

CATFISH CREEK CONSERVATION AUTHORITY

Mission Statement

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

**A Full Authority meeting is to be held on
Thursday, September 14, 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 #FA06/2023 (August 8, 2023) 3-8
- 7) Business Arising from Minutes
- 8) Public / Special Delegations
- 9) Reports:
 - a) Reports FA 67-70/2023 - Monthly Staff Reports 9-13
(Peter Dragunas, Gerrit Kremers, Al Bradford, Brittany Bell)
 - b) Report FA 71/2023 - August Summary of Revenue & Expenditures 14-15
(Susan Simmons)
 - d) Report FA 72/2023 - Accounts Paid 16
(Susan Simmons)
 - e) Report FA 73/2023 - 2024 Budget Direction 17-22
(Dusty Underhill)

10) General Manager / Secretary-Treasurer's Report	23
(Dusty Underhill)	
11) Unfinished Business	
12) Chairperson's / Board Member's Report	
13) Notice of Motions / New Business:	
14) Correspondence:	
a) Copied:	
- Proposal to return lands in Ajax to the Greenbelt	24-25
b) Not Copied:	
- Correspondence Register for August, 2023	26-27
15) Closed Session	
16) Next Meeting of the Full Authority: October 12, 2023	
17) Termination	

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

Thursday, August 10, 2023

Meeting #06/2023

PRESENT:

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

STAFF:

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

ABSENT:

Scott Lewis	Member	Township of Malahide
Gerrit Kremers	Resource Planning Coordinator	

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 # 68/2023</u>	M. Halpin	A. Oslach	CARRIED
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THAT, the Agenda for the August 10, 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 # 69/2023

G. Clarke

A. Oslach

CARRIED

THAT, the Minutes of Full Authority Meeting #05/2023 (June 8, 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 52 to FA 55/2023 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 70/2023

G. Clarke

M. Halpin

CARRIED

THAT, Staff Reports FA 52 to FA 55 for the months of June and July, 2023, be noted and filed.

Report FA 56/2023 – June Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 71/2023

A. Oslach

G. Clarke

CARRIED

THAT, Report FA 56/2023 (June Summary of Revenue and Expenditures), be noted and filed.

Report FA 57/2023 – July Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 72/2023

G. Clarke

A. Oslach

CARRIED

THAT, Report FA 57/2023 (July Summary of Revenue and Expenditures), be noted and filed.

Report FA 58/2023 – Accounts Paid, was presented, discussed, and resolved.

Motion # 73/2023

M. Halpin

G. Clarke

CARRIED

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

Report FA 59/2023 – Catfish Creek Channel Sounding was presented, discussed, and resolved.

Motion # 74/2023

A. Oslach

G. Clarke

CARRIED

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

Report FA 60/2023 – Springwater Pond Sounding, was presented, discussed, and resolved.

Motion # 75/2023 G. Clarke A. Oslach CARRIED

THAT, the Springwater Pond Sounding and observation described in Report FA 60/2023, be received as information as this time.

Report FA 61/2023 – Transition Plan Progress Report, was presented, discussed, and resolved.

Motion # 76/2023 G. Clarke M. Halpin CARRIED

THAT, Report No. FA 61/2023 Conservation Authorities Act Transition Quarterly Progress Report Ontario Regulation 687/21: Transition Plan and Agreements for Programs and Services be received as information.

Report FA 62/2023 –Conservation Ontario Council Meeting, was presented, discussed, and resolved.

Motion # 77/2023 A. Oslach G. Clarke CARRIED

THAT, Report FA 62/2023, Conservation Ontario Council Meeting, be received as information at this time.

Report FA 63/2023 –Technical Bulletin: Flooding Hazards: Data Survey and Mapping Specifications, was presented, discussed, and resolved.

Motion # 78/2023 G. Clarke A. Oslach CARRIED

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

Report FA 64/2023 – Approved Section 28 Regulations Applications, was presented, discussed, and resolved.

Motion # 79/2023 A. Oslach M. Halpin CARRIED

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

Report FA 65/2023 – Catfish Creek Conservation Authority Photographic, Video Monitoring and Surveillance Policy, was presented, discussed, and resolved.

Motion # 80/2023 G. Clarke A. Oslach CARRIED

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

Report FA 66/2023 –Conservation Areas Workshop Conference was presented, discussed, and resolved.

Motion # 81/2023

G. Clarke

M. Halpin

CARRIED

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.

GENERAL MANAGERS REPORT:

- Assisted with the uploading of Bianca Bourne, our Field Technician/Gate Attendant. Bianca has completed some field inventories, and while on shift in the gatehouse Bianca 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 evening's 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 adjoing 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.

<u>Motion # 82/2023</u>	G. Clarke	A. Oslach	CARRIED
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THAT, the Correspondence Registers for June and July, 2023, be noted and filed.

<u>Motion # 83/2023</u>	A. Oslach	G. Clarke	CARRIED
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THAT, the Full Authority adjourn to Closed Session at 11:02 a.m.

<u>Motion # 84/2023</u>	M. Halpin	G. Clarke	CARRIED
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THAT, the Full Authority rise with report at 11:12 a.m.

<u>Motion # 85/2023</u>	M. Halpin	A. Oslach	CARRIED
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THAT, the Personnel/Finance Committee be given the power to deal with any urgent business in regards to Finances or Personnel matters that may arise prior to the next Full Authority meeting.

<u>Motion # 86/2023</u>	A. Oslach	G. Clarke	CARRIED
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THAT, the Committee of the Whole recommend to the Full Authority to approve hiring Shelby Martin on a contract basis until December 31/2023 and further;

THAT, the Customer Services Clerk contract be renewed on an annual basis on completion of a successful performance appraisal in accordance to CCCA's Personnel Policy.

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, September 14, 2023, commencing at 10:00 a.m.

Motion # 87/2023

G. Clarke

A. Oslach

CARRIED

THAT, the Full Authority be terminated at 11:19 a.m.



General Manager / Secretary –Treasurer

Authority Chairperson

REPORT 67/2023 To The Full Authority

FROM: Water Management Technician
SUBJECT: Monthly Staff Report for the Months of June and July
DATE: August 31, 2023

Water Management Technician

Current Activities:

- Meeting with Township of Malahide staff, Jeff Spoor, Director of Fire and Emergency Services, Ryan DeSutter, Roads and Construction Manager, and CCCA Flood Management Staff Dusty Underhill, General Manager/Secretary-Treasurer, and Gerrit Kremers, Resource Planning Coordinator regarding 2023-2024 CCCA ice and flood mitigation strategy for Port Bruce.
- Replied to questions from the Port Bruce Rate Payers Association (PBRA) and Port Bruce residents regarding new flood line mapping, flood forecasting tools, procedures and protocols at Port Bruce.
- Review and updates of CCCA flood management, ice management and watershed administrative area plans.
- Compilation of Catfish Creek Conservation Authority, Flood and Ice Management, Provincial Mandate Brochure.
- Continued collection of historical precipitation, riverine stage and flow data for climate change recurrence relationships in relation to low and high water.
- Continued revisions, assessments, benchmark and threshold verifications/implementations for the 2023 Ontario Low Water Response Program.
- Monitoring the Catfish Creek Conservation Authority (CCCA) administrative area for low water.

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.
- Continued updates of CCCA flood, ice management and watershed administrative area plans.

Recommendation:

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



Peter Dragnas
Water Management Technician

REPORT FA 68/2023: To The Full Authority

FROM: Gerrit Kremers

SUBJECT: August Monthly Staff Report

DATE: September 7, 2023

Resource Planning Coordinator

Current Activities:

- Met with landowner to discuss 2024 tree planting on their property;
- Finished 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 host 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 municipaltly staff and private landowners to discuss potential development projects within or adjacent to natural hazard features;
- Participated in public municipal drainage meeting with local drainage superintendent and landowners;
- Along with fellow CCCA staff meet with Malahide staff to discuss upcoming flood season and flood procedures;
- Assisted/learned Provincial Water Quality Management Network (PWQMN) sampling techniques to conduct future sampling;

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;
- Elgin Clean Water Program (ECWP) committee meeting for 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 month of August, 2023, be noted and filed.



Gerrit Kremers
Resource Planning Coordinator

REPORT FA 69/2023: To The Full Authority

FROM: Al Bradford

SUBJECT: Monthly Staff Report

DATE: August, 2023

Conservation Areas Supervisor

Current Activities:

- Met with Geothermal company regarding options at Springwater schoolhouse
- Met with Uplink and CCCA staff regarding the new phone system and install
- Went with the Financial Services Coordinator to LPCA and met with Brandon Good to learn about the current Camis software
- The Financial Services Coordinator and I met with Camis on Teams to discuss further implementation of the system
- Teams Meeting regarding the CA Workshop and the Maple Syrup info session I will be assisting on
- My staff completed the fence and gates at the tower and compound within the campgrounds
- Education programming for the YMCA Camps being held at Springwater
- Attended a Drainage meeting with the Resource Planning Coordinator, which involves a clean out on our property
- Started preparing for finding a replacement for the Conservation Areas Assistant position
- Starting to plan for late September/October memorial tree planting and also installation of our memorial benches Springwater Conservation Area
- Steelway hosted their annual company picnic here at Springwater CA, which ended with a great fireworks display
- Hosted numerous events through the month of August at Springwater CA (weddings, company picnics, group camping) as well a number of transient campers
- Provided customer service to visitors, seasonal & transient campers
- Spoke with the Canadian Armed Forces Transition Station with regards to potentially accepting a volunteer on their return to work program
- Inventory of items throughout the CA that are in need of repair
- Ongoing repairs and maintenance throughout our properties (picnic table repairs/water tap repairs/hazard tree removal/trail work)
- 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)
- Ongoing priority lists of items to complete throughout Conservation Areas
- Gathering examples of various signage from other parks and to help with ideas from updating our signage here at Springwater CA ongoing looking for potential funding for electrical upgrades throughout our Comfort Stations within the park

- New signage for the administration office has started and will be installed this fall
- Daily emails, phone calls, site meetings, obtaining quotes (for projects/jobs)

Upcoming Activities (September):

- Preparation for numerous events at Springwater CA for the month of September
- Preparation for campground shut down come October
- Preparation for Marsh Quest and Carolinian Forest Festival
- Site Visit for Conservation Areas Workshop on Sept 27/23

Recommendation:

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



Al Bradford,
Conservation Areas Supervisor

REPORT FA 70/2023: To The Full Authority

FROM: Brittany Bell
SUBJECT: Monthly Staff Report
DATE: August, 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
- Met with numerous couples that would like to rent the schoolhouse for weddings next year
- Working on implementing the new phone system (mapping out phone menus)
- Along with the Conservation Areas Supervisor, met with individuals hosting upcoming events
- Communications for CCCA duties
- Assisted in designing a new brochure – “Flood and Ice Management Provincial Mandates” for the CCCA.

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
- Springwater Pride

Recommendation:

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



Brittany Bell
Program Support Assistant

REPORT FA 71/2023 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures - June
 DATE: August 31, 2023

SUMMARY OF REVENUE

for the period ending August 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	\$ 252,185.01	\$ 120,782.01	\$ 204,212.08
Employment Program Grants	\$ 20,000.00	\$ 10,024.00	\$ (9,976.00)	\$ 7,581.20
Municipal General Levies	\$ 405,939.78	\$ 350,064.09	\$ (55,875.69)	\$ 306,816.24
Special Benefiting Levies	\$ -	\$ -	\$ -	\$ 7,900.00
Donations/Sponsorships	\$ 34,300.00	\$ 29,916.39	\$ (4,383.61)	\$ 38,486.08
Conservation Areas Revenue	\$ 709,800.00	\$ 649,479.72	\$ (60,320.28)	\$ 618,785.93
Maple Syrup Revenue	\$ 32,100.00	\$ 61,361.47	\$ 29,261.47	\$ 7,234.70
Bank Interest Earned	\$ 3,000.00	\$ 15,703.94	\$ 12,703.94	\$ 463.30
Education Programs	\$ 1,220.00	\$ 2,212.00	\$ 992.00	\$ 2,452.00
Legal Inquiries/Permit Applications	\$ 7,500.00	\$ 4,398.27	\$ (3,101.73)	\$ 6,389.39
Watershed Stewardship	\$ 7,750.00	\$ 11,190.32	\$ 3,440.32	\$ 23,100.18
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	\$ 10,328.16	\$ (35,564.84)	\$ 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	\$ -	\$ -	\$ -	\$ -
	<u>\$ 1,696,669.85</u>	<u>\$ 1,489,822.44</u>	<u>\$ (206,847.41)</u>	<u>\$ 1,275,163.75</u>

DONATIONS/SPONSORSHIPS	2023 Budget	Received To Date	Difference
Annual Report	\$ 1,000.00	\$ 1,000.00	\$ -
Environmental Education	\$ 500.00	\$ 320.00	\$ (180.00)
EESS ELP	\$ 6,000.00	\$ -	\$ (6,000.00)
Commemorative Forest	\$ 300.00	\$ 240.00	\$ (60.00)
Springwater C.A. Firewood	\$ -	\$ 2,200.00	\$ 2,200.00
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	\$ 7,079.22	\$ (12,920.78)
Archie Coulter C.A. Trails	\$ 2,000.00	\$ 1,791.66	\$ (208.34)
YNHA	\$ 2,000.00	\$ 1,685.51	\$ (314.49)
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	\$ 29,916.39	\$ (4,383.61)

REPORT FA 71/2023 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures - June
 DATE: August 31, 2023

SUMMARY OF EXPENDITURES

for the period ending August 31, 2023

	2023 Budget	2023 To Date	Difference	2022 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$145,739.31	\$ 98,271.24	\$ (47,468.07)	\$ 116,433.04
2 FLOOD FORECASTING & WARNING	\$298,347.99	\$ 191,560.40	\$ (106,787.59)	\$ 134,766.57
3 DROUGHT AND LOW WATER RESPONSE	\$16,989.59	\$ 10,521.76	\$ (6,467.83)	\$ 9,000.67
4 ICE MANAGEMENT	\$24,223.56	\$ 16,750.71	\$ (7,472.85)	\$ 12,010.48
5 INFRASTRUCTURE (Dam)	\$24,921.85	\$ 18,070.36	\$ (6,851.49)	\$ 10,204.98
6&7 ACT REVIEWS & PLAN REVIEW	\$4,877.68	\$ 2,924.92	\$ (1,952.76)	\$ 5,294.21
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$45,803.38	\$ 31,302.42	\$ (14,500.96)	\$ 30,034.63
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$83,078.73	\$ 51,487.95	\$ (31,590.78)	\$ 34,184.54
12 WATER QUALITY (PGMN & PSMP)	\$12,487.14	\$ 13,338.09	\$ 850.95	\$ 8,699.60
13 SOURCE PROTECTION	\$5,947.09	\$ 4,180.65	\$ (1,766.44)	\$ 4,118.44
SUB TOTAL: MANDATED PROGRAMS Expenditures	\$662,416.32	\$438,408.50	-\$224,007.82	\$364,747.16
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	\$35,597.00	\$ 14,975.11	\$ (20,621.89)	\$ 110,403.51
EDUCATION PROGRAMS	\$7,720.00	\$ 723.14	\$ (6,996.86)	\$ 944.20
SPECIAL PROJECTS	\$1,500.00	\$ 5,461.91	\$ 3,961.91	\$ 2,309.29
C.A. DEVELOPMENT PROJECTS	\$99,075.00	\$ 125,316.96	\$ 26,241.96	\$ 76,497.72
OTHER CAPITAL PROJECTS	\$0.00	\$ 7,152.33	\$ 7,152.33	\$ 76,497.72
MAPLE SYRUP PROGRAM	\$83,662.37	\$ 79,858.53	\$ (3,803.84)	\$ 3,075.38
SPRINGWATER CONSERVATION AREA	\$710,806.16	\$ 498,166.82	\$ (212,639.34)	\$ 386,387.11
VEHICLE & EQUIPMENT OPERATIONS	\$95,893.00	\$ 62,030.00	\$ (33,863.00)	\$ 27,546.06
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,034,253.53	\$793,684.80	-\$240,568.73	\$683,660.99
AMORTIZATION	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,696,669.85	\$ 1,232,093.30	\$ (464,576.55)	\$ 1,048,408.15

Susan Simmons

Susan Simmons,
Financial Services Coordinator

REPORT FA 72/2023 : TO THE FULL AUTHORITY

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

VENDOR	CHQ #	TOTAL	EXPLANATION
McDougall, Margo	31522	\$ 500.00	Student Scholarship Winner
Bell, Brittany	31523	\$ 355.76	store product for resale
Aaroc Aggregates And Recycling	31524	\$ 211.88	campground maintenance
Passport Labs, Inc	31525	\$ 9.10	mobile parking app fees
VOIDED	31526		
CIBC Visa	Online	\$ 93.52	CS - stationery & office supplies
CIBC Visa	Online	\$ 51.00	CS - Internet services
CIBC Visa	Online	\$ 24.28	CS - Meeting Expenses
CIBC Visa	Online	\$ 71.03	Plan Input - internet services
CIBC Visa	Online	\$ 45.20	Woodlot Management - OWA membership renew
CIBC Visa	Online	\$ 5,885.60	Other Capital Projects - ERB Signs
CIBC Visa	Online	\$ 708.20	SPW Supplies - general
CIBC Visa	Online	\$ 70.07	SPW maintenance - computer support
CIBC Visa	Online	\$ 271.20	SPW Maintenance - Water System
CIBC Visa	Online	\$ 1,466.60	SPW - Store Product For Resale
CIBC Visa	Online	\$ 333.74	SPW - Special Events - Colour Run
De Lage Landen Financial Services Can	Online	\$ 111.87	postage metre rental
Telus Mobility	Online	\$ 397.21	mobile phones
Eastlink	Online	\$ 889.79	phone, fax line, gauges
Genesys IT Solutions	31527	\$ 8,305.28	downpayment on VoIP phone system
Bell Canada	Cash	\$ 102.72	gauge
Hydro One	Cash	\$ 12,225.87	campground, operations centre, gauges
Waste Connections of Canada Inc.	Cash	\$ 1,391.42	campground maintenance
Aylmer Express Limited	31528	\$ 188.71	SPW advertising - general
Aylmer Home Building Centre	31529	\$ 219.00	campground maintenance
Aylmer Home Hardware	31530	\$ 173.91	campground supplies
Aylmer Tire	31531	\$ 894.09	equipment maintenance
Canadian IPG Corporation	31532	\$ 814.76	campground supplies
Checkers Cleaning Supply	31533	\$ 938.74	campground supplies
DC Buck Engineering Corporation	31534	\$ 2,090.50	Other Capital Projects & SPW CA Development
Delta Power Equipment Ltd.	31535	\$ 106.87	equipment maintenance
Dowler-Karn Limited	31536	\$ 914.01	equipment fuel
Elgin Pure Water	31537	\$ 317.98	campground maintenance
EMCO Corporation	31538	\$ 438.54	campground supplies
Erie Excavating & Liquid Waste Remova	31539	\$ 2,034.00	campground maintenance
Febrey, Emily	31540	\$ 400.00	Guided Hikes Interpreter for SPW Pride
Genesys IT Solutions	31541	\$ 5,130.19	balance of fees for VoIP phone system
H. Broer Equipment Sales & Service Inc.	31542	\$ 18.46	equipment maintenance
Hyde Park Equipment Ltd.	31543	\$ 44.12	equipment maintenance
Integrity IT Services	31544	\$ 366.97	computer network admin
K&K Locksmiths	31545	\$ 392.11	campground supplies
Ken Jones Signs	31546	\$ 254.25	campground supplies
Koolen Electric	31547	\$ 1,976.28	campground maintenance
London Quality Dairy and Wholesale	31548	\$ 1,872.60	store product for resale
M Live Bait Wholesale	31549	\$ 237.30	store product for resale
Purolator Courier	31550	\$ 15.55	courier fees
R Safety	31551	\$ 371.60	campground supplies
Scott Lewis Auto	31552	\$ 829.13	equipment maintenance
Silverthorn Landscape Supplies	31553	\$ 135.60	campground supplies
Stephen Self Engineering	31554	\$ 2,353.79	Maple Pavilion final inspection
That Tree Guy	31555	\$ 395.50	campground maintenance
Township of Malahide	31556	\$ 499.14	installments 3&4 Property Tax
TRUE Consulting LTD	31557	\$ 7,593.60	Floodplain Mapping Study - Port Bruce
Union Sports Sales Limited	31558	\$ 690.15	uniforms
Glenbriar Bottled Water Co. Ltd.	31559	\$ 108.92	water cooler service
		\$ 66,337.71	

RECOMMENDATION:

THAT, Accounts Paid totalling **\$66,337.71** , be approved as presented in Report FA 72/2023

Susan Simmons

Susan Simmons,
 Financial Services Coordinator

REPORT FA 73/2023: **To The Full Authority**

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

SUBJECT: 2024 Budget Direction

DATE: August 28, 2023

Purpose:

To seek input from the CCCA Board of Directors with regard to the CCCA 2024 Draft Budget.

Background:

In preparation for CCCA's 2024 Budget, staff are seeking direction from the Board of Directors.

The 2024 Budget will be affected by several factors including Cost of Living (CPI) increase and Salary Increases (increment adjustments), as well as the Municipal Levy Rate.

Analysis of the factors included in the 2024 Budget is as follows:

Cost of Living (CPI):

Staff have prepared the attached spreadsheet listing several options for a CPI increase based on the index for the Board's review. For 2023, staff received a (6.5%) CPI increase.

Salary Increases:

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

Levy Rate:

Staff have prepared the attached spreadsheets showing options for the levy increase from (9%, 10%, 12% and 20%).

General Insurance Policy:

Staff are anticipating an increase in general insurance premiums of up to 20% which amounts to an increase of approximately \$14,207.26

Program Expenses:

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

In the 2023 Budget, there was an approximate shortfall of \$223,047.54 in funding necessary to deliver the mandatory programs and services. In the 2022 Final Report, there was an approximate shortfall of \$130,942.46.


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

Recommendation:

THAT the Full Authority approve the preparation of a 2024 Draft Budget that includes
A levy increase of ____% and Consumer Price Index increase to the 2024 Salary Grid at ____%.



Dusty Underhill,
Acting General Manager/Secretary-Treasurer



Susan Simmons
Financial Services Coordinator

CATFISH CREEK CONSERVATION AUTHORITY
2023 MUNICIPAL GENERAL LEVY
SUMMARY OF INCREASE OPTIONS

Municipality	2023 General Levy	General Levy Increase @ 9%	2023 General Levy at 9%	General Levy Increase @ 10%	2023 General Levy @ 10%	General Levy Increase @ 11%	2023 General Levy @ 11%	General Levy Increase @ 12%	2023 General Levy @ 12%	General Levy Increase @ 20%	2023 General Levy @ 20%
Aylmer, Town of	\$ 95,330.68	8,579.76	\$ 103,910.44	10,391.04	\$ 114,301.48	12,573.16	\$ 126,874.64	15,224.96	\$ 142,099.60	28,419.92	\$ 170,519.52
Central Elgin, Municipality of	\$ 104,148.88	9,373.40	\$ 113,522.28	11,352.23	\$ 124,874.51	13,736.20	\$ 138,610.70	16,633.28	\$ 155,243.99	31,048.80	\$ 186,292.78
Malahide, Township of	\$ 137,282.13	12,355.39	\$ 149,637.52	14,963.75	\$ 164,601.28	18,106.14	\$ 182,707.42	21,924.89	\$ 204,632.31	40,926.46	\$ 245,558.77
South-West Oxford, Township of	\$ 12,862.33	1,157.61	\$ 14,019.94	1,401.99	\$ 15,421.94	1,696.41	\$ 17,118.35	2,054.20	\$ 19,172.55	3,834.51	\$ 23,007.06
St. Thomas, City of	\$ 22,797.80	2,051.80	\$ 24,849.60	2,484.96	\$ 27,334.56	3,006.80	\$ 30,341.37	3,640.96	\$ 33,982.33	6,796.47	\$ 40,778.80
	\$ 372,421.82	33,517.96	\$ 405,939.78	40,593.98	\$ 446,533.76	49,118.71	\$ 495,652.48	59,478.30	\$ 555,130.77	111,026.15	\$ 666,156.93

STATISTICS CANADA

C.P.I. - 2023

January	2022	5.10%
February	2022	5.70%
March	2022	6.70%
April	2022	6.80%
May	2022	7.70%
June	2022	8.10%
July	2022	7.60%
August	2022	7.00%
September	2022	6.90%
October	2022	6.90%
November	2022	6.80%
December	2022	6.30%
January	2023	5.90%
February	2023	5.20%
March	2023	4.30%
April	2023	4.40%
May	2023	3.40%
June	2023	2.80%
July	2023	3.30%
August	2023	
September	2023	
October	2023	
November	2023	
December	2023	

6.07% June 2022 - May, 2023

5.27% August 2022 - July, 2023

12 Months

January 2023 - December, 2023

Release Date
2022-09-20
2022-10-19
2022-11-16
2022-12-21
2023-01-17
2023-02-21
2023-03-21
2023-04-18
2023-05-16
2023-06-27
2023-07-18
2023-08-15

* as indicated on the Statistics Canada website:

www.statcan.gc.ca

CATFISH CREEK CONSERVATION AUTHORITY

PROPOSED SALARY GRID ADJUSTMENT REPORT FOR 2023 SALARIES

POSITION	Level	OPTION A			OPTION B			OPTION C		
		Actual 2023 (3% intervals)	Proposed CPI Increase (5.0%)	Proposed 2024 Salaries	Proposed CPI Increase (6.0%)	Proposed 2024 Salaries	Proposed CPI Increase (7.0%)	Proposed 2024 Salaries	Proposed CPI Increase (7.0%)	Proposed 2024 Salaries
General Manager/Secretary-Treasurer Grade 12 Job Classification	6	\$ 110,734.10	\$ 5,536.70	\$ 116,270.80	\$ 6,644.05	\$ 117,378.14	\$ 7,751.39	\$ 118,485.48	\$ 7,751.39	\$ 118,485.48
	5	\$ 107,508.83	\$ 5,375.44	\$ 112,884.27	\$ 6,450.53	\$ 113,959.36	\$ 7,525.62	\$ 115,034.45	\$ 7,525.62	\$ 115,034.45
	4	\$ 104,377.51	\$ 5,218.88	\$ 109,596.38	\$ 6,262.65	\$ 110,640.16	\$ 7,306.43	\$ 111,683.93	\$ 7,306.43	\$ 111,683.93
	3	\$ 101,337.39	\$ 5,066.87	\$ 106,404.25	\$ 6,080.24	\$ 107,417.63	\$ 7,093.62	\$ 108,431.00	\$ 7,093.62	\$ 108,431.00
	2	\$ 98,385.81	\$ 4,919.29	\$ 103,305.10	\$ 5,903.15	\$ 104,288.96	\$ 6,887.01	\$ 105,272.82	\$ 6,887.01	\$ 105,272.82
	1	\$ 95,520.20	\$ 4,776.01	\$ 100,296.21	\$ 5,731.21	\$ 101,251.42	\$ 6,686.41	\$ 102,206.62	\$ 6,686.41	\$ 102,206.62
	0	\$ 92,738.06	\$ 4,636.90	\$ 97,374.97	\$ 5,564.28	\$ 98,302.35	\$ 6,491.66	\$ 99,229.73	\$ 6,491.66	\$ 99,229.73
Conservation Areas Supervisor Grade 8 Job Classification	6	\$ 81,291.80	\$ 4,064.59	\$ 85,356.39	\$ 4,877.51	\$ 86,169.31	\$ 5,690.43	\$ 86,982.23	\$ 5,690.43	\$ 86,982.23
	5	\$ 78,924.08	\$ 3,946.20	\$ 82,870.29	\$ 4,735.44	\$ 83,659.53	\$ 5,524.69	\$ 84,448.77	\$ 5,524.69	\$ 84,448.77
	4	\$ 76,625.32	\$ 3,831.27	\$ 80,456.59	\$ 4,597.52	\$ 81,222.84	\$ 5,363.77	\$ 81,989.10	\$ 5,363.77	\$ 81,989.10
	3	\$ 74,393.52	\$ 3,719.68	\$ 78,113.19	\$ 4,463.61	\$ 78,857.13	\$ 5,207.55	\$ 79,601.06	\$ 5,207.55	\$ 79,601.06
	2	\$ 72,226.72	\$ 3,611.34	\$ 75,838.05	\$ 4,333.60	\$ 76,560.32	\$ 5,055.87	\$ 77,282.59	\$ 5,055.87	\$ 77,282.59
	1	\$ 70,123.02	\$ 3,506.15	\$ 73,629.18	\$ 4,207.38	\$ 74,330.41	\$ 4,908.61	\$ 75,031.64	\$ 4,908.61	\$ 75,031.64
	0	\$ 68,080.61	\$ 3,404.03	\$ 71,484.64	\$ 4,084.84	\$ 72,165.44	\$ 4,765.64	\$ 72,846.25	\$ 4,765.64	\$ 72,846.25
Financial Services Coordinator Grade 8 Job Classification	6	\$ 81,291.80	\$ 4,064.59	\$ 85,356.39	\$ 4,877.51	\$ 86,169.31	\$ 5,690.43	\$ 86,982.23	\$ 5,690.43	\$ 86,982.23
	5	\$ 78,924.08	\$ 3,946.20	\$ 82,870.29	\$ 4,735.44	\$ 83,659.53	\$ 5,524.69	\$ 84,448.77	\$ 5,524.69	\$ 84,448.77
	4	\$ 76,625.32	\$ 3,831.27	\$ 80,456.59	\$ 4,597.52	\$ 81,222.84	\$ 5,363.77	\$ 81,989.10	\$ 5,363.77	\$ 81,989.10
	3	\$ 74,393.52	\$ 3,719.68	\$ 78,113.19	\$ 4,463.61	\$ 78,857.13	\$ 5,207.55	\$ 79,601.06	\$ 5,207.55	\$ 79,601.06
	2	\$ 72,226.72	\$ 3,611.34	\$ 75,838.05	\$ 4,333.60	\$ 76,560.32	\$ 5,055.87	\$ 77,282.59	\$ 5,055.87	\$ 77,282.59
	1	\$ 70,123.02	\$ 3,506.15	\$ 73,629.18	\$ 4,207.38	\$ 74,330.41	\$ 4,908.61	\$ 75,031.64	\$ 4,908.61	\$ 75,031.64
	0	\$ 68,080.61	\$ 3,404.03	\$ 71,484.64	\$ 4,084.84	\$ 72,165.44	\$ 4,765.64	\$ 72,846.25	\$ 4,765.64	\$ 72,846.25
Resource Planning Coordinator Grade 8 Job Classification	6	\$ 81,291.80	\$ 4,064.59	\$ 85,356.39	\$ 4,877.51	\$ 86,169.31	\$ 5,690.43	\$ 86,982.23	\$ 5,690.43	\$ 86,982.23
	5	\$ 78,924.08	\$ 3,946.20	\$ 82,870.29	\$ 4,735.44	\$ 83,659.53	\$ 5,524.69	\$ 84,448.77	\$ 5,524.69	\$ 84,448.77
	4	\$ 76,625.32	\$ 3,831.27	\$ 80,456.59	\$ 4,597.52	\$ 81,222.84	\$ 5,363.77	\$ 81,989.10	\$ 5,363.77	\$ 81,989.10
	3	\$ 74,393.52	\$ 3,719.68	\$ 78,113.19	\$ 4,463.61	\$ 78,857.13	\$ 5,207.55	\$ 79,601.06	\$ 5,207.55	\$ 79,601.06
	2	\$ 72,226.72	\$ 3,611.34	\$ 75,838.05	\$ 4,333.60	\$ 76,560.32	\$ 5,055.87	\$ 77,282.59	\$ 5,055.87	\$ 77,282.59
	1	\$ 70,123.02	\$ 3,506.15	\$ 73,629.18	\$ 4,207.38	\$ 74,330.41	\$ 4,908.61	\$ 75,031.64	\$ 4,908.61	\$ 75,031.64
	0	\$ 68,080.61	\$ 3,404.03	\$ 71,484.64	\$ 4,084.84	\$ 72,165.44	\$ 4,765.64	\$ 72,846.25	\$ 4,765.64	\$ 72,846.25
Water Management Technician Grade 7 Job Classification	6	\$ 70,424.03	\$ 3,521.20	\$ 73,945.23	\$ 4,225.44	\$ 74,649.47	\$ 4,929.68	\$ 75,353.71	\$ 4,929.68	\$ 75,353.71
	5	\$ 68,372.84	\$ 3,418.64	\$ 71,791.49	\$ 4,102.37	\$ 72,475.22	\$ 4,786.10	\$ 73,158.94	\$ 4,786.10	\$ 73,158.94
	4	\$ 66,381.40	\$ 3,319.07	\$ 69,700.47	\$ 3,982.88	\$ 70,364.29	\$ 4,646.70	\$ 71,028.10	\$ 4,646.70	\$ 71,028.10
	3	\$ 64,447.96	\$ 3,222.40	\$ 67,670.36	\$ 3,866.88	\$ 68,314.84	\$ 4,511.36	\$ 68,959.32	\$ 4,511.36	\$ 68,959.32
	2	\$ 62,570.84	\$ 3,128.54	\$ 65,699.38	\$ 3,754.25	\$ 66,325.09	\$ 4,379.96	\$ 66,950.80	\$ 4,379.96	\$ 66,950.80
	1	\$ 60,748.39	\$ 3,037.42	\$ 63,785.81	\$ 3,644.90	\$ 64,393.29	\$ 4,252.39	\$ 65,000.77	\$ 4,252.39	\$ 65,000.77
	0	\$ 58,979.02	\$ 2,948.95	\$ 61,927.97	\$ 3,538.74	\$ 62,517.76	\$ 4,128.53	\$ 63,107.55	\$ 4,128.53	\$ 63,107.55

CATFISH CREEK CONSERVATION AUTHORITY

PROPOSED SALARY GRID ADJUSTMENT REPORT FOR 2023 SALARIES

POSITION	Level	OPTION A			OPTION B			OPTION C		
		Actual 2023 (3% intervals)	Proposed CPI Increase (5.0%)	Proposed 2024 Salaries	Proposed CPI Increase (6.0%)	Proposed 2024 Salaries	Proposed CPI Increase (7.0%)	Proposed 2024 Salaries	Proposed CPI Increase (7.0%)	Proposed 2024 Salaries
Program Support Assistant Grade 5 Job Classification	6	\$ 63,557.68	\$ 3,177.88	\$ 66,735.56	\$ 3,813.46	\$ 67,371.14	\$ 4,449.04	\$ 68,006.72	\$ 4,449.04	\$ 68,006.72
	5	\$ 61,706.48	\$ 3,085.32	\$ 64,791.81	\$ 3,702.39	\$ 65,408.87	\$ 4,319.45	\$ 66,025.94	\$ 4,319.45	\$ 66,025.94
	4	\$ 59,909.21	\$ 2,995.46	\$ 62,904.67	\$ 3,594.55	\$ 63,503.76	\$ 4,193.64	\$ 64,102.85	\$ 4,193.64	\$ 64,102.85
	3	\$ 58,164.28	\$ 2,908.21	\$ 61,072.49	\$ 3,489.86	\$ 61,654.14	\$ 4,071.50	\$ 62,235.78	\$ 4,071.50	\$ 62,235.78
	2	\$ 56,470.17	\$ 2,823.51	\$ 59,293.68	\$ 3,388.21	\$ 59,858.39	\$ 3,952.91	\$ 60,423.09	\$ 3,952.91	\$ 60,423.09
	1	\$ 54,825.41	\$ 2,741.27	\$ 57,566.68	\$ 3,289.52	\$ 58,114.94	\$ 3,837.78	\$ 58,663.19	\$ 3,837.78	\$ 58,663.19
	0	\$ 53,228.56	\$ 2,661.43	\$ 55,889.98	\$ 3,193.71	\$ 56,422.27	\$ 3,726.00	\$ 56,954.55	\$ 3,726.00	\$ 56,954.55
Conservation Areas Assistant Grade 5 Job Classification	6	\$ 63,557.68	\$ 3,177.88	\$ 66,735.56	\$ 3,813.46	\$ 67,371.14	\$ 4,449.04	\$ 68,006.72	\$ 4,449.04	\$ 68,006.72
	5	\$ 61,706.48	\$ 3,085.32	\$ 64,791.81	\$ 3,702.39	\$ 65,408.87	\$ 4,319.45	\$ 66,025.94	\$ 4,319.45	\$ 66,025.94
	4	\$ 59,909.21	\$ 2,995.46	\$ 62,904.67	\$ 3,594.55	\$ 63,503.76	\$ 4,193.64	\$ 64,102.85	\$ 4,193.64	\$ 64,102.85
	3	\$ 58,164.28	\$ 2,908.21	\$ 61,072.49	\$ 3,489.86	\$ 61,654.14	\$ 4,071.50	\$ 62,235.78	\$ 4,071.50	\$ 62,235.78
	2	\$ 56,470.17	\$ 2,823.51	\$ 59,293.68	\$ 3,388.21	\$ 59,858.39	\$ 3,952.91	\$ 60,423.09	\$ 3,952.91	\$ 60,423.09
	1	\$ 54,825.41	\$ 2,741.27	\$ 57,566.68	\$ 3,289.52	\$ 58,114.94	\$ 3,837.78	\$ 58,663.19	\$ 3,837.78	\$ 58,663.19
	0	\$ 53,228.56	\$ 2,661.43	\$ 55,889.98	\$ 3,193.71	\$ 56,422.27	\$ 3,726.00	\$ 56,954.55	\$ 3,726.00	\$ 56,954.55
Field Technician Assistant Grade 3 Job Classification	6	\$ 51,348.62	\$ 2,567.43	\$ 53,916.05	\$ 3,080.92	\$ 54,429.54	\$ 3,594.40	\$ 54,943.03	\$ 3,594.40	\$ 54,943.03
	5	\$ 49,853.03	\$ 2,492.65	\$ 52,345.68	\$ 2,991.18	\$ 52,844.21	\$ 3,489.71	\$ 53,342.74	\$ 3,489.71	\$ 53,342.74
	4	\$ 48,401.00	\$ 2,420.05	\$ 50,821.05	\$ 2,904.06	\$ 51,305.06	\$ 3,388.07	\$ 51,789.07	\$ 3,388.07	\$ 51,789.07
	3	\$ 46,991.26	\$ 2,349.56	\$ 49,340.83	\$ 2,819.48	\$ 49,810.74	\$ 3,289.39	\$ 50,280.65	\$ 3,289.39	\$ 50,280.65
	2	\$ 45,622.59	\$ 2,281.13	\$ 47,903.71	\$ 2,737.36	\$ 48,359.94	\$ 3,193.58	\$ 48,816.17	\$ 3,193.58	\$ 48,816.17
	1	\$ 44,293.77	\$ 2,214.69	\$ 46,508.46	\$ 2,657.63	\$ 46,951.40	\$ 3,100.56	\$ 47,394.34	\$ 3,100.56	\$ 47,394.34
	0	\$ 43,003.66	\$ 2,150.18	\$ 45,153.85	\$ 2,580.22	\$ 45,583.88	\$ 3,010.26	\$ 46,013.92	\$ 3,010.26	\$ 46,013.92
Customer Services Clerk Grade 3 Job Classification	6	\$ 51,348.62	\$ 2,567.43	\$ 53,916.05	\$ 3,080.92	\$ 54,429.54	\$ 3,594.40	\$ 54,943.03	\$ 3,594.40	\$ 54,943.03
	5	\$ 49,853.03	\$ 2,492.65	\$ 52,345.68	\$ 2,991.18	\$ 52,844.21	\$ 3,489.71	\$ 53,342.74	\$ 3,489.71	\$ 53,342.74
	4	\$ 48,401.00	\$ 2,420.05	\$ 50,821.05	\$ 2,904.06	\$ 51,305.06	\$ 3,388.07	\$ 51,789.07	\$ 3,388.07	\$ 51,789.07
	3	\$ 46,991.26	\$ 2,349.56	\$ 49,340.83	\$ 2,819.48	\$ 49,810.74	\$ 3,289.39	\$ 50,280.65	\$ 3,289.39	\$ 50,280.65
	2	\$ 45,622.59	\$ 2,281.13	\$ 47,903.71	\$ 2,737.36	\$ 48,359.94	\$ 3,193.58	\$ 48,816.17	\$ 3,193.58	\$ 48,816.17
	1	\$ 44,293.77	\$ 2,214.69	\$ 46,508.46	\$ 2,657.63	\$ 46,951.40	\$ 3,100.56	\$ 47,394.34	\$ 3,100.56	\$ 47,394.34
	0	\$ 43,003.66	\$ 2,150.18	\$ 45,153.85	\$ 2,580.22	\$ 45,583.88	\$ 3,010.26	\$ 46,013.92	\$ 3,010.26	\$ 46,013.92
TOTAL		\$ 579,392.46	\$ 29,546.63	\$ 620,479.28	\$ 35,455.96	\$ 626,388.61	\$ 41,365.29	\$ 632,297.93	\$ 41,365.29	\$ 632,297.93

2023 Approved Permanent Salary Totals		Increase +
Proposed 2024 Salaries @ CPI 5%		Increment
Proposed 2024 Salaries @ CPI 6%		Adjustment
Proposed 2024 Salaries @ CPI 7%		
\$ 579,392.46	\$ -	
\$ 620,479.28	\$ 41,086.82	
\$ 626,388.61	\$ 46,996.15	
\$ 632,297.93	\$ 52,905.47	

Myself, Peter and Gerrit attended a meeting with Malahide Township in regards to a flood awareness day held in Port Bruce on September 9, 2023. Ideas were generated as per what discussion will entail at our booth in regards to flood control which lead to the creation of the Catfish Creek Conservation Authorities Provincial Flood and Ice Mandate Brochure which highlights our roles as a Conservation Authority. It was used for dispersal to local residents at the flood workshop and is also available in the administration office.

Completed staff mid-term employee performance appraisals.

Met with Tracey Lacarte Western Region Liaison for OPP. Tracey has been an excellent line of communication between local detachments such as Elgin County OPP and Aylmer Police services in relaying event information and concerns to determine where assistance may be needed in regards to long weekends, special events, and issues that arise from time to time.

Attended a Lake Erie Regional Management Committee meeting. Updates to the Catfish Creek Assessment Report and Source Protection Plan, under s. 36 of the Act, are currently under review by the Ministry of the Environment, Conservation and Parks. Lake Erie Source Protection Region provided feedback to Conservation Ontario on drinking water source protection program/process improvements and eligible activities for the 2024-26 Transfer Payment Agreement. Conservation Ontario has submitted discussion papers on each topic to MECP for consideration.

Started compiling a 10 year strategy document. Meeting with staff to discuss draft and receive input. Surveys will go out to the General Public for feedback electronically and then a draft will be brought to the board for discussion and revision where the directors see fit.

Completed numerous surveys for Conservation Ontario in regards to newly mandated objectives through the CA Act.

Started reviewing the old historical Watershed Strategy to utilize it as a basis for the newly mandated Core Resourced Based Watershed Strategy as it has a lot of information already required in the original document.

Completed an Enbridge Growing Communities Grant for funding to assist in the offset of costs to host an ELP annual planting day.

Registered Al and Gerrit for the Conservation Areas Workshop held in October.

Budget preparation and direction for the 2024 budget.

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2023-4434

September 6, 2023

Dear Clerks, CAOs, and Conservation Authority Administrators:

Re: Proposal to return lands in Ajax to the Greenbelt

In December 2022, to accommodate Ontario's unprecedented growth by supporting the building of more homes, our government removed or redesignated 15 areas of land totaling approximately 7,400 acres from the edge of the Greenbelt Area. At the same time, a portion of the Paris Galt Moraine was added to the Greenbelt, along with 13 Urban River Valleys, totalling 9,400 acres, for an overall expansion of approximately 2000 acres.

The government was clear that owners of the lands removed from the Greenbelt would be expected to develop detailed plans to build housing with landowners also being responsible for paying for the full cost of housing-enabling and community-building infrastructure. It is the government's expectation that significant progress on approvals and implementation be achieved by the end of 2023.

It has come to the government's attention that the discussions surrounding the development of the lands removed from the Greenbelt located at 765 and 775 Kingston Road East in the Town of Ajax were at an early stage, and that a 104-acre parcel within the lands was recently listed for sale. These actions run counter to the government's objective of building homes quickly. The government is now seeking feedback on a proposal to return these lands, amounting to approximately 133 acres, to the Greenbelt Area through an amendment to the Greenbelt Area boundary regulation ([O. Reg. 59/05](#)) and an amendment to the Greenbelt Plan.

Further information on the proposal to amend the Greenbelt Plan and Greenbelt Area boundary regulation, can be found at:

- [ERO #019-7561 – Proposal to return lands to the Greenbelt \(Amendment to the Greenbelt Plan\)](#)
- [ERO #019-7562 – Proposal to return lands to the Greenbelt \(Amendment to Greenbelt Boundary Regulation O. Reg. 59/05\)](#)

Information and mapping on the 2022 decision to amend the Greenbelt Plan can be found here:

- [ERO #019-6216 - Amendments to the Greenbelt Plan](#)
- [Greenbelt Maps](#)

The comment period on the Environmental Registry of Ontario is open for 45 days and will close on October 20, 2023. I look forward to receiving your input on this proposal.

In the meantime, my ministry is working to prepare a review of the Greenbelt to ensure that it is appropriately accommodating Ontario's significant growth, as is mandated in provincial legislation. This review will be informed by the recommendations of the Auditor General's report

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and will include an evaluation of the remaining properties that were removed from the Greenbelt late last year.

As ministry officials design and launch this review, the non-partisan Provincial Land and Development Facilitator will continue to work with proponents of the remaining sites to ensure that progress on these lands continues, including the obligation to provide community benefits such as parks, community centres, schools and hospitals. This work will be an important input into the mandated review into the Greenbelt, as will meaningful consultation with municipalities, Indigenous communities and regular people living in these areas who deal with the negative impacts of the housing supply crisis the most. The properties that were removed from the Greenbelt will have to stand on their own merits: If the review finds these properties cannot support the government's objective of building homes quickly, they will be returned to the Greenbelt.

We have been clear that progress on these sites must meet the government's expectations. If planning and approvals have not significantly progressed by the end of this year and if shovels are not in the ground by 2025, the government will return these lands to the Greenbelt.

Sincerely,



The Hon. Paul Calandra

Minister of Municipal Affairs and Housing

- c. Martha Greenberg, Deputy Minister, Municipal Affairs and Housing
Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing,
Planning and Growth Division

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

Date	Type	Agency	Topic
August 1, 2023	Email/ Response	FDO	Financial Statement Request
August 1, 2023	Email/ Response	CO	Nature Smart Climate Solutions Fund - Social Media Campaign
August 1, 2023	Email/ Response	Central Elgin	Retirement Message for Lloyd Perrin
August 2, 2023	Email/ Response	CO	Nature Smart highlighted in OLTA
August 2, 2023	Email	CVC	REGISTRATION NOW OPEN: Conservation Areas Workshop 2023
August 3, 2023	Email	CO	September 25 Council Meeting
August 4, 2023	Email	ECO Canada	Funding
August 4, 2023	Email/ Response	OPP	Western Region Liaison Meeting with staff
August 8, 2023	Email/ Response	Malahide	Flood Meeting
August 8, 2023	Email/ Response	MVC	Benchmarking CA Activities
August 8, 2023	Email/ Response	MVC	COVID Vaccine Policy
August 8, 2023	Email/ Response	OPP	Meeting at CCCA Office
August 9, 2023	Email	CRA	New Mail Available
August 9, 2023	Email/ Response	ECCC	Eco Gift Program Info
August 9, 2023	Email	MECP	EA Modernization
August 10, 2023	Email/ Response	United Way	3M Harvest Lunch Invitation
August 10, 2023	Email/ Response	CO	September 25 Council Meeting Details
August 10, 2023	Email/ Response	GRCA	LERMC Agenda Package.
August 14, 2023	Email/ Response	MECP	Lake Erie Action Plan
August 14, 2023	Email	FDO	Claims
August 14, 2023	Email/ Response	GRCA	Source Water Protection
August 15, 2023	Email	McFarland Rowlands	Account Statement
August 15, 2023	Email/ Response	Jeff Spoor	Meeting
August 15, 2023	Email/ Response	FedDev	Deposit summary
August 15, 2023	Email/ Response	CO	CA Land Inventory status
August 15, 2023	Email/ Response	CA Conservation Areas Strategy	Survey
August 16, 2023	Email	United Way	Community Services Recovery Fund Update

August 16, 2023	Email/ Response	Freedom 55 Financial	CCCA Investment Plan Question
August 16, 2023	Email	CO	Draft agenda
August 16, 2023	Email/ Response	MNRF	Provincial Watershed Conditions Statement
August 16, 2023	Email/ Response	City of St Thomas	Board Remuneration
August 17, 2023	Email/ Response	CSRF	Funding Announcement
August 21, 2023	Email	CO	Watershed Based Resource Management Strategy
August 21, 2023	Email/ Response	OFAH	Employment Reference
August 21, 2023	Email/ Response	Oxford County	Wastewater Master Plan Commenting
August 21, 2023	Email/ Response	EECS	Stage pillars
August 22, 2023	Email/ Response	Tim Kelly	CCCA Group Contribution question
August 22, 2023	Email/ Response	MECP	Agenda for workshop
August 23, 2023	Email/ Response	DFO	Information session
August 23, 2023	Email/ Response	MetaFund	Auction for charities
August 24, 2023	Email/ Response	Pat Prodanovic	Update on study
August 24, 2023	Email	CO	Healthy Hikes Campaign
August 25, 2023	Email	CO	Build more homes faster fund.
August 28, 2023	Email/ Response	Aylmer Express	Job ad proof
August 28, 2023	Email	3X Communication	Account Details
August 28, 2023	Email/ Response	OPP	Springwater Pride Update
August 29, 2023	Email/ Response	Pat Prodanovic	Meeting to discuss flood line update.
August 29, 2023	Email/ Response	Noreply Grants	Application for Enbridge Grant
August 29, 2023	Email/ Response	CO	Greenlands Conservation Partnership
August 30, 2023	Email/ Response	Benevity Grant	Grant Received
August 30, 2023	Email/ Response	Pat Prodonavic	Flood Mapping
August 31, 2023	Email/ Response	Sandy Houston	Internship at CCCA
August 31, 2023	Email/ Response	CO	CA Workshop