

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, May 9, 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 03/2024 (April 11, 2024) 3 - 6
- 7) Business Arising from Minutes
- 8) Public / Special Delegations
- 9) Reports:
 - a) Reports FA 24-27/2024 - Monthly Staff Reports 7 - 11
(Peter Dragunas, Gerrit Kremers, Al Bradford, Brittany Bell)
 - b) Report FA 28/2024 - April Summary of Revenue & Expenditures 12 - 13
(Susan Simmons)
 - d) Report FA 29/2024 - Accounts Paid. 14 - 15
(Susan Simmons)
 - e) Report FA 30/2024 - 2024 Budget and Levy Re-approval 16
(Dusty Underhill)
 - f) Report FA 31/2024 - Conservation Ontario Council Meeting. 17-22
(Dusty Underhill)

g) Report FA 32/2024 - Summer Employment Programs	23
(Dusty Underhill)	
h) Report FA 33/2024 - Southwestern Regional Envirothon Competition	24
(Dusty Underhill)	
10) General Manager / Secretary-Treasurer's Report	25 - 26
(Dusty Underhill)	
11) Unfinished Business	
12) Chairperson's / Board Member's Report	
13) Notice of Motions / New Business:	
14) Correspondence:	
a) Copied:	
b) Not Copied:	
- Correspondence Register for April, 2024	
15) Closed Session	
a) Personal Matter Regarding an Identifiable Individual	
16) Next Meeting of the Full Authority: June 13, 2024	
17) Termination	

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

Thursday, April 11, 2024

Meeting #03/2024

PRESENT:

Paul Buchner	Chairperson	Township of South-West Oxford
Arthur Oslach	Member	Town of Aylmer
Gary Clarke	Member	City of St. Thomas

STAFF:

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

ABSENT:

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

OTHERS PRESENT:

Rob Perry	Reporter, the Aylmer Express
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WELCOME / CALL TO ORDER:

Chairperson Buchner welcomed everyone and called the meeting to order at (10:00 a.m.).

ADOPTION OF AGENDA:

<u>Motion # 34/2024</u>	G. Clarke	A. Oslach	CARRIED
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THAT, the Agenda for the April 11, 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 # 35/2024 A. Oslach G. Clarke CARRIED

THAT, the Minutes of Full Authority Meeting #02/2024 (March 27, 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 15 to FA 18/2024 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 36/2024 G. Clarke A. Oslach CARRIED

THAT, Staff Reports FA 15 to FA 18 for the month of January and February, be noted and filed.

Report FA 19/2024 – March Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 37/2024 A. Oslach G. Clarke CARRIED

THAT, Report FA 19/2024 (March Summary of Revenue & Expenditures), be noted and filed.

Report FA 20/2024 – Employee Group Benefits Plan, was presented, discussed, and resolved.

Motion # 38/2024 G. Clarke A. Oslach CARRIED

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.

Report FA 21/2024 – Amendment to Class EA for Flood/Erosion Control Structures was presented, discussed, and resolved.

Motion # 39/2024 A. Oslach G. Clarke CARRIED

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

Report FA 22/2024 – Insurance Recommendation Report, was presented, discussed, and resolved.

Motion # 40/2024 G. Clarke A. Oslach CARRIED

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.

Report FA 23/2024 –Approved Section 28 Regulations was presented, discussed, and resolved.

Motion # 41/2024

A. Oslach

G. Clarke

CARRIED

THAT, the Full Authority receive the staff approved Section 28 Regulation Applications Report FA 23/2024.

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.

GENERAL MANAGERS REPORT:

- 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 MNR 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.

Motion # 42/2024

G. Clarke

A. Oslach

CARRIED

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

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, May 9, 2024, commencing at 10:00 a.m.

Motion # 43/2024

A. Oslach

G. Clarke

CARRIED

THAT, the Full Authority be terminated at 10:57 a.m.

General Manager / Secretary –Treasurer

Authority Chairperson

REPORT FA 24/2024: To The Full Authority

FROM: Peter Dragunas, Water Management Technician

SUBJECT: April Monthly Staff Report

DATE: April 30, 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 Lake Erie 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.
- Assessment of quantitative and qualitative adjustments for the Ontario Low Water Program forecasting and warning tools.
- Responded to queries from the Port Bruce Rate Payers Association regarding flood line mapping in Port Bruce.

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 April 2024, be noted and filed.



Peter Dragunas
Water Management Technician

REPORT FA 25/2024: To Full Authority

FROM: Gerrit Kremers, Resource Planning Coordinator

SUBJECT: April Monthly Staff Report

DATE: May 1, 2024

Resource Planning Coordinator

Current Activities:

- Implemented changes to Section 28 of the Conservation Authorities Act with the 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;
- Attended the Lake Erie Action Plan (LEAP) Implementation Team webinar with neighbouring Conservation Authority staff and members of other agencies;
- Participated in planning pre-consultation meetings with member municipalities and private landowners looking to conduct work within adjacent lands of a natural hazard feature;
- Met with landowners to promote tree planting and stewardship projects on their private lands;
- Had online meeting with Canadian Wildlife Federation about future prairie and meadow stewardship projects and potential funding or seed sourcing;
- Coordinated the 2024 Envirothon competition forestry module/testing, which was hosted at Springwater CA;
- 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 and website to comply with mandates of O.Reg 41/24;

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;
- Pickup, sort and deliver 2024 reforestation tree planting orders;
- 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 April, 2024, be noted and filed.


Gerrit Kremers
Resource Planning Coordinator

REPORT FA 26/2024 : To The Full Authority

FROM: Al Bradford, Conservation Areas Supervisor

SUBJECT: April Monthly Staff Report

DATE: April 30, 2024

Conservation Areas Supervisor

Current 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 seeking a quote for painting as well
- Ordered cleaning supplies for beginning of camping season
- Fit time into getting Whites Mill painting finished
- Worked on some roads through out the campgrounds and Day Use area aswell as tree trimming
- Assisted with planning staff orientation day for May
- Verifying quote and permit for potential dump station in the Day Use for transient campers
- Trout stocking of Springwater Pond booked for April 12th & our sponsor is Zap's Tree Service
- Organization/cleanup, picnic table repairs & Day Pass sales with Tri-County Travellers for the Trout Derby
- Worked on getting items posted on Gov Deals
- Currently still seeking quotes, possible funding on material for our bridges in SPW Forest as they are becoming a serious hazard & plan for repairs this spring
- Currently still seeking quote for Fall Arrest system on the live roof as this is required to safely work (I have contacted Steelway)
- Continue to meet and coordinate work with Uplink Communications to ensure everything is making progress where it needs to be, hopefully moving ahead with WIFI throughout the park
- Contacted Key West Gates to come in to move the kiosk further away from gatehouse
- Made time for any upcoming meetings with either staff, contractors, campers, trout preparation etc.
- Cleaned some ditches out throughout Day Use to keep water flowing instead of building up in areas
- Working on two separate week long programs (day camps) to take place in July & August, working in conjunction with the CS Clerk to find out information that is required for running the day camps
- Operations team made sure we had water turned on so water samples can be taken and Intent to Supply is sent in to Southwestern Public Health

Upcoming Activities:

- Completion of accessibility ramp at schoolhouse by Victoria Day Weekend, work with Fody Construction as required and the inspectors as required
- Awaiting delivery cleaning supplies for beginning of camping season
- Finish Whites Mill painting if needed and obtaining a quote for counters in Whites Mill
- Working with CS Clerk to ensure we find out all needed info for day camps and to start

- advertising as soon as possible
- Taking delivery of firewood so we can ensure we have our wood cribs stocked for the 2024 season
 - Preparing for the 2024 camping season for both seasonal and transient camping
 - Ensuring we are prepared for events for May and June (VanFest)
 - Daily operations
 - Ensuring day passes are being sold for the trout derby up until May 17/24 on a daily bases
 - Actively looking for grants or funding that would assist with bringing upgrades to our Conservation Areas

Recommendation:

THAT, Staff Reports for the month of April, 2024, be noted and filed.

A handwritten signature in black ink, appearing to read "Al Bradford", is written over a horizontal line.

Al Bradford
Conservation Areas Supervisor

REPORT FA 27/2024: To Full Authority

FROM: Brittany Bell, Communications/Program Support Assistant

SUBJECT: April Monthly Staff Report

DATE: April 30, 2024

Communications/Program Support Assistant

Current Activities:

- Seasonal camper administration
- Maintained social media channels and posted entertaining content
- Working on a magazine article that will be in Summer In Elgin about Springwater Forest
- Monitoring CCCA website inquiries
- Catfish Creek Conservation Authority administrative duties
- Researched grant opportunities
- Booked Springwater Conservation Area facility rentals
- New gatestaff started on April 29, 2024
- Met with couples looking to book weddings at the schoolhouse, pavilions and Audreys Place Pavilion for 2024
- Springwater Conservation Area Campground Admin Preperation
- Admin Preperation for the Springwater Trout Derby
- Researching new marketing content for the Springwater Conservation Area
- Desiging virtual flip books for the Trail Guide and Maple Syrup Program Guide which readers can view on social media channels and our website
- Admin Preperation for Events taking place at Springwater this season
- Met with numerous individuals that were interested in booking their event at Springwater
- 4 bookings in total for the Stage this season (all events)

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
- Conservation Ontario Communications Meeting
- Springwater Conservation Area opening preparation
- Seasonal Staff Orientation Day
- Kid's First Day preperation

Recommendation:

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



Brittany Bell
Communications/Program Support Assistant

REPORT FA 28/2024 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures
 DATE: April 30, 2024

SUMMARY OF REVENUE

for the period ending April 30, 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	\$ 19,269.64	\$ (22,937.14)	\$ 4,556.32
Federal Grants	\$ 138,710.18	\$ -	\$ (138,710.18)	\$ 90,766.01
Employment Program Grants	\$ 15,000.00	\$ 8,127.00	\$ (6,873.00)	\$ -
Municipal General Levies	\$ 442,474.36	\$ 27,086.07	\$ (415,388.29)	\$ 200,470.41
Donations/Sponsorships	\$ 30,929.35	\$ 17,624.70	\$ (13,304.65)	\$ 19,539.08
Conservation Areas Revenue	\$ 727,649.00	\$ 222,085.84	\$ (505,563.16)	\$ 204,333.02
Maple Syrup Revenue	\$ 41,080.00	\$ 46,182.52	\$ 5,102.52	\$ 61,231.87
Bank Interest Earned	\$ 15,000.00	\$ 7,197.87	\$ (7,802.13)	\$ 4,115.08
Legal Inquiries/Permit Applications	\$ 5,000.00	\$ 1,150.45	\$ (3,849.55)	\$ 3,300.90
Watershed Stewardship	\$ 8,300.00	\$ 39,985.00	\$ 31,685.00	\$ 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	\$ 17,913.20	\$ (11,086.80)	\$ (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	\$ 428,932.49	\$ (1,337,409.75)	\$ 608,868.52

DONATIONS/SPONSORSHIPS	2024 Budget	Received To Date	Difference
Annual Report	\$ 1,000.00	\$ 1,000.00	\$ -
Environmental Education	\$ 2,000.00	\$ 460.00	\$ (1,540.00)
EESS ELP	\$ 5,400.00	\$ -	\$ (5,400.00)
Commemorative Forest	\$ 300.00	\$ 240.00	\$ (60.00)
Springwater Forest Trails	\$ 9,829.35	\$ 5,238.25	\$ (4,591.10)
Archie Coulter C.A. Trails	\$ 2,200.00	\$ 488.10	\$ (1,711.90)
YNHA	\$ 2,200.00	\$ 548.35	\$ (1,651.65)
Trout Program	\$ 1,000.00	\$ 2,000.00	\$ 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	\$ 17,624.70	\$ (13,304.65)

REPORT FA 28/2024 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures
 DATE: April 30, 2024

SUMMARY OF EXPENDITURES
 for the period ending April 30, 2024

	2024 Budget	2024 To Date	Difference	2023 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Service:	\$152,975.78	\$ 61,383.21	\$ (91,592.57)	\$ 51,988.96
2 FLOOD FORECASTING & WARNING	\$274,434.00	\$ 136,327.92	\$ (138,106.08)	\$ 79,438.56
3 DROUGHT AND LOW WATER RESPONSE	\$17,732.88	\$ 5,737.90	\$ (11,994.98)	\$ 4,960.21
4 ICE MANAGEMENT	\$25,797.86	\$ 9,094.74	\$ (16,703.12)	\$ 8,392.09
5 INFRASTRUCTURE (Dam)	\$24,766.80	\$ 10,450.24	\$ (14,316.56)	\$ 6,441.58
6&7 ACT REVIEWS & PLAN REVIEW	\$3,267.81	\$ 966.47	\$ (2,301.34)	\$ 1,448.33
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$46,949.19	\$ 18,158.60	\$ (28,790.59)	\$ 13,094.66
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$86,900.35	\$ 27,272.99	\$ (59,627.36)	\$ 26,162.97
12 WATER QUALITY (PGMN & PSMP)	\$9,366.44	\$ 2,868.95	\$ (6,497.49)	\$ 4,938.90
13 SOURCE PROTECTION	\$6,267.78	\$ 1,064.42	\$ (5,203.36)	\$ 2,089.96
SUB TOTAL: MANDATED PROGRAMS Expenditures	\$648,458.89	\$273,325.44	-\$375,133.45	\$198,956.22
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	\$19,877.23	\$ 15,853.44	\$ (4,023.79)	\$ 9,997.91
EDUCATION PROGRAMS	\$16,253.61	\$ 103.76	\$ (16,149.85)	\$ 112.33
SPECIAL PROJECTS	\$9,200.00	\$ -	\$ (9,200.00)	\$ -
C.A. DEVELOPMENT PROJECTS	\$176,904.18	\$ 20,147.56	\$ (156,756.62)	\$ 92,753.93
OTHER CAPITAL PROJECTS	\$23,381.00	\$ 9,500.57	\$ (13,880.43)	\$ -
MAPLE SYRUP PROGRAM	\$45,080.00	\$ 31,852.89	\$ (13,227.11)	\$ 78,801.53
SPRINGWATER CONSERVATION AREA	\$751,867.53	\$ 163,034.78	\$ (588,832.75)	\$ 99,842.35
VEHICLE & EQUIPMENT OPERATIONS	\$75,319.80	\$ 57,544.11	\$ (17,775.69)	\$ 39,788.07
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,117,883.35	\$298,037.11	-\$819,846.24	\$321,296.12
AMORTIZATION	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,766,342.24	\$ 571,362.55	\$(1,194,979.69)	\$ 520,252.34


 Susan Simmons,
 Financial Services Coordinator

REPORT FA 29/2024 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: April 30, 2024

VENDOR	CHQ #	TOTAL	EXPLANATION
Halpin, Morgaine	31733	\$ 630.00	per diems for 2023
Martyn, Sally	31734	\$ 150.00	per diems for 2023
Hydro One	online	\$ 621.59	schoolhouse and day use area
CIBC Visa	online	\$ 1,186.67	MS - Expenses
CIBC Visa	online	\$ 37.24	MS - advertising
CIBC Visa	online	\$ 276.40	MS - purchase of resaleable supplies
CIBC Visa	online	\$ 68.24	SPW Supplies - software
CIBC Visa	online	\$ 314.75	SPW Supplies - miscellaneous
CIBC Visa	online	\$ 223.32	Equipment Maintenance
Aylmer Express Limited	31735	\$ 572.91	AR Inserts, advertising for Maple & Farm Show
Canadian Tire	31736	\$ 105.06	operations centre maintenance
Dowler-Karn Limited	31737	\$ 422.04	shop heat fuel
Durand, Chris	31738	\$ 20.99	website management
Erie Excavating & Liquid Waste Removal Limited	31739	\$ 350.00	campground maintenance
Glenbriar Bottled Water Co. Ltd.	31740	\$ 11.24	water cooler service
Integrity IT Services	31741	\$ 406.24	computer network support
Passport Labs, Inc	31742	\$ 8.05	mobile parking app fee
Printers Plus	31743	\$ 1,379.68	office supplies
St. Thomas Rent-All	31744	\$ 96.05	equipment rental - Accessibility Ramp project
Union Pipe & Supply	31745	\$ 207.56	campground maintenance
Uplink Communications Inc.	31746	\$ 220.07	monthly phone service March
WJ Roofing Ltd.	31747	\$ 14,125.00	Schoolhouse roof replacement
Bell Canada	online	\$ 102.71	gauge
Eastlink	online	\$ 243.65	gauges
Telus Mobility	online	\$ 386.07	mobile phones
Waste Connections of Canada Inc.	online	\$ 340.80	campground maintenance
Integrity IT Services	31749	\$ 812.76	computer network support
Hydro One	online	\$ 1,815.13	operations centre, campground, and gauge
Aylmer Express Limited	31750	\$ 137.86	Trout Derby advertising
Aylmer Tire	31751	\$ 219.64	equipment maintenance
Canadian Tire	31752	\$ 236.60	campground and envirothon supplies
Checkers Cleaning Supply	31753	\$ 210.46	campground supplies
Dowler-Karn Limited	31754	\$ 1,913.32	equipment and vehicle fuel
Dulux - PPG AC Canada Inc.	31755	\$ 947.16	campground supplies
Elgin Feeds Ltd.	31756	\$ 44.00	campground supplies
Elgin Pure Water	31757	\$ 173.79	water cooler service
Francotyp-Postalia Canada	31758	\$ 67.80	postage metre maintenance
Gehring's Fish Farm	31759	\$ 1,700.00	live Trout for Trout Derby
Glenbriar Bottled Water Co. Ltd.	31760	\$ 73.92	water cooler service
H. Broer Equipment Sales & Service Inc.	31761	\$ 82.68	equipment maintenance
Integrity IT Services	31762	\$ 295.22	computer network support
Ken Jones Signs	31763	\$ 339.00	campground supplies
London Quality Dairy and Wholesale	31764	\$ 758.44	store product for resale
Paul Fody	31765	\$ 10,000.00	Accessibility Ramp project
Reith & Associates	31766	\$ 81,704.76	annual insurance premiums
RMB Communication Systems	31767	\$ 111.87	operations centre maintenance

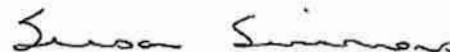
REPORT FA 29/2024 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: April 30, 2024

VENDOR	CHQ #	TOTAL	EXPLANATION
Springwater Mills Ltd.	31768	\$ 3,390.00	firewood for resale
Uplink Communications Inc.	31769	\$ 440.14	monthly phone service April & May
VanGorp, Jason	31770	\$ 5,000.00	watershed stewardship project
Westburne Ontario	31771	\$ 248.58	campground supplies
Widner, Mark	31772	\$ 6,750.00	watershed stewardship project
WJ Roofing Ltd.	31773	\$ 7,634.05	Schoolhouse soffit and fascia
CIBC Visa	online	\$ 237.25	operations centre general expenses
CIBC Visa	online	\$ 74.08	Zoom meeting platform
CIBC Visa	online	\$ 2,774.09	Train the Trainer - Chainsaw Course
CIBC Visa	online	\$ 73.50	advertising for Maple Syrup Festival
CIBC Visa	online	\$ 65.52	Mapping software monthly fee
CIBC Visa	online	\$ 1,851.19	campground supplies
CIBC Visa	online	\$ 129.95	water system operator update
CIBC Visa	online	\$ 67.80	store product for resale
		\$ 152,886.89	

RECOMMENDATION:

THAT, Accounts Paid totalling **\$152,886.89** , be approved as presented in Report FA 29/2024



Susan Simmons,
Financial Services Coordinator

REPORT FA 30/2024: To The Full Authority**FROM:** Dusty Underhill, General Manager / Secretary-Treasurer**SUBJECT:** 2024 Budget and Levy Re-approval**DATE:** April 17, 2024

PURPOSE:

To seek an amendment to Motion 21/ 2024.

BACKGROUND:

At the March 27, 2024 Full Authority meeting staff asked for approval of the 2024 Budget and Levy Apportionment's as there was Quorum present.

On the day of the meeting Councillor Lewis and Councillor Oslach had conflicting schedules.

As a result, only 37.5% of our Current Value Assessment was represented in the vote that occurred on March 27, 2024. A weighted majority vote is required, which means the votes of 51% of the Current Value Assessment are required.

The General Manager is requesting that Motion 21/ 2024 in regard to report FA 07/ 2024 be amended and a new recorded vote be taken to align with the 51% weighted majority requirement of Ontario Regulation 139/96: Municipal Levies.

RECOMMENDATIONS:

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

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

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%		



Dusty Underhill,
General Manager / Secretary-Treasurer

REPORT FA 31/2024 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: Conservation Ontario Council Meeting

DATE: April 16, 2024

PURPOSE:

To update the members on the business items discussed at the Conservation Ontario Annual General Meeting.

DISCUSSION:

The General Manager / Secretary-Treasurer attended the Conservation Ontario Annual General Meeting held at the Sheraton Parkway North Hotel on April 15th, 2024. Highlights of the meeting included:

a) Election of Officers:

Chairperson	Chris White
Vice-Chairperson (1)	Jonathan Scott
Vice-Chairperson (2)	Pat Warren
Council Director	Brad McNevin
Council Director	Rob Baldwin
Council Director	Chandra Sharma

b) Annual Report / Financial Statements:

Highlights of both documents were presented to Council for approval and are available online for reference. Featured topics of the Annual Report were as follows;

- Message from the General Manager,
- Conservation Authorities Act,
- Federal and Provincial Consultations,
- Client Service and Streamlining Initiative,
- Flooding,
- Drinking Water Source Protection,
- Partnerships,
- Stewardship,
- Bulk Purchase,
- Information Management,
- Events,
- Education and Training.
- Financial Summary and Board of Directors membership

c) Council Orientation:

New members were introduced at the meeting. Conservation Ontario General Manager Angela Coleman provided a brief overview of the Mandate, Objectives and Strategic Direction of Conservation Ontario.

d) Request for Approval: 2024 Special Projects Budget

The Budget & Audit Committee reviewed and recommended the proposed special projects budget for Conservation Ontario. The committee met on March 11, 2024, to review the 2024 proposed Special Projects Budget.

Special projects with a signed funding Agreement at the time of preparation of this report were included as part of the 2024 special projects budget.

A. D. Latornell Conservation Symposium

The Latornell Conservation Symposium reserve funds are held to cover any deficits that may arise or to assist with special opportunities. The 2024 Latornell budget reflects the costs for a 2-day in person event (October 8-9) with paid registration fees. No funds are currently proposed to be required from the reserve funds for 2024. Proposed Budget \$272,500

Conservation Areas Maps

Conservation Authorities use the camaps.ca platform to manage, disseminate and visualize spatial data with a focus on Land Use Planning. Conservation Ontario provides the centralized administration of the CA Maps service and maintains a reserve to support program operational cost changes from year to year. Proposed Budget: \$10,500

Conservation Authority Collaborative Information Session (CACIS)

The Conservation Authority Collaborative Information Sessions (CACIS) is an annual conference designed to allow CA GIS, IT, and Information Management staff to collaborate, network and share results with each other and CA partners. This special project reserve account holds funds collected through attendee registrations, vendor registrations, and sponsorships to support operational costs from year to year. Proposed Budget: \$30,000

Conservation Ontario Training Strategy

Training Strategy funds are held for the purpose of supporting implementation of the Conservation Ontario Training and Professional Development Strategy. Proposed Budget: \$6,760

Conservation Authority ESRI Maintenance Program

The Enterprise GIS software maintenance program is a bulk purchase expenditure, with costs recovered from participating Conservation Authorities. This program standardizes GIS software and results in significant cost savings for participating Conservation Authorities. Proposed Budget \$263,781

ECCC Nature Smart Climate Solutions

Conservation Ontario has secured \$11,164,189 Million under the Placed Based Actions component of Environment and Climate Changes Nature Smart Climate Solutions Fund. This is a 4-year grant to CO under a Memorandum of Agreement. The Breakdown of allocations to CO is: \$2,500,000 (2021-22), \$3,500,000 (2022-23), \$5,048,189 (2023-24), \$116,000 (2024-25).

Over 80 projects at 20 CAs are being supported to restore wetlands, grasslands, and riparian areas as well as permanent cover projects and land securement and management projects. Proposed Budget (Year 3): \$3,661,826 (Fiscal year remainder) Proposed Budget (Year 4): \$116,000

ECCC Challenge Fund

Conservation Ontario is administering funds from Environment and Climate Change Canada via the Canada Nature Fund – Challenge Component. Conservation authority funding is matched on 1:1 basis with federal funding for the securement and protection of environmentally significant lands in Ontario. This is Year 2 of a 3- year funding program. The Breakdown of allocations to CO is: \$2,296,219 (2021- 22), \$3,483,009 (2022-23), and \$6,736,057 (2023-24) Proposed Budget (Year 3): \$6,650,950 (Fiscal year remainder) MNRF Flood Hazard Identification and Mapping Program (FHIMP) Conservation Ontario conducted a metadata inventory of floodplain mapping across Ontario's 36 CAs in 2015. This project will digitize, modernize, and visualize the resulting database and produce an online application through which CAs can update their submissions regularly. Information collected from CAs is used to support the business case for strategic reinvestment in floodplain mapping in Ontario and provides provincial/federal partners a way to prioritize potentially available future funding. Proposed Budget: \$52,500

Geowarehouse

Geowarehouse is a shared subscription based on a cost-recovery model. Up to 20 Conservation Authorities are permitted online access to the Teranet Geowarehouse application to search land registry records and download up to 1,200 Property Detail Reports including landowner name, address, and sales history records as well as instruments registered to title. Proposed Budget: \$9,600

MECP – Source Water Protection

Conservation Ontario will continue to focus on strategic long-term planning to support the ongoing CA role in Source Water Protection across Ontario. Note: No signed agreement in place yet for 2024/2025 but is anticipated. Proposed Budget: \$59,193

MNRF – Water and Erosion Control Infrastructure (WECI)

An agreement with the Ministry of Natural Resources and Forestry to manage and maintain a project and infrastructure database to support the WECI program and WECI Committee review. Outputs from the database are used throughout the year by CA staff and the WECI steering committee to help guide decisions regarding the priority allocation of available provincial funding. This year, additional funds were secured modernize the look and feel of the WECI website and make it more secure. Proposed Budget: \$21,047

MNRF 2023/2024 TPA to Conservation Ontario

To undertake projects and activities supporting MNRF priorities for the implementation of the updated Conservation Authorities Act and associated regulations, as well as the implementation of Ontario's Flood Strategy. Proposed Budget: \$25,000

NRCAN - Lidar

The project will obtain critical topographical data to support flood risk assessments, future floodplain mapping updates/development, future flood mitigation projects and strengthen flood forecasting and modelling tools for six Conservation Authorities (South Nation, Rideau Valley, Raisin Region, Cataraqui, Quinte and Mississippi Valley, and their member municipalities. The project ends on March 31st, 2024. Proposed Budget: \$210,564

OnBoard

Conservation Authorities use the OnBoard application to prepare and deliver CA Board agenda packages, conduct CA Board meetings, and prepare minutes of meetings for distribution to members. The subscription is based on a cost-recovery model and represents a significant discount for participating CAs over the organization's list price. Proposed Budget \$14,200

Rekindle The Sparks

Conservation Authorities' education and interpretive staff have organized annual workshops for Conservation Authority staff. Past workshops have generated surplus funds held in reserve to assist with future workshops. Proposed Budget \$1,000

Technical Guide Development

Financial support for the project is from the Ministry of Natural Resources and Forestry (MNRF) under the Natural Resources Canada (NRCan) Flood Hazard Identification and Mapping Program (FHIMP). Once finalized, these products may be used for training and support tools for interested Conservation Authorities, Municipalities and Indigenous communities who require additional technical guidance in developing flood mapping projects. Proposed Budget: \$16,780

Training Regulatory Compliance CAA

The purpose of this training is to introduce and revisit the skills, knowledge and behaviors required as a foundation for Provincial Offences Officers working for Conservation Authorities. Proposed Budget: \$35,000

e) Update: Conservation Ontario Client Service and Streamlining Initiative

The Initiative was guided by the Client Service and Streamlining Steering Committee (GMs/CAOs) and the Timely Review and Approvals Task Force (senior CA staff). A key deliverable of this Initiative is an annual report to Conservation Ontario Council on CA Section 28 Permit Timelines. The annual reporting framework was informed by training provided to Conservation Authority (CA) staff and the development of guidance documents to support CA client service and planning and regulations roles. The report included the results of the 2023 timeline reporting from all 36 CAs and ongoing actions of the CSSI.

f) Update: Flood and Erosion Hazard Mapping Initiatives and Engagement

Conservation Ontario is partnering with Conservation Authorities, the Provincial and Federal Governments, and other organizations on Flood and Erosion Hazard Mapping projects and initiatives. This includes developing technical descriptions for stages of flood mapping projects and on-line metadata collection application on the current status of floodplain mapping studies commissioned by CAs.

g) Update: New Regulation for Conservation Authority Permits

A new Minister's regulation (Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) and the proclamation of associated provisions under the Conservation Authorities Act came into effect on April 1, 2024. This regulation replaced all 36 individual Conservation Authority (CA) "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" regulations, which CAs administered since 2006. The report contained a summary of key changes resulting from the new legislative and regulatory framework.

h) Update: New Ontario Regulation 41/24: Implementation Support

On February 16, 2024, the Province released a new Minister's regulation (Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits). Conservation Authorities (CAs) had six weeks to prepare for implementation of the Regulation, which came into effect on April 1, 2024. The report provided an overview of the support and resources the Ministry of Natural Resources and Forestry and Conservation Ontario is providing CAs for a successful transition.

i) Update: Environment and Climate Change Canada Funding Programs

The report provided an update on the status of the current Conservation Ontario Canada Nature Fund and Nature Smart Climate Solutions programs.

j) Update: Tree Canada Partnership with Conservation Ontario

The report provided an update on the Tree Canada partnership with Conservation Ontario for the 2024 planting season.

k) Update: Amendments to the Class Environmental Assessment for Remedial Flood and Erosion Control Projects

Proposed amendments to the Class Environmental Assessment for Remedial Flood and Erosion Control Projects ("CO Class EA") were posted to the Environmental Registry on July 8, 2020 (ERO#019-1712). Additional EA modernization activities (including proposed amendments to the Environmental Assessment Act ("EA Act")) have continued parallel with this work, which influenced outcomes of the Class EA amendment process. The CO Class EA was amended on February 22, 2024, for alignment with the new EA Act framework.

l) Update: Conservation Ontario's comments on Canada's 2030 National Biodiversity Strategy – Milestone Document (Environment and Climate Change Canada)

On December 7, 2023, the Canadian government released an interim version of Canada's 2030 National Biodiversity Strategy. This "Milestone Document" seeks feedback, including suggestions for tools, actions, and critical paths to halt and reverse biodiversity loss. This report provides an overview of Conservation Ontario's response to the "Milestone Document."

m) Update: Policy and Planning Program

This report provided updates on Member Services provided by Policy and Planning staff since December Council. The services provide focus on Conservation Authorities Act (CAA) implementation, including organizing and facilitating GM CA staff lead sessions and organizing training. Also highlighted are three Federal funding proposals submitted since December Council associated with coastal resilience.

n) Update: Business Development and Partnerships Program

Conservation Ontario Business Development and Partnership activities since December 2023 supported a number of Conservation Authority business areas and initiatives, including advocating for and securing investments and partnerships, policy input as well as project management. Highlights are provided in this and other reports in this Agenda. The report provided an update on engagement with partners at events and on initiatives, including the promotion of investments and collaborations in support of CA services and programs.

o) Update: Drinking Water Source Protection Program

The report provided an update on the current status of various activities delivered under the Drinking Water Source Protection program.

p) Update: Marketing and Communications Program

The report provided an overview of various marketing communications initiatives.

q) Information Management Program Update

The report provided an update on key information management activities involving Conservation Ontario and its Member CAs. The report highlighted initiatives related to objectives endorsed by Council through Conservation Ontario's Strategic Plan.

RECOMMENDATION:

THAT, the information outlined in Report FA 31/2024, be noted and filed.



Dusty Underhill
General Manager / Secretary-Treasurer

REPORT FA 32/2024 : To The Full Authority

FROM: Dusty Underhill

SUBJECT: Summer Employment Program Grants

DATE: April 30, 2024

PURPOSE:

To provide the Board with an update on the Summer Employment Program grants approved thus far in 2024.

DISCUSSION:

The following table outlines the various Summer Employment Programs approved for the Catfish Creek Conservation Authority for 2024.

Sponsoring Agency	Name of Program	# of Participant	2024 Total Funding
Metis Nation of Ontario	Metis Nation of Ontario Summer Career Placement Program	1 Park Technician	\$10,518.75
Canadian Parks and Recreation Association	CPRA Green Jobs Initiative	1 Environmental Education Assistant	\$5,062.00
Canadian Parks and Recreation Association	CPRA Green Job Initiative	1 Gate Attendant	\$4,677.00
Government of Canada	Canada Summer Jobs	1 Visitor Information Technician 1 Park Technician	\$10,515.50
TOTAL GRANT FUNDING APPROVED			\$30,773.55

RECOMMENDATION:

THAT, the Full Authority acknowledge receipt of the information on the 2024 Summer Employment Programs as outlined in Report FA 32/2024.



Dusty Underhill
General Manager / Secretary-Treasurer

REPORT FA 33/2024: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary – Treasurer

SUBJECT: Southwestern Regional Envirothon Competition

DATE: April 29, 2024

PURPOSE:

To provide the members with a synopsis of the Southwestern Regional Envirothon Competition held at the Springwater Conservation Area on April 24th, 2024.

DISCUSSION:

This competition is a one-day event to allow students to expand and test their knowledge and develop their problem solving, teamwork, and critical thinking skills in an interactive manner. Each Envirothon team consists of five (5) high school students, who work together to complete the various tasks presented to them. The winning regional team goes on to compete at the Ontario Provincial Envirothon Competition.

A total of 12 teams from Sir Wilfred Laurier, Huron Park, Oakridge, St Thomas Aquinas, Saunders, South Collegiate, Strathroy District Collegiate, West Elgin, and Woodstock Collegiate competed in the competition at Springwater. The competition included the Envirothon core topics of Forestry, Soils, Aquatics, and Wildlife as well as an Oral Presentation on Local, Biodiversity in a Changing Climate.

Team 6, St. Thomas Aquinas SS was the regional champion and will be attending the Provincial Competition at the end of May. Second place: Team 2, Sir Wilfred Laurier SS has been entered in as a Wild Card for a possible opening at the Provincial Competition.

Thank you to all who help annually to make this happen, including Ron Casier for organizing this exceptional event and the Stewardship Council for their continued support. The Elgin Hiking Club for their years of ongoing assistance and support. Thank you to Mr. Pud Hunter for his ongoing support and taking his time to assist in delivering a program packed full of knowledge. To Gary Clarke, Arthur Oslach, current board members, and Sally Martin past member for their support and assistance in judging presentations on competition day. Environmental outreach initiatives such as this instills environmental excellence today in the stewards of tomorrow.

RECOMMENDATION:

THAT, Report FA 33/2024, be noted and filed.



Dusty Underhill
General Manager / Secretary – Treasurer

Met with Ian Begg and Phil in regard to the creation of a promotional video focused on drone footage taken of the Springwater Conservation Area Day Use Area and East Campground.

Reviewed the Lake Erie Action plan meeting materials for the April 3, 2024 meeting.

Completed the April Full Authority Agenda and Source Protection Authority agenda package.

Completed a consultation for the CCCA's insurance program and upgraded the program to the necessary required coverages to properly protect the CCCA.

Attended a Southwestern Region General Managers meeting at the GRCA where status of watershed stewardship and watershed health monitoring services and implementation of O. Reg. 41/24 was discussed. I led a discussion on the progress of Watershed Based Resource Management Strategy, the Conservation Areas Strategy and how people have built Indigenous connections and engagement contacts.

Attended Conservation Ontario's Annual General Meeting.

Working towards seeking Indigenous Engagement in regard to some of our mandated objectives. Mr. Gerry Richer has been a great advocate for the Conservation Authority and is trying to assist in the creation of relationships with local indigenous communities on behalf of the CCCA. I have connected with Lauren Jones from Oshweken, Wildlife and Stewardship Manager, Lands and Resources Six Nations of the Grand River Elected Council.

Held a monthly staff meeting to address any concerns issues etc. and give the group a chance to have discussion as a whole. These meetings will continue on a monthly basis assisting in keeping open lines of communication and keep everyone on the same page in regard to projects, works completed or works to be completed.

Held a Health and Safety meeting to discuss annual procedures, approve minutes and approve any new business before the 2024 Camping season.

Completed the Section 39, 2023-2024-year end report for MNRF and submitted it before the April 26th, 2024 deadline.

Started preparing reports etc. for the May Land Management Committee meeting and discussing necessary changes required moving forward.

Renewed Forestry Pesticide license.

Completed my renewal of my small drinking water system certification.

Continual work on the Conservation Areas Strategy, Watershed Strategy, and Land Inventory.

Completed the initial application for SCP Employer Sponsor Application through Metis Nation of Ontario in regard to getting Logan Belanger's wage subsidized for his work term.

Worked with staff to plan and approve an Eclipse viewing day. Roughly 99 vehicles attended the Springwater East campground for viewing.

Progressively working through the CCCA annual insurance package to assure we have the proper coverages we require. As soon as I hear back from the broker in regard to getting appraisals done I can start retaining quotes on whatever the broker may not be able to provide an adequate appraisal on.

Met with staff at the OPC to discuss and implement the 2024 workday and to get the Path of Honor Agreement signed for another two year period.

Started compiling the Tourism Relief Fund final submission.