

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, September 12, 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 06/2024 (August 15, 2024) 3-8
- 7) Business Arising from Minutes
- 8) Public / Special Delegations
- 9) Reports:
 - a) Reports FA 62-65/2024 - Monthly Staff Reports 9-13
(Peter Dragunas, Gerrit Kremers, Al Bradford, Brittany Bell)
 - b) Report FA 66/2024 - August Summary of Revenue & Expenditures 14-15
(Susan Simmons)
 - c) Report FA 67/2024 - Accounts Paid 16
(Susan Simmons)
 - d) Report FA 68/2024 - Conservation Areas Workshop Conference 17-18
(Dusty Underhill)
 - e) Report FA 69/2024 - 2025 Budget Direction 19-23
(Dusty Underhill & Susan Simmons)

10) General Manager / Secretary-Treasurer's Report	24
(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 August, 2024	25-26
15) Closed Session	
16) Next Meeting of the Full Authority: October 10, 2024	
17) Termination	

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

Thursday, August 15, 2024

Meeting #6/2024

PRESENT:

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

STAFF:

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

ABSENT:

Scott Lewis	Member	Township of Malahide
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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 # 73/2024</u>	G. Clarke	A. Oslach	CARRIED
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THAT, the Agenda for the August 15th, 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 #74/2024 A. Oslach G. Clarke CARRIED

THAT, the Minutes of Full Authority Meeting #05/2024 (June 13, 2024), be adopted as circulated.

Motion # 75/2024 G. Clarke A. Oslach CARRIED

THAT, the Minutes of Health and Safety Meeting #02/2024 (July 24, 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 46 to FA 49/2024 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 76/2024 A. Oslach G. Clarke CARRIED

THAT, Staff Reports FA 46 to FA 49 for the month of June and July, 2024 be noted and filed.

Report FA 50/2024 – June Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 77/2024 G. Clarke A. Oslach CARRIED

THAT, Report FA 50/2024 (June Summary of Revenue & Expenditures), be noted and filed.

Report FA 51/2024 – July Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 78/2024 G. Clarke M. Halpin CARRIED

THAT, Report FA 51/2024 (July Summary of Revenue & Expenditures), be noted and filed.

Report FA 52/2024 – Accounts Paid, was presented, discussed, and resolved.

Motion # 79/2024 M. Halpin A. Oslach CARRIED

THAT, Accounts Paid totaling \$161,622.70, be approved as presented in Report FA 52/2024.

Report FA 53/2024 – Campground Registration Software was presented, discussed, and resolved.

Motion # 80/2024 M. Halpin A. Oslach CARRIED

THAT, the Catfish Creek Conservation Authority choose CAMIS Registration Software as the replacement for Astra Campground Software at the Springwater Conservation Authority; and further,

THAT staff be directed to investigate the possibility of recouping Merchant Services fees for the 2025 season.

Report FA 54/2024 – Draft Conservation Areas Strategy, was presented, discussed, and resolved.

Motion # 81/2024 A. Oslach M. Halpin CARRIED

THAT, the General Manager/Secretary-Treasurer of the Catfish Creek Conservation Authority recommend to the Board of Directors that staff be directed to undertake public and stakeholder consultation regarding the draft CCCA Conservation Area Strategy.

Report FA 55/2024 –Natural Hazard Infrastructure Asset Management Plan – Springwater Dam Operation, Maintenance, and Inspection Manual was presented, discussed, and resolved.

Motion # 82/2024 M. Halpin G. Clarke CARRIED

THAT, the Full Authority approve the Springwater Dam Natural Hazard Infrastructure Report and Asset Management Plan and the Springwater Dam Operation, Maintenance, and Inspection Manual which meet all the conditions and criteria described in Ontario Regulation 686/21.

Report FA 56/2024 –Conservation Ontario Council Meeting was presented, discussed, and resolved.

Motion # 83/2024 G. Clarke M. Halpin CARRIED

THAT, the information outlined in Report 56/2024, be noted and filed.

Report FA 57/2024 –June 25-27 General Managers Meeting was presented, discussed, and resolved.

Motion # 84/2024 M. Halpin G. Clarke CARRIED

THAT, the Full Authority receive Report FA 57/2024 as information.

Report FA 58/2024 –Lake Erie Action Plan (LEAP) Update was presented, discussed, and resolved.

Motion # 85/2024 G. Clarke M. Halpin CARRIED

THAT, the Full Authority receive Report 58/2024 as information at this time.

Report FA 59/2024 –Health and Safety Policy Addition was presented, discussed, and resolved.

Motion # 86/2024 A. Oslach G. Clarke CARRIED

THAT, the Board of Directors approve the updated Health & Safety Policies and Procedures addition outlined in Report FA 59/2024; and further;

THAT, the General Manager / Secretary advise staff of the addition to section 11.2 of the Health & Safety Policies and Procedures manual which becomes effective immediately.

Report FA 60/2024 –75th Anniversary Committee was presented, discussed, and resolved.

Motion # 87/2024 G. Clarke A. Oslach CARRIED

THAT, the Full Authority appoint a 75th Anniversary ad hoc committee consisting of Morgaine Halpin, Gary Clarke, Arthur Oslach, Scott Lewis, the General Manager/Secretary-Treasurer, and the Communications/Program Support Assistant.

Report FA 61/2024 – Watershed-based Resource Management Strategy was presented, discussed, and resolved.

Motion # 88/2024 A. Oslach G. Clarke CARRIED

THAT, the Full Authority approve the draft Watershed-based Resource Management Strategy for publication on the Catfish Creek Conservation Authority's website and by any other means the Authority deems adequate.

GENERAL MANAGERS REPORT:

- Completed draft Watershed Strategy, sought approval and held public consultation until July 26, 2024.
- Attended an online meeting with the City of St Thomas and the Ministry of Economic Development, Job Creation and Trade in regard to environmental retribution and how we may able to assist in the process. Conservation Authorities are excellent partners to assist in fulfilling D-permit - habitat creation and enhancement.
- Continual work on the draft Conservation Areas Strategy to seek approval for September Full Authority Meeting to release to public for consultation and comment.
- Attended Conservation Ontario Council meeting with Chairperson Buchner virtually, details were provided in Report FA/ 2024.
- Attended a two-day General Managers meeting at the Kingbridge Conference Center.

- Prepared and hosted a Flood Mapping workshop to explain why we updated the Flood Mapping for the Village of Port Bruce our most prone area. Dr. Pat Prodanovic gave an excellent presentation on the processes taken and why we create flood mapping.
- Met with Mr. Ian Begg, donor of the Tisdale Conservation Area. A small ceremony will be planned for September to highlight the donation etc., more details will follow but it is tentatively planned for October 1, 2024 at the Cairn on Tisdale Line.
- Completed the required paperwork to receive our Section 39 Transfer Payment with MNR.
- Registered Gerrit Kremers to obtain his Train the Trainor Certificate through Workplace Safety North so we can take the lead on the chainsaw portion of ELP. Mr Kremers will also be certified to assist in municipal training for park, public works and roads departments, and any other interested candidates.
- Attended a CA Briefing on Recent Changes to the Class Environmental Assessment for Remedial Flood and Erosion Control Projects. On February 16, 2024, the Ministry of the Environment, Conservation and Parks amended the Class Environmental Assessment for Remedial Flood and Erosion Control Projects (commonly referred to as the "CO Class EA"). These amendments were made to facilitate the transition to a "project list approach" for comprehensive ("individual") EAs in Ontario, as well as to increase consistency with other Class EA processes.
- Attended a LEAP (Lake Erie Action Plan) meeting. The meeting featured three LEAP IT partner presentations on watershed management plans (Conservation Ontario and Grand River CA) and the Greenhouse Vegetable Agriculture's Leadership in Environmental and Economic Sustainability (OGVG). It was an opportunity for the team to hear more about how partners are supporting the LEAP.
- Completed the final reporting package for the Community Services Recovery Fund grant.
- Provided staff support where required.

CORRESPONDENCE:

a) Copied:

- Correspondence Registers June and July, 2024.

Motion # 89/2024

G. Clarke

A. Oslach

CARRIED

THAT, the Copied Correspondence and Correspondence Register for June and July, 2024, be noted and filed.

CLOSED SESSION:

Motion # 90/2024

G. Clarke

A. Oslach

CARRIED

THAT, the Full Authority adjourn to Closed Session at 10:45 a.m.

Motion # 91/2024

G. Clarke

A. Oslach

CARRIED

THAT, the Full Authority rise with report at 10:54 a.m.

NEXT MEETING / TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, September 12, 2024, commencing at 10:00 a.m.

Motion # 92/2024 G. Clarke A. Oslach CARRIED

THAT, the Full Authority be terminated at 10:55a.m.

General Manager / Secretary –Treasurer

Authority Chairperson

REPORT FA 62/2024 To: The Full Authority

FROM: Water Management Technician

SUBJECT: Monthly Staff Report for the Months of August

DATE: September 3, 2024

Water Management Technician

Current Activities:

- Finalized compilations for the 2024 Port Bruce flood line mapping for operational Regulatory, Governance and Flood Forecasting use.
- Analysis of the 2023 and 2024 spring soundings, longitudinal profiles for a better understand of the hydraulic processes (sediment migration) in the lower Catfish Creek to assist with ice jam induced flood forecasting.
- 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.

Upcoming Activities:

- Continue monitoring for watershed seasonal flows to verify and issue watershed condition statements.
- Continue monitoring Lake Erie shoreline storms for storm surge and wave uprush conditions.
- Continued assessment and evaluation of the Catfish Creek Conservation Authority low water criteria, thresholds and low water condition ratings coupled with Geographic Information System (GIS) tool re-evaluations related to low water and climate change.
- Commence assessments and evaluation of the Catfish Creek Conservation Authority Flood Forecasting and Warning criteria, thresholds, precipitation intensities and duration ratings coupled with Geographic Information System (GIS) tool evaluations related to Flood Forecasting, Warning and climate change relations.
- Assessment of CCCA administrative areas flood plains for storage capacities.

Recommendation:

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


Peter Dragunas
Water Management Technician

REPORT FA 63/2024: To Full Authority

FROM: Gerrit Kremers, Resource Planning Coordinator

SUBJECT: August Monthly Staff Report

DATE: September 5, 2024

Resource Planning Coordinator

Current Activities:

- Responed to inquires about potential natural hazards on properties of interest to buyers;
- 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 tall grass prairie planting and wetland stewardship projects on their private lands;
- Participated in an online webinar with Invasive Species Centre about invasive phragmites and potential grant opputunity;
- Participated in Conservation Ontario online meeting with staff of the other Conservation Authorities in regards to Administrative Reviews;
- Held various site meeting with landowners to discuss CA policies, S.28, in regards to future development activities on their property;
- Met with local Drainage Superintendents in regards to planned drainage works within the watershed;
- Assisted landowners in grant applications for enironemntal works on their properties by providing letters of support;

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;
- 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 Reports for the month of August, 2024, be noted and filed.


Gerrit Kremers
Resource Planning Coordinator

REPORT FA 64/2024: To The Full Authority

FROM: Al Bradford, Conservation Areas Supervisor

SUBJECT: August Monthly Staff Report

DATE: August 31, 2024

Conservation Areas Supervisor

Current Activities:

- August 5/2024 had a "Storm" come through Springwater Forest that caused havoc throughout the forest and on our trails. Operations team spent 4 days on the trails cleaning up fallen trees and branches which started on Jaffa Trail and finished up on main trail near Conservation Line. We also utilized Springwater Mills to come in and assist with their heavy equipment as some work was unsafe for our equipment, some logs were salvaged for lumber.
- Met with Presstran to go over logistics of there company picnic being held in September with 300 plus employees to be in attendace
- Dead limb removal continued as required throughout the campground
- Drinking water samples came back with zero issues for the 2nd mandatory round of water tesing that is submitted on top 3 times a week water sampling here at Springwater CA
- YMCA ran there second camp the week of July 29th – Aug 2nd here at Springwater CA, Operations staff ran some Outdoor Education programs along with an interpretive wagon ride through Springwater Forest
- Our Springwater staff ran our second summer camp from Aug 12th -16th, lots of learning, outdoor education and a interpretive wagon ride was provided through the week
- Our Springwater week long day camp's for both July & Aug had a total of 33 kids (20 for the July camp and 13 for the Aug Camp) we would like to hopefully continue to run this camp with making a few adjustments to ensure the camp continue to run smooth from all angles (staffing schedules)
- Continuing to taking delivery of firewood so we can ensure we have our wood cribs stay stocked for the 2024 season
- Spoke with Koolen electric on lining up the fall 2024 electrical upgrade up for the East Campground
- Started running staff interviews as 2024 staff were all leaving early due to heading off to college/university. All positions were filled by end of August
- Actively looking for grants or funding that would assist with bringing upgrades to our Conservation Areas
- Contractor came in to clean out drain in Spruce woods as with all the rains we have had operations staff have spent a lot of time pumping water from the area as a few seasonal sites have been underwater
- Worked with all all staff to ensure our weddings and group camping bookings went off without a hitch
- Continued working with Uplink Communications on continuing the installs here at Springwater CA (equipment wait-time has been the biggest hurdleboith sides have dealt with)
- Our dayuse Kiosk that was installed by Key West Gates has been used and look forward to seeing the added revenue & savings (our Finance department can give a broader look at the benefits of having this machine) looking into having another one of these Kiosks installed is my next goal for the Springwater CA as it will benefit the Authority for additional revenue

- Seeking pricing for picnic table frames so operations staff can put in place many needed table throughout Springwater CA
- Worked on replacing site markers and site posts will be finished up by mid September
- Met with the London Canine Association Dog Show for a debrief from there show held from July 11th – July 14th, they are wishing to continue and have looked into booking more areas as they are anticipating the show to grow more next year. They had a lot of positive feedback from there attendees on the venue
- Started cleanup behind Jaffa Outdoor ed Centre inpreparation for there education classes starting early September
- Attended my monthly online Conservation Area Workshop Committee meeting
- Would like to acknowledge my Operations Team again for there hard work for getting things ready for all the events throughout season
- Continue to look into legislation in order to obtain a permit for a potential dump station in the Day Use for transient campers
- Operations staff attempted some minor dam maintenance to reduce the flow of water through the stop logs
- Elgin County Fire Co-ordinator reached out to utilize Springwater Pond for some training exercises but ended up using Port Bruce beach & pier due to the low water here

Upcoming Activities:

- Attend my monthly online Conservation Area Workshop Committee meeting
- Second week of September we will be bush-hogging Yarmouth Natural Heritage Area in preparation for Marsh Quest mid –September, but will continue to Archie Coulter for trail maintenance
- Lamers excavating will be coming in to do trail maintenance on Springwater trails the first week of September
- Continue all maintenance on properties and campground
- Some weddings and company picnics coming in September
- Continue to look into legislation in order to obtain a permit for a potential dump station in the Day Use for transient campers
- Looking to offer interpretive wagon rides through Springwater Forest to Pinecroft Tea Room/Howes Farmers Market (speaking with the owners first week of September to hopefully setup and advertise and run mid September–October depending the demand)
- Early bird registration for the Conservation Areas Workshop starts Sept 3rd, being on the committee has been a great experience so far and there will be a lot to offer that cover all aspects of information for staff
- Would like to acknowledge my Operations Team for there hard work for getting things ready for the season

Recommendation:

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



Al Bradford
Conservation Areas Supervisor

REPORT FA 65/2024: To Full Authority

FROM: Brittany Bell, Communications/Program Support Assistant

SUBJECT: August Monthly Staff Report

DATE: September 4, 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 and Communication duties
- Researched grant opportunities
- Booked Springwater Conservation Area facility rentals
- Continued training with current Springwater Conservation Area Staff
- Met with couples looking to book weddings at the schoolhouse, pavilions and Audreys Place Pavilion for 2025
- Springwater Conservation Area Campground Administrative duties
- Marketing for upcoming events at Springwater Conservation Area
- Continued work on virtual flip books for the Trail Guide and Maple Syrup Program Guide which readers can view on social media channels and our website
- Admin Preparation for Events taking place at Springwater (Springwater Inclusivity Day)
- Attended recap meetings with Event organizers to plan for 2025 events
- Prepared and met with individuals (admin) for the numerous Family Reunions, Weddings and Company Picnics at Springwater Conservation Area
- Continued overseeing operation of the Springwater Conservation Area Gatehouse
- Interviewed for a new Gate Attendant and was able to hire and have them start training to support us through to the end of the season
- Participated in the Inclusivity Festival implementation – we hosted a Colour Run and outdoor activities such as canoe and kayak rentals, Nathan McIntyre was on site for paddle board lessons and we hosted the Concession Booth, which offered, ice cream, popcorn, snacks and drinks for sale
- Updates to the CCCA website
- Working with the Financial Services Coordinator for the upcoming move to CAMIS

Upcoming Activities:

- Catfish Creek Conservation Authority administrative duties
- Maintain social media channels and post entertaining content
- Springwater Conservation Area camping administration (end of the season prep)
- Planning for upcoming events (Ghost Race, Spirit Walk)
- Attend Conservation Ontario's Monthly Communications Meeting

Recommendation:

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



Brittany Bell
Communications/Program Support Assistant

REPORT FA 66/2024 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Summary of Revenue & Expenditures
DATE: August 31, 2024

SUMMARY OF REVENUE

for the period ending August 31, 2024

	2024 Budget	2024 To Date	Difference	2023 To Date
MNRF Provincial Grants	\$ 41,215.00	\$ 41,215.00	\$ -	\$ 41,215.00
Other Provincial Grants	\$ 42,206.78	\$ 33,267.60	\$ (8,939.18)	\$ 34,897.28
Other NIE Grants	\$ -	\$ 790.40	\$ 790.40	\$ -
Federal Grants	\$ 138,710.18	\$ -	\$ (138,710.18)	\$ 252,185.01
Employment Program Grants	\$ 15,000.00	\$ 13,386.37	\$ (1,613.63)	\$ 10,024.00
Municipal General Levies	\$ 442,474.36	\$ 442,474.36	\$ -	\$ 350,064.09
Donations/Sponsorships	\$ 30,929.35	\$ 22,752.55	\$ (8,176.80)	\$ 29,916.39
Conservation Areas Revenue	\$ 727,649.00	\$ 677,537.49	\$ (50,111.51)	\$ 649,479.72
Maple Syrup Revenue	\$ 41,080.00	\$ 46,187.52	\$ 5,107.52	\$ 61,361.47
Bank Interest Earned	\$ 15,000.00	\$ 16,462.63	\$ 1,462.63	\$ 15,703.94
Legal Inquiries/Permit Applications	\$ 5,000.00	\$ 5,061.98	\$ 61.98	\$ 4,398.27
Watershed Stewardship	\$ 8,300.00	\$ 42,194.15	\$ 33,894.15	\$ 11,190.32
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)	\$ 1,503.11
Contract Services	\$ -	\$ 383.28	\$ 383.28	\$ 214.36
Environmental Education	\$ 6,753.61	\$ 9,615.27	\$ 2,861.66	\$ 2,212.00
Vehicle & Equipment Rental Recoveries	\$ 29,000.00	\$ 30,031.23	\$ 1,031.23	\$ 10,328.16
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	\$ 1,403,670.03	\$ (362,672.21)	\$ 1,489,822.44

DONATIONS/SPONSORSHIPS	2024 Budget	Received To Date	Difference
Annual Report	\$ 1,000.00	\$ 1,000.00	\$ -
Environmental Education	\$ 2,000.00	\$ 620.00	\$ (1,380.00)
EESS ELP	\$ 5,400.00	\$ -	\$ (5,400.00)
Commemorative Forest	\$ 300.00	\$ 290.00	\$ (10.00)
Springwater Forest Trails	\$ 9,829.35	\$ 8,211.20	\$ (1,618.15)
Archie Coulter C.A. Trails	\$ 2,200.00	\$ 644.05	\$ (1,555.95)
YNHA	\$ 2,200.00	\$ 907.30	\$ (1,292.70)
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)
Special Conservation Projects	\$ -	\$ 430.00	\$ 430.00
SPW CA Development	\$ -	\$ 1,000.00	\$ 1,000.00
TOTAL Donations/Sponsorships	\$ 30,929.35	\$ 22,752.55	\$ (8,176.80)

REPORT FA 66/2024 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures
 DATE: August 31, 2024

SUMMARY OF EXPENDITURES

for the period ending August 31, 2024

	2024 Budget	2024 To Date	Difference	2023 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Service	\$152,975.78	\$ 100,800.39	\$ (52,175.39)	\$ 98,271.24
2 FLOOD FORECASTING & WARNING	\$274,434.00	\$ 219,956.19	\$ (54,477.81)	\$ 191,560.40
3 DROUGHT AND LOW WATER RESPONSE	\$17,732.88	\$ 11,649.34	\$ (6,083.54)	\$ 10,521.76
4 ICE MANAGEMENT	\$25,797.86	\$ 17,860.42	\$ (7,937.44)	\$ 16,750.71
5 INFRASTRUCTURE (Dam)	\$24,766.80	\$ 18,078.76	\$ (6,688.04)	\$ 18,070.36
6&7 ACT REVIEWS & PLAN REVIEW	\$3,267.81	\$ 1,939.86	\$ (1,327.95)	\$ 2,924.92
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$46,949.19	\$ 32,905.88	\$ (14,043.31)	\$ 31,302.42
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$86,900.35	\$ 56,782.72	\$ (30,117.63)	\$ 51,487.95
12 WATER QUALITY (PGMN & PSMP)	\$9,366.44	\$ 5,824.67	\$ (3,541.77)	\$ 13,338.09
13 SOURCE PROTECTION	\$6,267.78	\$ 2,212.38	\$ (4,055.40)	\$ 4,180.65
SUB TOTAL: MANDATED PROGRAMS Expenditures	\$648,458.89	\$468,010.61	-\$180,448.28	\$438,408.50
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	\$19,877.23	\$ 33,086.26	\$ 13,209.03	\$ 14,975.11
EDUCATION PROGRAMS	\$16,253.61	\$ 3,297.46	\$ (12,956.15)	\$ 723.14
SPECIAL PROJECTS	\$9,200.00	\$ 5,176.83	\$ (4,023.17)	\$ 5,461.91
C.A. DEVELOPMENT PROJECTS	\$176,904.18	\$ 43,092.31	\$ (133,811.87)	\$ 125,316.96
OTHER CAPITAL PROJECTS	\$23,381.00	\$ 15,736.09	\$ (7,644.91)	\$ 7,152.33
MAPLE SYRUP PROGRAM	\$45,080.00	\$ 38,056.35	\$ (7,023.65)	\$ 79,858.53
SPRINGWATER CONSERVATION AREA	\$751,867.53	\$ 512,529.52	\$ (239,338.01)	\$ 498,166.82
VEHICLE & EQUIPMENT OPERATIONS	\$75,319.80	\$ 72,205.91	\$ (3,113.89)	\$ 62,030.00
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,117,883.35	\$723,180.73	-\$394,702.62	\$793,684.80
AMORTIZATION	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,766,342.24	\$ 1,191,191.34	\$ (575,150.90)	\$ 1,232,093.30

Susan Simmons

Susan Simmons,
 Financial Services Coordinator

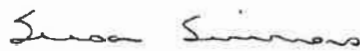
REPORT FA 67/2024 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Accounts Paid
 DATE: September 5, 2024

VENDOR	CHQ #	TOTAL	EXPLANATION
Eastlink	online	\$ 243.65	gauges
Telus Mobility	online	\$ 453.86	mobile phones
Aylmer Home Hardware Building Centre	31892	\$ 437.79	campground supplies
Checkers Cleaning Supply	31893	\$ 192.35	campground supplies
Canadian Tire	31894	\$ 103.14	campground supplies
Erie Excavating & Liquid Waste Removal Limited	31895	\$ 1,017.00	campground maintenance
Frank's Mobile Service	31896	\$ 1,306.44	equipment maintenance
Girard Engineering	31897	\$ 472.62	Accessability Ramp project
Hyde Park Equipment Ltd.	31898	\$ 41.47	equipment maintenance
London Quality Dairy and Wholesale	31900	\$ 762.62	store product for resale
M Live Bait Wholesale	31901	\$ 135.60	store product for resale
Martin, Shelby	31902	\$ 104.44	reimbursement for Day Camp supplies
Passport Labs, Inc	31903	\$ 13.30	mobile parking service fee
Springwater Mills Ltd.	31904	\$ 4,237.50	firewood for resale
Griffin, Morgaine	31905	\$ 630.00	reissue of 2023 Per Diem cheque
Hydro One	online	\$ 13,973.61	campground, operations centre, gauge
Township of Malahide	online	\$ 448.45	property tax - installments 3&4
Municipality of Central Elgin	online	\$ 3,419.14	property tax - supplemental
CIBC Visa	online	\$ 103.74	Corporate Services: meeting expenses
CIBC Visa	online	\$ (824.11)	Environmental Education - supplies \ refund
CIBC Visa	online	\$ 65.52	SPW Supplies - software fees
CIBC Visa	online	\$ 90.39	SPW Supplies - computer equipment
CIBC Visa	online	\$ 307.28	SPW Supplies - miscellaneous
CIBC Visa	online	\$ 1,110.43	store product for resale
CIBC Visa	online	\$ 1,073.50	SPW Staff Training
CIBC Visa	online	\$ 124.50	equipment maintenance
Aylmer Tire	31906	\$ 119.84	equipment maintenance
Barbier, Jeff	31907	\$ 288.15	Private Landowner Grant - ALUS
Canadian Tire	31908	\$ 291.36	campground supplies
Dale Equipment Centre	31909	\$ 218.99	equipment maintenance
Dowler-Karn Limited	31910	\$ 2,700.58	equipment and vehicle fuel
Elgin Pure Water	31911	\$ 110.13	campground maintenance - water system
Erie Excavating & Liquid Waste Removal Limited	31912	\$ 1,356.00	campground maintenance - garbage removal
Glenbriar Bottled Water Co. Ltd.	31913	\$ 144.85	water cooler service
Hyde Park Equipment Ltd.	31914	\$ 16.11	equipment maintenance
Integrity IT Services	31915	\$ 433.07	computer network support
J-Aar Materials Limited	31916	\$ 674.77	campground maintenance - infrastructure
Jaffa Machine Ltd.	31917	\$ 84.55	campground maintenance
Koolen Electric	31918	\$ 1,034.07	campground maintenance
Kremers, Gerrit	31919	\$ 252.00	reimbursement - general expenses
London Quality Dairy and Wholesale	31920	\$ 508.36	store product for resale
M Live Bait Wholesale	31921	\$ 113.00	store product for resale
SGS Canada Inc.	31922	\$ 96.06	campground maintenance
Silverthorn Landscape Supplies	31923	\$ 45.20	campground maintenance
Sunrise Small Engine & Rental	31924	\$ 124.50	equipment maintenance
TRUE Consulting LTD	31925	\$ 1,835.12	Flood Forecasting Public Meeting
Uplink Communications Inc.	31926	\$ 220.07	Voip phone service
Vermeer, Ben	31927	\$ 1,921.00	Private Landowner Grant - ALUS
Key West Gates Inc.	31928	\$ 513.02	campground maintenance
		\$ 43,145.03	

RECOMMENDATION:

THAT, Accounts Paid totalling **\$43,145.03**, be approved as presented in Report FA 67/2024


 Susan Simmons,
 Financial Services Coordinator

REPORT FA 68/2024 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: Conservation Areas Workshop Conference

DATE: September 3, 2024

PURPOSE:

To approve (3) staff to attend the annual Conservation Areas Workshop.

DISCUSSION:

The Conservation Areas Workshop (CAW) (est. 2007) is a training and development conference attended by more than 100 industry leaders in Conservation Land Management and Park Operations.

Supported by Conservation Ontario, attendees of the CAW come together annually for networking, sharing best practices, training and building capacity for future conservation experiences. Training opportunities at the CAW adhere to three foundational pillars, people, planning and places.

The Annual Conservation Areas Workshop on October 21-24 will be held at the Fern Resort in Orillia. The theme for 2024 is Changing Landscapes, Conservation and Community in the Here and Now. This year, Al Bradford, Conservation Areas Supervisor sits on the organizing committee for the CAW and will receive half price for his registration.

The General Manager is seeking permission now so staff do not miss the early bird registration. With Al on the committee the General Manager is suggesting sending the Conservation Areas Supervisor to the full workshop including the two field trips and the Conservation Areas Assistant and Communications/ Program Support Assistant to just the workshop days for a total of three staff attendees. The cost should not exceed \$2000.00 including the two nights' accommodations and workshop for the three staff members.

Not only is this an excellent opportunity for staff to network, it is very important to support these initiatives so they can continue the good work they do for years to come. It is important that staff get exposure to these learning opportunities.

RECOMMENDATION:

THAT, the Full Authority authorize the Conservation Areas Supervisor to attend the workshop in its entirety;

AND THAT, the Conservation Areas Assistant and Communications/ Program Support Assistant are able to attend the annual 2 day Conservation Areas Workshop Conference in Orillia at the Fern Resort from October 21-24, 2024.



Dusty Underhill
General Manager / Secretary-Treasurer

REPORT FA 69/2024: **To The Full Authority**

FROM: Dusty Underhill, General Manager/Secretary-Treasurer
Susan Simmons, Financial Services Coordinator

SUBJECT: 2025 Budget Direction

DATE: August 13, 2024

PURPOSE:

To seek input from the CCCA Board of Directors with regard to the CCCA 2025 Draft Budget.

DISCUSSION:

In preparation for CCCA's 2025 Budget, staff are seeking direction from the Board of Directors.

The 2025 Budget will be affected by several factors including Cost of Living (CPI) increase and Salary Increases (increment adjustments), as well as the Municipal Levy Rate.

Analysis of the factors included in the 2025 Budget is as follows:

Cost of Living (CPI):

Staff have prepared the attached spreadsheet showing the Consumer Price Index (CPI) for the 12 month period beginning August, 2023, and a chart listing several options for a CPI increase based for the Board's review. For 2024, staff received a (3%) CPI increase.

Salary Increases:

Salary Grid increment adjustments for eligible staff who are not yet at the top of the Grid for their Job Classification.

Levy Rate:

Staff have prepared the attached spreadsheets showing options for the levy increase from (9%, 10%, 11%, 12% and 20%).

General Insurance Policy:

Staff are anticipating an increase in general insurance premiums of up to 20% which amounts to an increase of approximately \$16,340.00.

Program Expenses:

With an increase in scope to mandatory programs, a significant shortfall is being realized as CCCA is required to deliver new mandatory programs and program elements (Resource Management Strategy, Low Water Response, Water Quality Monitoring, Administration of CCCA properties for non-recreational purposes).

In the 2024 Budget, there was an approximate shortfall of \$164,769.53 in funding necessary to deliver the mandatory programs and services. In the 2023 Final Report, there was an approximate shortfall of \$199,625.69. The Actual shortfall for 2023 realized was \$180,002.51.


CCCA makes up the shortfall in municipal and provincial funding using self-generated revenue and reserves to the expense of the maintenance of the Conservation Areas and properties, which is an unsustainable business model.

RECOMMENDATION:

THAT the Full Authority approve the preparation of a 2025 Draft Budget that includes
A levy increase of ____% and Consumer Price Index increase to the 2024 Salary Grid at ____%.



Dusty Underhill,
Acting General Manager/Secretary-Treasurer



Susan Simmons
Financial Services Coordinator

CATFISH CREEK CONSERVATION AUTHORITY
2025 MUNICIPAL GENERAL LEVY
SUMMARY OF INCREASE OPTIONS

Municipality	Revised 2024 General Levy	General Levy increase @ 9%	2025 General Levy at 9%	General Levy increase @ 10%	2025 General Levy @ 10%	General Levy increase @ 11%	2025 General Levy @ 11%	General Levy increase @ 12%	2025 General Levy @ 12%	General Levy increase @ 20%	2025 General Levy @ 20%
Aylmer, Town of	\$ 115,123.86	\$ 10,361.15	\$ 125,485.01	\$ 11,512.39	\$ 126,636.25	\$ 12,663.63	\$ 127,787.49	\$ 13,814.86	\$ 128,938.73	\$ 23,024.77	\$ 138,148.64
Central Elgin, Municipality of	\$ 124,285.74	\$ 11,185.72	\$ 135,471.45	\$ 12,428.57	\$ 136,714.31	\$ 13,671.43	\$ 137,957.17	\$ 14,914.29	\$ 139,200.03	\$ 24,857.15	\$ 149,142.89
Malahide, Township of	\$ 160,421.73	\$ 14,437.96	\$ 174,859.69	\$ 16,042.17	\$ 176,463.91	\$ 17,646.39	\$ 178,068.12	\$ 19,250.61	\$ 179,672.34	\$ 32,084.35	\$ 192,506.08
South-West Oxford, Township of	\$ 15,087.05	\$ 1,357.83	\$ 16,444.88	\$ 1,508.70	\$ 16,595.75	\$ 1,659.58	\$ 16,746.62	\$ 1,810.45	\$ 16,897.49	\$ 3,017.41	\$ 18,104.46
St. Thomas, City of	\$ 27,555.98	\$ 2,480.04	\$ 30,036.01	\$ 2,755.60	\$ 30,311.57	\$ 3,031.16	\$ 30,587.13	\$ 3,306.72	\$ 30,862.69	\$ 5,511.20	\$ 33,067.17
	\$ 442,474.36	\$ 39,822.69	\$ 482,297.05	\$ 44,247.44	\$ 486,721.80	\$ 48,672.18	\$ 491,146.54	\$ 53,096.92	\$ 495,571.28	\$ 88,494.87	\$ 530,969.23

CATFISH CREEK CONSERVATION AUTHORITY

PROPOSED SALARY GRID ADJUSTMENT REPORT FOR 2025 SALARIES

POSITION	Level	OPTION A			OPTION B			OPTION C		
		Actual 2024 (3% intervals)	Proposed CPI	Proposed 2025	Proposed CPI	Proposed 2025	Proposed CPI	Proposed 2025	Proposed CPI	Proposed 2025
			Increase	Salaries	Increase	Salaries	Increase	Salaries	Increase	Salaries
			3%		3.50%		4%			
General Manager/Secretary-Treasurer Grade 12 Job Classification	6	\$ 114,056.12	\$ 3,421.68	\$ 117,477.80	\$ 3,991.96	\$ 118,048.08	\$ 4,562.24	\$ 118,618.36		
	5	\$ 110,734.10	\$ 3,322.02	\$ 114,056.12	\$ 3,875.69	\$ 114,609.79	\$ 4,429.36	\$ 115,163.46		
	4	\$ 107,508.83	\$ 3,225.26	\$ 110,734.10	\$ 3,762.81	\$ 111,271.64	\$ 4,300.35	\$ 111,809.19		
	3	\$ 104,377.51	\$ 3,131.33	\$ 107,508.83	\$ 3,653.21	\$ 108,030.72	\$ 4,175.10	\$ 108,552.61		
	2	\$ 101,337.39	\$ 3,040.12	\$ 104,377.51	\$ 3,546.81	\$ 104,884.19	\$ 4,053.50	\$ 105,390.88		
	1	\$ 98,385.81	\$ 2,951.57	\$ 101,337.39	\$ 3,443.50	\$ 101,829.31	\$ 3,935.43	\$ 102,321.24		
	0	\$ 95,520.20	\$ 2,865.61	\$ 98,385.81	\$ 3,343.21	\$ 98,863.41	\$ 3,820.81	\$ 99,341.01		
Conservation Areas Supervisor Grade 8 Job Classification	6	\$ 83,730.56	\$ 2,511.92	\$ 86,242.48	\$ 2,930.57	\$ 86,661.13	\$ 3,349.22	\$ 87,079.78		
	5	\$ 81,291.80	\$ 2,438.75	\$ 83,730.56	\$ 2,845.21	\$ 84,137.02	\$ 3,251.67	\$ 84,543.48		
	4	\$ 78,924.08	\$ 2,367.72	\$ 81,291.80	\$ 2,762.34	\$ 81,686.43	\$ 3,156.96	\$ 82,081.05		
	3	\$ 76,625.32	\$ 2,298.76	\$ 78,924.08	\$ 2,681.89	\$ 79,307.21	\$ 3,065.01	\$ 79,690.34		
	2	\$ 74,393.52	\$ 2,231.81	\$ 76,625.32	\$ 2,603.77	\$ 76,997.29	\$ 2,975.74	\$ 77,369.26		
	1	\$ 72,226.72	\$ 2,166.80	\$ 74,393.52	\$ 2,527.94	\$ 74,754.65	\$ 2,889.07	\$ 75,115.78		
	0	\$ 70,123.02	\$ 2,103.69	\$ 72,226.72	\$ 2,454.31	\$ 72,577.33	\$ 2,804.92	\$ 72,927.95		
Financial Services Coordinator Grade 8 Job Classification	6	\$ 83,730.56	\$ 2,511.92	\$ 86,242.48	\$ 2,930.57	\$ 86,661.13	\$ 3,349.22	\$ 87,079.78		
	5	\$ 81,291.80	\$ 2,438.75	\$ 83,730.56	\$ 2,845.21	\$ 84,137.02	\$ 3,251.67	\$ 84,543.48		
	4	\$ 78,924.08	\$ 2,367.72	\$ 81,291.80	\$ 2,762.34	\$ 81,686.43	\$ 3,156.96	\$ 82,081.05		
	3	\$ 76,625.32	\$ 2,298.76	\$ 78,924.08	\$ 2,681.89	\$ 79,307.21	\$ 3,065.01	\$ 79,690.34		
	2	\$ 74,393.52	\$ 2,231.81	\$ 76,625.32	\$ 2,603.77	\$ 76,997.29	\$ 2,975.74	\$ 77,369.26		
	1	\$ 72,226.72	\$ 2,166.80	\$ 74,393.52	\$ 2,527.94	\$ 74,754.65	\$ 2,889.07	\$ 75,115.78		
	0	\$ 70,123.02	\$ 2,103.69	\$ 72,226.72	\$ 2,454.31	\$ 72,577.33	\$ 2,804.92	\$ 72,927.95		
Resource Planning Coordinator Grade 8 Job Classification	6	\$ 83,730.56	\$ 2,511.92	\$ 86,242.48	\$ 2,930.57	\$ 86,661.13	\$ 3,349.22	\$ 87,079.78		
	5	\$ 81,291.80	\$ 2,438.75	\$ 83,730.56	\$ 2,845.21	\$ 84,137.02	\$ 3,251.67	\$ 84,543.48		
	4	\$ 78,924.08	\$ 2,367.72	\$ 81,291.80	\$ 2,762.34	\$ 81,686.43	\$ 3,156.96	\$ 82,081.05		
	3	\$ 76,625.32	\$ 2,298.76	\$ 78,924.08	\$ 2,681.89	\$ 79,307.21	\$ 3,065.01	\$ 79,690.34		
	2	\$ 74,393.52	\$ 2,231.81	\$ 76,625.32	\$ 2,603.77	\$ 76,997.29	\$ 2,975.74	\$ 77,369.26		
	1	\$ 72,226.72	\$ 2,166.80	\$ 74,393.52	\$ 2,527.94	\$ 74,754.65	\$ 2,889.07	\$ 75,115.78		
	0	\$ 70,123.02	\$ 2,103.69	\$ 72,226.72	\$ 2,454.31	\$ 72,577.33	\$ 2,804.92	\$ 72,927.95		
Water Management Technician Grade 7 Job Classification	6	\$ 72,536.75	\$ 2,176.10	\$ 74,712.85	\$ 2,538.79	\$ 75,075.54	\$ 2,901.47	\$ 75,438.22		
	5	\$ 70,424.03	\$ 2,112.72	\$ 72,536.75	\$ 2,464.84	\$ 72,888.87	\$ 2,816.96	\$ 73,240.99		
	4	\$ 68,372.84	\$ 2,051.19	\$ 70,424.03	\$ 2,393.05	\$ 70,765.89	\$ 2,734.91	\$ 71,107.76		
	3	\$ 66,381.40	\$ 1,991.44	\$ 68,372.84	\$ 2,323.35	\$ 68,704.75	\$ 2,655.26	\$ 69,036.66		
	2	\$ 64,447.96	\$ 1,933.44	\$ 66,381.40	\$ 2,255.68	\$ 66,703.64	\$ 2,577.92	\$ 67,025.88		
	1	\$ 62,570.84	\$ 1,877.13	\$ 64,447.96	\$ 2,189.98	\$ 64,760.82	\$ 2,502.83	\$ 65,073.67		
	0	\$ 60,748.39	\$ 1,822.45	\$ 62,570.84	\$ 2,126.19	\$ 62,874.58	\$ 2,429.94	\$ 63,178.32		
Program Support Assistant Grade 5 Job Classification	6	\$ 65,464.41	\$ 1,963.93	\$ 67,428.34	\$ 2,291.25	\$ 67,755.66	\$ 2,618.58	\$ 68,082.99		
	5	\$ 63,557.68	\$ 1,906.73	\$ 65,464.41	\$ 2,224.52	\$ 65,782.20	\$ 2,542.31	\$ 66,099.99		
	4	\$ 61,706.48	\$ 1,851.19	\$ 63,557.68	\$ 2,159.73	\$ 63,866.21	\$ 2,468.26	\$ 64,174.74		
	3	\$ 59,909.21	\$ 1,797.28	\$ 61,706.48	\$ 2,096.82	\$ 62,006.03	\$ 2,396.37	\$ 62,305.58		
	2	\$ 58,164.28	\$ 1,744.93	\$ 59,909.21	\$ 2,035.75	\$ 60,200.03	\$ 2,326.57	\$ 60,490.85		
	1	\$ 56,470.17	\$ 1,694.11	\$ 58,164.28	\$ 1,976.46	\$ 58,446.63	\$ 2,258.81	\$ 58,728.98		
	0	\$ 54,825.41	\$ 1,644.76	\$ 56,470.17	\$ 1,918.89	\$ 56,744.30	\$ 2,193.02	\$ 57,018.43		
Conservation Areas Assistant Grade 5 Job Classification	6	\$ 65,464.41	\$ 1,963.93	\$ 67,428.34	\$ 2,291.25	\$ 67,755.66	\$ 2,618.58	\$ 68,082.99		
	5	\$ 63,557.68	\$ 1,906.73	\$ 65,464.41	\$ 2,224.52	\$ 65,782.20	\$ 2,542.31	\$ 66,099.99		
	4	\$ 61,706.48	\$ 1,851.19	\$ 63,557.68	\$ 2,159.73	\$ 63,866.21	\$ 2,468.26	\$ 64,174.74		
	3	\$ 59,909.21	\$ 1,797.28	\$ 61,706.48	\$ 2,096.82	\$ 62,006.03	\$ 2,396.37	\$ 62,305.58		
	2	\$ 58,164.28	\$ 1,744.93	\$ 59,909.21	\$ 2,035.75	\$ 60,200.03	\$ 2,326.57	\$ 60,490.85		
	1	\$ 56,470.17	\$ 1,694.11	\$ 58,164.28	\$ 1,976.46	\$ 58,446.63	\$ 2,258.81	\$ 58,728.98		
	0	\$ 54,825.41	\$ 1,644.76	\$ 56,470.17	\$ 1,918.89	\$ 56,744.30	\$ 2,193.02	\$ 57,018.43		
Field Technician Assistant Grade 3 Job Classification	6	\$ 52,889.08	\$ 1,586.67	\$ 54,475.75	\$ 1,851.12	\$ 54,740.20	\$ 2,115.56	\$ 55,004.64		
	5	\$ 51,348.62	\$ 1,540.46	\$ 52,889.08	\$ 1,797.20	\$ 53,145.82	\$ 2,053.94	\$ 53,402.57		
	4	\$ 49,853.03	\$ 1,495.59	\$ 51,348.62	\$ 1,744.86	\$ 51,597.89	\$ 1,994.12	\$ 51,847.15		
	3	\$ 48,401.00	\$ 1,452.03	\$ 49,853.03	\$ 1,694.04	\$ 50,095.04	\$ 1,936.04	\$ 50,337.04		
	2	\$ 46,991.26	\$ 1,409.74	\$ 48,401.00	\$ 1,644.69	\$ 48,635.96	\$ 1,879.65	\$ 48,870.91		
	1	\$ 45,622.59	\$ 1,368.68	\$ 46,991.26	\$ 1,596.79	\$ 47,219.38	\$ 1,824.90	\$ 47,447.49		
	0	\$ 44,293.77	\$ 1,328.81	\$ 45,622.59	\$ 1,550.28	\$ 45,844.05	\$ 1,771.75	\$ 46,065.52		
Customer Services Clerk Grade 3 Job Classification	6	\$ 52,889.08	\$ 1,586.67	\$ 54,475.75	\$ 1,851.12	\$ 54,740.20	\$ 2,115.56	\$ 55,004.64		
	5	\$ 51,348.62	\$ 1,540.46	\$ 52,889.08	\$ 1,797.20	\$ 53,145.82	\$ 2,053.94	\$ 53,402.57		
	4	\$ 49,853.03	\$ 1,495.59	\$ 51,348.62	\$ 1,744.86	\$ 51,597.89	\$ 1,994.12	\$ 51,847.15		
	3	\$ 48,401.00	\$ 1,452.03	\$ 49,853.03	\$ 1,694.04	\$ 50,095.04	\$ 1,936.04	\$ 50,337.04		
	2	\$ 46,991.26	\$ 1,409.74	\$ 48,401.00	\$ 1,644.69	\$ 48,635.96	\$ 1,879.65	\$ 48,870.91		
	1	\$ 45,622.59	\$ 1,368.68	\$ 46,991.26	\$ 1,596.79	\$ 47,219.38	\$ 1,824.90	\$ 47,447.49		
	0	\$ 44,293.77	\$ 1,328.81	\$ 45,622.59	\$ 1,550.28	\$ 45,844.05	\$ 1,771.75	\$ 46,065.52		
TOTAL		\$ 620,538.32	\$ 18,953.07	\$ 650,722.03	\$ 22,111.91	\$ 653,880.87	\$ 25,270.76	\$ 657,039.72		
				\$ 30,183.71		\$ 33,342.55		\$ 36,501.40		

Increase +
Increment
Adjustment

2024 Approved Permanent Salary Totals	\$ 620,538.32	\$ -
Proposed 2025 Salaries @ CPI 3%	\$ 650,722.03	\$ 30,183.71
Proposed 2025 Salaries @ CPI 3.5%	\$ 653,880.87	\$ 33,342.55
Proposed 2025 Salaries @ CPI 4%	\$ 657,039.72	\$ 36,501.40

CATFISH CREEK CONSERVATION AUTHORITY
STATISTICS CANADA REVIEW OF CPI

C.P.I. - 2024

			Release Date
January	2023	5.90%	2023-02-21
February	2023	5.20%	2023-03-21
March	2023	4.30%	2023-04-18
April	2023	4.40%	2023-05-16
May	2023	3.40%	2023-06-27
June	2023	2.80%	2023-07-18
July	2023	3.30%	2023-08-15
August	2023	4.00%	2023-09-19
September	2023	3.80%	2023-10-17
October	2023	3.10%	2023-11-21
November	2023	3.10%	2023-12-19
December	2023	3.40%	2024-01-16
3.89% January 2023 - December, 2023			
January	2023	2.90%	2024-02-20
February	2024	2.80%	2024-03-19
March	2024	2.90%	2024-04-16
April	2024	2.70%	2024-05-21
May	2024	2.90%	2024-06-25
June	2024	2.70%	2024-07-16
July	2024	2.50%	2024-08-20
3.07% August 2024 - July, 2024			
August	2024		
September	2024		
October	2024		
November	2024		
December	2024		
12 Months			
January 2024 - December, 2024			

* as indicated on the Statistics Canada website:

www.statcan.gc.ca

Completed a draft Conservation Areas Strategy that brings the CCCA one directive closer to completion for the December, 31, 2024 deadline. Comment period closes September

Completed and published our Watershed-based Resource Management Strategy online as per O.Reg. 696/21.

Completed the Dam Operations Manual and our Natural Hazard Infrastructure Asset Management Plan.

Continual progress on the Land Inventory another directive of O.Reg. 686/21.

Continual support to grant programs with staff.

Completed the last report for the Community Services Relief Fund grant for infrastructure and technology.

Attended a virtual meeting about CO's draft guidance on administrative reviews. CO consulted there Section 28 committee and legal council to establish a firm Administrative Review policy that CA's can use as a standardized document.

Attended a virtual meeting on the current Planning and regulations program, which was presented by Chris Darlington and Chris Jones of CLOCA.

Completed all staff performance reviews and dealt with administrative issues at the staff level.

Completed numerous surveys for Conservation Ontario in regards to newly mandated objectives through the CA Act.

Working through draft budget, wants vs needs, deciding which capital projects for 2025 are necessary.

Advertised to fulfill the Customer Services Outreach Clerk position, which closed September 11, 2024.

Arranging for a soft opening at the new Tisdale Conservation Area on October 17th. It will be an opportunity to let the public know of the donation and the intentions of the grounds. It is not ready for foot traffic yet as the prairie isn't established to the point where a defined path can be cut.

Reviewing current practices and processes in regard to meetings and how we can make things more efficient, cut cost and save time.

Demonstrated to operations staff how to properly press the dam stop logs together, to restrict the flow of water.

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

Date	Type	Agency	Topic
Aug 2, 2024	Email	CO	Conservation Ontario Updates for Conservation Authorities
Aug 5, 2024	Email	MNR	Provincial Watershed Conditions Statement
Aug 6, 2024	Email	ALUS	Building biodiversity back with farmer-delivered solutions
Aug 7, 2024	Email	Uplink	Status and Follow Up
Aug 7, 2024	Email	OSC	RALP cost-share funding is available!
Aug 7, 2024	Email/ Reply	GRCA	Availability required: LERMC
Aug 8, 2024	Email	CO	RE: September CO Council Meeting - Hotel Reservation Booking Link
Aug 8, 2024	Email/ Reply	GIRARD Engineering	24-030 Statement and Invoice August 2024
Aug 8, 2024	Email/ Reply	UTRCA	Southwest CAs GMs/CAOs Meeting
Aug 8, 2024	Email	MNR	Provincial Flood Watch for Southern and Northwestern
Aug 9, 2024	Email	ERB Signs	Remote Connection Updates
Aug 9, 2024	Email/ Reply	Elgin Middlesex Fireschool	August 19-23 Fire Training
Aug 9, 2024	Email	United Way	Eat. Share. United. Buy tickets today for 3M Harvest Lunch
Aug 12, 2024	Email	CO	Latonnell 2024 - Registration is Now
Aug 12, 2024	Email	CO	2024 Conservation Authority Municipal
Aug 13, 2024	Email/ Reply	Fire Training Coordinator	Key Pick Up
Aug 13, 2024	Email/ Reply	ECCC	RE: Ecological Gifts Program tips and reminders
Aug 14, 2024	Email	CRA	Mail
Aug 14, 2024	Email/ Reply	LPRCA	Re: Hybrid Work

Aug 14, 2024	Email	CO	FW: Posting of 4 Source Protection Committee Chair Positions on PAS Website
Aug 15, 2024	Email	CO	Environment Standards
Aug 15, 2024	Email/ Reply	City of St Thomas	Drainage Meeting
Aug 15, 2024	Email/ Reply	LERMC	Please share: LER SPC Call for Applications (Business and Industry Representatives)
Aug 16, 2024	Email	CO	Timelines and Compliance Reporting Framework + Standard Template
Aug 16, 2024	Email/ Reply	Malahide	Turtle Signage Inquiry
Aug 19, 2024	Email	CO	RE: September CO Council Meeting - Hotel Reservation Booking Link
Aug 20, 2024	Email/ Reply	PBRA	Re: Conservation Areas Strategy (CAS)
Aug 21, 2024	Email	CO	Call for Project Proposals - Nature Smart Climate
Aug 21, 2024	Email	CO	RE: Conservation Ontario Webinar: Proposed Administrative Review Guidance
Aug 21, 2024	Email/ Reply	CO	CA Survey Request: BOD Per Diem, Honorarium and Mileage Rates
Aug 27, 2024	Email/ Reply	TRUE Consulting	Professional Service Invoice from TRUE Consulting LTD 2882-031-001
Aug 29, 2024	Email/ Reply	Reith and Associates	Drivers list updating
Aug 30, 2024	Email/ Reply	Fisheries and Oceans Canada	Proposed recovery strategy for the Channel Darter
Aug 30, 2024	Email/ Reply	Councillor Desrosiers	Turtle signage response