

CATFISH CREEK CONSERVATION AUTHORITY

Mission Statement

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

**A Full Authority meeting is to be held on
Thursday, April 11, 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:
 - a) Full Authority Meeting FA 02/2024 (March 27, 2024) 3-8
- 7) Business Arising from Minutes
- 8) Public / Special Delegations
 - a) Dan Reith, Principal Broker, Property & Casualty President, Reith and Associates
Insurance and Financial Services Limited
- 9) Reports:
 - a) Reports FA 15-18/2024 - Monthly Staff Reports 9-13
(Peter Dragunas, Gerrit Kremers, Al Bradford, Brittany Bell)
 - b) Report FA 19/2024 - March Summary of Revenue & Expenditures 14-15
(Susan Simmons)
 - d) Report FA 20/2024 - Employee Group Benefits Plan 16
(Dusty Underhill)
 - e) Report FA 21/2024 - Amendment to Class EA for Flood/ Erosion Control Structures 17-25
(Dusty Underhill)
 - f) Report FA 22/2024 - Insurance Recommendation Report 26-27
(Dusty Underhill)

g) Report FA 23/2024 - Approved Section 28 Regulations (Gerrit Kremers)	28-29
10) General Manager / Secretary-Treasurer's Report (Dusty Underhill)	30
11) Unfinished Business	
12) Chairperson's / Board Member's Report	
13) Notice of Motions / New Business:	
14) Correspondence:	
a) Copied:	
b) Not Copied:	
- Correspondence Register for March, 2024	31-35
15) Closed Session	
16) Next Meeting of the Full Authority: May 9, 2024	
17) Termination	

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

Wednesday, March 27, 2024

Meeting #02/2024

PRESENT:

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

STAFF:

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

ABSENT:

Scott Lewis	Member	Township of Malahide
Susan Simmons	Financial Services Coordinator	

OTHERS PRESENT:

Rob Perry	Reporter, the Aylmer Express
-----------	------------------------------

WELCOME / CALL TO ORDER:

Chairperson Buchner welcomed everyone and called the meeting to order at (10:05 a.m.).

ADOPTION OF AGENDA:

<u>Motion # 12/2024</u>	M. Halpin	G. Clarke	CARRIED
-------------------------	-----------	-----------	---------

THAT, the Agenda for the March 27, 2024, Full Authority meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

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

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

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

ADOPTION OF MINUTES:

Motion # 13/2024 G. Clarke M. Halpin CARRIED

THAT, the Minutes of Full Authority Meeting #01/2024 (February 22, 2024), be adopted as circulated.

Motion # 14/2024 G. Clarke M. Halpin CARRIED

THAT, the Minutes of Health & Safety Committee Meeting #01/2023 (September 13, 2023), be adopted as circulated.

Motion # 15/2024 M. Halpin G. Clarke CARRIED

THAT, the Minutes of Interview Committee Meeting #01/2024 (February 9, 2024), be adopted as circulated.

Motion # 16/2024 M. Halpin G. Clarke CARRIED

THAT, the Minutes of Interview Committee Meeting #02/2024 (February 14, 2024), be adopted as circulated.

Motion # 17/2024 M. Halpin G. Clarke CARRIED

THAT, the Minutes of Special Meeting #01/2024 (February 26, 2024), be adopted as circulated.

BUSINESS ARISING FROM MINUTES:

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

PUBLIC / SPECIAL DELEGATIONS:

None

REPORTS:

Reports FA 01 to FA 04/2024 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 18/2024 M. Halpin G. Clarke CARRIED

THAT, Staff Reports FA 01 to FA 04 for the month of January and February, be noted and filed.

Report FA 05/2024 – January & February Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 19/2024 G. Clarke M. Halpin CARRIED

THAT, Report FA 05/2024 (January & February Summary of Revenue and Expenditures), be noted and filed.

Report FA 06/2024 – Accounts Paid, was presented, discussed, and resolved.

Motion # 20/2024

G. Clarke

M. Halpin

CARRIED

THAT, Accounts Paid totaling \$145, 668.16 be approved as presented in Report FA 06/2024.

Report FA 07/2024 – 2024 Budget Levy was presented, discussed, and resolved.

Motion # 21/2024

M. Halpin

G. Clarke

CARRIED

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 adopted 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%	X	
Arthur Oslach	Town of Aylmer	25.5975%		
Gary Clarke	City of St. Thomas	6.1215%	X	
Paul Buchner	Township of South-West Oxford	3.4537%	X	

Report FA 08/2024 – CCCA Committees, was presented, discussed, and resolved.

Motion # 22/2024

M. Halpin

G. Clarke

CARRIED

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

Report FA 09/2024 – (ERO) postings affecting Conservation Authorities, was presented, discussed, and resolved.

Motion # 23/2024

G. Clarke

M. Halpin

CARRIED

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 the implementation of policy, guidelines, and procedural documents and the transition procedures and guidelines.

Report FA 10/2024 – Designation of Provincial Offences Officers, was presented, discussed, and resolved.

Motion # 24/2024 G. Clarke M. Halpin CARRIED

THAT, the Board of Directors re-designate (Ronald) Dusty Underhill, Gerrit Kremers, and Al Bradford as Provincial Offences Officers, under relevant Regulation, to enforce Section 28 and Section 20 of the Conservation Authorities Act on behalf of the Catfish Creek Conservation Authority.

Report FA 11/2024 –Recommendation for Delegation of Powers related to Permit Issuance, Cancellation and Hearings, was presented, discussed, and resolved.

Motion # 25/2024 G. Clarke M. Halpin CARRIED

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

Report FA 12/2024 –CCCA Section 28 Notification and Permitting Form Update, Cancellation and Hearings, was presented, discussed, and resolved.

Motion # 26/2024 M. Halpin G. Clarke CARRIED

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.

Report FA 13/2024 –Path of Honour Maintenance Agreement, was presented, discussed, and resolved.

Motion # 27/2024 M. Halpin G. Clarke CARRIED

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

Report FA 14/2024 –Ministry of Natural Resources and Forestry (MNR) Research Request, was presented, discussed, and resolved.

Motion # 28/2024 M. Halpin G. Clarke CARRIED

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

GENERAL MANAGERS REPORT:

- 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.

Motion # 29/2024

M. Halpin

G. Clarke

CARRIED

THAT, the Correspondence Registers for January and February, 2024, be noted and filed.

Motion # 30/2023

G. Clarke

A. Oslach

CARRIED

THAT, the Full Authority adjourn to Closed Session at 10:41 a.m.

Motion # 31/2024 M. Halpin A. Oslach CARRIED

THAT, the Full Authority rise without report at 10:58 a.m.

Motion # 32/2024 M. Halpin G. Clarke CARRIED

THAT, the Board of Directors recommend obtaining Cyber Insurance and renewing the 2024, 2025 Insurance Policy with Reith and Associates, and further;

THAT, the General Manger bring a recommendation report back to the April 2024 Full Authority meeting in regard to obtaining the proper coverage and prioritizing our future insurance needs.

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, April 11, 2024, commencing at 10:00 a.m.

Motion # 33/2024 M. Halpin G. Clarke CARRIED

THAT, the Full Authority be terminated at 10:59 a.m.

General Manager / Secretary –Treasurer

Authority Chairperson

REPORT FA 15/2024: To The Full Authority

FROM: Peter Dragunas, Water Management Technician

SUBJECT: March Monthly Staff Report

DATE: April 3, 2024

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 Lake Erie weather patterns and water levels for Watershed Condition Statements. Assessments for wind induced storm surge and subsequent shoreline flood conditions.
- Current updates and documentation of the CCCA mandated Water and Natural Hazard Programs, to better identify and represent conditions within the Authorities administrative boundary.
- 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 the Ontario Low Water Program forecasting and warning tools.

Upcoming Activities:

- Continue with monitoring of Lake Erie shoreline storms for storm surge and wave uprush conditions.
- 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 March 2024, be noted and filed.


Peter Dragunas
Water Management Technician

REPORT FA 16 / 2024: To Full Authority

FROM: Gerrit Kremers, Resource Planning Coordinator

SUBJECT: March Monthly Staff Report

DATE: April 2, 2024

Resource Planning Coordinator

Current Activities:

- Analyzed the proposed changes to Section 28 of the Conservation Authorities 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 with other Conservation Authorities planners in weekly meetings hosted by Conservation Ontario, and discussed proposed provincial regulation changes and other planning and regulations transition materials;
- 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 Authorities, hosted a booth at the London Indoor FarmShow to promote tree planting and stewardship projects;
- Held various site meeting with landowners to discuss CA policies, S.28, in regards to future development activities on their property;
- Updated CCCA section 28 administrative forms to comply with mandates of O.Reg 41/24;
- Began the process of updating the CCCA Planning and Regulations Policy and Procedure Manual to reflect the changes from O.Reg 146/06 to O.Reg 41/24;
- Met with local Drainage Superintendents in regards to planned drainage works within the watershed;

Upcoming Activities:

- Update the CCCA Planning and Regulations Policy and Procedure Manual;
- Planning pre-consultation meetings with member municipalities and private landowners looking to conduct work within adjacent lands of a Natural Hazard Features;
- Attend webinar in regards to the Lake Erie Action Plan with neighbouring Conservation Authority staff;
- Continue to monitor on-going s.28 work permits and associated work permit conditions;
- Process s.28 work permit applications pursuant to the Conservation Authorities Act;
- Review Planning Act applications and comment on natural hazards pursuant to the Conservation Authorities Act.

Recommendation:

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


Gerrit Kremers
Resource Planning Coordinator

REPORT FA 17/2024: To The Full Authority

FROM: Al Bradford, Conservation Areas Supervisor

SUBJECT: March Monthly Staff Report

DATE: April 4, 2024

Conservation Areas Supervisor

Current Activities:

March

- Continued Maple Syrup Programing through the month of March we had 659 students, 37 classes, 14 schools over 9 days from TVDSB
- Maple Syrup Festival Ran from March 9th – March 17th (9th/10th /11th) I had EESS Environmental Leadership Program, Bird Studies Canada, Ontario Woodlot Association, Aymer District Trappers Association, Conservation Officer, Greg Balch with an Mammal/Bird display, March 13th was Emergency Services Day with OPP & Malahide Fire onsite, March 15th Elgin County Library was onsite, March 16th & 17th Whites Mill displayed logging equipment “Forwarder” & Zap’s Tree Service displayed a bucket truck over the weekend. These days gave something else to add to our festival over the week and were no cost to the Authority.
- Our Finaince Department will have our numbers from our Maple Syrup Festival on product sold & attendance
- Staff connected and meet with Jenelle Cornelius from Standing Stone (Oneida On The Thames). This was a mile stone connection, staff met with Jenelle on site at CCCA and toured the facilities. Staff are looking forward to working with Oneida on some educational programming and events.
- Staff are hopeful that for 2025 Maple Festival we will be working with 13 Moons to have members of the indigenous community assist at the festival with the indigenous maple sugaring method.
- Re-grading swales on day-use for improved storm-water run off
- Tree trimming along wagon path in the forest to the round about either side of the trail
- Staff are working on an operation/s manual for operating guidelines for equipment and other department activities
- Staff have starting cleaning the park for spring, in between educational programming days at the sugar shanty.
- Staff has been repairing problem drainage areas within the campground and day-use areas.
- Staff has been putting together training packages in preparation for the on-boarding of summer staff.
- Continue to coordinate with our contractor for the accessibility ramp
- WJ Roofing contractors arrived on March 25th for the SPW schoolhouse roof and will probably have things wrapped up by the first week of April
- CCCA staff met with Jeremy Browne & his organization London Canine Association about having a dog show here at Springwater CA (this is a well known dog show and brings in a crowd from various locations in Canada & the US), with staff working

- together we have secured the organization for July 2024 and future dates
- Secured a date for a "Blues & Cruise" Live Music & Informal Car Show in July (awaiting on confirming the exact date)
 - Met with Alcohol Anonymous for there annual event held here at SPW Conservation Area for July

Upcoming Activities:

- Continue with Park Cleanup in preparation for Season Opening in May
- Continue to keep the accessibility ramp progress moving along so both the office & schoolhouse are completed by early – mid May 2024
- Plan for ceiling repair inside of the schoolhouse, also seek a quote for painting as well
- Order cleaning supplies for beginning of camping season
- Finish Whites Mill painting
- Roads threw the campgrounds and dayuse area tree trimming
- Assist with planning staff orientation day for May
- Seek quote and permit for potential dump station in the dayuse for transient campers
- Trout stocking of Springwater Pond booked for April 12th & our sponser is Zap's Tree Service
- Organization cleanup and Day Pass sales with Tri County Campers for the Trout Derby
- Work on getting items posted on Gov Deals
- Seek quotes on material for our bridges in SPW Forest as they are becoming a serious hazard & plan for repairs this spring
- Seeking quote for Fall arrest system on the live roof as this is required to safely work
- Continue to meet and coordinate work with Uplink Communications to ensure everything is is making progress where it needs to be with hopefully moving ahead with WIFI through the park
- Would like to plan a Maple debrief with all staff involved with the festival
- Make time for any upcoming meetings with either staff, contractors, campers, trout preparation etc.

Recommendation:

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


Al Bradford
Conservation Areas Supervisor

REPORT FA 18/2024: To The Full Authority

FROM: Brittany Bell, Communications/Program Support Assistant

SUBJECT: April Monthly Staff Report

DATE: April 2, 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-Communications and Administration
- Seasonal Camper Administration
- Updating and maintaining the campground reservation system
- Preparing and sending out newsletters to campground and facility rental guests
- Organizing and coordinating special events at the conservation area
- Creating promotional materials for upcoming events and programs
- Responding to customer inquiries and feedback received through various channels
- Collaborating with other departments within the organization on joint initiatives
- Updating and maintaining databases and records related to conservation area visitors and activities
- Assisting with the preparation of reports for management and board meetings.

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
- Event Organization for Kid's First Day
- Administrative Preparation for Springwater Conservation Area Campground

Recommendation:

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



Brittany Bell
Communications/Program Support Assistant

REPORT FA 19/2024 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Summary of Revenue & Expenditures
DATE: March 31, 2024

SUMMARY OF REVENUE

for the period ending March 31, 2024

	2024 Budget	2024 To Date	Difference	2023 To Date
MNRF Provincial Grants	\$ 41,215.00	\$ -	\$ (41,215.00)	\$ -
Other Provincial Grants	\$ 42,206.78	\$ 18,982.65	\$ (23,224.13)	\$ 4,556.32
Federal Grants	\$ 138,710.18	\$ -	\$ (138,710.18)	\$ 37,407.01
Employment Program Grants	\$ 15,000.00	\$ 3,065.00	\$ (11,935.00)	\$ -
Municipal General Levies	\$ 442,474.36	\$ 27,086.07	\$ (415,388.29)	\$ 25,146.02
Donations/Sponsorships	\$ 30,929.35	\$ 12,105.60	\$ (18,823.75)	\$ 18,694.08
Conservation Areas Revenue	\$ 727,649.00	\$ 178,199.36	\$ (549,449.64)	\$ 164,557.27
Maple Syrup Revenue	\$ 41,080.00	\$ 44,908.47	\$ 3,828.47	\$ 60,654.20
Bank Interest Earned	\$ 15,000.00	\$ 5,202.39	\$ (9,797.61)	\$ 2,069.31
Legal Inquiries/Permit Applications	\$ 5,000.00	\$ 672.57	\$ (4,327.43)	\$ 1,946.91
Watershed Stewardship	\$ 8,300.00	\$ 9,000.00	\$ 700.00	\$ 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)	\$ (1,573.49)
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	\$ -	\$ -	\$ -	\$ -
	\$ 1,766,342.24	\$ 336,610.55	\$ (1,429,731.69)	\$ 335,586.95

	2024 Budget	Received To Date	Difference
DONATIONS/SPONSORSHIPS			
Annual Report	\$ 1,000.00	\$ 1,000.00	\$ -
Environmental Education	\$ 2,000.00	\$ 300.00	\$ (1,700.00)
EESS ELP	\$ 5,400.00	\$ -	\$ (5,400.00)
Commemorative Forest	\$ 300.00	\$ 240.00	\$ (60.00)
Springwater Forest Trails	\$ 9,829.35	\$ 2,637.10	\$ (7,192.25)
Archie Coulter C.A. Trails	\$ 2,200.00	\$ 178.45	\$ (2,021.55)
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	\$ 12,105.60	\$ (18,823.75)

REPORT FA 19/2024 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures
 DATE: March 31, 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	\$ 50,624.13	\$ (102,351.65)	\$ 46,892.95
2 FLOOD FORECASTING & WARNING	\$274,434.00	\$ 88,654.18	\$ (185,779.82)	\$ 59,738.22
3 DROUGHT AND LOW WATER RESPONSE	\$17,732.88	\$ 4,429.58	\$ (13,303.30)	\$ 3,725.79
4 ICE MANAGEMENT	\$25,797.86	\$ 7,141.93	\$ (18,655.93)	\$ 6,541.10
5 INFRASTRUCTURE (Dam)	\$24,766.80	\$ 5,521.48	\$ (19,245.32)	\$ 4,941.83
6&7 ACT REVIEWS & PLAN REVIEW	\$3,267.81	\$ 750.31	\$ (2,517.50)	\$ 1,108.86
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$46,949.19	\$ 11,164.23	\$ (35,784.96)	\$ 9,976.16
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$86,900.35	\$ 18,978.06	\$ (67,922.29)	\$ 21,102.28
12 WATER QUALITY (PGMN & PSMP)	\$9,366.44	\$ 2,214.79	\$ (7,151.65)	\$ 4,053.40
13 SOURCE PROTECTION	\$6,267.78	\$ 777.43	\$ (5,490.35)	\$ 1,621.47
SUB TOTAL: MANDATED PROGRAMS Expenditures	\$648,458.89	\$190,256.12	-\$458,202.77	\$159,702.06
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	\$19,877.23	\$ 3,008.60	\$ (16,868.63)	\$ 9,425.40
EDUCATION PROGRAMS	\$16,253.61	\$ 27.47	\$ (16,226.14)	\$ 112.33
SPECIAL PROJECTS	\$9,200.00	\$ -	\$ (9,200.00)	\$ -
C.A. DEVELOPMENT PROJECTS	\$176,904.18	\$ 13,391.77	\$ (163,512.41)	\$ 92,753.93
OTHER CAPITAL PROJECTS	\$23,381.00	\$ 132.29	\$ (23,248.71)	\$ -
MAPLE SYRUP PROGRAM	\$45,080.00	\$ 30,098.32	\$ (14,981.68)	\$ 78,689.59
SPRINGWATER CONSERVATION AREA	\$751,867.53	\$ 95,796.05	\$ (656,071.48)	\$ 72,760.66
VEHICLE & EQUIPMENT OPERATIONS	\$75,319.80	\$ 44,285.56	\$ (31,034.24)	\$ 36,715.68
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,117,883.35	\$186,740.06	-\$931,143.29	\$290,457.59
AMORTIZATION	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,766,342.24	\$ 376,996.18	\$(1,389,346.06)	\$ 450,159.65

Susan Simmons

Susan Simmons,
 Financial Services Coordinator

REPORT FA 20 / 2024 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: Employee Group Benefits Plan

DATE: March 19, 2024

PURPOSE:

To review the 2024 - 2025 Annual Renewal Report for the Employee Group Benefits Plan.

DISCUSSION:

The Catfish Creek Conservation Authority's Employee Group Benefits Plan renews with Sun Life Financial on May 1st, 2024. Dorbar Employee Benefits and Insurance Solutions have prepared the attached Renewal Report for the Board's review and consideration. Sun Life wanted a 20.6% increase, but after discussions with our Broker, agreed to a 16% increase.

Both our health and dental loss ratios worsened compared to last year, healthcare loss ratio went from 86% to 97% and dental went from 82% to 95%.

In 2023 the CCCA had an average of 7 employees on the plan which was up from just 5 staff in 2022. The result is the CCCA's overall premium increased. For example, the total healthcare premium increased from \$23,519.00 to \$38,047.00. The CCCA's healthcare claims went from \$14,480.00 to \$26,376.00. This means that the employees remaining on the plan claimed at a higher rate per person than the year prior. These increased loss ratios dictate that an increase is warranted. The CCCA's pooled benefits including Life and LTD is affected by the demographics of employees, and plan interest rates and reserves.

RECOMMENDATION:

THAT, the Full Authority renew its 2024 - 2025 Employee Group Benefits Plan with Sun Life Financial through Dorbar Employee Benefits and Insurance Solutions effective May 1st, 2024.



Dusty Underhill
General Manager / Secretary-Treasurer

REPORT FA 21 / 2024 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: Amendment in regard to Class EA for Remedial Flood and Erosion Control Structures

DATE: March 20, 2024

PURPOSE:

To inform the members on an amendment in regard to Class EA for Remedial Flood and Erosion Control Structures.

DISCUSSION:

The Class Environmental Assessment for Remedial Flood and Erosion Control Projects has been amended to facilitate the move to a “project-list” approach for Environmental Assessment in Ontario. The Class EA is the self-assessment process for CAs to plan and assess the environmental impacts of remedial flood and erosion control projects. See the MECP’s Notice of Amendment attached to this message. The final amended Class EA is now available on Conservation Ontario’s public website. Please ensure this version is kept on file at your CA as the most current Class EA document.

The process in the amended Class EA document remains largely consistent for CA proponents. Amendments have been made for: consistency with the amended EA Act and regulations, updating terminology, and revising language for consistency with other amended Class EA documents. Please see the attached memo for additional information, including a list of process-related amendments.

Notably, transition provisions have been amended in the Class EA. Now, any project initiated under the previous version of the Class EA will be required to follow the requirements of the current Class EA for the remainder of the process. CA proponents must be aware of this as any further EA work will need to be completed consistent with the amended Class EA process.

Please see attached correspondence to Report FA 21 / 2024

RECOMMENDATION:

THAT, the Board of Directors receive Report No. FA 21 / 2024 as information



Dusty Underhill
General Manager / Secretary-Treasurer



March 8, 2024

Conservation Authority CAOs/GMs

Re: Amendments to the Class Environmental Assessment for Remedial Flood and Erosion Control Projects

The Class Environmental Assessment for Remedial Flood and Erosion Control Projects ("CO Class EA") was amended on February 22, 2024. Amendments to the CO Class EA took place alongside seven other Class EAs to align with amendments to the *Environmental Assessment Act* and new regulations for moving to a project-list approach (for projects requiring a comprehensive EA).

In addition to administrative amendments (grammatical, terminology, etc.), the amended CO Class EA contains several process changes. Appendix A to this memo provides a summary of these process-related changes. CA proponents will need to review the amended CO Class EA for a full understanding of the changes. Please note that, further to the new transition provisions, the amended Class EA now applies to all current (ongoing) and future projects. Conservation Ontario will host a briefing session for CA staff (to be scheduled) to discuss these process changes.

Questions can be directed to myself (nfischer@conservationontario.ca).

Sincerely,

Nicholas Fischer

Nicholas Fischer
Policy and Planning Liaison

c.c: CA Section 28 Regulations Contacts
CA Class EA Contacts
CA Planning Contacts

Appendix A:

Summary of Process-Related Changes to the CO Class EA

(Note: The following table does not outline the full suite of amendments to the CO Class EA (e.g., administrative amendments, updates to terminology, minor changes, etc.). This table provides a summary of amendments which alter the Class EA process ("process-related changes"). CA proponents must review the amended Class EA for a full understanding of the current process).

Section Reference (CO Class EA – Amended February 2024)	Summary of Change(s)
Section 1.2.4 Status under the Environmental Assessment Act	<p>Previously, Regulation 334 under the EA Act exempted certain undertakings from the EA Act.</p> <p>O. Reg. 334 has been revoked. The undertakings previously covered in that regulation were not and continue not to be undertakings to which the Class EA applies.</p> <p>If the undertaking is not listed in a Class EA, regulation or as a designated Part II.3 project under the EA Act, it does not have EA requirements. E.g., Development of Conservation Areas and Campgrounds previously had no EA requirements if the project cost did not exceed \$3 million. Now, these projects have no EA requirements (regardless of cost).</p>
Section 2.3 Description of Undertakings Within the Class	<p>Text is removed in this section which stated that projects under this Class EA could not include works which facilitate or anticipate development (e.g., major flood and erosion control undertakings / multipurpose projects). This text has been removed from the amended Class EA. As such, multipurpose or major projects that meet the description of undertakings within the Class EA may now follow the Class EA process.</p> <p>Text added here to state that proponents are to contact the Ministry for projects that do not fall into the class of undertakings under this Class EA to determine applicable EA requirements.</p>
Section 3.1.4 Selection of a Preferred Conservation Authority Program Option	Amendments to outcome #3 to clarify that, if the works needed are not an undertaking to which the Class EA applies, the CA proponent will refer to the regulations under the EA Act to determine if the project is a Part II.3 project which requires a comprehensive EA.
Section 3.2	Clarifying detail added to confirm proponents must send copies of all required project notices to CO as well as applicable Ministry email addresses.

Section Reference (CO Class EA – Amended February 2024)	Summary of Change(s)
Initiation of the Class Environmental Assessment Process	
Figure 1B Planning and Design Process	Simplified Figure 1B (see appropriate sections referenced in Figure for process changes)
Section 3.7.2.1 Project Plan	<p>Clarification that the Notice of Completion (previously “Notice of Filing Document for Review”) must be sent to interested persons, Indigenous communities, and all other parties indicating the Project Plan is available for review and there is an opportunity to submit a Section 16 Order. Previously, the notice was sent only to those noted above who expressed an interest in the remedial work.</p> <p>Proponents must now wait 30 days following the completion of a comment period for a Project Plan or Environmental Study Report (ESR) before proceeding with the project. The Minister may issue an order that shortens this waiting period.</p>
Section 3.7.2.3 Comprehensive Environmental Assessment	<p>Changes made to confirm the new process for preparing a comprehensive EA (previously “Individual EA”).</p> <p>It should be noted that, where a comprehensive (previously “individual) EA is recommended as the appropriate documentation level, it will only proceed as a comprehensive EA if: 1) the project is designated as a Part II.3 project, 2) a CA proponent has applied to the Minister to proceed as a Part II.3 project or 3) the project has been designated as a Part II.3 project further to a Section 16 Order.</p>
Section 3.8 Addenda to Environmental Study Reports and Project Plans	The public and agency review period of the Notice of Addendum has increased from 15 to 30 days . Addendums with significant changes will include a statement regarding the ability to request a Section 16 Order. Note: Requests for Section 16 Orders would only be applicable to the proposed changes to the project . The public and other agencies would have had the opportunity to request a Section 16 Order on the original components through the issuance of the Notice of Completion (previously “Notice of Filing”).
Section 4.1.1 Indigenous Communities	New text added at beginning of section to state that proponents shall invite interested or potentially affected Indigenous Communities to participate in the planning and design of projects proceeding pursuant to the Class EA .

Section Reference (CO Class EA – Amended February 2024)	Summary of Change(s)
Section 4.2 and Table 3 Public Notification Requirements	<p>Changes in names of notices. CAs will need to update the language on their notices accordingly:</p> <ul style="list-style-type: none"> • “Notice of Intent” (No Change) • “Notice of Filing” becomes “Notice of Completion” • “Notice of Addendum” (No Change) • “Notice of Project Approval” becomes “Notice of Project Completion” • “Notice of Project Completion” becomes “Notice of Project Construction Completion”
Table 3 Summary of Notification and Documentation Requirements under the Class EA	<p>Clarification provided on how to send notices to the MECP Region Offices.</p> <p>Clarification also provided that Notice of Completion and Notice of Addendum (as applicable) must include a statement regarding the opportunity to request a Section 16 Order.</p>
Section 5.0 Provision for Phasing in of Ongoing Undertakings NOW Section 5.0 Transition Provisions	<p>Section replaced with new transition provisions as no projects were assessed to be proceeding with the 2009 Class EA.</p> <p>New transition requirements added for any project commenced under a previous version of the Class EA. All ongoing projects will be required to comply with the current Class EA for the remainder of their Class EA process.</p>
Section 6.0 Duration of Project Authorizations	<p>Clarity provided that, where a project has completed the EA study (Notice of Completion issued) but a lapse of time of 5-years has occurred, the project will be reviewed in accordance with the addendum process of the Class EA. Previously, projects were to be reviewed in accordance with the “planning and design process”.</p>
Section 7.0 Section 16 Orders	<p>Previously “Provision for Changing Project Status (Part II Order). This Section has been updated further to Section 16 of the EA Act. The Minister may make an Order declaring a project is a Part II/3 Project (requiring a comprehensive EA) or imposing additional conditions on an undertaking.</p> <p>Additionally, any person may request a Section 16 Order on the grounds that the order may prevent, mitigate or remedy adverse impacts on Aboriginal or treaty rights.</p>
Section 11.0 Amending Class EA Documents	<p>Section has been amended further to Section 15.4 of the EA Act (“minor” and “major” amendments replaced with “Director” and “Minister” amendments). This section outlines amendment</p>

Section Reference (CO Class EA – Amended February 2024)	Summary of Change(s)
	procedures for the Class EA document, and not individual Class EA projects. No process changes for proponents.
Appendix E Sample Notification Forms	Sample notification forms have been updated with text regarding Section 16 Orders.
Appendix J Glossary of Terms	Terminology Removed: <ul style="list-style-type: none"> • “Aboriginal Communities” • “Amendment” • “Class Environmental Assessment Project” • “Environmental Assessment Coordinator” • “Individual Environmental Assessment” • “Part II Order” Terminology Added or Amended: <ul style="list-style-type: none"> • “Class Environmental Assessment” • “Comprehensive Environmental Assessment” • “Consultation” • “Environmental Assessment Act” • “Regional Environmental Assessment Coordinator” • “Remedial Flood and Erosion Control Projects”

ENVIRONMENTAL ASSESSMENT ACT

NOTICE OF AMENDMENTS

Class Environmental Assessment for Remedial Flood and Erosion Control Projects

RE: Amendments to the Class Environmental Assessment for Remedial Flood and Erosion Control Projects

EA File No.: EA-02-09-02-02

The Ministry of the Environment, Conservation and Parks (ministry) as part of its environmental assessment modernization initiative to move to a project-list approach for projects that will require a comprehensive environmental assessment, proposed amendments to the Class Environmental Assessment for Remedial Flood and Erosion Control Projects (the Class EA) to facilitate this move. A class environmental assessment sets out the undertakings (projects) to which it applies and the streamlined process to be followed to proceed with the projects.

Section 15.4 of the *Environmental Assessment Act* (EAA) establishes the authority and process for making amendments to a class environmental assessment, including amendments made on the Minister's own initiative. To amend a class environmental assessment, the Minister must be satisfied that the amendments are consistent with the purpose of the EAA and the public interest. The Minister must ensure that adequate public notice of a proposed amendment is provided and that members of the public have an opportunity to comment on it.

As part of its proposals to move toward a project-list approach for projects that will require a comprehensive environmental assessment under the EAA, the ministry consulted on the proposed amendments with Indigenous communities, members of the public, government agencies, and stakeholders, including proponents. Consultation was carried out with respect to the original and revised proposals regarding the move toward a project-list approach. Information on the original and revised proposal was posted on the Environmental Registry of Ontario (ERO) and Ontario.ca for 60-day comment periods from November 26, 2021 to January 26, 2022 (original proposal) and March 10, 2023 to May 9, 2023 (revised proposal). Indigenous communities, government agencies and stakeholders were directly notified and provided with information on the proposed amendments.

Having considered the consultation and feedback received, the ministry is recommending amendments to the Class EA to facilitate the move to the project-list approach, including:

- Changing the class by including remedial flood or erosion control projects by conservation authorities that are multi-purpose or facilitate or anticipate development. This change would provide for the continued application of the EAA to these projects, which have not been designated as Part II.3 projects (comprehensive environmental assessments) under the project-list approach and as such would otherwise not be subject to the EAA.
- Clarifying the description of the class of projects.

- Specifying that the Class EA does not apply to waterfront projects that are designated as a Part II.3 project (i.e., require a comprehensive EA).
- Updating terminology and text for consistency with the EAA and its regulations.

In addition to the recommended amendments to the Class EA to facilitate the move to a project-list approach, the ministry recommends that the Class EA be amended to:

- Update and clarify existing text, including to align with: certain amendments to the EAA that have been made in recent years (e.g., specifying when a proponent is authorized to proceed with a project subject to the Class EA), other class environmental assessments (e.g., Indigenous consultation text) and other Acts and regulations.
- Revise certain content with standard Class EA language (e.g., Section 16 Orders, Class EA amending procedures).
- Revise the transition provision, which is no longer relevant, to clarify that the amended Class EA would apply to all projects.
- Make other administrative amendments, including grammatical changes and updates to the glossary.

Having considered the comments and submissions on the proposed amendments, consultation with Indigenous communities and organizations, the amending procedures set forth in section 15.4 of the EAA and the recommended amendments to the Class EA, I am satisfied that the amendments are consistent with the purpose of the EAA and the public interest and have decided to amend the Class EA. The amendments are incorporated in the February 2024 Class Environmental Assessment for Remedial Flood and Erosion Control Projects, to which this notice is attached.

REASONS

My reasons for amending the Class EA are as follows:

- (1) Adequate public notice of the amendments has been provided and members of the public have had an opportunity to comment on the proposed amendments. Public notice and opportunities to comment were provided through the ERO and Ontario.ca postings described above.
- (2) Adequate consultation with proponents of projects that will proceed pursuant to the Class EA has occurred, with appropriate opportunity provided to proponents to review the amendments and to provide their comments.
- (3) Adequate consultation with Indigenous communities and organizations has occurred. The ministry directly engaged Indigenous communities and organizations on the original proposal and revised proposal that, among other matters, provided more detail on the amendments. Consultation also included providing communities and organizations with opportunities to attend webinar sessions or individual meetings with the ministry to comment on and raise any concerns about the amendments. No comments were received from Indigenous communities or organizations about the amendments to the Class EA.
- (4) The amendments establish environmental assessment requirements for certain additional projects that are now subject to the Class EA and not included in the

comprehensive environmental assessment projects regulation. The Class EA requires consultation, including consultation with Indigenous communities, and requires the consideration of potential environmental impacts and mitigation of any such impacts before a project proceeds. The evaluation and consultation processes under the Class EA are designed to be flexible and scalable to the scope of a project and its potential impacts and provide for appropriate evaluation and consultation for projects being added to the Class EA. As such, the amendments will provide appropriate environmental oversight and opportunities for consultation for these projects.

- (5) The amendments that facilitate the move to the project-list approach are necessary to provide clarity, consistency and coherency within the environmental assessment regime.
- (6) Certain amendments are administrative in nature and are editorial, update outdated information, and/or improve clarity in the Class EA. It is important that the class environmental assessments be accurate, consistent with applicable legislation and regulations and clear and understandable for all.

For the foregoing reasons, I am satisfied that the amendments are consistent with the purpose of the EAA and the public interest.

Notice of my decision to amend the Class EA will be posted in the ERO to bring the amendments into effect, as required by the EAA, and to provide public notice of the amendments made to the Class EA. That notice will be posted in the ERO on the day that the EAA amendments and regulations moving to a project list approach for projects that will require a comprehensive environmental assessment come into force.

Dated the 16 day of February 2024 at TORONTO.



Minister of the Environment, Conservation and
Parks
777 Bay Street
College Park 5th Floor
Toronto, Ontario
M7A 2J3

REPORT FA 22 / 2024: To the Full Authority

FROM: Dusty Underhill

SUBJECT: 2024/ 2025 Insurance Renewal

DATE: April 3, 2024

PURPOSE:

To update the members on further discussions regarding the CCCA's Insurance Policy.

DISCUSSION:

The following are recommended policy changes and related pricing regarding said changes as advised by Dan Reith, Principal Broker, Property & Casualty President, Reith & Associates Insurance and Financial Services Limited.

The limit offered for Employee dishonesty is significantly low given the declared amount of cash typically handled by employees. To increase Crime, Employee Dishonesty from \$10,000 to either \$25,000 - \$98 Additional Annual Premium - \$500 Total Annual Premium or, \$50,000 - \$523 Additional Annual Premium - \$925 Total Annual Premium.

Options for Flood & Earthquake:

Currently there is no flood or earthquake insurance. The broker is recommending Flood - \$25,000 Deductible - \$484 Additional Annual Premium and, Earthquake - 3% or \$100,000 - \$484 at an Additional Annual Premium.

Buildings appear to undervalued. Given a number of buildings are insured on a replacement cost basis under insured buildings can prejudice the authority in the event of loss. It is recommended that an appraisal, by a certified appraiser be completed, to determine the current rebuilding cost and to amend the insured limits accordingly.

Bridges and culvert limits appear to be low. An internal review of the replacement values of these items should be conducted and amend the insured value accordingly.

Coverage for rental vehicles is insufficient. Increase the limit to at least \$3,000 or higher if the insurer allows. Based on the nature of type of vehicles insured on the policy, should one be lost to an insured peril and a temporary replacement be required the current limit is insufficient to provide a rental of like kind potentially leaving the Authority without suitable service. It is advisable to increase the current OPCF 20 with a \$1,500.00 limit which currently costs \$75.00 per vehicle to an OPCF 20 which has a \$3,000.00 limit and equates to \$100.00 per vehicle.

With respect to "Income Replacement Coverage" the insurer is able to offer two (2) options: Gross Revenue or Profits. Gross Revenue replaces only the fixed operating expenses, not including ordinary payroll, from the date of loss until the insured loss is repaired/replaced and reopened with a maximum coverage period of 12 months. Profits, replaces the lost income, including ordinary payroll, from the date of loss until the revenue is restored to its level it was at, at the time of the loss. An indemnity

period of 12, 18 or 24 months can be purchased. Keeping in mind, this is looking at income generating operations that would be impacted by an insured loss, i.e. fire/wind, and not covered by annual income supports. EXAMPLE: fire making the camp ground uninhabitable for a season. So further discussion on planned activities for the year is required.

Keeping in mind under the Supplemental Extensions, Extra Expense coverage is included with a limit of \$250,000. The Extra Expense Coverage is additional coverage which covers the cost of any extraordinary expenses incurred as a result of an insured loss incurred to keep operations going but it does not replace lost income that may be experienced.

Any third-party service providers hired by the Authority to do work on Authority property needs to supply a certificate of insurance for a limit of insurance of not less than \$2,000,000 and showing Catfish Creek Conservation Authority as a certificate holder AND an Additional Insured with respect to the work being undertaken on the property. EX. Electrician doing any wiring. It is recommended that these be filed and retained in the Administration Office, or we can forward them to our broker for review/ approval and retention. The purpose is as a certificate holder, Catfish has the proof that the vendor/ supplier/ trade has sufficient insurance and if the policy is canceled for any reason, the insurer will notify the CCCA and then the CCCA can determine if they wish to continue to work with an uninsured entity. Further, as an Additional Insured serves as an additional layer of protection for the CCCA, such that if there is a loss caused by the negligence of the vendor/ supplier/ trade and a third party sues as a result, and names the CCCA in the action, then the vendor/ supplier/ trade's insurance will respond first to protect them and to protect/ indemnify the CCCA. CCCA's insurance would only then respond when the vendor/ supplier/ trade limits and/ or coverages are not sufficient. If the CCCA collects the certificates and forward them to the broker who will review/ approve and/ or advise of required changes. All for the purpose of better protecting Catfish's interests.

RECOMMENDATION:

THAT, the Board of Directors support an increase to Crime, Employee Dishonesty from \$10,000 to either \$25,000, \$98 Additional Annual Premium - \$500 Total Annual Premium or; \$50,000 - \$523 Additional Annual Premium, \$925 Total Annual Premium; and further,

THAT, the Board of Directors direct staff to obtain quotes from certified appraisers in regard to ensuring adequate coverage on all of CCCA's structures; and further,

THAT, the Members approve the above recommendations noted and detailed in Report FA 22 / 2024, provided by Dan Reith from Reith & Associates Insurance and Financial Services Limited.



Dusty Underhill
General Manager / Secretary-Treasurer

REPORT FA 23/2024 : **To the Full Authority**
FROM : Gerrit Kremers, Resource Planning Coordinator
SUBJECT : Approved Section 28 Regulation Applications
DATE : April 2nd, 2024

PURPOSE: To outline the ‘Development, Interference with Wetlands & Alterations to Watercourses’ applications approved by staff from January, February and March, 2024.

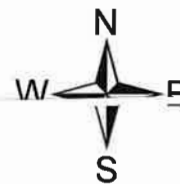
PERMIT NO.	LOCATION	PROPOSAL	DATE ISSUED
FR-01-23 (Site 1)	49235 Blair Drive; Township of Malahide	* This proposal involves the construction of a detached 10 x 10 Bunkie Life structure Adjacent to the North shore of Lake Erie; * Construction and site elevations will conform to final foundation drawings submitted in FR-01-24 Application;	February 22 nd , 2024
FR-02-23 (Site 2)	Rotary Park; Town of Aylmer	* This proposal involves the construction of a multi-use pathway, to connect current pathway to Willow Run Subdivision; * All grades post construction to match pre construction and excess fill to be removed;	February 23 rd , 2024

RECOMMENDATION: THAT, the Full Authority receive the staff approved Section 28 Regulation Applications **Report FA 23/2024**, as information.


Gerrit Kremers, Resource Planning Coordinator



April 2024



29.

Completed a draft Watershed Based Resource Management Strategy. As soon as all of our updated watershed plans are completed I can link them to the document and seek draft Board approval. After draft approval the WBRMS will be released for public consultation. Gerry Richer is assisting me in Indigenous Engagement and finding contacts.

Continual efforts assisting staff to update current documents, mapping etc. in regard to the new Ontario Regulation 41/24 which comes into effect April 1, 2024. Communication updates were provided to our member municipalities and board approval was sought in regard to all applicable changes. Re-appointment of Officers also has to occur under the new legislation.

Attended an MNRF debrief in regard to O. Reg. 41/24 where Provincial guidance was given to all CA's in regard to fulfilling all requirements by the April 1, 2024 deadline.

Completed the Authorities annual insurance renewal.

Reviewed and had consultation with Greg Newton from Dorbar Employee Benefits and Insurance Solutions in regards to our annual staff benefit plan renewal.

Attended four (4) O.Reg. 41/24 meetings with CA staff, CO and General Managers to discuss next steps, things to do, and how things are going throughout the very limited timeframe we were dealt.

Completed all necessary documents and reports required for the April Full Authority and April 2024 Source Protection Authority meeting.

Started pulling information together in regard to the mandatory Conservation Areas Strategy which is due December 31, 2024.

Submitted the Audited Financial Statements for 2022 to the MECP. It is a legislative requirement to submit to the province within 60 days of receiving it.

Assisted staff with numerous grant applications.

Arranged a meeting with staff at the Ontario Police College to address the 2024 work day. The CCCA works in conjunction with the OPC with the Memorial Path of honor. Every year a maintenance day is conducted and dead trees etc. are removed and replaced. Trees are also planted for any officer provincially who has lost their life in the line of duty.

Completed the Section 39 Year End Report for Provincial Fiscal 2023-24 funding.

**Catfish Creek Conservation Authority
Correspondence Register – March 1 – 31, 2024**

Date	Type	Agency	Topic
March 1, 2024	Email/ Response	MNRF	FHIMP Questions
March 1, 2024	Email/ Response	CO	Weekly Meetings: O. Reg. 41/24 Transition
March 1, 2024	Email/ Response	Hydro One	Hydro One 2024 Annual Workplan - Catfish Creek CA
March 4, 2024	Email	CO	Weekly News
March 4, 2024	Email/ Response	UTRCA	Clean Water Program - Oxford
March 4, 2024	Email/ Response	CO	CCCA Contacts
March 4, 2024	Email/ Response	Quinte Conservation	Upcoming Lake Committee Meetings
March 4, 2024	Email/ Response	UTRCA	SW GM's - New Regulations Communications
March 5, 2024	Email/ Response	CO	A Quebec lender opted out of mortgages in flood zones. Experts warn it could happen elsewhere - CBC
March 5, 2024	Email/ Response	Integrity IT	RE: New Router / Gateway
March 6, 2024	Email/ Response	GRCA	Lake Erie Region Source Protection Committee Meeting (LERMC Invite)
March 6, 2024	Email/ Response	SWOX	Vincent Drain Meeting - March 26th, 2024 at 3:30 p.m. at the Brownsville Community Centre
March 6, 2024	Email/ Response	CO	CA Review Requested: Draft CO Comments on a regulation to replace the Municipal Class EA Process
March 7, 2024	Email/ Response	CO	GM Meeting - MNRF Meeting Debrief
March 7, 2024	Email	MNRF	A Act Webinar: Ontario Regulation 41/24: Prohibited Activities, Exemptions, Permits
March 7, 2024	Email	MNRF	CA Act Webinar: Ontario Regulation 41/24: Prohibited Activities, Exemptions, Permits

March 7, 2024	Email/ Response	LDSC	Updated Conflict of Interest Form
March 7, 2024	Email/ Response	MVC	Board Report on regulation to replace the Municipal Class EA Process
March 8, 2024	Email/ Response	CO	Notice of Amendment: Class EA for Remedial Flood and Erosion Control Structures
March 8, 2024	Email/ Response	CO	Recall: Notice of Amendment: Class EA for Remedial Flood and Erosion Control Structures
March 8, 2024	Email/ Response	MNRF	Re: Invoice
March 8, 2024	Email/ Response	KCCA	Municipal Communication_general
March 9, 2024	Email/ Response	UTRCA	Section 28 Municipal Communications
March 11, 2024	Email/ Response	ERCA	FW: Letter of Apology
March 11, 2024	Email/ Response	Dorbar	Employee Benefit plan Renewal
March 11, 2024	Email/ Response	UTRCA	UTRCA Communications about Legislative and Regulatory Changes Affecting Conservation Authority Development Permitting
March 12, 2024	Email/ Response	Info and Privacy Commissioner	Take up the IPC's Transparency Challenge!
March 12, 2024	Email/ Response	CO	FW: Federal Funding Agreement to Expand Protected Areas in Ontario
March 13, 2024	Email/ Response	CO	Interim Guidelines to Support Conservation Authority Administration of Ontario regulation 41/42
March 13, 2024	Email/ Response	Ian Begg	Correction in Aylmer Express
March 13, 2024	Email/ Response	Pat Prodanovic	Re: ON22-041 - Port Bruce Riverine and Coastal Floodplain Mapping (Catfish Creek CA)
March 14, 2024	Email/ Response	GRCA	For approval: revised 2024-2027 TPA budget request
March 14, 2024	Email/ Response	CO	Transitional Material Board Reports
March 15, 2024	Email/ Response	LERNERS	Notice to Catfish Creek

March 15, 2024	Email	CRA	New mail from the Canada Revenue Agency
March 18, 2024	Email/ Response	TPON	A report needs to be submitted to the Transfer Payment Ontario System within 15 calendar days.
March 18, 2024	Email/ Response	CRA	Your report submission for CAT-1556 has been received
March 18, 2024	Email	CO	FW: Flood Mapping Workshop Registration Reopened,
March 19, 2024	Email/ Response	CO	Conservation Ontario Submission: New Regulation to Replace the Municipal Class EA Process (ERO#019-7891)
March 19, 2024	Email/ Response	CO	CA Communications to Drainage Superintendents on Regulatory Changes / DART
March 19, 2024	Email/ Response	MNRF	CA S.39 Year-End Reporting - TPON Notification
March 20, 2024	Email/ Response	CO	FW: NSCSF Meeting Series
March 20, 2024	Email/ Response	CO	Flood Impacts Mapping - Watersheds Canada Webinar
March 20, 2024	Email/ Response	CO	RE: For approval: revised 2024-2027 TPA budget request
March 20, 2024	Email/ Response	Malahide	RE: Donation from PBRA for HEC-HMS Modeling
March 20, 2024	Email/ Response	CO	RE: Wetland Protection under New Reg and Act
March 21, 2024	Email/ Response	Ian Begg	Drone Footage
March 21, 2024	Email/ Response	MNRF	Updated Provincial Offences Officer's Designation for CAs
March 21, 2024	Email/ Response	McFarlan Rowlands	April 1, 2024 Renewal Quote
March 21, 2024	Email/ Response	Reith and Associates	Insurance Review/ Recommendations & Cyber Insurance Quote
March 21, 2024	Email/ Response	CO	Updated Class Designation from MNRF
March 21, 2024	Email/ Response	Aspira/ Firefly	Re: Locally Installed Agreement Update

March 21, 2024	Email/ Response	GRCA	RE: For approval: revised 2024-2027 TPA budget request
March 21, 2024	Email/ Response	CO	RE: CCCA 2023 Audited Financial Statements
March 22, 2024	Email/ Response	GRCA	LESPR Revised Submission for 2024- 2027 grant application
March 22, 2024	Email/ Response	MECP	RE: LESPR Revised Submission for 2024- 2027 grant application
March 24, 2024	Email/ Response		RE: Jan, Feb, 2024 RRSP Tax Receipt
March 25, 2024	Email/ Response	Elgin County	Mapping Updates
March 25, 2024	Email/ Response	MECP	RE: Agreement to Expand Protected Areas in Ontario Inquiry
March 26, 2024	Email/ Response	Pat Prodanovic	Re: ON22-041 - Port Bruce Riverine and Coastal Floodplain Mapping (Catfish Creek CA)
March 26, 2024	Email/ Response	Elgin County	King Bridge Replacement - Elgin County
March 26, 2024	Email/ Response	CPRA	RE: CPRA Green Jobs Initiative: ON-GJ680
March 26, 2024	Email/ Response	OPC	Path of Honor Meeting
March 26, 2024	Email/ Response	MNRF	CA S.39 2023-24 Year End Reporting - DUE April 26, 2024
March 27, 2024	Email/ Response	FHIMP	FHIMP: Provincial and Federal acknowledgements
March 27, 2024	Email/ Response	TRCA	Draft Roadmap for CA Natural Asset Management - Follow- Up to Fall 2023 Workshop
March 27, 2024	Email/ Response	McFarlan Rowlands	April 1 Renewal
March 28, 2024	Email/ Response	Coalition	Sign application to start your Coalition cyber insurance coverage
March 28, 2024	Email/ Response	CO	Request for review of a Draft Roadmap for CA Natural Asset Management -
March 28, 2024	Email/ Response	CO	Guidance to Support Conservation Authority and Drainage Superintendents Implementation of the Exception for Municipal

21

			Drain Maintenance and Repair
March 28, 2024	Email/ Response	OPC	Path Meeting