

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, May 11th, 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) Full Authority Meeting FA #03/2023 (April 20, 2023)..... 3 - 7
- 7) Business Arising from Minutes
- 8) Public / Special Delegations
- 9) Reports:
 - a) Reports FA 27-30/2023 - Monthly Staff Reports. 8 - 12
(Peter Dragunas, Gerrit Kremers, Al Bradford, Brittany Bell)
 - b) Report FA 31/2023 - April Summary of Revenue & Expenditures..... 13 - 14
(Susan Simmons)
 - c) Report FA 32/2023 - Accounts Paid 15 - 16
(Susan Simmons)
 - d) Report FA 33/2023 - Special Projects Funding..... 17
(Dusty Underhill)
 - e) Report FA 34/2023 - Eco Gift - Tisdale Conservation Area..... 18
(Dusty Underhill)

f)	Report FA 35/2023 - Evans Sisters Stage Soft Opener.	19
	(Dusty Underhill)	
10)	General Manager / Secretary-Treasurer's Report.	20 - 21
	(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 April, 2023.	22 - 24
15)	Closed Session	
16)	Next Meeting of the Full Authority: Thursday, June 8, 2023	
17)	Termination	

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

Thursday, April 20, 2023

Meeting #03/2023

PRESENT:

Paul Buchner	Chairperson	Township of South-West Oxford
Morgaine Halpin	Vice-Chairperson	Municipality of Central Elgin
Arthur Oslach	Member	Town of Aylmer
Gary Clarke	Member	City of St. Thomas

STAFF:

Dusty Underhill	General Manager / Secretary-Treasurer
Susan Simmons	Financial Services Coordinator
Gerrit Kremers	Resource Planning Coordinator
Al Bradford	Conservation Area Supervisor
Brittany Bell	Program Support Assistant

ABSENT:

Scott Lewis	Member	Township of Malahide
Peter Dragunas	Water Management Technician	

OTHERS PRESENT:

Rob Perry	Reporter, the Aylmer Express
Deb Grass	Port Bruce Rate Payers

WELCOME / CALL TO ORDER:

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

ADOPTION OF AGENDA:

<u>Motion # 27/2023</u>	G. Clarke	A. Oslach	CARRIED
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THAT, the Agenda for the April 20, 2023, Full Authority meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

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

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

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

ADOPTION OF MINUTES:

Motion # 28/2023

A. Oslach

G. Clarke

CARRIED

THAT, the Minutes of Full Authority Meeting #02/2023 (March 9, 2023), be accepted as circulated.

BUSINESS ARISING FROM MINUTES:

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

PUBLIC / SPECIAL DELEGATIONS:

None

REPORTS:

Reports FA 16-FA 19/2023 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 29/2023

G. Clarke

A. Oslach

CARRIED

THAT, Staff Reports FA 16 to FA 19 for the month of March 2023, be noted and filed.

Report FA 20/2023 – March Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 30/2023

G. Clarke

A. Oslach

CARRIED

THAT, Report FA 20/2023 (March Summary of Revenue and Expenditures), be noted and filed.

Report FA 21/2023 – Accounts Paid, was presented, discussed, and resolved.

Motion # 31/2023

M. Haplin

G. Clarke

CARRIED

THAT, Accounts Paid totaling \$61,471.97, be approved as presented in Report FA 21 / 2023.

Report FA 22/2023 – Maple Syrup Summary was presented, discussed, and resolved.

Motion # 32/2023

A. Oslach

M. Haplin

CARRIED

THAT, the 2023 Maple Syrup Financial and Statistical Summaries be received as information as this time; and further;

THAT, staff be directed to undertake a detailed operational and financial review of the program in consultation with Jaffa Environmental Education Centre to determine any efficiencies and improvements for 2024.

Report FA 23/2023 –CCCA Administrative By-Law Update, was presented, discussed, and resolved.

Motion # 33/2023

M. Halpin

G. Clarke

CARRIED

THAT, the Catfish Creek Conservation Authority Administrative By-Law be approved by the Full Authority in Motion #PF 12/2022 is hereby revoked; and further,

THAT, the amended Administrative By – Law for the Catfish Creek Conservation Authority attached to Report FA 23/2023, be adopted as presented.

Report FA 24/2023 – Conservation Ontario Council Meeting, was presented, discussed, and resolved.

Motion # 34/2023

M. Halpin

A. Oslach

CARRIED

THAT, the information outlined in Report FA 24/2023, ne noted and filed.

Report FA 25/2023 –Employee Benefits Plan, was presented, discussed, and resolved.

Motion # 35/2023

M. Halpin

A. Oslach

CARRIED

THAT, the Full Authority renew its 2023-2024 Employee Group Benefits Plan with Sun Life Financial through Dorbar Employee Benefits and Insurance Solutions effective May 1st, 2023

Report FA 26/2023 – Watershed Tour, was presented, discussed, and resolved.

Motion # 36/2023

G. Clarke

A. Oslach

CARRIED

THAT, the Board of Directors support a Watershed Tour immediately commencing immediately following the June 8th, 2023, Full Authority meeting.

GENERAL MANAGER / SECRETARY-TREASURER'S REPORT:

- Completed the Final Report for the Water Erosion Control Infrastructure Submission (WECI), which included a completed final expenditure report template with GM/CAO signature was provided, copy of final invoices for each project (e.g. materials, consultants, contractors, etc.), a general ledger of staff time used on the project (e.g. number of days and daily pay rates), technical reports and drawings related to the project, and photos of the project work before and after repairs were completed.
- Completed research on how to register the new Tisdale CA for the Conservation Lands Tax Incentive Program. Upon completion of the Ecogift designation, staff can then apply to have it designated as CLTIP Property which alleviates taxes annually on the property.
- As per the Mandatory programs and Services regulation under the CA Act (O. Reg. 686/21), all CAs must prepare a Land Enventory of all parcels owned and controlled by the Authority by December 31st, 2024. A template has been designed to capture all mandatory components of the land inventory, as well as optional complementary data fields for CAs to populate which represent pieces of information often collected by CO about CA lands for

other activities (e.g., federal reporting). A final template will be released by Conservation Ontario for completion by all 36 CA's.

- With the assistance of staff arranged a coop work placement for an Urban Arborist student from Sir Sandford Fleming College.
- Catfish Creek received \$131,000.00 to modernize the Maple Syrup Festival with a new marketing campaign, new automated gates and electrical services, updated Sugar Shanty, and enhanced children's programming. All works have been completed. (On March 3, 2023 Arielle Kayabaga, Member of Parliament for London West, on behalf of the Honourable Filomena Tassi, Minister responsible for the Federal Economic Development Agency for Southern Ontario (FedDev Ontario), announced an investment of over \$4.5 million, through the Tourism Relief Fund (TRF) and the Canada Community Revitalization Fund (CCRF), for 22 projects in London, Middlesex, Elgin, Oxford, Norfolk County and surrounding areas that will support community infrastructure enhancements, tourism recovery and economic development in the region).
- Submitted the Audited Financial Statements for 2022 to the MECP. It is a legislative requirement to submit to the province within 60 days of receiving it.
- Submitted the April 1, 2023, Progress Report to the Province and all Municipal Members for review and comment.
- Reviewed the final Conservation Ontario - Ontario Public and Indigenous Engagement tool kits.
- Arranged for a tour of the Maple Syrup Program for approximately 20 MNRF Employees from the Aylmer and Guelph District MNRF offices at the request of Dave Richards, MNRF.
- Met with Tracey Lacarte, OPP Western Region Provincial Liaison Team. Tracey builds relationships within the Western Region of Ontario for OPP with organizations such as the CCCA. We keep her informed of things such as our new entry systems in the campgrounds and how OPP will gain entry so our local detachments knows. A very healthy discussion was carried on about Bill 23 and its ramifications to the 36 CA's provincially.
- Arranged a meeting with staff at the Ontario Police College to address the 2023 work day. The CCCA works in conjunction with the OPC with the Memorial Path of honor. Every year a maintenance day is conducted and dead trees etc. are removed and replaced. Trees are also planted for any officer provincially who has lost there life in the line of duty.
- A GM Meeting was held on March 20th with discussions revolving around jurisdictional approaches to the new Bill 23 amendments. A refresher on relevant legislative clauses, approaches to service delivery, scoping of service provisions in regards to Bill 23 and expansion of jurisdictional boundaries were all discussed.
- Ongoing efforts in regards to the Flood Hazard Identification and Mapping Program in Port Bruce. In water works such as bathymetry analysis will take place in April or early May.
- Updated the CCCA's Corporate Registry with the Charities Directorate. A request was submitted to update all board members information and include myself as the general manager as the current registry is dated.

Motion # 37/2023

A. Oslach

M. Haplin

CARRIED

THAT, the Correspondence Registers for March, 2023, be noted and filed.

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, May 11, 2023, commencing at 10:00 a.m.

Motion # 38/2023

A. Oslach

M. Haplin

CARRIED

THAT, the Full Authority be terminated at 10:37 a.m.

General Manager / Secretary –Treasurer

Authority Chairperson

REPORT FA 27/2023 : To The Full Authority

FROM: Water Management Technician
SUBJECT: Monthly Staff Report for the Months of January and February
DATE: May 1, 2023

Water Management Technician

Current Activities:

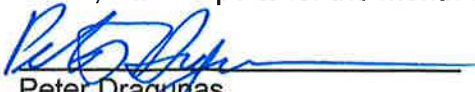
- Monitoring the Catfish Creek Conservation Authority (CCCA) administrative area for conditions associated with flood forecasting.
- Examination into revising CCCA flood forecasting tools.
- Re-evaluation of CCCA flood thresholds as applicable to climate change
- April 27, CCCA Administrative Area, Water Safety, Watershed Condition Statement.
- Compilation of historical precipitation, riverine stage and flow data for climate change recurrence relationships.
- Continued monthly responses to inquiries from the Port Bruce Rate Payers Association (PBRA), Port Bruce residents and Malahide Township staff regarding the CCCA flood forecasting procedures and protocols.
- Continued revisions, assessments, benchmark and threshold verifications / implementations for the 2023 Ontario Low Water Response Program.
- Monitoring the Catfish Creek Conservation Authority (CCCA) administrative area for low water.
- Slope stability and flooding natural hazard mapping classifications for lands within the CCCA administrative boundary.
- Assisted with the 2023 CCCA Reforestation Program, Forests Ontario, and 50 Million Tree Program Funding Applications.
- Assist with the CCCA 2023 Tree Planting Program.
- Assisted with the Malahide Roadside Tree Planting Program.

Upcoming Activities:

- Continue the monitoring for watershed seasonal flows to verify and issue watershed condition statements.
- Continue monitoring Lake Erie shoreline storms for storm surge and wave uprush conditions.
- 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.
- Assessment of CCCA administrative areas flood planes for floodwater storage capacities.

Recommendation:

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


Peter Dragunas
Water Management Technician

REPORT FA 28/2023 : To The Full Authority

FROM: Gerrit Kremers

SUBJECT: March Monthly Staff Report

DATE: May 4, 2023

Resource Planning Coordinator

Current Activities:

- Received tree planting order and distributed tree seedlings out to landowners who had ordered trees thru CCCA;
- Hosted a Fleming College urban forestry student for a two week coop placement for the student here at CCCA;
- Myself and Dale (Fleming COOP) completed a tree inventory at the newly acquired Tisdale CA property;
- Met with local drainage superintendent in regards to some drainage works occurring within the watershed;
- Had site meetings with landowners to discuss potential stewardship projects on their properties;
- Coordinated the 2023 Envirothon competition forestry module/testing, which was 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;
- Participated in planning pre-consultation meetings with member municipallty staff and private landowners to discuss potential development projects within or adjacent to natural hazard features;
- Completed application forms for funding from Elgin Clean Water Program for upcoming stewardship projects;

Upcoming Activities:

- Planning pre-consultation meetings with member municipalities and private landowners looking to conduct work within adjacent lands of a Natural Hazard Features;
- Coordinate and participate in tree planting at private landowner property as part of reforestation program;
- 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 month of April, 2023, be noted and filed.



Gerrit Kremers
Resource Planning Coordinator

REPORT FA 29/2023 : To The Full Authority

FROM: Conservation Areas Supervisor

SUBJECT: Monthly Staff Report

DATE: May 4, 2023

Conservation Areas Supervisor

Current Activities:

- Staff finished prepping day use (dug soil pit/moved tables) for Envirothon which took place April 13 & 20th 2023
- Started to turn on water within East & West Campground to ensure we have time for repairs prior to opening
- Trout delivery on April 4th from Gehring's Trout Farm, Order of Good Cheer member Kim Black attended
- Attended Employment Services Elgin Job Fair in St. Thomas on April 5th
- Trout Derby prep (no fishing signs around the pond and property were put up)
- Organized the Tri County Travelers RV group to assist with opening of Trout. They sold day passes and did a campground cleanup within the East Campground. (this was a group CCCA worked with years ago and looks like we will be able to grow the relationship again)
- Organized with Friends of Springwater for April 29/30th to sell day passes for the Trout Derby
- Interviews took place on April 25th for seasonal staff
- Ongoing repairs and maintenance throughout our properties (picnic table repairs/water tap repairs/hazard tree removal/trail work)
- Exploring possibility of a grant for potential school house renovations
- Preparing priority lists of items to complete throughout Conservation Areas
- Continue working with staff on ideas to revamp our visitor signage 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
- Awaiting updates on stamped drawings for our Accessibility ramps
- Daily emails, phone calls, site meetings, obtaining quotes

Upcoming Activities:

- Complete getting water turned on for campground
- Continue assist with trout derby day pass sales
- Ongoing repairs and maintenance throughout our properties (picnic table repairs/water tap repairs/hazard tree removal/trail work)
- Preparing priority lists of items to complete throughout Conservation Areas
- Ongoing creation of a supply list for the required beaver baffle installation at Yarmouth Natural Heritage Area

- Continue looking for potential funding for electrical upgrades throughout our Comfort Stations within the park
- Awaiting Criminal & Vulnerable police check for designation from Provincial Offences Course
- Meet with EMS, Malahide/Central Fire Chiefs & OPP to go over procedures for using the key pad for our new Gate System here at Springwater CA
- Final prep for Opening weekend May12-14 for seasonal opening & our full park open May 19/23

Recommendation:

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

A handwritten signature in dark ink, appearing to read "Al Bradford", written over a horizontal line.

Al Bradford,
Conservation Areas Supervisor

REPORT FA 30/2023 : To The Full Authority

FROM: Brittany Bell
SUBJECT: Monthly Staff Report
DATE: April 30, 2023

Program Support Assistant

Current Activities:

- Seasonal camper administration
- Maintained social media channels and posted entertaining content
- Met with numerous groups that are planning group camping weekends
- Monitoring CCCA website inquiries
- Created social media content for the Trout Derby
- Attended the Elgin Job fair at the Joe Thornton Arena in St. Thomas
- Assisted with Seasonal staff interviews
- Catfish Creek Conservation Authority administrative duties
- Researched grant opportunities
- Prepared Springwater Conservation Area administration for park opening
- Booked Springwater Conservation Area Facility rentals
- Source water campaign on social media
- Press Release for the Doug Tarry Donation
- Press Release for the Tourism Grant Funding
- Advertising for reservations opening for transient camping on social media

Upcoming Activities:

- Catfish Creek Conservation Authority administrative duties
- Healthy Hikes social media campaign
- Maintain social media channels and post entertaining content
- Monitor CCCA website inquiries
- Prepare the Springwater Conservation Area (admin) for park opening
- Applying for the FCC AgriSpirit Fund for Schoolhouse renovations
- Springwater Conservation Area camping administration
- Elgin County Tourism + Southwest Tourisms E-Learning course

Recommendation:

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



Brittany Bell
Program Support Assistant

REPORT FA 31/2023 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Summary of Revenue & Expenditures - April
DATE: April 30, 2023

SUMMARY OF REVENUE

for the period ending April 30, 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	\$ 4,556.32	\$ (43,142.42)	\$ 13,404.34
Federal Grants	\$ 131,403.00	\$ 90,766.01	\$ (40,636.99)	\$ 166,752.08
Employment Program Grants	\$ 20,000.00	\$ -	\$ (20,000.00)	\$ 7,581.20
Municipal General Levies	\$ 405,939.78	\$ 200,470.41	\$ (205,469.37)	\$ 22,611.94
Special Benefiting Levies	\$ -	\$ -	\$ -	\$ 350.00
Donations/Sponsorships	\$ 34,300.00	\$ 19,539.08	\$ (14,760.92)	\$ 19,313.13
Conservation Areas Revenue	\$ 709,800.00	\$ 204,333.02	\$ (505,466.98)	\$ 150,850.37
Maple Syrup Revenue	\$ 32,100.00	\$ 61,231.87	\$ 29,131.87	\$ 7,207.20
Bank Interest Earned	\$ 3,000.00	\$ 4,115.08	\$ 1,115.08	\$ -
Education Programs	\$ 1,220.00	\$ -	\$ (1,220.00)	\$ -
Legal Inquiries/Permit Applications	\$ 7,500.00	\$ 3,300.90	\$ (4,199.10)	\$ 2,796.46
Watershed Stewardship	\$ 7,750.00	\$ 7,000.00	\$ (750.00)	\$ 20,111.76
Revenue from Other C.A. Lands	\$ 13,255.00	\$ 13,412.59	\$ 157.59	\$ 12,885.59
Other Revenue	\$ 9,222.30	\$ -	\$ (9,222.30)	\$ -
Contract Services	\$ 1,331.00	\$ -	\$ (1,331.00)	\$ -
Vehicle & Equipment Rental Recoveries	\$ 45,893.00	\$ (1,573.49)	\$ (47,466.49)	\$ 3,254.05
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	\$ 608,868.52	\$ (1,087,801.33)	\$ 435,784.85

DONATIONS/SPONSORSHIPS	2023 Budget	Received To Date	Difference
Annual Report	\$ 1,000.00	\$ 1,000.00	\$ -
Environmental Education	\$ 500.00	\$ 160.00	\$ (340.00)
EESS ELP	\$ 6,000.00	\$ -	\$ (6,000.00)
Commemorative Forest	\$ 300.00	\$ -	\$ (300.00)
Springwater C.A. Development	\$ -	\$ 5,000.00	\$ 5,000.00
Springwater C.A. Trout Program	\$ -	\$ 2,000.00	\$ 2,000.00
Springwater Forest Trails	\$ 20,000.00	\$ 2,956.12	\$ (17,043.88)
Archie Coulter C.A. Trails	\$ 2,000.00	\$ 1,515.46	\$ (484.54)
YNHA	\$ 2,000.00	\$ 807.50	\$ (1,192.50)
Maple Syrup Festival	\$ 2,000.00	\$ 6,100.00	\$ 4,100.00
Ontario Police College Path of Honour	\$ 500.00	\$ -	\$ (500.00)
TOTAL Donations/Sponsorships	\$ 34,300.00	\$ 19,539.08	\$ (14,760.92)

REPORT FA 31/2023 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures - April
 DATE: April 30, 2023

SUMMARY OF EXPENDITURES

for the period ending April 30, 2023

	2023 Budget	2023 To Date	Difference	2022 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Service:	\$145,739.31	\$ 51,988.96	\$ (93,750.35)	\$ 67,953.37
2 FLOOD FORECASTING & WARNING	\$298,347.99	\$ 79,438.56	\$ (218,909.43)	\$ 76,143.31
3 DROUGHT AND LOW WATER RESPONSE	\$16,989.59	\$ 4,960.21	\$ (12,029.38)	\$ 4,368.72
4 ICE MANAGEMENT	\$24,223.56	\$ 8,392.09	\$ (15,831.47)	\$ 6,293.11
5 INFRASTRUCTURE (Dam)	\$24,921.85	\$ 6,441.58	\$ (18,480.27)	\$ 6,262.87
6&7 ACT REVIEWS & PLAN REVIEW	\$4,877.68	\$ 1,448.33	\$ (3,429.35)	\$ 3,390.97
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$45,803.38	\$ 13,094.66	\$ (32,708.72)	\$ 18,300.30
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$83,078.73	\$ 26,162.97	\$ (56,915.76)	\$ 21,645.62
12 WATER QUALITY (PGMN & PSMP)	\$12,487.14	\$ 4,938.90	\$ (7,548.24)	\$ 4,208.85
13 SOURCE PROTECTION	\$5,947.09	\$ 2,089.96	\$ (3,857.13)	\$ 2,011.99
SUB TOTAL: MANDATED PROGRAMS Expenditures	\$662,416.32	\$198,956.22	-\$463,460.10	\$210,579.11
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	\$35,597.00	\$ 9,997.91	\$ (25,599.09)	\$ 93,359.97
EDUCATION PROGRAMS	\$7,720.00	\$ 112.33	\$ (7,607.67)	\$ 930.74
SPECIAL PROJECTS	\$1,500.00	\$ -	\$ (1,500.00)	\$ 1,029.74
C.A. DEVELOPMENT PROJECTS	\$99,075.00	\$ 92,753.93	\$ (6,321.07)	\$ 8,849.56
MAPLE SYRUP PROGRAM	\$83,662.37	\$ 78,801.53	\$ (4,860.84)	\$ 1,997.98
SPRINGWATER CONSERVATION AREA	\$710,806.16	\$ 99,842.35	\$ (610,963.81)	\$ 93,063.82
VEHICLE & EQUIPMENT OPERATIONS	\$95,893.00	\$ 39,788.07	\$ (56,104.93)	\$ 15,643.78
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,034,253.53	\$321,296.12	-\$712,957.41	\$214,875.59
AMORTIZATION	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,696,669.85	\$ 520,252.34	\$ (1,176,417.51)	\$ 425,454.70

Susan Simmons

Susan Simmons,
 Financial Services Coordinator

PAGE 2 of 2

REPORT FA 32/2023 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: April 30, 2023

VENDOR	CHQ #	TOTAL	EXPLANATION
VOID	31352		
CBSC Capital Inc.	online	\$ 701.54	photocopier lease
Hydro One	online	\$ 545.13	schoolhouse and day use area
Waste Connections of Canada Inc.	online	\$ 229.66	campground maintenance
CIBC Visa	online	\$ 51.00	Corporate Services - Internet Services
CIBC Visa	online	\$ 368.25	Corporate Services - Meeting Expenses
CIBC Visa	online	\$ 79.09	Flood Forecasting - supplies
CIBC Visa	online	\$ 336.57	Plan Input - supplies
CIBC Visa	online	\$ 40.84	Other Cas expenses
CIBC Visa	online	\$ 1,459.38	Maple Syrup Festival expenses
CIBC Visa	online	\$ 3.28	Maple Syrup Festival advertising
CIBC Visa	online	\$ 36.61	SPW supplies - software
CIBC Visa	online	\$ 271.19	SPW supplies - uniforms
CIBC Visa	online	\$ 253.91	SPW supplies - general
CIBC Visa	online	\$ 70.07	SPW Maintenance - computer support
CIBC Visa	online	\$ 90.40	SPW Maintenance - water system
CBSC Capital Inc.	online	\$ 755.46	photocopier lease
Telus Mobility	online	\$ 397.21	cellular phones
Berry Hill Market	31353	\$ 9,704.30	maple products for resale
Canadian Tire	31354	\$ 78.83	campground maintenance
Dowler-Karn Limited	31355	\$ 3,321.20	equipment & vehicle fuel + shop heat fuel
Durand, Chris	31356	\$ 20.00	website management
Erie Excavating & Liquid Waste Remova	31357	\$ 339.00	campground maintenance
Esta Chocolates Inc.	31358	\$ 1,397.81	maple products for resale
Gehring's Fish Farm	31359	\$ 1,700.00	Trout - stock pond for Trout Derby
Glenbriar Bottled Water Co. Ltd.	31360	\$ 11.24	water cooler service
Hyde Park Equipment Ltd.	31361	\$ 42,036.00	tractor purchase
Integrity IT Services	31362	\$ 340.13	computer network support
Jakeman's Maple Products	31363	\$ 2,461.88	maple products for resale
Kettle Creek Conservation Authority	31364	\$ 173.82	CCCA portion of Farm Show costs
Key West Gates Inc.	31365	\$ 11,275.99	balance of cost to install electronic gates
Koolen Electric	31366	\$ 22,439.91	hydro services installed at East Gatehouse
KPMG Law LLP	31367	\$ 7,070.82	CEWS audit management fees
My Broadcasting Corp	31368	\$ 2,698.44	advertising for Maple Syrup Festival
Passport Labs, Inc	31369	\$ 9.10	mobile parking program fees
Printers Plus	31370	\$ 1,379.68	office supplies
Smale, Kim	31371	\$ 673.37	construction of donor benches
Aylmer Express Limited	31372	\$ 875.04	labels, SPW passes, subscription
Key West Gates Inc.	31373	\$ 327.70	add-on cost for electronic gates operation
Hyde Park Equipment Ltd.	31374	\$ 3,411.75	tractor purchase * forks & hitch
Bell Canada	online	\$ 90.57	gauge
Eastlink	online	\$ 881.03	phone, fax line, gauges
Hydro One	online	\$ 1,430.46	campground and operations centre
Aaroc Aggregates And Recycling	31375	\$ 687.22	campground maintenance
Aylmer Home Building Centre	31376	\$ 382.10	SPW forest trail maintenance

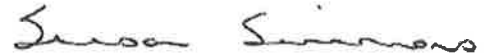
REPORT FA 32/2023 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: April 30, 2023

VENDOR	CHQ #	TOTAL	EXPLANATION
Aylmer Home Hardware	31377	\$ 128.79	campground supplies
Dowler-Karn Limited	31378	\$ 463.32	shop heat fuel
Francotyp-Postalia Canada	31379	\$ 67.80	postage metre rental
Glenbriar Bottled Water Co. Ltd.	31380	\$ 62.67	water cooler service
Integrity IT Services	31381	\$ 366.97	computer network support
Koolen Electric	31382	\$ 107.35	campground maintenance
Purolator Courier	31383	\$ 14.91	courier fees
Rona Building Centre	31384	\$ 142.76	campground maintenance
Springwater Mills Ltd.	31385	\$ 847.50	firewood for resale
TRUE Consulting LTD	31386	\$ 2,361.14	Floodplain Mapping Study - Port Bruce
Baseline Nurseries & Garden Centre	31387	\$ 4,837.36	OPC Path of Honour
		<u>\$ 130,307.55</u>	

RECOMMENDATION:

THAT, Accounts Paid totalling **\$130,307.55** , be approved as presented in Report FA 32/2023



Susan Simmons,
Financial Services Coordinator

REPORT FA 33/2023 : To The Full Authority**FROM:** Dusty Underhill, General Manager / Secretary-Treasurer**SUBJECT:** Special Projects Funding**DATE:** April 17, 2023

PURPOSE:

To update the Board on the status of the Special Projects receiving funding thus far in 2023.

DISCUSSION:

The Catfish Creek Conservation Authority (CCCA) regularly applies for funding to support a wide range of non-mandated environmental projects and initiatives. These additional sources of revenue allow the CCCA to complete important work that would otherwise be impossible to undertake.

The following table provides a summary of the various projects and sources of funding confirmed since January 1, 2023.

Name of Program	Primary Funding Source	Funds Committed
Enabling Accessibility Fund	Employment and Social Development Canada	\$53,359.00
Community Services Recovery Fund	United Way	\$67,824.00
Tourism Relief Fund	Federal Economic Development Agency for Southern Ontario	\$131,000.00
Federal	Canada Summer Jobs	\$10,024.00
Tisdale Conservation Area	Elgin County Stewardship Council	\$10,000.00
2023 Total To Date		\$272,207.00

RECOMMENDATION:

THAT, the Full Authority acknowledge the 2023 Special Projects as outlined in Report FA 33/2023.


Dusty Underhill
General Manager / Secretary-Treasurer

REPORT FA 34 / 2023: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary – Treasurer

SUBJECT: Eco Gift – Tisdale Conservation Area

DATE: May 1, 2023

PURPOSE:

To update the members on the status of the Tisdale Conservation Areas Eco Gift Designation.

DISCUSSION:

The Catfish Creek Conservation Authority (CCCA) is pleased to announce that it has recently completed the process of getting the Tisdale Conservation Area designated under the Eco Gifts Program.

Any individual or corporate landowner may donate land or a partial interest in land through the Ecological Gifts Program. Ecological gifts must be made in perpetuity. In order for an official donation receipt to be issued, the donation must fully qualify as a gift under Canadian tax law.

On April 27, 2023 the CCCA received official notice that the Ecological Determination was approved in the amount of \$750,000.00 which is the same evaluation as the appraisal prepared by Valco Appraisers.

Currently the Statement for Fair Market Value for certification is being completed. Upon its completion the Director of the Eco Gifts Program signs it and the donation will be a certified Ecological Gift.

The CCCA is forever grateful to Windon Farms for their gracious donation of land to make the Tisdale Conservation Area acquisition a reality.

RECOMMENDATION:

THAT, Report FA 34/2023, be received for information at this time.



Dusty Underhill
General Manager / Secretary – Treasurer

REPORT FA 35/2023: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary – Treasurer

SUBJECT: Evans Sister Stage Soft Opener

DATE: May 1, 2023

PURPOSE:

To provide the members with the date of the Evans Sister Stage grand opening.

DISCUSSION:

The Catfish Creek Conservation Authority (CCCA) is pleased to announce that staff are preparing for a soft opener on June 22nd 2023 from 4:00pm to 7:00pm. An event itinerary will be provided closer to the date once all things are finalized.

The General Manager has been working with Andrew Gunn (estate lawyer) and Donnie Ivey who is filming a documentary on The Evans Sister Stage to prepare for and host the soft opener.

Mayor Giguere from Malahide Township and Ed Ketchabaw Elgin County Warden are both going to speak in regards to the donation and its importance and economic value for tourism. Unfortunately, MP Karen Vecchio and MPP Rob Flack are both busy and cannot be in attendance. A local musician will provide some ambient music in the background.

RECOMMENDATION:

THAT, Report FA 35/2023, be received for information at this time.



Dusty Underhill
General Manager / Secretary – Treasurer

Attended Conservation Ontario's Annual General Meeting. Details were highlighted in Report FA 24/2023.

Completed the CCCA Source Protection Authority, details were provided in Reports SPA 01/2023, SPA 02/2023, SPA 03/2023, SPA 04/ 2023.

Attended a General Managers meeting to discuss Ontario's next steps to support housing supply growth. Of interest to Conservation Authorities is talk of freezing 74 different provincial fees at the 2023-2024 level which is yet to be determined. This includes fees that directly or indirectly increase the cost of housing. They also claim the approval processes will be expedited by updating the Provincial Policy Statement, 2020 and integrating it with A Place to Grow: Growth Plan for the Greater Golden Horseshoe to create a single, province wide, housing-focused land use planning policy document.

Continual work on the Tisdale Conservation Area Eco Gift designation. The property has been deemed ecologically sensitive and we have moved forward providing letters patent from Windon Farms, maps and aerial imagery of the Tisdale CA in geographical reference to all of the other conservation areas within ten kilometers. We received the official certificate of ecological sensitivity on March 20, 2023. The CCCA has submitted a narrative appraisal report prepared by Valco Real Estate Appraisers and Consultants and staff are awaiting to hear next steps from the review committee.

Secured 20 mature 50mm-60mm Sycamore Trees and Tulip Trees to replace dead or declining trees at the Memorial Path of Honor. The Memorial Path of Honor receives a tree every time a Police Officer falls in the line of duty. The CCCA and OPC have had an ongoing community partnership in regards to the Path of Honor for many years. A general maintenance day has been scheduled for May 24, and members are welcome to attend if they so wish.

Met with Andrew Gunn, Donnie Ivey, and Al our Conservation Areas Supervisor to discuss the stage grand opening which is scheduled to be held on June 22, 2023.

Prepared for and completed the Source Protection Authority and Full Authority Agenda packages

Completed the Year End Transfer Payment Section 38 Reporting requirements.

Attended an online General Managers Meeting to discuss approaches regulatory requirements for levy apportionment, voting methods and processes.

Hosted a Board Orientation for new members where the Administrative By Law, expectations and duties/ roles and responsibilities were discussed.

Review of the Indigenous and Public Consultation Toolkits made by Conservation Ontario. It is a requirement to engage indigenous groups and the watershed constituents in regards to the Conservation Areas Strategy and the Watershed Strategy.

Assisted staff with finalizing our many ideas for the PBRA. Staff feel really strongly about HECRAS Modelling which would assist staff with modelling a storm for flood potential using predicted local weather conditions.

Finalizing the last few things for the stage. Currently it needs a coat of paint and one drain completed and all works associate with it are complete.

Land Management Committee Agenda preparation and Reports

**Catfish Creek Conservation Authority
Correspondence Register – April 1 – 30, 2023**

Date	Type	Agency	Topic
April 3, 2023	Email/ Response	MNRF	Piloting a file sharing system
April 3, 2023	Email/ Response	UTRCA	UTRCA Watershed Conditions Statement - Flood Outlook
April 3, 2023	Email/ Response	Donnie Ivey	Stage Dedication
April 3, 2023	Email/ Response	CRA	Registration successful - Canada Revenue Agency
April 4, 2023	Email/ Response	MNRF	Piloting a file sharing system
April 4, 2023	Email/ Response	Andrew Gunn	Stage Dedication
April 4, 2023	Email/ Response	CRA	Registration Successful
April 4, 2023	Email/ Response	Andy Koolen	Dayuse Invoice
April 4, 2023	Email/ Response	CO	Webinar Invitation
April 4, 2023	Email/ Response	McFarland Rowlands	Requested Renewal Information
April 4, 2023	Email/ Response	CO	EXPRESSIONS OF INTEREST: Conservation Authorities University
April 6, 2023	Email/ Response	FDO	1004229 Catfish Creek Conservation Authority - TRF Final Report and Claims
April 6, 2023	Email/ Response	CO	Materials -- Housing Supply Bill 97 and PPS ERO posting
April 7, 2023	Email/ Response	Nancy Moore	A visit to chat Wednesday, April 12th
April 10, 2023	Email/ Response	Ron Casier	Envirothon Field Day
April 11, 2023	Email/ Response	United Way	Update from the Community Services Recovery Fund
April 11, 2023	Email/ Response	Sandra Elfman	Visit to chat
April 11, 2023	Email/ Response	PBRA	PBRA Requesting a Joint Meeting with MT & CCCA
April 11, 2023	Email/ Response	PBRA	Flood Risk Reduction in Port Bruce
April 11, 2023	Email/ Response	Donnie Ivey	Stage Dedication
April 11, 2023	Email/ Response	Malahide Township	RE: PBRA Requesting a Joint Meeting with MT & CCCA
April 12, 2023	Email/ Response	City of St Thomas	Mulch
April 12, 2023	Email/ Response	Malahide	

April 12, 2023	Email/ Response	MVCA	Consultants
April 13, 2023	Email/ Response	Dorbar	Benefits Renewal
April 13, 2023	Email/ Response	Andrew Gunn	Stage Dedication
April 13, 2023	Email/ Response	OPC	Trees for Memorial Path
April 14, 2023	Email/ Response	CO	Statistical Survey
April 14, 2023	Email/ Response	Baseline Nurseries	Tree order for OPC
April 15, 2023	Email/ Response	Donald Begg	Preferred stage dedication day
April 15, 2023	Email/ Response	CRA	New mail from the Canada Revenue Agency
April 17, 2023	Email/ Response	Ron Casier	Schedule for Envirothon Competition
April 17, 2023	Email/ Response	Paul Buchner	LERMC Meeting May 3
April 17, 2023	Email/ Response	CO	Solar Eclipse 2024
April 18, 2023	Email/ Response	Shari Dahmer LERMC	May 3 LERMC Meeting
April 19, 2023	Email	RVCA	AMCTO Workshopo Registration
April 19, 2023	Email/ Response	MNRF	Provincial Flood Watch Issued for Northeast and mid to eastern sections of Southern Ontario
April 19, 2023	Email/ Response	MNRF	CA S.39 TP 2022-23 Year-End Reporting - DUE May 19, 2023
April 19, 2023	Email	DFO	Channel Darter Progress Report
April 19, 2023	Email/ Response	Nancy Moore	Eco Class (KCPS) Carolinian Tree Poster
April 20, 2023	Email/ Response	Donald Begg	Eco Gift Certification
April 20, 2023	Email/ Response	LERMC	CCCA SPA Meting Resolution
April 20, 2023	Email/ Response	MNRF	Provincial Flood Forecasting and Warning Program
April 21, 2023	Email/ Response	Aylmer District Trappers Association	Trappers Report
April 21, 2023	Email/ Response	MNRF	UPDATED-Provincial Flood Watch Issued for Northeast and central to eastern sections of Southern Ontario
April 24, 2023	Email/ Response	SCCA	Start Plan
April 24, 2023	Email/ Response	ADTC	Trappers Report
April 24, 2023	Email/ Response	CO	Review Requested: Draft Conservation Ontario Letters
April 25, 2023	Email/ Response	OPP	Trout Fishing Derby
April 25, 2023	Email/ Response	Malahide	2023 Levy Invoice

April 25, 2023	Email/ Response	Town of Aylmer	Leslie Street Parcel
April 25, 2023	Email/ Response	STRF	Celebration Event
April 26, 2023	Email/ Response	Andrew Gunn	Stage Proceedings
April 26, 2023	Email/ Response	CO	RE: FYI - Regulation Proposal - MUNICIPAL Reporting on Planning Matters - Proposed Minister's Reg under the Planning Act
April 26, 2023	Email/ Response	CO	CA Finance Lead Contacts - Transitioning CA Budgets
April 26, 2023	Email/ Response	Donald Begg	Eco Gift
April 26, 2023	Email/ Response	ECCC	Determination of Appraisal
April 27, 2023	Email/ Response	TRF	Final Report
April 27, 2023	Email/ Response	Baseline Nurseries	Sycamore order
April 27, 2023	Email/ Response	MNRF	Provincial Flood Watch for Southcentral, Eastern, Northeast and Eastern Sections of Northwest Regions of Ontario-SWMC-MNRF Apr 27 2023, 1:30 p.m.
April 28, 2023	Email/ Response	Ian Begg	Eco Gift Status