRUCTURE (Dam)	\$24,921.85	\$ 2,195.70	\$ (22,726.15)	\$ 938.78
6&7 ACT REVIEWS & PLAN REVIEW	\$4,877.68	\$ 499.69	\$ (4,377.99)	\$ 1,108.57
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$45,803.38	\$ 4,374.72	\$ (41,428.66)	\$ 4,520.92
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$83,078.73	\$ 8,558.13	\$ (74,520.60)	\$ 8,040.05
12 WATER QUALITY (PGMN & PSMP)	\$12,487.14	\$ 2,841.37	\$ (9,645.77)	\$ 1,289.04
13 SOURCE PROTECTION	\$5,947.09	\$ 684.46	\$ (5,262.63)	\$ 609.24
SUB TOTAL: MANDATED PROGRAMS Expenditures	\$662,416.32	\$66,071.83	-\$596,344.49	\$59,206.59
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	\$35,597.00	\$ 8,115.69	\$ (27,481.31)	\$ 922.63
EDUCATION PROGRAMS	\$7,720.00	\$ 112.33	\$ (7,607.67)	\$ 850.00
SPECIAL PROJECTS	\$1,500.00	\$ -	\$ (1,500.00)	\$ 858.01
C.A. DEVELOPMENT PROJECTS	\$99,075.00	\$ 10,780.52	\$ (88,294.48)	\$ -
MAPLE SYRUP PROGRAM	\$83,662.37	\$ 12,393.05	\$ (71,269.32)	\$ 54.21
SPRINGWATER CONSERVATION AREA	\$710,806.16	\$ 34,008.89	\$ (676,797.27)	\$ -
VEHICLE & EQUIPMENT OPERATIONS	\$95,893.00	\$ 85.22	\$ (95,807.78)	\$ 14,227.12
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,034,253.53	\$65,495.70	-\$968,757.83	\$16,911.97
AMORTIZATION	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,696,669.85	\$ 131,567.53	\$(1,565,102.32)	\$ 76,118.56


 Susan Simmons,
 Financial Services Coordinator

REPORT FA 06/2023 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Summary of Revenue & Expenditures - February
DATE: February 28, 2023

SUMMARY OF REVENUE

for the period ending February 28, 2023

	2023 Budget	2023 To Date	Difference	2022 To Date
MNRF Provincial Grants	\$ 41,215.00	\$ -	\$ (41,215.00)	\$ -
Other Provincial Grants	\$ 47,698.74	\$ 4,015.36	\$ (43,683.38)	\$ -
Federal Grants	\$ 131,403.00	\$ 2.01	\$ (131,400.99)	\$ 103,086.32
Employment Program Grants	\$ 20,000.00	\$ -	\$ (20,000.00)	\$ -
Municipal General Levies	\$ 405,939.78	\$ -	\$ (405,939.78)	\$ -
Special Benefiting Levies	\$ -	\$ -	\$ -	\$ -
Donations/Sponsorships	\$ 34,300.00	\$ 6,736.77	\$ (27,563.23)	\$ 7,297.03
Conservation Areas Revenue	\$ 709,800.00	\$ 143,524.28	\$ (566,275.72)	\$ 109,380.28
Maple Syrup Revenue	\$ 32,100.00	\$ 65.00	\$ (32,035.00)	\$ -
Bank Interest Earned	\$ 3,000.00	\$ 2,069.31	\$ (930.69)	\$ -
Education Programs	\$ 1,220.00	\$ -	\$ (1,220.00)	\$ -
Legal Inquiries/Permit Applications	\$ 7,500.00	\$ 1,141.59	\$ (6,358.41)	\$ 292.04
Watershed Stewardship	\$ 7,750.00	\$ 7,000.00	\$ (750.00)	\$ 20,000.00
Revenue from Other C.A. Lands	\$ 13,255.00	\$ 13,412.59	\$ 157.59	\$ 238.94
Other Revenue	\$ 9,222.30	\$ -	\$ (9,222.30)	\$ -
Contract Services	\$ 1,331.00	\$ -	\$ (1,331.00)	\$ -
Vehicle & Equipment Rental Recoveries	\$ 45,893.00	\$ 1,465.06	\$ (44,427.94)	\$ -
Previous Year Surplus (Deficit)	\$ 2,914.37	\$ 1,716.73	\$ (1,197.64)	\$ 8,666.73
Income Appropriation from Special Reserves	\$ 38,323.73	\$ -	\$ (38,323.73)	\$ -
Income Appropriation from General Reserves	\$ 143,803.93	\$ -	\$ (143,803.93)	\$ -
APPROPRIATION FROM RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
	\$ 1,696,669.85	\$ 181,148.70	\$ (1,515,521.15)	\$ 248,961.34

DONATIONS/SPONSORSHIPS	2023 Budget	Received To Date	Difference
Annual Report	\$ 1,000.00	\$ -	\$ (1,000.00)
Environmental Education	\$ 500.00	\$ -	\$ (500.00)
EESS ELP	\$ 6,000.00	\$ -	\$ (6,000.00)
Commemorative Forest	\$ 300.00	\$ -	\$ (300.00)
Springwater Forest Trails	\$ 20,000.00	\$ 949.07	\$ (19,050.93)
Archie Coulter C.A. Trails	\$ 2,000.00	\$ 1,117.00	\$ (883.00)
YNHA	\$ 2,000.00	\$ 570.70	\$ (1,429.30)
Maple Syrup Festival	\$ 2,000.00	\$ 4,100.00	\$ 2,100.00
Ontario Police College Path of Honour	\$ 500.00	\$ -	\$ (500.00)
TOTAL Donations/Sponsorships	\$ 34,300.00	\$ 6,736.77	\$ (27,563.23)

REPORT FA 06/2023 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures - February
 DATE: February 28, 2023

SUMMARY OF EXPENDITURES

for the period ending February 28, 2023

	2023 Budget	2023 To Date	Difference	2022 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Service:	\$145,739.31	\$ 21,057.09	\$ (124,682.22)	\$ 21,349.94
2 FLOOD FORECASTING & WARNING	\$298,347.99	\$ 44,255.20	\$ (254,092.79)	\$ 18,306.83
3 DROUGHT AND LOW WATER RESPONSE	\$16,989.59	\$ 3,027.96	\$ (13,961.63)	\$ 1,330.41
4 ICE MANAGEMENT	\$24,223.56	\$ 4,580.28	\$ (19,643.28)	\$ 1,712.81
5 INFRASTRUCTURE (Dam)	\$24,921.85	\$ 3,684.28	\$ (21,237.57)	\$ 938.78
6&7 ACT REVIEWS & PLAN REVIEW	\$4,877.68	\$ 839.16	\$ (4,038.52)	\$ 1,108.57
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$45,803.38	\$ 7,393.25	\$ (38,410.13)	\$ 4,520.92
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$83,078.73	\$ 15,859.75	\$ (67,218.98)	\$ 8,040.05
12 WATER QUALITY (PGMN & PSMP)	\$12,487.14	\$ 3,704.48	\$ (8,782.66)	\$ 1,289.04
13 SOURCE PROTECTION	\$5,947.09	\$ 1,152.98	\$ (4,794.11)	\$ 609.24
SUB TOTAL: MANDATED PROGRAMS Expenditures	\$662,416.32	\$105,554.43	-\$556,861.89	\$59,206.59
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	\$35,597.00	\$ 8,913.35	\$ (26,683.65)	\$ 922.63
EDUCATION PROGRAMS	\$7,720.00	\$ 112.33	\$ (7,607.67)	\$ 850.00
SPECIAL PROJECTS	\$1,500.00	\$ -	\$ (1,500.00)	\$ 858.01
C.A. DEVELOPMENT PROJECTS	\$99,075.00	\$ 19,850.52	\$ (79,224.48)	\$ -
MAPLE SYRUP PROGRAM	\$83,662.37	\$ 25,933.63	\$ (57,728.74)	\$ 54.21
SPRINGWATER CONSERVATION AREA	\$710,806.16	\$ 55,809.78	\$ (654,996.38)	\$ -
VEHICLE & EQUIPMENT OPERATIONS	\$95,893.00	\$ 302.96	\$ (95,590.04)	\$ 14,227.12
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,034,253.53	\$110,922.57	-\$923,330.96	\$16,911.97
AMORTIZATION	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,696,669.85	\$ 216,477.00	\$(1,480,192.85)	\$ 76,118.56



Susan Simmons,
 Financial Services Coordinator

REPORT FA 07/2023 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: February 24, 2023

VENDOR	CHQ #	TOTAL	EXPLANATION
CIBC Visa	Online	\$ 459.45	office supplies - corporate services
CIBC Visa	Online	\$ 70.07	internet - corporate services
CIBC Visa	Online	\$ 95.40	general supplies - corporate services
CIBC Visa	Online	\$ 726.54	meeting expenses
CIBC Visa	Online	\$ 71.03	internet - Plan Input
CIBC Visa	Online	\$ 154.67	Water Quality
CIBC Visa	Online	\$ 146.83	ELP
CIBC Visa	Online	\$ 64.76	Maple Syrup supplies
CIBC Visa	Online	\$ 51.00	SPW - computer support
CIBC Visa	Online	\$ 66.50	SPW - Christmas Spirit Walk
Aylmer Express Limited	31262	\$ 113.00	flood notice for Port Bruce
Aylmer Home Hardware	31263	\$ 27.07	campground supplies
Canadian Tire	31264	\$ 22.59	campground supplies
Dowler-Karn Limited	31265	\$ 441.19	shop heat fuel
Elgin Fire Extinguishers	31266	\$ 473.19	general maintenance
Glenbriar Bottled Water Co. Ltd.	31267	\$ 11.24	water cooler rental
Integrity IT Services	31268	\$ 181.93	computer network support
Laemers Excavating	31269	\$ 12,151.19	SPW forest, YNHA, and campground maintenance
New Sarum Diner	31270	\$ 779.37	ELP Christmas lunch
Waste Connections of Canada Inc.	Online	\$ 19.02	campground maintenance
Eastlink	Online	\$ 796.67	phone, fax line, gauges
Hydro One	Online	\$ 1,589.60	gauge, campground, operations centre
Telus Mobility	Online	\$ 397.21	mobile phones
Air Liquide	31271	\$ 235.04	campground supplies
Arcadis	31272	\$ 1,695.00	PGMN services
Aylmer Home Building Centre	31273	\$ 332.81	campground supplies
Aylmer Home Hardware	31274	\$ 96.03	campground supplies
Canadian Tire	31275	\$ 31.63	campground supplies
Canon Canada Inc.	31276	\$ 158.92	photocopier lease
Conservation Ontario	31277	\$ 9,593.00	installment 1 of 2, CO Levy
Dale Equipment Centre	31278	\$ 45.20	ELP equipment maintenance
Dowler-Karn Limited	31279	\$ 486.41	shop heat fuel
Esta Chocolates Inc.	31280	\$ 435.05	maple product for resale
Francotyp-Postalia Canada	31281	\$ 67.80	postage metre rental
Integrity IT Services	31282	\$ 161.03	computer network support
Lowe's, Stephen	31283	\$ 7,000.00	watershed project
Municipality of Central Elgin	31284	\$ 5,517.26	installments 1&2, property tax
Ontario Maple Syrup Producers Assoc	31285	\$ 937.90	maple product for resale
Passport Labs, Inc	31286	\$ 5.60	mobile payment App fees
Purolator Courier	31287	\$ 9.71	courier fees
Speedy Auto Service	31288	\$ 94.64	vehicle maintenance
Springwater Mills Ltd.	31289	\$ 1,469.00	firewood for resale
Turf Care Products	31297	\$ 11,849.18	Tourism Grant - golf cart purchase
Al McCulloch's Lock Service	31291	\$ 542.40	campground supplies
Falk Pallets	31292	\$ 1,610.25	Tourism Grant - bird house kits
Glenbriar Bottled Water Co. Ltd.	31293	\$ 11.24	water cooler rental
MRC Systems Inc.	31294	\$ 8,324.64	Tourism Grant - mobile communication radios
Township of South-West Oxford	31295	\$ 140.67	installments 1&2, property tax
Westburne Ontario	31296	\$ 243.85	campground maintenance
Waste Connections of Canada Inc.	Online	\$ 246.28	campground maintenance
CIBC Visa	Online	\$ 265.54	office equipment - corporate services
CIBC Visa	Online	\$ 35.06	stationery & office supplies
CIBC Visa	Online	\$ 70.07	Internet Services - corporate services
CIBC Visa	Online	\$ 17.05	general expenses - corporate services

REPORT FA 07/2023 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: February 24, 2023

VENDOR	CHQ #	TOTAL	EXPLANATION
CIBC Visa	Online	\$ 54.43	travel & expenses - communications
CIBC Visa	Online	\$ 22.60	Meeting Expenses - communications
CIBC Visa	Online	\$ 71.03	materials & supplies - plan input
CIBC Visa	Online	\$ 45.20	woodlot management expenses
CIBC Visa	Online	\$ 3,163.53	Maple Syrup Expenses
CIBC Visa	Online	\$ 113.00	advertising - maple syrup
CIBC Visa	Online	\$ 879.93	purchase or resaleable supplies - maple syrup
CIBC Visa	Online	\$ 977.30	University of Guelph - training
CIBC Visa	Online	\$ 167.20	computer equipment - Springwater CA
CIBC Visa	Online	\$ 341.03	SPW maintenance - infrastructure
CIBC Visa	Online	\$ 51.00	computer support - Springwater CA
Telus Mobility	Online	\$ 397.21	mobile phones
Eastlink	Online	\$ 852.63	phone, fax line, gauges
Bell Canada	Online	\$ 181.14	gauge
De Lage Landen Financial Services Canada Inc.	Online	\$ 111.87	postage metre rental
Hydro One	Online	\$ 1,042.17	gauge, campground, operations centre
Aaroc Aggregates And Recycling	31290	\$ 473.88	campground maintenance
Ansell's Awards & Specialties	31298	\$ 138.20	Annual General Meeting - plaques
Aylmer Express Limited	31299	\$ 1,418.15	advertising for AGM, maple staff, & Maple Guidebook
Aylmer Home Building Centre	31300	\$ 883.80	Maple Syrup Program - general expenses
Aylmer Home Hardware	31301	\$ 200.45	Maple Syrup Program - general expenses
Berry Hill Market	31302	\$ 6,468.00	maple product for resale
Canadian Tire	31303	\$ 364.76	Maple Syrup Program & vehicle maintenance
County of Elgin	31304	\$ 819.25	advertising for Springwater C.A.
Dowler-Karn Limited	31305	\$ 478.11	shop heat fuel
Glenbriar Bottled Water Co. Ltd.	31306	\$ 58.68	water cooler rental
Graham Scott Enns LLP	31307	\$ 10,735.00	annual Audit fees
Integrity IT Services	31308	\$ 342.96	computer network support
Jaffa Machine Ltd.	31309	\$ 134.67	Maple Syrup Program - equipment maintenance
Langs Contracting	31310	\$ 4,440.98	shop roof repair
Les Equipements d'erabliere CDL inc.	31311	\$ 65.11	Maple Syrup Program - equipment maintenance
Passport Labs, Inc	31312	\$ 7.00	mobile payment App fees
Paul Fody	31313	\$ 10,249.10	Tourism Grant - Sugar Shanty roof replacement
Printers Plus	31314	\$ 1,037.34	office supplies - corporate services
Receiver General for Canada	31315	\$ 219.44	radio authorization renewal
Valco Real Estate Appraisers & Consultants	31316	\$ 2,034.00	land acquisition expense
Villager Publications	31317	\$ 360.19	Maple Syrup Program - advertising

\$ 120,038.12

RECOMMENDATION:

THAT, Accounts Paid totalling \$120,038.12 , be approved as presented in Report PF 07/2023

Susan Simmons,
Financial Services Coordinator

REPORT FA 08 / 2023: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: 2023 Budget and Levy

DATE: January 23, 2023

PURPOSE:

To approve the Catfish Creek Conservation Authority (CCCA) Budget and Municipal Levy apportionments for the 2023 fiscal year.

BACKGROUND:

A Staff Report requesting the Board to advise staff on the proposed Levy increase was presented at the September 8, 2022 Full Authority Meeting with members directing staff to prepare a budget with a 9% Levy increase.

The Draft Budget and Levy amounts using Current Value Assessment (CVA), were presented to the Personnel/Finance committee on November 25, 2022, and circulated to the five member municipalities for their consideration, in accordance with the 30-day review period as set out in the Municipal Levy Regulation. There were no appeals of the levy apportionment.

DISCUSSION:

The total Budget of \$1,689,905.85 represents an increase of 16% in overall spending in comparison to the 2022 Budget. When reviewing the Revenue and Expense Charts, it should be noted that mandated programs amount to 40% of overall expenditures, yet revenue to offset these programs is just 26%, leaving mandated programs at 14% underfunded.

RECCOMENDATIONS:

THAT, the 2023 Catfish Creek Conservation Authority Budget totalling \$1,689,905.85 be adopted as presented; and further,

THAT, the 2023 Municipal General Levy in the amount of \$405,939.78 be approved as presented.

Member's Name	Municipality	CVA Apportionment %	Yes	No
Scott Lewis	Township of Malahide	36.8512%		
Morgaine Halpin	Municipality of Central Elgin	27.7015%		
Arthur Oslach	Town of Aylmer	25.8821%		
Gary Clarke	City of St. Thomas	6.1083%		
Paul Buchner	Township of South-West Oxford	3.4569%		


Dusty Underhill,
General Manager / Secretary-Treasurer



**CATFISH CREEK
CONSERVATION AUTHORITY**

**2023
FINAL BUDGET**

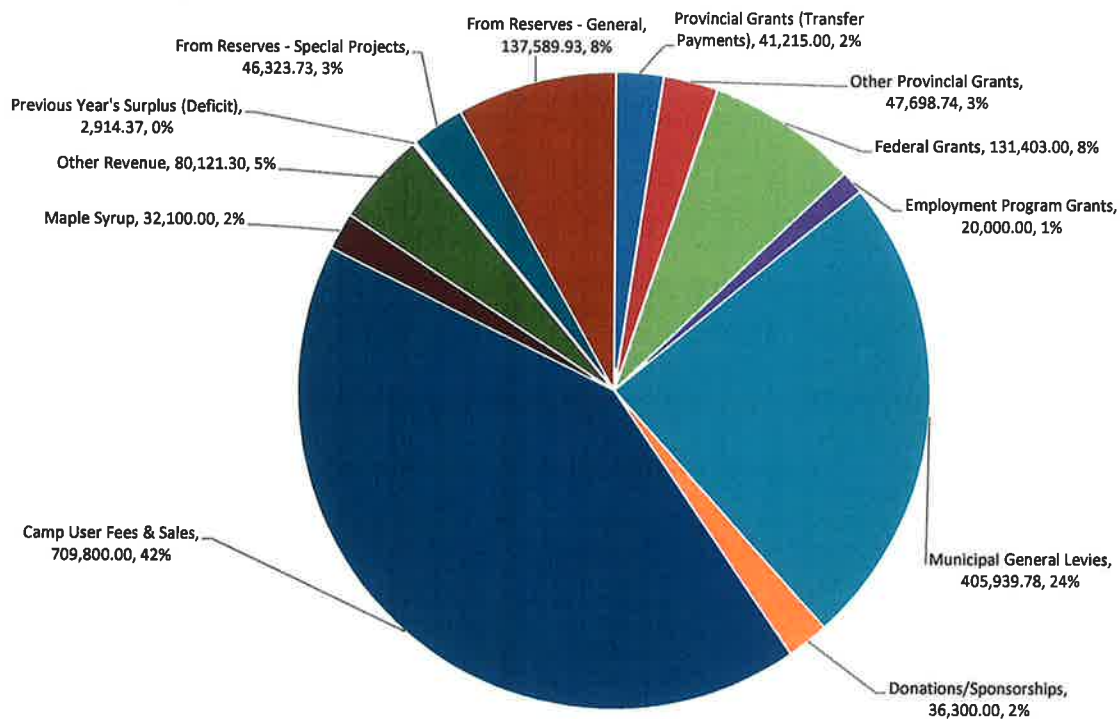
March 1, 2023

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2023
SUMMARY OF REVENUE AND EXPENDITURES
last modified March 1, 2023

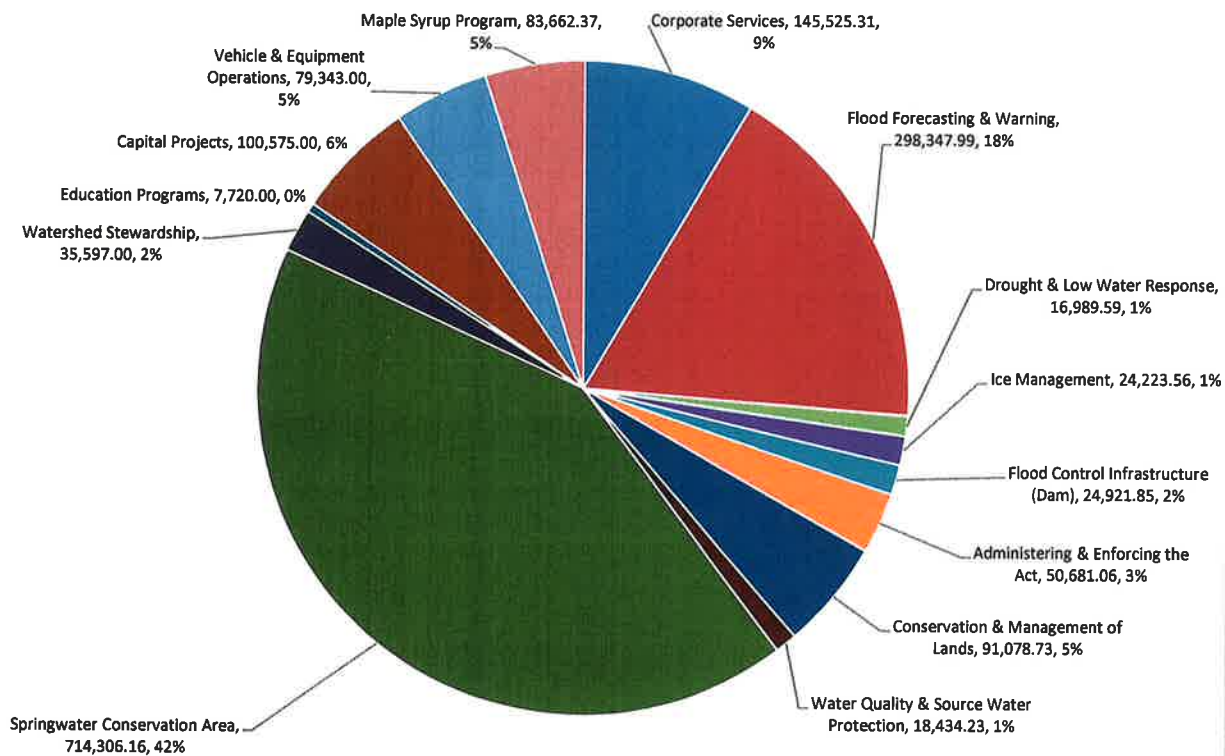
	2023 Budget	2022 Budget	2022 Actual
REVENUE			
Provincial Grants (Transfer Payments)	\$41,215.00	\$41,215.00	\$41,215.00
Other Provincial Grants	\$47,698.74	\$30,321.84	\$24,796.70
Federal Grants	\$131,403.00	\$131,904.79	\$241,672.08
Employment Program Grants	\$20,000.00	\$37,000.00	\$55,816.31
Municipal General Levies	\$405,939.78	\$372,421.82	\$372,421.82
Special Benefiting Levies	\$0.00	\$20,890.39	\$26,600.09
Donations/Sponsorships	\$36,300.00	\$42,380.00	\$869,197.19
Camp User Fees & Sales	\$709,800.00	\$636,589.00	\$666,461.22
Maple Syrup	\$32,100.00	\$4,860.00	\$7,234.70
Other Revenue	\$80,121.30	\$79,799.61	\$101,083.97
Previous Year's Surplus (Deficit)	\$2,914.37	\$8,666.73	\$8,666.73
From Reserves - Special Projects	\$46,323.73	\$23,673.94	\$9,824.43
From Reserves - General	\$137,589.93	\$28,677.93	\$198,150.00
Deferred Revenue	\$0.00	\$0.00	-\$63,119.08
Audit Adjustments	\$0.00	\$0.00	-\$705,194.54
TOTAL REVENUE	\$1,691,405.85	\$1,458,401.05	\$1,854,826.62

	2023 Budget	2022 Budget	2022 Actual
MANDATORY PROGRAMS			
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$145,525.31	\$162,205.25	\$323,798.77
2 FLOOD FORECASTING & WARNING	\$298,347.99	\$204,457.99	\$197,523.43
3 DROUGHT AND LOW WATER RESPONSE	\$16,989.59	\$14,517.11	\$13,069.21
4 ICE MANAGEMENT	\$24,223.56	\$12,640.39	\$18,350.09
5 INFRASTRUCTURE (Dam)	\$24,921.85	\$26,133.72	\$20,477.76
6&7 ACT REVIEWS & PLAN REVIEW	\$4,877.68	\$10,310.51	\$7,099.06
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$45,803.38	\$43,286.76	\$42,160.96
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$91,078.73	\$70,216.51	\$52,079.23
12 WATER QUALITY (PGMN & PSMP)	\$12,487.14	\$10,179.59	\$13,834.69
13 SOURCE PROTECTION	\$5,947.09	\$5,481.84	\$2,026.26
SUB TOTAL: MANDATORY PROGRAMS Expenditures	\$670,202.32	\$559,429.67	\$690,419.46
OTHER PROGRAMS AND SERVICES			
WATERSHED STEWARDSHIP	\$35,597.00	\$180,077.22	\$133,104.64
EDUCATION PROGRAMS	\$7,720.00	\$7,720.00	\$11,291.74
SPECIAL PROJECTS	\$1,500.00	\$8,411.00	\$10,579.04
C.A. DEVELOPMENT PROJECTS	\$99,075.00	\$40,182.00	\$60,430.70
VEHICLE & EQUIPMENT OPERATIONS	\$79,343.00	\$91,000.00	\$40,379.89
MAPLE SYRUP PROGRAM	\$83,662.37	\$4,860.00	\$3,257.92
SPRINGWATER CONSERVATION AREA	\$714,306.16	\$566,721.16	\$575,295.91
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,021,203.53	\$898,971.38	\$834,339.84
To Reserves - Special Projects	\$0.00	\$0.00	\$35,130.95
To Reserves - General	\$0.00	\$0.00	\$290,552.00
Audit Adjustments	\$0.00	\$0.00	\$1,470.00
TOTAL EXPENSES	\$1,691,405.85	\$1,458,401.05	\$1,851,912.25
NET Profit (Loss)	\$0.00	\$0.00	\$2,914.37

2023 FINAL BUDGET REVENUE SOURCES



EXPENDITURES - 2023 FINAL BUDGET



CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2023
REVENUE SOURCES

PROGRAM	2023 BUDGET TOTALS	MNRF GRANT	GENERAL LEVY	SPECIAL LEVY	OTHER PROVINCIAL GRANTS	EMPLOYMENT GRANTS	FEDERAL/ INTERNATIONAL GRANTS	DEFERRED REVENUE	RESERVES	SURPLUS (DEFICIT)	DONATIONS	INCOME
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$ 145,525.31	\$ -	\$ 52,477.54		\$ -				\$ 85,633.40	\$ 2,914.37	\$ 1,000.00	\$ 3,500.00
2 FLOOD FORECASTING & WARNING	\$ 298,347.99	\$ 41,215.00	\$ 222,471.54		\$ 25,939.15							\$ 8,722.30
3 DROUGHT AND LOW WATER RESPONSE	\$ 16,989.59		\$ 16,989.59									
4 ICE MANAGEMENT	\$ 24,223.56	\$ -	\$ 24,223.56									
5 INFRASTRUCTURE (Dam)	\$ 24,921.85	\$ -	\$ 24,109.35		\$ 812.50							
6&7 ACT REVIEWS & PLAN REVIEW	\$ 4,877.68		\$ 4,877.68									
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$ 45,803.38	\$ -	\$ 38,303.38	\$ -								\$ 7,500.00
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$ 91,078.73		\$ 10,000.00						\$ 43,823.73		\$ 24,000.00	\$ 13,255.00
12 WATER QUALITY (PGMN & PSMP)	\$ 12,487.14		\$ 12,487.14									
13 SOURCE PROTECTION	\$ 5,947.09				\$ 5,947.09							
SUB TOTAL: MANDATED PROGRAMS Revenue	\$ 670,202.32	\$ 41,215.00	\$ 405,939.78	\$ -	\$ 32,698.74	\$ -	\$ -	\$ -	\$ 129,457.13	\$ 2,914.37	\$ 25,000.00	\$ 32,977.30
WATERSHED STEWARDSHIP	\$ 35,597.00				\$ 15,000.00		\$ -		\$ 11,716.00		\$ 300.00	\$ 8,581.00
EDUCATION PROGRAMS	\$ 7,720.00								\$ -		\$ 6,500.00	\$ 1,220.00
SPECIAL PROJECTS	\$ 1,500.00						\$ -		\$ 500.00		\$ 500.00	\$ 500.00
CAPITAL PROJECTS	\$ 99,075.00						\$ 89,575.00	\$ -	\$ 9,500.00		\$ -	
VEHICLE & EQUIPMENT OPERATIONS	\$ 79,343.00								\$ 42,500.00			\$ 36,843.00
MAPLE SYRUP PROGRAM	\$ 83,662.37						\$ 41,828.00		\$ 7,734.37		\$ 2,000.00	\$ 32,100.00
SPRINGWATER CONSERVATION AREA	\$ 714,306.16					\$ 20,000.00			\$ 17,493.84		\$ 2,000.00	\$ 709,800.00
SUB TOTAL: OTHER PROGRAMS Revenue	\$ 1,021,203.53	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 20,000.00	\$ 131,403.00	\$ -	\$ 54,456.53	\$ -	\$ 11,300.00	\$ 789,044.00
TOTALS	\$ 1,691,405.85	\$ 41,215.00	\$ 405,939.78	\$ -	\$ 47,698.74	\$ 20,000.00	\$ 131,403.00	\$ -	\$ 183,913.66	\$ 2,914.37	\$ 36,300.00	\$ 822,021.30

**CATFISH CREEK CONSERVATION AUTHORITY
2023 MUNICIPAL GENERAL LEVY COMPARISON**

Municipality	CVA Apport. %	2022 General Levy	2022 General Levy With New CVA	General Levy Change Due to New CVA	* 2022 Planning Levy	2022 Total Levy	Approved General Levy Increase 9%	2023 Total Levy
Aylmer, Town of	25.8821%	97,346.87	96,390.59	-956.28	850.00	97,240.59	8,675.15	105,065.74
Central Elgin, Municipality of	27.7015%	101,338.11	103,166.43	1,828.32	2,150.00	105,316.43	9,284.98	112,451.41
Malahide, Township of	36.8512%	137,263.37	137,241.91	-21.46	4,550.00	141,791.91	12,351.77	149,593.68
South-West Oxford, Township of	3.4569%	13,861.53	12,874.25	-987.28	350.00	13,224.25	1,158.68	14,032.93
St. Thomas, City of	6.1083%	22,611.94	22,748.64	136.70	350.00	23,098.64	2,047.38	24,796.02
	100%	372,421.82	372,421.82	0.00	8,250.00	380,671.82	33,517.96	405,939.78

Footnotes:

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

Data for Calculation of Sliding Scale of Grants and Levy for 2023

Municipality	% of Municipality in Watershed	Current Value Assessment (CVA) for Municipality	Current Value Assessment (CVA) in Watershed	CVA Based Apportionment Percentage
Aylmer, Town of	100%	750,588,870.00	750,588,870.00	25.8821%
Central Elgin, Municipality of	40%	2,008,384,350.00	803,353,740.00	27.7015%
Malahide, Township of	82%	1,303,286,034.00	1,068,694,549.00	36.8512%
South-West Oxford, Township of	8%	1,253,152,275.00	100,252,182.00	3.4569%
St. Thomas, City of	4%	4,428,568,044.00	177,142,722.00	6.1083%
		9,743,979,573	2,900,032,063	100.0000%

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

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2023
TRANSFERS TO/FROM RESERVES

RESERVE NAME	Proposed BALANCE Start Of 2023	Transfers To/From	Proposed BALANCE End Of 2023	Category
SPECIAL PROJECTS RESERVES:				
Bradley Creek	\$ 5,785.53		\$ 5,785.53	n/a
Commemorative Forest	\$ 3,451.49	-\$ 2,000.00	\$ 1,451.49	n/a
ACCA	\$ 32,335.00	-\$ 10,000.00	\$ 22,335.00	C.A. Lands
Johnson Tract	\$ 3,088.50		\$ 3,088.50	n/a
Environmental Education (General)	\$ 19,660.36	\$ -	\$ 19,660.36	n/a
Environmental Education (ELP)	\$ 560.82	\$ -	\$ 560.82	n/a
Special Projects Support	\$ 7,858.29		\$ 7,858.29	n/a
Art Trail	\$ 8,310.00		\$ 8,310.00	n/a
Path of Honour	\$ 20,872.98	-\$ 500.00	\$ 20,372.98	Special Projects
YNHA	\$ 25,779.83	-\$ 10,000.00	\$ 15,779.83	C.A. Lands
Springwater Forest	\$ 123,426.79	-\$ 23,823.73	\$ 99,603.06	C.A. Lands
SUB-TOTAL SPECIAL PROJECTS RESERVES	\$ 251,129.59	-\$ 46,323.73	\$ 204,805.86	
GENERAL RESERVES:				
Working Capital		-\$ 85,633.40		Corporate Services
		-\$ 9,716.00		Watershed Stewardship
		\$ 17,493.84		SPW C.A. Operations
	\$ 269,615.89	-\$ 77,855.56	\$ 191,760.33	
Capital Acquisition		-\$ 42,500.00		Tractor Purchase
				SPW C.A. Operations
	\$ 109,070.17	-\$ 42,500.00	\$ 66,570.17	
Land Acquisition	\$ 85,757.35		\$ 85,757.35	
SPW C.A. Development		-\$ 9,500.00		SPW CA Dev. Projects
		-\$ 7,734.37		Maple Syrup
		\$ -		SPW C.A. Operations
	\$ 197,849.18	-\$ 17,234.37	\$ 180,614.81	
SUB-TOTAL GENERAL RESERVES	\$ 662,292.59	-\$ 137,589.93	\$ 524,702.66	
TOTALS	\$ 913,422.18	-\$ 183,913.66	\$ 729,508.52	

Minimum Balance

\$253,710.88

\$60,000.00

\$75,000.00

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2023
last modified March 1, 2023

Code	Budget Subtotals	Budget 2023	Budget Subtotals	Budget 2022	Actual 2022
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)					
Administration					
Wages & Benefits		\$ 48,762.08		\$ 90,761.20	\$ 254,021.38
TRAVEL EXPENSES & ALLOWANCES		\$ 6,800.00		\$ 8,150.00	
- FA Mtgs 9x5x\$50.00	\$ 2,250.00		\$ 2,250.00		\$ 2,250.00
- P/F Mtgs 2x5x\$20.00	\$ 350.00		\$ 350.00		\$ 500.00
- LMC Mtgs 2x5x\$50.00	\$ 500.00		\$ 500.00		\$ 450.00
- Interview Committee 2x2x\$50.00	\$ 200.00		\$ 200.00		\$ -
- Special Meetings 2x5x\$50.00	\$ 500.00		\$ 500.00		\$ 50.00
- MOECP Ag Rep Compensation	\$ -		\$ 1,350.00		\$ -
- Members Mileage	\$ 1,000.00		\$ 1,000.00		\$ 612.90
- Chair's Honorarium	\$ 1,000.00		\$ 1,000.00		\$ -
- Meeting Expenses	\$ 1,000.00		\$ 1,000.00		\$ 580.00
Staff Mileage & Expenses		\$ 600.00		\$ 600.00	\$ 154.39
Office Equipment Purchase		\$ 1,000.00		\$ 1,000.00	\$ 2,555.69
Office Equipment Rental:		\$ 2,400.00		\$ 655.40	
- postage meter	\$ 600.00		\$ 150.00		\$ 622.22
- photocopier	\$ 1,800.00		\$ 505.40		\$ 2,527.04
Maintenance of Office Equip:		\$ 2,700.00		\$ 996.00	
- photocopier	\$ 1,300.00		\$ 296.00		\$ 1,355.55
- postage meter	\$ 400.00		\$ 100.00		\$ -
- computer & network support	\$ 1,000.00		\$ 600.00		\$ 2,044.47
Vehicle/Equipment Rental		\$ 500.00		\$ 500.00	\$ 246.86
Uniforms		\$ 300.00		\$ 150.00	\$ 330.50
Postage		\$ 1,000.00		\$ 1,100.00	\$ 500.00
Stationery & Office Supplies		\$ 2,500.00		\$ 2,500.00	\$ 2,739.69
General Printing		\$ 500.00		\$ 500.00	\$ 91.57
Internet Services		\$ 2,280.00			\$ 350.35
Telephone		\$ 2,150.00		\$ 2,700.00	\$ 2,139.18
Heat (Hot Water Heater Rental)		\$ 200.00		\$ 130.00	\$ 184.71
Office Maintenance:		\$ 1,000.00		\$ 3,276.35	\$ 274.75
Audit Appeal Fees		\$ 15,000.00		\$ -	\$ -
Legal Fees		\$ 5,000.00		\$ 750.00	\$ 1,755.00
General Expenses		\$ 3,000.00		\$ 3,000.00	\$ 2,288.05
Insurance		\$ 10,433.38		\$ 7,977.00	\$ 8,694.42
Bank Charges		\$ 1,200.00		\$ 500.00	\$ 1,246.00
Audit Fees		\$ 9,900.00		\$ 9,170.00	\$ 9,412.80
Conservation Ontario Levy		\$ 19,186.00		\$ 19,400.00	\$ 19,367.00
		\$ 136,411.46		\$ 153,815.95	\$ 317,344.52
Communications:					
Training		\$ 500.00		\$ -	
Mobile Phone		\$ 975.00		\$ 600.00	\$ 962.37
Meeting Expenses		\$ 2,000.00		\$ 650.00	\$ 1,959.72
Annual Report		\$ 2,200.00		\$ 1,200.00	\$ 2,192.93
Materials & Supplies		\$ 1,100.00		\$ 1,300.00	\$ 519.21
		\$ 6,775.00		\$ 3,750.00	\$ 5,634.23
GIS:					
- ESRI Annual Enterprise License Agreement		\$ 800.00		\$ 2,836.40	\$ 787.25
- Training		\$ 1,000.00		\$ 1,125.00	\$ -
- Miscellaneous & Supplies		\$ 538.85		\$ 677.90	\$ 32.77
		\$ 2,338.85		\$ 4,639.30	\$ 820.02
		\$ 145,525.31		\$ 162,205.25	\$ 323,798.77

CATFISH CREEK CONSERVATION AUTHORITY

FINAL BUDGET 2023

last modified March 1, 2023

	Code	Budget Subtotals	Budget 2023	Budget Subtotals	Budget 2022	Actual 2022
REVENUE						
Grants: Provincial	40100	\$	-	\$	-	\$ -
Municipal General Levy	41000	\$	52,477.54	\$	110,474.75	\$ 128,897.03
Grants: Other Provincial	40500	\$	-	\$	1,350.00	\$ -
Revenue: Sundry Income	48500	\$	500.00	\$	-	\$ -
Revenue: Interest Income	46750	\$	3,000.00	\$	3,000.00	\$ 17,215.15
Revenue: Amortize Deferred Revenue		\$	-	\$	-	\$ 1,470.00
Donations (Annual Report)	43250	\$	1,000.00	\$	1,000.00	\$ 1,000.00
Reserve - Working Capital	31500	\$	85,633.40	\$	37,713.77	\$ 169,250.00
Previous Year Surplus (Deficit)	49550	\$	2,914.37	\$	8,666.73	\$ 8,666.73
		\$	145,525.31	\$	162,205.25	\$ 326,498.91
2 FLOOD FORECASTING & WARNING						
Wages & Benefits		\$	199,837.39	\$	165,875.59	\$ 162,423.76
Data Collection (Operation/Maintenance of Gauges)		\$	4,000.00	\$	4,700.00	\$ 3,951.42
Flood Forecasting		\$	1,500.00	\$	500.00	\$ 1,345.35
COMMUNICATIONS:		\$	3,300.00	\$	5,400.00	
- Equipment Purchase		\$	500.00	\$	2,000.00	\$ -
- Industry Canada (mobile radio license)		\$	200.00	\$	200.00	\$ -
- Maintenance of radio equipment		\$	100.00	\$	100.00	\$ -
- computer & network support		\$	-	\$	800.00	\$ -
- Cell Phone		\$	2,500.00	\$	2,300.00	\$ 1,116.95
OPERATIONS CENTRE:		\$	13,372.00	\$	12,015.40	
- Heat & Hydro		\$	7,000.00	\$	5,300.00	\$ 6,865.24
- Insurance		\$	1,272.00	\$	1,029.00	\$ 1,060.34
- Taxes on Operation Centre		\$	3,600.00	\$	3,117.00	\$ 3,185.59
- Security System		\$	500.00	\$	936.40	\$ 316.88
- Maintenance		\$	1,000.00	\$	1,633.00	\$ 939.31
Response To Flood		\$	500.00	\$	500.00	
Precipitation Gauge		\$	8,722.30	\$	-	\$ -
Floodplain Mapping for Port Bruce		\$	51,878.30			
FLOOD CONTROL SYSTEMS		\$	14,738.00	\$	14,467.00	
- Insurance		\$	14,638.00	\$	11,067.00	\$ 12,198.63
- Telephone/Fax/Internet		\$	100.00	\$	3,400.00	\$ 3,419.80
Vehicle & Equipment Rental		\$	500.00	\$	1,000.00	\$ 700.16
		\$	298,347.99	\$	204,457.99	\$ 197,523.43
Grants: Provincial	40100	\$	41,215.00	\$	41,215.00	\$ 41,215.00
Municipal General Levy	41000	\$	222,471.54	\$	163,242.99	\$ 156,206.67
Prepaid Revenue		\$	8,722.30	\$	-	\$ -
Grants: Other Provincial (Floodplain Mapping)	25400	\$	25,939.15	\$	-	\$ -
		\$	298,347.99	\$	204,457.99	\$ 197,421.67
3 DROUGHT AND LOW WATER RESPONSE						
Wages & Benefits		\$	15,989.59	\$	13,517.11	\$ 13,069.21
- Miscellaneous & Supplies		\$	500.00	\$	500.00	
- Vehicle/Equipment Rental		\$	500.00	\$	500.00	
		\$	16,989.59	\$	14,517.11	\$ 13,069.21
REVENUE						
Municipal General Levy	41000	\$	16,989.59	\$	14,517.11	\$ 13,069.21
		\$	16,989.59	\$	14,517.11	\$ 13,069.21

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2023
last modified March 1, 2023

	Code	Budget Subtotals	Budget 2023	Budget Subtotals	Budget 2022	Actual 2022
4 ICE MANAGEMENT						
Wages & Benefits			\$ 23,723.56		\$ 12,240.39	\$ 17,437.28
EXPENSES:			\$ 500.00		\$ 400.00	
- Ice Breaking		\$ -		\$ -		
- Miscellaneous & Supplies		\$ 100.00		\$ 100.00		\$ 210.80
- Vehicle/Equipment Rental		\$ 400.00		\$ 300.00		\$ 702.01
			\$ 24,223.56		\$ 12,640.39	\$ 18,350.09
Grants: Provincial	40100		\$ -		\$ -	
Municipal General Levy	41000		\$ 24,223.56		\$ -	
Special Benefiting Levy	41200		\$ -		\$ 12,640.39	\$ 18,350.09
			\$ 24,223.56		\$ 12,640.39	\$ 18,350.09
5 INFRASTRUCTURE (Dam)						
Wages & Benefits			\$ 19,226.85		\$ 15,521.72	\$ 11,160.86
Vehicle & Equipment Rentals			\$ 250.00		\$ 250.00	
Routine/Minor Maintenance			\$ 500.00		\$ 550.00	\$ 529.15
Routine/Minor Maintenance : Insurance			\$ 2,545.00			\$ 2,120.69
Preventative Maintenance			\$ 500.00		\$ 1,200.00	\$ 25.50
WECI Dam Repairs			\$ -		\$ 6,500.00	\$ 6,614.40
Operation of Flood Control Structures (insurance&taxes)			\$ 1,900.00		\$ 2,112.00	\$ 27.16
			\$ 24,921.85		\$ 26,133.72	\$ 20,477.76
Grants: Provincial	40100		\$ -			\$ -
Grants: Other Provincial WECI	40500		\$ 812.50		\$ 3,250.00	\$ 2,437.50
Municipal General Levy	41000		\$ 24,109.35		\$ 22,883.72	\$ 18,040.26
			\$ 24,921.85		\$ 26,133.72	\$ 20,477.76
6&7 ACT REVIEWS (Aggregate/Draining/Environmental Assessment) & PLAN REVIEW						
Wages & Benefits			\$ 4,377.68		\$ 9,810.51	\$ 7,099.06
Miscellaneous Expenses			\$ 500.00		\$ 500.00	
			\$ 4,877.68		\$ 10,310.51	\$ 7,099.06
REVENUE						
Grants: Provincial	40100		\$ -		\$ -	\$ -
Municipal General Levy	41000		\$ 4,877.68		\$ 10,310.51	\$ 7,099.06
			\$ 4,877.68		\$ 10,310.51	\$ 7,099.06
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)						
Wages & Benefits			\$ 37,466.38		\$ 34,913.36	\$ 35,492.42
EXPENSES:			\$ 8,337.00		\$ 8,373.40	
- Miscellaneous & Supplies		\$ 500.00		\$ 500.00		\$ 6,027.15
- Equipment Purchase		\$ 1,000.00		\$ 1,000.00		
- Office Equipment Rental and Maintenance		\$ 1,100.00		\$ 936.40		
- Uniforms		\$ 100.00		\$ 100.00		
- Vehicle & Equipment Rental		\$ 750.00		\$ 1,800.00		\$ 641.39
- Telephone/Fax/Internet		\$ 850.00		\$ 850.00		
- computer & network support		\$ 450.00		\$ 450.00		
- Insurance		\$ 3,587.00		\$ 2,737.00		
- Legal Fees		\$ -		\$ 350.00		
			\$ 45,803.38		\$ 43,286.76	\$ 42,160.96
REVENUE						
Grants: Provincial	40100		\$ -		\$ -	\$ -
Municipal General Levy	41000		\$ 38,303.38		\$ 30,813.15	\$ 26,326.87
Special Benefitting Levy (Plan Review)	41200		\$ -		\$ 8,250.00	\$ 8,250.00
Revenue: Legal Inquiries/Permit Applications	47000		\$ 7,500.00		\$ 4,223.61	\$ 7,584.09
			\$ 45,803.38		\$ 43,286.76	\$ 42,160.96

CATFISH CREEK CONSERVATION AUTHORITY

FINAL BUDGET 2023

last modified March 1, 2023

	Code	Budget Subtotals	Budget 2023	Budget Subtotals	Budget 2022	Actual 2022
9-11 CONSERVATION AND MANAGEMENT OF LANDS						
Wages & Benefits			\$ 70,780.73		\$ 58,064.51	\$ 36,808.69
General Maintenance			\$ 2,000.00		\$ 2,000.00	\$ 3,319.29
Archie Coulter Conservation Area			\$ 3,000.00		\$ -	\$ -
Springwater Forest Trails Expenses			\$ 6,500.00		\$ 2,000.00	\$ 5,068.30
Springwater Forest Hazard Tree Removal			\$ 3,000.00		\$ 5,000.00	\$ -
Yarmouth Natural Heritage Area			\$ 2,000.00		\$ -	\$ -
Other CAs Special Projects			\$ -		\$ -	\$ 3,561.60
Taxes - Local Areas			\$ 150.00		\$ 150.00	\$ 151.76
Taxes - on CAs			\$ 56.00		\$ 56.00	\$ 56.77
Taxes - Agreement Forests			\$ 1,033.00		\$ 1,033.00	\$ 980.20
Insurance			\$ 2,559.00		\$ 1,913.00	\$ 2,132.62
			\$ 91,078.73		\$ 70,216.51	\$ 52,079.23
REVENUE						
Municipal General Levy	41000		\$ 10,000.00		\$ 10,000.00	\$ 10,000.00
Reserve - Spw Forest	32250		\$ 23,823.73		\$ 10,000.00	\$ 5,500.00
Reserve - ACCA	32300		\$ 10,000.00		\$ 5,000.00	
Reserve - YNHA	34250		\$ 10,000.00		\$ 4,649.51	
Donations SPW Forest	43250		\$ 20,000.00		\$ 23,000.00	\$ 19,919.69
Donations ACCA	43250		\$ 2,000.00		\$ 2,500.00	\$ 1,728.75
Donations YNHA	43250		\$ 2,000.00		\$ 2,000.00	\$ 2,017.80
Donations of Conservation Land	43250		\$ -		\$ -	\$ 750,000.00
CA Development Projects Adjustment			\$ -		\$ -	\$ 750,000.00
Revenue: Sale of Logs From SPW Forest	47800		\$ -		\$ -	
Revenue: Other CA's (Land Use Agreement - TVDSB)	48600		\$ 12,755.00		\$ 12,567.00	\$ 12,567.00
Revenue: Equestrian Permits	48700		\$ 500.00		\$ 500.00	\$ 318.59
			\$ 91,078.73		\$ 70,216.51	\$ 52,051.83
12 WATER QUALITY (PGMN & PSMP)						
Wages & Benefits			\$ 11,487.14		\$ 9,179.59	\$ 12,556.79
- Miscellaneous & Supplies			\$ 500.00		\$ 500.00	\$ 1,094.00
- Vehicle/Equipment Rental			\$ 500.00		\$ 500.00	\$ 183.90
			\$ 12,487.14		\$ 10,179.59	\$ 13,834.69
REVENUE						
Municipal General Levy	41000		\$ 12,487.14		\$ 10,179.59	\$ 12,782.72
Grants: Other Provincial	40500		\$ -		\$ -	\$ 1,051.97
			\$ 12,487.14		\$ 10,179.59	\$ 13,834.69
13 SOURCE PROTECTION						
Wages & Benefits			\$ 5,947.09		\$ 5,481.84	\$ 1,946.26
SPA Meetings			\$ -		\$ -	\$ 80.00
			\$ 5,947.09		\$ 5,481.84	\$ 2,026.26
REVENUE						
Grants: Other Provincial (Source Protection Planning)	40500		\$ 5,947.09		\$ 5,481.84	\$ 2,027.48
			\$ 5,947.09		\$ 5,481.84	\$ 2,027.48
SUB TOTAL: MANDATED PROGRAMS Expenditures						
			\$ 670,202.32		\$ 559,429.67	\$ 690,419.46
SUB TOTAL: MANDATED PROGRAMS Revenue						
			\$ 670,202.32		\$ 559,429.67	\$ 692,991.66

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2023
last modified March 1, 2023

Code		Budget Subtotals	Budget 2023	Budget Subtotals	Budget 2022	Actual 2022
OTHER PROGRAMS AND SERVICES						
WATERSHED STEWARDSHIP						
			\$ 9,557.00		\$ 6,118.15	\$ 9,143.65
Wages & Benefits					\$ 4,009.50	\$ -
Seasonal Staff wages and benefits			\$ -			\$ 218.96
Tree Planting: Operating Expenses			\$ 500.00		\$ 500.00	\$ 360.55
Tree Planting: telephone/fax/internet						\$ 1,585.67
Vehicle & Equipment Charges - Tree Planting			\$ 700.00		\$ 536.78	\$ 663.72
Nursery Stock (Forest Ontario program)			\$ 15,000.00		\$ 15,510.00	\$ 125.00
Nursery Stock (private landowners)			\$ -		\$ 498.00	
Malahide Roadside Trees Program			\$ 700.00		\$ 700.00	
Commemorative Forest			\$ 300.00		\$ 300.00	
Woodlot Management Expenses			\$ 750.00		\$ -	
NSCSI Project			\$ -		\$ 121,432.79	
Private Landowner Grants			\$ 7,000.00		\$ 30,472.00	\$ 105,955.83
Vehicle & Equipment Charges - Watershed Stewardship			\$ 500.00		\$ -	\$ 426.10
Miscellaneous			\$ -		\$ -	\$ -
COA			\$ -		\$ -	\$ -
Contract Services			\$ 590.00		\$ -	\$ 330.86
			\$ 35,597.00		\$ 180,077.22	\$ 133,104.64
REVENUE						
Grants: Other Provincial (Forests Ontario)	40500		\$ 15,000.00		\$ 20,240.00	\$ 17,279.75
Grants: Other Provincial - COA	40500		\$ -		\$ -	\$ 2,000.00
Grants: Other Provincial - Elgin Clean Water Program	40500		\$ -		\$ -	\$ -
Grants: Other Provincial - HSP	40500		\$ -		\$ 10,472.00	\$ 10,472.00
Grants: Federal (NSCSI)	40600		\$ -		\$ 121,432.79	\$ 156,280.08
Donations (Commemorative Forest)	43250		\$ 300.00		\$ 300.00	\$ 510.00
Revenue: Contract Services	48800		\$ 831.00		\$ 831.00	\$ 490.54
Revenue: Ducks Unlimited Canada	48300		\$ 7,000.00		\$ 20,000.00	\$ 20,000.00
Revenue: Elgin Stewardship Council	48300		\$ -		\$ -	\$ -
Revenue: Landowners	47500		\$ -		\$ 708.00	\$ 2,361.46
Revenue: Municipalities	47500		\$ 750.00		\$ 750.00	\$ 738.72
Revenue: Forest Management Plan Approval Fees	47750		\$ -		\$ -	\$ -
Prepaid Revenue Long-Term Projects: ERCA (HSP)	40600		\$ -		\$ -	\$ -
Reserve - Commemorative Forest	31650		\$ 2,000.00		\$ -	
Reserve - Working Capital	31500		\$ 9,716.00		\$ -	
Reserve - CA Development (general)	32500		\$ -		\$ -	\$ 20,000.00
Reserve - Recycling Initiative	31550		\$ -		\$ 3,524.43	\$ 3,524.43
Reserve - YNHA	34250				\$ -	
			\$ 35,597.00		\$ 178,258.22	\$ 233,656.98

CATFISH CREEK CONSERVATION AUTHORITY

FINAL BUDGET 2023

last modified March 1, 2023

		Budget	Budget	Budget	
		Subtotals	2023	Subtotals	2022
Code					Actual 2022
SPECIAL PROJECTS					
	OPC Path of Honour		\$ 1,000.00	\$ 1,000.00	\$ 4,499.03
	Contract Services		\$ -	\$ 590.00	
	UnSmoke CleanUp Project		\$ -	\$ -	
	Recycling Initiative		\$ -	\$ -	
	TD Warbler Rehabilitation Project		\$ -	\$ 6,080.00	\$ 6,080.01
	Miscellaneous		\$ 500.00	\$ 741.00	
			\$ 1,500.00	\$ 8,411.00	\$ 10,579.04
REVENUE					
	Grants: Federal (prepaid revenue - long term projects) 25400				
	Revenue: OPC Administration 48400	\$ 500.00		\$ 500.00	\$ 1,200.00
	Donations - OPC Path of Honour 43250	\$ 500.00		\$ 500.00	\$ 2,500.00
	Donations TD Friends of the Environment 43250	\$ -		\$ 6,080.00	\$ 6,080.00
	Donations - Special Projects 43250	\$ -		\$ -	\$ 4,581.70
	Reserve - OPC Path of Honour 34300	\$ 500.00		\$ 500.00	\$ 800.00
	Reserve - Recycling Initiative 31550	\$ -		\$ -	
	Reserve - Working Capital 31500	\$ -		\$ -	
		\$ 1,500.00		\$ 7,580.00	\$ 15,161.70
CAPITAL DEVELOPMENT PROJECTS					
	Springwater CA (White's Mill fence)	\$ -		\$ -	
	Springwater CA (East Campground Hydro update)	\$ -		\$ -	\$ 20,000.00
	Springwater CA (schoolhouse improvements)	\$ -		\$ 1,000.00	-\$ 1,000.00
	Springwater CA (12 picnic tables)	\$ -		\$ 10,000.00	\$ 8,849.56
	Springwater CA (washroom partitions)	\$ -		\$ 9,182.00	\$ 10,483.00
	Springwater CA (Campground Upgrades)	\$ -		\$ 20,000.00	\$ 32,636.00
	Springwater CA (Day Use roads/grounds Repairs)	\$ -			\$ 7,775.76
	Springwater CA (Visitor Centre)	\$ -		\$ -	
	Springwater CA (Audrey's Place Maple Pavilion)	\$ -		\$ -	
	Investment in Capital Assets (Audrey's PMP) 35600	\$ -		\$ -	
	CA Development Projects Adjustment 32500	\$ -		\$ -	
	Amortization	\$ -		\$ -	\$ 44,805.38
	Tourism Project - Shanty & East Gatehouse Renos	\$ 89,575.00			
	Internet Tower & connectivity	\$ 9,500.00			
	Springwater CA Evans Sisters Art Trail	\$ -		\$ -	
	Springwater CA Evans Sisters Stage	\$ -		\$ -	\$ 134,082.91
	Investment in Capital Assets 35500	\$ -		\$ -	
	Investment in Capital Assets 35500	\$ -		\$ -	-\$ 197,201.91
		\$ 99,075.00		\$ 40,182.00	\$ 60,430.70
REVENUE					
	Reserve - CA Development (general) 32500	\$ 9,500.00		\$ 40,182.00	
	Reserve - CA Development (Audrey's Place Maple Pavilion) 32500	\$ -		\$ -	
	Reserve - CA Development (Record Unfunded Capital - not sp 35500	\$ -		\$ -	
	Reserve - Art Trail 32600	\$ -		\$ -	
	CA Development Projects Adjustment	\$ -		\$ -	-\$ 18,313.62
	Deferred Revenue - Evans Sisters Art Trail 26510	\$ -		\$ -	
	Deferred Revenue - Visitor Centre 26550	\$ -		\$ -	
	Deferred Revenue - Audrey's PMP 26560	\$ -		\$ -	
	Grants: Federal Ontario Southwest Tourism Relief Fund 40600	\$ 89,575.00		\$ -	\$ 74,920.00
	Donations - Capital Development (Miscellaneous) 43250	\$ -		\$ -	\$ 64,599.25
	Donations - Visitor Centre Project Fundraiser 43250	\$ -		\$ -	\$ -
	Donations - Poplar Hill Playground Fundraiser 43250	\$ -		\$ -	\$ 3,220.00
	Donations - Audrey's Place Maple Pavilion 43250	\$ -		\$ -	\$ -
	Donations - Donna Bushell Evans Estate (Stage) 43250	\$ -		\$ -	\$ -
		\$ 99,075.00		\$ 40,182.00	\$ 124,425.63
	Revenue Appropriated from SPW Operations	\$ -		\$ -	\$ -
		\$ 99,075.00		\$ 40,182.00	\$ 124,425.63

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2023
last modified March 1, 2023

	Code	Budget Subtotals	Budget 2023	Budget Subtotals	Budget 2022	Actual 2022
EDUCATION PROGRAMS						
Wages & Benefits		\$	-	\$	-	
Seasonal Staff wages and benefits		\$	-	\$	-	
Miscellaneous Materials & Supplies		\$	500.00	\$	500.00	
Education Programs		\$	720.00	\$	720.00	\$ 200.79
TD Education Program Special Project		\$	-	\$	-	
Environmental Leadership Program		\$	6,000.00	\$	6,000.00	\$ 11,090.95
Conservation Scholarship		\$	500.00	\$	500.00	\$ -
		\$	7,720.00	\$	7,720.00	\$ 11,291.74
Revenue: Programs	49000	\$	720.00	\$	720.00	\$ 5,180.00
Revenue: Administration Fees - ELP		\$	500.00			\$ 500.00
Revenue: Carolinian Forest Festival	49000	\$	-	\$	-	
Reserve - Environmental Education (General)	34070	\$	-	\$	-	
Reserve - Environmental Education (ELP Program)	34150	\$	-	\$	-	
Donations (Environmental Education)	43250	\$	500.00	\$	500.00	\$ 2,540.00
Donations (ELP Program)	43250	\$	6,000.00	\$	6,500.00	\$ 10,500.00
		\$	7,720.00	\$	7,720.00	\$ 18,720.00
VEHICLE & EQUIPMENT OPERATIONS						
Vehicle Acquisition		\$	-	\$	-	
Vehicle recorded as a Capital Asset		\$	-	\$	-	
Equipment Acquisition * tractor		\$	43,450.00	\$	52,000.00	
Small Tools		\$	2,000.00	\$	-	\$ 1,111.31
Vehicle Fuel		\$	12,000.00	\$	9,500.00	\$ 11,771.93
Vehicle Maintenance & Repairs		\$	2,500.00	\$	2,500.00	\$ 3,454.45
Vehicle Licenses		\$	505.00	\$	505.00	\$ 392.25
Vehicle Insurance		\$	9,361.00	\$	12,260.00	\$ 7,801.00
Equipment Fuel		\$	3,000.00	\$	3,000.00	\$ 5,520.53
Equipment Maintenance & Repairs		\$	5,000.00	\$	10,000.00	\$ 9,056.01
Equipment Insurance		\$	1,527.00	\$	1,235.00	\$ 1,272.41
		\$	79,343.00	\$	91,000.00	\$ 40,379.89
REVENUE						
Revenue: Vehicle & Equipment Rental Charges	49800	\$	31,343.00	\$	36,000.00	\$ 31,458.42
Vehicle and Equipment trade-in Revenue	49720	\$	5,500.00	\$	-	\$ -
Reserve - Capital Acquisition	34500	\$	42,500.00	\$	55,000.00	\$ 8,900.00
		\$	79,343.00	\$	91,000.00	\$ 40,358.42

CATFISH CREEK CONSERVATION AUTHORITY

FINAL BUDGET 2023

last modified March 1, 2023

	Code	Budget Subtotals	Budget 2023	Budget Subtotals	Budget 2022	Actual 2022
MAPLE SYRUP PROGRAM						
Wages & Benefits - Permanent Staff			\$ 26,917.66	\$ -		
Wages & Benefits - Seasonal Staff			\$ 5,041.76	\$ 2,744.23		\$ 1,696.28
Building Repairs & Renovations			\$ 700.00	\$ 500.00		
Vehicle & Equipment Rental			\$ 700.00	\$ 500.00		\$ 1,451.81
Purchase of Resaleable Supplies			\$ 6,800.00	\$ -		
Equipment Maintenance & Repair			\$ 700.00	\$ 500.00		
Operating Expenses - General			\$ 974.95	\$ 615.77		\$ 109.83
Special Attractions			\$ -	\$ -		
Tourism Project			\$ 41,828.00			
			\$ 83,662.37	\$ 4,860.00		\$ 3,257.92
REVENUE						
Reserve - CA Development	32500		\$ 7,734.37	\$ -		
Grants: Federal - FedDev Ontario for Southern Ontario	40600		\$ 41,828.00	\$ -		
Revenue: Sales	46500		\$ 12,500.00	\$ -		\$ 349.70
Revenue: School Groups (TVDSB) (15days)	46500		\$ 8,100.00	\$ 4,860.00		\$ 6,885.00
Revenue: Tours (non-TVDSB)	46500		\$ -	\$ -		
Revenue: Admissions	46500		\$ 11,500.00	\$ -		
Revenue: Facility Rental	46500		\$ -	\$ -		
Donations/Sponsorships	43250		\$ 2,000.00	\$ -		
			\$ 83,662.37	\$ 4,860.00		\$ 7,234.70
SPRINGWATER CONSERVATION AREA						
Campground Expenditures						
Wages & Benefits - Permanent Staff			\$ 265,682.23	\$ 161,613.66		\$ 149,961.26
Wages & Benefits - Seasonal Staff			\$ 167,857.93	\$ 168,156.75		\$ 158,557.95
Vehicle & Equipment Rental			\$ 22,000.00	\$ 26,761.75		\$ 23,100.82
Advertising			\$ 3,000.00	\$ 1,100.00		\$ 3,005.90
Camp Taxes			\$ 7,580.00	\$ 7,415.00		\$ 7,577.61
Camp Insurance			\$ 16,853.00	\$ 12,618.00		\$ 14,415.46
Telephone Expenses			\$ 2,700.00	\$ 2,600.00		\$ 2,708.19
Camp Hydro			\$ 48,000.00	\$ 45,000.00		\$ 46,681.14
Camp Heat			\$ 1,000.00	\$ 300.00		\$ 919.37
Supplies - General Printing		\$ 900.00	\$ 31,900.00	\$ 700.00	\$ 21,400.00	\$ 848.50
Supplies - Sanitary Supplies		\$ 6,000.00		\$ 6,000.00		\$ 6,072.69
Supplies - Computers		\$ 3,000.00		\$ 1,200.00		\$ 1,524.90
Supplies - General		\$ 17,500.00		\$ 12,000.00		\$ 17,673.05
Supplies - YSI Turbidity Metre		\$ 2,000.00		\$ -		\$ -
Supplies - Uniforms		\$ 2,500.00		\$ 1,500.00		\$ 2,357.71
Maintenance - computers & network support		\$ 2,700.00	\$ 65,700.00	\$ 1,000.00	\$ 50,950.00	\$ 2,724.76
Maintenance - office equipment rental and maintenance		\$ 500.00		\$ 1,200.00		\$ 114.75
Maintenance - Garbage Collection		\$ 26,000.00		\$ 16,000.00		\$ 25,744.53
Maintenance - General Infrastructure		\$ 24,500.00		\$ 15,750.00		\$ 24,214.36
Maintenance - Hazard Tree Removal		\$ 6,000.00		\$ 12,000.00		\$ 6,125.00
Maintenance - Liquid Waste Removal		\$ 4,000.00		\$ 4,000.00		\$ 4,005.00
Maintenance - Water System Maintenance & Testing		\$ 2,000.00		\$ 1,000.00		\$ 2,039.68
Store Product For Resale		\$ 12,000.00		\$ 8,000.00		\$ 11,688.61
Firewood Purchased For Resale		\$ 19,000.00		\$ 12,000.00		\$ 18,655.00
Firewood Processing		\$ -		\$ 2,000.00		\$ 337.90
Miscellaneous - Staff Training		\$ 1,000.00	\$ 33,900.00	\$ 1,000.00	\$ 31,900.00	\$ 1,065.00
Miscellaneous - Reservation System		\$ 900.00		\$ 900.00		\$ 545.00
Miscellaneous - Bank Charges (Card Processing Fees)		\$ 31,000.00		\$ 29,000.00		\$ 29,895.81
Miscellaneous - Mobile Pay App Fees		\$ 500.00		\$ 700.00		\$ 29.75
Miscellaneous - General		\$ 500.00		\$ 300.00		\$ 279.65
Day-Use Hydro		\$ 2,600.00		\$ 1,900.00		\$ 2,334.80
Day-Use Taxes		\$ 438.00		\$ 120.00		\$ 437.41
Day-Use Insurance		\$ 7,595.00		\$ 5,686.00		\$ 6,329.18

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2023
last modified March 1, 2023

	Code	Budget Subtotals	Budget 2023	Budget Subtotals	Budget 2022	Actual 2022
Schoolhouse Heat & Hydro			\$ 3,000.00		\$ 1,700.00	\$ 2,601.87
Schoolhouse Maintenance/Furnishings			\$ 1,000.00		\$ 500.00	\$ 307.84
Trout Program			\$ 1,500.00		\$ -	\$ -
Special Events Expenses			\$ 1,000.00		\$ 5,000.00	\$ 415.46
			\$ 714,306.16		\$ 566,721.16	\$ 575,295.91
REVENUE						
Donations (Trout Program)	43250		\$ 2,000.00		\$ -	\$ -
Revenue: Camp/Day Use User Fees			\$ 162,000.00		\$ 125,000.00	\$ 153,846.49
Revenue: Store Sales			\$ 16,000.00		\$ 12,000.00	\$ 15,836.26
Revenue: Firewood Sales			\$ 29,000.00		\$ 30,000.00	\$ 26,865.91
Revenue: Facility Rentals			\$ 11,000.00		\$ 3,000.00	\$ 12,067.17
Revenue: Seasonal Fees & Winter Storage			\$ 481,800.00		\$ 456,589.00	\$ 455,295.39
Revenue: Special Events			\$ 10,000.00		\$ 10,000.00	\$ 2,550.00
Grants: Employment (Youth Employment)	42550		\$ -		\$ -	\$ 2,500.00
Grants: Employment (CSJ)	42250		\$ 20,000.00		\$ 12,000.00	\$ 28,520.00
Grants: Employment (Green Jobs) CPRA			\$ -		\$ -	
Grants: Employment (Career Launcher Internship)			\$ -		\$ 25,000.00	\$ 24,796.31
Reserve - Working Capital	31500		-\$ 17,493.84		-\$ 50,000.00	
Reserve - C.A. Development	32500		\$ -		-\$ 54,217.84	
			\$ 714,306.16		\$ 569,371.16	\$ 722,277.53
Revenue Appropriated to Administration			\$ -		\$ -	\$ -
Revenue Appropriated to C.A. Development			\$ -		\$ -	\$ -
			\$ 714,306.16		\$ 569,371.16	\$ 722,277.53
SUB TOTAL: OTHER PROGRAMS Expenditures			\$ 1,021,203.53		\$ 898,971.38	\$ 834,339.84
SUB TOTAL: OTHER PROGRAMS Revenue			\$ 1,021,203.53		\$ 898,971.38	\$ 1,161,834.96
Sub-TOTAL EXPENDITURES			\$ 1,691,405.85		\$ 1,458,401.05	\$ 1,524,759.30
Appropriation to Reserves			\$ -		\$ -	\$ 327,152.95
TOTAL EXPENDITURES			\$ 1,691,405.85		\$ 1,458,401.05	\$ 1,851,912.25
TOTAL REVENUE			\$ 1,691,405.85		\$ 1,458,401.05	\$ 1,854,826.62
			\$ -		\$ -	\$ 2,914.37

Report FA 09 / 2023 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: CCCA Committees

DATE: January 20th, 2023

PURPOSE:

To appoint the Authority's Committees for the year 2023.

DISCUSSION:

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

In accordance with the aforementioned Regulation, the Chairperson and Vice-Chairperson have recommended the following appointments to the respective Committees for the year 2023.

Personnel / Finance Committee (5) Morgaine Halpin, Chairperson Full Membership	Land Management Committee (5) Arthur Oslach, Chairperson Full Membership
Health and Safety Committee (3) Dusty Underhill, Management Representative Gerrit Kremers, Employee Representative (Chair) Austin Verbeek, Employee Representative Brittany Bell, Employee Representative	Conservation Ontario Council Paul Buchner, Voting Delegate, (Chairperson) Morgaine Halpin, (Vice Chairperson), 1st Alternate Dusty Underhill, (General Manager), 2nd Alternate
Interview Committee Gary Clarke, Committee Member Scott Lewis, Committee Member Morgaine Halpin, Committee Member	Lake Erie Source Protection Region Paul Buchner, Committee Member Dusty Underhill, Committee Member

<p><i>* One IC member required for hiring casual seasonal employees</i></p> <p><i>** At least Two IC members required for hiring all other staff</i></p>	
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RECCOMENDATION:

THAT, the Full Authority approve the Committee appointments for the year 2023 as presented in Report FA 09 / 2023.



Dusty Underhill,
General Manager / Secretary-Treasurer

REPORT FA 10 / 2023 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: Board of Directors' Code of Conduct

DATE: February 27, 2023

PURPOSE:

For newly appointed members to review and sign the Board of Directors Code of Conduct that was adopted on Thursday, March 5th, 2015, at the Catfish Creek Conservation Authority's (CCCA) Full Authority meeting, with Report #FA06/2015.

DISCUSSION:

The CCCA currently has a Code of Conduct in place for its Board of Directors. The General Manager will address the code of conduct and then ask staff who are newly appointed to sign the attached document after review has taken place.

RECCOMENDATION:

THAT, the Full Authority recommend that the Board of Directors' Code of Conduct be reviewed and signed by newly appointed members to the Catfish Creek Conservation Authority's Board of Directors.



Dusty Underhill
General Manager / Secretary-Treasurer

Appendix A

Catfish Creek Conservation Authority Directors' Code of Conduct Agreement

I, _____, a Director of the Catfish Creek Conservation Authority (CCCA) Board of Directors declare that, in carrying out my duties as a Director, I will:

1. Exercise the powers of my office and fulfil my responsibilities in good faith and in the best interests of the Catfish Creek Conservation Authority.
2. Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner.
3. Respect and support the CCCA's policies, Code of Conduct, and decisions of the Board and membership.
4. Review all related meeting information prepared in advance, attend and fully participate in discussions of the Board, at all times keeping in mind the best interests of the organization as a whole.
5. Keep confidential all information I learn about clients, personnel, and any other matters specifically determined by Board motion to be matters of confidence including matters dealt with during in-camera meetings of the Board, both during my tenure on the Board and after leaving the Board.
6. Conduct myself in a spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal interests to the best interests of the CCCA.
7. Immediately declare any personal conflict of interest that may come to my attention.
8. Immediately resign my position as Director in the event either I or my colleagues on the Board conclude I breached my 'Code of Conduct'.

Further, I hereby agree while carrying out my duties as a Director with the CCCA, I will conduct myself in a manner that:

- Supports the Ends of the CCCA;
- Serves the overall best interests of the CCCA and its ownership rather than any particular constituency;
- Brings credibility and good will to the CCCA;
- Respects principles of fair play and due process;
- Demonstrates respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances;
- Respect and gives fair consideration to diverse and opposing viewpoints;
- Demonstrates due diligence and dedication in preparation for and attendance at meetings, special events, and in all other activities on behalf of the CCCA;
- Demonstrates good faith, prudent judgment, honesty, transparency, and openness in my activities on behalf of the CCCA;
- Ensures the financial affairs of the CCCA are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities and public trusteeship;
- Avoids real or perceived conflicts of interest;
- Conforms with the policies approved by the Board, in particular this Code of Conduct; and
- Publicly demonstrates acceptance, respect, and support for decisions made by the Board of the CCCA.

Signature: _____

Date: _____

REPORT FA 11/2023 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: Telecommunications Tower

DATE: February 21, 2023

PURPOSE:

To seek input from the members on the installation of a communications tower to enable Uplink Wireless to provide internet to the CCCA and throughout the Springwater Conservation Area.

DISCUSSION:

In July of 2022, the CCCA began using Starlink Satellite internet, as Eastlink service has not been keeping up to the demand of modern day operations such as uninterrupted access, online meetings and webinars. Starlink costs an average of \$200.00 per month. It is excellent service, but has restrictive incoming ports so we can not expand our operations to meet the demands of today's modern amenities. Purchasing Starlink's business package may alleviate this issue, but would require purchase of a \$3,000 satellite unit and cost in excess of \$800.00 monthly.

Uplink Internet has created an option for businesses such as ours with rural internet connectivity issues. The CCCA would be responsible for covering the cost of a 96ft tower to be stationed behind the Springwater Schoolhouse at a cost of roughly \$9,600.00. All of the equipment to route the signal would be provided through the service provider, Uplink. This would allow for internet connectivity to our newly renovated Springwater East Gatehouse, where bookings could then be processed online, and Wi-Fi usage could be available at all of our rental facilities areas.

The monthly internet fee will be NIL with an Agreement with Uplink to utilize the tower to provide his service to local residents, etc. Campers would also be able to purchase daily, weekly, or monthly internet options on a 60/40 cost share basis. The Authority would collect 40% of money generated from internet sales to the campground. Campers would purchase their internet from a self serve kiosk in the Visitor Centre. IT support to campers who purchase internet will be provided directly by Uplink alleviating staff of any duties in regards to internet customer service or usage.

Staff have applied for a communications grant which includes the cost of the tower. If staff are not successful in obtaining the grant funding, the cost of the tower has been allocated in the 2023 budget.

RECOMMENDATION:

THAT, the Catfish Creek Conservation Authority Board of Directors direct staff to seek grant funding to cover the cost of the telecommunications tower; and further,

THAT, installation of a telecommunications tower at the Springwater Conservation Area be approved as detailed in Report FA 11/2023; and further,

THAT funding be allocated in the 2023 budget in the event that staff are unsuccessful in obtaining grant funding.



Dusty Underhill
General Manager / Secretary-Treasurer

REPORT FA 12/2023: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: Ontario Regulation 687/21 Progress Report

DATE: February 28, 2023

PURPOSE:

To provide an update to the Board of Directors on the Catfish Creek Conservation Authority's (CCCA) April 1, 2023, 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) 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.

The CCCA's April 1, 2023 progress report, attached as Appendix 1 will be submitted to all five participating municipalities and to the MECP to meet the April 1, 2023 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. A final Conservation Authority report will be due January 31, 2024.

RECOMMENDATION:

THAT Report No. FA 12/2023 Conservation Authorities Act Transition Quarterly Progress Report Ontario Regulation 687/21: Transition Plan and Agreements for Programs and Services 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

February 28, 2023

Re: April 1, 2023 Progress Report

The Ministry of Environment, Conservation and Parks (MECP) proposed 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 1, 2023, and October 1, 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) April 1, 2023 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"





2022

April 1, 2023 Progress Report

CATFISH CREEK CONSERVATION AUTHORITY

Contents:

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Catfish Creek Conservation Authority (CCCA) April 1, 2023 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	December 31, 2021	October 25, 2021 to November 10, 2021 (Complete)
Obtain Board approval of Transition Plan	November 19, 2021	Complete
Make it Public	December 31, 2021	Complete
Create Programs and Services Inventory		Feb 2022 (Complete)
Circulate to Municipalities and MECP, Post on Website	February 28, 2022	Complete
Communications and Cost Apportioning Negotiations with Municipalities	January 1, 2024	November 19, 2021 to September 30, 2023
Consultation with neighbouring CA's	As required	November 19, 2021 to November 1, 2023
Execute Municipal Agreements	January 1, 2024	September / October. 2023
Quarterly Reports to MECP as required by Regulation 687/21	July 1, 2022	July 1, 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	October 1, 2022	October 1, 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	January 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 MNRF 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
October 6, 2022	Email correspondence from the Municipality of Central Elgin in regards to MoA	Paul Shipway, CAO
October 6, 2022	Emailed Central Elgin to discuss MoA	Paul Shipway, CAO
October 24, 2022	Email correspondence from City of St Thomas in regards to MoA	Sandra Datar Bere City Manager
October 24, 2022	Emailed City of St Thomas to discuss MoA	Sandra Datar Bere City Manager

Municipal Comments or Feedback

Municipality	Comments/ Feedback
Township of Malahide	There has been no new comments or feedback received since the January 1, 2023 Progress Report.
Municipality of Central Elgin	There has been no new comments or feedback received since the January 1, 2023 Progress Report.
The Town of Aylmer	There has been no new comments or feedback received since the January 1, 2023 Progress Report.
City of St Thomas	There has been no new comments or feedback received since the January 1, 2023 Progress Report.
Township of Southwest-Oxford	There has been no new comments or feedback received since the January 1, 2023 Progress Report.

Summary of Changes:

On October 3, 2023, the General Manager of the CCCA met with MECP staff to discuss the CCCA's Inventory of Programs and Services. Upon MECP direction, amendments were made to the Inventory of Programs and Services. The amended Inventory of Programs and Services was approved at the December 15, 2022 Full Authority meeting for circulation to MNRF staff and to all five (5) participating Municipalities as information. The CCCA has received very little feedback from members since the October 1, 2022 Progress Report.

The following amendments were made to CCCA's Inventory since a consultation with MECP staff took place and the last Progress Report was submitted on October 1, 2022.

Ice Management Services

Page 3

The Special Levy was removed and replaced with Levy. The words "Township of Malahide incurs the Special Levy yearly" has been removed

Catfish Creek Channel Monitoring

Page 4

The Special Levy was removed and replaced with Levy. The words "Township of Malahide incurs the Special Levy yearly" has been removed

Well Program

Page 6

Well Program was removed from the Inventory of Programs and Services as it is included on Page 5 under Provincial Groundwater Monitoring Network

Conservation Areas

Page 7

Changed to a Category 1 from a Category 2 with MECP direction, as Ivan Steen and Ward McKenna are managed by the Town of Aylmer but owned by the CCCA and are still considered conservation areas.

Maple Festival \$11,755.00 was used to supplement Conservation Area maintenance. MECP suggested the Maple Program be added as a Category 3 Program or Service under its own line item in the Inventory.

Land Acquisition

Page 8

Funding Mechanism was changed to show that acquisitions are paid by 80% donation and 20% is taken from reserves.

Conservation Areas Strategy

Page 9

The Conservation Areas Strategy was added to the Inventory as it is a mandatory requirement in regards to section 21.1(1) of the Conservation Authorities Act.

Maple Syrup Program

Page 13

Maple Syrup Program was added as its own line item on the Inventory as suggested by MECP staff.

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.

No progress was made in regards to cost apportioning agreements as Conservation Authorities are currently prohibited to enter into these agreements with the introduction of Bill 23 for Category 2 Services. The CCCA will continue to support and provide Category 1, mandatory programs and services and permitting activities will continue in regulated areas.

Difficulties:

The October 2022 municipal election posed some impacts on Phase 2 implementation as new councils are just being sworn in. The CCCA Board of Directors had a small turnover in membership following the election. However, Conservation Authority staff are moving forward to ensure we meet all the regulated deadlines.

Bill 23 prohibits our municipal members from continuing to work with conservation authorities to provide technical support on land use planning matters beyond natural hazards and drinking water source protection. The model before the release of the Bill 23 amendments on December 28, 2022 enabled municipalities to use existing expertise within conservation authorities to fulfill responsibilities for natural heritage and water resources while saving time and money for applicants. This change could potentially require municipalities to hire additional expertise or consultants to support these matters.

Development subject to Planning Act authorizations should not be exempt from conservation authority permits, and CA regulations should not be delegated to municipalities. Municipalities do not have the expertise to review applications for development in a flood plain, shoreline, river valley, and wetland areas or to deal with applications to alter watercourses or interfere with wetlands. The watershed, not municipal boundaries, should continue to be the scale used to assess natural hazards.



Programs & Services Guide

CATFISH CREEK CONSERVATION AUTHORITY

AMENDED; JUNE 2022

AMENDED; SEPTEMBER 2022

AMENDED; NOVEMBER 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).
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. 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.						
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

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).
Plan Review Not Related to Natural Hazards	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan, Zoning By-law Amendments, Subdivisions, Consents and Minor Variances	2	CA Act Sec. 21.1.2	Special Levy Split Amongst 5 Municipalities Aylmer \$850.00 Central Elgin \$2150.00 Malahide \$4550.00 Southwest Oxford \$350.00 St Thomas \$350.00	\$8250.00	Established December of 2002, Moa to be completed by December 31, 2024
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.	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).
	Maintenance of flood forecasting equipment and annual meeting with applicable inter agency flood emergency coordinators.					
Flood and Erosion Control Infrastructure Operation and Management NOTE: To be completed on or before December 31, 2024 per requirements in Section 5 of the Mandatory Programs and Services Regulation	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% WECL: \$625 = 4%	\$14,136	Prior to February 2022, Present
Ice Management Services 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	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% Levy: \$14,157 = 92%	\$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).
and Service Regulation						
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% Levy: \$14,157 = 92%	\$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	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

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).
	Public, through Web based Map(s) showing Regulation Limits.					
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						
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.						
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

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).
Local Water Quality 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 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.						
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
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.	3	CA Advisable	Reserves= \$750.00	\$750	Prior to February 2022, Present
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 The protection of municipal drinking water supplies in the Southwest region through the development and implementation of Source Protection Plans, acting as an SPA						
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.					
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						
The CCCA owns 554.44 hectares of land including conservation areas, management areas, managed forest, and flood control structures.						
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	1	Mandatory in accordance to	Donations: \$4,398 = 6% Revenue: \$6,191 = 8%	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).
	Coulter and Springwater Forest, not the Campground) with recreational trails. 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.		CA Act; Reg. 686/21 s.9(1)	% (excess transferred to reserves) Grants: \$4,808 = 41% Revenue: \$5,058 = 43% Donations: \$800 = 7% Reserves: \$1,089 = 9%		
	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.	1	Mandatory in accordance to CA Act; Reg. 686/21 s.9(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. Donations: 80% Reserves: 20%	TBD by each individual acquisition	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).
Inventory of Conservation Authority Lands NOTE: Inventory to be completed on or before December 31, 2024	The land inventory includes the following information: location as well as date, method and purpose of acquisition, land use. One-time project with updates as properties are acquired or disposed of.	1	Mandatory in accordance to CA Act; CA Act 21.1(1) O. Reg. 686/21 9 (3)	Levy: \$5,550	\$5,550	Prior to February 2022, Present
Core Watershed Based Resource Management Strategy NOTE: Core Watershed Strategy to be completed on or before December 31, 2024	New Project: Collate/compile existing resource management plans, watershed plans, studies, and data. Strategy development, implementation, and annual reporting. This project builds on previous Watershed Management Strategies.	1	Mandatory in accordance to CA Act; 21.1(1) O. Reg. 686/21 12 (1) 3	Levy: \$5,550	\$5,550	Future December 31, 2024)
Conservation Areas Strategy NOTE: Conservation Areas Strategy to be completed on or before December 31, 2024	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. Updates of existing conservation area management plans.	1	Mandatory in accordance to CA Act; 21.1(1) O. Reg. 686/21 9 (1)1	Levy: \$5,550	\$5,550	Future December 31, 2024)
Land Acquisition and Disposition Strategy	A policy to guide the acquisition and disposition of land in order to fulfill the	1	Mandatory in accordance to CA Act; Reg.	Reserves: \$3,500 = 100%	\$3,500	Prior to February 2022, Presented/ Completed August

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).
	objects of the authority is to be created before the end of the Transition Period		686/21 s.9 (2) (5)			2020/ Board of Directors Approved
Watershed Stewardship and Restoration (Urban, rural & agricultural)						
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 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.	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
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.	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

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).
	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					Malahide Roadside Tree program,
Enabling Services:						
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 and safety program, overseeing programs and policies.	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
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

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).
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
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
Conservation Education and Community Outreach 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	3	No Municipal Levy used, Self	Grants: \$13,543 = 72% Revenue: \$10,004 = 53%	\$18,811	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).
	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.		Generated – 100% (No Agreement Required)	Donations: \$2,020 = 11% Reserves: -\$6,756 = -36%		
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 Authority and privately owned lands, and complete various stewardship projects on Authority and privately owned lands.	3	No Municipal Levy used, Self Generated – 100% (No Agreement Required)	Donations: \$4,500 = 55% Revenue: \$2,800 = 34% Reserves: \$870 = 11%	\$8,170	Prior to February 2022, Present
Maple Syrup Program	CCCA staff carry out a maple program in March annually. It provides Thames Valley School Board a place for educational field trips and the CCCA is open to the general public for demonstrations for a period in March annually.	3	No Municipal Levy used, Self Generated – 100% (No Agreement Required)	Donations: \$10,700 = 16% Revenue: \$56,353 = 84% To Reserves: -\$18,900 (-28%)	\$67,054	Prior to February 2022, Present

REPORT FA 13 / 2023: To The Full Authority

FROM: Peter Dragunas, Water Management Technician

SUBJECT: Catfish Creek Flooding at Port Bruce

DATE: February 28, 2023

Purpose:

General inform and Full Authority update regarding the established Catfish Creek Conservation Authority (CCCA) flood forecasting, watch and warning practices and to provide the Authority with information regarding the 2022 - 2023 flood season within the CCCA administrative area.

Discussion / Background:

Hydrometric station 02GC018, Catfish Creek near Sparta, is a Government of Canada, Water Survey Canada official hydrometric station. CCCA uses the real time stage and discharge data from this station for flood forecasting, watch and warning data acquisition and subsequent forecasting. When and if required this hydrometric data is extrapolated to Port Bruce using *The Authority Telemark Correlation Study Port Bruce*, Cumming – Cockburn & Associates Limited, November 1982.

Since ice jams are site-specific, unpredictable and morphologically unique, it is not possible to transpose ice jam elevated stage (water height) from upstream hydrometric stations to downstream areas, however discharge (water flow) can be estimated assuming open channel conditions. By reason of the aforementioned statement the examination of flood events utilizes the recorded open channel condition data at station 02GC018, for the flood discharge. This extrapolation assists in the effort to estimate the timing and maximum open channel discharge return period during an ice jam induced flood event.

Ice Management / Ice Jam Mitigation Options

- **Ice Hole Augering:** holes are drilled through the ice cover in a systematic pattern to reduce the strength integrity of the ice over time, by eroding the ice immediately adjacent and downstream of the hole. These holes are intended to weaken the ice in the harbour area thereby allowing the harbour ice to break earlier than the upstream ice and as a result migrate out to the lake before the upstream ice moves through. Timing is crucial. Holes are drilled at a time that will minimize hole freeze-back and allow channel flows to further weaken the ice cover through hydraulic vortex erosion / melting during spring freshet and ice melts.
- **Ice Breaking / Ice Removal at the Port Bruce Harbour:** Harbour ice breaking and removal activities are carried out on one hand as an advance measure to conceivably help mitigate ice jamming within the harbour and consequently within the Hamlet of Port Bruce, as well as a countermeasure to breakup harbour ice jams during freshet / flood runoff. Generally, ice breaking is implemented at a time when weather patterns are conducive to spring freshet and ice integrity degradation and / or as a countermeasure during unexpected increased channel flows. The intention is that the remaining in channel ice cover will be unimpeded by harbour ice as it is flushed out into the lake. In some instances simply breaking the ice cover is not sufficient, and is often accompanied by perpetual clearing of the ice within the harbour area during in channel ice migration.

To be consistent with the wording used by other emergency forecasting agencies, the Ministry of Natural Resources and Forestry in partnership with Conservation Ontario, Environment Canada and other applicable agencies updated and changed the flood messaging terminology in February of 2012.

Indicator	Old Wording	Changes	New Wording
Normal	No Flood conditions	No change	No Flood conditions
Level 1	Bulletins: <ul style="list-style-type: none"> Flood Safety Bulletin Watershed Conditions Bulletin High Water Safety Bulletin 	The term Bulletin will no longer be used. Instead, there will be two types of Watershed Condition Statements: one for water safety and one for flood outlook.	Watershed Condition Statement: Water Safety and Flood Outlook.
Level 2	Flood Advisory	Advisory now becomes Watch	Flood Watch
Level 3	Flood Warning	No Change	Flood Warning

Normal

Conditions are within NORMAL limits. No flooding is expected.

Watershed Conditions Statement - Water Safety

High flows, unsafe banks, melting ice or other factors that could be dangerous for recreational users such as anglers, canoeists, hikers, children, pets, etc. Flooding is not expected.

Watershed Conditions Statement - Flood Outlook

Early notice of the potential for flooding based on weather forecasts calling for heavy rain, snow melt, high wind or other conditions that could lead to high runoff, cause ice jams, lakeshore flooding or erosion.

Flood Watch

Flooding is possible in specific watercourses or municipalities. Municipalities, emergency services and individual landowners in flood-prone areas should prepare.

Flood Warning

Flooding is imminent or already occurring in specific watercourses or municipalities. Throughout a flood event, the Catfish Creek Conservation Authority (CCCA) will continue to monitor weather, ice, and watercourse conditions, and provide technical advice to municipalities to help mitigate the effects of flooding.

A 2022 Christmas winter storm had amassed a significant snow pack within the Catfish Creek watershed. This storm was preceded and accompanied by several days of freezing temperatures which added up to an estimated 10 cm (4in) of ice on the waterways within the catfish watershed.

Following the Christmas winter storm and snow accumulations, Environment Canada issued an updated weather forecast outlining a rise in temperatures couple with rain. This forecast combined with existing winter environmental conditions prompted Catfish Creek Conservation Authority to issue a Water Safety Watershed Condition Statement for all areas within the Authorities administrative area and triggered staff to prepare for flood forecasting, watch and warning procedures.

CCCA flood monitoring staffs concern was that the snowpack would become saturated due to the forecast rain and rising temperatures which would induce a snowpack melt triggering increased water levels and consequently stimulate ice breakup and possibly generate ice jamming.

There remained a high probability that infiltration of the forecast snowmelt/rainfall may be limited in some areas and the subsequent associated runoff had the potential to quickly elevate water levels within the watershed. Water levels rose as expected and remained elevated during the forecast.

Due to the aforementioned adverse conditions, there was an average probability for waterways to reach higher water levels, which would induce rapid ice breakup, producing ice flows and possible ice jamming. Resulting in unsafe channel bank conditions, possible flooding of low lying areas and other unpredictable dangers around waterways within the Catfish Creek watershed.

As the warming trend and snow melt progressed the majority of the runoff seemed to have either infiltrate the now thawed south facing areas or dissipated overland in a naturally controlled manner, and consequent manageable channel flows and ice breakup.

During the staff flood watch watershed tours there were no visibly significant ice jams of concern detected. As the snow melt and rain subsided low probability for ice jamming existed as the hydrometric stations within the CCCA administrative area showed signs of a stage and discharge downward trend.

If there was any ice jamming I would suspect that it was only small surface jams since the hydrometric stations did not indicate any accountable spikes.

Staff completed five flood watch watershed tours (December 28, 30, 31 morning / afternoon and January 1, 2023) over four days. Provided Malahide Mayor, Emergency Coordinator and required Staff with flood watch updates and issued:

- One Water Safety Watershed Condition Statement (covered 3 days).
- One Flood Watch Watershed Condition Statement (covered 2 days)
- Final All Clear Watershed Condition Statement.


Peter Dragunas,
Water Management Technician

REPORT FA 14/ 2023 : **To the Full Authority**
FROM : Gerrit Kremers, Resource Planning Coordinator
SUBJECT : Approved Section 28 Regulation Applications
DATE : March 1st, 2023

PURPOSE: To outline the 'Development, Interference with Wetlands & Alterations to Watercourses' applications approved by staff from January and February, 2023.

PERMIT NO.	LOCATION	PROPOSAL	DATE ISSUED
FR-01-23 (Site 1)	7022 Hacienda Road; Township of Malahide	* This proposal involves the construction of a detached 3 car garage within Silver Creek subwatershed; * Construction and site elevations will conform to final drawings submitted in FR-01-23 Application;	January 12 th , 2023
FR-02-23 (Site 2)	50950 Dingle Street; Township of Malahide	* This proposal involves the construction of a two storey house addition to an existing dwelling; * All construction occurring outside of flood line and excess fill to be removed;	February 7 th , 2023
FR-03-23 (Site 3)	Belmont Road and Mapleton Line; Municipality of Central Elgin	* This proposal involves directional drilling for fiber optic service; * Directional drilling to cross under West Catfish Creek, Six metres below creek bottom;	February 22 nd , 2023
FR-04-23 (Site 4)	3344 Bank Street; Township of Malahide, Port Bruce	* This proposal involves the dredging of Catfish Creek to increase navigation access; * Landowners to place sediment outside of regulated area;	February 27 th , 2023
FR-05-23	49203 Dexter Line; Township of Malahide, Port Bruce	* This proposal involves the construction of a detached garage within valley land slopes and near proximity of Lake Erie Shoreline; * Construction to conform with recommendations outlined in Geotechnical Engineers Report;	February 28 th , 2023

RECOMMENDATION: THAT, the Full Authority receive the staff approved Section 28 Regulation Applications **Report FA 14/2023**, as information.


Gerrit Kremers, Resource Planning Coordinator

REPORT FA 15 / 2023 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: 2023-2024 General Insurance Program

DATE: January 23, 2023

PURPOSE:

To consider orchestrating an online Full Authority meeting latter in March to review and approve the CCCA's 2023-2024 General Insurance Program.

DISCUSSION:

The CCCA insurance coverage is on a one-year basis from April 1 to April 1 in the subsequent year. The Authority is currently insured with Intact Company Limited through McFarland Rowlands.

Due to our meeting proceeding very early in the month of March, our general Insurance renewal package has not yet been completed.

The General Manager is suggesting an online meeting be conducted via Teams or Zoom upon the completion of the renewal package. Charlie Roloson or an alternate can be available for the meeting to explain the renewal package and answer any questions the members may have.

A complete copy of the 2023-2024 General Insurance Program will be provided in advance of a virtual meeting for review.

RECOMMENDATION:

THAT, the Board of Directors approve an online forum latter in March on a day to be determined, to discuss the renewal of the 2023-2024 General Insurance Program.



Dusty Underhill
General Manager / Secretary-Treasurer

**Catfish Creek Conservation Authority
Correspondence Register – January 1 – 31, 2023**

Date	Type	Agency	Topic
January 1, 2023	Email	UTRCA	Flood Coordinator Meeting
January 2, 2023	Email/ Response	ELP	EFT Payment Notification
January 3, 2023	Email/ Response	CO	GM Meeting
January 3, 2023	Email/ Response	CO	Registration Open: Online Level 1 Provincial Offences Officer
January 3, 2023	Email/ Response	CO	Jane Lewington Retirement from Conservation Ontario
January 4, 2023	Email/ Response	CO	Annual Reporting for Conservation Ontario's Class EA
January 4, 2023	Email/ Response	CO	Sample Municipal Messaging for Bill 23 Implementation
January 4, 2023	Email/ Response	CO	Proposed June 2023 General Managers Strategy Session + ADDITIONAL INFORMATION ON
January 4, 2023	Email/ Response	CO	Sample Communications for CA Staff re. Implementation of Bill 23
January 4, 2023	Email	MNRF	Changes to the Ontario Wetland Evaluation System
January 5, 2023	Email/ Response	Ron Casier	OWA Membership renewal
January 6, 2023	Email/ Response	Ian Begg	Lunch Invitation
January 6, 2023	Email/ Response	FHIMP	Follow up meeting
January 6, 2023	Email	CO	Weekly Updates
January 9, 2023	Email/ Response	CO	NRCan releases the Federal Land Use Guide for Flood Risk Areas version
January 9, 2023	Email	LERMC	Accessing Lake Erie Source Protection Committee agendas
January 9, 2023	Email/ Response	CO	CO Council voting delegates
January 9, 2023	Email/ Response	Elgin County	Legal Pricing 2023
January 9, 2023	Email/ Response	CO	Human Resources Contact

January 9, 2023	Email/ Response	Malahide	Budget request
January 10, 2023	Email/ Response	Malahide	2023 Levy
January 10, 2023	Email/ Response	FHIMP	Follow up meeting
January 10, 2023	Email/ Response	CO	Human Resources Contact
January 10, 2023	Email	CO	Government of Canada announces National Funders for the Community
January 10, 2023	Email/ Response	MNRF	WECl Report
January 11, 2023	Email/ Response	McFarlan Rowland	Renewal
January 11, 2023	Email	DFO	Approved Critical Habitat Orders for Two Fish Species at Risk in Ontario
January 12, 2023	Email/ Response	OSTRF	Project 1004229 - Tourism Relief Fund - Contribution Agreement
January 12, 2023	Email/ Response	OSTRF	Project 1004229 - Tourism Relief Fund - Contribution Agreement
January 12, 2023	Email/ Response	Malahide	2023 Levy
January 12, 2023	Email/ Response	CO	GM Meeting Confirmation
January 12, 2023	Email/ Response	NARWHAL	Time-sensitive media request
January 12, 2023	Email/ Response	CO	Media request from NARWHAL
January 13, 2023	Email/ Response	MNRF	WECl Report
January 13, 2023	Email	CO	Community Services Recovery Fund - Eligibility and Webinar recording
January 13, 2023	Email/ Response	PBRA	Re: Drone Purchase Estimates for PBRA
January 13, 2023	Email/ Response	Federal Economic Development Agency for Southern Ontario / Government of Canada	FHIMP Study
January 13, 2023	Email	CO	additional clarification RE: Community Services Recovery Fund - Eligibility
January 13, 2023	Email	UTRCA	Flood Contingency Plan - Contact List Updates
January 16, 2023	Email/ Response	CO	Review Requested - Plan Review Pivot Materials

January 16, 2023	Email	ERCA	RE: Review Requested - Plan Review Pivot Materials
January 16, 2023	Email/ Response	TRUE Engineering	RE: CCCA Port Bruce Riverine Floodplain Mapping and Coastal Floodproofing
January 17, 2023	Email/ Response	Ian Begg	Lunch
January 17, 2023	Email/ Response	Eco Gifts Program	draft template for the Ecological Sensitivity Report
January 17, 2023	Email/ Response	Federal Economic Development Agency for Southern Ontario	1004229 TRF Catfish Creek Conservation Authority - Claims Introduction Package
January 17, 2023	Email/ Response	CO	CO Guidance for Conservation Area Strategy and Watershed-based Resource Management Strategy
January 18, 2023	Email/ Response	CO	Review Requested - Plan Review Pivot Materials
January 18, 2023	Email/ Response	Bowsher and Bowsher	Quotes
January 18, 2023	Email/ Response	CO	AMO Policy Update - A Call for Provincial Action on Property Assessments
January 18, 2023	Email/ Response	TRF	Project 1004229 Tourism Relief Fund – Next Steps & Supporting Documents
January 18, 2023	Email/ Response	Duncan Sinclair	Conservation Award
January 19, 2023	Email/ Response	McFarland Rowland	Renewal Application to be completed
January 20, 2023	Email/ Response	CO	Conservation Ontario 2023 Annual General Meeting (Meeting Details)
January 20, 2023	Email/ Response	CO	Final Plan Review Pivot Materials
January 20, 2023	Email/ Response	CO	2023 Conservation Ontario Park Pass
January 23, 2023	Email/ Response	Ron Casier	Envirothon
January 23, 2023	Email/ Response	MNRF	WECI Program Applications
January 23, 2023	Email	MVCA	Letter issued to Municipalities
January 24, 2023	Email/ Response	CO	How to Submit Jobs to the CO Website
January 23, 2023	Email/ Response		

January 24, 2023	Email/ Response	MNRF	FHIMP TPA
January 25, 2023	Email/ Response	TRUE Engineering	Port Bruce Study
January 25, 2023	Email/ Response	CO	CO AGM Meeting Details
January 25, 2023	Email/ Response	UTRCA	Oxford and CAs Bill 23 next steps meeting
January 25, 2023	Email	RJ Burnside and Associates	Notice of Completion - Town of Aylmer, Development of Industrial Park Municipal
January 25, 2023	Email	CO	Bill 23 Implementation
January 25, 2023	Email/ Response	Diane Wilson CE	Youth Employment Experience Program Application - Letter of Support
January 26, 2023	Email/ Response	UTRCA	Response Required - Transition Plans for Southwestern CA's
January 26, 2023	Email/ Response	Paul Shipway CE	RE: Elections of Officers CCCA AGM
January 26, 2023	Email/ Response	TRUE Engineering	RE: Port Bruce Flood Study
January 26, 2023	Email/ Response	CO	TIME SENSITIVE Great Lakes and St. Lawrence Cities Initiative Annual
January 26, 2023	Email/ Response	Suzie Dennis Doug Tarry Homes	Springwater Playground Donation
January 26, 2023	Email/ Response	MNRF	WECl - Year-End Surplus Funding - Expression of Interest - Time Sensitive
January 27, 2023	Email/ Response	CCA	Example Policies
January 27, 2023	Email/ Response	CO	Conservation Ontario Weekly Updates for Conservation Authorities
January 28, 2023	Email/ Response	GRCA	Re: Lake Erie Region Source Protection Committee Meeting
January 28, 2023	Email/ Response	LPRCA	RE: Response Required - Transition Plans for Southwestern CA's
January 31, 2023	Email/ Response	Ron Casier	Envirothon Information
January 31, 2023	Email/ Response	Malahide	RE: 2023 Levy

**Catfish Creek Conservation Authority
Correspondence Register – February 1 – 28, 2023**

Date	Type	Agency	Topic
February 1, 2023	Email/ Response	CO	RE: Cyber Security Training
February 1, 2023	Email/ Response	Malahide	Port Bruce Ratepayers Association Request for an Informal Meeting
February 1, 2023	Email/ Response	FHIMP MNRF	Study Area Request
February 1, 2023	Email/ Response	MNRF	FHIMP Request
February 1, 2023	Email/ Response	MNRF	2022-2023 Final Transfer Payment
February 1, 2023	Email/ Response	PBRA	Re: 2023 Port Bruce Flood Studies
February 2, 2023	Email/ Response	TRUE Engineering	Coastal Study
February 3, 2023	Email/ Response	CO	CO General Meeting
February 3, 2023	Email	CO	FW: Green Career Fair Vendor Inquiry
February 3, 2023	Email	ERCA	Essex Region Conservation Authority Annual Report
February 4, 2023	Email/ Response	MNRF	Final Payment
February 6, 2023	Email/ Response	Aylmer Express	Sponsorship
February 6, 2023	Email/ Response	CO	REGISTRATION OPEN! Conservation Authorities University (CAU) 2023-2024
February 6, 2023	Email/ Response	CO	FYI - Regulation Proposal - MUNICIPAL Reporting on Planning Matters
February 7, 2023	Email	CO	Funding Available to CAs for 2022-2023 Nature Smart Climate
February 7, 2023	Email/ Response	CO	Municipal Protected Areas Project - Please fill out the survey
February 7, 2023	Email/ Response	MNRF	Flood and Drought Contacts update 2023
February 7, 2023	Email/ Response	Valco Appraisal	Updated appraisal for Tisdale CA
February 8, 2023	Email/ Response	Ian Begg	Eco Gift Inquiry
February 8, 2023	Email/ Response	PBRA	2023 Port Bruce Flood Studies
February 8, 2023	Email/ Response	Central Elgin	Notice of Public Information Centre - East Side Development Area Sanitary
February 8, 2023	Email/ Response	McFarland Rowland	Renewal

February 8, 2023	Email/ Response	City of St Thomas	Councillor Clarke Appointment
February 9, 2023	Email/ Response	LERMC	Minutes from SPC meeting
February 9, 2023	Email	WECI, MNRF	WECI Program - 2023-2024 Application Information Session
February 10, 2023	Email/ Response	FHIMP	Project Team Meeting
February 10, 2023	Email/ Response	City of St Thomas	Honorarium
February 13, 2023	Email/ Response	LERMC	April 2023 Catfish Creek Source Protection Authority meeting
February 13, 2023	Email/ Response	GRCA	Budget vote question
February 14, 2023	Email/ Response	Aylmer Express	Annual Report Revised Proof
February 14, 2023	Email/ Response	Malahide	2023 Levy questions
February 14, 2023	Email/ Response	MNRF	Port Bruce Shoreline
February 15, 2023	Email/ Response	Uplink	Internet Connectivity
February 15, 2023	Email/ Response	GRCA	Urgent: SPC Chair Appointment Recommendation
February 16, 2023	Email/ Response	ECCC	Eco Gift clarification
February 16, 2023	Email/ Response	Bowsher and Bowsher	Year end audit clearance.
February 16, 2023	Email/ Response	Central Elgin	CCCA Agm
February 16, 2023	Email/ Response	Valco	Updated appraisal
February 17, 2023	Email/ Response	CO	GM Meeting: Mandatory Deliverables Dec 31
February 17, 2023	Email/ Response	Malahide	Budget Request
February 17, 2023	Email/ Response	CO	Kingbridge Accommodations for June 27th/28th General Managers' Meeting
February 17, 2023	Email/ Response	MNRF	Port Bruce Shoreline
February 17, 2023	Email/ Response	OSTRF	Additional Funding
February 17, 2023	Email/ Response	MNRF, FHIMP	Ontario FHIMP: Initial Report Template and Supporting Materials
February 17, 2023	Email/ Response	KPMG Law	CEWS Notice of Objection
February 21, 2023	Email/ Response	KPMG Law	Completed Notice of Objection
February 22, 2023	Email/ Response	WECI	Year End Reporting
February 22, 2023	Email/ Response	Central Elgin	AGM Rescheduled
February 22, 2023	Email/ Response	PBRA	Touching Base
February 22, 2023	Email/ Response	FHIMP	HIMPON22-041 PTT Meeting
February 22, 2023	Email/ Response	GRCA	Chair Appointment Recommendation
February 23, 2023	Email/ Response	TRF	Request from MTCS Minister's Office

February 23, 2023	Email/ Response	KPMG Law	CEWS Notice of Objection
February 24, 2023	Email/ Response	FHIMP	March 1 Initial Report
February 24, 2023	Email/ Response	Malahide	Port Bruce Shoreline
February 24, 2023	Email/ Response	Federal Economic Development Agency for Southern Ontario	FedDev Ontario Funding Announcement for Canada Community Revitalization
February 27, 2023	Email/ Response	Eco Gifts	Submit Parcel Registry
February 27, 2023	Email/ Response	McFarland Rowland	Renewal
February 28, 2023	Email/ Response	FDO	Invite to announcement
February 28, 2023	Email/ Response	MNR, WECI	Second Call for Applications
February 16, 2023	Email/ Response		
February 16, 2023	Email/ Response		
February 16, 2023	Email/ Response		
February 16, 2023	Email/ Response		
February 16, 2023	Email/ Response		