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
Wednesday March 27, 2024 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:

7) Business Arising from Minutes

8) Public / Special Delegations

9) Reports:

Thursday, February 22nd, 2024   **Meeting #01/2024**

The 73rd Annual General Meeting of the Catfish Creek Conservation Authority was held at the East Elgin Community Complex.

PRESENT:

Paul Buchner	Chairperson	Township of South-West Oxford
Morgaine Halpin	Vice-Chairperson, 2023	Municipality of Central Elgin
Arthur Oslach	Member	Town of Aylmer
Scott Lewis	Member	Township of Malahide

STAFF:

Dusty Underhill	General Manager / Secretary-Treasurer
Susan Simmons	Financial Services Coordinator
Gerrit Kremers	Resource Planning Coordinator
Peter Dragunas	Water Management Technician
Al Bradford	Conservation Areas Supervisor
Thom Polland	Conservation Areas Assistant
Noah Pineau	Field Technician
Shelby Martin	Customer Services Outreach Clerk

ABSENT:

Gary Clarke	Member	City of St. Thomas
Brittany Bell	Communications/Program Support Assistant	

GUESTS:

Murray Alward	CCCA Supporter
Adam Bengen	Environmental Leadership Program - EESS
Jennifer Buchanan	Graham Scott and Enns
Ron Casier	Canadian Chestnut Council
Angela Coleman	Conservation Ontario
Andy Grozelle	Town of Aylmer
Tim Kelly	CCCA Supporter
Ed Ketchabaw	Elgin County
Betsy McClure	Kettle Creek Conservation Authority
Rob Perry	Aylmer Express
Al Hurst	St. Thomas Field Naturalist Club
Rick Cerna	Township of Malahide
Kathryn Desrosiers	Town of Aylmer
Pete Barbour	Town of Aylmer
Mark Widner	Township of Malahide
Al Sharpe	St. Thomas Field and Naturalist Club
Daniel Cole	CCCA Supporter
Al Bradford, Sr.	CCCA Supporter

Makaela Gilbert	Winner of the CCCA Student Award
Alan Wall	CCCA Supporter
Michael Gilbert	Parent of Student Scholarship Winner
Steven McCardy	CCCA Supporter
Gordon Chinnick	Canadian Chestnut Council
Elizabeth Vanhooren	Kettle Creek Conservation Authority
Kim Smale	CCCA Supporter
Jamie Chapman	Town of Aylmer

WELCOME / CALL TO ORDER:

Chairperson Buchner welcomed everyone and called the meeting to order at (2:00 p.m.).

ADOPTION OF AGENDA:

Motion # 1/2024   M. Halpin   S. Lewis   CARRIED

THAT, the Agenda for the Annual General 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.

INTRODUCTIONS:

Chairperson Buchner introduced the Catfish Creek Conservation Authority Board of Directors, Staff, and Special Guests in attendance.

CHAIRPERSON'S MESSAGE:

Chairperson Buchner presented the Annual Chairperson's Message to the audience. A condensed version is included on the first page of the 2023 Annual Report.

ADOPTION OF MINUTES:

Motion # 2/2024   S. Lewis   M. Halpin   CARRIED

THAT, the Minutes of Full Authority Meeting #10/2023 (December 14, 2023), be accepted as circulated.

Motion # 3/2024   S. Lewis   M. Halpin   CARRIED

THAT, the Minutes of Personnel / Finance Committee Meeting PF#01/2024 (January 25, 2024), be adopted and circulated.

BUSINESS ARISING FROM MINUTES:

4

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

ANNUAL REPORT PRESENTATION:

The General Manager / Secretary-Treasurer presented the 2023 Annual Report and provided a brief summary of each section in the report. He thanked the community for their support and involvement with the CCCA over the past year. He also thanked the staff from the CCCA and Board for their efforts in 2023.

Motion # 4/2024   M. Halpin   A. Oslach   CARRIED

THAT, the 2023 Annual Report be adopted as presented.

2023 AUDITED FINANCIAL STATEMENTS:

Jennifer Buchanan, Partner at Graham Scott Enns LLP Chartered Accountants presented the 2023 Financial Statements and Auditor's Report for the Catfish Creek Conservation Authority.

Ms. Buchanan stated that the Financial Statements present fairly, in all material respects, the statement of financial position of the CCCA as at December 31, 2023, and the statements of operations and accumulated surplus, changes in net assets, and cash flow for the year then ended in accordance with Canadian accounting standards for public sector entities.

The audience was advised that full copies of the Financial Statements are available at the CCCA Office and on the CCCA website upon request.

Motion # 05/2024   S. Lewis   M. Halpin   CARRIED

THAT, the Financial Statements of the Catfish Creek Conservation Authority and Audit Findings Letter prepared by Graham Scott Enns LLP, as at December 31, 2023, be adopted as circulated.

ELECTION OF OFFICERS:

Mark Widner announced that he would be conducting the elections for Chairperson and Vice-Chairperson for the year 2024.

Mr. Widner reviewed the election procedures and declared all offices vacant. He then read the names of the current members eligible to vote and asked for the appointment of two (2) scrutineers in the event of an election.

Motion # 06/2024   A. Oslach   S. Lewis   CARRIED

THAT, Susan Simmons and Dusty Underhill act as scrutineers in the event of an election; and further,

THAT, the scrutineers distribute ballots to the eligible voting members, tabulate and report the results of the vote, and destroy all ballots.

Mr. Widner called for nominations for the position of Chairperson of the CCCA for 2024.

Arthur Oslach nominated Paul Buchner.

Nominations for the position of Chairperson were called for a second and third time.

| Motion # 07/2024 | A. Oslach | S. Lewis | CARRIED |

THAT, nominations for the position of Chairperson be closed.

Paul Buchner was named Chairperson for 2024.

Mr. Widner called for nominations for the position of Vice-Chairperson of the CCCA for 2024.

Scott Lewis nominated Morgan Halpin.

Mr. Widner called for nominations a second and third time.

| Motion # 08/2024 | A. Oslach | M. Halpin | CARRIED |

THAT, nominations for the position of Vice-Chairperson be closed.

Morgaine Halpin was named Vice-Chairperson for 2024.

Paul Buchner assumed the Chair to continue the meeting.

OTHER BUSINESS:

| Motion # 09/2024 | A. Oslach | S. Lewis | CARRIED |

THAT, the Full Authority appoint the firm Graham Scott Enns LLP Professional Accountants as the Authority's Auditor until the next Annual General Meeting in February 2025; and further,

THAT, the Full Authority appoint Canadian Imperial Bank of Commerce, Aylmer Branch as the Authority's financial institution until the next Annual General Meeting in February 2025; and further,

THAT, the Full Authority appoint Nicholas Loeb, Elgin County Solicitor as the Authority's Solicitor to deal with matters of litigation until the next Annual General Meeting in February 2025; and further,

THAT, the Full Authority appoint Mark Coombes, Bowsher + Bowsher as the Authority's Solicitor to deal with matters of real estate until the next Annual General Meeting in February 2025.

| Motion # 10/2024 | A. Oslach | S. Lewis | CARRIED |

THAT, the Catfish Creek Conservation Authority be authorized to borrow, on an interim basis, a sum or sums not exceeding in the aggregate $200,000.00 from the Authority's bank at the said bank's minimum lending rate established from time to time, until the Authority has received payment of levies from member municipalities; and further,

THAT, the Chairperson or Vice-Chairperson together with the General Manager / Secretary-Treasurer are hereby authorized to execute for and on behalf of the Authority, a promissory note

or notes for the sum to be borrowed pursuant to this Resolution and to affix thereto the corporate seal of the Authority, and further,

THAT, Susan Simmons, Financial Services Coordinator, be assigned with signing authority for payroll items and utility accounts.

STUDENT SCHOLARSHIP AWARD:

Member Lewis presented the 22nd Annual Catfish Creek Conservation Authority Scholarship Award to Makaela Gilbert. She plans to continue her post-secondary education in the field of Ecological Restoration which is a joint program with Fleming College and Trent University.

CONSERVATION AWARD:

Member Halpin was called upon to present the Conservation Award to the Canadian Chestnut Council in recognition of their continued conservation and restoration efforts of the American Chestnut. Through the efforts of the council members, Catfish Creek Conservation Authority has been able to include the restoration of the American Chestnut into the management of authority owned lands. The Yarmouth Natural Heritage Area, the Springwater Forest, and the Archie Coulter Conservation Area are all Conservation Areas within our watershed which were chosen as selected sites by the Canadian Chestnut Council for restoration works. In addition to the plantings on authority owned lands, numerous large plantings have also occurred within the Catfish Creek Conservation Authority jurisdictional boundary on private lands. The Catfish Creek Conservation Authority has and will continue to support the efforts of the Canadian Chestnut Council

TERMINATION:

Motion # 11/2024	M. Halpin	A. Oslach	CARRIED

That, the Annual General Meeting of the Catfish Creek Conservation Authority be terminated at (3:00 p.m.).

_____   _____
General Manager / Secretary –Treasurer   Authority Chairperson

7

MINUTES OF THE MEETING OF THE CATFISH CREEK CONSERVATION AUTHORITY HEALTH AND SAFETY COMMITTEE

Thursday, September 13, 2023   **Meeting #HS 01/2023**

PRESENT:

Gerrit Kremers   Employee Representative (Chairperson)
Brittany Bell   Employee Representative
Al Bradford   Employee Representative
Dusty Underhill   Management Representative

WELCOME AND CALL TO ORDER:

The Chairperson of the Conservation Authority Health and Safety Committee welcomed everyone and called the meeting to order at 10:05 a.m. The Chairperson welcomed new Health and Safety Committee members, Al Bradford and Brittany Bell.

ADOPTION OF AGENDA:

The Committee reviewed and approved the Minutes as amended from the February 11, 2022 Health and Safety Committee meeting as circulated, and approved the Meeting Agenda as circulated.

BUSINESS OUT OF MINUTES:

4   Inspection Reports: Review Recent Inspection Reports:
    The Employee Representatives reviewed the Inspection Reports completed to date with the Committee. All reports were current and up to date.

5   Appointment of Health and Safety Committee Tasks:
    The Committee assigned the following tasks to Health and Safety Employee Representatives: Gerrit Kremers will take over completing the Inspection Reports. Al Bradford will complete the Playground Inspection Reports. Brittany Bell will take on the role of Secretary and complete the First Aid Kit Inspections on a 3 month basis.

6   Personal Protective Equipment: Review of Existing Compliance and Future Requirements:
    The Committee reviewed current Personal Protective Equipment Protocols. The Committee would like to amend the Personal Protective Equipment Policy to include Steel Toe Footwear as a requirement in the Gate Staff and Park Technician Job Description. The Committee would also like to amend that all staff must wear Steel Toed Footwear when out in the field.

7   Review and Update Employee Equipment Training Forms to Ensure Safe and Proper Use:
    The Committee discussed amending the Employee Equipment Training and Forms to state that long pants must be worn when using certain equipment.

8

8 Review Safety Labels for Cleaning Products:
  The Committee discussed the implementation of the new WHIMIS labels purchased for chemical bottles. An Employee Representative was assigned to complete a quality control check on the new labels.

9 Review of Injury/Incident Reports:

10 The Committee reviewed and discussed Injury/Incident reports that had taken place since the last Health and Safety meeting. The Committee discussed making copies in an electronic folder and a paper copies in a master folder. Employee Representatives were assigned the task of uploading Injury/Incident reports into an electronic folder.

NEW BUSINESS:

The Committee discussed updating all Health and Safety Manuals to reflect a change in staff. All Health and Safety Information Boards will be updated with changes.

ADJOURNMENT:

There being no further business to be discussed, the meeting was terminated at 10:36 am.

Brittany Bell, Employee Representative

Gerrit Kremers, Employee Representative

Dusty Underhill, Management Representative

Al Bradford, Employee Representative

9

Minutes of The Meeting Of The Catfish Creek Conservation Authority
Interview Committee

Thursday, February 8, 2024   **Meeting # IC 01/2024**

STAFF:

Brittany Bell   Communications/Program Support Assistant
Shelby Martin   Customer Services Outreach Clerk

The meeting was called to order at 3:00 p.m.

Disclosure Of Pecuniary Interest:

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

The purpose of the meeting was to interview applicants for the positions of Gate Attendants, which was advertised, on the CCCA social media platforms, the CCCA website and Indeed.

Eleven (11) candidates were contacted to be interviewed for five (5) Gate Attendant positions.

At the conclusion of the interview process, the Interview Committee selected: Chloe Christian, Megan Sleegers, Katelyn Dance, Brooklyn Hibbert, and Makaela Gilbert for the five (5) Gate Attendant positions.

Jersey Angus and Esme Trojek will be returning from the previous season as Gate Attendants.

The meeting was adjourned at 3:30 p.m.

_____

Brittany Bell
Communications/Program Support Assistant

Minutes of The Meeting Of The Catfish Creek Conservation Authority
Interview Committee

Thursday, February 15, 2024　　　　　　　　**Meeting # IC 02/2024**

STAFF:

Al Bradford　　　　　Conservation Areas Supervisor
Thom Polland　　　　Conservation Areas Assistant
Noah Pineau　　　　Field Technician

The meeting was called to order at 1:00 p.m.

Disclosure Of Pecuniary Interest:

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

The purpose of the meeting was to interview applicants for the positions of Park Technician, which was advertised, on the CCCA social media platforms, the CCCA website and Indeed.

Nine (9) candidates were contacted to be interviewed for four (4) Park Technician positions.

At the conclusion of the interview process, the Interview Committee selected Jenna Sleegers, Connor Riley, Danielle Ten Eyck, and Emma Nute for the four (4) Park Technician positions.

Logan Belanger and Ron Grundy will be returning from the previous season as Park Technicians.

The meeting was adjourned at 2:00 p.m.

Al Bradford
Conservation Areas Supervisor

\\

Monday, February 26, 2024   **Meeting SM #01/2024**

A Special Meeting of the Catfish Creek Conservation Authority was held in the CCCA Boardroom.

PRESENT:

Paul Buchner	Chairperson	Township of South-West Oxford
Gary Clarke	Member	City of St. Thomas
Arthur Oslach	Member	Town of Aylmer
Pat Prodanovic	True Consulting	Water Resources and Coastal Engineer

STAFF:

Gerrit Kremers	Resource Planning Coordinator
Peter Dragunas	Water Management Technician

ABESENT:

Morgaine Halpin	Vice-Chairperson	Municipality of Central Elgin
Scott Lewis	Member	Township of Malahide

WELCOME / CALL TO ORDER:

Chairperson Buchner welcomed everyone and called the meeting to order at (11:05 a.m.).

ADOPTION OF AGENDA:

Motion # SM 01/2024   G. Clarke   A. Oslach   CARRIED

THAT, the Agenda for the February 26, 2024 Special Meeting of the Full Authority 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.

Pat Prodanovic thoroughly presented to the members the Port Bruce Riverine and Coastal Flood Proofing study that will provide much needed updating to the existing flood proofing lines incorporating all of the mandated components required by the Provincial government.

Motion # SM 02/2024   A. Oslach   G. Clarke   CARRIED

12

THAT, the Catfish Creek Conservation Authority Port Bruce Riverine and Coastal Floodplain Mapping study and associated updates be approved as presented by Pat Prodanovic from TRUE Consulting, and further;

THAT, the Port Bruce Riverine and Coastal Floodplain Mapping study and updates be readily available in the CCCA Administration Center and posted to the Catfish Creek Conservation Authority Website, and further;

THAT, the Port Bruce Riverine and Coastal Floodplain Mapping st4udy and updates be circulated to the Township of Malahide and the County of Elgin.

UNFINISHED BUSINESS:

None

NOTICE OF MOTIONS / NEW BUSINESS:

None

CORRESPONDENCE:

a) Copied:

  - none

b) Not Copied:

  - none

NEXT MEETING / ADJOURNMENT:

The next meeting of the Catfish Creek Conservation Authority will be the Full Authority Meeting held on March 27th, 2024, commencing at (10:00 a.m.).

Motion # SM 03/2024   A. Oslach   G. Clarke   CARRIED

THAT, the Full Authority be terminated at (12:21 p.m.).

_____   _____
General Manager / Secretary –Treasurer   Authority Chairperson

13

REPORT FA 01/2024: To The Full Authority

FROM: Peter Dragunas, Water Management Technician

SUBJECT: January and February Monthly Staff Report

DATE: **March 19, 2023**

Water Management Technician

Current Activities:

- Continuous: Maintaining the Catfish Creek water quantity (flows) database and analysis for seasonal flows (flood and low water).
- Continuous: Monitoring for watershed seasonal flows (low and or high) to verify and issue Watershed Condition Statements.
- Continuous: Monitoring seasonal Lake Erie shoreline for Watershed Condition Statements. Assessments and monitoring for wind induced storm surge and subsequent shoreline flood conditions.
- Watershed Condition Statement's issued:
  - Water Safety; January 9, 10, 12, 23, March 8
  - Lake Erie; January 10
  - Flood Watch; January 9, 24
- Current updates and documentation of the CCCA mandated Water and Natural Hazard Programs, to better identify and represent conditions within the Authorities administrative boundary.
- Examining the CCCA flood line mapping strategy.
- Reviews, assessments, benchmark and threshold verifications/implementations of the Flood Forecasting and Warning Program as they pertain to the new flood line mapping.
- Assessment of quantitative and qualitative adjustments for flood forecasting and warning tools relevant to the new flood line mapping.
- Supported Dr. Pat Prodanovic, of TRUE Consulting report presentation to the CCCA Board regarding the new flood line mapping for the Hamlet of Port Bruce.

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.
- Low Water Response of physical and numeric information compilations for CCCA drought monitoring.
- Other Duties as required

Recommendation:

THAT, Staff Report for the month of January and February 2024, be noted and filed.

Peter Dragunas
Water Management Technician

14

REPORT FA 02/2024: To Full Authority

FROM: Gerrit Kremers, Resource Planning Coordinator

SUBJECT: January & February Monthly Staff Report

DATE: **March 18, 2024**

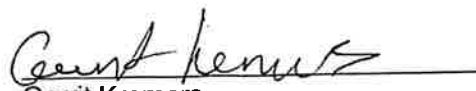## Resource Planning Coordinator

Current Activities:

- Analyzed the proposed changes to Section 28 of the _Conservation Authorities a Act_ with the announce enactment of Ontario Regulation 41/24 'Prohibited Activities, Exemptions and Permits' and the repeal of O. Reg. 146/06: Catfish Creek Conservation Authority: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses;
- Participated in south west Conservation Authorites planners meeting, and discussed proposed provincial regulation changes and other planning and regulations matters with planning department staff from a number of other CA`s;
- 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 staff from neighbouring Conservation Authorites and municipalities, met with Long Point Biosphere Reserve and Coastal Engineers in regards to the Long Point Littoral Cell Study Proposal;
- Held various site meeting with landowners to discuss CA policies, S.28, in regards to future development activities on their property;
- Assisted the Water Resource Coordinator, as one of the authorities flood coordinators, during the feshet event;
- Sat in on 2024 ONFARM online webinar about long-term applied research in soil health and water quality;
- Met with local Drainage Superintendents in regards to planned drainage works within the watershed;

Upcoming Activities:

- Complete required changes with the upcoming enactment of O.Reg 41/24;
- Planning pre-consultation meetings with member municipalities and private landowners looking to conduct work within adjacent lands of a Natural Hazard Features;
- Attend London FarmShow as CCCA representative at the Southwest CA`s booth;
- Continue to monitor on-going s.28 work permits and associated work permit conditions;
- Process s.28 work permit applications pursuant to the Conservation Authorities Act;
- Review _Planning Act_ applications and comment on natural hazards pursuant to the _Conservation Authorities Act._

Recommendation:

THAT, Staff Report for the months of January & February, 2024, be noted and filed.

Gerrit Kremers
Gerrit Kremers
Resource Planning Coordinator

15

REPORT FA 03/2024: To The Full Authority

FROM: Al Bradford, Conservation Areas Supervisor

SUBJECT: January & Febuary Monthly Staff Report

DATE: **March 20, 2024**

Conservation Areas Supervisor

Current Activities:

January
- Attended the Aylmer District Trappers Council on Jan 6ᵗʰ 2024 with a booth representing the CCCA
- Several meeting regarding potential bookings for the SPW schoolhouse for weddings or events
- Worked with Co-workers on preparing potential grant opportunities (Tourism Growth Program)
- Was approved for permit to commence work at 8079 Springwater Rd, for our new accessibility ramp (started to coordinate with contractor on a start date)
- Had to make numerous changes for Malahide Chief Building inspector for the accessibility ramp at SPW schoolhouse which required engineered changes/requirements
- Worked with Finace/GM on trying to secure a Job Creation position for CCCA
- Operations dealt with multiple hazard trees within Springwater Forest & Campground
- Received quotes for replacing our 75hp New Holland, seeked permission on purchasing a used 85hp Kubota that was in very good condition
- Spoke with CCCA staff to come to a consensus on the color of roofing steel that would be used for the SPW schoolhouse
- Worked with ERB signs and our Communication Department to sort out a few issues with the new administration sign
- Worked with CCCA staff on getting our Maple Syrup Tender sent out
- Started to contact & plan potential vendors/organizations for our annual Maple Syrup Festival (Greg Balch OFAH wildlife display, OMNRF, Birdstudies Canada)
- Assisted with a flood watch, working the evening shift monitoring ice from Sparta Line down to Port Bruce
- Met with Alcohol Anonymous for there annual event held here at SPW Conservation Area

Febuary
- Continued to work with Girard Engineering to obtain a quote for Commitment to Review inspection for our accessibility ramp at 47719 Conservation line, after a lot of changes by the end of Febuary we finially were approved for a permit from the Chief Building Inspector of Malahide
- Feb 7ᵗʰ I presented a presentation to Aylmer & District Horticultural Society at the Aylmer Legion to a group of roughly 20ish people in regards to what a Conservation Authority is mandated to do, along with everything else we offer
- Met with TVDSB staff (Dan & Lindsay) regarding Maple Sugaring starting in March
- Operations staff worked hard through the month to prep for Maple Syrup school groups and the up coming Festival (wood chips, cut and split firewood, trimming branches along trails, preparing the shanty)
- Worked started at the CCCA office on our accessibility ramp (removing front steps & concrete roughly 4ft thick)

16

- Met with Small Business Lighting program & CCCA was approved to get $3000 worth of lighting upgrades completed here at our admin office and some buildings throughout SPW campground
- Met with Checkers cleaning supplies Sales Rep
- Conducted interviews for summer seasonal staff on Feb 13th,14th & 15th
- Thom & I had a meeting with Gov Deals to inquire about setting up an account
- Met with Treadscape Trail company to inquire some general info on our current trails and bridges throughout SPW conservation area which are in need of repairs
- Assisted with CCCA staff to submit grants
- Met with Yarmouth Crane in regards to options to repairing our observation platform on the North shore of SPW pond
- Assisted with setup for CCCA AGM held at the Aylmer Community Complex
- Thom setup a meeting with Oneida Nation of the Thames & we met with there educator to seek assistance with programs as well as to potentially have a contact & build a working relationship
- I had Uplink Communications out to complete our internet connection to our Sugar Shanty which will give us phone/access for our POS machines (point of sale)for the from the shanty to the wagler mini barn for sales)
- Contacted Gehring Trout Farm out of Otterville to secure delivery of Rainbow Trout for the April trout derby here at SPW Conservation Area
- Was in contact with Tri-County Travellers & Friends of Springwater on assisting with volunteering for the trout derby on weekends
- Feb 29th we started our Maple Syrup programing which will carry on through until the first week of April

Upcoming Activities:

- Continue with Maple Programming and continue to get ready for our Maple Syrup Festival from March 9th –March 17th
- Continue to make sure I coordinate with our contractor for the accessibility ramp and also the roof contractors for the SPW schoolhouse
- Continue to meet and coordinate work with Uplink Communications to ensure everything is is making progress where it needs to be
- Make time for any upcoming meetings with either staff, contractors, campers, trout preparation etc.

Recommendation:

THAT, Staff Reports for the month of January & Febuary, 2024, be noted and filed.

Al Bradford
Conservation Areas Supervisor

REPORT FA 04/2024: To The Full Authority

FROM: Brittany Bell, Communications/Program Support Assistant

SUBJECT: January and Febraury Monthly Staff Report

DATE: **March 1, 2024**

Communications/Program Support Assistant

Current Activities:

- Seasonal camper administration
- Maintained social media channels and posted entertaining content
- Monitoring CCCA website inquiries
- Catfish Creek Conservation Authority administrative duties
- Researched grant opportunities
- Booked Springwater Conservation Area facility rentals
- Met with couples looking to book weddings at the schoolhouse for 2024
- Maple Syrup Festival Planning
- Advertised for volunteers for the Maple Syrup Festival
- Working on Marketing 2 Grant for Springwater Advertising on Accuweather
- Interviews for 2024 Season Gate Attendants
- Seasonal Camper Adminstration
- Preparation for the AGM

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
- Maple Syrup Festival Adminstrative prep
- Adminstrative Preperation for Springwater Conservation Area Campground

Recommendation:

THAT, Staff Reports for the months of January and Febraury, 2024, be noted and filed.

Brittany Bell
Communications/Program Support Assistant

18

SUMMARY OF REVENUE

for the period ending February 29, 2024

	2024 Budget	2024 To Date	Difference	2023 To Date
MNRF Provincial Grants	$ 41,215.00	$ -	$ (41,215.00)	$ -
Other Provincial Grants	$ 40,439.00	$ 18,982.65	$ (21,456.35)	$ 4,015.36
Federal Grants	$ 138,710.18	$ -	$ (138,710.18)	$ 2.01
Employment Program Grants	$ 15,000.00	$ 3,065.00	$ (11,935.00)	$ -
Municipal General Levies	$ 442,474.36	$ 27,086.07	$ (415,388.29)	$ -
Donations/Sponsorships	$ 30,929.35	$ 9,766.60	$ (21,162.75)	$ 6,736.77
Conservation Areas Revenue	$ 727,649.00	$ 150,730.36	$ (576,918.64)	$ 143,524.28
Maple Syrup Revenue	$ 41,080.00	$ -	$ (41,080.00)	$ 65.00
Bank Interest Earned	$ 15,000.00	$ 2,724.48	$ (12,275.52)	$ 2,069.31
Legal Inquiries/Permit Applications	$ 5,000.00	$ 97.35	$ (4,902.65)	$ 1,141.59
Watershed Stewardship	$ 8,300.00	$ -	$ (8,300.00)	$ 7,000.00
Revenue from Other C.A. Lands	$ 13,546.00	$ 13,105.28	$ (440.72)	$ 13,412.59
Other Revenue	$ 1,700.00	$ -	$ (1,700.00)	$ -
Contract Services	$ -	$ -	$ -	$ -
Environmental Education	$ 6,753.61	$ -	$ (6,753.61)	$ -
Vehicle & Equipment Rental Recoveries	$ 29,000.00	$ 15,078.24	$ (13,921.76)	$ 1,465.06
Previous Year Surplus (Deficit)	$ 9,204.92	$ 9,204.92	$ -	1716.73
Income Appropriation from Special Reserves	$ 17,100.00	$ -	$ (17,100.00)	$ -
Income Appropriation from General Reserves	$ 181,473.04	$ -	$ (181,473.04)	$ -
APPROPRIATION FROM RESERVES ADJUSTMENT	$ -	$ -	$ -	$ -
	$ 1,764,574.46	$ 249,840.95	$ (1,514,733.51)	$ 181,148.70

DONATIONS/SPONSORSHIPS	2024 Budget	Received To Date	Difference
Annual Report	$ 1,000.00	$ 500.00	$ (500.00)
Environmental Education	$ 2,000.00	$ 100.00	$ (1,900.00)
EESS ELP	$ 5,400.00	$ -	$ (5,400.00)
Commemorative Forest	$ 300.00	$ -	$ (300.00)
Springwater Forest Trails	$ 9,829.35	$ 1,338.10	$ (8,491.25)
Archie Coulter C.A. Trails	$ 2,200.00	$ 78.45	$ (2,121.55)
YNHA	$ 2,200.00	$ 100.05	$ (2,099.95)
Trout Program	$ 1,000.00	$ -	$ (1,000.00)
Maple Syrup Festival	$ 4,000.00	$ 7,650.00	$ 3,650.00
Ontario Police College Path of Honour	$ 3,000.00	$ -	$ (3,000.00)
TOTAL Donations/Sponsorships	$ 30,929.35	$ 9,766.60	$ (21,162.75)

19

REPORT FA 05/2024 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Summary of Revenue & Expenditures
DATE: February 29, 2024

SUMMARY OF EXPENDITURES

for the period ending February 29, 2024

	2024 Budget	2024 To Date	Difference	2023 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Service:	$152,975.78	$ 31,185.21	$ (121,790.57)	$ 21,057.09
2 FLOOD FORECASTING & WARNING	$274,434.00	$ 69,791.45	$ (204,642.55)	$ 44,255.20
3 DROUGHT AND LOW WATER RESPONSE	$17,732.88	$ 3,145.40	$ (14,587.48)	$ 3,027.96
4 ICE MANAGEMENT	$25,797.86	$ 5,189.24	$ (20,608.62)	$ 4,580.28
5 INFRASTRUCTURE (Dam)	$24,766.80	$ 3,904.95	$ (20,861.85)	$ 3,684.28
6&7 ACT REVIEWS & PLAN REVIEW	$3,267.81	$ 534.20	$ (2,733.61)	$ 839.16
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	$46,949.19	$ 7,943.68	$ (39,005.51)	$ 7,393.25
9-11 CONSERVATION AND MANAGEMENT OF LANDS	$86,900.35	$ 13,640.07	$ (73,260.28)	$ 15,859.75
12 WATER QUALITY (PGMN & PSMP)	$9,366.44	$ 1,572.70	$ (7,793.74)	$ 3,704.48
13 SOURCE PROTECTION	$4,500.00	$ 777.43	$ (3,722.57)	$ 1,152.98
SUB TOTAL: MANDATED PROGRAMS Expenditures	**$646,691.11**	**$137,684.33**	**-$509,006.78**	**$105,554.43**
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	$19,877.23	$ 2,164.37	$ (17,712.86)	$ 8,913.35
EDUCATION PROGRAMS	$16,253.61	$ -	$ (16,253.61)	$ 112.33
SPECIAL PROJECTS	$9,200.00	$ -	$ (9,200.00)	$ -
C.A. DEVELOPMENT PROJECTS	$200,285.18	$ 512.77	$ (199,772.41)	$ 19,850.52
MAPLE SYRUP PROGRAM	$45,080.00	$ 10,008.03	$ (35,071.97)	$ 25,933.63
SPRINGWATER CONSERVATION AREA	$751,867.53	$ 70,306.33	$ (681,561.20)	$ 55,809.78
VEHICLE & EQUIPMENT OPERATIONS	$75,319.80	$ 43,624.77	$ (31,695.03)	$ 302.96
SUB TOTAL: OTHER PROGRAMS Expenditures	**$1,117,883.35**	**$126,616.27**	**-$991,267.08**	**$110,922.57**
AMORTIZATION	$ -	$ -	$ -	$ -
APPROPRIATION TO SPECIAL RESERVES	$ -	$ -	$ -	$ -
APPROPRIATION TO GENERAL RESERVES	$ -	$ -	$ -	$ -
APPROPRIATION TO RESERVES ADJUSTMENT	$ -	$ -	$ -	$ -
GRAND TOTAL	**$ 1,764,574.46**	**$ 264,300.60**	**$(1,500,273.86)**	**$ 216,477.00**

Susan Simmons,
Financial Services Coordinator

20

REPORT FA 05/2024 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Summary of Revenue & Expenditures
DATE: January 31, 2024

SUMMARY OF REVENUE

for the period ending January 31, 2024

	2024 Budget	2024 To Date	Difference	2023 To Date
MNRF Provincial Grants	$ 41,215.00	$ -	$ (41,215.00)	$ -
Other Provincial Grants	$ 40,439.00	$ 215.24	$ (40,223.76)	$ -
Federal Grants	$ 138,710.18	$ -	$ (138,710.18)	$ -
Employment Program Grants	$ 15,000.00	$ -	$ (15,000.00)	$ -
Municipal General Levies	$ 442,474.36	$ -	$ (442,474.36)	$ -
Donations/Sponsorships	$ 30,929.35	$ 3,635.15	$ (27,294.20)	$ 720.00
Conservation Areas Revenue	$ 727,649.00	$ 143,212.85	$ (584,436.15)	$ 139,926.79
Maple Syrup Revenue	$ 41,080.00	$ -	$ (41,080.00)	$ -
Bank Interest Earned	$ 15,000.00	$ -	$ (15,000.00)	$ -
Environmental Education	$ 6,753.61	$ -	$ (6,753.61)	$ -
Legal Inquiries/Permit Applications	$ 5,000.00	$ -	$ (5,000.00)	$ 575.22
Watershed Stewardship	$ 8,300.00	$ -	$ (8,300.00)	$ 7,000.00
Revenue from Other C.A. Lands	$ 13,546.00	$ 13,105.28	$ (440.72)	$ 13,173.65
Other Revenue	$ 1,700.00	$ -	$ (1,700.00)	$ -
Contract Services	$ -	$ -	$ -	$ -
Vehicle & Equipment Rental Recoveries	$ 29,000.00	$ 11,000.00	$ (18,000.00)	$ 1,465.06
Previous Year Surplus (Deficit)	$ 9,204.92	$ 9,204.92	$ -	$ 1,716.73
Income Appropriation from Special Reserves	$ 17,100.00	$ -	$ (17,100.00)	$ -
Income Appropriation from General Reserves	$ 181,473.04	$ -	$ (181,473.04)	$ -
APPROPRIATION FROM RESERVES ADJUSTMENT	$ -	$ -	$ -	$ -
	$ 1,764,574.46	$ 180,373.44	$ (1,584,201.02)	$ 164,577.45

DONATIONS/SPONSORSHIPS	2024 Budget	Received To Date	Difference
Annual Report	$ 1,000.00	$ 500.00	$ (500.00)
Environmental Education	$ 2,000.00	$ -	$ (2,000.00)
EESS ELP	$ 5,400.00	$ -	$ (5,400.00)
Commemorative Forest	$ 300.00	$ -	$ (300.00)
Springwater Forest Trails	$ 9,829.35	$ 856.65	$ (8,972.70)
Archie Coulter C.A. Trails	$ 2,200.00	$ 78.45	$ (2,121.55)
YNHA	$ 2,200.00	$ 100.05	$ (2,099.95)
Trout Program	$ 1,000.00	$ -	$ (1,000.00)
Maple Syrup Festival	$ 4,000.00	$ 2,100.00	$ (1,900.00)
Ontario Police College Path of Honour	$ 3,000.00	$ -	$ (3,000.00)
TOTAL Donations/Sponsorships	$ 30,929.35	$ 3,635.15	$ (27,294.20)

21

REPORT FA 05/2024 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Summary of Revenue & Expenditures
DATE: January 31, 2024

SUMMARY OF EXPENDITURES

for the period ending January 31, 2024

	2024 Budget	2024 To Date	Difference	2023 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Service:	$152,975.78 $	24,045.06 $	(128,930.72) $	16,065.20
2 FLOOD FORECASTING & WARNING	$274,434.00 $	32,751.06 $	(241,682.94) $	26,307.39
3 DROUGHT AND LOW WATER RESPONSE	$17,732.88 $	1,861.22 $	(15,871.66) $	1,815.93
4 ICE MANAGEMENT	$25,797.86 $	2,860.26 $	(22,937.60) $	2,729.24
5 INFRASTRUCTURE (Dam)	$24,766.80 $	2,315.42 $	(22,451.38) $	2,195.70
6&7 ACT REVIEWS & PLAN REVIEW	$3,267.81 $	318.09 $	(2,949.72) $	499.69
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	$46,949.19 $	4,637.66 $	(42,311.53) $	4,374.72
9-11 CONSERVATION AND MANAGEMENT OF LANDS	$86,900.35 $	8,155.31 $	(78,745.04) $	8,558.13
12 WATER QUALITY (PGMN & PSMP)	$9,366.44 $	930.61 $	(8,435.83) $	2,841.37
13 SOURCE PROTECTION	$4,500.00 $	729.60 $	(3,770.40) $	684.46
SUB TOTAL: MANDATED PROGRAMS Expenditures	**$646,691.11**	**$78,604.29**	**-$568,086.82**	**$66,071.83**
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	$19,877.23 $	1,249.16 $	(18,628.07) $	8,115.69
EDUCATION PROGRAMS	$16,253.61 $	- $	(16,253.61) $	112.33
SPECIAL PROJECTS	$9,200.00 $	- $	(9,200.00) $	-
C.A. DEVELOPMENT PROJECTS	$200,285.18 $	- $	(200,285.18) $	10,780.52
MAPLE SYRUP PROGRAM	$45,080.00 $	4,008.54 $	(41,071.46) $	12,393.05
SPRINGWATER CONSERVATION AREA	$751,867.53 $	43,917.19 $	(707,950.34) $	34,008.89
VEHICLE & EQUIPMENT OPERATIONS	$75,319.80 $	41,751.16 $	(33,568.64) $	85.22
SUB TOTAL: OTHER PROGRAMS Expenditures	**$1,117,883.35**	**$90,926.05**	**-$1,026,957.30**	**$65,495.70**
AMORTIZATION	$ - $	- $	- $	-
APPROPRIATION TO SPECIAL RESERVES	$ - $	- $	- $	-
APPROPRIATION TO GENERAL RESERVES	$ - $	- $	- $	-
APPROPRIATION TO RESERVES ADJUSTMENT	$ - $	- $	- $	-
GRAND TOTAL	**$ 1,764,574.46**	**$ 169,530.34**	**$(1,595,044.12)**	**$ 131,567.53**

Susan Simmons,
Financial Services Coordinator

22

REPORT FA 06/2024 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: March 25, 2024

VENDOR	CHQ #	TOTAL	EXPLANATION
Municipality of Central Elgin	31664	$ 958.10	Permit for Accessability Ramp on Operations Centre
Aylmer Home Building Centre	31665	$ 2,420.46	campground maintenance - picnic tables
Aylmer Tire	31666	$ 2,691.30	vehicle maintenance
VOID	31667		
Canadian Tire	31668	$ 202.15	vehicle maintenance
Dowler-Karn Limited	31669	$ 3,199.11	equipment and vehicle fuel
Dulux - PPG AC Canada Inc.	31670	$ 334.65	campground supplies
Elgin Fire Extinguishers	31671	$ 1,058.53	operations centre maintenance
Glenbriar Bottled Water Co. Ltd.	31672	$ 11.24	water cooler service
Integrity IT Services	31673	$ 544.38	computer network support
Kington, Brian	31674	$ 1,600.00	ELP - Chainsaw Certification
Lockington, Lorna	31675	$ 2,250.00	Watershed Stewardship grant
That Tree Guy	31676	$ 395.50	campground maintenance - hazard tree removal
Zap's Tree and Lawn Service	31677	$ 3,813.75	campground maintenance - hazard tree removal
Waste Connections of Canada Inc.	Online	$ 85.20	campground maintenance
Receiver General HST	Online	$ 693.02	quarterly remittance - October-December 2023
CIBC Visa	Online	$ 334.42	Stationery & Office Supplies
CIBC Visa	Online	$ 38.61	General Expenses
CIBC Visa	Online	$ 33.89	SPW CA Development
CIBC Visa	Online	$ 534.46	CS Communications: meetings
CIBC Visa	Online	$ 63.26	SPW Supplies - software
CIBC Visa	Online	$ 461.31	SPW Supplies - computer/radio equipment
CIBC Visa	Online	$ 44.06	SPW Supplies - miscellaneous
CIBC Visa	Online	$ 1,065.86	Small Tools - chainsaw
CIBC Visa	Online	$ 66.76	Equipment Fuel
CIBC Visa	Online	$ 45.20	Equipment Maintenance
Aylmer Home Building Centre	31665	$ 2,420.46	campground supplies
Aylmer Tire	31666	$ 2,691.30	campground supplies
Air Liquide	31678	$ 246.80	campground supplies
Aylmer Home Hardware	31679	$ 18.06	campground supplies
Canadian Tire	31680	$ 248.59	campground supplies
CBSC Capital Inc.	31681	$ 859.30	office equipment rental - photocopier/scanner
Conservation Ontario	31682	$ 9,990.00	Annual Levy installment 1 of 2
Dowler-Karn Limited	31683	$ 495.98	shop heat fuel
Eastlink	31684	$ 243.65	gauges
Esta Chocolates Inc.	31685	$ 565.00	Maple product for resale
Francotyp-Postalia Canada	31686	$ 67.80	office equipment rental - postage metre
H. Broer Equipment Sales & Service Inc.	31687	$ 52.78	equipment maintenance
Integrity IT Services	31688	$ 268.38	computer network support
Mobile Vintage Repairs and Engineering	31689	$ 26,000.00	purchase of tractor
Municipality of Central Elgin	31690	$ 6,120.31	property tax - installments 1 & 2
Township of South-West Oxford	31691	$ 147.24	property tax - installments 1 & 2
Uplink Communications Inc.	31692	$ 220.07	phone system
Westburne Ontario	31693	$ 242.09	campground supplies
Hydro One	Online	$ 1,796.99	campground, operations centre, and gauge
CIBC Visa	Online	$ 249.22	CS: Stationery and Office Supplies
CIBC Visa	Online	$ 37.60	CS Communications: meetings
CIBC Visa	Online	$ 114.08	SPW Supplies - computer/radio equip
CIBC Visa	Online	$ 56.48	SPW Supplies - miscellaneous

REPORT FA 06/2024 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: March 25, 2024

VENDOR	CHQ #	TOTAL	EXPLANATION
CIBC Visa	Online	$ 254.25	Vehicle Maintenance
Waste Connections of Canada Inc.	Online	$ 85.20	campground maintenance
Bell Canada	Online	$ 205.43	gauge
Mister Transmission	31694	$ 4,731.39	vehicle maintenance
Ansell's Awards & Specialties	31695	$ 86.90	AGM Conservation Award
Aylmer Home Hardware	31696	$ 159.85	campground supplies
Bradford, Al	31697	$ 177.96	uniform items
De Lage Landen Financial Services Cana	31698	$ 111.87	office equipment rental - postage metre
Dowler-Karn Limited	31699	$ 617.66	shop heat fuel
East Elgin Community Complex	31700	$ 431.89	AGM meeting venue
Glenbriar Bottled Water Co. Ltd.	31701	$ 52.92	water cooler service
Hyde Park Equipment Ltd.	31702	$ 1,959.86	equipment maintenance
Integrity IT Services	31703	$ 485.06	computer network support
Koolen Electric	31704	$ 579.43	campground maintenance
KPMG Law LLP	31705	$ 851.21	CEWS audit appeal legal fees
Ontario Maple Syrup Producers Assoc	31706	$ 455.39	Maple product for resale
Eastlink	Online	$ 250.94	gauges
Telus Mobility	Online	$ 401.72	mobile phones
Passport Labs, Inc	31707	$ 5.60	mobile parking app fee
Simmons, Susan	31708	$ 267.84	mileage reimbursement (July23-Jan24)
TRUE Consulting LTD	31709	$ 20,543.40	FHIMP consulting fees
Uplink Communications Inc.	31710	$ 220.07	phone system
Westburne Ontario	31711	$ 129.26	campground supplies
VOID	31712		
Martin, Shelby	31713	$ 128.78	AGM refreshments reimbursement
Hydro One	Online	$ 1,920.15	campground, operations centre, and gauge
Bell Canada	Online	$ 105.79	gauge
CIBC Visa	Online	$ 86.79	CS - stationery & Office Supplies
CIBC Visa	Online	$ 36.26	CS - general expenses
CIBC Visa	Online	$ 110.72	CS Communications: meetings
CIBC Visa	Online	$ 65.49	Flood forecasting: supplies
CIBC Visa	Online	$ 606.36	MS - Expenses
CIBC Visa	Online	$ 1,031.37	MS - purchase of resaleable supplies
CIBC Visa	Online	$ 165.22	SPW Supplies - software
CIBC Visa	Online	$ 63.26	SPW Supplies - computer equipment
CIBC Visa	Online	$ 94.84	SPW Supplies - miscellaneous
CIBC Visa	Online	$ 20.09	Equipment Maintenance
Waste Connections of Canada Inc.	Online	$ 85.20	campground maintenance
payroll item	31714		
Eastlink	Online	$ 243.65	gauges
Telus Mobility	Online	$ 535.06	mobile phones
Hydro One	Online	$ 1,067.81	campground, operations centre, and gauge
Reliance Home Comfort	Online	$ 55.72	hot water heater rental - operations centre
Aylmer Express Limited	31716	$ 3,593.82	Annual Reports
Aaroc Aggregates And Recycling	31715	$ 622.56	campground maintenance
Berry Hill Market	31717	$ 7,986.02	Maple product for resale
Canadian Tire	31718	$ 259.73	maple syrup program supplies
Canon Canada Inc.	31719	$ 243.65	photocopier maintenance agreement
Dale Equipment Centre	31720	$ 566.80	equipment maintenance

REPORT FA 06/2024 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: March 25, 2024

VENDOR	CHQ #	TOTAL	EXPLANATION
Dowler-Karn Limited	31721	$ 442.60	shop heat fuel
Gascho Brothers Milling	31722	$ 1,073.50	blue bird kits for resale
Glenbriar Bottled Water Co. Ltd.	31723	$ 72.42	water cooler service
Graham Scott Enns LLP	31724	$ 12,712.50	annual financial audit fee
Integrity IT Services	31725	$ 486.75	computer network support
My Broadcasting Corp	31726	$ 565.00	Maple Syrup Festival advertising
Occupational Safety Group	31727	$ 68.76	general expenses
Passport Labs, Inc	31728	$ 5.25	mobile parking app fee
Receiver General for Canada	31729	$ 229.09	radio repeater annual fee
St. Thomas Rent-All	31730	$ 146.90	equipment rental - Accessability Ramp project
Township of Malahide	31731	$ 697.00	property tax - installments 1 & 2
Uplink Communications Inc.	31732	$ 310.75	phone system
		$ 145,668.16	

RECOMMENDATION:

    THAT, Accounts Paid totalling   **$145,668.16** , be approved as presented in Report FA 06/2024

Susan Simmons,
Financial Services Coordinator

REPORT FA 07/2024: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: 2024 Budget and Levy

DATE: January 29, 2024

PURPOSE:

To approve the Catfish Creek Conservation Authority (CCCA) Budget and Municipal Levy apportionments for the 2024 fiscal year.

BACKGROUND:

A Staff Report requesting the Board to advise staff on the proposed Levy increase was presented at the November 30, 2023 Personnel and Finance Committee meeting with members directing staff to prepare a budget with a 9% Levy increase.

The Draft Budget and Levy amounts using Current Value Assessment (CVA), were presented to the Personnel/Finance committee on November 30, 2023, and circulated to the five member municipalities for their consideration, in accordance with the 30-day review period as set out in the Municipal Levy Regulation. There were no appeals of the levy apportionment.

The Final Budget will be considered for approval at the March Full Authority meeting and is subject to a "weighted vote". A table has been included summarizing relative weightings for each municipality. A vote with greater than 50% weighted support of those members in attendance will pass the Budget. Votes are considered "lost" for absent members. No proxy voting is permitted.

A recorded vote will be called at the meeting in accordance with the O. Reg. 139/96: Municipal Levies.

When reviewing the Revenue and Expense Charts, it should be noted that mandated programs amount to $648,458.89 of overall expenditures, yet revenue to offset these programs is just $483,689.36, leaving mandated programs 25% underfunded.

26

RECOMMENDATIONS:

THAT, the 2024 Catfish Creek Conservation Authority Budget totalling $1,766,342.24 be adopted as presented; and further,

THAT, the 2024 Municipal General Levy in the amount of $442,474.36 be approved as presented.

Member's Name	Municipality	CVA Apportionment %	Yes	No
Scott Lewis	Township of Malahide	36.8620%		
Morgaine Halpin	Municipality of Central Elgin	27.9653%		
Arthur Oslach	Town of Aylmer	25.5975%		
Gary Clarke	City of St. Thomas	6.1215%		
Paul Buchner	Township of South-West Oxford	3.4537%		

D. Underhill

Dusty Underhill,
General Manager / Secretary-Treasurer

CATFISH CREEK
CONSERVATION AUTHORITY

2024
FINAL BUDGET

March 6, 2024

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2024
SUMMARY OF REVENUE AND EXPENDITURES
last modified March 6, 2024

	2024 Budget	2023 Budget	2023 Actual
REVENUE			
Provincial Grants (Transfer Payments)	$41,215.00	$41,215.00	$41,215.00
Other Provincial Grants	$42,206.78	$46,886.24	$18,570.88
Federal Grants	$138,710.18	$131,000.00	$230,503.83
Employment Program Grants	$15,000.00	$20,000.00	$11,869.00
Municipal General Levies	$442,474.36	$405,939.78	$406,289.78
Donations/Sponsorships	$30,929.35	$34,300.00	$55,949.84
Camp User Fees & Sales	$727,649.00	$709,800.00	$705,648.41
Maple Syrup	$41,080.00	$32,600.00	$61,637.42
Other Revenue	$79,299.61	$73,449.00	$126,428.02
Previous Year's Surplus (Deficit)	$9,204.92	$3,346.53	$2,565.73
TOTAL To/From Reserves	$198,573.04	$138,194.45	$44,329.09
TOTAL REVENUE	$1,766,342.24	$1,636,731.00	$1,705,007.00

	2024 Budget	2023 Budget	2023 Actual
MANDATORY PROGRAMS			
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	$152,975.78	$141,671.76	$118,743.68
2 FLOOD FORECASTING & WARNING	$274,434.00	$287,275.69	$265,203.50
3 DROUGHT AND LOW WATER RESPONSE	$17,732.88	$16,989.59	$15,001.98
4 ICE MANAGEMENT	$25,797.86	$24,223.56	$23,906.86
5 INFRASTRUCTURE (Dam)	$24,766.80	$24,921.85	$23,197.34
6&7 ACT REVIEWS & PLAN REVIEW	$3,267.81	$4,877.68	$4,098.43
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	$46,949.19	$46,453.38	$40,137.19
9-11 CONSERVATION AND MANAGEMENT OF LANDS	$86,900.35	$81,932.73	$105,962.29
12 WATER QUALITY (PGMN & PSMP)	$9,366.44	$12,487.14	$16,439.77
13 SOURCE PROTECTION	$6,267.78	$5,947.09	$2,626.93
SUB TOTAL: MANDATORY PROGRAMS Expenditures	**$648,458.89**	**$646,780.47**	**$615,317.97**
OTHER PROGRAMS AND SERVICES			
WATERSHED STEWARDSHIP	$19,877.23	$27,347.00	$25,040.10
ENVIRONMENTAL EDUCATION	$16,253.61	$7,720.00	$12,032.50
SPECIAL & CAPITAL PROJECTS	$209,485.18	$91,075.00	$6,791.91
VEHICLE & EQUIPMENT OPERATIONS	$75,319.80	$95,893.00	$41,573.75
MAPLE SYRUP PROGRAM	$45,080.00	$83,759.37	$79,858.53
SPRINGWATER CONSERVATION AREA	$751,867.53	$684,156.16	$681,620.35
SUB TOTAL: OTHER PROGRAMS Expenditures	$1,117,883.35	$989,950.53	$846,917.14
TOTAL EXPENSES	$1,766,342.24	$1,636,731.00	$1,462,235.11
NET Profit (Loss)	**$0.00**	**$0.00**	**$242,771.89**

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2024
REVENUE SOURCES

PROGRAM	2024 BUDGET TOTALS	MNRF GRANT	GENERAL LEVY	OTHER PROVINCIAL GRANTS	EMPLOYMENT GRANTS	FEDERAL GRANTS	DEFERRED REVENUE	RESERVES	SURPLUS (DEFICIT)	DONATIONS	INCOME
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	$ 152,975.78	$ -	$ 97,313.38	$ -				$ 29,957.48	$ 9,204.92	$ 1,000.00	$ 15,500.00
2 FLOOD FORECASTING & WARNING	$ 274,434.00	$ 41,215.00	$ 207,280.00	$ 25,939.00							
3 DROUGHT AND LOW WATER RESPONSE	$ 17,732.88		$ 17,732.88								
4 ICE MANAGEMENT	$ 25,797.86	$ -	$ 25,797.86								
5 INFRASTRUCTURE (Dam)	$ 24,766.80	$ -	$ 24,766.80	$ -							
6&7 ACT REVIEWS & PLAN REVIEW	$ 3,267.81		$ 3,267.81								
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	$ 46,949.19	$ -	$ 41,949.19								$ 5,000.00
9-11 CONSERVATION AND MANAGEMENT OF LANDS	$ 86,900.35		$ 15,000.00	$ 10,000.00		$ 24,125.00		$ 10,000.00		$ 14,229.35	$ 13,546.00
12 WATER QUALITY (PGMN & PSMP)	$ 9,366.44		$ 9,366.44								
13 SOURCE PROTECTION	$ 6,267.78			$ 6,267.78							
SUB TOTAL: MANDATED PROGRAMS Revenue	$ 648,458.89	$ 41,215.00	$ 442,474.36	$ 42,206.78	$ -	$ 24,125.00	$ -	$ 39,957.48	$ 9,204.92	$ 15,229.35	$ 34,046.00
WATERSHED STEWARDSHIP	$ 19,877.23			$ -				$ 11,277.23		$ 300.00	$ 8,300.00
ENVIRONMENTAL EDUCATION	$ 16,253.61							$ 2,100.00		$ 2,000.00	$ 6,753.61
SPECIAL & CAPITAL PROJECTS	$ 209,485.18					$ 114,585.18	$ -	$ 90,700.00			$ 1,200.00
VEHICLE & EQUIPMENT OPERATIONS	$ 75,319.80							$ 46,319.80			$ 29,000.00
MAPLE SYRUP PROGRAM	$ 45,080.00							$ -		$ 4,000.00	$ 41,080.00
SPRINGWATER CONSERVATION AREA	$ 751,867.53				$ 15,000.00			$ 8,218.53		$ 1,000.00	$ 727,649.00
SUB TOTAL: OTHER PROGRAMS Revenue	$ 1,117,883.35	$ -	$ -	$ -	$ 15,000.00	$ 114,585.18	$ -	$ 158,615.56	$ -	$ 7,300.00	$ 813,982.61
TOTALS	$ 1,766,342.24	$ 41,215.00	$ 442,474.36	$ 42,206.78	$ 15,000.00	$ 138,710.18	$ -	$ 198,573.04	$ 9,204.92	$ 22,529.35	$ 848,028.61

30

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2024
TRANSFERS TO/FROM RESERVES
last modified March 6, 2024

RESERVE NAME	Proposed BALANCE Start Of 2024	Budgeted Transfers To Reserves	Budgeted Transfers From Reserves	Proposed BALANCE End Of 2024	Category	
SPECIAL PROJECTS RESERVES:						
Bradley Creek	$ 5,785.53			$ 5,785.53	n/a	
Commemorative Forest	$ 3,451.49			$ 3,451.49	n/a	
ACCA	$ 22,335.00		-$ 2,500.00	$ 19,835.00	C.A. Lands	
Johnson Tract	$ 3,088.50			$ 3,088.50	n/a	
Environmental Education (General)	$ 14,660.36			$ 14,660.36	n/a	
Environmental Education (ELP)	$ 2,109.54		-$ 2,100.00	$ 9.54	n/a	
Special Projects Support	$ 7,858.29			$ 7,858.29	n/a	
Art Trail	$ 8,310.00			$ 8,310.00	n/a	
Path of Honour	$ 24,662.98		-$ 5,000.00	$ 19,662.98	Special Projects	
YNHA	$ 25,779.83		-$ 2,500.00	$ 23,279.83	C.A. Lands	
Springwater Forest	$ 94,749.06		-$ 5,000.00	$ 89,749.06	C.A. Lands	
SUB-TOTAL SPECIAL PROJECTS RESERVES	**$ 212,790.58**	**-**	**-$ 17,100.00**	**$ 195,690.58**		
GENERAL RESERVES:						
			-$ 29,957.48		Corporate Services	Minimum Balance:
			$ -		C.A. Lands	15% of budget
			-$ 11,277.23		Watershed Stewardship	$264,951.34
Working Capital	$ 262,025.81		-$ 41,234.71	$ 220,791.10	Vehicle/Equip Operations	
			-$ 22,319.80		SPW C.A. Operations	Minimum Balance:
Capital Acquisition	$ 96,970.17	$ -	-$ 22,319.80	$ 74,650.37		$60,000.00
Land Acquisition	$ 85,757.35	$ -	-$	$ 85,757.35		
		8,218.53	-$ 85,700.00		SPW CA Dev. Projects	Minimum Balance:
		8,218.53	-$ 24,000.00		Equipment Acquisition	$75,000.00
					SPW C.A. Operations	
SPW C.A. Development	$ 211,549.18	8,218.53	-$ 109,700.00	$ 93,630.65		
SUB-TOTAL GENERAL RESERVES	**$ 656,302.51**	**8,218.53**	**-$ 173,254.51**	**$ 474,829.47**		
TOTALS	**$ 869,093.09**	**8,218.53**	**-$ 190,354.51**	**$ 670,520.05**		

CATFISH CREEK CONSERVATION AUTHORITY
2024 MUNICIPAL GENERAL LEVY COMPARISON

Municipality	CVA Apport. %	2023 General Levy	General Levy Change Due to New CVA	2023 General Levy With New CVA	Proposed General Levy Increase 9%	2024 Total Levy
Aylmer, Town of	25.5975%	105,065.74	-1,155.30	103,910.44	9,351.94	113,262.37
Central Elgin, Municipality of	27.9653%	112,451.41	1,070.87	113,522.28	10,217.00	123,739.28
Malahide, Township of	36.8620%	149,593.68	43.84	149,637.52	13,467.38	163,104.90
South-West Oxford, Township of	3.4537%	14,032.93	-12.99	14,019.94	1,261.79	15,281.74
St. Thomas, City of	6.1215%	24,796.02	53.58	24,849.60	2,236.46	27,086.07
	100%	405,939.78	0.00	405,939.78	36,534.58	442,474.36

Footnotes:

* Levies partially support the costs of operating the provincially mandated responsibilities of municipal plan input and review.
Operating grants for provincially mandated responsibilities flatlined in 2000, then were cut by half in 2019.

Data for Calculation of Sliding Scale of Grants and Levy for 2024

Municipality	% of Municipality in Watershed	Current Value Assessment (CVA) for Municipality	Current Value Assessment (CVA) in Watershed	CVA Based Apportionment Percentage
Aylmer, Town of	100%	755584275	755,584,275.00	25.5975%
Central Elgin, Municipality of	40%	2063691519	825,476,607.64	27.9653%
Malahide, Township of	82%	1326938185	1,088,089,311.50	36.8620%
South-West Oxford, Township of	8%	1274309425	101,944,754.00	3.4537%
St. Thomas, City of	4%	4517376589	180,695,063.56	6.1215%
		9,937,899,993	2,951,790,012	100%

The apportionment figures are calculated from assessment data provided by the Municipal Property Assessment Corporation (MPAC), and further revised based on the Conservation Authority Levies Regulation (Ontario Regulation 670/00 under the Conservation AThe apportionment figures are calculated from assessment data provided by the Municipal Property Assessment Corporation (MPAC), and further revised based on the Conservation Authority Levies Regulation (Ontario Regulation 670/00 under the Conservation Authorities Act).uthorities Act).

32

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2024
last modified March 6, 2024

	Code	Budget 2024	Budget Subtotals	Budget 2023	Actual 2023
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)					
Administration					
Wages & Benefits		$ 59,827.78		$ 48,762.08	$ 46,893.98
TRAVEL EXPENSES & ALLOWANCES		$ 5,800.00		$ 8,150.00	$ -
- FA Mtgs 9x5x$50.00		$ 2,250.00	$ 2,250.00		$ 2,250.00
- P/F Mtgs 2x5x$20.00		$ 350.00	$ 350.00		$ 280.00
- LMC Mtgs 2x5x$50.00		$ 500.00	$ 500.00		$ 350.00
- Interview Committee 2x2x$50.00		$ 200.00	$ 200.00		$ 250.00
- Special Meetings 2x5x$50.00		$ 500.00	$ 500.00		$ -
- MOECP Ag Rep Compensation		$ -	$ 1,350.00		$ -
- Members Mileage		$ 1,000.00	$ 1,000.00		$ 1,016.28
- Chair's Honorarium		$ 1,000.00	$ 1,000.00		$ 1,000.00
- Meeting Expenses		$ -	$ 1,000.00		$ -
Staff Mileage & Expenses		$ 500.00		$ 600.00	$ 268.09
Equipment Purchase		$ 500.00		$ 1,000.00	$ 409.57
Equipment Rental		$ 3,170.00		$ 2,400.00	$ 3,167.27
Equipment Maintenance		$ 3,228.00		$ 2,700.00	$ 3,227.60
Vehicle/Equipment Rental		$ 500.00		$ 500.00	$ 358.13
Uniforms		$ 150.00		$ 150.00	$ -
Postage		$ 1,400.00		$ 1,100.00	$ 1,383.55
Stationery & Office Supplies		$ 3,600.00		$ 2,500.00	$ 3,582.16
General Printing		$ 500.00		$ 500.00	$ 555.79
Internet Services		$ -			$ 337.14
Telephone		$ 1,750.00		$ 1,700.00	$ 1,701.11
Heat (Hot Water Heater Rental)		$ 200.00		$ 140.00	$ 192.83
Administration Centre Maintenance		$ 3,200.00		$ 3,276.35	$ -
Audit Appeal Fees		$ 15,000.00		$ 15,000.00	$ -
Legal Fees		$ 5,000.00		$ 750.00	$ 6,367.49
General Expenses		$ 3,000.00		$ 4,121.10	$ 3,066.93
Insurance		$ 4,500.00		$ 10,433.38	$ 4,511.27
Bank Charges		$ 1,300.00		$ 1,200.00	$ 1,298.55
Audit Fees		$ 11,250.00		$ 9,900.00	$ 9,667.20
Conservation Ontario Levy		$ 19,400.00		$ 19,400.00	$ 19,186.00
		$ 143,775.78		$ 134,282.91	$ 111,320.94
Communications:					
Mobile Phone		$ 1,600.00		$ 600.00	$ 1,588.21
Meeting Expenses		$ 2,500.00		$ 650.00	$ 2,523.58
Annual Report		$ 2,200.00		$ 2,200.00	$ 2,165.45
Materials & Supplies		$ 500.00		$ 1,000.00	$ 244.42
Advertising & Promotion		$ 100.00		$ 600.00	$ 160.00
		$ 6,900.00		$ 5,050.00	$ 6,681.66
GIS:					
- ESRI Annual Enterprise License Agreement		$ 800.00		$ 800.00	$ 741.08
- Training		$ 1,000.00		$ 1,000.00	$ -
- Miscellaneous & Supplies		$ 500.00		$ 538.85	$ -
		$ 2,300.00		$ 2,338.85	$ 741.08
		$ 152,975.78		$ 141,671.76	$ 118,743.68
REVENUE					
Grants: Provincial	40100	$ -		$ -	$ -
Municipal General Levy	41000	$ 97,313.38		$ 53,365.04	$ 56,176.39
Grants: Other Provincial	40500	$ -		$ -	$ -
Revenue: Sundry Income	48500	$ 500.00		$ 500.00	$ -
Revenue: Interest Income	46750	$ 15,000.00		$ 3,000.00	$ 45,985.93
Revenue: Data Services	48500	$ -		$ -	$ -
Donations (Annual Report)	43250	$ 1,000.00		$ 1,000.00	$ 1,000.00
Reserve - Working Capital	31500	$ 29,957.48		$ 80,460.19	$ 26,580.08
Previous Year Surplus (Deficit)	49550	$ 9,204.92		$ 3,346.53	$ 2,565.73
		$ 152,975.78		$ 141,671.76	$ 132,308.13

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2024
last modified March 6, 2024

	Code	Budget 2024		Budget Subtotals		Budget 2023		Actual 2023	
2 FLOOD FORECASTING & WARNING									
Wages & Benefits			$ 206,479.05			$	199,837.39	$	206,537.08
Data Collection (Operation/Maintenance of Gauges)			$ 4,150.00			$	3,500.00	$	4,140.98
Equipment Purchase			$ 1,500.00			$	-	$	-
Floodplain Mapping for Port Bruce			$ 23,000.00			$	51,878.30	$	28,678.14
Flood Forecasting: Mobile Phone			$ 1,600.00			$	3,800.00	$	1,588.24
OPERATIONS CENTRE:			$ 15,950.00			$	11,750.00		
- Heat & Hydro		$ 7,150.00		$	5,800.00			$	7,138.45
- Taxes on Operation Centre		$ 3,600.00		$	3,600.00			$	3,236.69
- Security System		$ 200.00		$	850.00			$	158.44
- Maintenance		$ 5,000.00		$	1,500.00			$	790.66
Insurance			$ 18,554.95			$	15,910.00	$	10,215.08
Telephone/Fax/Internet			$ 2,700.00			$	100.00	$	2,719.74
Vehicle & Equipment Rental			$ 500.00			$	500.00		
			$ 274,434.00			**$**	**287,275.69**	**$**	**265,203.50**
REVENUE									
Grants: Provincial	40100		$ 41,215.00			$	41,215.00	$	41,215.00
Municipal General Levy	41000		$ 207,280.00			$	220,121.54	$	229,908.16
Grants: Other Provincial (Floodplain Mapping)	25400		$ 25,939.00			$	25,939.15		
			$ 274,434.00			**$**	**287,275.69**	**$**	**271,123.16**
3 DROUGHT AND LOW WATER RESPONSE									
Wages & Benefits			$ 16,732.88			$	15,989.59	$	15,001.98
- Miscellaneous & Supplies			$ 500.00			$	500.00		
- Vehicle/Equipment Rental			$ 500.00			$	500.00		
			$ 17,732.88			**$**	**16,989.59**	**$**	**15,001.98**
REVENUE									
Municipal General Levy	41000		$ 17,732.88			$	16,989.59	$	15,001.37
			$ 17,732.88			**$**	**16,989.59**	**$**	**15,001.37**
4 ICE MANAGEMENT									
Wages & Benefits			$ 24,797.86			$	23,723.56	$	23,725.40
EXPENSES:			$ -			$	500.00		
- Miscellaneous & Supplies			$ 500.00	$	100.00				
- Vehicle/Equipment Rental			$ 500.00	$	400.00			$	181.46
			$ 25,797.86			**$**	**24,223.56**	**$**	**23,906.86**
REVENUE									
Grants: Provincial	40100		$ -			$	-	$	-
Municipal General Levy	41000		$ 25,797.86			$	24,223.56	$	23,906.43
			$ 25,797.86			**$**	**24,223.56**	**$**	**23,906.43**
5 INFRASTRUCTURE (Dam)									
Wages & Benefits			$ 20,317.80			$	19,226.85	$	18,272.18
Vehicle & Equipment Rentals			$ 250.00			$	250.00	$	-
Routine/Minor Maintenance			$ 500.00			$	500.00	$	2,136.96
Routine/Minor Maintenance : Insurance			$ 3,144.00			$	2,545.00	$	2,733.91
Preventative Maintenance			$ 500.00			$	500.00	$	-
Operation of Flood Control Structures : Taxes			$ 55.00			$	1,900.00	$	54.29
			$ 24,766.80			**$**	**24,921.85**	**$**	**23,197.34**
REVENUE									
Grants: Provincial	40100		$ -			$	-	$	-
Grants: Other Provincial WECI	40500		$ -					$	812.50
Municipal General Levy	41000		$ 24,766.80			$	24,921.85	$	22,384.27
			$ 24,766.80			**$**	**24,921.85**	**$**	**23,196.77**

34

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2024
last modified March 6, 2024

	Code	Budget 2024 (detail)	Budget 2024	Budget Subtotals	Budget 2023	Actual 2023
6&7 ACT REVIEWS (Aggregate/Draining/Environmental Assessment) & PLAN REVIEW						
Wages & Benefits			$ 2,767.81		$ 4,377.68	$ 4,098.43
Miscellaneous Expenses			$ 500.00		$ 500.00	$ -
			$ 3,267.81		$ 4,877.68	$ 4,098.43
REVENUE						
Grants: Provincial	40100		$ -		$ -	
Municipal General Levy	41000		$ 3,267.81		$ 4,877.68	$ 4,098.43
			$ 3,267.81		$ 4,877.68	$ 4,098.43
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)						
Wages & Benefits			$ 39,481.54		$ 37,466.38	$ 33,727.15
EXPENSES:			$ 7,467.65		$ 7,587.00	
- Miscellaneous & Supplies		$ 500.00		$ 1,600.00		$ 803.69
- Equipment Purchase		$ 1,000.00		$ 1,000.00		$ -
- Uniforms		$ 100.00		$ 100.00		$ -
- Telephone/Fax/Internet		$ 700.00		$ 850.00		$ 682.86
- computer & network support		$ 1,300.00		$ 450.00		$ 1,283.36
- Insurance		$ 3,867.65		$ 3,587.00		$ 3,363.17
Vehicle & Equipment Rental		$ 500.00			$ 1,400.00	$ 276.96
Legal Fees		$ -		$ -		$ -
			$ 46,949.19		$ 46,453.38	$ 40,137.19
REVENUE						
Grants: Provincial	40100		$ -		$ -	$ -
Municipal General Levy	41000		$ 41,949.19		$ 38,953.38	$ 32,734.93
Revenue: Legal Inquiries/Permit Applications	47000		$ 5,000.00		$ 7,500.00	$ 7,752.26
			$ 46,949.19		$ 46,453.38	$ 40,487.19
9-11 CONSERVATION AND MANAGEMENT OF LANDS						
Wages & Benefits			$ 64,399.35		$ 70,780.73	$ 58,464.49
Archie Coulter Conservation Area						
Tisdale Conservation Area			$ 2,500.00		$ 2,000.00	$ 36,635.13
Yarmouth Natural Heritage Area			$ 2,000.00		$ -	$ 301.61
Springwater Forest Trails Expenses			$ 2,000.00		$ 3,500.00	$ 1,082.27
Springwater Forest Hazard Tree Removal			$ 2,000.00		$ 1,854.00	$ 3,375.00
Other CAs Special Projects			$ -		$ -	$ 1,088.15
Taxes - Local Areas			$ 150.00		$ 150.00	$ 155.88
Taxes - on CAs			$ 56.00		$ 56.00	$ 1,096.51
Taxes - Agreement Forests			$ 1,033.00		$ 1,033.00	$ 1,132.32
Insurance			$ 2,762.00		$ 2,559.00	$ 2,630.93
Calton Property: Pritchard Drain Clean-Out			$ 10,000.00		$ -	$ -
Legal Fees			$ -		$ -	$ -
			$ 86,900.35		$ 81,932.73	$ 105,962.29

35

	Code	Budget 2024	Budget Subtotals	Budget 2023	Actual 2023
REVENUE					
Municipal General Levy	41000	$ 15,000.00		$ 10,000.00	$ 10,000.00
Conservation Ontario - NSCFS (ECCC)	40600	$ 24,125.00		$ -	
ALUS Elgin	40500	$ 10,000.00		$ -	
Reserve - Spw Forest	32250	$ 5,000.00		$ 23,677.73	$ 23,677.73
Reserve - Land Acquisition	34000	$ -		$ -	$ -
Reserve - ACCA	32300	$ 2,500.00		$ 5,000.00	$ 10,000.00
Reserve - YNHA	34250	$ 2,500.00		$ 6,000.00	$ 5,000.00
Reserve - Working Capital	31500	$ -		$ -	$ 23,500.00
Donations ACCA	43250	$ 2,200.00		$ 2,000.00	$ 2,385.72
Donations SPW Forest	43250	$ 9,829.35		$ 20,000.00	$ 15,063.57
Donations YNHA	43250	$ 2,200.00		$ 2,000.00	$ 2,914.01
Revenue: Sale of Logs from SPW Forest	47800	$ -		$ -	$ 339.00
Revenue: Sale of Logs from other CA Lands	47820	$ -		$ -	$ -
Revenue: Other CA's (Land Use Agreement - TVDSB)	48600	$ 12,946.00		$ 12,755.00	$ 12,755.00
Revenue: Equestrian Permits	48700	$ 600.00		$ 500.00	$ 318.59
		$ 86,900.35		$ 81,932.73	$ 105,953.62
12 WATER QUALITY (PGMN & PSMP)					
Wages & Benefits		$ 8,366.44		$ 11,487.14	$ 10,492.74
- Miscellaneous & Supplies		$ 500.00		$ 500.00	$ 5,947.03
- Vehicle/Equipment Rental		$ 500.00		$ 500.00	$ -
		$ 9,366.44		$ 12,487.14	$ 16,439.77
REVENUE					
Municipal General Levy	41000	$ 9,366.44		$ 12,487.14	$ 12,079.80
Grants: Other Provincial	40500	$ -		$ -	$ 4,359.36
		$ 9,366.44		$ 12,487.14	$ 16,439.16
13 SOURCE PROTECTION					
Wages & Benefits		$ 6,267.78		$ 5,947.09	$ 2,446.93
SPA Meetings		$ -		$ -	$ 180.00
		$ 6,267.78		$ 5,947.09	$ 2,626.93
REVENUE					
Grants: Other Provincial (Source Protection Planning)	40500	$ 6,267.78		$ 5,947.09	$ 2,434.32
Municipal General Levy	41000	$ -		$ -	$ -
		$ 6,267.78		$ 5,947.09	$ 2,434.32
SUB TOTAL: MANDATED PROGRAMS Expenditures		$ 648,458.89		$ 646,780.47	$ 615,317.97
SUB TOTAL: MANDATED PROGRAMS Revenue		$ 648,458.89		$ 646,780.47	$ 634,948.58

36

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2024
last modified March 6, 2024

	Code	Budget 2024	Budget Subtotals	Budget 2023	Actual 2023
OTHER PROGRAMS AND SERVICES					
WATERSHED STEWARDSHIP					
Wages & Benefits		$ 11,027.23		$ 9,557.00	$ 7,631.18
Tree Planting: Operating Expenses		$ 500.00		$ 500.00	$ 173.82
Tree Planting: telephone/fax/internet		$ 350.00			$ 343.38
Vehicle & Equipment Charges		$ 500.00		$ 700.00	$ 339.03
Nursery Stock (private landowners)		$ 6,500.00		$ 15,000.00	$ 6,125.57
Malahide Roadside Trees Program		$ 700.00		$ 700.00	$ 675.40
Commemorative Forest		$ 300.00		$ 300.00	$ 245.00
Woodlot Management Expenses		$ -		$ -	$ 123.83
Private Landowner Grants (HSP)		$ -		$ -	$ 9,250.00
Miscellaneous		$ -		$ -	$ 143.26
Contract Services		$ -		$ 590.00	-$ 10.37
		$ 19,877.23		**$ 27,347.00**	**$ 25,040.10**
REVENUE					
Grants: Other Provincial (Forests Ontario)	40500	$ -		$ 15,000.00	$ 5,714.70
Grants: Other Provincial - COA	40500			$ -	$ 5,250.00
Donations (Commemorative Forest)	43250	$ 300.00		$ 300.00	$ 360.00
Revenue: Contract Services	48800			$ 831.00	$ 214.36
Revenue: Ducks Unlimited Canada	48300			$ -	$ 7,000.00
Revenue: Landowners	47500	$ 8,300.00		$ -	$ 3,451.60
Revenue: Municipalities	47500			$ 750.00	$ 738.72
Revenue: Forest Management Plan Approval Fees	47750			$ -	$ -
Reserve - Commemorative Forest	31650			$ -	$ -
Reserve - Working Capital	31500	$ 11,277.23		$ 10,466.00	$ 2,310.00
		$ 19,877.23		**$ 27,347.00**	**$ 25,039.38**
ENVIRONMENTAL EDUCATION					
Wages & Benefits		$ 5,253.61		$ -	$ 3,376.00
Training		$ -		$ -	$ -
Miscellaneous Materials & Supplies		$ 2,500.00		$ 1,220.00	$ 454.62
Environmental Leadership Program		$ 8,000.00		$ 6,000.00	$ 7,701.88
Conservation Scholarship		$ 500.00		$ 500.00	$ 500.00
		$ 16,253.61		**$ 7,720.00**	**$ 12,032.50**
REVENUE					
Revenue: Programs	49000	$ 4,753.61		$ 720.00	$ 4,895.00
Revenue: Carolinian Forest Festival	49000	$ 1,500.00		$ -	$ 1,500.00
Revenue: ELP	49000	$ -			$ 2,000.00
Revenue: Administration Fees - ELP		$ 500.00		$ 500.00	$ 500.00
Reserve - Working Capital	31500			$ -	-$ 12,800.00
Reserve - Environmental Education (General)	34070			$ -	$ 5,000.00
Reserve - Environmental Education (ELP Program)	34150	$ 2,100.00		$ -	-$ 1,548.72
Donations (ELP Program)	43250	$ 5,400.00		$ 6,000.00	$ 10,500.00
Donations (Environmental Education)	43250	$ 2,000.00		$ 500.00	$ 2,010.00
		$ 16,253.61		**$ 7,720.00**	**$ 12,056.28**

37

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2024
last modified March 6, 2024

	Code	Budget 2024	Budget Subtotals	Budget 2023	Actual 2023
SPECIAL PROJECTS					
OPC Path of Honour		$ 9,200.00		$ 1,000.00	$ 6,791.91
Miscellaneous				$ 500.00	$ -
CAPITAL DEVELOPMENT PROJECTS					
Capital Projects - Other - Accessibility Ramps for Ops Centre		S 23,381.00		$ -	
Springwater CA - Accessibility Ramps for Schoolhouse		S 23,380.18		$ -	
Springwater CA - Community Services Recovery Fund		S 67,824.00		$ -	
Springwater CA - Schoolhouse Maintenance		$ 25,700.00		$ -	
Springwater CA - Tourism Relief Fund		$ -		$ 89,575.00	
Springwater CA - picnic tables		$ 10,000.00		$ -	
Springwater CA - Infrastructure Upgrades		$ 50,000.00		$ -	
		$ 209,485.18		**$ 91,075.00**	**$ 6,791.91**
REVENUE					
Reserve - CA Development (general)	32500	$ 85,700.00		$ -	-$ 22,000.00
Reserve - Art Trail	32600	$ -		$ -	
Reserve - OPC Path of Honour	34300	$ 5,000.00		$ 500.00	-$ 3,790.00
Reserve - Working Capital	31500	$ -		$ -	
Transfer of Tangible Capital Assets		$ -		$ -	-$ 187,875.33
Grants Federal (Community Services Recovery Fund)	40600	S 67,824.00		$ -	S 67,824.00
Grants: Federal (Tourism Relief Fund)	40600	$ -		$ 89,172.00	$ 89,172.00
Grants: Federal Ontario Southwest Tourism Relief Fund	40600	$ -		$ -	$ 25,080.00
Grants Federal (Accessibility Ramps)	40600	S 46,761.18		S -	$ 6,599.83
Donations - Capital Development (Miscellaneous)	43250	$ -		$ -	$ 2,200.00
Donations - prior year adjustment by auditor	43250	$ -		$ -	$ 1,216.54
Donations - Poplar Hill Playground Fundraiser	43250	$ -		$ -	$ 5,000.00
Donations - OPC Path of Honour	43250	$ 3,000.00		$ 500.00	$ 3,000.00
Revenue: OPC Administration	48400	$ 1,200.00		$ 500.00	$ 1,200.00
Revenue: Stage soft-opener	43250	$ -		$ -	$ 1,503.11
		$ 209,485.18		**$ 90,672.00**	**-$ 10,869.85**
VEHICLE & EQUIPMENT OPERATIONS					
Vehicle Acquisition		$ -		$ -	
Vehicle recorded as a Capital Asset		$ -		$ -	
Equipment Acquisition * tractor		$ 37,000.00		$ 60,000.00	
Small Tools		$ 2,000.00		$ 2,000.00	$ 959.84
Vehicle Fuel		$ 10,600.00		$ 12,000.00	$ 10,570.78
Equipment Fuel		$ 3,600.00		$ 3,000.00	$ 3,628.99
Vehicle Maintenance & Repairs		$ 4,000.00		$ 2,500.00	$ 4,238.89
Equipment Maintenance & Repairs		$ 5,000.00		$ 5,000.00	$ 10,797.65
Vehicle Licenses		$ 505.00		$ 505.00	$ 265.25
Vehicle Insurance		$ 10,892.80		$ 9,361.00	$ 9,472.00
Equipment Insurance		$ 1,722.00		$ 1,527.00	$ 1,640.35
		$ 75,319.80		**$ 95,893.00**	**$ 41,573.75**
REVENUE					
Revenue: Vehicle & Equipment Rental Charges	49800	$ 18,000.00		$ 35,893.00	$ 30,774.45
Vehicle and Equipment trade-in Revenue	49720	$ 11,000.00		$ 10,000.00	$ 5,500.00
Reserve - C.A. Development	32500	$ 24,000.00		$ -	$ 26,000.00
Reserve - Capital Acquisition	34500	$ 22,319.80		$ 50,000.00	$ 26,000.00
		$ 75,319.80		**$ 95,893.00**	**$ 88,274.45**

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2024
last modified March 6, 2024

	Code	Budget 2024	Budget Subtotals	Budget 2023	Actual 2023
MAPLE SYRUP PROGRAM					
Wages & Benefits - Permanent Staff		$ 10,507.23		$ 26,917.66	$ 23,381.51
Wages & Benefits - Seasonal Staff		$ 10,794.64		$ 5,041.76	$ 9,175.35
Building Repairs & Renovations		$ 2,478.13		$ 700.00	$ 119.18
Vehicle & Equipment Rental		$ 1,000.00		$ 700.00	$ 782.02
Advertising		$ 1,300.00			$ 3,556.75
Purchase of Resaleable Supplies		$ 11,000.00		$ 6,800.00	$ 21,028.73
Equipment Mainenance & Repair		$ 700.00		$ 700.00	$ -
Operating Expenses - General		$ 6,300.00		$ 571.95	$ 17,914.99
Special Attractions		$ 1,000.00		$ 500.00	$ 3,900.00
Tourism Project		$ -		$ 41,828.00	
		$ 45,080.00		**$ 83,759.37**	**$ 79,858.53**
REVENUE					
Reserve - CA Development	32500	$ -		$ 7,734.37	-$ 29,700.00
Grants: Federal (Tourism Relief Fund)	40600	$ -		$ 41,828.00	$ 41,828.00
Revenue: Sales	46500	$ 16,000.00		$ 12,500.00	$ 28,858.94
Revenue: School Groups (TVDSB)	46500	$ 8,000.00		$ 8,100.00	$ 9,810.00
Revenue: Tours (non-TVDSB)	46500	$ 1,000.00		$ -	$ 1,503.00
Revenue: Admissions	46500	$ 15,000.00		$ 12,000.00	$ 21,465.48
Revenue: Facility Rental	46500	$ 1,080.00		$ -	$ -
Donations/Sponsorships	43250	$ 4,000.00		$ 2,000.00	$ 6,100.00
		$ 45,080.00		**$ 84,162.37**	**$ 79,865.42**
SPRINGWATER CONSERVATION AREA					
Campground Expenditures					
Wages & Benefits - Permanent Staff		$ 297,876.28		$ 265,682.23	$ 259,790.12
Wages & Benefits - Seasonal Staff		$ 185,772.66		$ 167,857.93	$ 168,163.50
Supplies - Computers\Software\Radios		$ 1,900.00	$ 2,000.00	$ 25,700.00	$ 1,834.11
Supplies - Sanitary Supplies		$ 7,000.00	$ 5,000.00		$ 7,169.83
Supplies - General Printing		$ 700.00	$ 700.00		$ 698.00
Supplies - Uniforms		$ 3,000.00	$ 1,500.00		$ 3,302.73
Supplies - General		$ 22,000.00	$ 16,500.00		$ 21,932.08
Maintenance - General Infrastructure		$ 13,500.00	$ 15,750.00	$ 50,250.00	$ 13,090.11
Maintenance - computers & network support		$ 2,700.00	$ 3,000.00		$ 2,666.36
Maintenance - Garbage Collection		$ 8,000.00	$ 20,000.00		$ 7,802.84
Maintenance - Hazard Tree Removal		$ 2,000.00	$ 6,000.00		$ 1,820.00
Maintenance - Liquid Waste Removal		$ 6,000.00	$ 3,500.00		$ 6,300.00
Maintenance - Water System Maintenance & Testing		$ 3,000.00	$ 2,000.00		$ 3,242.29
Vehicle & Equipment Rental		$ 26,000.00		$ 22,000.00	$ 26,715.86
Firewood Processing				$ -	$ 475.44
Advertising		$ 2,100.00		$ 3,000.00	$ 1,924.25
Store Product For Resale		$ 11,000.00		$ 12,000.00	$ 10,551.85
Firewood Purchased For Resale		$ 20,000.00		$ 19,000.00	$ 20,375.00
Staff Training		$ -	$ 1,000.00	$ 30,900.00	$ 934.06
Reservation System		$ 10,545.00	$ 900.00		$ 545.00
Bank Charges (Card Processing Fees)		$ 31,000.00	$ 28,000.00		$ 35,365.50
Mobile Pay App Fees		$ 100.00	$ 500.00		$ 95.90
Miscellaneous		$ 500.00	$ 500.00		$ 486.25
Concession Booth Maintenance/Furnishings		$ 500.00		$ -	$ -
Schoolhouse Maintenance/Furnishings		$ 1,000.00		$ 1,000.00	$ -
Trout Program		$ 1,000.00		$ -	$ 2,044.00
Special Events Expenses		$ 1,000.00		$ 1,000.00	$ 1,200.45

39

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2024
last modified March 6, 2024

	Code	Budget 2024	Budget Subtotals	Budget 2023	Actual 2023
Camp Taxes		$ 7,699.00		$ 7,580.00	$ 7,699.01
Camp Insurance		$ 19,464.34		$ 16,853.00	$ 11,005.84
Telephone Expenses		$ 2,960.00		$ 2,600.00	$ 2,958.95
Camp Hydro		$ 46,000.00		$ 46,000.00	$ 45,122.40
Camp Heat		$ 1,300.00		$ 500.00	$ 1,305.66
Day-Use Hydro		$ 2,975.00		$ 2,200.00	$ 2,934.37
Day-Use Taxes		$ 127.00		$ 438.00	$ 126.69
Day-Use Insurance		$ 8,948.25		$ 7,595.00	$ 7,781.09
Schoolhouse Heat & Hydro		$ 4,200.00		$ 2,000.00	$ 4,160.81
		$ 751,867.53		$ 684,156.16	$ 681,620.35
REVENUE					
Donations (Trout Program)	43250	$ 1,000.00		$ -	$ 2,000.00
Donations (Firewood)	43250	$ -		$ -	$ 2,200.00
Sponsorships		$ 500.00		$ -	$ 500.00
Revenue: Camp/Day Use User Fees		$ 176,029.00		$ 162,000.00	$ 169,259.25
Revenue: Store Sales		$ 14,500.00		$ 16,000.00	$ 14,640.48
Revenue: Firewood Sales		$ 23,000.00		$ 29,000.00	$ 22,965.47
Revenue: Facility Rentals		$ 14,000.00		$ 11,000.00	$ 13,278.73
Revenue: Seasonal Fees & Winter Storage		$ 496,120.00		$ 481,800.00	$ 477,038.54
Revenue: Special Events		$ 1,000.00		$ 10,000.00	$ 5,434.97
Revenue: Trout Program		$ 2,500.00		$ -	$ 2,530.97
Grants: Employment - ECO Canada	42100	$ -		$ -	$ 1,845.00
Grants: Employment (CSJ)	42250	$ 10,000.00		$ 20,000.00	$ 10,024.00
Grants: Employment (Green Jobs) CPRA		$ 5,000.00		$ -	
Reserve - Capital Acquisition	34500	$ -		-$ 10,000.00	-$ 13,900.00
Reserve - Working Capital	31500	$ -		-$ 10,643.84	-$ 10,000.00
Reserve - C.A. Development	32500	$ 8,218.53		-$ 25,000.00	-$ 10,000.00
		$ 751,867.53		$ 684,156.16	$ 687,817.41
Amortization Expense					$ 45,691.64
SUB TOTAL: OTHER PROGRAMS Expenditures		$ 1,117,883.35		$ 989,950.53	$ 892,608.78
SUB TOTAL: OTHER PROGRAMS Revenue		$ 1,117,883.35		$ 989,950.53	$ 882,183.09
TOTAL EXPENDITURES		$ 1,766,342.24		$ 1,636,731.00	$ 1,507,926.75
TOTAL REVENUE		$ 1,766,342.24		$ 1,636,731.00	$ 1,517,131.67
		$ -		$ -	$ 9,204.92

40

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2024
last modified March 6, 2024

Code		Budget 2024	Budget Subtotals	Budget 2023	Actual 2023
	wages & benefits $	774,102.64	wages & benefits $	739,755.38	
	Per Wage Spreadsheet $	774,102.66	Wage Spreadsheet $	739,755.40	
	Diff -$	0.02	Diff -$	0.02	$ -

^ Stage >

		Budget 2024			Budget 2023		Actual 2023
grant (tsf pymnt)	$	41,215.00	grant (tsf pymnt)	$	41,215.00	$	41,215.00
grants (other prov)	$	42,206.78	rants (other prov)	$	46,886.24	$	18,570.88
grants (federal)	$	138,710.18	grants (federal)	$	131,000.00	$	230,503.83
grants - employ.	$	15,000.00	grants - employ.	$	20,000.00	$	11,869.00
levy	$	442,474.36	levy	$	405,939.78	$	406,289.78
donations	$	30,929.35	donations	$	34,300.00	$	55,949.84
From reserves	$	198,573.04	From reserves	$	138,194.45	$	44,329.09
Deferred Revenue	$	-	Deferred Revenue	$	-	-$	187,875.33
prev. yr. surplus (deficit)	$	9,204.92	r. surplus (deficit)	$	3,346.53	$	2,565.73
income	$	848,028.61	income	$	815,849.00	$	893,713.85
TOTALS	$	1,766,342.24	TOTALS	$	1,636,731.00	$	1,517,131.67

	Per Line above	$	1,766,342.24	Per Line above	$	1,636,731.00	$	1,517,131.67
		$	-		$	-	$	-

13

4ʲ|

Report FA 08/2024 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: CCCA Committees

DATE: January 29, 2024

PURPOSE:

To appoint the Authority's Committees for the year 2024.

DISCUSSION:

The Catfish Creek Conservation Authority Resolutions, Procedures, and Rules of Order state that the Chairperson and Vice-Chairperson will converse prior to the first Full Authority meeting following the Annual General Meeting to discuss and recommend the members and a Chairperson for the various Committees to the Full Authority for adoption.

In accordance with the aforementioned Regulation, the Chairperson and Vice-Chairperson have recommended the following appointments to the respective Committees for the year 2024.

Personnel / Finance Committee (5)	**Land Management Committee (5)**
_____ , Chairperson	_____ , Chairperson
Full Membership	Full Membership
Health and Safety Committee (3)	**Conservation Ontario Council**
Dusty Underhill, Management Representative	Paul Buchner, Voting Delegate, (Chairperson)
Gerrit Kremers, Employee Representative (Chair)	Morgaine Halpin, (Vice Chairperson), 1st Alternate
Brittany Bell, Employee Representative	Dusty Underhill, (General Manager), 2nd Alternate
Al Bradford, Committee Member	
Interview Committee	**Lake Erie Source Protection Region**
_____ , Committee Member	Paul Buchner, Committee Member
_____ , Committee Member	Dusty Underhill, Committee Member
_____ , Committee Member	

42

*** At least Two IC members required for hiring all contract or permanent staff.*	

RECOMMENDATION:

THAT, the Full Authority approve the Committee appointments for the year 2023 as amended and presented in Report FA 08/2024.

Dusty Underhill,
General Manager / Secretary-Treasurer

43

REPORT FA 09/2024 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: (ERO) postings affecting Conservation Authorities

DATE: March 15, 2024

PURPOSE:

To update the CCCA Board of Directors on two new Environmental Registry of Ontario (ERO) postings affecting Conservation Authorities (CAs) to support the province's Housing Supply Action Plan 3.0 (ERO posting nos. 019-6141 and 019-2927). On February 16, 2024, the government made these decisions on legislative and regulatory changes, and they are expected to become effective on April 1, 2024.

DISCUSSION:

It is expected that on April 1, 2024 new legislation and regulations related to the CA Act will come into effect. In general, these new legislative and regulatory changes largely impact CCCA's Plan Review and Regulatory programs and services – mostly related to the administration and processes for regulation programing, including items such as:

- Section 28 regulatory tests;
- Permit exemptions;
- Ministerial powers to order a CA to issue permits and/or issue permits in place of a CA;
- Expand appeal and review processes for a CA permit decision(s);
- Enhance CA enforcement and compliance mechanisms;
- Prescribe pre-consultation and permit decision requirements and timelines; and

In general, it was expected the more significant implications from Bill 23 would largely impact CCCA's Planning and Services department – more specifically plan review and regulatory programs and services. The more substantive, un-proclaimed provisions in the CA Act at that time included:

- permit exemptions;
- new appeal mechanisms
- ability for the Minister of Natural Resources and Forestry (the 'Minister') to issue permits in place of a CA;
- enhanced powers of the Minister to compel CAs to issue a permit where minister orders have been made; and
- enhanced enforcement and offences provisions.

Additionally, some of the more substantial Minister direction or regulation that impacted PDS activities, included:

- Regulation limiting CA involvement in certain planning and development related approvals (e.g. Planning Act or Environmental Assessment Act applications) to those only related to natural hazards, and

44

- Minister direction freezing Plan Review and Regulatory program fees to 2023 levels - *resulting in CCCA maintaining Plan Review and Regulatory program user fees to 2023 levels.*

At that time, it was also expected that an updated Section 28 regulation would accompany further proclamations, targeting streamlined regulatory requirements to focus on natural hazards and public safety, as well as provide increased transparency and consistency in the CA permitting process.

NEW CA ACT LEGISLATIVE PROCLAMATIONS AND SECTION 28 REGULATION (April 1, 2024)

As highlighted above, the province has released decisions on legislative and regulatory changes affecting CAs. The province has stated these changes are aimed at accelerating housing development approvals while continuing to protect Ontario families, communities, and critical resources. The proposed changes are intended to further focus CAs on their core mandate, support faster and less costly approvals, streamline CA processes, and help make land suitable for housing available for development.

Legislative Proclamations – expected to take effect April 1, 2024 (ERO posting no. 019-6141)

The province's intent is to focus development approvals under the CA Act on the risk of natural hazards, including flooding, and addressing CA's relationship to municipal land use planning delivers on the commitments and objectives outlined in the province's Ontario's Flooding Strategy. Highlights of the expected legislative changes to take effect on April 1, 2024, include:

- **Regulatory Tests** - A change in the tests used by CAs in consideration of permit issuance removing "conservation of land" and "pollution", adding "unstable soils and bedrock" (while maintaining the control of "flooding", "erosion", and "dynamic beaches").

- **Exemptions** - Enabling the exemption of the following from requiring a permit:
  - Certain development projects authorized under the *Planning Act* in specific municipalities, where conditions are met, as set out in regulation (*no implementing regulation to allow this is currently proposed*); and
  - certain low-risk development activities as set out in regulation.

- **Minister Orders** - Requiring CAs to issue permits for:
  - projects subject to Community Infrastructure and Housing Accelerator orders and allowing the Minister to review and amend any conditions.

- **Enhanced Minister Orders** - Enhancing the Minister's powers with regards to permits issued where a zoning order has been made by:
  - extending the existing regulation authority of the Minister to prescribe conditions on a permit to also enable the Minister to limit what conditions may be included;
  - specify that where the Minister has made a regulation allowing development to begin prior to an ecological compensation agreement, the development may not continue if the agreement has not been reached within the time period outlined in regulation.

- **Permit Appeal Process** - Additional review/appeal processes for permit fees and decisions to the Minister and/or the Ontario Land Tribunal (OLT):
    - Regarding a permit fee (OLT)
    - Regarding a CA decision (Minister review (subject to regulation) and/or OLT); or
    - Failure to make a decision within 90 days (OLT).

- **Enhance Minister Powers** - Allowing the Minister to direct a CA to:
    - not issue a permit, and enabling the Minister to issue a permit in place of that CA (with or without conditions); and
    - not issue a permit for a specified period of time.

- **Enhance CA Enforcement Powers** - including allowing or enhancing a CA's ability to:
    - appoint officers;
    - enter properties;
    - issue stop work orders; and
    - pursue penalties (enhanced penalties for fines and imprisonment).

New Section 28 Regulation – expected to take effect April 1, 2024 (ERO Posting 019-2927)

The new Section 28 regulation will revoke the existing 36 CA specific regulations and replace them with a single new minister's regulation – Ontario Regulation 41/24: Prohibited activities, Exemptions and Permits (under the CA Act). This new Section 28 regulation applies to all CAs with the intent of establishing a streamlined permitting process that protects people and property from natural hazards.

The Mandatory Programs and Services regulation (under the CA Act), Ontario Regulation 686/21, was also amended to include new CA reporting requirements on permitting activities.

Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits (under the CA Act)
The following outlines the more impactful new provisions of this new single Section 28 regulation – expected to be effective April 1, 2024:

- **Definitions** – New definition for 'watercourse' - appears to be similar to old definition pre-2006.

- **Prohibited activities and areas where a CA permit is required** – no substantive changes except for:
    - Removal of 120 metre 'other areas' (or 'regulated area') from PSWs (note: 30 metre regulated area from all wetlands maintained); and
    - Allowance (or 'regulated area') from wave uprush or other water-related hazards (fore shoreline of great lakes) changed from 15 metres to an 'appropriate allowance'.

- **Regulatory mapping** – enhanced provisions requiring a CA to:
    - Make regulation mapping publicly available;
    - Annually review and update maps; and
    - For significant updates – notify stakeholders and promptly use the updated maps.

- **Exemptions from a permit for certain low-risk activities** – new exceptions for low-risk activities outside of hazard/wetland such as non-habitable accessory.

- **Process for applying for a CA permit** – new requirements for:
  - Pre-submission consultations; and
  - Enhanced application requirements.

- **Service requirements for a CA in reviewing permit applications** – new customer service standards for CAs, including:
  - Deeming an application complete (or incomplete) within 21 days of receiving an application and associated fee; and
  - Limiting the ability for a CA to ask for additional studies, technical information or plans once an application has been deemed complete (unless applicant agrees).
  Note: it is expected the CA Act will require a CA make a decision on a permit, once deemed complete, within 90 days.

- **Request for Review** – new provisions allowing applicants to request the CA review if:
  - notice for deeming application complete (or incomplete) has not been received;
  - the applicant disagrees with the decision an application is incomplete; or
  - the applicant disagrees the request for information, studies or plans is reasonable.

- **Policy and procedures documents for permits** – new requirement for CAs to develop policy and procedure documents that include:
  - Details of pre-consultation processes and complete application requirements;
  - Procedures of the permit review process;
  - Standard timelines for a CA to make a decision for permit once deemed complete; and
  - A process for the periodic review of policies and procedures.

It is also expected that new provisions related to CA permitting reporting standards and requirements will come into effect April 1, 2024 (new provisions in Ontario Regulation 686/21: Mandatory Programs and Services (under the CA Act)). These new provisions will require CAs to prepare and publish annual reports outlining performance statistics for permits – including level of compliance with prescribed review timelines. A lot of this information is already being reported to CO via the Client Service and Streamlining Initiative so it should be an easy annual exercise.

Potential Implications to CCCA Plan Review and Regulatory Programs and Services

Program and Service Delivery
For CCCA it initially appears the expected changes to the CA Act and regulations requiring the most attention by PDS staff are those related to:

- Revised Section 28 regulatory tests (removal of 'Conservation of Land' and 'Pollution');
- New/expanded processes for review/appeals of permit fees/decisions (i.e. CA review, Minister review, and/or OLT appeal);
- New/expanded Minister powers to compel CCCA to issue (or not issue), limit conditions or issue a permit in place of CCCA; and
- Enhanced enforcement and compliance mechanisms (increased fines, stop work orders, powers of entry, etc.).

It is expected the remainder of changes can be addressed through minor adjustments to existing activities or processes, where necessary.

RECOMMENDATION:

THAT, Report FA 09/2024 presented to the Full Authority providing details of recent legislative and regulatory changes (Conservation Authorities Act and Ontario Regulation 41/24) be received for information, and further;

THAT, the CCCA Board of Directors support the timelines for implementation of policy, guidelines and procedural documents and the transition procedures and guidelines.

D. Underhill

Dusty Underhill
General Manager / Secretary-Treasurer

48

Attachments

Attachment 1: Exemptions as outlines in Ontario Regulation 41/24
Attachment 2: Transition checklist
Attachment 3: Letter to Municipalities
Attachment 4: Interim Policies & Guidelines for the Administration and Implementation of O. Reg 41/24.
Attachment 5: Transitional Procedures & Guidelines.

Attachment 1: Exemptions as outlined in Ontario Regulation 41/24

Excerpt from <u>O. Reg. 41/24: Prohibited Activities, Exemptions and Permits</u>

Note: Applicants are encouraged to confirm exceptions with the CA prior to carrying out the work.

5. Paragraph 2 of subsection 28 (1) of the Act does not apply to,

 (a) the construction, reconstruction, erection or placement of,

     i.   a seasonal or floating dock that,

         A. is **10 square metres or less**,

         B. does not require permanent support structures, and

         C. can be removed in the event of flooding,

     ii.   a rail, chain-link or panelled fence with **a minimum of 75 millimetres of width between panels, that is not within a wetland or watercourse,**

     iii.   agricultural in-field erosion control structures that are **not within a wetland or watercourse** and that do **not have any outlet of water directed or connected to a watercourse, wetland or river or stream valley,**

     iv.   a non-habitable accessory building or structure that,

         A. is incidental or subordinate to the principal building or structure,

         B. is **15 square metres or less**, and

         C. is not within a wetland or watercourse, or

     v.   an **unenclosed** detached deck or patio that is **15 square metres or less, is not placed within a watercourse or wetland** and does not utilize any method of cantilevering;

 (b) the installation of new tile drains that are **not within a wetland or watercourse, within 30 metres of a wetland or within 15 metres of a watercourse, and that have an outlet of water that is not directed or connected to a watercourse, wetland or river or stream valley**, or the maintenance or repair of existing tile drains;

 (c) the installation, maintenance or repair of a pond for watering livestock that is **not connected to or within a watercourse or wetland, within 15 metres of a wetland or a watercourse**, and where no excavated material is deposited within an area where subsection 28 (1) of the Act applies;

 (d) the maintenance or repair of a driveway or private lane that is **outside of a wetland** or the maintenance or repair of a public road, provided that the driveway or road is **not extended or widened and the elevation, bedding materials and existing culverts are not altered;**

(e) the maintenance or repair of municipal drains as described in, and conducted in accordance with the mitigation requirements set out in the Drainage Act and the Conservation Authorities Act Protocol, approved by the Minister and available on a government of Ontario website, as it may be amended from time to time; and

(f) the reconstruction of a non-habitable garage with **no basement, if the reconstruction does not exceed the existing footprint of the garage and does not allow for a change in the potential use** of the garage to create a habitable space.

Attachment 2: Transition Checklist

✓	Priority Actions	CA Actions / Directions	Date Completed/ Approved
✓	Communications strategy & implementation	Prepare communications for municipal partners, stakeholders, and the public.	March 11, 2024
✓	Interim Policies & Guidelines for the Administration & Implementation of O. Reg. 41/24.	Interim policies should be adopted by the Authority until existing CA policy and procedure manuals are updated.	March 27, 2024
✓	Transitional Procedures & Guidelines	Procedures should be adopted for transitioning from existing CA regs. to O. Reg. 41/42 to ensure permits and new applications are subjected to the appropriate procedures and guidelines, depending on their date of submission.	March 27, 2024
✓	Consider (re)delegating Authority powers	To accommodate efficient timelines for permit review / issuance, administration reviews, permit cancellations, holding of hearings, etc. (legal counsel may be required)	March 27, 2024
✓	Re-appointment of officers	Appointment of officers under a new class designation will be required. MNRF to provide new class designation.	March 27, 2024
✓	Regulatory mapping updates	Update Members on new requirements for mapping updates (revised regulation limits, requirements for posting, procedures for updating, etc.)	March 27, 2024
✓	Administrative updates	Update regulatory and legislative references on applications, maps, website, etc.	March 27, 2024

S2

Attachment 3: Letter to Municipalities

CATFISH CREEK CONSERVATION AUTHORITY
8079 Springwater Road, RR# 5, Aylmer, Ontario N5H 2R4
PHONE: (519) 773-9037 • FAX: 519-765-1489
e-mail: admin@catfishcreek.ca • www.catfishcreek.ca

Date: March 11, 2024

To: The Town of Aylmer & The Township of Malahide,

Re: Affecting Conservation Authority Development Permitting (Effective April 1, 2024),

On February 16, 2024, a new Minister's regulation (Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under the *Conservation Authorities Act* was approved by the Province. This regulation will replace individual regulations held by each Conservation Authority. Moving forward, O. Reg. 41/24 will be used by all Conservation Authorities (CA). The regulation's effective date is April 1, 2024. The enactment of O. Reg. 41/24 will also coincide with the proclamation of associated sections within the *Conservation Authorities Act*.

While O. Reg. 41/24 represents a single regulation for all CAs, much of the CA regulatory process remains the same. The administration of O. Reg. 41/24 is a Mandatory Program and Service of the Conservation Authorities as per Section 21.1.1 of the *Conservation Authorities Act* and as stipulated in O. Reg. 686/21: Mandatory Programs and Services. Under section 8 of O. Reg. 686/21, Conservation Authorities shall provide programs and services to ensure that the Authority carries out its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Act and any regulations made under those Parts.

CAs will continue to require applications for a permit to undertake otherwise prohibited development or alteration activities in regulated areas as defined under the *Conservation Authorities Act* and in O. Reg. 41/24.

For those applications submitted prior to the enactment of O. Reg. 41/24, the current permitting process will be followed. New permit applications submitted on or after April 1, 2024 will follow the processes outlined in the updated Section 28 of the *Conservation Authorities Act* and O. Reg. 41/24. Conservation Authorities will be working closely with member municipalities to coordinate communication and update policies and procedures to ensure a smooth transition to April 1, 2024.

Key Changes

While much of the CA regulatory process remains the same, key changes of interest for our municipal partners include:
- The definition of a "watercourse" has been amended from *"an identifiable depression in the ground in which a flow of water regularly or continuously occurs"* to *"a defined channel, having a bed and banks or sides, in which a flow of water regularly or continuously occurs"*.
- The regulated area around wetlands ("other areas") will be consistent at 30 m, including around provincially significant wetlands.
- Exceptions for certain low-risk activities (see Attachment One for further details).

These changes will require CAs to review and update their associated policies and procedures, and regulatory mapping (as appropriate) to reflect the new regulatory requirements. Municipalities are advised that CA regulatory mapping which has been shared for screening purposes will require updates, and in the interim, CA staff may need to undertake site visits to confirm regulated features and areas.

In addition, section 5 of O. Reg. 41/24 provides a list of activities or works where a CA permit is no longer required, where works are carried out in accordance with the regulation. Applicants are encouraged to confirm exceptions with the CA prior to carrying out the work. CAs will work to provide implementation support materials to municipalities and the public.

Of note to member municipalities is that section 5e) states that a permit is not required for the maintenance or repair of municipal drains if the works are conducted in accordance with mitigation requirements set out in the Drainage Act and Section 28 Regulations Team (DART) protocol. However, member municipalities/drainage superintendents are encouraged to continue to notify their local conservation authority of proposed drainage works. This will provide an opportunity for conservation authority staff to identify between works that follow the DART protocol and are exempt, and those works that will still require a conservation authority permit.

Plan Review Services

There are no changes to CA planning services at this time. Conservation Authorities continue to provide mandatory or Category 1 programs or services related to reviewing and commenting on applications and other matters (e.g., planning document updates) under the *Planning Act*, and for proposals under Acts referred to in Section 6 (2) of Ontario Regulation 686/21: Mandatory Programs and Services. Municipalities must continue to circulate planning applications and other matters, including technical reports to CAs so that we may review and comment on natural hazards and wetland matters per Ontario Regulation 686/21. Comments provided will reflect a watershed-based approach to the provision of mandatory programs and services.

We look forward to continuing our strong working relationship and providing you with exemplary services. We will continue to be in contact as we work to transition to this new legislative and regulatory framework.

In order to streamline communication, where multiple CAs share jurisdiction in one municipality the CA with the largest jurisdiction in that municipality is taking the lead in communication and is sending this letter on behalf of all CAs. Individual CAs will be updating their respective boards on the new regulation changes and passing motions on interim and transitional policies at board meetings throughout March.

Further communication with links to interim and transitional policies will follow. In the meantime, if you or your staff have any questions or concerns regarding the new regulation, please contact the undersigned or individual CA staff. If required, CAs are happy to coordinate information sessions for your staff and councils.

Sincerely,

D. Underhill

Dusty Underhill
General Manager/Secretary Treasurer

CC: *Gerrit Kremers Resource Planning Coordinator (CCCA)*   *Paul Buchner (Chair, Southwest Oxford)*
        Kettle Creek Conservation Authority   *Morgaine Halpin (Vice-chair, Central Elgin)*
        Long Point Conservation Authority   *Scott Lewis (Councilor, Malahide)*
        Nathan Dias (CAO, Malahide)   *Arthur Oslach (Councilor, Town of Aylmer*
        Bob Lopez (Malahide)   *Gary Clarke (Councilor, City St Thomas)*
        Christine Strupat (Malahide)
        Andy Grozelle (CAO, Aylmer)
        Terry Koning (Aylmer)
        Heather James (Aylmer)

54

Attachment 4: Interim Policies & Guidelines for the Administration and Implementation of O. Reg 41/24.

Effective Date:

April 1, 2024

Summary:

On April 1, 2024, Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) and Part VI of the *Conservation Authorities Act* came into effect. This regulation replaces the Catfish Creek Conservation Authorities previous "Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" regulation.

The proclamation of the new legislative and regulatory framework necessitates updates to existing Conservation Authority policies and procedures.

Interim Policy Guidance:

As of April 1, 2024, the Catfish Creek Conservation Authority will review and make decisions on applications for permits in accordance with Part VI of the *Conservation Authorities Act* and Ontario Regulation 41/24. Amendments to the Ontario Regulation 146/06 Implementation Guidelines will be forthcoming to reflect this new framework. Per section 12 of O. Reg. 41/24, the Catfish Creek Conservation Authority will consult with stakeholders and the public during the review and update process as the authority considers advisable. Where discrepancies exist between the text of the legislation or regulation and the information provided within the Implementation Guidelines and these Interim Policy Guidelines, the text of the legislation and regulation will prevail.

Key variances from the processes in the existing legislation and guidelines include, but are not limited to:

1) Assessing permit applications made under Section 28.1 of the *Conservation Authorities Act* to determine if the proposed works will affect the control of flooding, erosion, dynamic beaches, and **unstable soil or bedrock.**

2) Assessing applications to determine whether the proposed activity would create conditions or circumstances that, in the event of a natural hazard, might jeopardize the **health or safety of persons** or result in the **damage or destruction of property.**

3) Attaching conditions to a permit only if the conditions (1) assist in preventing or mitigating any effects on the control of flooding, erosion, dynamic beaches or unstable soil or bedrock or (2) assist in preventing or mitigating any effects on human health or safety or any damage or destruction of property in the event of a natural hazard.

4) Reducing the regulated area surrounding provincially significant wetlands or wetlands from 120 m to 30 m. The other areas in which development activities are prohibited are within 30 m of all wetlands in the Catfish Creek Conservation Authorities area of jurisdiction.

5) Exceptions from CA permits for specific activities outlined in section 5 of O. Reg. 41/24, when carried out in accordance with the regulation.

6) Updated complete application requirements (as outlined in section 7 of O. Reg. 41/24), including requirements for landowner authorization and payment of applicable fee.

7) A new process for applicants to request an administrative review of an application (circumstances outlined in section 8 of O. Reg. 41/24).

8) Updated definition of *watercourse* to a "defined channel, having a bed and banks or sides, in which a flow of water regularly or continuously occurs".

9) New requirement (as outlined in subsection 7(2) O. Reg. 41/24) to notify the applicant of whether an application is complete within 21 days and provide the applicant notice of a decision within 90 days following confirmation of a complete application (as outlined in 28.1(22) of the *Conservation Authorities Act*).

10) A new process for pre-submission consultation (circumstances outlined in section 6 of O. Reg. 41/24).

11) Enforcement procedures, appeals and hearing processes described in Parts VI and VII of the *Conservation Authorities Act*.

Attachment 5: Transitional Procedures & Guidelines.

February 2024

Background:

The existing Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation provided each CA with the power to regulate development and activities in or adjacent to river or stream valleys, shorelines of the Great Lakes-St. Lawrence River system and inland lakes, watercourses, hazardous lands (e.g., unstable soil, bedrock, and slopes), wetlands and other areas around wetlands. Development taking place on these lands may require permission from the CA to confirm that the control of flooding, erosion, dynamic beaches, pollution or the conservation of land are not affected.

On February 16, 2024 the Prohibited Activities, Exemptions and Permits under Conservation Authorities Act Regulation (Ontario Regulation 41/24) was approved by the Province under subsection 28(1) of the *Conservation Authorities Act*. The administration of O. Reg. 41/24 is a Mandatory Program and Service of the Conservation Authorities as per Section 21.1.1 of the *Conservation Authorities Act* and as stipulated in O. Reg. 686/21: Mandatory Programs and Services. Under section 8 of O. Reg. 686/21, Conservation Authorities shall provide programs and services to ensure that the Authority carries out its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Act and any regulations made under those Parts.

The transitional policies and procedures are important in the implementation of the new regulations which will become effective as of April 1, 2024.

Purpose:

The purpose of this document is to guide Authority staff through the transition from the current individual Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations to the implementation of the new O. Reg. 41/24: Prohibited Activities, Exemptions and Permits Regulation.

PERMIT APPLICATIONS:

Applications Submitted Before April 1, 2024

Applications for permission to develop in a regulated area or interfere with a wetland or watercourse received prior to April 1, 2024, will be subject to the provisions of the applicable Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation in effect at the time the application was received.

If the subject application for the proposed works is not within an area or an activity regulated under the new regulation (O. Reg. 41/24), then the applicant will be advised in writing that a permit is not required for the proposed works.

Applications Submitted After April 1, 2024

All applications received on or after April 1, 2024, will be subject to the provisions of O. Reg. 41/24.

Extension of Permissions Issued under the Current Regulation

Permits issued prior to April 1, 2024, and have expiry dates beyond April 1, 2024 will remain valid for the duration identified on the permission. Inspections and conditions enforced under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation will continue until the permission expires.

A request for extension of a permit issued before April 1, 2024, that is received prior to April 1, 2024, will be considered in accordance with the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation.

A request for extension of a permit issued before April 1, 2024, that is received after April 1, 2024, will be considered in accordance with O. Reg. 41/24. An applicant requesting an extension will be notified in writing that an extension is not required if the permit is for a development activity or interference/alteration not within a regulated area established under O. Reg. 41/24 or is otherwise subject to an exception under the same.

Requests for an extension of the existing permit must be received by the Authority prior to the date of expiry shown on the permission.

REVIEW OF PLANNING APPLICATION

Planning Applications Submitted Before April 1, 2024

All plan review will be conducted in accordance with the O. Reg. 686/21: Mandatory Programs and Services, O. Reg. 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act, as well as based on the provisions of the current Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. Plan input activities will note that O. Reg. 41/24 will be in effect April 1, 2024.

Planning Applications Submitted After April 1, 2024

All plan input and review will be conducted in accordance with the O. Reg. 686/21: Mandatory Programs and Services, O. Reg. 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act, as well as based on the provisions of O. Reg. 21/24: Prohibited Activities, Exemptions and Permits Regulation.

VIOLATION NOTICES AND LEGAL ACTIONS COMMENCED BEFORE APRIL 1, 2024

Violation Notices issued prior to April 1, 2024, will be addressed and remedied by CA Provincial Offences Officers in accordance with the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation.

Violation Notices issued prior to April 1, 2024, for works in an area or activity no longer regulated under the new O. Reg. 41/24, upon satisfactory resolution of the matter, the proponent will be issued a letter advising that the works occurring in violation of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation have remedied/ rectified and the violation notice is revoked.

Violation notices issued and prosecutions commenced on or after April 1, 2024, will confirm with Parts VI and VII of the Act and O. Reg. 41/24.

Legal actions that commenced prior to April 1, 2024, may proceed where appropriate under consultation with legal counsel.

Other Agency Approvals

Issuance of a permit does not relieve the applicant from the responsibility of acquiring approval from other agencies or relieve the applicant from compliance with any conditions that other agencies may impose on the work.

REPORT FA 10/2024 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: Designation of Provincial Offences Officers

DATE: March 15, 2024

PURPOSE:

To seek re-appointment of existing Provincial Officers under the new regulations.

DISCUSSION:

As a result of the pending enactment of the new Section 28 Ontario Regulation 41/24 on April 1, 2024 and the new forthcoming Section 29 Regulation, Conservation Authorities will need to re-appoint all existing Provincial Offence Officers under the new regulations. Current staff that undertook the Provincial Officer Training, were appointed by the Catfish Creek Conservation Authority's Board of Directors under our prior Section 28 and 29 Regulations. There are currently three staff members working for the CCCA that have active status under the Provincial Offences Act designation.

Badge Number	Last Name	First Name	Date of Training	Board Endorsement	Status	Section
#102	Underhill	Dusty	March 2019	April 11, 2019	Active	28, 29
#103	Kremers	Gerrit	March 2021	May 13, 2021	Active	28, 29
#105	Bradford	Al	January 2023	June 8, 2023	Active	28, 29

RECOMMENDATION:

THAT, the Board of Directors re-designate (Ronald) Dusty Underhill, Gerrit Kremers, and Al Bradford as Provincial Offences Officers, under relevant Regulations, to enforce Section 28 and/ or Section 29 of the Conservation Authorities Act on behalf of the Catfish Creek Conservation Authority.

D. Underhill

Dusty Underhill
General Manager / Secretary-Treasurer

60

REPORT FA 11/2024 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: Recommendations for Delegation of Powers related to Permit Issuance, Cancellation and Hearings

DATE: March 19, 2024

PURPOSE:

To assure appropriate delegations are in place in regard to delegation of powers related to permit issuance, cancellation and hearings.

DISCUSSION:

On April 1, 2024, the Conservation Authorities Act will be amended, including the proclamation of Part VI (Regulation of Areas Over Which Authorities Have Jurisdiction). Included in this proclamation is the enactment of section 28.4 (Delegation of Power). Through this subsection, an Authority may delegate any of its powers related to the issuance or cancellation of permits under the Act or the regulations, or to the holding of hearings in relation to the permits, to the Authority's executive committee or to any other person or body, subject to any limitations or requirements that may be prescribed by regulation. Prior to April 1, 2024, subsection 28(2) of the Act (to be repealed) provided that a Conservation Authority regulation could delegate any of the Authority's powers or duties under the regulation to the Authority's executive committee or any other person or body, subject to regulatory limitations and requirements.

While many Conservation Authorities have delegated powers to the executive committee and/or staff related to the granting of permissions, the new section 28.4 of the Act provides additional delegation authority for consideration.

The ability to delegate powers related to the issuance and cancellation of permits, as well as holding of hearings and complete application reviews, presents an opportunity to streamline administrative components of the permit review and decision-making process. Current Authority delegation of powers to the executive committee or CA staff will need to be updated further to the enactment of Part VI of the Act.

Conservation Ontario provided the following recommendations and rationale for delegation of powers related to permit issuance, cancellation, and holding of hearings. **The Members of the Authority have inherent ability to make decisions on these matters and are responsible for doing so unless they are otherwise delegated.**

Activity	Recommended Delegation	Rationale
Issuance & Extension of Permits (up to the maximum period of validity)	Senior Staff / Staff (*Issuance and Extension*) Executive Committee / Members (Board)	• Delegation of powers to staff for affirmative permitting decisions is currently in place for most CAs and is consistent with provincial direction*

	(Hearings)	• Expediency to review and issue permits within legislated and regulated timeframes (new requirement) • Hearings further to an Authority's notice of intent to refuse an extension request would be subject to the *Statutory Powers and Procedure Act*
Cancellation of Permits	General Manager / Senior Staff (*Notice of Intent to Cancel*) Executive Committee / Members (Board) (*Hearings*)	• Cancellation of permits involves opportunity for a hearing before the Authority or its delegate • Hearings would be subject to the *Statutory Powers Procedure Act* • Decisions from the hearing process are subject to appeal to the Ontario Land Tribunal

Hearings
  i.   28.1 (Permits)
  ii.   28.1.2 (Mandatory permits, zoning orders)**
  iii. 30.4 (Stop Order)
	Executive Committee / Members (Board)	• Hearings prior to April 1, 2024 were held before the Board or Executive Committee (process is understood and practiced)
		• Hearings would be subject to the *Statutory Powers Procedure Act*
		• Decisions are subject to appeal via a request for Minister's review or to the Ontario Land Tribunal

Administrative Reviews (Requests for Review)	General Manager / Senior Staff	• Limited timeframe (30-days) to complete a review • Reviewer should have knowledge of CA application process and familiarity with CA development policies/guidelines • Decision is related to confirmation of complete application /administrative processes only and not a decision about whether the permit should be issued • The review process is not subject to the *Statutory Powers Procedure Act* • No mechanism within the *CA Act* for appeal • Delegation is consistent with provincial direction*
Client Service / Streamlining Recommendation		
Customer Service Concerns	General Manager	• Addressing concerns, not decision making (lower risk) • Existing client service facilitators at high-growth CAs (per the CO Client Service and Streamlining Initiative)

RECOMMENDATION:

THAT, staff suggest to the Board of Directors that the above recommendations be endorsed to appropriately delegate powers related to permit issuance, cancellation and hearings to adhere to Section 28.4 of the Conservation Authorities Act and the April 1, 2024 deadline.

D. Underhill

Dusty Underhill
General Manager / Secretary-Treasurer

REPORT FA 12/2024 : To The Full Authority

FROM: Gerrit Kremers, Resource Planning Coordinator

SUBJECT: CCCA Section 28 Notification and Permitting Form Update

DATE: March 15, 2024

PURPOSE:

To present the members with updated Section 28 notification and permitting forms for the Catfish Creek Conservation Authority (CCCA).

BACKGROUND:

Staff updated CCCA's Section 28 notification and permitting forms in accordance with the upcoming amendments to the Conservation Authorities Act and the proclamation of Ontario Regulation 41/24 - Prohibited Activities, Exemptions and Permits, and the repeal of O. Reg. 146/06: Catfish Creek Conservation Authority: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, as now all Conservation Authorities will permit under the same regulation, to provide staff with an administrative means for enforcement and compliance with Section 28 of the Conservation Authorities Act.

Updated Forms included:

1. Notice of Violation,
2. Notice of Hearing,
3. Regulation Report for Authority Board of Directors;
4. Work Permit Application
5. Checklist for Complete Application
6. Landowner Authorization

RECOMMENDATION:

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

THAT, the updated Section 28 Notification and Permitting Forms for the Catfish Creek Conservation Authority attached to Report FA 12/2024, be adopted as presented.

Gerrit Kremers
Resource Planning Coordinator

64

FORM# V1

| **FILE REFERENCE:** | R#2023-01 |

NOTICE OF VIOLATION

ISSUED TO: Click or tap here to enter text.

ADDRESS: Click or tap here to enter text.

WARNING!
THIS IS A FORMAL NOTIFICATION THAT A VIOLATION OF ONTARIO REGULATION 41/24 AND AMENDMENTS THERETO: PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS (REGULATIONS MADE UNDER THE CONSERVATION AUTHORITIES ACT R.S.O. 1990. CH. 27. SECT.28. AND AMENDMENTS THERETO) HAS OCCURRED ON THE PROPERTY NOTED BELOW.

CATFISH CREEK CONSERVATION AUTHORITY STAFF BECAME AWARE OF WORKS ON <u>MARCH 14, 2024</u> AND NOTICE IS HEREBY GIVEN THAT YOU DID AND/OR ALLOWED ANOTHER PERSON TO UNDERTAKE:

☒ Development   ☒ Interference with Wetlands   ☒ Alterations to Shorelines or Watercourses

In Violation of:
sec 2 (1) (1) - Development Prohibited where river/stream valley is apparent and has stable slopes, the valley extends from the stable top of bank, plus 15 metres, to a similar point on the opposite side,

sec 2 (1) (1) - Development Prohibited where river/stream valley is apparent and has stable slopes within area from the stable top of bank , plus 15 metres, to a similiar point on the opposite side

of Ontario Regulation 146/06, as amended

AT: **Property Address:**   Click or tap here to enter text.
       Lot/Con: Click or tap here to enter text.
       Geo Twp.:   Choose a Township
       Roll Number: Click or tap here to enter text.

YOU MUST INVESTIGATE AND ADVISE THE AUTHORITY IN WRITING WITHIN FIVE BUSINESS DAYS OF THE MEASURES YOU PROPOSE TO REMEDY THIS SITUATION. YOU SHOULD NOT UNDERTAKE ANY FURTHER DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES UNLESS YOU OBTAIN WRITTEN APPROVAL FROM THE AUTHORITY. THE AUTHORITY HOPES TO AVOID THE NECESSITY OF TAKING LEGAL ACTION.

Date: March 15, 2024
Enforcement Officer: Gerrit Kremers, Resource Planning Coordinator, CCCA

65

FILE REFERENCE:	

NOTICE OF HEARING

IN THE MATTER OF
The Conservation Authorities Act,
R.S.O. 1990, Chapter C. 27 As Amended;

AND IN THE MATTER OF
An Application By: Click or tap here to enter applicant name.

FOR THE PERMISSION OF THE
CATFISH CREEK CONSERVATION AUTHORITY
Pursuant to Regulations made under
Section 28.1, Subsection 5 of Part XI of said Act.

TAKE NOTICE THAT a Hearing before the Board of Directors of the Catfish Creek Conservation Authority will be held under Part XI of the Conservation Authorities Act at the offices of said Authority at the CCCA Administration Office, 8079 Springwater Road, Aylmer, Ontario, at the hour of Enter Time of Meeting on the Day(th) day of Month, Year, with respect to the application by Applicant Name to permit development within an area regulated by the Catfish Creek Conservation Authority under Ontario Regulation 41/24 – *PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS* and made pursuant to Part XI of the Conservation Authorities Act in order to ensure no Choose type of impact on Address, Lot Lot, Concession Con, Geographic Township of Choose Township in the Choose Municipality.

TAKE NOTICE THAT you are invited to make a delegation and submit supporting written material to the Board of Directors for the meeting of Meeting Number. If you intend to appear, please contact Staff Member Name. Written material will be required by Enter Deadline Date to enable the Board members to review the material prior to the meeting.

The recommendation for the refusal of approval is based on the reasons outlined in correspondence attached to this notice.

TAKE NOTICE THAT this hearing is governed by the provision of the Statutory Power Procedure Act. Under the Act, a witness is automatically afforded a protection that is similar to the protection of the Ontario Evidence Act. This means that the evidence that a witness gives may not be used in subsequent civil proceedings or in prosecutions against the witness under Provincial Statue. It does not relieve the witness of the obligation of oath since matters of perjury are not affected by the automatic affording of the protection. The significance is that the legislation is Provincial and cannot affect Federal matters. If a witness requires the protection of the Canada Evidence Act that protection must be obtained in the usual manner. The Ontario Status requires the tribunal to draw this matter to the attention of the witness, as this tribunal has no acknowledgement of the affect of any evidence that a witness may give.

AND FURTHER TAKE NOTICE THAT if you do not attend at this Hearing, the Board may proceed in your absence and you will not be entitled to any further notice in proceedings.

DATED the Day(th) **day of** Month, Year.

The Board of Directors of the
Conservation Authority

Per:
Dusty Underhill
General Manager/Secretary-Treasurer

67

FILE REFERENCE:	R#

REGULATION REPORT FOR AUTHORITY BOARD OF DIRECTORS

DATE:	Click or tap to enter a date.
SUBJECT:	Click or tap here to enter text.
FROM:	Regulation Officer's Name
NAME:	Click or tap here to applicant name.
AGENT:	Click or tap here to enter agent name.
LOCATION OF PROPERTY:	Address
	Lot Lot, **Concession** Con
	Geographic Township of Choose Township
	Choose Municipality

Summary:

The Authority received an application for development requesting permission under Part XI of the *Conservation Authorities Act* to description of proposal on the subject property. As the application does not meet CCCA Development Policy requirements, it is the recommendation of staff and the CCCA Regulations Committee that the application be referred to a hearing of the Authority Board of Directors.

Enclosed information outlines all of the documentation provided by the applicant in support of their application to develop on the subject property. If you require a hard copy of the material, do not hesitate to contact the Authority to make arrangements.

Also enclosed is the full staff report for the application, outlining and documenting reasons for the recommendation that the application for permission be refused.

Also attached to this report you will find key components of:

    1) Staff hearing report plus exhibits;
    2) Hearing guidelines and procedure.

Please note that the intent of the hearing is to review the technical aspects of the application and proposal at hand.

As this hearing is a formal process, please attend the meeting prepared with your questions regarding the technical aspects of the application. In order to avoid apprehension of bias staff <u>cannot</u> take the time to answer this type of question prior to the hearing.

68.

Purpose of Hearing:

Location:

History:

Technical Background:

Proposal:

Legislation:

Recommendation:

69

Catfish Creek Conservation Authority

8079 Springwater Rd., R.R. #5, Aylmer, ON N5H 2R4
Phone: (519) 773-9037 // Fax: (519) 765-1489 // e-mail: planning@catfishcreek.ca

APPLICATION FOR PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS

Conservation Authorities Act- Ontario Regulation 41/24

Applicant's Name_____   Application Number _____

Address_____

Phone Number _____ Email Address _____

Does the applicant own the land?   ☐ Yes   ☐ No
If no, list the names of all owners, mailing address & phone number

_____

_____

Location of proposed works:

911 No. _____   Municipality_____   Lot _____

Conc. _____   Reg. Plan Number_____   Lot Dimensions_____

General description of project and Estimated Cost (For Permit Fee Determination):

_____

_____

Will the work be done entirely by the applicant?   ☐ Yes   ☐ No
If no, list contractor(s) that may be notified regarding the proposal.

_____

_____

Has an Engineer reviewed your proposal?   ☐ Yes   ☐ No
If yes, give the name and address of the Engineer.

_____

_____

Proposed project commencement and completion dates: _____

NOTE: All applications must be accompanied by a site plan showing property location/boundaries, dimensions, structures & natural features AND/OR detailed grading plans, designs and engineered plans as required.

ANY PERMIT WILL EXPIRE IN TWENTY FOUR (24) MONTHS FROM THE DATE OF ISSUE UNLESS OTHERWISE SPECIFIED BY THE CATFISH CREEK CONSERVATION AUTHORITY.

FOR THE PURPOSE OF OBTAINING INFORMATION AND MONITORING THE CONSTRUCTION TO BE COMPLETED, THE CONSENT OF THE APPLICANT IS HEREBY GIVEN TO THE CATFISH CREEK CONSERVATION AUTHORITY, ITS EMPLOYEES AND AGENTS, FOR ACCESS TO THE PROPERTY.

_____   _____
Signature of Applicant   Date

70

CHECKLIST FOR COMPLETE APPLICATION REQUIREMENTS
FOR PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS
Conservation Authorities Act- Ontario Regulation 41/24

The following checklist has been compiled by the Catfish Creek Conservation Authority (CCCA) staff to assist applicants in the preparation of a complete application for submission pursuant to Ontario Regulation 41/24.

Pre-consultation is encouraged for all applications to determine the information required for an application to be considered complete. The level of detail required depends upon the natural hazards which are associated with the property as well as the scale and complexity of the proposal. Additional information may be required depending upon submission details. **The submission of a complete application does not guarantee that CCCA will grant the landowner a permit for the proposed development and/or alteration.**

ALL DEVELOPMENT APPLICATIONS:
☐ Completed Application Form signed by the landowner/agent;

☐ If applicable, completed Landowner Authorization Form signed by the landowner;

☐ Non-refundable Administration Fee (See Fee Schedule);

☐ Detailed Site Plan - showing existing site conditions and proposed works including location and dimensions of all existing structures; and elevations of existing buildings, if any, and grades and the proposed elevations of buildings and grades after development;

☐ Drainage details before and after development;

☐ Complete description of the type, volume and location of fill proposed to be placed or dumped.

DEVELOPMENT WITHIN A FLOOD REGULATED AREA:
☐ Topographic survey confirming the grade elevation of the site pre and post development;

☐ Cross Sections of proposed structures and proposed fill (include elevations);

☐ Construction Drawings and details incorporating accepted flood-proofing measures to withstand flood depths and velocities at the site, stamped and certified by a qualified professional engineer;

☐ Incremental cut/fill balance prepared by a qualified professional engineer.

☐ Meander belt Allowance Assessment Report prepared by a qualified Fluvial Geomorphologist or Water Resource Engineer

DEVELOPMENT ON OR ADJACENT TO STEEP SLOPES/EROSION PRONE AREAS:
☐ A slope stability study and erosion analysis prepared by a qualified professional with expertise in geotechnical engineering. This analysis must be carried out in accordance with the Provincial Technical Guidelines and will determine the stable top-of-bank, and the minimum development setback to address the potential erosion hazards.

☐ Structures built on or adjacent to steep slopes must be designed by a qualified engineer. Plans submitted must be stamped and certified by the engineer.

☐ Site Restoration Plan.

71

DEVELOPMENT ON/ADJACENT TO THE LAKE ERIE SHORELINE:

☐ A Coastal Engineering Assessment prepared by a qualified professional with expertise in coastal engineering. The Coastal Assessment must be carried out in accordance with CCCA's Shoreline Management Plan and the Provincial Technical Guidelines.

☐ Confirmation of the affected Bluff Erosion Hazard Limit based on an annual recession rate.

DEVELOPMENT WITHIN/ADJACENT TO A WETLAND:

☐ A scoped or full Environmental Impact Study (EIS) clearly indicating that there will be no negative impact to the form or function of the wetland to the satisfaction of CCCA.

☐ A Hydrogeological Assessment (Water Balance) prepared by a qualified hydrogeologist.

ALTERATION TO A WATERCOURSE:

☐ Letter/Report describing the proposed works/activities;

☐ Survey of existing cross-sections and profiles of the watercourse that is to be altered;

☐ Detailed grading plan illustrating how the proposed works will blend in with the adjacent undisturbed areas. Bankfull width must be clearly illustrated. Drawings should delineate the limit of work/disturbance area;

☐ Section and profile of proposed habitat features (ie. pools, riffles)

☐ Details regarding staging, phasing, sediment and erosion control measures, site dewatering, equipment, materials, access to and from the work area, site supervision, timing restrictions, etc..

☐ A hydraulic analysis by a qualified professional engineer. The analysis must address flood conveyance and storage, verifying that there will be no increase in flood levels to adjacent properties, no increase on-site flood risks and that stage storage-discharge relationships of the floodplain will be maintained;

☐ A fluvial geomorphological assessment prepared by a qualified professional with expertise in fluvial geomorphology to ensure that the design of a stable channel based on natural channel design principles.

☐ Monitoring Plan identifying what and how monitoring will be undertaken during construction and post construction;

☐ Site Restoration Plan.

LANDOWNER AUTHORIZATION

For Subject Property:

Address:

Geog. Township:		Lot No.:	
Municipality:		Concession/Plan No.:	

Landowner Contact Information

Name(s):			
Phone No.:		Email:	
Mailing Address:			
Municipality:		Postal Code:	

Note to the owner(s):
If the application is to be prepared by a solicitor, agent or contractor, authorization should not be given until the application and its attachments have been examined and approved by you.

If this application is to be submitted by a solicitor, agent or contractor, on behalf of the owner(s), this Landowner Authorization Form must be completed and signed by the owner(s). If the owner is a corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

I/We *(The Landowner(s))*_____

Hereby authorize *(print full name of solicitor or agent)*_____
to submit the enclosed application to the Catfish Creek Conservation Authority, and to appear on my behalf at any hearing(s) of the application and to provide any information or material required by the board relevant to the application for purposes of obtaining a permit for Prohibited Activities, Exemptions and Permits in accordance with the requirements of Ontario regulation 41/24.

_____   _____
Landowner Signature   Date

_____   _____
Landowner Signature   Date

73
Page 1 of 1

Report FA 13/2024: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary - Treasurer

SUBJECT: Path of Honour Maintenance Agreement

DATE: February 15, 2024

PURPOSE:

To consider renewing the Path of Honor Maintenance Agreement with the Path of Honor Committee.

DISCUSSION:

The attached Maintenance Agreement with the Path of Honor Committee at the Ontario Police College expired on March 24th, 2024. Both parties have indicated a desire to renew the current Agreement for another two (2) year term.

RECOMMENDATION:

THAT, the Full Authority renew the Path of Honor Maintenance Agreement between the Catfish Creek Conservation Authority and the Path of Honor Committee for another two (2) year term.

D. Underhill

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
e-mail: admin@catfishcreek.ca • www.catfishcreek.ca

PATH OF HONOUR MAINTENANCE AGREEMENT

This Agreement, made in duplicate this the _24_ day of _MARCH_ , 20 _22_ .

Between:

The Catfish Creek Conservation Authority

hereinafter referred to as the "Authority"

-and-

The Path of Honour Committee

hereinafter referred to as the "Committee"

In consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. This Agreement shall be in effect for a period of two (2) years commencing with the _24_ day of _MARCH_ 20 _22_ Either party reserves the right to cancel this Agreement at the conclusion of any calendar year (December 31st) during this two (2) year period. Notices to cancel must be submitted in writing to either party thirty (30) days prior to December 31st.

2. The Committee gives its permission to the Authority to enter the Ontario Police College Path of Honour site located within the lands described as Lot 16, Concession 8, Township of Malahide, County of Elgin, for the purpose of tree planting and maintenance.

3. The Committee will be responsible for paying 100% of the estimated prescribed maintenance costs during the two (2) year period in accordance with the following fee schedule:

• The Authority will maintain the pathway and trees at the Path of Honour site (i.e. wood chips, limestone screenings, and weed control) at a rate of $45.00 per hour. Maintenance costs will not exceed $1,200.00 in any calendar year without written notice from the Committee. Fees do not include applicable taxes.

• All materials such as herbicides and wooden replacement stakes will be extra.

• All expenses associated with the purchase, planting, mulching and staking of new trees for the site are not considered part of this Agreement.

75

4. Final payment will be based on a report of actual expenditures and operating costs incurred by the Authority over the calendar year.

5. The Committee and the Authority each agree to indemnify and save harmless each other from and against all claims, actions, losses, expenses, costs, or damages of every nature and kind whatsoever which either Party may suffer as a result of any act or omission of its employees, officers, or agents in the performance of the Agreement.

6. The Committee reserves the right to renew this Agreement after two (2) years if further work is felt to be warranted.

In Witness Whereof each of the parties have executed this Agreement, under signature of its duly authorized officers, this the _24_ day of _MARCH_ , 20 _22_ .

The Path of Honor Committee

Chairperson   _CHIEF INSTRUCTOR - OPERATIONS_

The Catfish Creek Conservation Authority

General Manager / Secretary-Treasurer

Conservation
ONTARIO
Natural Champions

REPORT FA 14/2024: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary - Treasurer

SUBJECT: Ministry of Natural Resources and Forestry (MNRF) Research Request.

DATE: March 20, 2024

PURPOSE:

To consider a request from Birds Canada to undertake research at various CCCA properties.

DISCUSSION:

The Catfish Creek Conservation Authority (CCCA) received a request from Birds Canada to conduct research throughout our various conservation areas and lands.

Research will be conducted for 5 months commencing April 10, 2024.

Research permits normally go through the Land Management Committee, but due to time pressures, staff are requesting the Full Authority consider the permit request at this time. The insurance certificate has been provided and staff have no concerns with the research request.

The permit is attached for information.

RECOMMENDATION:

THAT, the Full Authority approve the Research Permit for MNRF as outlined in Report FA 14/2024.

D. Underhill

Dusty Underhill
General Manager / Secretary-Treasurer

RESEARCH PERMIT

MEMORANDUM OF AGREEMENT

THIS AGREEMENT, made in duplicate this the 9th day of February, 2024.

BETWEEN:

Catfish Creek Conservation Authority
(hereinafter referred to as "CCCA")

- and –

Birds Canada

(hereinafter referred to as the "Applicant")

WHEREAS, the Applicant has requested certain use privileges with respect to carrying out research on certain lands owned by CCCA;

AND WHEREAS, CCCA has agreed to grant such use by its execution hereof, has approved of the grant of such use privileges, subject to the terms and conditions hereinafter set forth;

NOW THEREFORE WITNESSETH in consideration of the mutual covenants herein and the payment by the Applicant to CCCA of the sum of one dollar ($1.00), the receipt of which CCCA hereby acknowledges, the parties hereto agree as follows;

a) This Agreement shall be in effect for a period of 5 months commencing with the 10 day of April, 2024. Either party hereto reserves the right to cancel this Agreement by providing thirty (30) days written notice to the other party.

b) All research activities will be confined to the lands known as the Springwater Forest, Calton Swamp Wetland Complex, Yarmouth Natural Heritage Area, and Archie Coulter Conservation Area.

c) The Applicant will comply with all provisions of the Conservation Authorities Act and any amendments thereto and any regulations, by – laws, and amendments in force from time to time, and all rules and regulations pertaining to the lands owned by CCCA.

d) The Applicant will abide by all rules and regulations with respect to any provincial, municipal, or federal acts relating thereto.

e) The Applicant will not assign or transfer this Agreement.

f) The Applicant will not sell, offer for sale, give, dispense, remove, or dispose of anything from the lands owned by CCCA except such items as are approved by CCCA.

g) The Applicant shall at all times during the currency hereof maintain third party general liability insurance in a form and content satisfactory to CCCA in an amount not less than two million dollars ($2,000,000.00) per occurrence for bodily injury including personal injury and death, showing CCCA as an insured.

h) The Applicant will, during the currency hereof, indemnify and save harmless CCCA from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings by whomsoever made, sustained, brought or prosecuted in any manner based upon, occasioned by, or attributable to anything done or omitted to be done by the Applicant, its officers, employees, invitees, servants, or agents in connection with the lands owned by CCCA in fulfillment or required fulfillment of any of the provisions of the Agreement.

i) The Applicant will provide CCCA with copies of final written papers, inventories, and / or reports resulting from the said research project.

IN WITNESS WHEREOF the parties have by the hands of their duly authorized officials, executed the written Agreement this the 9 day of February, 2024.

CATFISH CREEK CONSERVATION AUTHORITY
8079 Springwater Road, R.R. #5, Aylmer, Ontario N5H 2R4
Tel: (519) 773-9037 Fax: (519) 765-1489 E-mail: admin@catfishcreek.ca

Per: _____   Per: _____
Authority Chairperson   General Manager / Secretary – Treasurer

APPLICANT:

Name: Samreen Munim Tel: 416 892 8407   Fax: _____

Title: Forest Birds at Risk Field Biologist   E-mail: smunim@birdscanada.org

Mailing Address: 115 Front Road, Port Rowan, ON N0E 1M0   Signature: _Samreenmunim_

78

Final report from Pat Prodonavic was shared with the board of directors in regard to the updated flood line mapping for the village of Port Bruce. Upon final consent from MNRF, studied will be published online and provided to Malahide Township and The County of Elgin.

Assisted staff in an array of grant proposals to assist with infrastructure upgrades within the Springwater Campground.

Assisted staff with a grant application to create a watershed wide hydrologic model to assist in flood forecasting and warning.

Continual work on the Watershed Based Resource Management Strategy, a draft is just about completed for Public Consultation. Most of the month of February was utilized to create the document and make sure it meets the requirements of the Regulation 686/21.

Completion of Annual General Meeting, and materials etc. presented within.

Completed the FHIMP final reporting requirements for the updated flood line mapping study.

Discussed meeting with the OPC Path of Honor committee to renew existing two-year maintenance agreement, and discuss working day requirements such as new trees, path maintenance etc.

New 41/24 and Section 6 of Section 28 Regs. were released with the Province giving us just five weeks to comply. With an April 1st deadline staff worked diligently to assure compliance and completed all necessary requirements within the timeframe they received.

Completed the annual insurance renewal for 2024/ 2025, rates were budgeted appropriately as increases have been between the 10%-20% range annually in the Province of Ontario regardless of business or sector.

Completed the Annual Statistical Survey for Conservation Ontario.

Provided updates in regard to membership with Conservation Ontario.

Attended the Long Point Littoral Cell meetings in regards to a grant proposal/ submission to allow sediments to travel barrier free down the entirety of the North Shore.

Booked the Kingbridge Center to attend a June in person General Managers meeting.

Assisted in the completion of the Annual Report for submission and printing.

Ontario 🏵

February 16, 2024

Greetings,

The Ministry of the Environment, Conservation and Parks (ministry) continues to take action to modernize Ontario's environmental assessment (EA) program.

Building on our spring 2023 proposal to evaluate environmental assessment (EA) requirements for municipal infrastructure projects, I would like to inform you about a new proposal arising out of the spring proposal. This new proposal is to revoke the Municipal Class EA and make a regulation under the *Environmental Assessment Act* that will clearly identify which municipal infrastructure projects are subject to the streamlined EA process and the process they must follow. This approach will help us eliminate unnecessary burden on lower-impact projects and reduce duplicative requirements.

As you may be aware, Ontario has been working to modernize its almost 50-year-old environmental assessment program since 2019. We have been working to make changes that will reduce delays on infrastructure projects that matter most to Ontario communities, while maintaining appropriate environmental oversight and consultation opportunities.

In July 2020, Ontario amended the *Environmental Assessment Act* (EA Act) to enable moving to a project list approach. To fully implement these changes, regulations are needed to list projects subject to comprehensive EA (i.e. Part II.3 projects), list projects subject to streamlined EA regulation requirements (Part II.4 projects), and set out the streamlined EA process for Part II.4 projects. The streamlined EA project list and process regulations will eventually replace the current complex system of class environmental assessments that apply to certain types of projects. It is the ministry's vision that the modernized streamlined regulations will eliminate duplication and provide clear expectations regarding consultation and defined timelines while maintaining environmental protections.

Implementation of the 2020 EA Act amendments started with the proposal for projects that will be subject to comprehensive (Part II.3) EA requirements, which remains under consideration. The new proposal is premised on the comprehensive EA project list proposal being implemented, and the relevant EA Act amendments proclaimed into force.

The ministry is seeking your feedback as we develop the first of the streamlined EA project lists and process regulations. The proposed regulation would set out municipal infrastructure projects undertaken by municipalities, that will be subject to the new Part

80

II.4 of the amended Act. These projects would be required to undertake a streamlined EA process set out in the regulation (the proposed Municipal Project Assessment Process (MPAP)).

The proposed streamlined MPAP would be a time-limited process. The proposed regulation would create a six-month timeline for the process. The regulation would be accompanied by guidance for proponents of projects subject to the new regulation. The guidance would help Indigenous communities and the public understand the process and how to get involved in a project.

For more information about this proposal, please visit https://ero.ontario.ca/notice/019-7891. Please note that the comment period ends on March17, 2024.

Please do not hesitate to contact the ministry's EA Modernization team at EAmodernization.mecp@ontario.ca with any questions you may have.

Sincerely,

A. Cross

Annamaria Cross
Director, Environmental Assessment Modernization Branch
Ministry of the Environment, Conservation and Parks

81

March 18, 2024

Ministry of Environment, Conservation and Parks (MECP)
Submitted via email: EAmodernization.mecp@ontario.ca

Re: Conservation Ontario's comments on the "New regulation to focus municipal environmental assessment requirements" (ERO#019-7891)

Thank you for the opportunity to comment on the "New regulation to focus municipal environmental assessment requirements" (ERO#019-7891). Conservation Ontario is the network of Ontario's 36 Conservation Authorities (CAs). These comments are not intended to limit the consideration of comments shared individually by CAs. CAs are proponents of comprehensive (individual) and Class Environmental Assessments (Class EAs), as well as prescribed public bodies under the *Environmental Assessment Act* (*EAA*) which review and provide comments on EAs in accordance with Ontario Regulation 686/21. Conservation Ontario offers the following comments further to the proposed Municipal Project Assessment Process (MPAP) and proposed revocation of the Municipal Class Environmental Assessment (MCEA).

Removal of EA Requirements
The proposed MPAP establishes a Project List that describes the municipal infrastructure project types to be subject to the new process and EA requirements. Any other municipal project type which is currently subject to the MCEA but is not listed in the proposed Project List would no longer have EA requirements. Eliminating EA requirements for these activities removes the ability for regulatory agencies such as Conservation Authorities to provide early comments and additional considerations to proponents to support selection of the preferred alternative. CA input would be provided in the context of risks related to natural hazards as well as drinking water source protection.

For instance, a new well at a new municipal well site is currently prescribed as a Schedule B project under the MCEA and would not have EA requirements under the proposed MPAP framework. Drinking water source protection vulnerable areas associated with these wells may expand past municipal lands and impact neighbouring properties (e.g., application of new prohibition policies for private property owners, such as restriction of current farming practices, or restrictions on storage of chemicals essential to a businesses' daily operations). Generally, the first point of contact with these potentially impacted individuals/groups would occur during the EA process through issuance of notices and consideration of alternatives. Without the EA process in place, the impacted

individuals/groups will not have the ability to influence alterative solutions/locations to address these concerns prior to it becoming a matter for local Source Protection Authorities (SPAs). Due to the potential impacts beyond the municipal property and municipal boundaries, it is recommended that these changes to the drinking water systems and water supply be included in the Project List.

Should the proposal proceed as written, it will be imperative that the Ministry clarify that other legislative, regulatory (e.g., Conservation Authority permits) or municipal (e.g., Source Protection Plans) requirements outside of the EA Act may still apply to a project. To assist proponents with successful implementation, the Ministry should consider providing a comprehensive list of such requirements / approvals as part of the forthcoming MECP implementation guidance. Such a list would be useful for both proponents of Project List projects (e.g., to assist with proposed documentation requirements to identify any "municipal, provincial, federal or other approvals or permits that may be required"), as well as act as a reference guide for proponents of projects which no longer have EA requirements (e.g., current Schedule B projects in the MCEA).

Given the proposed condensed timeframe for the MPAP (six months), opportunities to pre-engage with regulatory agencies, Indigenous communities and members of the public should be encouraged in the MPAP. For instance, certain regulatory agencies such as CAs may provide pre-consultation services, which should be highlighted as a best practice in the MPAP (e.g., prior to proponents issuing the Notice of commencement). Additionally, municipalities will continue Official and Master Planning processes (e.g., master servicing planning for municipal water or wastewater projects). These processes offer opportunities for agencies such as CAs to provide input on longer-range planning, prior to the EA or project implementation process. The current MCEA provides details on integration with municipal planning processes, including municipal Master Planning, and it is recommended that reference to these complementary processes be included in the proposed MPAP. Proponents are ultimately responsible for ensuring necessary approvals are obtained prior to commencing work (regardless of application of the EA Act). However, identification and encouragement of such pre-EA consultation and engagement opportunities within the MPAP provides proponents with greater confidence that the project planning considers relevant legislative, regulatory, and municipal requirements prior to initiating the EA process.

Project Notices and Distribution
The proposed MPAP requires two key notices to be issued to inform the MECP, the public, regulatory agencies, property owners and Indigenous communities of proposed municipal infrastructure projects (i.e. those on the Project List). The MPAP provides a description of the types of groups who should receive notice, but does not provide recommended agency contacts (e.g., as provided in Appendix 3 of the MCEA). Conservation Ontario notes that the Ministry has committed to providing guidance for proponents on consultation with regulatory agencies, including identification of which agencies may be relevant to a project. The Ministry is encouraged to provide this guidance consistent with Appendix 3 of the MCEA. Timely provision of this guidance is essential, as the proposed MPAP requires the proponent to identify interested or potentially impacted persons and groups, including regulatory agencies that they believe may be interested in the project. Conservation Ontario would be pleased to review the draft guidance to ensure recommended points of consultation with

CAs/SPAs are appropriately documented. Notice to and consultation with CAs is essential to ensure proponents are made aware of potential restrictions for project implementation, such as natural hazard features and whether the proposal relates to a significant drinking water threat governed by local Source Protection Plans. This step helps to ensure a smooth transition from EA to implementation.

The MCEA currently requires proponents to contact the local Ministry of Natural Resources and Forestry (MNRF) and CA offices for any proposed project involving a water crossing. This requirement is absent from the proposed MPAP and as such, Conservation Ontario recommends it be included in the above-referenced guidance. On their own, water crossing projects are not proposed to be included in the Project list (and therefore not subject to the MPAP or EA Act), however, water crossings may be required as an ancillary activity to an undertaking on the Project List (e.g., water crossings for a new water treatment or sewage facility). Conservation Ontario strongly recommends that notification to CAs be referenced for all projects involving water crossings (regardless of inclusion on the Project List) and new drinking water systems for which an approval under the *Safe Drinking Water Act* is required. Proponents of water crossing projects can benefit from additional regulatory agency input to help recommend design and placement to mitigate high-risk scenarios. Specifically, CAs may require permits for water crossings to ensure the crossing has minimal interference on the natural features and hydrologic functions of the watercourse. Maintaining this mandatory notification provides the opportunity to flag potential concerns or permitting requirements early in the planning and design process.

Statement of Completion and Notice of Termination: Under the proposed MPAP, the Statement of Completion and Notice of Termination would only need to be submitted to the Director of the EAB. Conservation Ontario recommends that these notices be provided to the same distribution list as the Notice of Commencement (relevant regulatory agencies such as CAs, adjacent property owners, Indigenous communities, etc.), as well as any other persons or groups who provided a review of the Environmental Project Report (EPR). These notices should be sent to the aforementioned contacts at the same time as they are sent to the Director of the EAB. Particularly, provision of the Statement of Completion ensures these contacts are aware that the EA process has been completed and the project may proceed to implementation. This can act as a touch point for regulatory agencies such as CAs to confirm project timing and potential approvals required to facilitate successful and timely implementation.

Notice of Addendum: The proposed MPAP provides an addendum process for proponents where project changes are required due to unforeseen circumstances or changes in the environment. Proponents would be required to note whether they are of the opinion that the change is significant (or not), and the basis for their opinion. Publishing and circulation of a Notice of Addendum for review would only be required where the proponent indicates the change is "significant". Conservation Ontario strongly recommends that all projects proceeding with an addendum be required to post a notice and circulate the notice and review opportunity to all people and groups

who received prior notices and/or provided a review of the EPR. Proponents of the MPAP may not be subject matter experts in all matters regarding local environmental conditions at the site of the proposed works, and changes to a project which may not be significant to the proponent may be significant to other interested or affected parties. Conservation Ontario recognizes that the MECP is proposing to provide implementation guidance related to the "addendum process for significant changes to a project", however, criteria to determine "significant changes" must be outlined in the MPAP directly to ensure a consistent approach for project proponents.

Thank you for the opportunity to review and provide comments on the "New regulation to focus municipal environmental assessment requirements" (ERO#019-7891). Please contact me directly should this letter require any clarification.

Sincerely,

Nicholas Fischer

Nicholas Fischer
Policy and Planning Liaison

c.c: All CA CAOs / GMs

Catfish Creek Conservation Authority
Correspondence Register – February 1 – 29, 2024

Date	Type	Agency	Topic
February 1, 2024	Email	MNRF	MNRF Confirmation Receipt Final Transition Report
February 1, 2024	Email	CO	Indigenous Resources for CAs from Project: Floodplain Mapping and IWM with First Nations in Ontario - A Partnership Approach
February 2, 2024	Email/ Reply	KCCA	AGM Invite
February 2, 2024	Email	MNRF	2024 CLTIP Program
February 3, 2024	Email	MNRF	FHIMP Reminder Deadlines
February 4, 2024	Email/ Reply	Ron Casier	Conservation Award
February 4, 2024	Email/ Reply	CO	Coastal Project Leads NRCan Pilot Project
February 5, 2024	Email	MNRF	WECI Year End Surplus
February 6, 2024	Email/ Reply	Ian Begg	Drone Footage
February 6, 2024	Email/ Reply	CO	June GM Meeting Accommodations
February 7, 2024	Email/ Reply	CO	Section 28 Annual Reporting
February 7, 2024	Email/ Reply	GSC	Watershed Strategy Questions
February 7, 2024	Email/ Reply	LTRCA	Watershed Draft Strategy
February 8, 2024	Email	CO	Recent Narwahl Article
February 8, 2024	Email	CO	Conservation Lands: Municipal Taxes and Stormwater Charges
February 8, 2024	Email/ Reply	ECCC	LEAP Assessment Report
February 8, 2024	Email/ Reply	Ian Begg	Follow Up Drone Footage Meeting
February 9, 2024	Email	EMWA	AGM Announcement
February 9, 2024	Email/ Reply	GRCA	2023 Annual Progress Report timelines
February 9, 2024	Email/ Reply	LPRCA	Annual General Meeting Invite
February 9, 2024	Email/ Reply	OPP Liaison	Questions EV Plant Battery Storage/ Meeting Request
February 9, 2024	Email/ Reply	Long point Biosphere	Long point Littoral Cell
February 11, 2024	Email/ Reply	EMWA	Elgin Middlesex Woodland Association AGM 2024

86

February 12, 2024	Email/ Reply	CO	CCCA Reminder: Annual Reporting on Permit Review and Approval Timelines - 2023
February 12, 2024	Email/ Reply	Donald Begg	Drone Video Questions
February 12, 2024	Email/ Reply	TRUE Consulting	Final FHIMP Invoice
February 12, 2024	Email/ Reply	NSCSF	Letter confirming funding with Catfish Creek Conservation Authority
February 12, 2024	Email/ Reply	CO	Hotel Booking Reminder For CO AGM
February 13, 2024	Email/ Reply	Long Point Biosphere	Letter Of Support
February 13, 2024	Email/ Reply	TRUE Consulting	Final Reporting
February 13, 2024	Email/ Reply	CO	Release of Get It Done Act
February 13, 2024	Email/ Reply	Head Hunter	Opportunity With TRCA
February 13, 2024	Email/ Reply	Forest Gene Conservation Ass.	Reference
February 14, 2024	Email/ Reply	MNRF	Sharepoint Link for FHIMP Submission
February 15, 2024	Email/ Reply	Graham Scott Enns	Audited Financial Statement
February 15, 2024	Email/ Reply	CO	Request for proposals (RFP): Flood Frequency Analysis (FFA) Manual for Hydrotechnical Practitioners in Canada
February 15, 2024	Email/ Reply	Graham Scott Enns	Full Financial Statements
February 15, 2024	Email/ Reply	United Way	Advocacy Opportunity
February 15, 2024	Email/ Reply	MNRF	FHIMP Final Submission
February 15, 2024	Email/ Reply	Malahide	Election of Officers Question
February 16, 2024	Email/ Reply	CO	CA Regulation Release
February 16, 2024	Email/ Reply	MECP	Seeking input on proposed new environmental assessment regulation for municipal infrastructure
February 13, 2024	Email/ Reply	MNRF	Update: Regulation of Development for the Protection of People and Property from Natural Hazards in Ontario – Ministry of

			Natural Resources and Forestry
February 16, 2024	Email/ Reply	CO	CO-CA Meeting: Regulation of Development for the Protection of Property from Natural Hazards
February 17, 2024	Email/ Reply	CO	General Managers' Meeting + Discussion Confirmation
February 20, 2024	Email/ Reply	Gary Clarke	AGM Regrets
February 20, 2024	Email/ Reply	PSD Citywide	O.Reg 686/21 Compliance
February 20, 2024	Email/ Reply	Gov Deals	Registration
February 20, 2024	Email/ Reply	CO	Level 1 Provincial Offences Officer Training (Hybrid)
February 21, 2024	Email/ Reply	CO	Attendance at AGM
February 21, 2024	Email/ Reply	Dave Blatz	Hacienda Property
February 21, 2024	Email/ Reply	CO	CO-CA Meeting- Presentation Slides - February 20, 2024
February 22, 2024	Email/ Reply	TRUE Consulting	Final Sealed Report
February 22, 2024	Email/ Reply	MNRF	MFTIP Approver Course
February 22, 2024	Email/ Reply	Kingbridge Center	Reservation Confirmation
February 22, 2024	Email/ Reply	UTRCA	Flood Contact updates
February 22, 2024	Email/ Reply	LPRCA	AGM Regrets
February 22, 2024	Email/ Reply	FED DEV	Receipt of your application for FedDev Ontario funding - NFP
February 22, 2024	Email/ Reply	McFarlan Rowland	Insurance Renewal
February 22, 2024	Email/ Reply	CO	UPDATED Agenda and Registration Link: General Managers' & CA Leads' Meeting: Public Consultation for the 2024 Mandatory Deliverables + Section 28 Regulation Discussion
February 22, 2024	Email/ Reply	LERMC	Meeting Dates
February 26, 2024	Email	MNRF	Ontario Regulation 41/24: Prohibited Activities, Exemptions, Permits
February 26, 2024	Email/ Reply	LERMC	Meeting Details
February 26, 2024	Email	AECOM	City of St Thomas Pollution Control Plant, Pumping Station and Forcemain Master Plan - Notice of Study Commencement
February 27, 2024	Email/ Reply	CO	Section 28 Reg.

88

February 27, 2024	Email/ Reply	Malahide	Log Jam Under Rogers Rd Bridge
February 28, 2024	Email/ Reply	LEAP	Minutes
February 29, 2024	Email/ Reply	CRA	Mail Notification
February 29, 2024	Email/ Reply	CO	CA Act Webinar: Ontario Regulation 41/24: Prohibited Activities, Exemptions, Permits
February 29, 2024	Email/ Reply	MNRF	Kim Smale Reinstatement as MIFTP Approver