

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, December 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 #FA09/2023 (November 9, 2023). 3-6
 - b) Land Management Committee Meeting #LM02/2023 (November 30, 2023). 7-8
- 7) Business Arising from Minutes
- 8) Public / Special Delegations
- 9) Reports:
 - a) Reports FA 94-97/2023 - Monthly Staff Reports. 9-13
(Peter Dragunas, Gerrit Kremers, Al Bradford, Brittany Bell)
 - b) Report FA 98/2023 - November Summary of Revenue & Expenditures. 14-15
(Susan Simmons)
 - d) Report FA 99/2023 - Accounts Paid 16
(Susan Simmons)
 - e) Report FA 100/2023 - Catfish Creek Conservation Authority Ice Management Plan
Amendment. 17-18
(Peter Dragunas)

f) Report FA 101/2023 - Proposed 2024 Meeting Schedule..	19
(Dusty Underhill)	
g) Report FA 102/2023 - Year End Motions.	20
(Dusty Underhill)	
h) Report FA 103/2023 - Strategic Plan 2024-2034.	21-25
(Dusty Underhill)	
i) Report FA 104/2023 - 2023 Conservation Areas Workshop.....	26
(Al Bradford)	
j) Report FA 105/2023 - 2023 Conservation Areas Workshop.	27
(Gerrit Kremers)	
10) General Manager / Secretary-Treasurer's Report.	28
(Dusty Underhill)	
11) Unfinished Business	
12) Chairperson's / Board Member's Report	
13) Notice of Motions / New Business:	
14) Correspondence:	
a) Copied:	
- Lisa M. Thompson, Minister of Agriculture, Food and Rural Affairs, "Request for Emergency Designation under Section 124 of the Drainage Act".	29-30
b) Not Copied:	
- Correspondence Register for November 2023.	31-34
15) Closed Session	
a) Personnel/Finance Committee Meeting #PF02/2023 (November 30, 2023).	35-37
16) Next Meeting of the Full Authority: Annual General Meeting in February 2024	
17) Termination	

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

Thursday, November 9, 2023

Meeting #09/2023

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 # 100/2023</u>	M. Halpin	A. Oslach	CARRIED
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THAT, the Agenda for the November 9, 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 # 101/2023 A. Oslach G. Clarke CARRIED

THAT, the Minutes of Full Authority Meeting #08/2023 (October 12, 2023), be accepted as circulated.

Motion # 102/2023 M. Halpin A. Oslach CARRIED

THAT, the Minutes of Interview Committee Meeting #IC03/2023 (September 15, 2023), be adopted 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 83 to FA 86/2023 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 103/2023 G. Clarke M. Halpin CARRIED

THAT, Staff Reports FA 83 to FA 86 for the month of October, 2023, be noted and filed.

Report FA 87/2023 – October Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 104/2023 M. Halpin A. Oslach CARRIED

THAT, Report FA 87/2023 (October Summary of Revenue and Expenditures), be noted and filed.

Report FA 88/2023 – Accounts Paid, was presented, discussed, and resolved.

Motion # 105/2023 A. Oslach G. Clarke CARRIED

THAT, Accounts Paid totaling \$93, 267.42 be approved as presented in Report FA 88/2023.

Report FA 89/2023 – Christmas Office Closure was presented, discussed, and resolved.

Motion # 106/2023 G. Clarke S. Lewis CARRIED

THAT, the Christmas Office closure schedule be approved as presented; and further,

THAT, staff receive a "floater" day off in lieu of the unused Staff Appreciation Day(s), and use vacation time and/or overtime credits to cover any other days not covered in the Personnel Policy.

Report FA 90/2023 – Catfish Creek Conservation Authority Ice Management Plan, was presented, discussed, and resolved.

Motion # 107/2023

M. Halpin

A. Oslach

CARRIED

THAT, the Catfish Creek Conservation Authority, Board of Directors endorse the Catfish Creek Conservation Authority Ice Management Plan, 2023, as described in Report FA 90/2023, and in compliance with Conservation Authorities Act, ONTARIO REGULATION 686/21, MANDATORY PROGRAMS AND SERVICES, Consolidation Period: From January 1, 2023 to the e-Laws current date.

Report FA 91/2023 – Catfish Creek Channel Sounding, was presented, discussed, and resolved.

Motion # 108/2023

A. Oslach

G. Clarke

CARRIED

THAT, the channel sounding observations described in Report 91/2023, be received as information at this time.

Report FA 92/2023 – Approved Section 28 Applications, was presented, discussed, and resolved.

Motion # 109/2023

M. Halpin

A. Oslach

CARRIED

THAT, the Full Authority receive the staff approved Section 28 Regulation Applications Report FA 92/2023, as information.

Report FA 93/2023 – Springwater Pond Winter Drawdown, was presented, discussed, and resolved.

Motion # 110/2023

S. Lewis

G. Clarke

CARRIED

THAT, Report FA 93/2023 be received as information at this time.

GENERAL MANAGERS REPORT:

- Continual support towards the 2024-2034 CCCA Strategic Plan. A rough draft has been created and approved by the board. A public consultation survey and consultation letter has been created to seek public, partner and municipal feedback. The survey will close November 24, 2023
- Completed the flood mitigation report which highlighted efforts made by the Authority since the flood of February 17, 2022.
- Ongoing budget deliberations. Seeking staff input etc. to narrow down the needs vs the wants for the 2024 Fiscal Year.
- Completed a presentation on HEC-HMS and presented it at a Port Bruce Rate Payers meeting on October 25. The PBRA is interested in making a donation, the CCCA will also contribute and seek municipal support in 2024 and the idea is to leverage the money through the FHIMP program to create some HEC HMS modelling.
- Assisted with the coordination and approval for a hazard tree removal in the Jaffa Outdoor Education Center outdoor classroom. Remnant Beech trees affected by the Beech Bark Disease were felled creating a safe space for the students and a space for the understory to flourish and rejuvenate.

- Attended a FHIMP update meeting. Progress was discussed in regards to where we are at with the Flood Hazard Identification and Mapping Program which will provide an updated set of flood lines for the hamlet of Port Bruce.
- Attended an asset management webinar. A follow up session was conducted at the TRCA Headquarters in November. This will assist staff in regards to the mandatory asset management components the CCA is required to complete as per the Conservation Authorities Act.
- Assisted in completing an expression of interest in regard to a grant from the Federal Government. The Government of Canada is investing \$12.5 million from the CAAF (climate action awareness fund) to support projects that will increase environmental literacy of young Canadians as part of the long-term solutions to tackle climate change. The submission included upgrades to our educational programming much needed improvements to transform the schoolhouse into the Springwater Education Center
- Attended the October 25, 2023 Port Bruce Rate Payers Association meeting at North Shore Marina. A presentation was presented to the PBRA in regards to HEC-HMS modeling and its capabilities. Earlier in 2023 the PBRA approached the authority in regard to a donation they would like to make for something that would assist in flood mitigation/ prevention. Staff thought the HEC HMS software was most efficient tool everyone could benefit from which would provide lead time well in advance of an event.
- Review of the preliminary budget with staff.
- Attended a General Managers meeting. Discussion was held around mandatory deliverables such as Asset Management Plans, Land inventory, Watershed Based Resource Management Strategy Conservation Areas Strategy and Ice Management Plans. Updates were provided by CO staff in regard to Trees Canada Agreements, Ecosystem Protection and Climate mitigation Fund, Natural Resources Canada Climate Resilient Coastal Communities Program.

Motion # 111/2023 S. Lewis A. Oslach CARRIED

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

NEXT MEETING / TERMINATION:

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

Motion # 112/2023 G. Clarke A. Oslach CARRIED

THAT, the Full Authority be terminated at 10:23 a.m.

General Manager / Secretary –Treasurer

Authority Chairperson

**MINUTES OF THE MEETING OF THE
CATFISH CREEK CONSERVATION AUTHORITY
LAND MANAGEMENT COMMITTEE**

Thursday, November 30, 2023

Meeting #02/2023

The Land Management Committee Meeting of the Catfish Creek Conservation Authority was held at the Catfish Creek Conservation Authority Administration Building.

PRESENT:

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

STAFF:

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

ABSENT:

Scott Lewis	Committee Member	Township of Malahide
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WELCOME / CALL TO ORDER:

Committee Chairperson Arthur Oslach welcomed everyone and called the meeting to order at (9:56 a.m.).

LAND ACKNOWLEDGMENT:

The CCCA recognized that the land on which we gather is in the traditional territory shared between the Haudenosaunee confederacy, the Anishinabe nations, and the Attiwoonderonk Neutrals.

ADOPTION OF AGENDA:

<u>Motion #LMC 07/2023</u>	M. Halpin	P. Buchner	CARRIED
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THAT, the Agenda for the November 30, 2023, Land Management Committee meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST:

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

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

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

PUBLIC / SPECIAL DELEGATIONS:

None

REPORTS:

Report LM 05/2023 –Springwater CA 2024 Fee Schedule, was presented, discussed, and resolved.

<u>Motion #LMC 08/2023</u>	P. Buchner	G. Clarke	CARRIED
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THAT, the Land Management Committee recommend to the Full Authority that the 2024 Springwater Conservation Area Fee Schedule attached to Report LM 05/2023, be adopted as presented.

Report LM 06/2023 –Springwater CA Regulations, was presented, discussed, and resolved.

<u>Motion #LMC 09/2023</u>	P. Buchner	G. Clarke	CARRIED
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THAT, the Land Management Committee recommend to the Full Authority that the revised Rules and Regulations for Springwater Conservation Area Visitor's Guide and Seasonal Handbook be approved as amended in Report LM 06/2023.

Report LM 07/2023 – Property Tax Register - 2023, was presented, discussed, and resolved.

<u>Motion #LMC 10/2023</u>	M. Halpin	G. Clarke	CARRIED
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THAT, Report LM 07/2023, be received as information at this time.

UNFINISHED BUSINESS:

None

COMMITTEE CHAIRPERSON'S / COMMITTEE MEMBER'S REPORT:

None

CORRESPONDENCE:

None

NOTICE OF MOTIONS / NEW BUSINESS:

None

CLOSED SESSION:

None

TERMINATION:

<u>Motion #LMC 11/2023</u>	G. Clarke	M. Halpin	CARRIED
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THAT, the meeting be terminated at (10:46 a.m.).

General Manager / Secretary - Treasurer

Committee Chairperson

REPORT FA 94/2023: To The Full Authority

FROM: Water Management Technician
SUBJECT: November Monthly Staff Report
DATE: December 4, 2023

Water Management Technician

Current Activities:

- Continuous: Monitoring for watershed seasonal flows (low and or high) to verify and issue watershed condition statements.
- Continuous: Maintaining the Catfish Creek water quantity (flows) database and analysis for seasonal flows.
- Continuous: Monitoring seasonal Lake Erie shoreline Flood Outlook, Watch and Warning condition assessments and monitoring for wind induced storm surge and subsequent shoreline flood conditions.
- Completed a Draft copy of the *Catfish Creek Conservation Authority, Flood Watch and Warning Plan 2023* for staff review.
- Current 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.
- Examining the CCCA floodline mapping strategy.
- Continuous: Addressing queries from the Township of Malahide, Port Bruce Rate Payers Association (PBRA) and Port Bruce residents regarding historic ice mitigation measures and new flood line mapping, flood forecasting tools, procedures and protocols.
- Reviews, assessments, benchmark and threshold verifications/implementations for the 2023 - 2024 Flood Forecasting and Warning Program.
- Assessment of quantitative and qualitative adjustments for flood forecasting and warning tools planned for the 2023-2024 flood season.

Upcoming Activities:

- Continue with monitoring of Lake Erie shoreline storms for storm surge and wave uprush conditions.
- 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 and Warning physical and numeric information compilations for CCCA flood monitoring.
- Other Duties as required

Recommendation:

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


Peter Dragunas
Water Management Technician

REPORT FA 95/2023 : To The Full Authority

FROM: Resource Planning Coordinator

SUBJECT: November Monthly Staff Report

DATE: December 7, 2023

Resource Planning Coordinator

Current Activities:

- Met with landowner to discuss 2024 tree planting on their property;
- Participated in Planning pre-consultation meetings with member municipalities and private landowners looking to conduct work within adjacent lands of a Natural Hazard Feature ;
- Along with General Manager, met with City of St. Thomas staff to discuss the new St. Thomas NE Employment Lands;
- Had site meetings with landowners to discuss potential stewardship projects on their properties;
- Held various site meeting with landowners to discuss CA policies, S.28, in regards to future development activities on their property;
- Supervised and assisted in the training of the Environmental Leadership Program (ELP) students from East Elgin Secondary School during chainsaw training activities in local plantations;
- Year-end financial reports for various stewardship projects and partner contribution agreements/requirements;
- Participated in Conservation Authority Coastal Working Group webinar meeting in regards to shoreline development and guidelines;
- Met with local Drainage Superintendent in regards to planned drainage works within the watershed;

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 municipalities;
- 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 November, 2023, be noted and filed.


Gerrit Kremers
Resource Planning Coordinator

REPORT FA 96/2023: To The Full Authority

FROM: Conservation Areas Supervisor

SUBJECT: November Monthly Staff Report

DATE: November 30, 2023

Conservation Areas Supervisor

Current Activities:

- Completed install of memorial benches in Springwater Conservation Area (forest & campgrounds) with assistance from a couple ELP students we had helping for the week
- 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)
- Toured our infrastructure within our Conservation Areas with the majority of the board members so they can see some of the items in need of repair first hand which are a hazard and need to be prioritized
- Completed campground shut down in preparation for winter
- Campground maintenance continuing (install site posts & tree trimming along & above our roads)
- Working with the ELP class (chainsaw course/fieldwork)
- Worked with contractors on installation of new office signage, Key West Gates (pay station installation), Uplink for final work on internet infrastructure (a few items will be completed in January)
- Meet with CCCA staff and Uplink to start phase 2 planning for the infrastructure of cost/sharing of the internet for Seasonal campers for 2024 that will allow a reduction of internet cost for the CCCA
- Continue to work with the CS Clerk (Shelby) to keep working on the education programs and revamping our programs
- Still awaiting a quote for the Tisdale CA sign from 2 local companies (identifying the Conservation Area for the public)
- 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
- Had a work day here at Springwater CA with the ELP class (splitting wood, removing vegetation along our berm around the dam, setup for the Spirit Walk)
- Prepped and setup for Spirit Walk coming up in December

Upcoming Activities (December):

- Complete work with ELP class for the chainsaw certification

- Obtaining a quote for the Tisdale CA sign (identifying the Conservation Area for the public) should have something for the end of January
- Obtaining quotes for school house roof from 3 companies (as interior damage to the schoolhouse has started to show with partial small section of the ceiling coming down
- Still trying to confirm what work we need permission or guidance from the Heritage Committee for the school house
- 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
- 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)
- Campground maintenance continued (tree trimming along & above our roads), painting of Whites mill comfort station
- Coming up with a game plan for internet infrastructure in the campground for the new year with Uplink/CCCA staff
- Sit down planning session with CCCA staff for the 2 potential grants available
- Pricing tires for trucks as tires are unsafe for winter driving

Recommendation:

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


 Al Bradford,
 Conservation Areas Supervisor

REPORT FA 97/2023 : To The Full Authority

FROM: Program Support Assistant
SUBJECT: November Monthly Staff Report
DATE: December 1, 2023

Program Support Assistant

Current Activities:

- Seasonal camper administration
- Maintained social media channels and posted entertaining content
- Meetings for the Christmas Spirit Walk
- Monitoring CCCA website inquiries
- Catfish Creek Conservation Authority administrative duties
- Researched grant opportunities
- Booked Springwater Conservation Area facility rentals
- Source Water Protection Campaign on social media
- New electronic sign configuration
- Began work on the 2023 Annual Report
- Attended Conservation Ontario's Annual Communications Meeting
- Met with couples looking to book weddings at the schoolhouse for 2024
- Continued work on the IVR phone systems for the CCCA
- Advertised for volunteers for the Christmas Spirit Walk

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
- Christmas Spirit Walk

Recommendation:

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



Brittany Bell
Program Support Assistant

REPORT FA 98/2023 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures
 DATE: November 30, 2023

SUMMARY OF REVENUE
 for the period ending November 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	\$ 18,570.88	\$ (29,127.86)	\$ 24,796.70
Federal Grants	\$ 131,403.00	\$ 277,265.01	\$ 145,862.01	\$ 241,672.08
Employment Program Grants	\$ 20,000.00	\$ 11,869.00	\$ (8,131.00)	\$ 55,816.31
Municipal General Levies	\$ 405,939.78	\$ 406,289.79	\$ 350.01	\$ 372,421.82
Special Benefiting Levies	\$ -	\$ -	\$ -	\$ 8,250.00
Donations/Sponsorships	\$ 34,300.00	\$ 45,071.15	\$ 10,771.15	\$ 51,565.44
Conservation Areas Revenue	\$ 709,800.00	\$ 705,097.25	\$ (4,702.75)	\$ 665,446.72
Maple Syrup Revenue	\$ 32,100.00	\$ 61,637.42	\$ 29,537.42	\$ 7,234.70
Bank Interest Earned	\$ 3,000.00	\$ 26,070.06	\$ 23,070.06	\$ 5,618.09
Environmental Education	\$ 1,220.00	\$ 6,895.00	\$ 5,675.00	\$ 5,180.00
Legal Inquiries/Permit Applications	\$ 7,500.00	\$ 7,035.45	\$ (464.55)	\$ 7,389.39
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	\$ 2,703.11	\$ (6,519.19)	\$ -
Contract Services	\$ 1,331.00	\$ 214.36	\$ (1,116.64)	\$ 490.54
Vehicle & Equipment Rental Recoveries	\$ 45,893.00	\$ 23,480.93	\$ (22,412.07)	\$ 25,635.34
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>\$ 1,659,734.05</u>	<u>\$ (36,935.80)</u>	<u>\$ 1,516,169.63</u>

DONATIONS/SPONSORSHIPS	2023 Budget	Received To Date	Difference
Annual Report	\$ 1,000.00	\$ 1,000.00	\$ -
Environmental Education	\$ 500.00	\$ 3,970.00	\$ 3,470.00
EESS ELP	\$ 6,000.00	\$ 5,000.00	\$ (1,000.00)
Commemorative Forest	\$ 300.00	\$ 360.00	\$ 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	\$ 9,730.22	\$ (10,269.78)
Archie Coulter C.A. Trails	\$ 2,000.00	\$ 2,342.97	\$ 342.97
YNHA	\$ 2,000.00	\$ 2,367.96	\$ 367.96
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	<u>\$ 34,300.00</u>	<u>\$ 45,071.15</u>	<u>\$ 10,771.15</u>

REPORT FA 98/2023 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures
 DATE: November 30, 2023

SUMMARY OF EXPENDITURES

for the period ending November 30, 2023

	2023 Budget	2023 To Date	Difference	2022 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Service:	\$145,739.31	\$ 113,857.97	\$ (31,881.34)	\$ 146,903.51
2 FLOOD FORECASTING & WARNING	\$298,347.99	\$ 253,822.52	\$ (44,525.47)	\$ 176,003.46
3 DROUGHT AND LOW WATER RESPONSE	\$16,989.59	\$ 13,878.37	\$ (3,111.22)	\$ 12,450.65
4 ICE MANAGEMENT	\$24,223.56	\$ 22,163.34	\$ (2,060.22)	\$ 15,927.93
5 INFRASTRUCTURE (Dam)	\$24,921.85	\$ 21,804.56	\$ (3,117.29)	\$ 13,112.29
6&7 ACT REVIEWS & PLAN REVIEW	\$4,877.68	\$ 3,814.09	\$ (1,063.59)	\$ 7,099.06
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$45,803.38	\$ 37,444.37	\$ (8,359.01)	\$ 39,561.98
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$83,078.73	\$ 98,199.96	\$ 15,121.23	\$ 44,825.95
12 WATER QUALITY (PGMN & PSMP)	\$12,487.14	\$ 15,646.50	\$ 3,159.36	\$ 12,060.65
13 SOURCE PROTECTION	\$5,947.09	\$ 2,006.06	\$ (3,941.03)	\$ 5,494.61
SUB TOTAL: MANDATED PROGRAMS Expenditures	\$662,416.32	\$582,637.74	-\$79,778.58	\$473,440.09
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	\$35,597.00	\$ 24,559.26	\$ (11,037.74)	\$ 110,778.35
ENVIRONMENTAL EDUCATION	\$7,720.00	\$ 4,748.59	\$ (2,971.41)	\$ 7,851.84
SPECIAL PROJECTS	\$1,500.00	\$ 6,791.91	\$ 5,291.91	\$ 4,476.78
C.A. DEVELOPMENT PROJECTS	\$99,075.00	\$ 182,675.00	\$ 83,600.00	\$ 206,051.47
OTHER CAPITAL PROJECTS	\$0.00	\$ 3,041.73	\$ 3,041.73	\$ 3,075.38
MAPLE SYRUP PROGRAM	\$83,662.37	\$ 79,858.53	\$ (3,803.84)	\$ 3,075.38
SPRINGWATER CONSERVATION AREA	\$710,806.16	\$ 649,184.03	\$ (61,622.13)	\$ 546,992.96
VEHICLE & EQUIPMENT OPERATIONS	\$95,893.00	\$ 70,218.44	\$ (25,674.56)	\$ 40,449.47
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,034,253.53	\$1,021,077.49	-\$13,176.04	\$922,751.63
AMORTIZATION	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,696,669.85	\$ 1,603,715.23	\$ (92,954.62)	\$ 1,396,191.72

Susan Simmons

Susan Simmons,
Financial Services Coordinator

REPORT FA 99/2023 : TO THE FULL AUTHORITY

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

VENDOR	CHQ #	TOTAL	EXPLANATION
Integrity IT Services	31614	\$ 232.78	computer network support
Eastlink	online	\$ 880.98	phone, fax line, gauges
Telus Mobility	online	\$ 402.62	mobile phones
Hydro One	online	\$ 2,555.13	campground, day use, operations centre, gauges
Passport Labs, Inc	31631	\$ 7.35	mobile parking app fees
R Safety	31632	\$ 97.36	campground supplies
Rival Office Solutions	31633	\$ 856.54	postage meter lease
SGS Canada Inc.	31634	\$ 282.50	campground maintenance
Silverthorn Landscape Supplies	31635	\$ 124.30	campground maintenance
Uplink Communications Inc.	31636	\$ 4,384.40	Community Services Recovery Fund
407 ETR	31616	\$ 60.46	toll highway fee - October
Aylmer Glass & Mirror Ltd.	31617	\$ 33.90	campground maintenance
Aylmer Home Building Centre	31618	\$ 91.15	campground maintenance
Aylmer Home Hardware	31619	\$ 180.92	campground maintenance
Canadian Tire	31620	\$ 135.42	campground supplies
De Lage Landen Financial Services Can	31621	\$ 111.87	postage meter lease
Erb Signs Inc.	31622	\$ 13,733.54	Community Services Recovery Fund
Erie Excavating & Liquid Waste Remova	31623	\$ 508.50	campground maintenance
Francotyp-Postalia Canada	31624	\$ 565.00	postage metre reset
Glenbriar Bottled Water Co. Ltd.	31625	\$ 22.49	water cooler service
H. Broer Equipment Sales & Service Inc.	31626	\$ 22.98	equipment maintenance
Integrity IT Services	31627	\$ 375.73	computer network support
K&K Locksmiths	31628	\$ 280.81	campground maintenance
McFarlan Rowlands Insurance Brokers	31629	\$ 81.00	adjusted insurance premium
Mobile Vintage Repairs and Engineering	31630	\$ 271.72	equipment maintenance
Bell Canada	online	\$ 102.72	gauge
CIBC Visa	online	\$ 25.71	Canada Post - holiday hold
CIBC Visa	online	\$ 73.44	office supplies
CIBC Visa	online	\$ 157.72	general supplies
CIBC Visa	online	\$ 24.28	meeting platform subscription
CIBC Visa	online	\$ 62.52	campground supplies
CIBC Visa	online	\$ 425.96	environmental education - ELP
CIBC Visa	online	\$ 63.26	mapping software monthly fees
CIBC Visa	online	\$ 293.79	equipment maintenance
Waste Connections of Canada Inc.	online	\$ 110.47	campground maintenance
407 ETR	31637	\$ 95.26	toll highway fee - November
Canadian Tire	31638	\$ 385.90	campground supplies
Dowler-Karn Limited	31639	\$ 464.38	shop heat fuel
Glenbriar Bottled Water Co. Ltd.	31640	\$ 21.93	water cooler service
H. Broer Equipment Sales & Service Inc.	31641	\$ 5.09	equipment maintenance
Integrity IT Services	31642	\$ 297.19	computer network support
R Safety	31643	\$ 152.30	campground supplies
Uplink Communications Inc.	31644	\$ 491.55	Community Services Recovery Fund
Checkers Cleaning Supplies	31645	\$ 505.61	safety salt
		\$ 30,058.53	

RECOMMENDATION:

THAT, Accounts Paid totalling **\$30,058.53** , be approved as presented in Report FA 99/2023



Susan Simmons,
Financial Services Coordinator

REPORT FA 100/2023: To The Full Authority

FROM: Peter Dragunas, Water Management Technician

SUBJECT: Catfish Creek Conservation Authority Ice Management Plan

DATE: November 15, 2023

PURPOSE:

To present to the Full Authority the Catfish Creek Conservation Authority, an mended to the Ice Management Plan, 2023 for approval.

DISCUSSION:

Please see attached report *Catfish Creek Conservation Authority, Ice Management Plan 2023*.

RECOMMENDATION:

That the Catfish Creek Conservation Authority, Board of Directors approve the Catfish Creek Conservation Authority, Ice Management Plan, 2023, amendment on pages 5 and 6 *Malahide Township Responsibility*, as described in Report FA 100/ 2023, and in compliance with Conservation Authorities Act, ONTARIO REGULATION 686/21, MANDATORY PROGRAMS AND SERVICES, Consolidation Period: From January 1, 2023 to the e-Laws current date.


Peter Dragunas,
Water Management Technician

Malahide Township Responsibility

Appendix "G", Malahide Township Emergency Flood Contacts

At all times Malahide Township staff are charged with the operation and instruction to the ice breaking contractor.

As per the Township of Malahide, Tender EM-23-01, Port Bruce Ice Breaking Services.

The Township of Malahide will advise the Contractor where each piece of equipment is to be delivered and the required time of arrival.

The Township of Malahide staff will be responsible to provide direction to the operators as required to perform the works required (e.g. when to clear out the harbor/mouth of the river of ice, when to push the ice under the Lake Erie ice shelf)

The Township of Malahide will notify the Contractor of rescheduling of rentals to address unforeseen conditions including breakdowns, weather - heavy rain, material delivery delays, labour deficiencies.

The Township of Malahide requires that all the Health & Safety Procedures & Traffic Control are followed, that, proper rental equipment is being used as requested i.e. – safety equipment / shields, that, proper working techniques are used, that, proper and thorough cleanup is done daily, that, proper delineation is placed to ensure the public safety of the jobsite overnight prior to departure from the worksite.

Unless otherwise directed, during a potential ice jam generated Flood Warning Watershed Condition Statement the Authority will advise applicable Malahide Township Staff they consider activating the ice management equipment (dragline).

To assist staff with determining the appropriate timing window for ice breaking operations please refer to section ***CCCA Flood Watch and Warning Guidelines***.

REPORT FA 101/2023: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary - Treasurer

SUBJECT: Proposed 2024 Meeting Schedule

DATE: December 1, 2023

PURPOSE:

To present the members with a list of the proposed CCCA 2024 meeting dates.

DISCUSSION:

In order to provide the members with ample notice of upcoming meetings, staff have prepared the following schedule of proposed CCCA meeting dates for 2024.

Personnel/Finance Committee	Thursday, January 25	10:00 a.m.
Annual General Meeting	Thursday, February 22	2:00 p.m.
Full Authority	Thursday, March 14	10:00 a.m.
Full Authority	Thursday, April 11	10:00 a.m.
Full Authority	Thursday, May 9	10:00 a.m.
Land Management Committee	Thursday, May 23	10:00 a.m.
Full Authority	Thursday, June 13	10:00 a.m.
Full Authority	Thursday, August 15	10:00 a.m.
Full Authority	Thursday, September 12	10:00 a.m.
Full Authority	Thursday, October 10	10:00 a.m.
Full Authority	Thursday, November 14	10:00 a.m.
Land Management Committee	Thursday, November 28	10:00 a.m.
Personnel/Finance Committee	Thursday, November 28	11:00 a.m.
Full Authority	Thursday, December 12	10:00 a.m.

RECOMMENDATION:

THAT, the Full Authority approve the 2024 Meeting Date Schedule as outlined in Report FA 101/2023.



Dusty Underhill
General Manager / Secretary - Treasurer

REPORT FA 102/2023: To The Full Authority

FROM: Dusty Underhill, Acting General Manager / Secretary-Treasurer
SUBJECT: Year-End Motions
DATE: November 10, 2023

PURPOSE:

To seek approval for the following list of Year-End Motions.

DISCUSSION:

The following Motions require ratification prior to the end of the year.

- 1) THAT, the Personnel / Finance Committee be given the power to deal with any matters that may arise prior to the first Full Authority meeting in the year 2024.
- 2) THAT, the Chairperson and the General Manager / Secretary-Treasurer be authorized to discharge Accounts Payable for December, 2023, and January, 2024, or until the next Full Authority meeting is held.
- 3) THAT, the CCCA office be closed to the public (except for emergency response) from 4:30p.m. on Friday, December 22, 2023, to 8:30 a.m. on Tuesday, January 2, 2023.

RECOMMENDATION:

THAT, the Full Authority approve the list of Year-End Motions contained in Report FA 102/2023.



Dusty Underhill
General Manager/ Secretary Treasurer

REPORT FA 103/2023:
FROM:
SUBJECT:
DATE:

To The Full Authority
Dusty Underhill, General Manager/Secretary-Treasurer
2024 – 2034 Strategic Plan
December 5, 2023

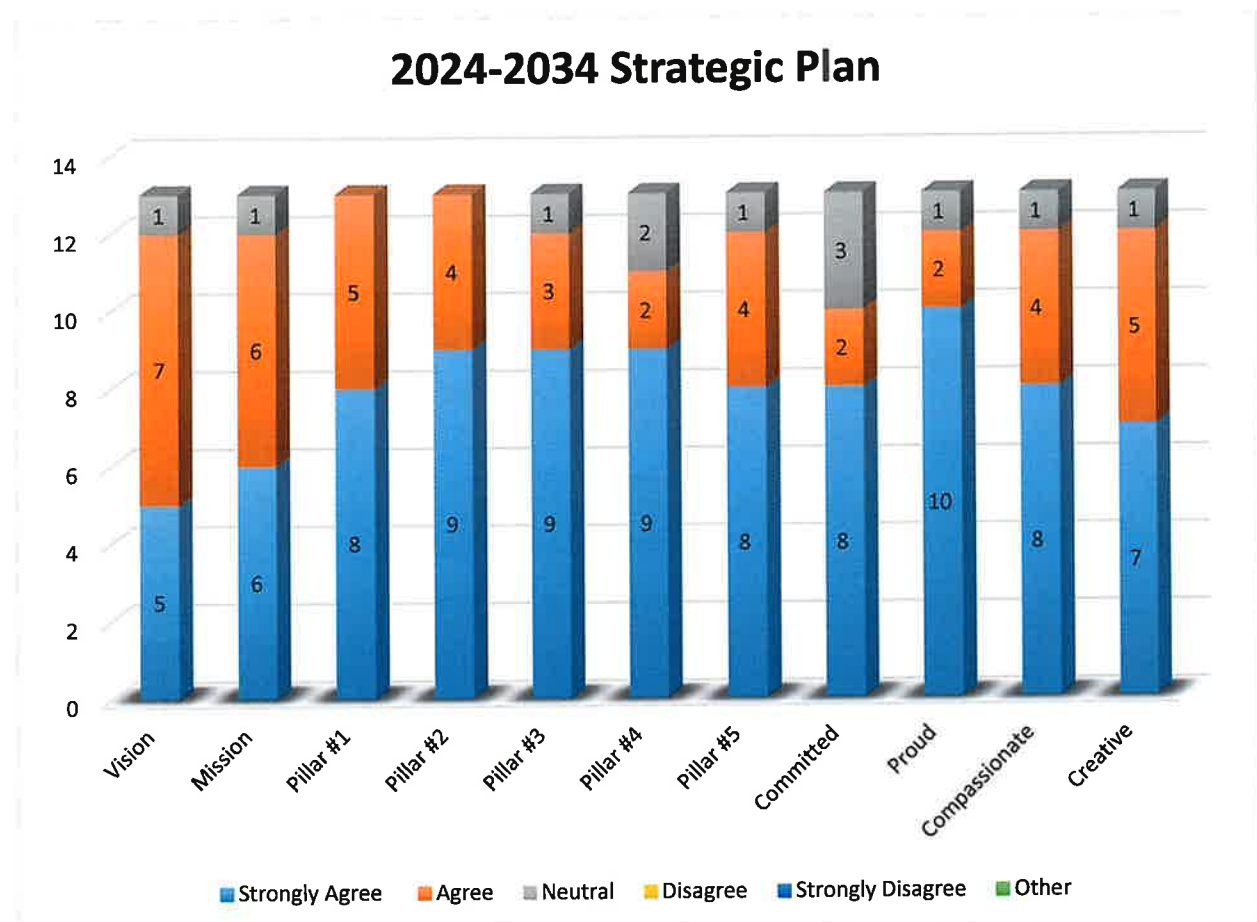
PURPOSE:

To seek endorsement and approval of the draft 2024-2034 Strategic Plan.

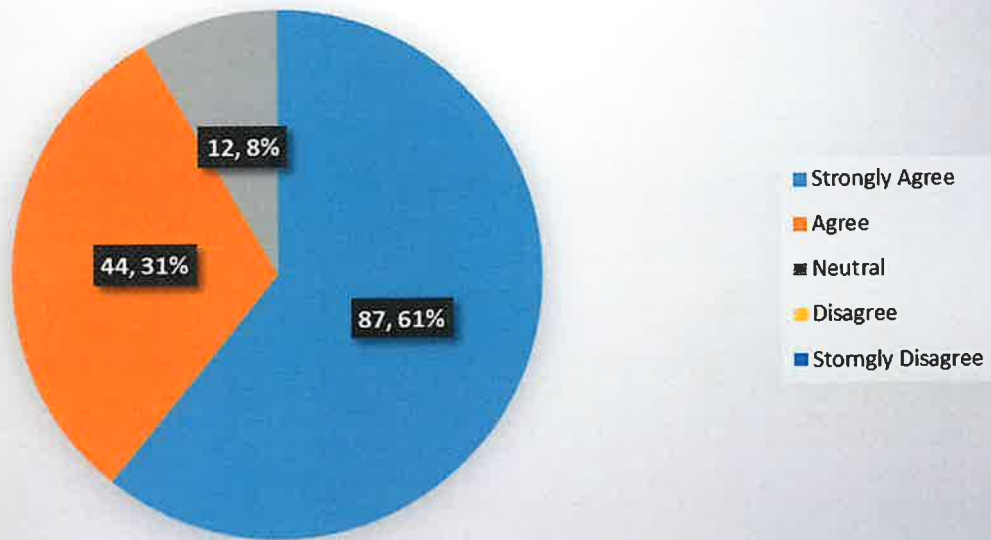
DISCUSSION:

On November 24, 2023 at 4:00 p.m. the Strategic Plan Survey was closed for public consultation.

Overall, thirteen surveys were completed. General consensus ranged from Strongly Agree to Neutral with no one Disagreeing or Strongly Disagreeing.



Overall Satisfaction Comparson



On November 28, 2023 staff met in the boardroom to provide input taking into consideration the comments that were received. Although some of the comments may disagree with a certain strategic pillar or corporate value or certain aspects of either, in legislative context the 2024-2034 Strategic Plan compliments the Conservation Authorities Act and the newly mandated requirements that are embedded within it.

A few minor amendments were made to the 2024 to 2034 Strategic Plan in regard to comments provided.

Comments Received:

Vision:

Please use punctuation!

“Harmony” is a questionable word, wishy-washy in its meaning used where it is in the vision statement. A lot of your work revolves around education and protection/ sustainability so I suggest “An understanding between the social harmony and ecological protection of the watershed for present and future generations.”

Would love more clarity on the above statement? It sounds excellent, but the present generation has a tendency to put more priority on current needs than future needs. Would love more of a forward-thinking statement that puts emphasis on future generations.

Mission:

Please use punctuation!

CCCA has a strong history of community involvement, providing community based education, and educating future generations of Catfish Watershed residents.

Slight change to: To communicate and deliver sustainable resource management programs and services in order to achieve social harmony and ecological protection within the watershed.

Very Good

Pillar 1:

CCCA does an amazing job with their available resources in providing the knowledge and expertise related to natural hazards and climate impacts, especially with freshet flooding. My hope is that, in the future, the people impacted by these natural hazards and climate impacts start working with, instead of against those who are doing their best to keep us safe and our properties intact.

Pillar 2:

I would add a slight change: Improve and protect the ecological health of the Catfish Creek watershed increasing biodiversity, habitat connectivity, and natural cover.

Pillar 3:

CCCA has had a strong relationship with the Environmental Leadership Program at EESS. The program has benefitted from the knowledge of the CCCA employees and students have helped on many projects within the watershed.

Would change one point: Highlight and promote sustainable recreational activities.

Love the idea of CCCA facilities as community hubs.

Pillar 4:

Paragraph 10.....the Authority owns manages or controls

I'm concerned about the absence of certain words in some of the points:
Ensure the long-term protection and sustainability of our natural spaces

Programs and services to maintain any facilities, trails or other amenities that support public access and sustainable recreational activities in conservation areas....

Acquire properties to balance the effective business management of our organization and to help meet our natural cover and natural heritage objectives (I have removed "disposing of properties". Disposing of properties, in other words, selling them, is questionable, given that the properties were originally purchased in order to protect and complement the Conservation Authority's goal of water management and habitat protection. The concern is, in selling off certain properties to help meet the CA's objectives, there is a risk that the purchaser will inappropriately develop or use the land which will put it and neighboring properties at risk of degradation. That negates the reason why a certain property was deemed important from the beginning. We need to be protecting as much land as possible, especially in the area of Southern Ontario where the Carolinian ecosystem and its watersheds are under constant threat).

Pillar 5:

Paragraph 2 Commit to maintaining a quick turn.....

I am concerned about the ambiguity of this statement:

"Ensure new partners share similar values as our organization and the Province."

Whose "values"? The current government of this province does not consider ecological protection nor watershed protection a priority (as per the recent Greenbelt scandal, along with the lack of establishing any new provincial parks, stripping away powers and budgets of Conservation Authorities, and removing

environmental assessment processes in favor of MZO's. This province's current government DOES NOT share the same values as your organization.

Committed:

Slight change: "...and to provide sustainable outdoor recreation opportunities..."

Only Neutral because I have not taken the opportunity to partake in many of the outdoor recreation spaces and events within the CCCA Watershed...I will be making an effort to do so in 2024.

Proud:

We are proud of the Catfish Creek Conservation Authority and dedicate ourselves to the protection of the watershed for present and future generations.

This is integral to your management plan! Notice the words "protection" and "increase" – words that I have commented on throughout this survey. Small grammatical change: "we will work hard..."

Compassionate

Landowner cooperation is critical for the Conservation Authority to survive. Suggestion of some "word-smithing" changes: "We are compassionate towards landowners and we understand both their interests and those of a changing environment. We will continue our great history of working with landowners to find solutions that work for all parties."

I think there needs to be more concrete conversation had with the many who might be affected or don't understand the choices when changes are made within a community along the watershed. I stated Neutral because I am unaware of what opportunities were given by CCCA to the community for a conversation before changes happened historically. (Rush Creek Line concerns and the wall that was built along Lake Erie in front of 3 properties – Imperial Road as examples). This could be negligence on our end of not paying full attention.

Creative:

Sadly, today is too much about economic challenges, forgetting that ENVIRONMENTAL challenges in the same sentence. They go hand in hand. Read Mark Carney's book "Value(s): Building a Better World for All". Mark Carney is currently the U.N. Special Envoy for Climate Action and Finance and the U.K.'s Finance Advisor for COP26. He was previously Governor of the Bank of England (2013-2020), and Governor of the Bank of Canada (2008-2013). He knows what he's talking about. It is NOT only about economic challenges.

Amendments and Additions in Regard to Comments:

Strategic Pillar #2 was amended from "Protect the ecological health" to,

"**Improve** and Protect the ecological health".

Strategic Pillar #4 was amended from "Develop a Land Inventory which will include detailed information for every parcel of land the authority owns or controls"

to,

Develop a Land Inventory which will include detailed information for every parcel of land the Authority owns, **manages** or controls.

Committed was amended from "We are committed to conservation and work every day to improve the health and function of the Catfish Creek watershed, and to provide the outdoor recreation opportunities and customer service that the community expects from us".

to,

"We are committed to conservation and work every day to improve the health and function of the Catfish Creek watershed, and to provide **sustainable** outdoor recreation opportunities and customer service that the community expects from us.

Proud was amended from "We are proud of our watershed and are proud to dedicate ourselves to the protection of the watershed. We work hard to increase natural spaces so that future generations can also be proud of the watershed".

to,

"We are proud of the **Catfish Creek Conservation Authority** and dedicating ourselves to the protection of the watershed. We will work hard to increase natural spaces so that future generations can also be proud of the watershed.

Compassionate was amended from "We are compassionate with landowners and we understand both your interests and those of a changing environment. We have a great history of working with landowners to find solutions that work for all parties."

to,

"We are compassionate **towards** landowners and we understand both **their** interests and those of a changing environment. We **will continue our** great history of working with landowners to find solutions that work for all parties."

RECOMMENDATION:

THAT, the Full Authority approve the changes to the draft 2024-2034 Strategic Plan as presented in Report FA 103/2023; and further,

THAT, staff provide a completed 2024-2034 Strategic Plan for approval at the January 2024 Personnel and Finance Committee meeting.



Dusty Underhill
General Manager / Secretary-Treasurer

REPORT FA 104/2023 : To The Full Authority

FROM: Conservation Areas Supervisor
SUBJECT: 2023 Conservation Areas Workshop
DATE: November 30, 2023

Conservation Areas Supervisor

Conservation Areas Workshop:

- October 25/26, Gerrit and myself attended the Conservation Areas Workshop in Orillia
- Sat in on: Group Session on Land Relationship Visioning with Cambium Indigenous Professional Services (CIPS)
- I was one of three presenters for the topic - Maple Syrup in Conservation Areas: The Sticky and the Sweet (I spoke on our program here at Catfish Creek (touched on Education, Revenue/Fund Raising, Risk Management (parking, weather, negative feedback), Tender process, Pancake House, Sugar Bush Health)
- Sat in on: Wildly Successful: Event Planning in Conservation Areas
- Attended the Exhibitor Market Place, visited vendors and looked at products they offer
- 2nd day- Conservation Ontario General Managers address
- Construction Techniques Part 2: Building Sustainable Trails for the ages
- Group Session: A Golden Spike in the Media attention Crawford Lake
- Collaborative Connections: Building Partnerships Between Organizations
- With having 2 staff in attendance we were able to cover double the presentations which was a bonus for gathering useful information to bring back and share with co-workers
- Also had great opportunity to speak with other staff from similar CA's and how they handle some of the same issues that may arise
- Again appreciate the opportunity for attending, hoping that we will be able to attend the site visits also as they are great opportunities on learning about other Conservation Areas (projects and great insight on what they offer). One usually takes place end of Sept and the other is the day before the main workshop starts)
- I have also inquired about joining the Conservation Areas Workshop Committee

Recommendation:

THAT, Report FA 104/2023, 2023 Conservation Areas Workshop be received as information at this time.


Al Bradford,
Conservation Areas Supervisor

REPORT FA 105/2023 : To The Full Authority

FROM: Resource Planning Coordinator

SUBJECT: 2023 CA Workshop

DATE: December 7, 2023


Resource Planning Coordinator

Conservation Areas Workshop:

- October 25/26, Al and myself attended the CA Workshop in Orillia;
- Sat in on: Group Session on Land Relationship Visioning with Cambium Indigenous Professional Services (CIPS);
- Sat in on; Regulatory Compliance Committee Update and Encampment Case Study; which discussed navigating encampments within CA properties;
- Sat in on: Construction Techniques Part 1: Stewardship Projects; which discussed various stewardship project and creative techniques used;
- Attended the Exhibitor Market Place, visited vendors and looked at products they offer;
- 2nd day- Conservation Ontario General Managers address;
- Sat in on: Land Management Strategies 101; which discussed the provincially mandated Land Inventory that all CA's are required to complete;
- Group Session: A Golden Spike in the Media attention Crawford Lake; Conservation Halton property becoming a world EPOCH site, for the age of the Anthropocene;
- Sat in on: Public Consultation Requirements for Conservation Authorities; about consulting with stakeholders, Indigenous and the public;
- Also had great opportunity to speak with staff from similar CA's and various departments about similar day-to-day tasks and challenges, especially longer tenured staff, since I am newer to the position;
- Again appreciate the opportunity for attending, hoping that I will be able to attend again, as this was my second time attending the workshop and found both times to be quite a good learning opportunity;

Recommendation:

THAT, Report FA 105/2023, 2023 CA Workshop be received as information at this time.


Gerrit Kremers,
Resource Planning Coordinator

General Managers Report to The Full Authority

DATE: November 2023

Attended a CA Natural Asset Management Planning Workshop at Toronto Region Conservation Authority. Natural Asset Management is the use of natural resources or ecosystems to provide services. Not only does it save money, but encourages sustainability and investment in our environment. Including natural assets in asset management processes provides an integrated approach to maintaining or enhancing the natural assets in a community. Considering natural assets within asset management processes, can decrease capital, operations, and maintenance costs; increase levels of service; and enhance our ability to adapt to climate change all while protecting or enhancing the mass benefits that natural assets bring to the watershed.

Held a staff meeting to discuss the 2023 Operating Season, both efficiencies and deficiencies and introduced staff to RACI (Responsible, Accountable, Consulted, Informed). I believe this acronym can change our processes when working on fulfilling projects or grants. It defines roles and responsibilities and eliminates overlap.

Attended a zoom meeting and provided an overview in regard to the Community Services Recovery Fund. The grant was used to obtain our internet tower, new phone system, new sign including LED display board for the Administration Office, and video surveillance equipment for our gatehouses. Currently almost all of the grant components are complete.

Completed the Dam Operations Manual and Asset Management Plan for Springwater Dam. Both documents were required under O. Reg. 686/21: MANDATORY PROGRAMS AND SERVICES that states an authority must develop and implement an operational plan and asset management plan on or before December 31, 2024.

Attended a virtual Watershed Based Resource Management Workshop. CA's across the Province gathered both virtually and in Kingston to discuss challenges and the path forward in regard to the mandatory WBRMS deliverable.

Attended a site tour of the VW Battery Plant with Gerrit Kremers Resource Planning Coordinator and Nathan Bokma Senior Project Manager – Industrial Development for the City of St Thomas. Staff were given a full overview of the site via digital maps to understand the layout and configuration. We then toured the site physically. Stormwater and Drainage reviews will be studied soon and consultation will occur. The General Manager also inquired into what Environmental Offsets may be available down the road as roughly 2/3 of the site is in our watershed.

Reviewed all Strategic Plan survey answers as they came in. The general population was happy with what we are doing and the plan we have created to guide us into the future. Once complete it will be a major component of the WBRMS. The survey closed officially on November 24, at 4pm.

Prepared for the November 2023 Personnel and Finance and Land Management Meetings and December Full Authority Meeting.

Continual meetings, workshops and webinars in regard to the Ontario Regulation 686/21 Mandatory Deliverables. Working groups have been created to establish templates so there is consistency among the 36 CA's.

Started researching the historical heritage designation for the Springwater Schoolhouse and how we go about getting work done or what work is allowed to be done etc. without a heritage committee meeting as it will require a new roof as soon as possible.

Ministry of Agriculture,
Food and Rural Affairs

Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales

Office of the Minister

Bureau du ministre

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Ontario

November 1, 2023

Mary Ellen Greb
CAO
Township of South-West Oxford
cao@swox.org

Dear Ms. Greb:

Thank you for your letter dated September 12, 2023, requesting an emergency designation under Section 124 of the [Drainage Act](#) to shore up/rebuild a retaining wall at risk of falling and blocking a section of the Vincent Drain at 14 Hincks Street North, in Brownsville, Township of South-West Oxford in the County of Oxford.

Your letter and the accompanying photographs show that the retaining wall is leaning and is at risk of falling and blocking the water flow in the drain. If it fails during the spring thaw, the nearby house and 4-plex would be at risk of flooding. Further, you have indicated that the wall is leaning more than ever before and needs to be shored up or rebuilt with the work to commence in the very near future. The township has acted by removing some trees near the retaining wall and fencing off the area. However, the existing drainage report does not address the details or assessment of the retaining wall and therefore, it can not be repaired/replaced under maintenance or repair.

You indicate that Spriet's and Associates has been appointed as the Drainage Engineer to prepare a report on the Vincent Drain in accordance with Section 78 of the Drainage Act. The draft report includes plans and specifications to reconstruct the retaining wall. However, there is not sufficient time to complete the normal Drainage Act process this fall.

After considering this information, I hereby designate the shoring up and rebuilding of the retaining wall at risk of falling and blocking a section of the Vincent Drain at 14 Hincks Street north, in Brownsville, Township of South-West Oxford in the County of Oxford to be an emergency within the meaning of Section 124 of the Drainage Act.

.../2



Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2

This designation is granted on the condition that the work/replacement is made under the supervision of the engineer from Spriet's and Associates, appointed by council under Section 78 of the Drainage Act. Any additional drain improvements (e.g., work in other lots) will need to progress through the normal *Drainage Act* process. Since the total project cost is unknown at this time, all involved property owners must be given an opportunity to appeal their share of the project cost to the appeal bodies established under the act.

Please note that this emergency designation does not exempt you and your municipality from any approvals that may be required from other agencies including the local conservation authority and Fisheries and Oceans Canada.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa M. Thompson', written in a cursive style.

Lisa M. Thompson
Minister of Agriculture, Food and Rural Affairs

Did you know about the Farmers' Wellness Initiative?

- Your mental health is important! If you're a farmer or a member of a farm family and in need of mental health support, please call 1-866-267-6255 and arrange to speak with a professional today.
- For additional resources visit: <https://farmerwellnessinitiative.ca/>.

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

Date	Type	Agency	Topic
November 1, 2023	Email/ Response	Oxford County	Notice of Study Completion for the Oxford County Water and Wastewater Master Plan
November 1, 2023	Email/ Response	Oxford County	Study Completion for the Oxford County Transportation Master Plan
November 1, 2023	Email/ Response	CO	Welcome to New Staff
November 1, 2023	Email/ Response	SWOX	Vincent Drain
November 1, 2023	Email	CVC	Life Cycle Costing/ Forecasting Documents
November 2, 2023	Email/ Response	NBMCA	AI Policy Question
November 2, 2023	Email/ Response	CO	Regulatory Compliance Committee Post-Latornell Workshop
November 3, 2023	Email	CO	Call For Standby Projects for 2023-2026 Nature Smart Climate Solutions Fund
November 3, 2023	Email/ Response	LERMC	Meeting Poll
November 3, 2023	Email	UTRCA	Flood Coordinators Meeting (Hybrid)
November 4, 2023	Email/ Response	PBRA	Thank You for Newsletter Submission
November 6, 2023	Email/ Response	Stephen Self	Stage Clearance Letter
November 6, 2023	Email	CO	Funding for Staff Capacity Climate Change
November 6, 2023	Email/ Response	City of St Thomas	Site Tour Battery Plant Site
November 6, 2023	Email	TRCA	CA Natural Asset Management Planning Workshop
November 6, 2023	Email/ Response	CO	Standard Operating Procedures for CA Officers (Group 3 - Section 28 Focus)
November 6, 2023	Email/ Response	Malahide	Stage Clearance Letter
November 7, 2023	Email/ Response	CRCA	WBRMS Workshop

November 7, 2023	Email/ Response	City of St Thomas	VW Site Visit and Update Request
November 8, 2023	Email	CO	Application Deadline: 2024 Indigenous Perspectives series
November 8, 2023	Email/ Response	MNRF	Section 39 In Year Reporting
November 9, 2023	Email/ Response	CO	Apply to the ORCCA Staff Capacity Program by December 1
November 9, 2023	Email/ Response	Malahide	Meeting regarding CCCA Flood Attenuation Proposal for Port Bruce
November 10, 2023	Email/ Response	CRA	Mail
November 10, 2023	Email/ Response	Malahide	Meeting Date and Times Poll
November 10, 2023	Email/ Response	CO	CCCA Update on Deliverables
November 14, 2023	Email/ Response	CO	Ontario Strengthens Emergency Preparedness to Keep People and Communities Safe
November 14, 2023	Email/ Response	St Thomas	Notice of Public Information Centre (PIC) #1 for the St. Thomas Water Pollution Control Plant Wastewater Management Master Plan
November 14, 2023	Email/ Response	CO	Flood Mapping TWG Newsletter
November 14, 2023	Email/ Response	Ontario Heritage Trust	Schoolhouse Designation and Details
November 15, 2023	Email/ Response	Malahide	Meeting Time, Lindley Street Extension Pt Bruce
November 15, 2023	Email/ Response	Malahide	Ice Storage Agreement
November 15, 2023	Email/ Response	CO	RALP Payment to CAs for Professional/Technical advice
November 16, 2023	Email/ Response	Malahide	Flood Questions
November 16, 2023	Email	MNRF	FHIMP Transfer Payment Agreement Deadlines
November 16, 2023	Email/ Response	TRUE	FHIMP Transfer Payment Agreement Deadlines

November 17, 2023	Email/ Response	Bowsher & Bowsher	Response to Service Request for 2024
November 20, 2023	Email/ Response	SWOX	Bear Creek Pigram Line Illegal Works
November 20, 2023	Email/ Response	LERMC	Meeting Agenda
November 20, 2023	Email	FDO	Tourism Growth Program
November 21, 2023	Email/ Response	Gary Clarke	Elgin Doctor Recruitment Packages
November 21, 2023	Email/ Response	PBRA	Questions in regard to HEC-HMS
November 21, 2023	Email	Service Canada	Canada Summer Jobs
November 21, 2023	Email/ Response	Detlor Law	Indigenous Engagement Contact and Pricing
November 21, 2023	Email	Ontario Parks	Ice Storage Agreement
November 21, 2023	Email/ Response	CO	GM Meeting Agenda
November 22, 2023	Email	CO	Invitation to Provide Input on Climate Adaptation Guide being Developed by the International Joint Commission
November 22, 2023	Email/ Response	PBRA	Follow-up to PBRA questions
November 22, 2023	Email/ Response	MVCA	SW GM Meeting Potential
November 24, 2023	Email	MECP	Lab shortages/ outages
November 24, 2023	Email/ Response	CO	Weekly News
November 25, 2023	Email/ Response	Councilor Clarke	Regrets for Christmas Party
November 27, 2023	Email/ Response	LPRCA	Southwest GM Meeting Dayes
November 27, 2023	Email/ Response	NPRCA	Head Hunter Contacts
November 27, 2023	Email/ Response	Malahide	Radio Repeater
November 28, 2023	Email/ Response	Councillor Clarke	Agenda Resend
November 28, 2023	Email/ Response	Malahide	Confirm dates of historical flood events
November 28, 2023	Email/ Response	PBRA	Membership Vote
November 29, 2023	Email/ Response	Ron Casier	Envirothon Meeting
November 29, 2023	Email/ Response	PBRA	Community Bulletin
November 29, 2023	Email/ Response	FHIMP Applications	Upcoming Report Deadlines
November 29, 2023	Email/ Response	MNRF	FHIMP Reporting
November 30, 2023	Email/ Response	CO	RALP Payment to CAS for

November 30, 2023	Email/ Response	CO	Conservation Ontario Submissions: Excess Soil, Greenbelt, and Niagara Escarpment Planning and Development Act
November 30, 2023	Email/ Response	CO	Conservation Ontario Council Meeting Agenda