

CATFISH CREEK CONSERVATION AUTHORITY

Mission Statement

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

**A Full Authority meeting is to be held on
Thursday, October 12, 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 #FA07/2023 (September 14, 2023) 3-6
- 7) Business Arising from Minutes
- 8) Public / Special Delegations
- 9) Reports:
 - a) Reports FA 74-77/2023 - Monthly Staff Reports 7-11
(Peter Dragunas, Gerrit Kremers, Al Bradford, Brittany Bell)
 - b) Report FA 78/2023 - September Summary of Revenue & Expenditures 12-13
(Susan Simmons)
 - d) Report FA 79/2023 - Accounts Paid 14
(Susan Simmons)
 - e) Report FA 80/2023 - Quarterly Progress Report - Ontario Regulation 687/21 15-29
(Dusty Underhill)
 - f) Report FA 81/2023 - February 17, 2022 Flood Mitigation Efforts to Date 30-34
(Dusty Underhill)

g) Report FA 82/2023 - Conservation Ontario Council Meeting	35-40
(Dusty Underhill)	
10) General Manager / Secretary-Treasurer's Report	41-42
(Dusty Underhill)	
11) Unfinished Business	
12) Chairperson's / Board Member's Report	
13) Notice of Motions / New Business:	
14) Correspondence:	
a) Copied:	
b) Not Copied:	
- Correspondence Register for September, 2023	43-44
15) Closed Session	
16) Next Meeting of the Full Authority: November 9, 2023	
17) Termination	

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

Thursday, September 14, 2023

Meeting #07/2023

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
Brittany Bell	Program Support Assistant

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 # 88/2023</u>	M. Halpin	A. Oslach	CARRIED
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THAT, the Agenda for the September 14, 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 # 89/2023 G. Clarke A. Oslach CARRIED

THAT, the Minutes of Full Authority Meeting #06/2023 (August 10, 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 67 to FA 70/2023 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 90/2023 G. Clarke M. Halpin CARRIED

THAT, Staff Reports FA 67 to FA 70 for the month of August, be noted and filed.

Report FA 71/2023 – August Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 91/2023 G. Clarke A. Oslach CARRIED

THAT, Report FA 71/2023 (August Summary of Revenue and Expenditures), be noted and filed.

Report FA 72/2023 – Accounts Paid, was presented, discussed, and resolved.

Motion # 92/2023 S. Lewis G. Clarke CARRIED

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

Report FA 73/2023 – 2024 Budget Direction was presented, discussed, and resolved.

Motion # 93/2023 A. Oslach G. Clarke CARRIED

THAT, the Full Authority authorize a 3% C.P.I index to prepare the 2024 Draft Budget.

Motion # 94/2023 M. Halpin A. Oslach CARRIED

THAT, the full Authority approve the preparation of a 2024 Draft Budget that includes a levy increase of 9%.

Recorded Vote:

Morgaine Halpin	Central Elgin	YES	9%
Arthur Oslach	Aylmer	YES	9%
Scott Lewis	Malahide	YES	9%
Paul Buchner	Township of South West Oxford	YES	9%
Gary Clarke	City of St. Thomas	NO	9%

GENERAL MANAGERS REPORT:

- The General Manager, Water Management Technician, and Resource Planning Coordinator attended a meeting with Malahide Township in regard 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 Lacerte 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 regard 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 AI and Gerrit for the Conservation Areas Workshop held in October.
- Budget preparation and direction for the 2024 budget.

Motion # 95/2023

M. Halpin

A. Oslach

CARRIED

THAT, the Correspondence Register and Copied Correspondence for August, 2023, be noted and filed.

Motion # 96/2023

G. Clarke

M. Halpin

CARRIED

THAT, the Full Authority adjourn to Closed Session at 10:39 a.m.

Motion # 97/2023 A. Oslach S. Lewis CARRIED

THAT, the Full Authority rise with report at 10:50 a.m.

Motion # 98/2023 A. Oslach S. Lewis CARRIED

THAT, the Committee of the Whole authorize the General Manager, Chairperson and Vice Chairperson to fulfill all signatory requirement and any other related tasks to finalize the sale of 1.2 acres from 9982 Hacienda Road to Mr. David Blatz.

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, October 12, 2023, commencing at 10:00 a.m.

Motion # 99/2023 G. Clarke S. Lewis CARRIED

THAT, the Full Authority be terminated at 10:53 a.m.

General Manager / Secretary –Treasurer

Authority Chairperson

REPORT 74/2023 To The Full Authority

FROM: Water Management Technician
SUBJECT: September Monthly Staff Report
DATE: October 2, 2023

Water Management Technician

Current Activities:

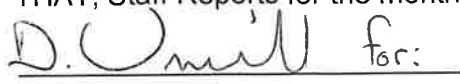
- Monitoring for watershed seasonal flows (low and or high) to verify and issue watershed condition statements.
- Maintaining the Catfish Creek water quantity (flows) database and analysis for seasonal flows.
- Continue with seasonal Lake Erie shoreline Flood Outlook, Watch and Warning condition assessments and monitoring for wind induced storm surge and subsequent shoreline flood conditions.
- Participated in the Port Bruce Rate Payers Association Food Information Public Meeting at Port Bruce Pavilion.
- Meeting with Conservation Authority Flood Forecast and Warning Staff, Jeff Spoor Director of Fire and Emergency Services, Malahide Township and Scott Lewis, Malahide Township Ward Four Councilor to discuss the 2023 - 2024 flood season and the Authorities Flood Watch and Warning Program and historic ice mitigation procedures.
- Ongoing modifications and documentation of the CCCA mandated Water and Natural Hazard Programs, to better identify and represent conditions within the Authorities administrative boundary.
- Primary erosion and unstable slope mapping classifications for lands within the CCCA administrative boundary.
- 2022/2023 Forests Ontario 50 Million Tree Program administration.
- Addressed queries from the Port Bruce Rate Payers Association (PBRA) and Port Bruce residents regarding new flood line mapping, flood forecasting tools, procedures and protocols.
- Collection of historical precipitation, riverine stage and flow data for climate change recurrence relationships in relation to low and high water.
- Ongoing revisions, assessments, benchmark and threshold verifications/implementations for the 2023 Ontario Low Water Response Program.

Upcoming Activities:

- Continue with monitoring of Lake Erie shoreline storms for storm surge and wave uprush conditions.
- Continue with data collection for the low water database.
- Assist with the CCCA 2024 Tree Planting Program.
- Continue with Compilation of the CCCA Water Management programs/documents for the 2024 Conservation Authority mandated program target.
- Flood forecasting baseline and threshold analysis.
- Other Duties as required

Recommendation:

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


Peter Dragunas
Water Management Technician

REPORT FA 75/2023: To The Full Authority

FROM: Gerrit Kremers

SUBJECT: September Monthly Staff Report

DATE: September 7, 2023

Resource Planning Coordinator

Current Activities:

- Met with landowner to discuss 2024 tree planting on their property;
- Participated in the Elgin Clean Water Program (ECWP) committee meeting, and secured further funding for private landowner stewardship projects;
- Conducted monthly Provincial Water Quality Monitoring Network (PWQMN) sampling;
- Had site meetings with landowners to discuss potential stewardship projects on their properties;
- Participated in the Port Bruce Rate Payer Association Flood Information Public Meeting in Port Bruce;
- 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 municipality staff and private landowners to discuss potential development projects within or adjacent to natural hazard features;
- Watched 2023 Latonoll webinar "Navigating Adaptation to Coastal Hazards", which was presented by a collection of Conservation Authority staff;
- Along with fellow CCCA staff meet with Malahide staff to discuss upcoming flood season and flood procedures;
- Participated in a Conservation Authority Coastal Working Group (CACWG) meeting to discuss the future coastal hazards technical guidelines;
- Instructed and assisted EESS ELP in delivering the 2023 MarshQuest program, which is hosted at Yarmouth Natural Heritage Area;
- Participated in the Elgin Stewardship Council meeting as the CCCA staff lead;

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 month of September, 2023, be noted and filed.



Gerrit Kremers
Resource Planning Coordinator

REPORT FA 76/2023: To The Full Authority

FROM: Al Bradford

SUBJECT: Monthly Staff Report

DATE: September, 2023

Conservation Areas Supervisor

Current Activities:

- Met with event organizer for She Rises to go over logistics of the event being held at Springwater CA (Sept 8-10/2023)
- Met with CCCA staff regarding our Pride event to go over setup items
- Staff completed trail maintenance (mowing, hazard trees & trail grading) at SPW, Yarmouth CA
- Cold-patched some of the roads within SPW CA
- Hosted additional events at Springwater CA (weddings/reunions/racing event)
- Interviewed and hired a replacement for the Conservation Areas Assistant position
- Provided customer service to visitors, seasonal & transient campers
- Still working with 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)
- Assisted with setup and prep for Marsh Quest which is a great program
- 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
- Still 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
- Progress with the sign for the administration office has started and will be installed this October
- Both Accessibility ramps have been approved by the engineer and awaiting quotes for both ramps
- Daily emails, phone calls, site meetings, obtaining quotes (for projects/jobs)

Upcoming Activities (October):

- October memorial tree planting and also installation of our memorial benches
Springwater Conservation Area

- Hoping to give a tour of our infrastructure within our Conservation Areas to our board members so they can see some of the items in need of repair first hand which are a hazard
- Preparing for the Conservation Areas Workshop for the section I will sharing on Maple Syrup
- Preparation for campground shut down come October
- Preparation for Carolinian Forest Festival
- Installation of cameras at both gatehouses
- Trenching for internet hookup at East gate house

Recommendation:

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



Al Bradford,
Conservation Areas Supervisor

REPORT FA 77/2023 : To The Full Authority

FROM: Brittany Bell

SUBJECT: Monthly Staff Report

DATE: September 30, 2023

Program Support Assistant

Current Activities:

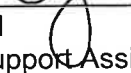
- Seasonal camper administration
- Maintained social media channels and posted entertaining content
- Met with numerous groups that are planning group camping weekends
- Monitoring CCCA website inquiries
- Catfish Creek Conservation Authority administrative duties
- Researched grant opportunities
- Booked Springwater Conservation Area facility rentals
- Healthy Hikes Campaign
- Completing course work for the Elgin County Tourism + Southwest Tourisms/Marketing E-LearningU course
- Attended the Springwater Pride Colour Run
- Helped with administrative duties for the Springwater Pride Colour Run eg. Survey
- Met with couples looking to book weddings at the schoolhouse for 2024
- Continued work on the IVR phone systems for the CCCA
- Had meeting with the JHSC
- Arranged with staff to take a group picture for the National Day of Truth and Reconciliation and posted to our Social Media accounts to show our support
- Overseeing Visitor Centre and Staff operations
- Secured the CCCA Schoolhouse as a venue listing on the popular site "Weddingwire.ca", which has resulted in numerous inquiries by those wishing to hold their wedding at Springwater
- Working in conjunction with the Conservation Areas Supervisor for his slideshow presentation on the Maple Syrup Festival at the CA Workshop

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
- Completing Marketing E-LearningU Course

Recommendation:

That, Staff Report for the month of September, 2023, be noted and filed.



Brittany Bell
Program Support Assistant

REPORT FA 78/2023 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures
 DATE: September 30, 2023

SUMMARY OF REVENUE

for the period ending September 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	\$ 35,122.68	\$ (12,576.06)	\$ 21,516.61
Federal Grants	\$ 131,403.00	\$ 252,185.01	\$ 120,782.01	\$ 204,212.08
Employment Program Grants	\$ 20,000.00	\$ 11,869.00	\$ (8,131.00)	\$ 36,101.20
Municipal General Levies	\$ 405,939.78	\$ 406,289.79	\$ 350.01	\$ 358,560.29
Special Benefiting Levies	\$ -	\$ -	\$ -	\$ 7,900.00
Donations/Sponsorships	\$ 34,300.00	\$ 34,756.20	\$ 456.20	\$ 38,515.08
Conservation Areas Revenue	\$ 709,800.00	\$ 683,152.06	\$ (26,647.94)	\$ 644,167.36
Maple Syrup Revenue	\$ 32,100.00	\$ 61,460.47	\$ 29,360.47	\$ 7,234.70
Bank Interest Earned	\$ 3,000.00	\$ 22,937.08	\$ 19,937.08	\$ 2,259.68
Education Programs	\$ 1,220.00	\$ 3,362.00	\$ 2,142.00	\$ 2,452.00
Legal Inquiries/Permit Applications	\$ 7,500.00	\$ 4,973.50	\$ (2,526.50)	\$ 6,769.92
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	\$ 13,746.68	\$ (32,146.32)	\$ 21,640.44
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	\$ 1,599,106.58	\$ (97,563.27)	\$ 1,395,981.86

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	\$ 8,885.22	\$ (11,114.78)
Archie Coulter C.A. Trails	\$ 2,000.00	\$ 1,964.22	\$ (35.78)
YNHA	\$ 2,000.00	\$ 2,046.76	\$ 46.76
Maple Syrup Festival	\$ 2,000.00	\$ 6,100.00	\$ 4,100.00
Ontario Police College Path of Honour	\$ 500.00	\$ 3,000.00	\$ 2,500.00
TOTAL Donations/Sponsorships	\$ 34,300.00	\$ 34,756.20	\$ 456.20

REPORT FA 78/2023 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures
 DATE: September 30, 2023

SUMMARY OF EXPENDITURES

for the period ending September 30, 2023

	2023 Budget	2023 To Date	Difference	2022 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Service:	\$145,739.31	\$ 103,132.75	\$ (42,606.56)	\$ 124,913.08
2 FLOOD FORECASTING & WARNING	\$298,347.99	\$ 208,793.50	\$ (89,554.49)	\$ 148,760.52
3 DROUGHT AND LOW WATER RESPONSE	\$16,989.59	\$ 11,561.41	\$ (5,428.18)	\$ 10,275.52
4 ICE MANAGEMENT	\$24,223.56	\$ 18,565.66	\$ (5,657.90)	\$ 13,382.52
5 INFRASTRUCTURE (Dam)	\$24,921.85	\$ 19,447.59	\$ (5,474.26)	\$ 11,223.60
6&7 ACT REVIEWS & PLAN REVIEW	\$4,877.68	\$ 3,235.06	\$ (1,642.62)	\$ 5,886.74
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$45,803.38	\$ 33,876.90	\$ (11,926.48)	\$ 33,167.46
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$83,078.73	\$ 55,866.48	\$ (27,212.25)	\$ 38,054.01
12 WATER QUALITY (PGMN & PSMP)	\$12,487.14	\$ 14,025.09	\$ 1,537.95	\$ 9,905.18
13 SOURCE PROTECTION	\$5,947.09	\$ 4,621.52	\$ (1,325.57)	\$ 4,594.17
SUB TOTAL: MANDATED PROGRAMS Expenditures	\$662,416.32	\$473,125.96	-\$189,290.36	\$400,162.80
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	\$35,597.00	\$ 15,444.14	\$ (20,152.86)	\$ 111,323.94
EDUCATION PROGRAMS	\$7,720.00	\$ 723.14	\$ (6,996.86)	\$ 957.66
SPECIAL PROJECTS	\$1,500.00	\$ 5,591.91	\$ 4,091.91	\$ 2,309.29
C.A. DEVELOPMENT PROJECTS	\$99,075.00	\$ 126,991.96	\$ 27,916.96	\$ 117,544.47
OTHER CAPITAL PROJECTS	\$0.00	\$ 8,927.33	\$ 8,927.33	\$ -
MAPLE SYRUP PROGRAM	\$83,662.37	\$ 79,858.53	\$ (3,803.84)	\$ 3,075.38
SPRINGWATER CONSERVATION AREA	\$710,806.16	\$ 570,613.03	\$ (140,193.13)	\$ 465,668.20
VEHICLE & EQUIPMENT OPERATIONS	\$95,893.00	\$ 66,340.79	\$ (29,552.21)	\$ 34,380.11
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,034,253.53	\$874,490.83	-\$159,762.70	\$735,259.05
AMORTIZATION	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,696,669.85	\$ 1,347,616.79	\$ (349,053.06)	\$ 1,135,421.85

Susan Simmons

Susan Simmons,
Financial Services Coordinator

REPORT FA 79/2023 : TO THE FULL AUTHORITY

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

VENDOR	CHQ #	TOTAL	EXPLANATION
Eastlink	online	\$ 884.70	phone, fax line, gauges
Aylmer Express Limited	31560	\$ 226.00	advertising for staff
Hyde Park Equipment Ltd.	31561	\$ 132.58	equipment maintenance
Integrity IT Services	31562	\$ 504.83	computer network support
Passport Labs, Inc	31563	\$ 6.30	mobile parking app fees
Scott Lewis Auto	31564	\$ 118.65	equipment maintenance
Telus Mobility	online	\$ 397.21	mobile phones
Elgin Pure Water	31565	\$ 158.99	campground maintenance
Reliance Home Comfort	online	\$ 53.52	hot water heater quarterly rental
Hydro One	online	\$ 11,608.96	campground, operations centre, gauges
CIBC Visa	online	\$ 24.28	Meeting Expenses
CIBC Visa	online	\$ 31.63	Adobe Illustrator Software monthly subscription
CIBC Visa	online	\$ 1,092.44	campground supplies
CIBC Visa	online	\$ 192.10	Adobe Acrobat Pro 20
CIBC Visa	online	\$ 28.41	Springwater advertising
CIBC Visa	online	\$ 595.09	store product for resale
CIBC Visa	online	\$ 1,064.06	Conservation Authorities Workshop
Aaroc Aggregates And Recycling	31566	\$ 568.72	campground maintenance
Aylmer Big Apple Orchard	31567	\$ 130.00	Ontario Police College - Path of Honour
Aylmer Home Building Centre	31568	\$ 105.62	campground maintenance
Barclay Project Management	31569	\$ 2,599.00	Accessibility Grant - mobility ramps
Canon Canada Inc.	31570	\$ 62.73	office equipment maintenance
Checkers Cleaning Supply	31571	\$ 2,060.20	campground supplies
DC Buck Engineering Corporation	31572	\$ 1,299.50	Accessibility Grant - mobility ramps
Delta Power Equipment Ltd.	31573	\$ 174.28	equipment maintenance
Dowler-Karn Limited	31574	\$ 4,306.48	equipment and vehicle fuel
Environmental 360 Solutions Ltd.	31575	\$ 587.60	ELP - MarshQuest
Glenbriar Bottled Water Co. Ltd.	31576	\$ 99.67	water cooler service
Hyde Park Equipment Ltd.	31577	\$ 35.29	equipment maintenance
Integrity IT Services	31578	\$ 366.97	computer network support
Koolen Electric	31579	\$ 164.49	campground maintenance
Laemers Excavating	31580	\$ 847.50	campground maintenance
My Broadcasting Corp	31581	\$ 565.00	campground advertising
Purolator Courier	31582	\$ 9.71	campground maintenance
RMB Communication Systems	31583	\$ 351.88	annual fee for security system
Sciensational Sssnakes!!	31584	\$ 2,260.00	ELP - MarshQuest
Springwater Mills Ltd.	31585	\$ 847.50	firewood for resale
Zeus Athletics	31586	\$ 668.96	ELP - MarshQuest
Waste Connections of Canada Inc.	online	\$ 1,355.18	campground maintenance
		\$ 36,586.03	

RECOMMENDATION:

THAT, Accounts Paid totalling **\$36,586.03**, be approved as presented in Report FA 79/2023



Susan Simmons,
Financial Services Coordinator

REPORT FA 80/2023: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: Quarterly Progress Report - Ontario Regulation 687/21

DATE: September 19, 2023

Purpose:

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

Background:


On October 7, 2021, Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Conservation Authorities Act was passed requiring Conservation Authorities to submit quarterly progress reports to the Ministry of Environment, Conservation and Parks. The Progress Reports will detail; any comments or other feedback submitted by a municipality referred to in clause 5 (1) (b) regarding the inventory;

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

The CCCA's progress report, attached as Appendix 1 has been submitted to all five participating Municipalities and to the MECP to meet the last quarterly report deadline outlining the consultation steps that have been undertaken to date with the CCCA's participating municipalities. Six quarterly reports were required in total with a final Conservation Authority report due January 31, 2024.

Recommendation:

THAT Report FA 80/2023 Conservation Authorities Act Transition Quarterly October 1, 2023, Progress Report Ontario Regulation 687/21: Transition Plan and Agreements for Programs and Services be noted and filed.



Dusty Underhill,
General Manager / Secretary-Treasurer



CATFISH CREEK CONSERVATION AUTHORITY

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

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

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

September 27, 2023

Re: October 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) October 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"





October 1, 2023 Progress Report

CATFISH CREEK CONSERVATION AUTHORITY

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Catfish Creek Conservation Authority (CCCA) October 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	October 1, 2023 Progress Report was sent to MNRF and participating Municipalities on June 26, 2023 as required by O.Reg. 687/21
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 Datar Bere 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, 2022, 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 cost apportioning agreements are necessary 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.

Category 3, Other Programs and Services will be provided under a fee for service mechanism or the CCCA will incorporate the cost of the program through grants, revenue and reserves to alleviate the burden of extra cost to our member municipalities.

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 contractors are being hired to complete the work. 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.

REPORT FA 81/2023: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer
Peter Dragunas, Water Resources Technician

SUBJECT: February 17, 2022 Flood Mitigation Efforts to Date

DATE: October 3, 2023

PURPOSE:

To update CCCA Board Members and Malahide Council on steps taken in regards to flood mitigation and prevention since the February 17, 2022 flood.

DISCUSSION:

Staff at the CCCA have been very proactive in regards to our flood mitigation efforts. A lot was learned during the flood of February 17, 2022 and information and guidance has been steady since. Multiple inquiries and reports have been prepared. The mandated Ice Management plan is under review, flood line updates for both riverine and coastal flooding is almost complete and staff are looking into a HEC-HMS Model to better predict and provide more lead time heading into a major climatic event.

The following is an annotated list of issues of what has been accomplished to date by the CCCA in regards to flood mitigation and prevention.

- Continual monitoring/assessments of Catfish Creek riverine flooding and Lake Erie shoreline storm surge and wave uprush.
- Twenty Water Safety Watershed Condition Statements, two Flood Watch Watershed Condition Statements and one Flood Warning Watershed Condition statement issued since February 17, 2022.
- Resolved numerous inquiries from Port Bruce residents and Malahide Staff regarding the February 17, 2022 flood ice management/mitigation requests.
- Compiled inquiries from the Port Bruce Rate Payers Association (PBRA) regarding the February 17, 2022 flood and CCCA flood forecasting procedures and protocols.
- CCCA February 17, 2022 flood analysis report.
- Attended the Port Bruce Flood Listening Session at the Malahide Community Complex.

- April 27, 2022 CCCA met with and provided answers to Ian Jonson on behalf of the Port Bruce Rate Payers.
- Multiple meetings with the Port Bruce Rate Payers Association (PBRA) to outline and discuss the Authorities flood and ice mitigation procedures and programs.
- Compiled numerous responses to continued inquiries from the Port Bruce Rate Payers Association (PBRA), Port Bruce residents and Malahide Township regarding the CCCA flood forecasting procedures and protocols.
- Provided multiple PBRA Newsletter responses in regard to what the CCCA does (mandated to do) and what our role in flood forecasting and warning is.
- September 26, 2022 CCCA staff met with Adam Betteridge and Ryan DeSutter to discuss planning for the upcoming flood season. Parameters were set after proper consultation in regards to preferred mitigation equipment etc.
- September 27, 2022 a document was submitted in regards to Further Clarification on the Dynamics of Flood Event, matters arising from the Q&A document provided to the community in April of 2022.
- PBRA Meeting conducted in CCCA Boardroom on October 19, 2022 to provide further clarification on flood line mapping and the Lindley Street Extension.
- Submitted our Flood Hazard Identification Mapping Program (FHIMP Application) to update our flood lines in Port Bruce for both riverine and coastal flood proofing. November 3, 2022 the application was approved for the CCCA Port Bruce Riverine Floodplain Mapping and Coastal Floodproofing project. The CCCA leveraged \$25,939.15 to receive matched funding through the FHIMP program to complete the study.
- November 23, 2022 A Dock Removal Public Notice was issued for Port Bruce Residents and dispersed to staff of Malahide Township as per the CCCA's Ice Management Plan.
- On December 13, 2022 a report to CAO Betteridge outlined Ice Mitigation suggestions including factors involved in the influence of flood volumes. It also outlined that the CCCA's preferred piece of mitigation equipment is a dragline.
- On December 15, 2023 the General Manager and Water Resources Technician attended a Malahide Council meeting to provide background and reinforce the fact that a dragline is our preferred mitigation tool.
- A zoom meeting was conducted on December 26, 2022 as the weather patterns and early freeze provided potential for an earlier then expected break up. CCCA staff provided Ice Monitoring over the holidays 24/7 until the weather patterns

and creek were deemed stable. The CCCA suggested bringing in the dragline early as the weather patterns and ice build up were favorable for flooding. An All Clear Statement that the threat of flooding has now passed as creek levels have subsided and storm induced rainfall patterns have passed was issued on January 1, 2023.

- Replied to requests 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.
- In February of 2023 CCCA and Malahide staff met with the PBRA to discuss alleviating floodwaters by creating diversion channels. CCCA met with MNRF staff who advised it would be against many acts to do so. Information was provided to CAO Betteridge.
- May 8th, 2023 another meeting was conducted at the Malahide Firehall where staff provided more answers and clarity to questions of the PBRA.
- June 15, 2023 CCCA staff released the Board approved Port Bruce Flood Attenuation Proposal Bordered by Hale Street, Colin Street, Lindley Street and Imperial Road. This detailed report provided many options and suggestions to alleviate the flood waters from the above noted areas with a 2-year clause for removal in exigent circumstances such as an ice induced flood.
- Update/compilation and organization of the CCCA Flood Watch and Warning Procedures document.
- Assessment, evaluation and update of the Catfish Creek Conservation Authority (CCCA) historical flood criteria, thresholds and Flood Watch and Warning Guideline Check list.
- Review and updates are being made to the mandatory CCCA Ice Management Plan.
- Review and updating of CCCA Flood Management Manual according to the Conservation Authorities Act.
- Re-evaluation of CCCA flood thresholds as applicable to climate change.
- Analysis of Catfish Creek at Port Bruce sounding data and subsequent reports.
- Analysis of the Springwater Pond Sounding to assess the pond for its principally constructed purpose (flood mitigation through water attenuation). The initial task was to evaluate the pond for its current volume capacity and compare it to the initial design standards and then use the pond as a water storage area with the HEC-HMS Flood Forecast Modeling.

- Meeting with Malahide Township staff to discuss the February 2022 flood and the Authorities flood and ice mitigation procedures and programs.
- Meeting with MaryAnn Bendoraitis of Port Bruce to discuss February 2022 flood and the Authorities flood and ice mitigation procedures and programs.
- Meeting with Ian Johnson to discuss February 2022 flood and the Authorities flood and ice mitigation procedures and programs.
- 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.
- Meeting with Jeff Spoor, Director of Fire and Emergency Services, Township of Malahide, regarding CCCA ice mitigation equipment recommendations/specifications.
- Meeting with PBRA, Jeff Spoor 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 HEC HMS.
- Meeting with Conservation Authority Flood Forecast and Warning Staff, Jeff Spoor Director of Fire and Emergency Services, Malahide Township and Scott Lewis, Malahide Township Ward Four Councillor to discuss the 2023 - 2024 flood season and the Authorities Flood Watch and Warning Program and historic ice mitigation procedures. All parties agreed that HEC HMS modelling would be an excellent tool to provide proper lead time in the event of a flood.
- Reinstated previously cancelled ice mitigation measures and area bathymetric sounding such as ice hole drilling for ice jam mitigation, ice thickness measurements and Catfish Creek Channel Soundings at Port Bruce.
- Assessment of the CCCA spacial mapping requirements/availability for flood line and flood mitigation mapping.
- Meeting with Pat Prodanovic, Water Resources and Coastal Engineer, TRUE Consulting regarding Port Bruce Flood Line Mapping and flood modelling software.
- 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.

- Hazardous area mapping, erosion, unstable slope and flood prone areas mapping and classifications for lands within the CCCA administrative boundary, which includes areas within the Hamlet of Port Bruce.
- Assessment of the CCCA vertical and spacial mapping requirements/availability for flood line mapping.
- Continual monitoring for seasonal high flows within the Catfish Creek and its tributaries, to verify and issue watershed condition statements when required.
- CCCA 2023 flood criteria thresholds and Flood Watch and Warning Guideline Check List assessment.
- Compilation of Catfish Creek Conservation Authority, Flood and Ice Management, Provincial Mandate Brochure.
- Compilation of Port Bruce Flood Attenuation, Hale Street, Colin Street, Lindley Street and Imperial Road Report for CCCA Board review, and passed onto Malahide Council as per there request.

All reports from the above annotated list are available by request. Staff are continually searching for funding to update flood mapping and modelling. The FHIMP Program administered by MNRF will be renewed for another three years and the CCCA plans on seeking multi-partnerships with its municipal members to achieve these updates. Ontario's approach to managing flood risk includes identifying floodplains in municipal plans and incorporating policies to address new development consistent with the PPS policy. It is up to the municipality to determine how best to achieve this requirement and the use of floodplain mapping is one tool available to demonstrate hazard areas. Municipalities can choose to involve their conservation authority in preparing floodplain mapping on the municipality's behalf, but are not required to do so. Any updated or new mapping is generally funded on an as-needed priority basis by municipalities, or through proponent driven development applications.

RECCOMENDATION:

THAT, Report FA 81/2023, be received as information at this time, and further;
 THAT, Report FA 81/2023 be submitted to Malahide Council as information at this time.



 Dusty Underhill
 General Manager / Secretary-Treasurer

REPORT FA 82/2023: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary - Treasurer

SUBJECT: Conservation Ontario Council Meeting

DATE: September 26, 2023

PURPOSE:

To update the members on recent activities highlighted at a recent Conservation Ontario Council meeting.

DISCUSSION:

The General Manager attended the Conservation Ontario Council meeting held at the Sheraton Points Hotel in Toronto on September 25, 2023.

Some of the more notable items discussed at the meeting include:

1) Conservation Ontario's Federal 2024 Pre-budget Submission

The submission has highlighted three main partnership opportunities with the Federal government in 2024:

- Addressing climate change impacts;
- Protecting people and property from flooding and erosion hazards through the floodplain and coastal mapping, and grey and green infrastructure investments; and,
- Protecting the Great Lakes and St. Lawrence River water quality.

Conservation Ontario made 8 recommendations to the federal government in regards to the 2024 budget;

Recommendation 1: That the Government renew multi-year commitments to Conservation Ontario under programs like the Nature Smart Climate Solutions Fund and the Canada Nature Fund.

Recommendation 2: That Conservation Authorities be eligible for programs developed under the National Adaptation Strategy and the Government of Canada Adaptation Action Plan.

Recommendation 3: That the Government provide funding to Conservation Ontario to support the capacity of CAs to successfully deliver the 2 Billion Tree Program and to support Canada's commitments through the Bonn Challenge.

Recommendation 4: That the Government build on National Adaptation Strategy investments and consider funding \$1 Billion per year to enhance disaster mitigation and

green infrastructure programming.

Recommendation 5: That the Government establish a national high-risk flood insurance program in Budget 2024 with Conservation Authority input and engagement in program development and delivery.

Recommendation 6: That Conservation Authorities be eligible for programs and projects developed to further the objectives of the Canada Water Agency.

Recommendation 7: That implementation decisions on the Freshwater Action Plan continue to support significant investment in the Great Lakes-St Lawrence Region. Canada has a significant responsibility to ensure the environmental, social, and economic sustainability of this globally significant freshwater resource.

Recommendation 8: That the Government provide funding to Indigenous peoples to build equity and greater capacity to contribute to the work being achieved by the Government around the Great Lakes Water Quality Agreement.

2) Conservation Ontario's Proposed 2024 Annual Work-plan

- Conservation Ontario proposes a 2024 work plan that supports, promotes and advances the work of Conservation Authorities through activities that achieve the goals from the 2021-2025 Strategic Plan.
- Help CAs to implement outcomes from the Conservation Authorities Act.
- Track and influence policy and program development that provide opportunities for Conservation Authorities.
- Support and promote CA commitment to client service and streamlining including tracking of permit timelines.
- Continue to support and promote CA commitment to governance.
- Work with CAs to implement year 3 of the Nature Smart Climate Solutions Initiative.
- Work with CAs to implement Year 3 of 3 of the Canada Nature Fund land securement project.
- Support the Province and CAs by facilitating a successful Drinking Water Source Protection program
- Enhance collective CA information management efforts.

- Support CA staff training, professional development and networking.
- Keep members informed – CA weekly newsletter, meetings, improved members pages.
- Promote the value of Conservation Authorities through social media advocacy, messaging, tools, campaigns, and products.
- Engage the general public around Conservation Areas through the Healthy Hikes campaign, social media, new website and app promotions.

3) 2024 Operating Budget & CA Levy

The 2024 Conservation Ontario Operating Budget has been prepared to align with corporate business functions. The budget presented allows for opportunities to strengthen our communications, collective engagement, and support CO staff to continuously improve and deliver on behalf of Conservation Authorities.

Descriptions of the 2024 Revenues & Operational Expenses are as follows:
REVENUES:

- CA Levy: \$1,420,000
- Interest Earned: \$65,000
- Internal Chargeback Revenue \$75,000
- Miscellaneous Revenue: \$10,000
- Proposed Revenues: \$1,570,000 Total revenues represent an increase from \$1,447,000 to \$1,570,000.

The CCCA Levy to Conservation Ontario should be around \$19,980.00 for 2024 which is a difference of \$794.00 from 2023.

4) Conservation Ontario's Comments on the "Technical Bulletin - Flooding Hazards: Data Survey and Mapping Specifications"

On July 4, 2023, the Province posted a proposed Technical Bulletin to support flood hazard identification and mapping by Municipalities and Conservation Authorities.

The proposed "Technical Bulletin – Flooding Hazards: Data Survey and Mapping Specifications" (the "Bulletin") has been developed by the Province with input and feedback from the Multi-Partner Flood Mapping Technical Team – Data, Survey and Mapping working group. If approved, the Bulletin would replace Appendix J of the existing "River & Stream Systems: Flooding Hazard Limit" technical guide and is intended to provide guidance when delineating the flooding hazard when creating new or updating existing maps.

5) Great Lakes Short Term Funding Strategy

The short term strategy is proposed to focus on federal investments already announced with regard to the GLWQA and the NAS. It was recommended that Conservation Ontario prepare proposals to administer GLWQA funds for CA Coastal projects and CA Nutrients projects (i.e. Healthy Great Lakes/Land to Lake). NAS funding programs will also be monitored for complementary opportunities.

A short term funding strategy for coastal projects was circulated for the CAO Lake Leads review and feedback and it was used as the basis for subsequent follow-up with ECCC staff. It was confirmed that funding proposals on both topics would fit their proposed GLWQA streams and their program design details will be released later this Fall. A short-term funding strategy for Healthy Great Lakes/Land to Lake Initiative (i.e., Nutrients) has been drafted by D.Balika and J.Rzadki; next steps are to be determined by Jo-Anne as our lead for Nutrients.

6) Supporting Conservation Authority Regulatory Programs

Updates to existing guidance is underway for the following:

- Draft Guidelines to Support CA Administration of the “Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (2008);
- Conservation Authority Regulatory Compliance Guidelines: Sample Policies and Procedures (2011); and,
- Model Transitional Procedures and Guidelines (2006).

Creation of new guidance is underway for the following:

- Draft Guidance on Program Service Delivery Standards for the Administration of the Section 28 Regulation;
- Draft Guidance for CA Administrative Reviews; and,
- Draft Guidance for CA Mapping.

Proactively updating existing and drafting new guidance will position Conservation Ontario and Conservation Authorities for success should a new regulation be introduced. In the interim, Conservation Ontario continues to support CA implementation and administration of regulatory programs and advocate for positive outcomes with Ministry staff.

7) Nature Smart Climate Solutions Fund

Year 3 (2023-2024) of the current Conservation Ontario Nature Smart Climate Solutions initiative is underway. There are currently 18 Conservation Authorities participating in the Nature Smart Climate Solutions Fund implementing 60 restoration projects, 8 land securement projects, and 6 enhanced land management (cover cropping) projects.

8) Policy and Planning Program

A significant strategic priority in Member Services is to support CAs to implement new Provincial requirements (i.e., legislative, regulatory and policy under the CAA).

- Organizing and Facilitating Discussion Sessions for GMs and CA Staff Leads
- Updates to 'Members Only' CAA Implementation Resources Webpage
- Training
- Funding
- Sharing of information
- Environment Assessment Modernization
- Advocacy – Great Lakes Water Quality and Coastal Resilience
- Service Digitization and E-Permitting Activities
- Additional Meetings and Events
- Staffing Updates

9) Marketing and Communications

Registration for the 2023 Latornell Conservation Symposium opened on September 6 and was sold out in one day. The capacity for this year's event on October 23-24 at the Royal Botanical Gardens is 290. Tremendous interest in Latornell from the network and partners indicates a need for a larger venue to accommodate demand and create more opportunities to grow and expand the Latornell experience and brand. The Steering Committee will begin the search for a new venue for Latornell 2024 in the fall.

CAOs and GMs received Media Relations Training (see additional resources) on day two of the GM Strategy Meeting on June 28. The full-day session was led by Brian Lambie, president of Redbrick Communications and communications strategist for the Association of Municipalities of Ontario (AMO). The first half of the day covered theoretical concepts, applications and tips, and the second half covered a deep dive into real-life conservation-related scenarios and mock radio and TV interviews with critique by the facilitator. Several CAOs and GMs volunteered for the mock scenarios.

Conservation Ontario hosted a booth at the AMO Conference from August 21-23 – one of the most important and influential public policy conferences. CO and CA staff participated alongside municipal leaders, government officials and public servants to promote the work of Conservation Authorities and our role as a partner of choice and to learn about the critical issues municipalities face.

Four of the six Healthy Hikes campaigns have been launched on social media. The campaign ends on October 31.

10) Information Management Program

The Conservation Ontario CA Statistical Survey Project consists of an annual survey to collect information from all conservation authorities in 5 areas: 1. General Information (e.g. area, members, staff); 2. Landholdings; 3. CA Foundations; 4. Services, Programs, and Activities, and 5. Financial. The data collected through this survey is compiled and used by Conservation Ontario for marketing and communications purposes and for strategic planning and advocacy. The 2022 results are shared with the Province to minimize reporting requirements for CAs.

The Conservation Authority Collaborative Information Sessions (CACIS) bring together information management professionals, from each of the 36 Conservation Authorities, as well as staff from the provincial and federal government and other partners. They provide a forum for CA staff to showcase work and share knowledge that is vital for our CA community.

RECOMMENDATION:

THAT, the update on the activities of Conservation Ontario Council outlined in Report FA 82/2023, be noted and filed.

A handwritten signature in dark ink, appearing to read 'D. Underhill', is written over a horizontal line.

Dusty Underhill,
General Manager / Secretary-Treasurer

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

Completed the final quarterly report required under Regulation 687/21.7(2) which states a Conservation Authority must provide quarterly reports to the MECP on July 1, 2022, October 1, 2022, January 1, 2023, April 1, 2023, and October 1, 2023. The October 1 Quarterly report details where we are at in regards to cost apportioning agreements, feedback received from Municipalities and difficulties the CA may be facing in regards to cost apportioning agreements. We are using a fee for service model and reserves to cover off category 3 programming alleviating financial burden on our member municipalities.

Receiving quotes and reviewing/ preparing budget for 2024. Working with different departments to accommodate what we need vs what we want. A tour will be prepared for the members after the November Full Authority meeting to view some of the Authorities assets such as Infrastructure, Buildings and Bridges.

Attended Conservation Ontario Council meeting in person, details were provided in report no. FA

Ongoing discussion and talks with Malahide, and the Port Bruce Rate Payers Association in regard to HEC HMS modelling which would allow the CCCA to forecast and provide ample warning in the event of a major climatic weather event such as a flood.

Continual advancement on the CCCA's draft ten-year strategic plan which will provide direction to move forward and also assist in the creation of the mandatory Watershed Based Resource Management Strategy.

Completed the hiring process for the Conservation Areas Assistant position including hiring process.

Had a meeting with pat Prodonavic in regards to the riverine and shoreline updates in Port Bruce. Pat has almost completed a draft finished product and once done we will have a meeting in the schoolhouse open to the public as well to go over any questions or concerns.

Assisted with the coordination and event material for a PBRA hosted flood awareness day in Port Bruce. Peter and Gerrit attended the day and an information pamphlet was created and handed out to create an understanding for watershed residents of what the CCCA does. Speakers from the University of Waterloo attended exemplifying the need for lead time and preparation during a flood event.

Had a discussion with Peter in regards to our GIS. Staff addressed the concern of not having an updated base map of our administrative boundary that hasn't been altered by past staff. A new base map was created so there is continuity between departments etc. who utilize the software.

Conducted a health and safety meeting and suggested changes were brought forth by staff in regards to health and safety. Reports will be addressed by the board in an upcoming Full Authority meeting.

Created a budget report in conjunction with Susan Simmons which highlighted rational of the 9% increase the CCCA is seeking

Attended a General Managers meeting on September 18th.

Working on a plan with Malahide staff to replace the radio repeater that both parties utilize that is currently attached to the Aylmer Water Tower which is slated for decommission. Current equipment is antiquated and will need replacement upon dismantle of the tower.

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

Date	Type	Agency	Topic
September 1, 2023	Email/ Response	LPRCA	Firewood
September 1, 2023	Email/ Response	Gary Clarke	Interviews on the 15th
September 1, 2023	Email/ Response	MNRF	FHIMP Progress meeting
September 1, 2023	Email/ Response	Enbridge	Approved grant
September 3, 2023	Email/ Response	Scott Lewis	Interviews on the 15th
September 5, 2023	Email/ Response	Bowsher & Bowsher	Property matter
September 5, 2023	Email/ Response	MNRF	FHIMP Meeting
September 5, 2023	Email/ Response	Mark Coombes	Property Matter
September 5, 2023	Email/ Response	NPCA	CA Workshop Registration
September 6, 2023	Email/ Response	CO	Flooding Hazards Technical Bulletin
September 6, 2023	Email/ Response	MNRF	Surface Water Statement
September 6, 2023	Email/ Response	CO	Proposal to return lands in Ajax to the Greenbelt
September 6, 2023	Email/ Response	CO	Commenting on prescribed acts
September 6, 2023	Email/ Response	CO	OLT Training
September 7, 2023	Email/ Response	CO	Extensions for transition period
September 7, 2023	Email/ Response	MNRF	Provincial flood outlook
September 7, 2023	Email/ Response	MNRF	Final Quarterly Progress Report
September 7, 2023	Email/ Response	LPRCA	Extension requests for Transition Period
September 8, 2023	Email/ Response	Oxford County	Transportation Master Plan
September 8, 2023	Email/ Response	PBRA	Workshop attendance
September 11, 2023	Email/ Response	Elgin County	Personnel Changes
September 12, 2023	Email/ Response	Will Hayhoe	Permit
September 12, 2023	Email	MNRF	Low Water Products
September 13, 2023	Email/ Response	LERMC	SPC Appointment
September 13, 2023	Email/ Response	OPP Liaison	Pride Event
September 13, 2023	Email	CO	Approach to Four ERO's
September 13, 2023	Email/ Response	Ian Begg	Meeting

September 14, 2023	Email/ Response	PSD Citywide	Asset Management
September 14, 2023	Email/ Response	MECP	Wetland Conservation Partnership
September 14, 2023	Email/ Response	OPC	Purchase of Mums for OPC
September 15, 2023	Email/ Response	CO	Council Agenda
September 15, 2023	Email/ Response	KPMG	CEWS Update
September 18, 2023	Email	United Way	Harvest Lunch Details
September 18, 2023	Email/ Response	Dave Blatz	Hacienda Property
September 18, 2023	Email/ Response	CO	FHIMP Intake 2
September 19, 2023	Email/ Response	Malahide	Ice management Meeting
September 20, 2023	Email/ Response	CO	HSP Call for proposals
September 20, 2023	Email/ Response	CO	National Tree Day Details
September 20, 2023	Email/ Response	Crowe Valley CA	Structure Questions
September 20, 2023	Email/ Response	MNRF	Final Signed TPA
September 20, 2023	Email	KCCA	Forest Festival Info
September 21, 2023	Email	CO	Streamlining Permissions for Water Taking
September 21, 2023	Email/ Response	KCCA	Forest Festival Teacher planning Guide
September 22, 2023	Email/ Response	OPP	Check In for Pride Weekend
September 22, 2023	Email	Info and Privacy Commissioner	Code of Procedure for Appeals
September 22, 2023	Email	CO	New funding opportunity
September 22, 2023	Email	CO	Streamlining permissions for storm water management
September 22, 2023	Email	CO	New Minister MECP
September 22, 2023	Email/ Response	CO	Extension Requests
September 25, 2023	Email/ Response	CO	CA Workshop Details
September 26, 2023	Email/ Response	Malahide	Radio Repeater
September 26, 2023	Email/ Response	PSD Citywide	Asset Management
September 26, 2023	Email/ Response	MNRF	Progress Report
September 26, 2023	Email/ Response	CO	Healthy Hikes Campaign
September 27, 2023	Email/ Response	Ian Begg	Drone Footage
September 27, 2023	Email/ Response	CO	Staff Leads for Coastal Projects
September 27, 2023	Email/ Response	MNRF	October 1 Quarterly Report