

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, August 10th, 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 #FA05/2023 (June 8, 2023) 3-8
- 7) Business Arising from Minutes
- 8) Public / Special Delegations
- 9) Reports:
 - a) Reports FA 52-55/2023 - Monthly Staff Reports 9-13
(Peter Dragunas, Gerrit Kremers, Al Bradford, Brittany Bell)
 - b) Report FA 56/2023 - June Summary of Revenue & Expenditures 14-15
(Susan Simmons)
 - c) Report FA 57/2023 - July Summary of Revenue & Expenditures 16-17
(Susan Simmons)
 - d) Report FA 58/2023 - Accounts Paid 18 - 19
(Susan Simmons)
 - e) Report FA 59/2023 - Catfish Creek Channel Sounding 20 - 23
(Peter Dragunas)

f)	Report FA 60/2023 (Peter Dragunas)	- Springwater Pond Sounding	24 - 27
j)	Report FA 61/2023 (Dusty Underhill)	- Transition Plan Progress Report	28 - 42
h)	Report FA 62/2023 (Dusty Underhill)	- Conservation Ontario Council Meeting	43 - 47
i)	Report FA 63/2023 (Dusty Underhill)	- Technical Bulletin: Flooding Hazards: Data Survey and Mapping Specifications	48 - 49
j)	Report FA 64/2023 (Gerrit Kremers)	- Approved Section 28 Regulations Applications	50 - 52
k)	Report FA 65/2023 (Dusty Underhill)	- Catfish Creek Conservation Authority Photographic, Video Monitoring and Surveillance Policy	53 - 63
l)	Report FA 66/2023 (Dusty Underhill)	- Conservation Areas Workshop Conference	64
10)	General Manager / Secretary-Treasurer's Report (Dusty Underhill)	65 - 66
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 June and July, 2023		67 - 71
15)	Closed Session		
16)	Next Meeting of the Full Authority: Thursday, September 14, 2023		
17)	Termination		

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

Thursday, June 8, 2023

Meeting #05/2023

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
Scott Lewis	Member	Township of Malahide

STAFF:

Dusty Underhill	General Manager / Secretary-Treasurer
Susan Simmons	Financial Services Coordinator
Gerrit Kremers	Resource Planning Coordinator
Al Bradford	Conservation Area Supervisor
Peter Dragunas	Water Management Technician

ABSENT:

Brittany Bell	Program Support Assistant
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OTHERS PRESENT:

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

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

ADOPTION OF AGENDA:

<u>Motion # 49/2023</u>	M. Halpin	A. Oslach	CARRIED
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THAT, the Agenda for the June 8th, 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 # 50/2023 G. Clarke A. Oslach CARRIED

THAT, the Minutes of Full Authority Meeting #04/2023 (May 11, 2023), be accepted as circulated.

Motion # 51/2023 A. Oslach G. Clarke CARRIED

THAT, the Minutes of Interview Committee Meetings #IC02 and #IC03/2023 (April 25, 2023), be accepted as circulated.

Motion # 52/2023 S. Lewis M. Halpin CARRIED

THAT, the Minutes of Land Management Committee Meeting #01/2023 (May 11, 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 36 to FA 39/2023 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 53/2023 M. Halpin G. Clarke CARRIED

THAT, Staff Reports FA36 to FA39 for the month of May, 2023, be noted and filed.

Report FA 40/2023 – May Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 54/2023 A. Oslach G. Clarke CARRIED

THAT, Report FA 41/2023 (May Summary of Revenue and Expenditures), be noted and filed.

Report FA 41/2023 – Accounts Paid, was presented, discussed, and resolved.

Motion # 55/2023 G. Clarke M. Halpin CARRIED

THAT, Accounts Paid totaling \$130,301.79, be approved as presented in Report FA 41/2023.

Report FA 42/2023 – Boat Operators License Inspection was presented, discussed, and resolved.

Motion # 56/2023 A. Oslach M. Halpin CARRIED

THAT, the information presented in report FA 42/2023 be received as information at this time.

Report FA 43/2023 – Latonnell Conservation Symposium, was presented, discussed, and resolved.

Motion # 57/2023 G. Clarke A. Oslach CARRIED

THAT, the Full Authority authorize a delegate(s) to attend the 2023 Annual A.D. Latonnell Conservation Symposium.

Report FA 44/2023 – Provincial Offences Officer Appointment, was presented, discussed, and resolved.

Motion # 58/2023 M. Halpin A. Oslach CARRIED

THAT, Albert Bradford be appointed as a Provincial Offences Officer #104 under Sections 28 and 29 of the Conservation Authorities Act.

Report FA 45/2023 –Develop to Marketing Grant Program, was presented, discussed, and resolved.

Motion # 59/2023 A. Oslach G. Clarke CARRIED

THAT, Report FA 45/2023, Develop to Marketing, be received as information at this time.

Report FA 46/2023 – Elgin Clean Water Program, was presented, discussed, and resolved.

Motion # 60/2023 A. Oslach S. Lewis CARRIED

THAT, Report FA 46/2023, be received as information at this time.

Report FA 47/2023 – Carolinian Forest Festival, was presented, discussed, and resolved.

Motion # 61/2023 M. Halpin A. Oslach CARRIED

THAT, the Full Authority recommend that the fee to cover the day-to-day operational expenses during the 2023 Carolinian Forest Festival be set as \$1, 500.00, for goods and services, labour and facility rentals.

Report FA 48/2023 – July Full Authority Meeting, was presented, discussed, and resolved.

Motion # 62/2023 G. Clarke A. Oslach CARRIED

THAT, the Chairperson, Vice-Chairperson and General Manager / Secretary-Treasurer be authorized to discharge the Accounts Payable for July, 2023; and further,

THAT, the Personnel / Finance Committee be given the power to deal with any urgent business matters that may arise prior to the next Full Authority meeting.

Report FA 49/2023 – Port Bruce Flood Attenuation Proposal was presented, discussed, and resolved.

Motion # 63/2023

A. Oslach

G. Clarke

CARRIED

THAT, the Catfish Creek Conservation Authority, Board of Directors support the Port Bruce Flood Attenuation Proposal and the non-intrusive alterations to Lindley Street South, south of Imperial Road, as described in Report FA 49/2023, and in compliance with the *Impact of Structures on Coastal Processes, Shoreline Management Plan*, Catfish Creek Conservation Authority, PhillPott Associates Coastal Engineers, April 1991.

Report FA 50/2023 – CCCA Section 28 Notification Form Update, was presented, discussed, and resolved.

Motion # 64/2023

S. Lewis

A. Oslach

CARRIED

THAT, the Catfish Creek Conservation Authority Section 28 Notification Forms be approved by the Full Authority; and further,

THAT, the updated Section 28 Notifications Forms for the Catfish Creek Conservation Authority attached to Report FA 50/2023, be adopted as presented.

Report FA 41/2023 – Research Permit was presented, discussed, and resolved.

Motion # 65/2023

M. Halpin

A. Oslach

CARRIED

THAT, the Full Authority approve the Research Permit for MNRF as outlined in Report FA 51/2023.

GENERAL MANAGER / SECRETARY-TREASURER'S REPORT:

- Preparation for the May Full Authority and Land Management meetings.
- Compiled answers in conjunction with staff for a meeting with the Port Bruce Rate Payers and Malahide Township in regards to flood mitigation ideas to alleviate flood waters. CCCA staff met with Malahide Township and the PBRA at the South Fire Station in regards to flood mitigation tactics. A formal document was presented in Report FA 49/2023 detailing the ideas staff have come up with in regards to alleviating flood waters on Lindley Street during a flood event.
- Conducted a stage completion inspection and identified anything outstanding that needs repairs etc., lined up the painters to complete the painting of the stage.
- Completed the Land Use Change through the Eco Gift program for the new Tisdale Conservation Area and the 17 acre Prairie was planted on May 29, 2023 thanks to the assistance of the ALUS Program. This is one of the fastest Land Use Changes approved through the program as the Prairie will only add to the other ecotones present providing excellent habitat and erosion control. Staff worked diligently and put a lot of time and care into making the applications perfect so they would be approved without question.

- Completed the S.39 Year End and Year Start Transfer Payment agreements for MNRF.
- Completed the annual Statistical Survey for Conservation Ontario and they will submit our local statistics to the government where as before we reported to Conservation Ontario and the Province so some streamlining has occurred since last year between the CO and the Province.
- Completed the preparation for the Stage Opener on June 22, 2023 from 4:30-7. An official invite has been distributed.
- Assisted in the OPC Path of Honor workday. Staff from OPC, students and instructors in conjunction with CCCA staff planted 15 large stock Sycamore Trees and 5 Medium stock Tulip trees in Memorial of fallen officers across the Province.
- Assisted in planning and preparation for the Watershed Tour, which will take place immediately following our June Full Authority meeting.
- Attended two General Manager's meetings in the month of May. May 1 topics included Boards and Agreements, status of members, status of agreements category 2 and 3, and plan review transition. The May 29th GM Meeting entailed discussions on E-Permitting, funding opportunities, governance accountability and transparency, and a round robin open discussion.
- Met with the Lake Erie Regional Management Team where Program Updates were given, Programs Mangers Reports were provided and a few amendments were made to the Rules of Procedure
- Met with the Elgin County EMC (Emergency Management Coordinator) to discuss flooding events and to define roles amongst the different agencies involved in flood events including lower and upper tier municipalities.
- Took in a flood management in Ontario Webinar, Conservation Ontario defined the roles of Conservation Authorities around flooding. Some specific examples were presented to introduce how Conservation Authorities engage with emergency managers (Upper and Lower Tier, Emergency Services, Provincial) in flood forecast and warning to help protect people and property from flooding.
- Completed the initial agreement and sent all necessary documentation for the Community Services Recovery Grant.
- Met with Brian Duffet, Chairperson Port Bruce Rate Payers and Peter Dragunas, and Gerrit Kremers to discuss options for a donation the PBRA would like to make to the CCCA. CCCA staff feel strongly that a HEC-HMS model would be most useful to model major events and predict flows/ water levels well in advance so people have ample notice of just what could potentially happen during a flood event well in advance.

Motion # 66/2023

G. Clarke

A. Oslach

CARRIED

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

NEXT MEETING / TERMINATION:

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

Motion # 67/2023

G. Clarke

M. Halpin

CARRIED

THAT, the Full Authority be terminated at 10:54 a.m.

General Manager / Secretary –Treasurer

Authority Chairperson

REPORT 52/2023: To The Full Authority

FROM: Water Management Technician
SUBJECT: Monthly Staff Report for the Months of June and July
DATE: July 24, 2023

Water Management Technician

Current Activities:

- Responded to inquiries from the Port Bruce Rate Payers Association (PBRA), Port Bruce residents and Malahide Township staff regarding the CCCA proposed new floodline mapping, flood forecasting tools, procedures and protocols.
- Meeting with Brian Duffett PBRA President regarding possible funding contributions for a new flood-forecasting model capable of forecasting floods several days in advance provided all parameters are conducive.
- Meeting with Pat Prodanovic, Water Resources and Coastal Engineer, TRUE Consulting regarding Port Bruce Flood Line Mapping and flood modelling software.
- Compilation of Catfish Creek sounding data and subsequent report.
- Compilation of Springwater Pond sounding data and resulting report.
- Meeting with Jeff Spoore, Director of Fire and Emergency Services, Township of Malahide, regarding CCCA ice mitigation equipment recommendations/specifications.
- Meeting with PBRA, Jeff Spoore Director of Fire and Emergency Services Township of Malahide and applicable CCCA staff regarding a presentation by Pat Prodanovic, Water Resources and Coastal Engineer, TRUE Consulting outlining a proposed new flood-forecasting tool.
- Continued compilation of historical precipitation, riverine stage and flow data for climate change recurrence relationships in relation to low water.
- Renewed 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.

Upcoming Activities:

- Continue 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 low water criteria, thresholds and low water condition ratings coupled with Geographic Information System (GIS) tool re-evaluations related to low water and climate change.
- Assessment of CCCA administrative areas flood plains for storage capacities.

Recommendation:

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


Peter Dragnas
Water Management Technician

REPORT FA 53/2023: To The Full Authority

FROM: Gerrit Kremers

SUBJECT: May Monthly Staff Report

DATE: July 26, 2023

Resource Planning Coordinator

Current Activities:

- Met with landowner to discuss 2024 tree planting on their property;
- Began understory flora and fauna inventory for Tisdale Conservation Area with summer student;
- Participated in Oxford County water and wastewater master plan webinar;
- Had site meetings with landowners to discuss potential stewardship projects on their properties;
- Collaborated with neighbouring Conservation Authority staff to plan Elgin Clean Water program summer bus tour, to showcase past stewardship projects;
- 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;
- Participated in webinar hosted by invasive Species Centre for upcoming invasive specis grant oppurtunity;
- Completed bathmetric sounding of Catfish Creek in Port Bruce and Springwater pond with other staff;
- Met with Ducks Unlimited to discuss upcoming stewardship projects and to secure funding;

Upcoming Activities:

- Planning pre-consultation meetings with member municipalities and private landowners looking to conduct work within adjacent lands of a Natural Hazard Features;
- Complete private landowner stewardship projects and funding applications;
- 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 June and July, 2023, be noted and filed.


Gerrit Kremers
Resource Planning Coordinator

REPORT FA/54 2023: To The Full Authority

FROM: Al Bradford
SUBJECT: Monthly Staff Report
DATE: June & July, 2023

Conservation Areas Supervisor

Current Activities:

- June/July Uplink erected the tower behind SPW schoolhouse, July 19/2023 we went live with UPLINK internet. There are still some adjustments to be made.
- Stage Grand Opening – made sure area was clean, items completed from contractors
- Quote was submitted for the FCC Agri Spirit Fund to install a Geo thermal unit at the schoolhouse which gives a green energy option (I have also been looking into other Geo Thermal companies which might be options to consider before making a final decision)
- Spoke with Southwestern Public Health on getting new signage for potential beach closures (as everything we have is dated)
- Ongoing repairs and maintenance throughout our properties (picnic table repairs/water tap repairs/hazard tree removal/trail work)
- Picnic table repairs throughout the park were completed within 3 weeks of all of our day use and transient camping sites
- Met with Waste Connections Canada to go over our recycling and garbage needs or upgrades
- Continuously exploring grant/funding options to assist with updates for infrastructure & general items within our Conservation Areas (our trails, bridges, signage are in need of some major repairs)
- Successful first "Kids first Day" held June 2nd
- Vanfest June 9-11, 2023 was a very good turnout with decent weather & visitors (all staff did an excellent job preparing/assisting with the event and cleanup). No issues to be reported
- Barrow Jamboree Campout held Canada Day weekend and was a good turn out
- Paws-itively Elgin held July 22. Again was a busy event and I thank all staff for their hard work for the prep, working the event and cleanup as well as all Gatestaff
- Events are an important feature for Springwater CA but also it takes a lot of time for planning, prep, logistics/coordination with all staff and Event organizers. I feel having a debrief from major events here would be a good thing to be able to discuss all Pros/Cons of the event
- Ongoing priority lists of items to complete throughout Conservation Areas
- Still working with staff on ideas to revamp our visitor signage in our parking lot for visitors, along with making a list of signage that need replacing throughout the park
- Looking for potential funding for electrical upgrades throughout our Comfort Stations within the park

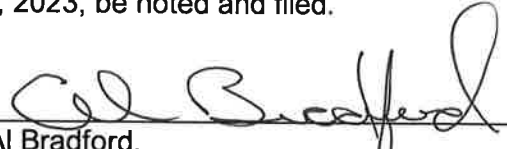
- Still awaiting quotes for our accessibility ramps at CCCA office and schoolhouse as the drawing have been approved, submitted application for permits (County and Central Elgin after speaking with staff they no longer are requesting a Minor Variance for this work to be done)
- I have also obtained everything to move forward with our new administration sign to replace the current one through our grant we were approved for (Community Services Recovery Fund)
- Worked with the General Manager to keep Falco Construction moving on the items that need to be completed for the stage
- Met with EMS, Malahide/Central Fire Chiefs & OPP to go over procedures again for using the key pad for our new Gate System here at Springwater CA
- The Conservation Areas Assistant completed some spraying in Aylmer the 2nd last week of July
- Forest Festival pre-meeting to took place end of June 2023 in regards to planning for Fall 2023
- Daily emails, phone calls, site meetings, obtaining quotes (for projects/jobs)

Upcoming Activities (June):

- Ongoing repairs and maintenance throughout our properties (picnic table repairs/water tap repairs/hazard tree removal/trail work)
- Continue looking for potential funding for electrical upgrades throughout our Comfort Stations within the park, as well as other potential grants or funding available
- New gate and fence to be completed at our dump area by the first of August
- Fence and gate to be built around base of the tower at schoolhouse to prevent climbers and vandalism to the equipment
- Bridge repairs, trails at properties to be cut

Recommendation:

THAT, Staff Reports for the months of June and July, 2023, be noted and filed.


Al Bradford,
Conservation Areas Supervisor

REPORT FA 55/2023: To The Full Authority

FROM: Brittany Bell

SUBJECT: Monthly Staff Report

DATE: June and July, 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
- Catfish Creek Conservation Authority administrative duties
- Researched grant opportunities
- Booked Springwater Conservation Area Facility rentals
- Advertising for reservations opening for transient camping on social media
- Healthy Hikes social media campaign
- Orientation for new gate staff

Upcoming Activities:

- Catfish Creek Conservation Authority administrative duties
- Maintain social media channels and post entertaining content
- Monitor CCCA website inquiries
- Springwater Conservation Area camping administration

Recommendation:

That, Staff Report for the months of June and July, 2023, be noted and filed



Brittany Bell
Program Support Assistant

REPORT FA 56/2023 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Summary of Revenue & Expenditures - June
DATE: June 30, 2023

SUMMARY OF REVENUE

for the period ending June 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	\$ 30,312.52	\$ (17,386.22)	\$ 15,000.89
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	\$ 350,064.09	\$ (55,875.69)	\$ 169,552.87
Special Benefiting Levies	\$ -	\$ -	\$ -	\$ 3,350.00
Donations/Sponsorships	\$ 34,300.00	\$ 25,484.80	\$ (8,815.20)	\$ 27,312.70
Conservation Areas Revenue	\$ 709,800.00	\$ 543,955.32	\$ (165,844.68)	\$ 500,245.94
Maple Syrup Revenue	\$ 32,100.00	\$ 61,361.47	\$ 29,261.47	\$ 7,234.70
Bank Interest Earned	\$ 3,000.00	\$ 9,760.42	\$ 6,760.42	\$ 119.60
Education Programs	\$ 1,220.00	\$ -	\$ (1,220.00)	\$ 2,352.00
Legal Inquiries/Permit Applications	\$ 7,500.00	\$ 3,592.95	\$ (3,907.05)	\$ 3,858.42
Watershed Stewardship	\$ 7,750.00	\$ 11,093.52	\$ 3,343.52	\$ 20,850.48
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	\$ 214.36	\$ (1,116.64)	\$ -
Vehicle & Equipment Rental Recoveries	\$ 45,893.00	\$ 4,043.90	\$ (41,849.10)	\$ 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	\$ 1,186,993.68	\$ (509,676.17)	\$ 949,017.25

	2023 Budget	Received To Date	Difference
DONATIONS/SPONSORSHIPS			
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	\$ 240.00	\$ (60.00)
Springwater C.A. Development	\$ -	\$ 2,000.00	\$ 2,000.00
Springwater C.A. Playground	\$ -	\$ 5,000.00	\$ 5,000.00
Springwater C.A. Trout Program	\$ -	\$ 2,000.00	\$ 2,000.00
Springwater Forest Trails	\$ 20,000.00	\$ 5,511.03	\$ (14,488.97)
Archie Coulter C.A. Trails	\$ 2,000.00	\$ 1,695.56	\$ (304.44)
YNHA	\$ 2,000.00	\$ 1,278.21	\$ (721.79)
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	\$ 25,484.80	\$ (8,815.20)

REPORT FA 56/2023 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures - June
 DATE: June 30, 2023

SUMMARY OF EXPENDITURES
 for the period ending June 30, 2023

	2023 Budget	2023 To Date	Difference	2022 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Service)	\$145,739.31	\$ 82,200.59	\$ (63,538.72)	\$ 94,690.60
2 FLOOD FORECASTING & WARNING	\$298,347.99	\$ 135,676.03	\$ (162,671.96)	\$ 101,250.89
3 DROUGHT AND LOW WATER RESPONSE	\$16,989.59	\$ 7,461.20	\$ (9,528.39)	\$ 6,459.78
4 ICE MANAGEMENT	\$24,223.56	\$ 12,162.52	\$ (12,061.04)	\$ 8,878.37
5 INFRASTRUCTURE (Dam)	\$24,921.85	\$ 14,141.27	\$ (10,780.58)	\$ 8,053.27
6&7 ACT REVIEWS & PLAN REVIEW	\$4,877.68	\$ 2,132.89	\$ (2,744.79)	\$ 3,985.15
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$45,803.38	\$ 22,909.54	\$ (22,893.84)	\$ 23,027.54
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$83,078.73	\$ 38,252.88	\$ (44,825.85)	\$ 26,662.59
12 WATER QUALITY (PGMN & PSMP)	\$12,487.14	\$ 6,731.71	\$ (5,755.43)	\$ 6,217.09
13 SOURCE PROTECTION	\$5,947.09	\$ 3,035.83	\$ (2,911.26)	\$ 2,959.98
SUB TOTAL: MANDATED PROGRAMS Expenditures	\$662,416.32	\$324,704.46	-\$337,711.86	\$282,185.26
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	\$35,597.00	\$ 12,826.86	\$ (22,770.14)	\$ 106,727.45
EDUCATION PROGRAMS	\$7,720.00	\$ 223.14	\$ (7,496.86)	\$ 930.74
SPECIAL PROJECTS	\$1,500.00	\$ 5,461.91	\$ 3,961.91	\$ 1,077.54
C.A. DEVELOPMENT PROJECTS	\$99,075.00	\$ 120,608.14	\$ 21,533.14	\$ 19,332.56
MAPLE SYRUP PROGRAM	\$83,662.37	\$ 79,858.53	\$ (3,803.84)	\$ 1,997.98
SPRINGWATER CONSERVATION AREA	\$710,806.16	\$ 254,513.27	\$ (456,292.89)	\$ 194,742.13
VEHICLE & EQUIPMENT OPERATIONS	\$95,893.00	\$ 53,296.43	\$ (42,596.57)	\$ 22,001.07
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,034,253.53	\$526,788.28	-\$507,465.25	\$346,809.47
AMORTIZATION	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,696,669.85	\$ 851,492.74	\$ (845,177.11)	\$ 628,994.73

Susan Simmons

Susan Simmons,
Financial Services Coordinator

REPORT FA 57/2023 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Summary of Revenue & Expenditures - June
DATE: July 31, 2023

SUMMARY OF REVENUE

for the period ending July 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	\$ 34,897.28	\$ (12,801.46)	\$ 15,000.89
Federal Grants	\$ 131,403.00	\$ 158,590.01	\$ 27,187.01	\$ 166,752.08
Employment Program Grants	\$ 20,000.00	\$ -	\$ (20,000.00)	\$ 7,581.20
Municipal General Levies	\$ 405,939.78	\$ 350,064.09	\$ (55,875.69)	\$ 169,552.87
Special Benefiting Levies	\$ -	\$ -	\$ -	\$ 3,350.00
Donations/Sponsorships	\$ 34,300.00	\$ 27,292.39	\$ (7,007.61)	\$ 31,500.05
Conservation Areas Revenue	\$ 709,800.00	\$ 599,511.46	\$ (110,288.54)	\$ 565,870.80
Maple Syrup Revenue	\$ 32,100.00	\$ 61,361.47	\$ 29,261.47	\$ 7,234.70
Bank Interest Earned	\$ 3,000.00	\$ 12,732.18	\$ 9,732.18	\$ 119.60
Education Programs	\$ 1,220.00	\$ 1,624.00	\$ 404.00	\$ 2,352.00
Legal Inquiries/Permit Applications	\$ 7,500.00	\$ 4,159.33	\$ (3,340.67)	\$ 5,814.17
Watershed Stewardship	\$ 7,750.00	\$ 11,190.32	\$ 3,440.32	\$ 20,850.48
Revenue from Other C.A. Lands	\$ 13,255.00	\$ 13,412.59	\$ 157.59	\$ 12,885.59
Other Revenue	\$ 9,222.30	\$ 1,503.11	\$ (7,719.19)	\$ -
Contract Services	\$ 1,331.00	\$ 214.36	\$ (1,116.64)	\$ -
Vehicle & Equipment Rental Recoveries	\$ 45,893.00	\$ 4,043.90	\$ (41,849.10)	\$ 15,189.44
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	\$ 1,323,528.22	\$ (373,141.63)	\$ 1,032,720.60

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	\$ 240.00	\$ (60.00)
Springwater C.A. Development	\$ -	\$ 2,000.00	\$ 2,000.00
Springwater C.A. Playground	\$ -	\$ 5,000.00	\$ 5,000.00
Springwater C.A. Trout Program	\$ -	\$ 2,000.00	\$ 2,000.00
Springwater Forest Trails	\$ 20,000.00	\$ 6,835.22	\$ (13,164.78)
Archie Coulter C.A. Trails	\$ 2,000.00	\$ 1,791.66	\$ (208.34)
YNHA	\$ 2,000.00	\$ 1,665.51	\$ (334.49)
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	\$ 27,292.39	\$ (7,007.61)

REPORT FA 57/2023 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures - June
 DATE: July 31, 2023

SUMMARY OF EXPENDITURES

for the period ending June 30, 2023

	2023 Budget	2023 To Date	Difference	2022 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Service:	\$145,739.31	\$ 89,166.52	\$ (56,572.79)	\$ 104,056.67
2 FLOOD FORECASTING & WARNING	\$298,347.99	\$ 160,830.10	\$ (137,517.89)	\$ 116,049.73
3 DROUGHT AND LOW WATER RESPONSE	\$16,989.59	\$ 9,276.97	\$ (7,712.62)	\$ 7,487.08
4 ICE MANAGEMENT	\$24,223.56	\$ 14,889.75	\$ (9,333.81)	\$ 10,148.60
5 INFRASTRUCTURE (Dam)	\$24,921.85	\$ 16,548.53	\$ (8,373.32)	\$ 8,818.72
6&7 ACT REVIEWS & PLAN REVIEW	\$4,877.68	\$ 2,633.88	\$ (2,243.80)	\$ 4,462.79
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$45,803.38	\$ 27,387.86	\$ (18,415.52)	\$ 25,861.36
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$83,078.73	\$ 46,069.13	\$ (37,009.60)	\$ 29,279.39
12 WATER QUALITY (PGMN & PSMP)	\$12,487.14	\$ 12,393.41	\$ (93.73)	\$ 7,243.55
13 SOURCE PROTECTION	\$5,947.09	\$ 3,725.95	\$ (2,221.14)	\$ 3,429.81
SUB TOTAL: MANDATED PROGRAMS Expenditures	\$662,416.32	\$382,922.10	-\$279,494.22	\$316,837.70
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	\$35,597.00	\$ 13,535.10	\$ (22,061.90)	\$ 108,982.43
EDUCATION PROGRAMS	\$7,720.00	\$ 223.14	\$ (7,496.86)	\$ 944.20
SPECIAL PROJECTS	\$1,500.00	\$ 5,461.91	\$ 3,961.91	\$ 2,309.29
C.A. DEVELOPMENT PROJECTS	\$99,075.00	\$ 122,308.96	\$ 23,233.96	\$ 35,650.56
MAPLE SYRUP PROGRAM	\$83,662.37	\$ 79,858.53	\$ (3,803.84)	\$ 3,075.38
SPRINGWATER CONSERVATION AREA	\$710,806.16	\$ 370,231.62	\$ (340,574.54)	\$ 279,605.79
VEHICLE & EQUIPMENT OPERATIONS	\$95,893.00	\$ 58,555.19	\$ (37,337.81)	\$ 25,086.06
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,034,253.53	\$650,174.45	-\$384,079.08	\$455,653.71
AMORTIZATION	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,696,669.85	\$ 1,033,096.55	\$ (663,573.30)	\$ 772,491.41

Susan Simmons

Susan Simmons,
 Financial Services Coordinator

REPORT FA 58/2023 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: July 31, 2023

VENDOR	CHQ #	TOTAL	EXPLANATION
Aylmer Express Limited	31436	\$ 137.86	advertising for Trout Derby
Canadian Tire	31437	\$ 232.61	campground supplies
Conservation Ontario	31438	\$ 9,593.00	installment 2 of 2 - CO Levy
Dowler-Karn Limited	31439	\$ 2,200.27	vehicle fuel
Durand, Chris	31440	\$ 320.00	website management
Integrity IT Services	31441	\$ 232.78	computer network support
Key West Gates Inc.	31442	\$ 1,152.60	campground supplies
M Live Bait Wholesale	31443	\$ 248.60	store product for resale
Purolator Courier	31444	\$ 105.76	courier fees
Springwater Mills Ltd.	31445	\$ 5,085.00	firewood for resale
Bell Canada	online	\$ 90.57	gauge
Telus Mobility	online	\$ 397.21	mobile phones
Eastlink	online	\$ 879.22	phone, fax line, gauges
Langs Contracting	31446	\$ 2,147.00	dam maintenance
Ansell's Awards & Specialties	31448	\$ 67.80	donor plaques
Aylmer Express Limited	31449	\$ 163.85	Springwater CA Registration Forms
Aylmer Home Building Centre	31450	\$ 308.28	campground supplies
Aylmer Home Hardware	31451	\$ 32.69	campground supplies
Aylmer Tire	31452	\$ 252.32	equipment maintenance
Checkers Cleaning Supply	31453	\$ 1,284.11	campground supplies
Elgin Feeds Ltd.	31454	\$ 40.00	campground supplies
Erie Excavating & Liquid Waste Removal	31455	\$ 2,034.00	campground maintenance
Integrity IT Services	31456	\$ 456.24	computer network support
K&K Locksmiths	31457	\$ 161.99	campground supplies
Koolen Electric	31458	\$ 1,026.15	campground maintenance
London Quality Dairy and Wholesale	31459	\$ 152.10	store product for resale
Passport Labs, Inc	31460	\$ 12.25	mobile parking app fees
Paul Fody	31461	\$ 1,437.39	springwater ca development
R Safety	31462	\$ 575.62	campground supplies
Reliance Home Comfort	31463	\$ 53.52	water heater rental
Springwater Mills Ltd.	31464	\$ 847.50	firewood for resale
Union Sports Sales Limited	31465	\$ 2,474.70	uniforms
Wise Line Tools Inc	31466	\$ 145.77	campground supplies
Canon Canada Inc.	31467	\$ 589.70	photocopier service agreement
Simmons, Susan	31468	\$ 1,055.36	mileage and expense reimbursement
Hydro One	online	\$ 10,411.73	campground, operations centre, gauges
Vera Unich	31469	\$ 508.11	Springwater CA stage opener event
The Edible Journey	31470	\$ 559.35	Springwater CA stage opener event
Eastlink	online	\$ 882.28	phone, fax line, gauges
Waste Connections of Canada Inc.	online	\$ 1,588.04	campground maintenance
Telus Mobility	online	\$ 397.21	mobile phones
Asca Office Solutions	31471	\$ 310.75	office supplies
Aylmer Express Limited	31472	\$ 186.45	Springwater CA Advertising
Aylmer Home Hardware	31474	\$ 248.57	campground supplies
Aylmer Tire	31475	\$ 62.99	equipment maintenance
Canadian Tire	31476	\$ 346.71	campground supplies
Bell Canada	online	\$ 110.01	gauge
CBSC Capital Inc.	online	\$ 701.54	photo copier lease
Aylmer Home Building Centre	31477	\$ 2,047.86	campground maintenance
Canon Canada Inc.	31478	\$ 697.13	photocopier service agreement
Checkers Cleaning Supply	31479	\$ 1,090.44	campground supplies
Coin Wash & Dry Ltd.	31480	\$ 734.50	campground supplies
Corrie, Michael	31481	\$ 100.00	group camping deposit refund
Dowler-Karn Limited	31482	\$ 3,158.70	equipment and vehicle fuel
Elgin Pure Water	31483	\$ 105.99	campground maintenance

REPORT FA 58/2023 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: July 31, 2023

VENDOR	CHQ #	TOTAL	EXPLANATION
Francotyp-Postalia Canada	31484	\$ 67.80	postage metre rental
Girard Engineering	31485	\$ 635.51	campground maintenance
Glenbriar Bottled Water Co. Ltd.	31486	\$ 176.85	water cooler service
Hyde Park Equipment Ltd.	31487	\$ 213.98	equipment maintenance
Integrity IT Services	31488	\$ 232.78	computer network support
Kipp, Kevin	31489	\$ 100.00	group camping deposit refund
Koolen Electric	31490	\$ 825.36	campground maintenance
London Quality Dairy and Wholesale	31491	\$ 1,494.33	store product for resale
M Live Bait Wholesale	31492	\$ 203.40	store product for resale
Martin's Safety Training	31493	\$ 226.00	health and safety training
Passport Labs, Inc	31494	\$ 7.70	mobile parking app fees
Purolator Courier	31495	\$ 15.55	courier fees
R Safety	31496	\$ 835.47	campground supplies
Springwater Mills Ltd.	31497	\$ 5,932.50	firewood for resale
Turf Care Products	31498	\$ 440.70	equipment maintenance
Zap's Tree and Lawn Service	31499	\$ 847.50	campground maintenance
Receiver General HST	online	\$ 35,464.82	quarterly HST remittance
Aaroc Aggregates And Recycling	31500	\$ 1,143.15	campground maintenance
Aylmer Glass & Mirror Ltd.	31501	\$ 141.96	campground maintenance
Blake, Helen	31502	\$ 55.00	refund
Canadian Tire	31503	\$ 149.09	campground supplies
Delta Power Equipment Ltd.	31504	\$ 130.82	equipment maintenance
Duff's Garage	31505	\$ 95.89	vehicle maintenance
Erie Excavating & Liquid Waste Removal	31506	\$ 508.50	campground maintenance
Glenbriar Bottled Water Co. Ltd.	31507	\$ 22.49	water cooler service
Hoskin Scientific Limited	31508	\$ 4,840.87	PGMN equipment (to be reimbursed)
Integrity IT Services	31509	\$ 232.78	computer network support
L.S. Putnam & Son	31510	\$ 1,728.30	campground maintenance
Lake Services (St. Thomas) Inc.	31511	\$ 1,604.60	equipment maintenance
London Quality Dairy and Wholesale	31512	\$ 270.40	store product for resale
M Live Bait Wholesale	31513	\$ 135.60	store product for resale
Municipality of Central Elgin	31514	\$ 6,731.68	property tax - final installments
Paws-itively Elgin	31515	\$ 1,861.00	Proceeds from Event
Robbins' Mobile Small Engine Service	31516	\$ 89.21	equipment maintenance
Silverthorn Landscape Supplies	31517	\$ 27.12	campground supplies
Smale, Kim	31518	\$ 375.00	donor benches
Township of South-West Oxford	31519	\$ 223.64	property tax - final installments
Underhill, Dusty	31520	\$ 221.40	mileage and expense reimbursement
Zap's Tree and Lawn Service	31521	\$ 418.10	campground maintenance
		<u>\$ 128,969.03</u>	

RECOMMENDATION:

THAT, Accounts Paid totalling **\$128,969.03**, be approved as presented in Report FA 58/2023



Susan Simmons,
Financial Services Coordinator

REPORT FA 59/2023: To The Full Authority

FROM: Peter Dragunas, Water Management Technician

SUBJECT: Catfish Creek Channel Sounding

DATE: July 13, 2023

Purpose:

To update the Full Authority in regard to the results of the July 10, 2023, Catfish Creek channel sounding at Port Bruce.

Discussion / Background:

Please find attached maps of the July 10, 2023 and November 7, 2022 Catfish Creek Channel Soundings at Port Bruce.

At the time of the July 2023 survey, the Lake Erie water level at Port Bruce required extrapolation between Erieau and Port Dover, since the Environment Canada, Lake Erie water level station #12400 at Port Stanley, was off line/non-operational due to maintenance.

The extrapolated Lake Erie water level was 1.11m (3.63ft) above the Chart Datum (CD) of 173.5m. November 2022 to July 2023, (2022 sounding to 2023 sounding) the July 2023 extrapolated Lake Erie water level is up by 0.31m (1.03ft). Since the Catfish Creek Channel Sounding data and information is evaluated relative to CD, lake levels during survey do not affect the channel sounding bathymetric results and are included for information purposes only.

As per the November 2022 results the July 2023 sounding identifies three persistent areas of deposition. The first one is located at the northern reach of the sounding area, the second is just south of the Imperial Street bridge and the lesser third one is at BeeLine trailer park. Same as the November 2022 sounding the July 2023 sounding results identify an irregular thalweg depth from North Erie Marina to Lake Erie. There is a short segment at North Erie Marina which exhibits a dependable thalweg, who's connectivity with another deeper thalweg at Levis Street is interrupted by a lesser depositional zone immediately at the BeeLine trailer park.

The Catfish Creek at Port Bruce is in morphological equilibrium (*Port Bruce Sedimentation Study*, Riggs Engineering Ltd., May, 2012), meaning the eroded sediment transported by the creek is ultimately removed by the creek out to Lake Erie. This is evident since the Catfish Creek is maintaining a similar thalweg in July as it did in November. To date this is in part due to the above average 2023 seasonal summer flows.

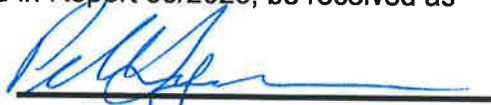
It is anticipated that the aforementioned sediment depositional zone volumes may decrease as channel water levels rise and flows increase over the wetter fall season. The increased flows are anticipated to flush and distribute some of the grounded sediment more evenly over the study area during as the sediment migrates out to the lake. This will relieve the depositional zones of excess sediment and conceivably reduce the probability of ice jamming in these continued depositional zone areas.

Thalweg Rationalization

A sequence of 2022, 2023 winter season freeze thaw cycles, combined spring freshet and higher than average summer seasonal flows, provided the opportunity for the channel to transport, distribute and deposit sediment in some of the creeks continued depositional zones (inside bends and wider channel areas) within the Hamlet of Port Bruce. The expected sediment migration and resulting morphological equilibrium may allow the channel to maintain a suitable hydrological conveyance and resulting characterized thalweg within the lower reaches of the sounding area of the Catfish Creek within Port Bruce.

Recommendation:

That, the channel sounding observations described in Report 59/2023, be received as information at this time.



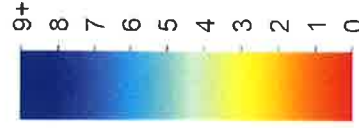
Peter Dragunas,
Water Management Technician



Port Bruce November 7, 2022 Sounding

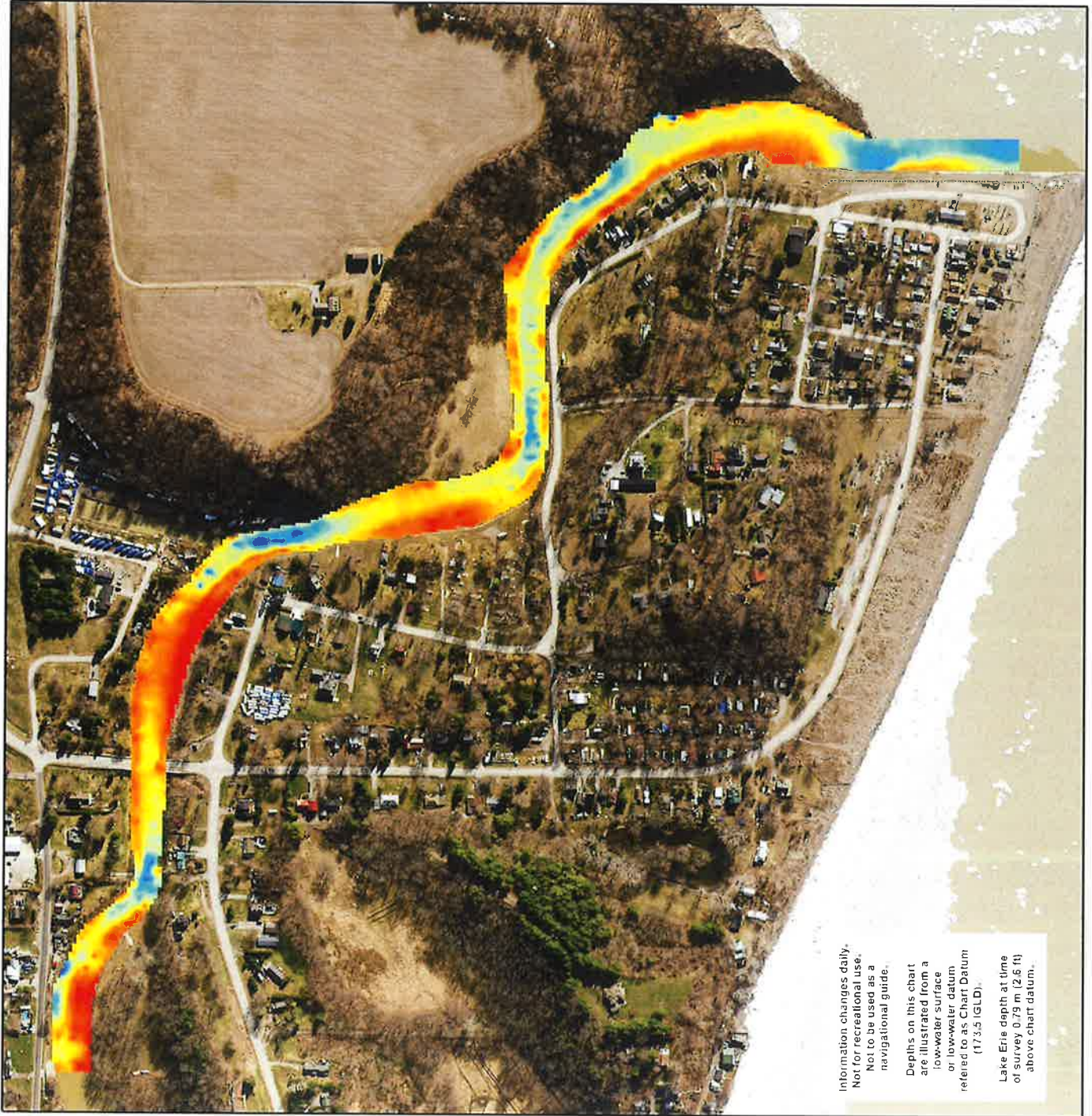


Feet



Data Sources: NRVIS, DFO, CCCA
CCCA GIS
November 15, 2022

This map should not be relied on as a precise indicator of routes or locations, nor as a guide to navigation. Cartfish Creek Conservation Authority (CCCA) shall not be liable in any way for the use of, or reliance upon, this map or any information on this map.



Information changes daily.
Not for recreational use.
Not to be used as a
navigational guide.

Depths on this chart
are illustrated from a
low-water surface
or low-water datum
referred to as Chart Datum
(173.5 IGLD).

Lake Erie depth at time
of survey 0.79 m (2.6 ft)
above chart datum.

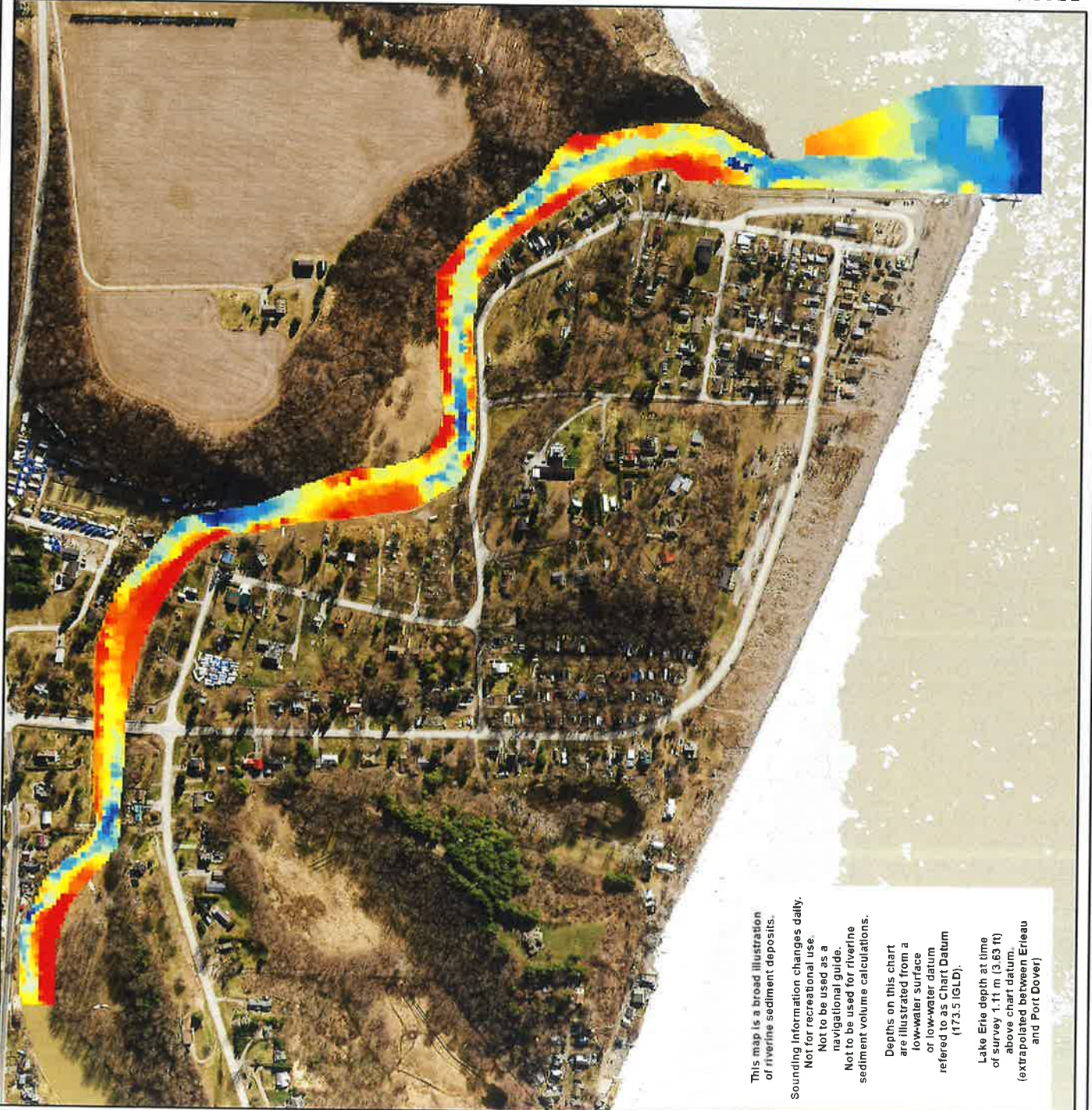


Port Bruce July 10, 2023 Sounding



Data Sources: NRVIS, DFO, CCCA
CCCA GIS
July 10, 2023

This map should not be relied on as a precise indicator of routes or locations, nor as a guide to navigation. Catfish Creek Conservation Authority (CCCA) shall not be liable in any way for the use of, or reliance upon, this map or any information on this map.



This map is a broad illustration of riverine sediment deposits.

Sounding information changes daily.

Not for recreational use.

Not to be used as a

navigation guide.

Not to be used for riverine sediment volume calculations.

Depths on this chart

are illustrated from a

low-water surface

or low-water datum

referred to as Chart Datum (173.5 IGLD).

Lake Erie depth at time

of survey 1.11 m (3.63 ft)

above chart datum.

(extrapolated between Erleau and Port Dover)

REPORT 60/2023: To The Full Authority

FROM: Peter Dragunas, Water Management Technician

SUBJECT: Springwater Pond Sounding

DATE: July 19, 2023

Purpose:

To update the Full Authority in respect to the results of the July 6, 2023 Springwater Pond Sounding.

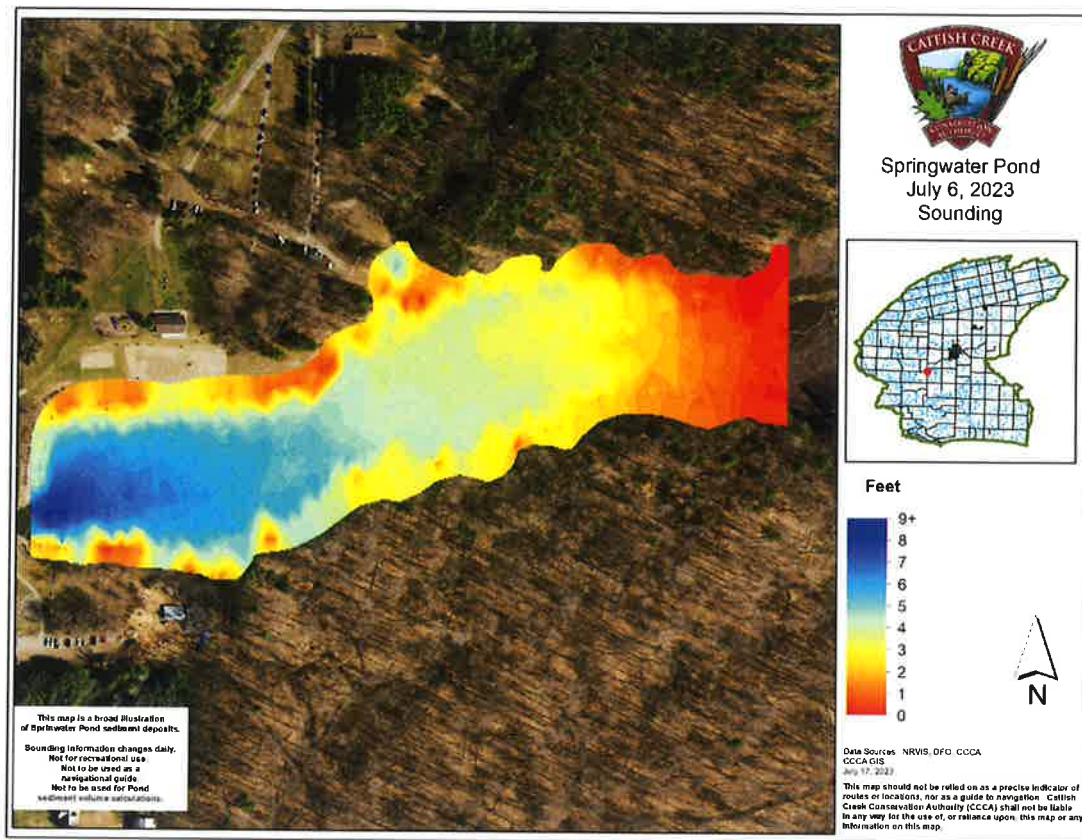
Discussion / Background:

Please find attached bathymetric maps for the July 6, 2023 Springwater Pond Sounding.

Catfish Creek Conservation Authority Staff determined that in order to assess the pond for its principal constructed purpose (flood mitigation through water retention) the initial task is to evaluate the pond for its current volume capacity and compare it to the initial design standards. A sounding of the pond was completed on July 6 and the results are as follows.

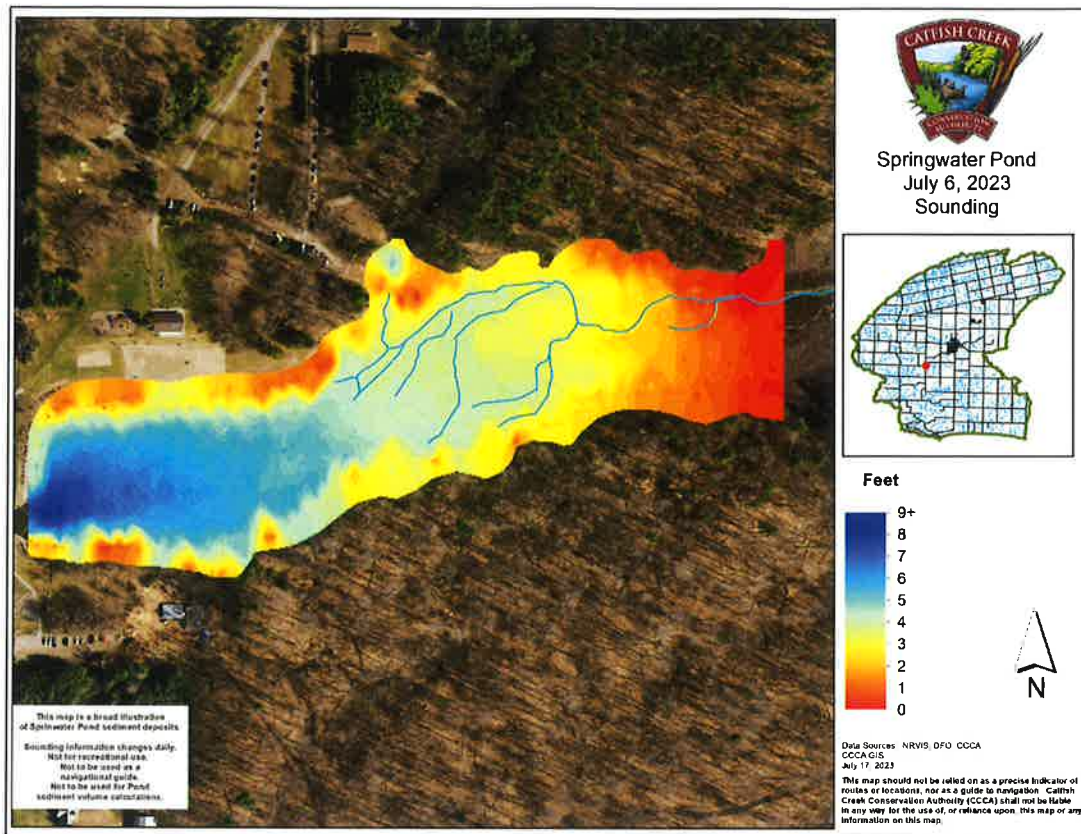
The pond water level on the day of survey was approximately (extrapolated from sounding data and LIDAR imagery) 210.33 meters A.S.L. At the time of sounding, only the bottom two-thirds of the pond was suitable for boat access as the top one-third has, over time retained an abundant amount of sediment deposit, thereby restricting access.

A map outlining conventional sounding results uses imperial feet to illustrate the bathymetric sounding interpretations. In shallow bathymetric conditions natural estuary channelization patterns are better illustrated and realized in imperial units, due to simpler whole number depth groupings.



Springwater Pond sounding bathymetry.

As expected with a pond in advanced stages of sediment deposition there is no well-defined thalweg but instead an evolutionary sequence of channelization that naturally progresses from a reasonably defined free flowing inlet then bifurcating into smaller poorly defined migratory channels due to sedimentation, which evolve alter and take on estuary configuration characteristics over time.



Springwater Pond identifying migratory estuary like channel composition.

Since the sounding equipment was unable to navigate the top third of the pond, 2015 airphotos were used to distinguish estuary distinguishing channelization in the upper third of the pond with suitable connectivity to the ponds mid-section channelization.

At the west end the pond narrows and outlets through the Springwater Dam. The dam retains the water, the slowed water precipitates the suspended sediment and the pond retains Bradley Creeks sediment transported from the up-stream predominant agricultural landscape. There is a sluice gate at the bottom of the dam structure used as a water discharge structure to maintaining adequate flow for aquatic habitat downstream.

Hydraulically there are no surprises to the bathymetry given the landscapes ability for suspended sediment flows into the pond. As described earlier the sounding appears to show natural estuary style hydraulic channel evolution through the deposited sediment.

It is important to disclose that bathymetric information changes daily due to hydraulic mechanisms at work, and that the information provided and interpreted from this sounding exercise, should not be relied on as a precise indicator of routes, locations, or as a guide to navigation or recreational use. The Catfish Creek Conservation Authority (CCCA) shall not be liable in any way for the use of, or reliance upon, this map or any information on this map.

Sediment Deposition

As expected there is no well-defined thalweg in the mid-section sounded area of the pond due to estuary indicative sediment dispersal and deposition. The expected sediment migration and resulting estuary type characteristics will not allow the channel to maintain a suitable thalweg in the areas of estuary migration consequently inducing sediment precipitation and infill at the top of the advancing estuary like deposits.

The volumes outlined below are a starting point and should not be used for any purpose other than this report outlining that the pond has infilled. A more refined Geographical Information System (GIS) analysis is required before the volume calculations can be confirmed.

The design volume of the Springwater Pond was approximately 146 acre feet (146 acres under 1 foot of water). The present volume of the Springwater Pond is approximately 61 acre feet. This calculates to a loss of 85 acre feet or 58% of the volume.

Recommendation:

That, the Springwater Pond sounding and observations described in Report /2023, be received as information at this time.


Peter Dragunas,
Water Management Technician

REPORT FA 61/2023: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: Transition Plan Progress Report

DATE: June 29, 2023

PURPOSE:

The purpose of this report is to update the Board of Directors on the Catfish Creek Conservation Authority's (CCCA) July 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) a summary of any changes that were made to your inventory;
- (c) an update on the progress of negotiations of cost apportioning agreements with the participating municipalities; and
- (d) an outline of any difficulties that the Authority is experiencing that might affect the ability of the Authority to conclude any cost apportioning agreements with one or more participating municipalities by the transition date.

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

RECOMMENDATION:

THAT Report No. FA / 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

email: admin@catfishcreek.ca • www.catfishcreek.ca

June 26, 2023

Re: July 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) July 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"





July 1, 2023 Progress Report

CATFISH CREEK CONSERVATION AUTHORITY

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**Catfish Creek Conservation Authority (CCCA) July 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	January 1, 2023 Progress Report was sent to MNRF and participating Municipalities on December , 2022 as required by O.Reg. 687/21
	April 1, 2023	April 1, 2023 Progress Report was sent to MNRF

		and participating Municipalities on September 28, 2023 as required by O.Reg. 687/21
	July 1, 2023	July 1, 2023 Progress Report was sent to MNRF and participating Municipalities on June 26, 2023 as required by O.Reg. 687/21
	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 Planning Services. The CCCA will continue to support and provide Category 1, mandatory programs and services and permitting activities will continue in regulated areas.

Difficulties:

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. Issuing permits for everything other than Natural Hazards has proven to become costly for Municipalities as now 3rd party. 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.

REPORT FA 62/2023: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: Conservation Ontario Council Meeting

DATE: July 5, 2023

PURPOSE:

To update the members on the business items discussed at the Conservation Ontario Council meeting.

DISCUSSION:

The General Manager / Secretary-Treasurer attended the Conservation Ontario Council meeting held virtually on June 26, 2023. Highlights of the meeting included:

a) **Budget Status:**

The operational budget represents the day-to-day expenses Conservation Ontario requires for operating activities. Expenses for special projects are for a fixed term period. A full review of 2023 revenues and expenditures will continue through to the end of 2023.

b) **Workplan:**

Conservation Ontario's Work Plan Revolves around goals from the 2021-2025 Strategic Plan, Science and Policy: Aggregate, manage and disseminate shared knowledge to develop and advance science and policy; Public Affairs and Advocacy: Be the collective voice on matters of interest to all Conservation Authorities; Governance: Continuously improve the function of internal governance to deliver more effective and engaging participation for Conservation Authority members and examine ways to support members' ability to address municipal and provincial matters; and Member Services: Provide value-added, shared services to Conservation Authority members.

Highlights include:

- Promoting the Conservation Authorities
- Supporting Conservation Authorities' Implementation of changes to the Conservation Authorities Act (CAA)
- Supporting the Province and CAs by facilitating a successful Drinking Water Source Protection (DWSP) program
- Supporting CA staff training, professional development, and networking
- Supporting Internal Governance

c) **Request for Approval: Service Digitization and E-Permitting Initiatives:**

Conservation Ontario (CO) is engaging with the Province and other stakeholders supporting the development of data and information exchange standards for development approval processes in Ontario. These activities include:

Provincial Data Standards for Planning and Development Applications: CO staff are engaged as part of the Provincial Data Standards for Planning and Development Applications Working Group and Technical Team that is creating data standards for land use planning and development applications province-wide.

One Ontario: The goal of the One Ontario initiative was to bring together industry experts, research talent and financial resources to develop technologies, best practices, and processes to enable industry-side digital transformation.

Cloud Permit: Cloudpermit provides agencies with cloud-based development software and is currently partnering with the Association of Municipalities of Ontario. Ongoing service digitization is seen as a key piece to ensure that CAs are providing the best customer service while integrating into the larger land use planning framework

d) Governance Accountability and Transparency Initiative:

In April 2021, Conservation Ontario Council endorsed the Governance Accountability and Transparency Initiative to demonstrate accountability and transparency to the Province and municipal partners through compliance with governance-related requirements under the Conservation Authorities Act.

35 CAs reported that they are compliant with Section 14 i.e., all participating municipalities have appointed 70% municipal councillors to their boards (unless an exception has been approved); and 1 CA reported they are awaiting appointments from one municipality.

Of the 35 CAs, 3 CAs reported being in compliance further to approved exception requests and 4 CAs reported that they have outstanding municipal exception requests (i.e. response not yet received from the Province).

Status of Members of a CA has been reported by all 36 CAs as being compliant; 22 CAs with populations calculations, 8 CAs have municipal agreements, 5 CAs have an existing Order in Council and 1 CA has a combination.

35 CAs reported that they are compliant with Section 17 i.e., all Chairs and Vice Chairs have not held office for more than two years (unless an exception has been approved).

5 CAs are in compliance further to exceptions granted, and 1 CA is not in compliance while awaiting a Minister's response.

29 CAs have reported that they submitted their 2022 Audited Financial statements to the Minister of Natural Resources and Forestry. A total of 7 CAs have not submitted; of these 5 have specified that they are still awaiting 'receipt' of their Audited Financial Statements by the Board.

10 CAs have one or more compliance issues with their Governance webpage; this does not include the requirements to post Category 2 and 3 agreements.

35 CAs have posted the names of their Members and the appointing municipalities.

33 CAs have posted contact information for their Members.

35 CAs have the annual meeting schedule posted.

35 CAs have their meeting agendas posted.

31 CAs have their meeting minutes posted; minutes for 5 CAs are not posted for multiple meetings and/or the minutes for the last meeting haven't been posted within 30 days.

23 CAs have agreements posted and 3 of these CAs specify they are Category 2 agreements and 0 specify Category 3 agreements. 2 CAs specify there are no agreements available to post. Further discussion regarding posting of agreements is warranted to clarify the requirement.

36 CAs have their by-laws posted.

35 CAs have auditor reports posted on/linked to their Governance webpage; 1 CA does not have it on/linked to the Governance webpage although it is on their website. As of June 6th, 21 auditor reports are for 2022 and the rest are 2021.

I am pleased to report the CCCA is compliant on all of the above issues.

e) Service Digitization and E-Permitting Initiatives:

Provincial Data Standards for Planning and Development Applications Working Group

CO staff are engaged as part of the Provincial Data Standards for Planning and Development Applications Working Group and Technical Team that is creating data standards for land use planning and development applications province-wide. This work is being led by the Ministry of Municipal Affairs and Housing and the Ministry of Public and Business Service Delivery.

One Ontario

In December, 2020, Council endorsed entering into a Memorandum of Understanding with One Ontario, led by an industry consortium dedicated to the Conservation Ontario Council Agenda - June 2023 0000030 productivity, sustainability, and profitability of the architecture, engineering and construction sector. The goal of the One Ontario initiative was to bring together industry experts, research talent and financial resources to develop technologies, best practices, and processes to enable industry-side digital transformation. This is a not-for-profit initiative.

Since that time, One Ontario has received funding through the Canada Mortgage and Housing Corporation to undertake a pilot project in Simcoe County for development service digitization. Conservation Ontario, along with Lake Simcoe Region, Nottawasaga Valley and Toronto and Region Conservation Authorities have been participating in the pilot project.

Cloudpermit

Conservation Ontario continues conversations with Cloudpermit about a potential pilot project involving Conservation Authorities for their building permitting software. Cloudpermit

provides agencies with cloud-based development software and is currently partnering with the Association of Municipalities of Ontario.

Ongoing service digitization is seen as a key piece to ensure that CAs are providing the best customer service while integrating into the larger land use planning framework. Conservation Ontario will continue to seek opportunities to streamline and improve service delivery in the context of CAs' mandatory programs and services.

f) Draft Comments on the Review of Proposed Policies Adapted From A Place to Grow and Provincial Policy Statement to Form a New Provincial Planning Policy Instrument.

Conservation Ontario has developed preliminary comments on the proposal which benefitted from initial comments provided by C. Jones (CLOCA) and J. Campbell (CVC). These preliminary comments received additional feedback from Cataraqui Region, Nickel District and Rideau Valley Conservation Authorities. The draft submission is formatted to respond to the discussion questions provided by MMAH in the ERO consultation. General themes emerging from Conservation Ontario's draft response included:

- **Natural Hazards.** Support for the proposed retention of the natural hazard policy direction from the PPS 2020
- **Increase coordination.** Recommendations to increase coordination through additional references to working with/coordination with Conservation Authorities as appropriate (e.g., for proposed new policies requiring planning authorities to identify hazardous lands and sites and manage development in those areas);
- **Climate Change.** Recommending a greater focus on preparing for impacts of a changing climate (e.g., as a purpose for undertaking watershed planning);
- **Implementation Guidance.** Identifying the need for comprehensive, up-to date implementation guidance for the proposed Provincial Planning Statement (e.g., Natural Hazard Technical Guidelines, Watershed / Subwatershed Planning Guides, and the Natural Heritage Reference Manual) to increase consistency and support decision-making;
- **Watershed Planning.** Recommending that the Growth Plan policies requiring large and fast-growing municipalities to undertake watershed planning be continued and support for the encouragement of all other municipalities to undertake watershed planning.
- **Green infrastructure and stormwater management.** Requests to carry forward existing PPS 2020 policies, including maximizing vegetation within settlement areas where feasible and minimizing stormwater volumes to protect, improve or restore water quality and quantity. Conservation Ontario's preliminary comments acknowledge the natural heritage policies and related definitions to be included in the proposed Provincial Planning Statement remain under consideration by the government and will be made Conservation Ontario Council Agenda - June 2023 0000037 available for public review at a future time. Conservation Ontario provided general comments supporting strong policies which protect natural heritage features and functions, recognizing the important linkages between natural heritage, water resource and natural hazard systems which act together to reduce flows, store floodwaters, and mitigate drought, in addition to many

other functions. No decision has been rendered on this proposal, as the Province extended the consultation period on May 30, 2023 by 60 days to August 4, 2023. A decision is anticipated in the form of a new province-wide planning instrument which would replace the existing PPS 2020 and Growth Plan.

g) Standard Operating Procedures for Conservation Authority Provincial Offences Officers

Conservation Ontario Regulatory Compliance Committee (RCC) issued a Request for Proposals (RFP) to create Standard Operating Procedures (SOPs) for Provincial Offences Officers designated under the Conservation Authorities Act and the Trespass to Property Act. A range of SOPs for CA Officers working in both the Section 28 and 29 compliance programs were developed. This report provides an overview of the development work completed to date, including 14 SOPs for Council approval.

The SOPs provide operational level procedural support for CA officers to confidently and consistently deliver their section 28 and 29 compliance programs. Local adoption of these SOPs by CAs is intended to support officers when navigating complex situations, ensure a consistent approach to interactions with members of the public, and provide best practices to enhance officer safety while performing their duties. Topics covered in these SOPs include:

- Aggressive Animals
- Assault of Officers
- Domestic Violence
- Evacuations
- Missing Persons
- Persons in Distress
- Tagging / Towing
- Agitated / Aggressive Individuals
- Confrontation Management
- Extreme Weather and Floods
- Homelessness / Encampments
- Officer Safety / Working Alone
- Prohibition of Entry
- Uniforms and Issued Equipment

Final SOPs will be posted to the CO Member's Pages and circulated to all CAs. Individual CAs will have the opportunity to consider local adoption, allowing for minor amendments to be made to reflect the local needs, practices and tools of the CA. A final group of SOPs is currently being prepared for CA consultation in Fall 2023.

RECOMMENDATION:

THAT, Report FA 62/2023, be received as information at this time.



Dusty Underhill,
General Manager / Secretary-Treasurer

REPORT FA 63/2023: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: Technical Bulletin - Flooding Hazards: Data Survey and Mapping Specifications

DATE: July 5, 2023

PURPOSE:

To notify members of the current ERO, Flooding Hazards: Data Survey and Mapping Specifications

DISCUSSION:

Ontario's Flooding Strategy commit's the province to updating technical guidance used to support implementation of the natural hazard policies outlined within the proposed *Provincial Planning Statement*, 2023. Existing technical guidance provided by the Ministry of Natural Resources and Forestry (MNRF) was created between 1996 and 2002 and does not reflect updates in science, technology, and the use of mitigative measures since that time. The MNRF is taking a multi-staged approach to updating its guidance.

A critical step in protecting people and property from flooding starts with identifying where flooding is expected to occur. This is most often achieved through updating or creating new flood mapping and delineating flood extents and elevations on a base map.

Municipalities and conservation authorities have been actively investing in floodplain mapping dating back to the federal Flood Damage Reduction Program in the 1980's. Currently our existing model is from 1982. TRUE Consulting is in the process of updating our flood plain mapping for Port Bruce for both Lake and Riverine flooding and works should be completed before these new requirements come into affect.

Technical guides and associated standards for flood mapping developed by the MNRF were last updated in 2002, and mapping standards are nonexistent within the technical guides. Recent influxes in federal funds for updated mapping under the National Disaster Mitigation Program and most recently the Flood Hazard Identification and Mapping Program, has highlighted the need for updated provincial guidance.

Updating provincial standards for flood mapping will increase clarity and consistency in the development of flood mapping. Consistent approaches to flood mapping will help municipalities and conservation authorities' direct new development away from high-risk areas and identify areas where floodproofing or other mitigation measures may be required to manage risks to existing development.

Proposed Data Survey and Mapping Standards have been developed by the province with input and feedback from a multi-partner flood mapping technical team, consisting of staff from provincial and federal government agencies, municipalities, and conservation authorities.

The bulletin is to be applied when delineating the flooding hazard through mapping new, or updating existing, maps. It is intended to assist technical personnel experienced in mapping and geomatics in undertaking flood hazard surveying and mapping in Ontario, and if accepted, will become the definitive source of flood hazard data, survey and mapping guidance for use in Ontario.

The proposal, which provides updated technical guidance for identifying and mapping flooding hazards, is not expected to increase the costs of work for municipalities. The updates within are meant to be in line with existing best practices, which are currently being used by many practitioners.

The Technical Bulletin is intended for use by municipalities, and for conservation authorities (CAs) providing flood hazard mapping services to municipalities within their jurisdiction, as well as by consultants or other service providers undertaking flood hazard data acquisition, surveying and mapping services for municipalities or CAs.

When the ERO is put into force, municipalities have a responsibility to identify areas subject to natural hazards and to develop management plans to limit exposure to public health and safety risks. It is up to the individual municipality to determine how best to achieve this requirement. Conservation authorities may also elect to map flooding hazards to identify areas where development is regulated under Section 28 of the Conservation Authorities Act, to support administration of their permitting role.

RECCOMENDATION:

THAT, Report FA 63/2023, be received as information at this time.



Dusty Underhill,
General Manager / Secretary-Treasurer

REPORT FA 64/2023	:	To the Full Authority
FROM	:	Gerrit Kremers, Resource Planning Coordinator
SUBJECT	:	Approved Section 28 Regulation Applications
DATE	:	July 26, 2023

PURPOSE: To outline the 'Development, Interference with Wetlands & Alterations to Watercourses' applications approved by staff from March - July, 2023.

PERMIT NO.	LOCATION	PROPOSAL	DATE ISSUED
FR-06-23 (Site 1)	County of Elgin	* This proposal involves the installation of slip liners into existing culverts with rip-rap erosion protection ; * Construction plans reviewed by County of Elgin engineering department;	March 16 th , 2023
FR-07-23 (Site 2)	4712 Pleasant Valley Line; Municipality of Central Elgin	* This proposal involves the construction of a detached garage within the valley land slopes of Catfish Creek; * All construction occurring to be setback from slope;	March 16 th , 2023
FR-08-23 (Site 3)	9358 Hacienda Road; Township of Malahide	* This proposal involves construction of a single family dwelling and a detached garage; * Construction to conform with elevations and drawing contained in submitted plans;	April 18 th , 2023
FR-09-23 (Site 4)	3425 Waneeta Beach Drive; Township of Malahide, Port Bruce	* This proposal involves the realignment and placement of shoreline protection blocks, along shoreline of Lake Erie; * Landowners to register the works with Ministry of Natural Resources and Forestry; * Works to be conducted after fish spawning window;	July 7 th , 2023
FR-10-23 (Site 5)	3411 Waneeta Beach Drive; Township of Malahide, Port Bruce	* This proposal involves the realignment and placement of shoreline protection blocks, along shoreline of Lake Erie; * Landowners to register the works with Ministry of Natural Resources and Forestry; * Works to be conducted after fish spawning window;	July 7 th , 2023
FR-11-23 (Site 6)	48648 Ron McNeil Line; Township of Malahide,	* This proposal involves streambank works to prevent further incising of streambanks; * Works to be completed as per plans and presentation submitted with application;	July 7 th , 2023

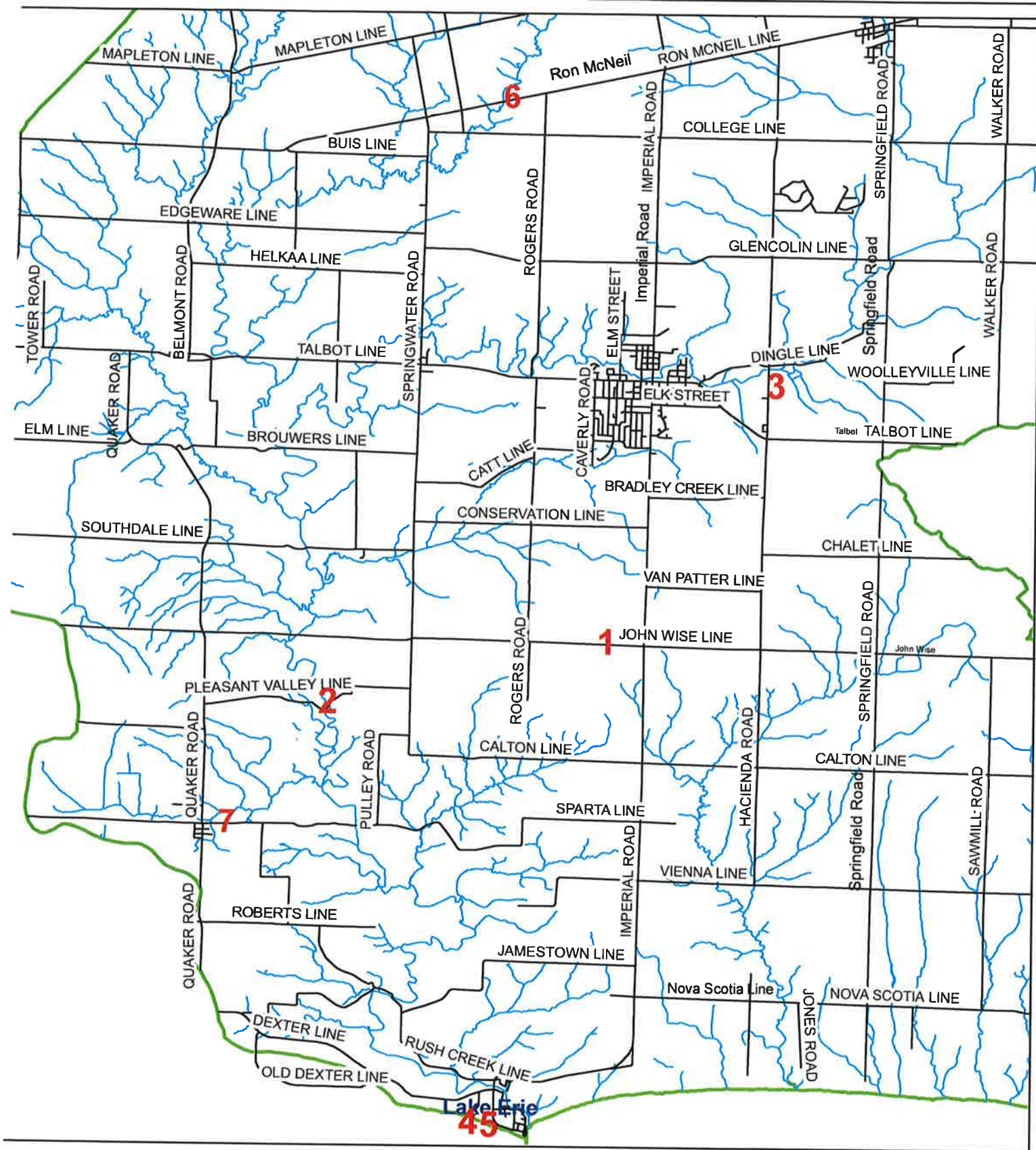
FR-12-23 (Site 7)	46726 Sparta Line; Municipality of Central Elgin	* This proposal involves the construction of a detached garage within the valley land slopes of Mill Creek; * All construction occurring to be setback from slope;	July 18th, 2023
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RECOMMENDATION:

THAT, the Full Authority receive the staff approved Section 28
Regulation Applications **Report FA 64/2023**, as information.



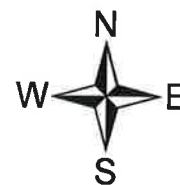
Gerrit Kremers, Resource Planning Coordinator



REGULATIONS REPORT MAP

July 2023

1 Work Permit Location



REPORT FA 65/2023: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: Catfish Creek Conservation Authority Photographic, Video Monitoring and Surveillance Policy

DATE: July 5, 2023

PURPOSE:

To seek approval to institute the Catfish Creek Conservation Authority Photographic, Video Monitoring and Surveillance Policy.

DISCUSSION:

As part of the Community Services Recovery Fund the CCCA was able to obtain funding to install video cameras at the west campground Visitors Center. In the future the program may expand to other areas as required or needed as described in the Catfish Creek Conservation Authority Photographic, Video Monitoring and Surveillance Policy.

Section 38(2) of FIPPA and 28(2) of MFIPPA set out the conditions under which personal information may be collected. These sections provide that no person shall collect personal information on behalf of an institution, unless the collection is:

1. expressly authorized by statute,
2. used for the purposes of law enforcement or
3. necessary to the proper administration of a lawfully authorized activity.

At least one of these three conditions must be met in order to have the legal authority to collect personal information.

Conservation Authorities are authorized to collect personal information under the Conservation Authorities Act as long as everything is done in accordance with the Act which is laid out in the Policy.

Catfish Creek Conservation Authority also has a clear law enforcement mandate under Section 28, and Section 29 of the Conservation Authorities Act which authorizes the collection of personal information by means of video surveillance, so long as that collection furthers actual law enforcement purposes.

A Conservation Authority is lawfully authorized to provide spaces such as campgrounds, passive recreation areas and Natural Heritage areas under the Conservation Authorities Act and, in doing so, the CCCA must take reasonable steps to ensure the safety and security of its users and property. Similarly, municipalities are lawfully authorized to operate municipal community centers and, in doing so, they are required to take steps to ensure the safety of the individuals who visit such centers.

Institutions are increasingly looking to video surveillance to assist in maintaining the safety of individuals and the security of property. Video surveillance can introduce risks to the privacy of individuals whose personal information may be collected, used and disclosed. However, if the program associated with the use of video surveillance is implemented in a privacy protective manner, the risks may be sufficiently mitigated to fulfill institutions' obligations under FIPPA and MFIPPA.

RECCOMENDATION:

THAT, the Catfish Creek Conservation Authority Photographic, Video Monitoring and Surveillance Policy be approved as presented in Report FA 65/2023.

D. Underhill

Dusty Underhill
General Manager Secretary Treasurer



Catfish Creek Conservation Authority Photographic and Video Monitoring and Surveillance Policy

Purpose

The purpose of this document is to identify Catfish Creek Conservation Authority's (CCCA) policies related to the use of Photographic and Video Monitoring and Surveillance Systems and Photographic and Video Monitoring and Surveillance Records.

This policy shall apply to all CCCA Board members, staff, and service providers while carrying out the duties related to their employment with the CCCA.

CCCA regularly collects a wide variety of information in a number of different formats for the purposes of carrying out its mandate under the Conservation Authorities Act. The information available through the use of video surveillance equipment can provide a wealth of data that can support this mandate.

CCCA developed this set of policies to clearly identify its authority to collect information through the use of video surveillance equipment and limitations on its use.

CCCA also falls under the MFIPPA legislation. The need to collect information through the use of video surveillance equipment must be balanced with the public's right to protection of privacy as provided for under this legislation.

CCCA wishes to use video surveillance equipment for the purposes of:

- Supporting the protection and security of visitors, lands, and assets on CCCA lands
- Identifying, preventing, and enforcing against illegal and/or unsanctioned activities on CCCA lands
- Undertaking research and analysis to identify the recreational characteristics of visitors to CCCA lands
- Undertaking research on flora and fauna throughout the Catfish Creek watershed
- Undertaking research on the flow of surface water throughout the Catfish Creek watershed including flood forecasting and monitoring and related infrastructure
- The policies contained within this document are largely in response to the requirements as set out in the "Guidelines for the Use of Video Surveillance Cameras in Public Places" as issued by the Information and Privacy Commissioner of Ontario, September 2007.

The objectives of this policy are to:

- Identify relevant legislative authority and responsibilities in the collecting of information through the use of video surveillance equipment
- Identify key responsibilities CCCA has set out in the collection, retention, use and disposal of information acquired through the use of video surveillance equipment.



Catfish Creek Conservation Authority Photographic and Video Monitoring and Surveillance Policy

Definition

"Authorized Personnel"

Means only person(s) granted access to Photographic and Video Monitoring and Surveillance information and/or areas housing this information including the General Manager, Financial Services Coordinator and the Conservation Areas Supervisor.

"CAA"

Means the Conservation Authorities Act, R.S.O. 1990, c. C.27, as amended

"CAA Reg 111"

Means Conservation Authorities Act – Regulation R.R.O. 1990, Reg. 111, as amended

"Core 5"

Means the following Conservation Areas:

1. Springwater Conservation Area
2. Archie Coulter Conservation Area
3. Yarmouth Natural Heritage Area
4. Johnson Tract
5. Other areas owned and operated by the CCCA provided there is notification and proper signage
And meets the requirements of **POLICIES 1.0, Legislative Authority**

"IPCO"

Means the Information and Privacy Commissioner of Ontario

"MFIPPA"

Means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended

"Personal information"

Means recorded information about an identifiable individual which includes, but is not limited to, information relating to an individual's race, color, national or ethnic origin, sex and age. If a Photographic and Video Monitoring and Surveillance System displays these characteristics of an identifiable individual or the activities in which he or she is engaged, its contents will be considered "personal information" under MFIPPA.

"Reception Equipment"

Means any equipment or device used to receive or record the personal information collected through a Photographic and Video Monitoring and Surveillance System including a camera or video monitor or any other video, audio, physical or other mechanical, electronic or digital device.

"Storage Device"

Means any videotape, computer disk or drive, CD ROM, computer chip or other device used to store the



Catfish Creek Conservation Authority Photographic and Video Monitoring and Surveillance Policy

recorded data or visual, audio or other images captured by a Photographic and Video Monitoring and Surveillance System.

“Record”

Means any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes a:

- Photograph
- film,
- microfilm,
- videotape,
- machine-readable record,
- digital media storage device (e.g. SD card)
- audio recording,
- thermal imaging technology, and
- any record that is capable of being produced from a machine-readable record.

“Photographic and Video Monitoring and Surveillance System”

Means any video, physical or other mechanical, electronic, digital or wireless surveillance system or device that enables continuous or periodic video or image recording, observing or monitoring of personal information about individuals in open, public spaces (including streets, highways, parks).

POLICIES

1.0 Legislative Authority

CCCA may use video surveillance as a tool to carry out its mandate as provided under the CAA. The CCCA has the legislative authority to collect personal information for the purposes of security, operation and management of their lands and facilities and to conduct research as provided under Section 21. (1) of the CAA specifically subsections (a), (m), (p), and (q):

“21. (1) For the purposes of accomplishing its objects, an authority has power,” “(a) to study and investigate the watershed and to determine a program whereby the natural resources of the watershed may be conserved, restored, developed and managed;” ...

“(m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;” ...

“(p) to cause research to be done;”

“(q) generally to do all such acts as are necessary for the due carrying out of any project. R.S.O. 1990, c. C.27, s. 21; 1996, c. 1, Sched. M, s. 44 (1, 2); 1998, c. 18, Sched. I, s. 11; 2017, c.23, Sched.4, s.19 (1,2,4,5).



Catfish Creek Conservation Authority Photographic and Video Monitoring and Surveillance Policy

2.0 General Manager/ Secretary Treasurer Designated Responsible for Privacy

CCCA's General Manager/ Secretary Treasurer is the person responsible for all requirements under MFIPPA. As such, the General Manager is responsible for appropriate use of Video Surveillance Equipment and Photographic and Video Monitoring and Surveillance Records as defined and outlined in this policy document.

3.0 Notice

CCCA will provide notice that CCCA's lands are subject to photographic and video surveillance. CCCA will:

1. Post signage with a clear, language-neutral graphical depiction at all sanctioned entrances to CCCA's Core 5 properties where photographic and video monitoring and surveillance systems exist.
2. Post signage at all sanctioned entrances on other properties CCCA may choose to undertake video surveillance from time to time.
3. Post notice on its web site indicating that CCCA properties may be subject to video surveillance.
4. Include a note in Conservation Area publications, as appropriate, that the properties may be subject to video surveillance.

Signs should include text similar to the following:

ATTENTION

This Area May Be Monitored by Photographic and Video Monitoring and Surveillance Systems

The personal information collected by the Photographic and Video Monitoring and Surveillance System at this site is collected under the authority of Section 21. (1) of the Conservation Authorities Act, R.S.O. 1990, c. C.27, as amended. Use of this information is restricted by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.

The information collected by the Photographic and Video Monitoring and Surveillance System at this site may be used for the purposes of:

1. Supporting the protection and security of visitors, lands, and assets on CCCA lands
2. Identifying, preventing, and enforcing against illegal and/or unsanctioned activities on CCCA lands
3. Undertaking research and analysis to identify the recreational characteristics of visitors to CCCA lands
4. Undertaking research on the flora and fauna throughout the Catfish Creek watershed
5. Undertaking research on the flow of surface water, including flood forecasting and monitoring (and related infrastructure) throughout the Catfish Creek watershed

Further information on the use of this information may be found on CCCA's web site at www.catfishcreek.ca



Catfish Creek Conservation Authority Photographic and Video Monitoring and Surveillance Policy

Any questions about the collection of this information can be directed to:

Freedom of Information Coordinator
Catfish Creek Conservation Authority
8079 Springwater Road
Aylmer, ON
N5H 2R5

Email: generalmanager@catfishcreek.ca

Notices in publications should include text similar to the following:

CCCA conservation areas may be under video surveillance for security, health and safety or research purposes. Use of any personal information collected through video surveillance is protected and restricted through the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. If you have any questions, please contact Dusty Underhill at 519-773-9037 or by email at generalmanager@catfishcreek.ca.

4.0 Control of Photographic and Video Monitoring and Surveillance Systems

CCCA will maintain control of and responsibility for the Photographic and Video Monitoring and Surveillance System and Records at all times.

CCCA will keep recording devices in limited access and/or high security areas. These areas will only be accessible by authorized personnel and those staff directly responsible for the capture, collection, review, analysis, and/or deletion of Photographic and Video Monitoring and Surveillance Records.

CCCA will use all reasonable methods to ensure the security of field Photographic and Video Monitoring and Surveillance Systems by using one or more of the following measures:

1. House the Photographic and Video Monitoring and Surveillance System in tamper-proof housing.
2. Attach the Photographic and Video Monitoring and Surveillance System securely in or on a permanent structure or feature.
3. Utilize digital photograph and video where available.
4. Collect Photographic and Video Monitoring and Surveillance Records within thirty (30) days of capture.

5.0 Access

CCCA will ensure that all Photographic and Video Monitoring and Surveillance Records are accessed by authorized personnel only.

Access to video surveillance images will be limited to the following personnel:

General Manager/Secretary Treasurer
Financial Services Coordinator
Conservation Areas Supervisor



Catfish Creek Conservation Authority

Photographic and Video Monitoring and Surveillance Policy

6.0 Location

Photographic and Video Monitoring and Surveillance Systems shall: only be located in areas deemed to be of specific interest to CCCA.

Photographic and Video Monitoring and Surveillance Systems shall:

- only be located in identified public areas where video surveillance is necessary including, but not limited to:
- the exterior(s) of buildings, facilities and other assets
- recreational areas
- areas with flora and fauna of interest to CCCA
- areas with surface water
- areas on CCCA property prone to ice jamming and high water events
- be installed in such a way that they only monitor those spaces that have been identified as requiring video surveillance as identified under "Use" in this Policy
- not be changed (adjust, zoom or manipulate the camera) to overlook spaces that are not intended to be covered by the Photographic and Video Monitoring and Surveillance System
- not monitor the inside of areas where individuals generally have a higher expectation of privacy (e.g. public washrooms)

7.0 Disclosure

In accordance with Section 32 (g) of the MFIPPA, CCCA may disclose personal information to an institution or law enforcement agency "... if disclosure is to an institution or a law enforcement agency in Canada to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result".

Prior to releasing Photographic and Video Monitoring and Surveillance Records to any authority CCCA must have a signed and approved request from the interested authority.

8.0 Retention Period – General

In the "Guidelines for the Use of Video Surveillance Cameras in Public Places" the IPCO indicated that records should be held only for 48 to 72 hours before being destroyed.

Some of the video surveillance equipment used by CCCA is located at remote sites where it is used for the collection of visitor information and wildlife. It is not practical nor feasible to capture, collect, review, analyze, and dispose of this information every 48 to 72 hours. For example, when monitoring wildlife during certain times of the year it would cause excessive disturbance if the information had to be accessed every 48-72 hours.

In a decision regarding a complaint to the IPCO regarding the use of Photographic and Video Monitoring and Surveillance Systems at the City of Mississauga, the IPCO found that there were sufficient reasons to warrant extending the 48 to 72 hour guideline to 28 to 90 days.



Catfish Creek Conservation Authority

Photographic and Video Monitoring and Surveillance Policy

CCCA staff will capture, collect, review, analyze, and dispose of Photographic and Video Monitoring and Surveillance Records as follows:

- 30 days to capture and collect records in the field
- 270 days (9 months) to review and analyze records
- 30 days to dispose of records and/or pass any records on to CCCA staff who are designated Provincial Offences Officers

As a result, CCCA staff require ninety (90) days to capture, collect, review, analyze, and dispose of Photographic and

Video Monitoring and Surveillance Records.

9.0 Retention Period – Enforcement

Photographic and Video Monitoring and Surveillance Records that may be useful in enforcement activities will be retained for a period of two (2) years. This extended period is needed to provide staff with enough time to exhaust other avenues of resolving issues including, but not limited to:

1. Education
2. Progressive violation notification process
3. Court proceedings

10.0 Retention Period – Scientific Research, Flood Forecasting and Monitoring

Photographic and Video Monitoring and Surveillance Records which contains no personal information (e.g. only images of flora and/or fauna/water flow/ice jamming/high water) may be retained indefinitely for scientific research, flood forecasting and monitoring.

11.0 Use - CCCA will limit the use of Photographic and Video Monitoring and Surveillance Records to approved uses including:

1. Supporting the protection and security of visitors, lands, and assets on CCCA lands
2. Identifying, preventing, and enforcing against illegal and/or unsanctioned activities on CCCA lands
3. Undertaking research and analysis to identify the recreational characteristics of visitors to CCCA lands
4. Undertaking research on the flora and fauna throughout the Catfish Creek watershed
5. Undertaking research on surface water flow throughout the Catfish Creek watershed including flood forecasting and monitoring and related infrastructure.

12.0 Disposal

CCCA shall ensure that all records are completely and permanently removed from any Storage Device before being disposed of to ensure there is no possibility that the information can be retrieved by any other group(s) or individual(s).



Catfish Creek Conservation Authority Photographic and Video Monitoring and Surveillance Policy

+13.0 Failure to Comply with Policies/Legislation

CCCA staff are subject to discipline if they knowingly breach the policies within this document and/or the provisions set out in the Acts or other relevant statutes.

14.0 Agreements between CCCA and Service Providers

All contractors, consultants, and other professionals and laborers hired by CCCA to undertake various tasks are bound by the policies contained in this document as part of their regular duties. Individuals and/or organizations failing to comply with these policies are subject to termination of employment/cancellation of contract at no cost to CCCA and are liable for damages as permitted under law.

Upon completion of employment with CCCA and/or completion/termination of a contract, the service provider must:

1. Provide CCCA with a copy of all Photographic and Video Monitoring and Surveillance Records
2. Permanently destroy all Photographic and Video Monitoring and Surveillance Records that were collected on behalf of CCCA as part of the employment/contract.

15.0 Data Confidentiality

CCCA staff who are required to work with Photographic and Video Monitoring and Surveillance Systems and Photographic and Video Monitoring and Surveillance Records are required to sign a written document indicating they will treat all such systems and records as confidential. This will be in force even should their employment with CCCA be terminated.

Service providers are to sign a written document agreeing to treat information collected by Photographic and Video Monitoring and Surveillance Systems and/or contained in Photographic and Video Monitoring and Surveillance Records as confidential. This will be in force once the work has been completed and/or the employment / contract is terminated before the normal conclusion of the contracted services.

16.0 Breaches of Security

CCCA's Freedom of Information Coordinator shall be informed as soon as practical of any privacy breaches. This includes the loss of control of Photographic and Video Monitoring and Surveillance System(s) or video surveillance record(s).

Upon notification, the Freedom of Information Coordinator shall:

1. Determine if it is necessary to inform the IPCO of the security breach
2. Identify any changes needed to the security of Photographic and Video Monitoring and Surveillance System(s) and/or Photographic and Video Monitoring and Surveillance Records(s)
3. Implement the changes identified to correct the breach of security of the Photographic and Video Monitoring and Surveillance System(s) and/or Photographic and Video Monitoring and Surveillance Records(s) in a timely manner



Catfish Creek Conservation Authority

Photographic and Video Monitoring and Surveillance Policy

17.0 Training and Orientation

Training programs addressing staff obligations under the MFIPPA shall be conducted on a regular basis.

18.0 Policy Review

This policy shall be reviewed and updated if there is a substantive change or upgrade to the Photographic and Video Monitoring and Surveillance System and further reviewed every two (5) years or as required to reflect CCCA's operating practices related to Photographic and Video Monitoring and Surveillance Systems and/or Photographic and Video Monitoring and Surveillance Records.

REPORT FA 66/2023 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer
SUBJECT: Conservation Areas Workshop Conference
DATE: June 15, 2023

PURPOSE:

To approve staff attendance at the annual Conservation Areas Workshop.

DISCUSSION:

For 16 years, conservation professionals working in parks and open spaces, from the 36 member organizations within Conservation Ontario, have been gathering at the Conservation Areas Workshop (CAW). The workshop provides an opportunity and platform for engagement, sharing experiences and best practices, training, and collaboration. The CAW continues to provide an excellent source of knowledge to our participants through virtual opportunities. Workshop attendees come from the fields of conservation and land management, including planners, educators, foresters, park operations and enforcement officers and so many others that help to protect parks and open spaces. We discuss and share the challenges, collaborative efforts, lessons learned, and potential solutions for multi-dimensional issues that affect us all.

The Annual Conservation Areas Workshop on October 24-26 will be held at the Fern Resort in Orillia. The theme for 2023 is Back to the Future: Strong Foundations for Tomorrow's Growth.

This year Catfish Creek Conservation Authority has been asked to speak at one of the seminars in regards to our Maple Syrup Program. This usually also entails a discounted rate for the presenter so there will be some savings for the Conservation Areas Supervisor.

Early bird registration will be opening in August but unfortunately no event details or costs have been released yet. Costs have been relatively stable and comparative over the past several years at around \$460.00 per person. The General Manager is seeking permission now so staff do not miss the early bird registration which will be released in August.

RECOMMENDATION:

THAT, the Full Authority authorize two (2) staff members to attend the Annual Conservation Areas Workshop Conference in Orillia at the Fern Resort from October 24-26, 2023.



Dusty Underhill
General Manager / Secretary-Treasurer

Assisted with the uploading of Bianca Bourne, our Field Technician/ Gate Attendant. Bianca has completed some field inventories and well on shift in the gatehouse completes technical reports to back up the work she has done in the field.

Time was spent creating the basis for our land inventory. GIS components and other information still needs to be uploaded but the basis for the Inventory is well underway.

Completed a watershed tour for the board members highlighting some of the signature areas and showcasing some of the great work the CCCA does in the field on both privately owned and CA owned lands.

Prepared and completed the grand opening of the Three Sisters Stage. An excellent turn out was had we had planned for 30 patrons max and almost 50 people were in attendance. It was an excellent night and the family was very pleased with the evenings proceedings.

Attended a Lake Erie Region Source Protection Meeting as the LERMC Liaison. Provided an update to the members on the CCCA's Source Protection plan and provided an overview of how the campgrounds are doing and special projects we have completed such as the Prairie at the Tisdale CA.

Lindley street extension report was sent to Malahide Township and the Port Bruce Rate Payers highlighting some suggested remedies to alleviate inland floodwaters from that area of town.

Completed the Conservation Lands Tax Incentive Program registration for properties designated as such owned by the Authority.

Discussed the potential of reinstating the low water advisory committee with Peter Dragunas now that Low Water is a core mandate.

Attended a Conservation Ontario Council Meeting

Attended a 2-day General Managers meeting at the Kingbridge Center in Toronto. Day 1 was comprised of open discussions. Roundtables were held to discuss successes or precedents each CA has achieved recently. A group discussion was then conducted in regards to knowledge management, file management, opportunities, challenges, and success stories. Mandatory programs and services were discussed exemplifying each CA's approach etc. Discussed how to raise the collective profile in Stewardship, Green Infrastructure and Integrated Water Resource Management. Day 2 consisted of media training, the dos and don'ts and the what to say what not to says.

Submitted the July 1, 2023 Quarterly report to the MECP and to member municipalities as per the Mandatory Programs and Services Regulation.

Completed an overview on the new ERO in regards to updating floodplain mapping.

Met with westerly neighbor to the Johnson Tract who has concerns about some potential hazard trees. Staff are assessing the situation and creating a remedial plan of action.

Met with Jeff Spoor to provide recommendations in regards to Ice mitigation in Port Bruce for the 2023-2024 Flood Season.

Met with Justin Scallopini from PSD Citywide to discuss asset management plans and there costs etc. as that is a requirement under O.Reg 686/21, to be completed by December 31, 2024.

Assisted with the Community Services Recovery Fund Grant to get everything in motion. Internet tower is erected and we are currently using our new Uplink internet. The new sign has been ordered for the administration office and the new VOIP phone system will be installed in the near future.

Created the new Photographic Monitoring and Video Surveillance Protocol to meet the requirements of FIPPA and MIPPA.

Reviewed the Lake Erie Action Plan (LEAP)

Notified Malahide Township that the ice storage agreement with Ontario Parks was up for renewal and provided contact information etc. to township staff.

Completed the Ontario Southwest Tourism Survey which establishes how different sectors are doing in regards to business for the summer of 2023.

Met with staff, the Port Bruce Rate Payers and Pat Prodonavic to discuss the possibility of introducing some watershed modelling HEC-HMS which would assist the CCCA to provide a better flood outlook providing more notice before major events.

Met with southwesterly land owner to the Johnson Tract to discuss a row of dead Red Pine trees adjoining the property line. Staff have assessed situation and will cut what they can but an arborist will have to be called into complete the difficult ones.

Continual work and support to the Mandatory Land Inventory.

Gathering materials and information to start composing the Conservation Areas Strategy and the Watershed Strategy also mandatory documents under the Conservation Authorities Act to be completed by December 31, 2024.

Starting to talk budget, align the needs vs. the wants for the 2024 budgetary year.

Staff administration, and assistance to various departments as needed.

Catfish Creek Conservation Authority
Correspondence Register – June 1 – 30, 2023, July 1- 31, 2023

Date	Type	Agency	Topic
June 1, 2023	Email/ Response	Edible Journey	Re: The Edible Journey menu for June 22 Springwater event
	Email/ Response	RVCA	RVCA 2022 Annual Report
June 1, 2023	Email/ Response	MNRF	FHIMP Contact Change
June 1, 2023	Email/ Response	Malahide	Stage Inspection
June 2, 2023	Email/ Response	Ishmael Dohm	3311 Lakeview Drive
June 2, 2023	Email/ Response	GRCA	Catfish Creek SPA Liaison - June 22 SPC Meeting
June 2, 2023	Email/ Response	Gerard Schipper	Tisdale Agriculture Land
June 5, 2023	Email/ Response	Stephen Self	Stage Inspection
June 5, 2023	Email/ Response	Malahide	Inspection Report
June 5, 2023	Email/ Response	GRCA	SPA Liaison
June 6, 2023	Email/ Response	Rob Perry	Evans Sister Stage
June 6, 2023	Email/ Response	OPC	Path of Honor
June 7, 2023	Email	Waste Connections Canada	Garbage Contract
June 7, 2023	Email	MNRF	Ontario Low Water Products
June 8, 2023	Email/ Response	Tim Kelly	CCCA Group RRSP
June 8, 2023	Email/ Response	GRCA	SPA Meeting
June 8, 2023	Email	Oxford County	Notice of Public Consultation Centre (PCC) #2 for the Oxford County Water and Wastewater Master Plan
June 9, 2023	Email/ Response	Shari Dahmer	June LERMC Meeting
June 9, 2023	Email	Mayor G Jones	Response LERMC Meeting
June 9, 2023	Email/ Response	Donald Begg	Stage Opener
June 9, 2023	Email/ Response	MNRF	Section 39 Transfer Payment
June 9, 2023	Email/ Response	Morgaine Halpin	Interviews
June 9, 2023	Email/ Response	Alan Dale	Response LERMC Meeting
June 12, 2023	Email/ Response	Oxford County	Public Consultation
June 12, 2023	Email/ Response	Catherine Haag	Stage
June 12, 2023	Email/ Response	Paul Buchner	Signature for Section 39 Transfer Payment
June 13, 2023	Email	CO Angela Coleman	Don't Miss Out! Wage Funding and Training Courses Await You

June 13, 2023	Email	CO Angela Coleman	Canada Nature Fund call for proposals
June 13, 2023	Email/ Response	Vera Unich	Questions about stage opener
June 13, 2023	Email/ Response	Donald Begg	Photo of Three Sisters Stage
June 15, 2023	Email/ Response	PBRA	Lindley Street Proposal
June 16, 2023	Email/ Response	MNRF	CLTIP 2023 Application
June 16, 2023	Email/ Response	Ian Begg	Stage Grand Opener
June 16, 2023	Email/ Response	Central Elgin	Environment and Civics Committee
June 16, 2023	Email/ Response	Girard Engineering	Final Stage Inspection
June 16, 2023	Email/ Response	Donnie Ivey	Stage Opener
June 16, 2023	Email/ Response	Vera Unich	Stage Opener
June 16, 2023	Email	LERMC	Meeting details
June 16, 2023	Email	GRCA	Interim Member Appointment
June 19, 2023	Email	GSCA	GM Response Requested: Governance Accountability and Transparency Tracking
June 19, 2023	Email/ Response	CO	GM Meeting
June 19, 2023	Email/ Response	CO	PPS Consultation
June 19, 2023	Email/ Response	CO	Nature Smart Climate Solutions Funding Update
June 20, 2023	Email/ Response	The Edible Journey	Stage Opener
June 20, 2023	Email/ Response	Vera Unich	Stage Opener
June 21, 2023	Email/ Response	Central Elgin	Stage Opener Invite
June 21, 2023	Email/ Response	Malahide	Stage Clearance Letter
June 21, 2023	Email/ Response	Andrew Gunn	Stage Opener
June 21, 2023	Email	CO	Aggregate Resources Act Regulatory Requirements
June 21, 2023	Email/ Response	Central Elgin	Wrong Address
June 21, 2023	Email/ Response	ERCA	50 th Anniversary
June 21, 2023	Email/ Response	Ellen Lacroix	Stage opener
June 21, 2023	Email/ Response	CO	ACTION REQUIRED: Conservation Ontario (CO) Council Meeting Agenda - June 26, 2023
June 21, 2023	Email/ Response	CCA	General Managers Meeting
June 22, 2023	Email/ Response	Elgin County	Warden Conformation for stage opener
June 22, 2023	Email	MNRF	Municipal levy Apportionment

June 22, 2023	Email/ Response	Janet Ivey GRCA	Source Water Protection meeting
June 22, 2023	Email/ Response	MNRF	Supporting materials for budgets
June 22, 2023	Email/ Response	LERMC	Meeting to review interim progress report
June 22, 2023	Email/ Response	Ian Begg	Walking outdoors and health
June 23, 2023	Email/ Response	Stephen Self	Concrete sign off for the stage
June 23, 2023	Email	CO	Healthy Hikes Campaign
June 23, 2023	Email	CO	Review of PPS and Growth Plan
June 26, 2023	Email/ Response	SWOX	Whaley Drain Branch A
June 26, 2023	Email/ Response	TRUE Consulting	PBRA HEC HMS meeting
June 26, 2023	Email/ Response	MNRF	Confirmation of progress report
June 28, 2023	Email/ Response	CO	Flooding on TVO
June 26, 2023	Email/ Response	United Way	Branding Toolkit
June 29, 2023	Email/ Response	CVCA	Volunteer Awards
June 26, 2023	Email	Integrity IT	Support
June 26, 2023	Email/ Response	Arthur Oslach	Springwater Trail Maintenance
June 26, 2023	Email/ Response	Astra Software	Upgrades for SPW
June 30, 2023	Email/ Response	LERMC	Interim Progress Report, Financial Update
July 4, 2023	Email/ Response	Ian Begg	Drone footage for stage
July 4, 2023	Email/ Response	MNRF	Release of Proposed Technical Bulletin: Data Survey and Mapping Specifications
July 5, 2023	Email/ Response	MECP	Updated Stream Monitoring
July 5, 2023	Email	Recycling Rewards	Presentation and agreement
July 5, 2023	Email/ Response	Elgin County	Release of Proposed Technical Bulletin: Data Survey and Mapping Specifications
July 5, 2023	Email/ Response	United Way	CSRF Update
July 6, 2023	Email	CO	Technical Bulletin – Flooding Hazards: Data Survey and Mapping Specifications (ERO#019-4706).
July 6, 2023	Email/ Response	TRUE Consulting	Floodplain Mapping
July 6, 2023	Email/ Response	Dave Blatz	Property Inquiry

July 6, 2023	Email/ Response	Bowsher and Bowsher	Property Inquiry
July 7, 2023	Email/ Response	Ian Begg	Stage Dedication
July 7, 2023	Email/ Response	Andrew Gunn	Final Interviews
July 7, 2023	Email	DFO	Publication of Proposed Management Plan for Northern Sunfish on the Species at Risk Public Registry
July 7, 2023	Email/ Response	MNRF	FHIMP Progress Update
July 7, 2023	Email/ Response	MNRF	Seeking permission again to live-trap wildlife for MNRF's Covid surveillance project
July 7, 2023	Email/ Response	CO	Request for Expression of Interest from CAs to develop Steps to Flood Hazard Mapping Factsheets
July 7, 2023	Email/ Response	United Way	Meeting to discuss grant progression
July 7, 2023	Email/ Response	Stephen Self	Stage Sign Off
July 11, 2023	Email/ Response	United Way	Grant Progression
July 12, 2023	Email/ Response	MNRF	FHIMP Report on Progress
July 12, 2023	Email/ Response	FDO	TRF Final Claims
July 12, 2023	Email/ Response	CO	Conservation Ontario Submission: Aggregate Resources Act Regulatory and Policy Proposal
July 12, 2023	Email/ Response	Malahide	Ice Mitigation
July 12, 2023	Email/ Response	CO	Final Standard Operating Procedures for CA Officers for CA Consideration
July 12, 2023	Email/ Response	LPRCA	Hybrid Work Schedules
July 13, 2023	Email	CRA	New Mail
July 13, 2023	Email/ Response	Malahide	Ice Storage
July 14, 2023	Email	RVCA	Municipal Drains
July 14, 2023	Email/ Response	CO	Announcement of Climate Change Adaptation Program and information Webinar
July 14, 2023	Email/ Response	MNRF	Progress Update
July 14, 2023	Email/ Response	DFO	RE: Publication of Proposed Management Plan for Northern Sunfish on the Species at Risk Public Registry

July 14, 2023	Email	CO	Weekly Updates
July 14, 2023	Email/ Response	DFO	Action: Invitation to meet with Fisheries and Oceans Canada (DFO) to discuss Restoration Priorities in the Lake Erie Watershed (July 26 or August 17, 2023)
July 17, 2023	Email/ Response	Stephen Self	Sign Off Letter
July 17, 2023	Email/ Response	United Way	CSRF Update/ Media Release Process
July 17, 2023	Email/ Response	Uplink	Network setup
July 18, 2023	Email	Waste Connections	Waste Connections Follow Up
July 18, 2023	Email/ Response	MNRF	FHIMP Application
July 18, 2023	Email/ Response	LERMC	Lake Erie Region Management Committee Meeting
July 19, 2023	Email	Green Jobs	Funding Application
July 19, 2023	Email/ Response	Citywide	Assert Management Plan
July 19, 2023	Email/ Response	MVCA	Provincial Policy Statement comments
July 19, 2023	Email/ Response	Andrea Loughlean	Fire Training SPW pond
July 19, 2023	Email/ Response	MNRF	Kendra Chapman
July 19, 2023	Email/ Response	CO	Media Relations Training Materials
July 20, 2023	Email	ECCC	Recovery plan documents
July 21, 2023	Email/ Response	Ron Casier	Spraying
July 21, 2023	Email	LTVCA	Data Surveying and Mapping
July 24, 2023	Email/ Response	Elgin County	Data Surveying and Mapping
July 24, 2023	Email/ Response	CO	Healthy Hikes Campaign
July 24, 2023	Email/ Response	LEAP	Implementation Team
July 25, 2023	Email/ Response	McFarland Rowland	Auto Policy Amendment
July 25, 2023	Email/ Response	Central Elgin	Environmental and Civics Committee
July 25, 2023	Email/ Response	OSTRF	Industry Survey
July 26, 2023	Email/ Response	GSCA	Education Programming
July 26, 2023	Email/ Response	Health Unit	Section 2, Drinking Water
July 27, 2023	Email/ Response	ECO Canada	RE: Update on Your Funding Application
July 28, 2023	Email/ Response	Martins Safety Training	Invoice PAID