

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, October 10 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 07/2024 (September 12, 2024) 3 - 6
- 7) Business Arising from Minutes
- 8) Public / Special Delegations
- 9) Reports:
 - a) Reports FA 70-73/2024 - Monthly Staff Reports 7 - 11
(Peter Dragunas, Gerrit Kremers, Al Bradford, Brittany Bell)
 - b) Report FA 74/2024 - September Summary of Revenue & Expenditures 12 - 13
(Susan Simmons)
 - c) Report FA 75/2024 - Accounts Paid 14
(Susan Simmons)
 - d) Report FA 76/2024 - Conservation Ontario Council 15 - 17
(Dusty Underhill)
 - e) Report FA 77/2024 - Conservation Areas Strategy 18
(Dusty Underhill)

f)	Report FA 78/2024 - Flood Watch and Warning Plan & Low Water Response Manual . .	19 - 87
	(Dusty Underhill)	
g)	Report FA 79/2024 - Catfish Creek Channel Sounding	88 - 94
	(Peter Dragunas)	
h)	Report FA 80/2024 - Budget Draft - 2025	95 - 110
	(Dusty Underhill)	
10)	General Manager / Secretary-Treasurer's Report	111
	(Dusty Underhill)	
11)	Unfinished Business	
12)	Chairperson's / Board Member's Report	
13)	Notice of Motions / New Business:	
14)	Correspondence:	
	a) Copied:	
	- None	
	b) Not Copied:	
	- Correspondence Register for September, 2024	112 - 114
15)	Closed Session	
16)	Next Meeting of the Full Authority: November 14, 2024	
17)	Termination	

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

Thursday, September 12, 2024

Meeting #07/2024

PRESENT:

Morgaine Griffin	Vice-Chairperson	Municipality of Central Elgin
Gary Clarke	Member	City of St. Thomas
Arthur Oslach	Member	Town of Aylmer

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 Areas Supervisor

ABSENT:

Paul Buchner	Chairperson	Township of South-West Oxford
Scott Lewis	Member	Township of Malahide

OTHERS PRESENT:

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

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

ADOPTION OF AGENDA:

<u>Motion # 93/2024</u>	G. Clarke	A. Oslach	CARRIED
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THAT, the Agenda for the September 12, 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 Vice-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 #94/2024

A. Oslach

G. Clarke

CARRIED

THAT, the Minutes of Full Authority Meeting #06/2024 (August 15, 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 62 to FA 65/2024 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 95/2024

G. Clarke

A. Oslach

CARRIED

THAT, Staff Reports FA 62 to FA 65 for the month of August, 2024 be noted and filed.

Report FA 66/2024 – August Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 96/2024

A. Oslach

G. Clarke

CARRIED

THAT, Report FA 66/2024 (August Summary of Revenue & Expenditures), be noted and filed.

Report FA 67/2024 – Accounts Paid, was presented, discussed, and resolved.

Motion # 97/2024

G. Clarke

A. Oslach

CARRIED

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

Report FA 68/2024 – Conservation Areas Workshop Conference was presented, discussed, and resolved.

Motion # 98/2024

A. Oslach

G. Clarke

CARRIED

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.

Report FA 69/2024 – 2025 Budget Direction, was presented, discussed, and resolved.

Motion # 99/2024

A. Oslach

G. Clarke

CARRIED

THAT, the Full Authority approve the preparation of a 2025 Draft Budget that includes a levy increase of 10% and Consumer Price Index increase to the 2024 Salary Grid at 4%.

GENERAL MANAGERS REPORT:

- 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.

CORRESPONDENCE:

a) Copied:

- Correspondence Register for August, 2024.

Motion # 100/2024

G. Clarke

A. Oslach

CARRIED

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

CLOSED SESSION:

None

NEXT MEETING / TERMINATION:

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

Motion # 101/2024

A. Oslach

G. Clarke

CARRIED

THAT, the Full Authority be terminated at 10:24 a.m.

General Manager / Secretary –Treasurer

Authority Chairperson

REPORT **FA70/2024 To The Full Authority**

FROM: Water Management Technician

SUBJECT: Monthly Staff Report for the Months of August

DATE: October 1, 2024

Water Management Technician

Current Activities:

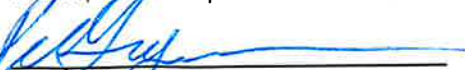
- Finalized Catfish Creek Low Water Response Manual for the CCCA mandated Water and Natural Hazard Programs.
- Finalized Catfish Creek Conservation Authority Flood Watch and Warning Plan for the CCCA mandated Water and Natural Hazard Programs.
- Analysis of the 2024 fall sounding, to improve/recognize and understand the effects of the Catfish Creek and Lake Erie hydraulic processes/sedimentation to assist appropriate member municipalities with a better understanding of climate change effects concerning future ice jam induced flood forecasting.
- Meeting with Malahide staff regarding the aforementioned sounding report and potential hydraulic conveyance improvement measures.
- Compilation of a draft CCCA Precipitation Discharge Interpolator based on the *Catfish Creek Watershed Hydrology Model*, Schroeter & Associates, June 2006 report.
- 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.

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.
- Begin the 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 September 2024, be noted and filed.



Peter Dragunas
Water Management Technician

REPORT **FA 71/2024: To Full Authority**

FROM: Gerrit Kremers, Resource Planning Coordinator

SUBJECT: August Monthly Staff Report

DATE: October 1, 2024

Resource Planning Coordinator

Current Activities:

- Responded to inquiries 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 Lake Erie Action Plan (LEAP) Implementation team online meeting with staff of the other participating Lake Erie Conservation Authorities and other agencies;
- Assisted CCCA staff and EESS ELP in hosting MarshQuest at YNHA;
- Held various site meetings with landowners to discuss CA policies, S.28, in regards to future development activities on their property;
- Completed 2024 fall sounding of Catfish Creek through the village of Port Bruce with another staff member of CCCA;
- Met with local Drainage Superintendents in regards to planned drainage works within the watershed;

Upcoming Activities:

- Update the CCCA Planning and Regulations Policy and Procedure Manual;
- Planning pre-consultation meetings with member municipalities and private landowners looking to conduct work within adjacent lands of a Natural Hazard Features;
- 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 September, 2024, be noted and filed.


Gerrit Kremers
Resource Planning Coordinator

REPORT **FA 72/2024: To The Full Authority**

FROM: Al Bradford, Conservation Areas Supervisor

SUBJECT: August Monthly Staff Report

DATE: **September 30, 2024**

Conservation Areas Supervisor

Current Activities:

- Lamers excavating came in for much needed trail maintenance on Springwater trails the first week of September, we brushed the trails back to take care of the overgrown vegetation
- Brushed hogged the trails at Yarmouth Natural Heritage Area in preparation for Marsh Quest being held on September 18th, 19th, 23rd, 24th and 19th. The numbers are roughly 100 students per day plus adults that come along each day. The weather worked out and the turnout was excellent
- Bush Hog general maintenance scheduled so utilizing this equipment would actually be a bit more efficient by having new blades
- Met with Dr. Ian Begg regarding the soft opening of the Tisdale Conservation Area coming up in Oct 2024, Operations staff has now put a plan together to prepare for the opening. Also a new sign was ordered as well for installation at the site
- Prestran had there company picnic here at Springwater CA with a little over 300 people here
- Attended my monthly online Conservation Area Workshop Committee meeting in preparation for the upcoming workshop
- Assisted on getting quotes together so the team could work on applying for a potential grant that give us funding for potential hydro upgrades and also a gate similar to the gate in DayUse with a paystation across from the office which would potentially bring in additional revenue for the CA
- Zap's Tree Service was brought in to assist with Hazzard tree removal in Springwater Forest near Jaffa, this was to ensure the area was safe for classes that came to Jaffa Outdoor Ed Centre
- Weddings booked at the schoolhouse throughout September as well as the 3 of our pavilions were also rented throughout the month
- Operations team has replaced a lot of rotted site posts throughout the campground and re-numbered our new posts
- We were approved for a program last spring through the Small Business Lighting Program, so they replaced 85% of our building lights with LED T8 lamps which replaced out regular ballasts T8 lamps (Concession, Pavillion washroom, schoolhouse & most of the CCCA office was completed) there is only (Whites Mill and Pine Ridge washroom plus the upstairs of the CCCA office to complete) this will be completed in the new year from a local contractor. The work that was completed was covered through the program with no cost to the Authority. Estimated savings is \$335.76 annually
- Started to obtain quotes for a new lawn mower for the CA as our current mower is 9yrs old and needs some substantial work done on it
- Was able to fill staff vacancies to have the much needed help in place till the end of our season
- Graded trails and some additional tree removal on springwater trails.
- Hauled hazard tree log out for firewood processing this fall
- Continued working with Uplink Communications on continuing the installs here at Springwater CA (equipment wait-time has been the biggest hurdle both sides have dealt

with)

- Operations staff completed staining the East Campground Gatehouse, and also worked on staining the "Catfish" that was carved with a chainsaw, it will soon be ready to have mounted in front of our Admin office
- Continued to get things lined up with Koolen Electric on lining up the fall 2024 electrical upgrade up for the East Campground, work should commence later in October 2024 that will give us 14 additional 30amp sites that will give us more potential revenue for transient campers in 2025
- Gathered quotes to present for the 2025 draft budget
- Continued acknowledgment for my Operations Team for there hard work throughout the season
- Our contractor has almost wrapped up the accessibility ramps at both the schoolhouse and Admin office, we will have the old ramp removed over the next few weeks (October 2024)

Upcoming Activities:

- Preparation for the upcoming Conservation Area Workshop taking place on Oct 22,23,24th
- Carolinian Forest Festival preparation/setup
- Continue maintenance on properties and campground
- Preparing for Conservation Area campground being shut down (hydro and water)
- Looking at advertising for a few trial weeks throughout the winter for "Come Try Winter Camping out" (we will have a couple weeks available for people to try out Transient winter camping with only basic ammendities (hydro)

Recommendation:

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



Al Bradford
Conservation Areas Supervisor

REPORT FA 73/2024: To Full Authority

FROM: Brittany Bell, Communications/Program Support Assistant

SUBJECT: September Monthly Staff Report

DATE: October 1, 2024

Communications/Program Support Assistant

Current Activities:

- Seasonal camper administration
- Maintained social media channels and posted entertaining content
- Monitoring CCCA website inquiries
- Catfish Creek Conservation Authority administrative and Communication duties
- With staff, applied for FedDev's Tourism Program to potentially upgrade more unserviced sites to serviced and install a automatic gate at the Springwater Forest Parking Lot
- 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
- 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, a lot of good feedback
- Continued overseeing operation of the Springwater Conservation Area Gatehouse
- Updates to the CCCA website
- Working with the Financial Services Coordinator for the upcoming move to CAMIS
- Working with the Conservation Areas Supervisor to design new signs for the Pavilions at Springwater
- Looked into CCCA hosting a TD Tree Days – working with the Resource Planning Coordinator to implement
- Spoke with Ontario's Southwest Tourism who will be attending Springwater Conservation Area to do a photoshoot with models in October. We will receive 60 edited digital photographs that we can use to promote our offerings

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 the 2025 Conservation Areas Workshop

Recommendation:

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



Brittany Bell
Communications/Program Support Assistant

REPORT FA 74/2024 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Summary of Revenue & Expenditures
DATE: September 30, 2024

SUMMARY OF REVENUE

for the period ending September 30, 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	\$ 33,363.26	\$ (8,843.52)	\$ 35,122.68
Other NIE Grants	\$ -	\$ 790.40	\$ 790.40	\$ -
Federal Grants	\$ 138,710.18	\$ 25,846.00	\$ (112,864.18)	\$ 252,185.01
Employment Program Grants	\$ 15,000.00	\$ 13,386.37	\$ (1,613.63)	\$ 11,869.00
Municipal General Levies	\$ 442,474.36	\$ 442,474.36	\$ -	\$ 406,289.79
Donations/Sponsorships	\$ 30,929.35	\$ 24,190.74	\$ (6,738.61)	\$ 34,756.20
Conservation Areas Revenue	\$ 727,649.00	\$ 707,768.68	\$ (19,880.32)	\$ 683,152.06
Maple Syrup Revenue	\$ 41,080.00	\$ 46,187.52	\$ 5,107.52	\$ 61,460.47
Bank Interest Earned	\$ 15,000.00	\$ 19,571.72	\$ 4,571.72	\$ 22,937.08
Legal Inquiries/Permit Applications	\$ 5,000.00	\$ 5,256.68	\$ 256.68	\$ 4,973.50
Watershed Stewardship	\$ 8,300.00	\$ 17,098.55	\$ 8,798.55	\$ 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	\$ 3,362.00
Vehicle & Equipment Rental Recoveries	\$ 29,000.00	\$ 42,142.75	\$ 13,142.75	\$ 13,746.68
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	\$ 1,453,300.78	\$ (313,041.46)	\$ 1,599,106.58

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)
EESSELP	\$ 5,400.00	\$ -	\$ (5,400.00)
Commemorative Forest	\$ 300.00	\$ 290.00	\$ (10.00)
Springwater Forest Trails	\$ 9,829.35	\$ 9,282.41	\$ (546.94)
Archie Coulter C.A. Trails	\$ 2,200.00	\$ 717.80	\$ (1,482.20)
YNHA	\$ 2,200.00	\$ 1,200.53	\$ (999.47)
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	\$ 24,190.74	\$ (6,738.61)

REPORT FA 74/2024 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures
 DATE: September 30, 2024

SUMMARY OF EXPENDITURES

for the period ending September 30, 2024

	2024 Budget	2024 To Date	Difference	2023 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Service:	\$152,975.78	\$ 106,155.62	\$ (46,820.16)	\$ 103,132.75
2 FLOOD FORECASTING & WARNING	\$274,434.00	\$ 237,770.18	\$ (36,663.82)	\$ 208,793.50
3 DROUGHT AND LOW WATER RESPONSE	\$17,732.88	\$ 12,980.00	\$ (4,752.88)	\$ 11,561.41
4 ICE MANAGEMENT	\$25,797.86	\$ 19,782.77	\$ (6,015.09)	\$ 18,565.66
5 INFRASTRUCTURE (Dam)	\$24,766.80	\$ 19,669.30	\$ (5,097.50)	\$ 19,447.59
6&7 ACT REVIEWS & PLAN REVIEW	\$3,267.81	\$ 2,157.73	\$ (1,110.08)	\$ 3,235.06
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$46,949.19	\$ 36,051.78	\$ (10,897.41)	\$ 33,876.90
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$86,900.35	\$ 62,217.40	\$ (24,682.95)	\$ 55,866.48
12 WATER QUALITY (PGMN & PSMP)	\$9,366.44	\$ 6,490.00	\$ (2,876.44)	\$ 14,025.09
13 SOURCE PROTECTION	\$6,267.78	\$ 2,499.37	\$ (3,768.41)	\$ 4,621.52
SUB TOTAL: MANDATED PROGRAMS Expenditures	\$648,458.89	\$505,774.15	-\$142,684.74	\$473,125.96
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	\$19,877.23	\$ 33,971.34	\$ 14,094.11	\$ 15,444.14
EDUCATION PROGRAMS	\$16,253.61	\$ 5,544.49	\$ (10,709.12)	\$ 723.14
SPECIAL PROJECTS	\$9,200.00	\$ 6,376.83	\$ (2,823.17)	\$ 5,591.91
C.A. DEVELOPMENT PROJECTS	\$176,904.18	\$ 43,092.31	\$ (133,811.87)	\$ 126,991.96
OTHER CAPITAL PROJECTS	\$23,381.00	\$ 15,736.09	\$ (7,644.91)	\$ 8,927.33
MAPLE SYRUP PROGRAM	\$45,080.00	\$ 38,056.35	\$ (7,023.65)	\$ 79,858.53
SPRINGWATER CONSERVATION AREA	\$751,867.53	\$ 603,667.08	\$ (148,200.45)	\$ 570,613.03
VEHICLE & EQUIPMENT OPERATIONS	\$75,319.80	\$ 75,970.93	\$ 651.13	\$ 66,340.79
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,117,883.35	\$822,415.42	-\$295,467.93	\$874,490.83
AMORTIZATION	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,766,342.24	\$ 1,328,189.57	\$ (438,152.67)	\$ 1,347,616.79

Susan Simmons

Susan Simmons,
 Financial Services Coordinator

REPORT FA 75/2024 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Accounts Paid
 DATE: October 2, 2024

VENDOR	CHQ #	TOTAL	EXPLANATION
407 ETR	online	\$ 45.53	Toll Highway Fee
Telus Mobility	online	\$ 453.86	mobile phones
Bell Canada	online	\$ 104.44	gauge
Eastlink	online	\$ 243.65	gauges
Niagara Peninsula Conservation Authority	online	\$ 2,228.93	registration for Conservation Areas Workshop
Hydro One	online	\$ 12,826.79	campground, admin centre, day use area
Hydro One	online	\$ 31.34	gauge
Township of Malahide	online	\$ 2,814.46	supplemental taxes on Day Use Area (2022-2024)
Reliance Home Comfort	online	\$ 56.18	water heater rental
Bell Canada	online	\$ 104.44	gauge
Voided Cheques : 31929 - 31936			
Arppe, Dan	31937	\$ 1,000.00	ELP - Lifeguard and chaperone for field trip
Aylmer Express Limited	31938	\$ 328.83	general printing - window envelopes
Aylmer Tire	31939	\$ 30.23	equipment maintenance
Canon Canada Inc.: c	31940	\$ 302.97	photocopier service billing
Checkers Cleaning Supply	31941	\$ 1,158.67	campground supplies
Delta Power Equipment Ltd.	31942	\$ 100.46	equipment maintenance
Environmental 360 Solutions Ltd.	31943	\$ 683.65	ELP - Marshquest - portable toilets
Erie Excavating & Liquid Waste Removal Limited	31944	\$ 1,017.00	campground maintenance
Frank's Mobile Service	31945	\$ 2,107.81	equipment maintenance
Glenbriar Bottled Water Co. Ltd.	31946	\$ 64.17	water cooler service
Hyde Park Equipment Ltd.	31947	\$ 576.61	equipment maintenance
Jaffa Machine Ltd.	31948	\$ 485.37	equipment maintenance
Laemers Excavating	31949	\$ 1,932.30	campground maintenance - mowing services
Passport Labs, Inc	31950	\$ 8.40	mobile pay parking Ap
Paul Fody	31951	\$ 5,273.08	Accessability Ramp project
R Safety	31952	\$ 144.29	campground supplies
Sciensational Ssnakes!!	31953	\$ 2,260.00	ELP - Marshquest - education program
Simpson's Fence (London) Ltd.	31954	\$ 480.25	campground maintenance
Springwater Mills Ltd.	31955	\$ 4,237.50	firewood for resale
St. Thomas Ford Lincoln Sales Ltd.	31956	\$ 99.38	vehicle maintenance
Uplink Communications Inc.	31957	\$ 220.07	telephone system monthly fees
Wise Line Tools Inc	31958	\$ 228.60	campground supplies
Integrity IT Services	31959	\$ 352.56	computer network support
Koolen Electric	31960	\$ 640.86	campground maintenance
RMB Communications	31961	\$ 351.88	annual security system monitoring fee
Uplink Communications Inc.	31962	\$ 519.80	annual internet subscription
		<u>\$ 43,514.36</u>	

RECOMMENDATION:

THAT, Accounts Paid totalling **\$43,514.36** , be approved as presented in Report FA 75/2024



Susan Simmons,
 Financial Services Coordinator

REPORT FA 76/ 2024 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary - Treasurer

SUBJECT: Conservation Ontario Council Meeting

DATE: September 25, 2024

PURPOSE:

To update the members on some of the recent activities highlighted at the September 23, 2024 Conservation Ontario Council meeting.

DISCUSSION:

The General Manager / Secretary - Treasurer attended the Conservation Ontario Council meeting held on September 23, 2024.

Some of the more notable items discussed at the meeting include:

1) Budget Status Report: As of August 31, 2024

Conservation Ontario is forecasting a balanced budget overall. Travel and expenses allocations over budget will be balanced with under allocations for other line items (i.e. salaries and benefits and additional revenues from interest earned).

2) Conservation Ontario's Proposed 2025 Annual Workplan

Conservation Ontario proposes a 2025 workplan that supports, promotes and advances the work of Conservation Authorities through activities that achieve the goals from the 2021-2025 Strategic Plan. These goals include:

2.1 Aggregate, manage, and disseminate shared knowledge to develop and advance science and policy;

2.2 Be the collective voice on matters of interest to all Conservation Authorities;

2.3 Improve the function of internal governance to deliver more effective and engaging participation for CA members and examine ways to support members' ability to address municipal and Provincial matters; and

2.4 Provide value-added, shared services to CA members.

3) 2025 Operating Budget & CA Levy

The Budget & Audit Committee reviews and recommends the annual operating budget and CA Levy of Conservation Ontario. The committee met on August 15, 2024, to review and discuss the proposed 2025 Operating Budget & Levy. CCCA's Levy to CO decreased by \$92.00 for 2025 from \$19,980 to \$19,888. The Operational Budget CO staff presented allows for opportunities to strengthen our collective engagement, and support CO staff to continuously improve and deliver on behalf of Conservation Authorities.

Policy Guidance on the Process for Administrative Review Under Section 8 of Ontario Regulation 41/24

Section 12 of O. Reg. 41/24 (Prohibited Activities, Exemptions and Permits) requires all Conservation Authorities to develop policy and procedure documents respecting the process for requests for reviews under section 8 of the Regulation ("administrative reviews"). Conservation Ontario developed draft policy guidance to support CAs with implementation of the administrative review process, including sample policies and forms to support the development of local CA administrative review policies and procedures.

4) Permit Timelines and Regulatory Compliance

Since 2022, all Conservation Authorities (CAs) have prepared annual reports on permit review and approval timelines as part of Conservation Ontario's Client Service and Streamlining Initiative (CSSI). Recent regulatory amendments under the Conservation Authorities Act (CA Act) necessitate an update to the scope and format for annual reporting. Conservation Ontario developed a draft guidance document to provide an overview of timelines and best practices associated with the CA permitting process, including a standardized "Annual Reporting Template" for use by all CAs when preparing annual reports.

5) Flooding and Flood Mapping Initiatives

In 2022, Natural Resources Canada (NRCan) launched a three-year program to provide up to 50% matched federal funding for eligible flood mapping projects to help update Canada's existing flood mapping capabilities. All federal funding was administered through provincial and territorial governments – in Ontario, the Ministry of Natural Resources allocated the funding to recipients. Up to \$7.6 million in funding was provided for projects in Ontario with CCCA being one of the project recipients. In July of this year, the federal government announced their intention to make up to \$15 million in additional funding available to the province of Ontario over 4 years (2024-25 through 2027-28) to complete flood maps for higher-risk areas as an extension to the Flood Hazard Identification and Mapping Program. A survey was circulated to CAs in July to proactively gather information about potential flood mapping projects from interested CAs. Twenty-nine projects were identified in the survey by 17 CAs.

6) Conservation Ontario Nature Smart Climate Solutions Initiative Update

Fall 2024 Nature Smart Climate Solutions Fund Intake ECCC will be launching another intake for the Nature Smart Climate Solutions Fund for projects occurring in 2025-2031 (1–5-year projects). This call is expected to happen in mid-late October.

RECOMMENDATION:

THAT, the update on the activities of Conservation Ontario Council outlined in Report FA76 2024, be noted and filed.



Dusty Underhill,
General Manager / Secretary-Treasurer

REPORT FA 77/2024: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary - Treasurer

SUBJECT: Conservation Areas Strategy

DATE: September 30, 2024

PURPOSE:

To approve the Conservation Areas Strategy.

DISCUSSION:

On August 17, 2024, the draft Conservation Areas Strategy was posted online for a 6-week period. Letterhead was addressed to all five member municipalities, councils and local Indigenous Communities to encourage their senior staff and constituents to participate by providing input. Over the course of 6 weeks, no responses were received from councils, senior staff, Indigenous communities or the general public.

The General Manager is asking the Board of Directors to approve the draft Conservation Areas Strategy for publication, which assists in the completion of another requirement of Ontario Regulation 686/21, Mandatory Programs and Services.

RECOMMENDATION:

THAT, the Full Authority approve the draft Conservation Areas Strategy for publication on the Catfish Creek Conservation Authorities website and by any other means the Authority deems adequate.



Dusty Underhill,
General Manager / Secretary - Treasurer

REPORT FA 78/2024 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary - Treasurer

SUBJECT: Flood Watch and Warning Plan & Low Water Response Manual

DATE: September 25, 2024

PURPOSE:

To seek adoption of the Catfish Creek Conservation Authorities Flood Watch and Warning Plan and Low Water Response Manual.

DISCUSSION:

CAs are required to deliver programs and services that help manage the following hazards: i) dynamic beaches; ii) erosion; iii) flooding; iv) hazardous lands; v) hazardous sites; and vi) low water or drought conditions. All of these have the same meaning as in the Provincial Policy Statement, 2020 issued under section 3 of the Planning Act.

The objectives of these programs and services are to identify natural hazard areas, undertake risk assessments (including the impacts of climate change, risk mitigation and prevention activities), and promote public awareness. Section 1.3 of O.Reg 686/21 outlines what components the CA can consider in delivering programs or services around hazard risk. For example, CAs could collect, provide and manage information that would enable them to:

- a. delineate and map hazard areas;
- b. study surface water flows and levels (e.g., low/peak flow, water budget, surface/groundwater interactions, flood hazard);
- c. study stream morphology;
- d. study the potential impact of changing climatic conditions on natural hazards; and
- e. study the management of natural hazards.

CAs could also develop and consult on plans and policies, and deliver public awareness, education and outreach on the risk of natural hazards within their jurisdiction.

For further clarity, Sections 2-8 of O.Reg 686/21 outlines the specific programs to meet the requirements.

- Flood forecasting and warning in accordance with and, at a minimum, to the extent described by approved provincial standards.
- Drought or low water response, including monitoring and communications in accordance with and, at a minimum, to the extent described by approved provincial standards.

CCCA is one of 36 conservation authorities that are on the front lines of the Provincial Flood Forecasting and Warning Program.

Staff use information from stream gauges, snow surveys, meteorological forecasts and computer models to determine if there is a risk of flooding. If there is, we issue flood messages to alert municipal flood coordinators and the public about flood risks.

Staff work closely with the Ontario Ministry of Natural Resources and Environment Canada to provide advice to municipalities in the preparation of flood contingency plans and during the emergency response process.

We also work closely with municipal flood coordinators, police, emergency management officials and others to operate, test and improve the flood warning system.

On the reverse side of the coin, low rainfall and hot weather can result in low flows and low groundwater levels. This can affect the amount of water available for drinking water, agriculture and industry, as well as the health of the ecosystem. The Catfish Creek Low Water Response Program coordinates and supports the response to low water. The program is based on the Ontario Low Water Response Program.

The program is directed at holders of Permits to Take Water. The Ontario Ministry of the Environment, Conservation and Parks issues permits to those who take more than 50,000 litres of water a day from a lake, river, stream or well. That includes municipal water systems and private users such as golf courses, factories, aggregate pits, farmers who irrigate and others. In low points, everyone is encouraged to lessen usage throughout the watershed.

RECOMMENDATION:

THAT, the Full Authority approve the Flood Watch and Warning Plan, in accordance with Ontario Regulation 686/21;

AND THAT, the Full Authority approve the Low Water Response Manual in accordance with Ontario Regulation 686/21.



Dusty Underhill,
General Manager / Secretary - Treasurer



Catfish Creek Conservation Authority

Flood Watch and Warning Plan
SEPTEMBER 2024

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Flood forecasting and warning

2. (1) An authority shall provide programs and services to support its functions and responsibilities related to flood forecasting and warning as set out in subsection (2).
- (2) The authority's functions and responsibilities with respect to flood forecasting and warning mentioned in subsection (1) are the following:
 1. Maintaining information on surface water hydrology and the areas within the authority's area of jurisdiction that are vulnerable to flooding events.
 2. Developing operating procedures for flood forecasting and warning, including flood contingency procedures to ensure continuity of an authority's operations in respect of flood forecasting and warning.
 3. Maintaining a stream flow monitoring network that, at a minimum, includes stream flow gauges available as part of the provincial-federal hydrometric network and, where the authority considers it advisable, includes additional local stream flow gauges.
 4. Monitoring of weather and climate information, snow surveys and observed water levels and flows utilizing local, provincial and federal data sources.
 5. Analysis of local surface water hydrologic conditions related to flood potential and risk, including flood forecasting, to understand and quantify the response and potential impacts within watersheds to specific events and conditions.
 6. Communications to inform persons and bodies that the authority considers advisable of the potential or actual impact of flood events in a timely manner.
 7. Provision of ongoing information and advice to persons and bodies mentioned in paragraph 6 to support,
 - i. emergency and flood operations during a flood event, and
 - ii. documentation of flood events.

**Implementation Guidelines for Conservation Authorities and the Ministry of
Natural Resources and Forestry, Provincial Flood Forecasting and Warning
Program, 2023**

Primary Responsibilities
Local Scale
Conservation Authorities

Under the *Conservation Authorities Act*, Conservation Authorities (CAs) are required to provide programs and services related to the risk of natural hazards that are prescribed in Ontario. Regulation 686/21 'Mandatory Programs and Services'.

This regulation is made under the Act and prescribes the programs and services that CAs are required to carry out in relation to Flood Forecasting and Warning (FFW) in their respective jurisdictions. CAs have an integral role in FFW including the following responsibilities:

- Assist the MNRF in the delivery of the FFW program in areas within their jurisdiction.
- Monitor weather forecast information and observed water levels and flows within their jurisdiction, utilizing both local and provincial resources.
- Maintain a local monitoring network, data collection and flood warning systems; and
- Where owned or authorized under agreement; monitor, operate and maintain water control structures such as dams, channels, dikes and erosion control structures in accordance with established operating plans.
- Provide on-going analysis and knowledge of current and forecasted local watershed and river conditions and flood potential within their jurisdiction.
- Receive flood messages from and maintain communication with the SWMC.
- Issue flood messages to the municipalities and media within their jurisdiction as per respective flood message distribution lists.
- Provide advice to their member municipalities in response to flooding.
- Maintain awareness of the status of the provincial response to a flood emergency through consultation with the Ministry of Natural Resources and Forestry (MNRF) District Emergency Response Coordinator; and
- Following consultation with member municipalities, advise the MNRF District Emergency Response Coordinator when the flood emergency ceases to exist.
- Other such functions and responsibilities as may be required under O. Reg. 686/21.

Catfish Creek Conservation Authority Staff Responsibilities

Flood Coordinator (General Manager)

It is essential that the on duty lead flood watch supervisor is available for flood related communications at all times during a flood event.

- a) Compile real-time stage and discharge data using the Water Survey Canada gauge, Catfish Creek at Sparta (02GC018).
- b) Issue appropriate Watershed Statements, Watches and Warnings to Municipal Emergency Co-ordinators, media and applicable agencies.
- c) Maintain communications with Authority staff responsible for flood monitoring information and data.
- d) Maintain communications with the Municipal Emergency Coordinator.
- e) When required notify the Municipal Emergency Coordinator regarding the commencement of ice management activities at the Port Bruce Harbor.
- f) When requested by the on duty Municipal Emergency Coordinator communicate with the Port Bruce harbor ice breaking/removal contractor regarding the management of ice breaking activities.
- g) Administer all media and public inquiries.
- h) Verify a constant and current record of all communications is maintained at the Authorities center of operations.
- i) Maintain up-to-date/current records of all flood related communications with CCA staff, Malahide staff, contractors and flood relevant communication with citizens.
- j) When required monitor ice conditions on the Catfish Creek commencing at Jamestown Bridge downstream to the Port Bruce harbor.

Flood First Alternate (Water Management Technician)

It is essential that the on duty lead flood watch supervisor is available for flood related communications at all times during a flood event.

- a) Assume the Flood Coordinators' responsibilities as required.
- b) Compile real-time stage and discharge data using the Water Survey Canada gauge, Catfish Creek at Sparta (02GC018).
- c) Issue appropriate Watershed Statements, Watches and Warnings to Municipal Emergency Co-ordinators, media and applicable agencies.
- d) Maintain communications with Authority staff responsible for flood monitoring information and data.
- e) Maintain communications with the Municipal Emergency Coordinator.

- f) When required notify the Municipal Emergency Coordinator regarding the commencement of ice management activities at the Port Bruce Harbor.
- g) When requested by the on duty Municipal Emergency Coordinator communicate with the Port Bruce harbor ice breaking/removal contractor regarding the management of ice breaking activities.
- h) Administer all media and public inquires.
- i) Verify a constant and current record of all communications is maintained at the Authorities center of operations.
- j) Maintain up-to-date/current records of all flood related communications with CCCA staff, Malahide staff, contractors and flood relevant communication with citizens.
- k) When required monitor ice conditions on the Catfish Creek commencing at Jamestown Bridge downstream to the Port Bruce harbor.

Flood Second Alternate (Planner)

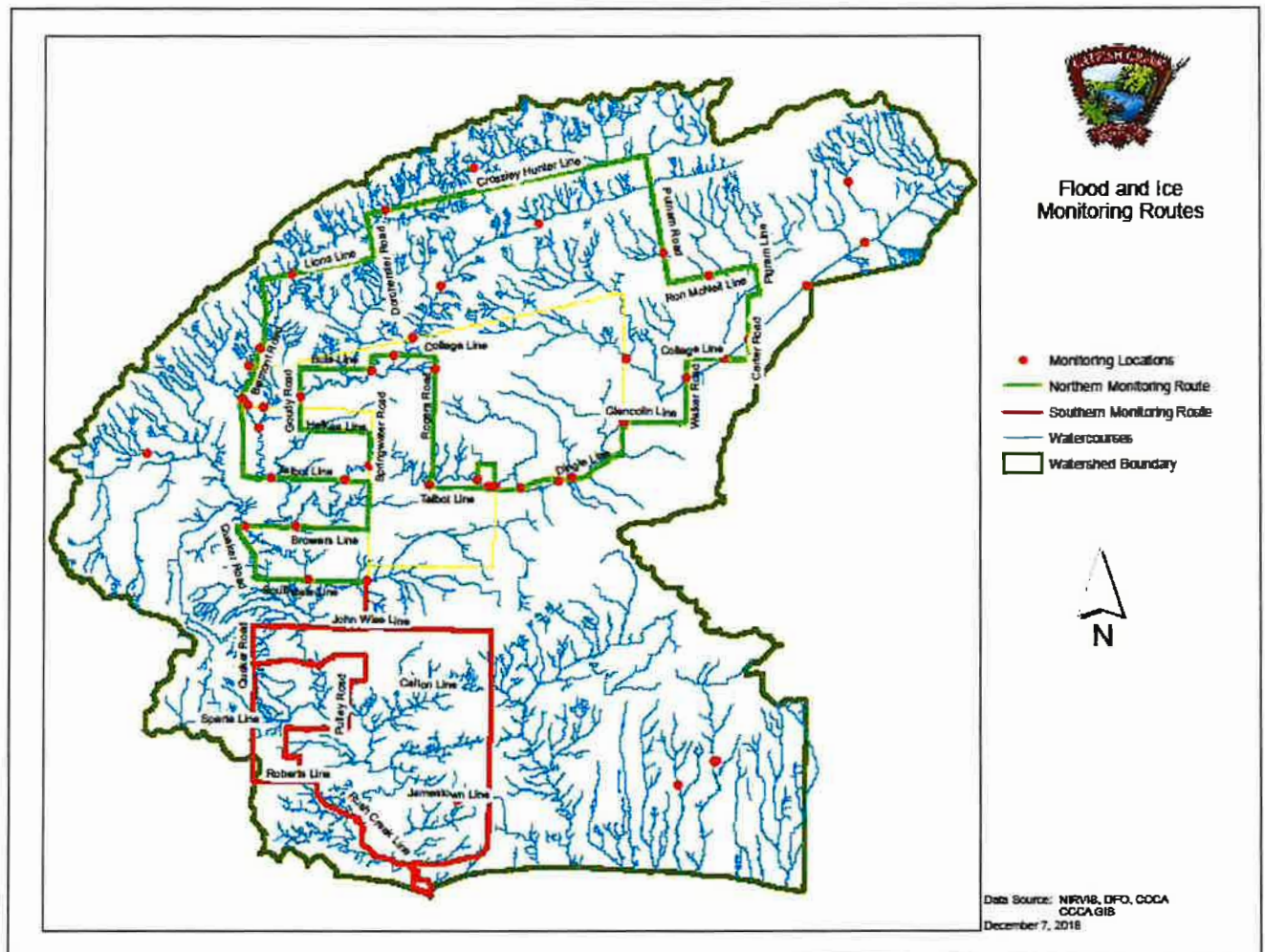
It is essential that the on duty lead flood watch supervisor is available for flood related communications at all times during a flood event.

- a) Assume the Flood Coordinators' responsibilities as required.
- b) Compile real-time stage and discharge data using the Water Survey Canada gauge, Catfish Creek at Sparta (02GC018).
- c) Issue appropriate Watershed Statements, Watches and Warnings to Municipal Emergency Co-ordinators, media and applicable agencies.
- d) Maintain communications with Authority staff responsible for flood monitoring information and data.
- e) Maintain communications with the Municipal Emergency Coordinator.
- f) When required notify the Municipal Emergency Coordinator regarding the commencement of ice management activities at the Port Bruce Harbor.
- g) When requested by the on duty Municipal Emergency Coordinator communicate with the Port Bruce harbor ice breaking/removal contractor regarding the management of ice breaking activities.
- h) Administer all media and public inquires.
- i) Verify a constant and current record of all communications is maintained at the Authorities center of operations.
- j) Maintain up-to-date/current records of all flood related communications with CCCA staff, Malahide staff, contractors and flood relevant communication with citizens.
- k) When required monitor ice conditions on the Catfish Creek commencing at Jamestown Bridge downstream to the Port Bruce harbor.

Flood Additional Staff (all other available/required CCCA staff)

- a) When river ice is present, during a flood event, additional staff will patrol the Flood Monitoring Routes, and visually observe channel flow conditions within the watershed.

Cattfish Creek Flood Monitoring Routes



- b) As required additional staff will assist to monitor channel flow conditions on the reach of Cattfish Creek beginning at Jamestown Bridge to and including Port Bruce.
- c) Maintain up to the minute record of all flood related communications with CCCA staff, Malahide staff, contractors and flood relevant communications with residents.
- d) Manage Springwater Dam if required.
- e) Report all of the aforementioned information to the on duty Flood Coordinator.

Media (Program Support Assistant, Financial Services Coordinator)

- a) Update CCCA websites with Current Watershed Conditions as required.
- b) Update CCCA social media with regard to all flood activities.
- c) Invite watershed residents and others to share flood and/or high water pictures through social media.

Catfish Creek Conservation Authority Responsibilities

Authority staff will maintain a visible presence within the Catfish Creek watershed at all times during high water concerns and flood emergencies. The fundamental goal of the Conservation Authority staff is to provide CCCA partner municipal emergency staff with data and information to enable sufficient lead-time to allow emergency procedures to promote resident safety safeguard flood prone areas and minimize flood related damage.

During all high water concerns and flood emergencies the Conservation Authority will record with photos any related pertinent information.

Record Keeping

Immediately after issuing all Watershed Statements, Watches, Warnings, and All Clear Statements save the electronic files in **S:Peter\Watershed Outlook Watch Warning Statements (may change time to time)**. Record time of issue in your Flood Monitoring Field Book.

During the flood Watch and Warning Statements, Water Survey Canada Hydrometric Station data will be recorded in the on duty lead flood watch administrators' field book. The communicator in their flood field book for later compilations will record all flood related communications.

Field observations will be recorded on site by the observer with a pencil in a waterproof notebook initially, and when time permitting electronically compiled and reported to the on duty lead flood watch administrator. After the Watershed All Clear Statement has been issued the on duty lead flood watch administrator will include all field observations in an electronic file, specific to the flood watch at hand.

All staff responsible for flood monitoring are required to maintain a current and comprehensive diary of their activities and observations during an event.

All field and office observations will be compiled into a formal electronic flood report immediately following the flood event. Photos are required whenever possible.

Internal Authority Communications (i.e. Radios)

If and when required the on duty lead flood watch administrator will organize an internal emergency information area at the Authority's administration office. Field flood watch information will be communicated through the Authority's mobile radio system or mobile cell phone to the on duty lead flood watch administrator for further assessment. Alternative modes of communication include landline telephone, cell phones or when required returning to the office for debriefings.

On every flood watch occasion, prior to staff stepping out of the truck, they will relay to the on duty lead flood administrator that they are stepping out of the truck, their location and time. For continuity and safety reasons upon returning to the truck you will again relay to the same applicable flood staff that you have returned and the time.

Confirmation of communication from the receiving flood staff is mandatory at all times. This series of checks is intended to provide the on duty lead flood watch administrator and associated staff with a location and time of the observer in case of a mishap.

When staff has exited the truck, they are required to report to the on duty lead flood watch administrator or associated staff within 5 minutes of exiting. In case of emergencies staff are required to carry a hand held radio with them at all times when out of the truck. For safety,

reasons any deviation from the outlined route will require notification to the emergency control center or on duty lead flood watch administrator and associated staff.

Ice Monitoring

The Ice Monitoring Program is designed to sample, identify and clarify the significance of in channel ice sources that may have the potential to cause possible future (freshet) ice jams and associated flooding within the Catfish Creek watershed and the Hamlet of Port Bruce.

Since ice monitoring is always a safety concern, discretion with regard to walking on the ice will be left up to the discretion of the ice monitoring team. Always keep in mind the potential hazards of walking on ice. **DO NOT** walk on the ice if **YOU** feel that it is hazardous.

Ice monitors will record in their field books information appropriate to describing the ice conditions at the monitoring location, such as; ice thickness, ice quality, extent of ice cover, degree of roughness, decay of ice, weather conditions at time of survey, etc.

As the ice develops, ice-monitoring locations will be assessed each Monday morning.

During ice melt and subsequent break-up, the ice monitoring locations will be visually checked whenever deemed necessary. The lower flood-monitoring route will be checked on an event-scheduled basis. To ensure continual information regarding ice conditions and stream flow characteristics during flood monitoring, the lower reach of the Catfish Creek from Jamestown to the Port Bruce harbor needs to be assessed for ice jamming. For safety reasons, two staff members are to complete, the ice monitoring circuits at all times.

Degree Days

The US Army Corps of Engineers assumes that ice thickness will be reduced by about 3.7mm per warming (Celsius) degree-day. Warming degrees are the number of degrees above zero that an average sustained daily temperature is for a 24-hour period. For example, an average of 5 degrees C is 5 warming degrees. Therefore, a temperature of 1 degree C for a sustained 24-hour period would melt the ice by 3.7 mm.

However, remember that this form of heat transfer is convective. As warm air blows over the surface of the ice, it constantly renews the heat source at the boundary layer. Consequently, a moderate wind is required for this principle to work. In addition, the temperature is unlikely to be the same all day. To determine the warming degree-days one must integrate the degrees above zero over the whole day.

- **Degree-days** is the difference in the maximum temperature minus the minimum temperature (e.g. High of +6°C. and low of -1°C).
- Caution should be exercised when 10-degree days have been reached.
- 10mm of precipitation in a 24 hours period.
- Deterioration of river ice conditions, specifically at Jamestown.

Authority Assistance During a Municipal Flood Emergency Declaration

Springwater Dam Operation

The on duty lead flood watch administrator and additional staff will monitor water levels in the Springwater Reservoir. Additional staff will be responsible for stop log adjustments at the request of the on duty lead flood watch administrator. The Conservation Areas Supervisor in the Springwater Dam Log Book (located in the Conservation Areas Supervisor's office, blue binder) will document all dam activities.

Port Bruce Harbor Ice Breaking Operations

Authority staff will identify the most favorable time to implement pre freshet ice breaking operations at the Port Bruce harbour.

The fundamental goal of ice breaking at the harbour is to provide as much lead-time as possible to assure that the Port Bruce harbour is ice-free prior to the commencement of the spring freshet and riverine ice migration through the harbour.

When possible ice breaking time of commencement is based on the following seven-day weather forecast items and watershed conditions:

- temperature increase and duration
- snow depth and water equivalency
- precipitation intensity and duration
- storm intensity and duration
- pre-storm stream water level at Sparta Gauge (Southdale Road at bridge)
- forecast storm duration rate of precipitation and forecast water level increases
- seasonal watershed characteristics such as frozen soils
- riverine and Port Bruce harbour ice thickness and type
- Lake Erie water levels and ice cover.

Due to flood emergencies limiting the time window when ice-breaking operations are required and achievable during flooding the start of ice management breaking activities are to be explicitly communicated to the on duty Municipal Emergency Coordinator or team member immediately and prior to issuing a Watershed Statement. CCCA staff are to continue attempting to contact a Municipal Emergency contact by telephone until such contact is made and the management information is communicated.

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

Equipment Maintenance (truck flood watch kits x 2)

Two Authority pick-up trucks will be outfitted with a flood watch truck kit. The required pick-up truck flood monitoring equipment is outlined below. These items should be set aside in plastic toolbox containers for easy access. After each flood event, staff will ensure that flood emergency kits contain the following:

- hand held radio (*park radios are to be charged and available at all times for flood monitoring*)
- truck flashing warning light (yellow)
- flares
- first aid kit

- high vis-vests
- flashlight
- rope
- matches
- waterproof notebook
- pencils
- camera
- shovel
- one pair of binoculars.

In addition to the aforementioned equipment, each truck will have available handout literature regarding flood preparedness and CCCA flood contact information.

When not in use, these kits will be clearly identified and stored in a secure area of the Authorities administration office. These truck kits will be inventoried prior to flood season (December 1).

At all times the Conservation Authority pick-up, trucks will maintain a supply of the CCCA flood information guides for communication dissemination.

Emergency Power Supply

In the event of a power failure, Authority radio communications will fail. A suitably charged 12-volt emergency automotive battery booster will ensure communication links are maintained. An automotive, radio communications battery, should be maintained and stored at the Authority administration office.

Additionally, the Authority's gas-powered generator should receive regular maintenance to make sure it will operate if required.

CCCA Flood Watch and Warning Guidelines

The fundamental goal of flood forecasting and flood communication statements such as Outlooks, Watches and Warnings is to provide our partner municipalities with sufficient flood notification lead time to act according to the notifications.

Flood forecasting and communication statements are based on storm intensity and duration, precipitation intensity and duration, temperature increase duration, pre-storm stream water level, storm duration rate of water level increases, seasonal watershed characteristics such as frozen soils, riverine and Port Bruce harbour ice thickness and type, snow depth and water equivalency, Lake Erie water levels and ice cover.

To assist with determining the appropriate statement, staff will evaluate the following information:

1. Provincial Flood Watches or Warnings issued by the Ministry of Natural Resources and Forestry (MNRF), Surface Water Monitoring Centre.
2. Government of Canada Weather Alerts.
3. Precipitation exceedance rates:

Hurricane Hazel Precipitation Rates				
Hours	6	12	18	24
Precip. (mm)	12	24	36	48

Flood Forecast Precipitation Rates			
Hours	24 (summer)	24 (winter)	30
Precip. (mm)	50	25	60

Conservation Authorities Act Flood Event Standards			
Hours	36	42	48
Precip. (mm)	73	123	285

4. Potential of combined forecast precipitation and snow water equivalency surface runoff to exceed Hurricane Hazel 6, 12 and 18-hour precipitation rates.
5. The combined present stage, rainfall and snow water equivalency potential to exceed a discharge rate at the Catfish Creek at Sparta (02GC018) gauge of 39.2 m³/sec (1.47m stage).
6. Measured ice on Catfish Creek at Port Bruce greater than 15.25cm (6.0 in), Catfish Creek discharge below average, may indicate that ice transported downstream has the possibility of jamming.
7. GIS modelling, the distance inland (elevation) that Lake Erie water levels have the risk to impede channel flows.
8. Present Lake Erie ice thickness and concentration in the area off shore of Port Bruce.

9. Government of Canada, Marine Weather forecast for Lake Erie, sustained wind speed and direction potential to push outlying lake ice into the harbour.
10. London Airport Daily Weather Data, precipitation.

Based on the above flood forecasting data and extrapolated GIS information the CCCA is obligated to issue an appropriate watershed statement (e.g. **Flood Warning**) for the CCCA Low Lying Flood Prone Areas around waterways within the Authorities administrative boundary.

Watershed Flood Communication Statement Meanings

To be consistent with the wording used by weather agencies, the Ministry of Natural Resources in partnership with Conservation Ontario, Environment Canada and other applicable agencies updated and changed the flood messaging terminology in February of 2012.

Normal

Conditions are within NORMAL limits. No flooding is expected.

Watershed Conditions Statement - Water Safety

High flows, unsafe banks, melting ice or other factors that could be dangerous for recreational users such as anglers, canoeists, hikers, children, pets, etc. Flooding is not expected.

Watershed Conditions Statement - Flood Outlook

Early notice of the potential for flooding based on weather forecasts calling for heavy rain, snow melt, high wind or other conditions that could lead to high runoff, cause ice jams, lakeshore flooding or erosion.

Flood Watch

Flooding is possible in specific watercourses or municipalities. Municipalities, emergency services and individual landowners in flood-prone areas should prepare.

Flood Warning

Flooding is imminent or already occurring in specific watercourses or municipalities.

Throughout a flood event, the Catfish Creek Conservation Authority (CCCA) will continue to monitor weather, ice, and watercourse conditions, update Watershed Condition Statements as required and provide technical advice to municipalities to help mitigate the effects of flooding.

Please use the appropriate Watershed Condition Statement from the following location (S:\Water Management\Flood Management\Watershed Condition Statements\Watershed Condition Statement Templates) for dissemination to our flood emergency partners. Following distribution save the file in the aforementioned file address in the appropriate year file.



CATFISH CREEK CONSERVATION AUTHORITY WATER SAFETY WATERSHED CONDITIONS STATEMENT

Flood Status



For Immediate Release

Water Safety, Watershed Condition Statement for Residents of Catfish Creek Watershed

Issued on **February 1, 2019 at 11:45 a.m.**

Issued by: **Peter Dragunas, Water Management Technician**

Catfish Creek Conservation Authority

(519) 773-9037

This is a Water Safety, Watershed Conditions Statement indicating that high flows, unsafe banks, **melting ice or other factors can be dangerous for ALL USERS such as but not limited to anglers, boaters, swimmers, children or pets. Flooding is not expected.**

Forecast is for mixed precipitation (mostly rain) in the range of 6 to 10mm of cumulative rainfall for Sunday and into Monday.

Effective immediately, the Catfish Creek Conservation Authority is issuing a **Water Safety, Watershed Conditions Statement** for flood prone low-lying areas adjacent to watercourses within the Catfish Creek watershed and its tributaries. At present stream flow and water levels are about average within the Catfish Creek watershed. The snowpack is not saturated and may absorb the precipitation. The ground is frozen and has a limited ability to absorb any rainfall that is forecast in the aforementioned time period. As a result, infiltration of the forecast rainfall may be limited and runoff has the potential to elevate water levels within the watershed. No major flooding is expected at this time but water levels may rise and may continue to remain higher during this forecast period. Due to these increased adverse weather conditions, there is a potential for higher water flows resulting in unsafe channel bank conditions and other unpredictable dangers around waterways within the Catfish Creek watershed. Anglers, boaters, children, pets and people intending to undertake any recreational activities around watercourses need to abstain from these areas during these conditions.

The public is encouraged to exercise **extreme caution** near open bodies of water, and to keep children away from waterways during times of increased water flow. Landowners are advised to check dams, culverts, and catch basins and make sure they are free from debris and functioning as intended during high water situations.

CCCA will continue to monitor watershed conditions and will issue updates and recommendations as necessary. CCCA always recommends taking any necessary precautions to minimize the results of flood impacts of the Catfish Creek and its tributaries.

This Watershed Conditions Statement will remain in effect until _____ and will be adjusted accordingly if warranted or otherwise expire. Residents are asked to closely watch local conditions and take appropriate responsible action. Updates will be made available if conditions warrant.



CATFISH CREEK CONSERVATION AUTHORITY WATERSHED CONDITIONS STATEMENT FLOOD OUTLOOK



For Immediate Release

Flood Outlook, Watershed Condition Statement for Residents of the Catfish Creek Watershed

Issued on **April 1, 2016 at 7:30 a.m.**

Issued by: **Peter Dragunas, Water Management Technician**

Catfish Creek Conservation Authority

(519) 773-9037

This Flood Outlook, Watershed Conditions Statement gives early notice of the potential for flooding based on weather forecasts calling for heavy rain, snow melt, high wind or other conditions that could lead to high runoff, cause ice jams, lakeshore flooding or erosion. This is an assessment that the potential exists for flooding of low-lying areas within the Catfish Creek Conservation Authority administrative area.

Effective immediately, the Catfish Creek Conservation Authority (CCCA) is issuing a **Flood Outlook, Watershed Conditions Statement** for the low lying, flood prone areas along open channels and water bodies within the Catfish Creek Conservation Authority watersheds.

The Catfish Creek Conservation Authority is advising that unfavourable weather conditions over the last few days has produced elevated amounts of rain, which has resulted in significant runoff and caused flooding in low-lying, flood prone areas adjacent to water courses within the Catfish Creek watershed.

CCCA will continue to monitor these developing conditions and will issue updates and recommendations as necessary. CCCA recommends taking any necessary precautions to minimize the results of flooding impacts to the Catfish Creek and its tributaries.

The public is encouraged to exercise caution near open bodies of water, and to keep children and pets away from all waterways during adverse flow conditions.

Residents are advised to remove property from low-lying areas adjacent to streams, creeks ditches or other open bodies of water.

This Flood Outlook Statement will remain in effect until _____ and will then be adjusted accordingly. Residents are asked to closely watch local conditions and take appropriate responsible action. Updates will be made available if or when conditions warrant.



CATFISH CREEK CONSERVATION AUTHORITY FLOOD WATCH

Flood Status



For Immediate Release

Flood Watch for Residents of Catfish Creek Watershed

Issued on February 4, 2019 at 8:30 a.m.

Issued by: Peter Dragunas, Water Management Technician

Catfish Creek Conservation Authority

(519) 773-9037

The Water Safety, Watershed Conditions Statement issued on February 1, 2019 at 11:45 a.m. has been upgraded to a **Flood Watch**.

This Flood Watch is to notify Catfish Creek Conservation Authority member Municipalities, Emergency Services staff and individual landowners that water level conditions have increased. This is an assessment that a high probability exists for flooding of low-lying flood prone areas within the watershed.

Effective immediately, the Catfish Creek Conservation Authority is issuing a **Flood Watch** for low-lying flood prone areas within the watershed. Due to unseasonal weather conditions rains, increased snowmelt and a warming trend there is a potential for flooding to occur in flood prone areas of the watershed.

The adverse weather conditions coupled with the deteriorating ice situation on the Catfish Creek and its tributaries indicate that potentially hazardous circumstances exist; primary concerns are increasing water levels, intensifying water flows and obstructions to riverine ice transport. **HIGH** water flows result in unsafe channel bank conditions and other unpredictable dangers around waterways, adjacent fields and parkland, urban storm drains, small streams, creeks, or other hazardous areas.

The public is encouraged to exercise caution near open bodies of water, and to keep children away from waterways during Flood Watches and other times of high water flow.

Residents are asked to watch local conditions closely and take appropriate responsible action. Updates will be made available if conditions warrant.

This Flood Watch Statement will remain in effect until _____ and will be adjusted accordingly if warranted or otherwise expire.



CATFISH CREEK CONSERVATION AUTHORITY

FLOOD WARNING

Flood Status



For Immediate Release

Flood Warning for Residents of Catfish Creek Watershed

Issued on February 5th at 5:00 a.m.

Issued by: Peter Dragunas, Water Management Technician

Catfish Creek Conservation Authority

(519) 773-9037

This is a **FLOOD WARNING** that flooding is imminent and dangerous water level conditions may be occurring in low-lying areas of the Catfish Creek Watershed.

This is a **WARNING** that flooding is imminent / extremely possible or occurring.

Effective immediately, the Catfish Conservation Authority is issuing a **Flood Warning** for low-lying areas within the watershed. Due to heavy rain, density of the snowpack and a general warming trend there is a high potential for flooding to occur in low-lying areas of the watershed. This Warning will remain in effect until 2300hrs Wednesday February 6th and will then expire or be adjusted accordingly. Residents are asked to watch local conditions closely and take appropriate action.

Environment Canada weather forecast conditions, snowpack water equivalency and the deteriorating ice conditions on the Catfish Creek indicate that potentially high hazard situations exist. Primary concerns are rapidly increasing creek levels and associated intensifying water flows. Rapid flooding of low-lying areas, fields, adjacent parkland, urban storm drains, small streams, creeks, or urban areas is imminent / extremely possible or occurring. Creek levels are high and are expected to continue rising.

Levels have reached bank full in most areas throughout the watershed and will escalate over top of bank in low-lying flood prone areas. The public is encouraged to stay away from open bodies of water, and to keep children away from waterways during times of high water levels and flows.

Residents are asked to watch local conditions closely and take appropriate action. Updates will be made available if conditions warrant.

Appendix A CCCA Flood Watch and Warning Guideline Check List

1. Provincial Flood Watches or Warnings issued by the Ministry of Natural Resources and Forestry (MNRF), Surface Water Monitoring Centre.

Yes ☐ No ☐

2. Government of Canada Weather Alerts.

Yes ☐ No ☐

3. Precipitation exceedance rates, (circle exceedance volume).

Hurricane Hazel Precipitation Rates				
Hours	6	12	18	24
Precip. (mm)	12	24	36	48

Flood Forecast Precipitation Rates			
Hours	24 (summer)	24 (winter)	30
Precip. (mm)	50	25	60

Conservation Authorities Act Flood Event Standards			
Hours	36	42	48
Precip. (mm)	73	123	285

4. Potential of combined forecast precipitation and snow water equivalency surface runoff to exceed Hurricane Hazel 6, 12 and 18 hour precipitation rates (circle exceedance volume).

5. The combined present stage, rainfall and snow water equivalency potential to exceed a discharge rate at the Catfish Creek at Sparta (02GC018) gauge of 39.2 m³/sec (1.47m stage).

Yes ☐ No ☐

6. Measured ice on Catfish Creek at Port Bruce greater than 15.25cm (6.0 in), Catfish Creek discharge below average, may indicate that ice transported downstream has the possibility of jamming.

7. GIS modelling, the distance inland (elevation) that Lake Erie water levels have the risk to impede channel flows.

Lake Elevation: _____ Upstream Effect: _____

8. Present Lake Erie ice thickness (cm. and ft.) and concentration in the area off shore of Port Bruce.

Ice Thickness: _____

9. Government of Canada, Marine Weather forecast for Lake Erie, sustained wind speed (convert to kilometres/hour) and direction (azimuth) potential to push outlying lake ice into the harbour.

Wind Speed (km/hr.) _____ Wind Direction (azimuth.) _____

10. London Airport Daily Weather Data, precipitation.

Based on the above flood forecasting data and extrapolated GIS information the CCCA is obligated to issue an appropriate watershed statement (e.g. **Flood Warning**) for the CCCA Low Lying Flood Prone Areas around waterways within the Authorities administrative boundary.

The above outlined checklist of deteriorating weather conditions affecting Catfish Creek stage discharge should be used as a guideline for issuing Watershed Condition Statements. Flood staff can use the checklists outlined above as a guide to determine when any alternate assistance is required to help with channel flow monitoring, to determine the probability of issuing a flood advisory.

Appendix B
Malahide Township Emergency Flood Contacts

Malahide Township Emergency Flood Contacts					
Call Order	Contact	Email	Cell Number	Office	Extension
1	Jeff Spoor	jspoor@malahide.ca	519-615-3384	519-773-5344	230
2	Ryan DeSutter	rdesutter@malahide.ca	226-545-0432	519-773-5344	320
3	Monica Badder	mbadder@malahide.ca	226-973-4132	519-773-5344	241
4	Nathan Dias	ndias@malahide.ca	519-808-1703	519-773-5344	223

Appendix C
CCCA Staff Flood Emergency Contacts

CCCA Staff	E-mail	Office	Cell Phone
Flood Watch Co-ordinator Dusty Underhill General Manager/Secretary- Treasurer	generalmanager@catfishcreek.ca	519-773-9037 Ext. 13	
First Alternate Peter Dragunas Water Management Technician	water@catfishcreek.ca	519-773-9037 Ext. 19	519-808-6370
Second Alternate Gerrit Kremers Resource Planning Co-ordinator	planning @catfishcreek.ca	519-773-9037 Ext. 18	

Catfish Creek Conservation Authority

Low Water Response Manual

September 2024

Catfish Creek Conservation Authority
8079 Springwater Road
R.R. #5 Aylmer, ON
N5H 2R4

R.R. #5 Aylmer, ON
N5H 2R4



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Legislation

Conservation Authorities Act, Ontario Regulation 686/21, Mandatory Programs and Services, Consolidation Period: From October 1, 2021 to the e-Laws currency date.

Drought or low water response

3. (1) An authority shall provide programs and services to support its functions and responsibilities to facilitate drought and low water forecasting and warning as set out in subsection (2).

(2) The authority's functions and responsibilities with respect to drought and low water forecasting and warning mentioned in subsection (1) are the following:

1. Maintaining information on surface water hydrology and the areas within the authority's area of jurisdiction that are vulnerable to drought or low water events.
2. Maintaining a stream flow monitoring network that, at a minimum, includes stream flow gauges available as part of the provincial-federal hydrometric network and, where the authority considers it advisable, includes additional local stream flow gauges.
3. Monitoring of weather and climate information, snow surveys and water levels and flows utilizing local, provincial and federal data sources.
4. Analysis of local surface water hydrologic conditions related to risk of drought and low water events.
5. Gathering information to determine when low water levels exist within the authority's area of jurisdiction and initiating and maintaining the appropriate response to confirmed low water levels in accordance with the document entitled Ontario Low Water Response, dated March 2010, and available on request from the Ministry of Northern Development, Mines, Natural Resources and Forestry, as amended from time to time.
6. Communications to inform persons or bodies that the authority considers advisable of the potential or actual impact of drought and low water events in a timely manner.
7. Provision of ongoing information and advice to persons and bodies mentioned in paragraph 6 to support,
 - i. emergency and drought or low water activities during a drought or low water event, and
 - ii. documentation of drought and low water events.

Catfish Creek Conservation Authority (CCCA) Low Water Response Manual Core Foundation

This CCCA Low Water Response Manual, Low Water Response Team and CCCA staff will conform to the *Ontario Low Water Response Manual (OLWRM)*, July 2009 Draft relating to all low water practices and procedures.

The procedures and processes outlined in this manual are from past Catfish Creek Conservation Authority, Low Water Response Team (LWRT) experiences and are recommended to be used for future low water applications where and when necessary.

If any contradictions arise between this CCCA Low Water Response Manual and the *Ontario Low Water Response Manual*, the *Ontario Low Water Response Manual* will supersede the CCCA manual, unless there are CCCA Board Approved adjustments to this CCCA manual.

Please refer to the *Ontario Low Water Response Manual* for all low water procedures.

Introduction

Catfish Creek and its tributaries drain an area of approximately 490 square kilometers in the Counties of Elgin and Oxford. Catfish Creek is mainly a rural watershed with close ties to the agriculture community and water conservation. The Catfish Creek Conservation Authority (CCCA) continues to promote water conservation initiatives through school and landowner education programs that persuade watershed constituents to protect and preserve our valued water resources for social and economic well-being of the community.

Ontario Low Water Response is intended to ensure provincial preparedness, to assist in coordination and to support local response in the event of a drought. This plan is based on the OLWRM, existing legislation and regulations and builds on established relationships between the province and local government bodies.

Where they exist, local Conservation Authorities will take the lead in establishing a Water Resource Team (WRT). It is recommended that Conservation Authorities, or MNR districts in areas without Conservation Authorities, co-chair the Water Response Team with a local water user.

Drought is a complex term that has various definitions depending on individual perspectives. In the Ontario Low Water Response Manual, drought is defined as weather and low water conditions characterized by one or more of the following:

- a) below normal precipitation for an extended period of time (3 months or more), potentially combined with high rates of evaporation, can lower lake levels, streamflow's and/or baseflows and reduce soil moisture and/or groundwater storage,
- b) streamflow is at the minimum required to sustain aquatic life while meeting only high priority demands for water; significant decrease in water level of local wells to the point where they become dry; surface water in storage allocated to maintain minimum streamflow, and
- c) socioeconomic effects occurring on individual properties and extending to larger areas of a watershed or beyond.

As larger areas are affected and as low water and precipitation conditions worsen, the effects usually become more severe. Three Levels of Low Water Conditions the Level 1 condition is the first indication of a potential water supply problem. Level 2 indicates a potentially serious problem. Level 3 indicates the failure of the water supply to meet the demand, resulting in progressively more severe and widespread socioeconomic effects.

Conservation Authorities are encouraged to develop local minimum in-stream flow thresholds as indicators of aquatic ecosystem health (adequate water quality, healthy fisheries and biological communities). Such a threshold could then become the Level 3 indicator for that watershed. Ontario Low Water Response, Ontario Ministry of Natural Resources et.al. March 2010.

Water Resource Team (WRT)

Background

Initially established in August 2001 to evaluate low water and drought related conditions in the Catfish Creek Conservation Authorities administrative area, the Water Resource Team (WRT) participation has broadened to include representation from municipalities, provincial government agencies, agriculture, industry and recreational groups in the watershed. Representation on the Catfish Creek Low Water Response Team is strictly voluntary in nature consisting of representatives from the following agencies/groups:

- Municipality of Central Elgin
- Town of Aylmer
- Township of Malahide
- Ministry of Natural Resources
- Ministry of the Environment
- Ministry of Agriculture and Food
- Elgin Federation of Agriculture
- Catfish Creek Conservation Authority
- Pleasant Valley Golf and Country Club
- Pleasant Valley Trout Farm Yarmouth Sand & Gravel
- County of Elgin
- Elgin Soil and Crop Association
- Vegetable Growers Association
- Catfish Creek Irrigation Advisory Committee

A Chairperson and Recording Secretary are elected annually from the membership of the Water Response Team at the first meeting of each year. (Provincial representatives are excluded from this selection process).

Water Resource Team Membership Roles and Responsibilities

- Attending meetings;
- Communicating back to their respective sectors;
- Sharing relevant data;
- Implementing drought management tools (e.g. municipal by - laws, coordinated irrigation, signage, public awareness communications);
- Confirming or determining if the watershed is in a Level 2 condition based on the monitoring network data; and
- Making recommendations of a Level 3 condition to the Ontario Water Directors' Committee (OWDC) Low Water Committee based on watershed conditions.

Water Resource Team Communications

Meetings are called by the Water Response Team Chairperson and are held whenever the precipitation and stream flow data indicate the need to consider upgrading from one Level to another.

The Conservation Authority confirms and if required declares a Level 1 condition. This decision is communicated to the other members of the Water Response Team for information purposes only.

Declaring a Level 2 condition is the responsibility of the WRT based on precipitation, stream flow data and recommendations of the Chairperson. The WRT is also responsible for making recommendations of a Level 3 condition to the Ontario Water Directors' Committee (OWDC) Low Water Committee based on the aforementioned watershed conditions and data.

Decision to downgrade from a Level 2 or Level 1 condition can be enacted by the WRT Chairperson and the Conservation Authority without calling a special meeting of the WRT. This decision is communicated to the other members of the Water Response Team for information purposes only.

Minutes of the WRT meetings are documented by the Recording Secretary appointed by the membership. The Recording Secretary forwards a copy of the Minutes to members of the WRT within 10 working days following a meeting.

The Water Response Team Chairperson and or Recording Secretary are responsible for disseminating all information and communications to the media. Individual members are responsible for communicating back to their individual groups.

Water Resource Team Low Water Evaluation Practice

At any meeting of the Water Response Team, a Quorum shall consist of one-third of those voting members present at a meeting.

There is no distinction in decision-making power or responsibility among members of the WRT with the exception of provincial representatives, (the focus of provincial representatives is to advise rather than participate in the judgment making process). Each representative will have equal opportunity for input, sharing information and accountability.

Level 3 Ontario Low Water Level Declaration

The following is intended as a guide for use by the Water Response Team in conjunction with Ontario Low Water Response (OLWR) Manual to help clarify the procedures and requirements for recommending the declaration of LEVEL 3 Low Water condition. It is intended as a guide only and is not a prescription for getting to Level 3. Please refer to the Ontario Low Water Response Manual, Ontario Ministry of Natural Resources et.al, March 2010 for more detailed direction and guidance.

OLWR (July 2003) outlines the process for confirming different low water conditions of a watershed and recommended actions. Since low water conditions develop over time, proactive long-term water management practices, such as water conservation and efficient water use, are recommended and can be effective in averting and reducing the severity of low water conditions. Significant social, environmental and economic impacts should be considered prior to recommending a Level 3 Condition in order to take appropriate action (conservation, restriction and regulation).

The Conservation Authority and/or the Ministry of Natural Resources District will determine and confirm a Level 1 condition. A Level 1 declaration will not require the formal approval of the Water Response Team and can be declared by the Chairperson. This decision will be communicated to the other members of the Water Response Team for information purposes only.

Based on the monitoring network data and upon the recommendation of the CCCA, declaring a Level 2 low water condition will remain the responsibility of the Water Response Team.

Supported by the monitoring network data and upon the recommendation of the CCCA the Water Response Team is responsible for making a recommendation of a Level 3 condition to the Ontario Water Directors' Committee (OWDC) Low Water Committee based on watershed conditions, which must include information as outlined in Section 3.3 of the Ontario Low Water Response Manual.

The decision to downgrade from a Level 1 or Level 2 condition can be enacted by the WRT Chairperson and the Conservation Authority without calling a special meeting of the Water Response Team.

Actions Taken During a Confirmed Level 1 Condition

The watershed must have been at a confirmed Level 1 condition and the appropriate actions must have been taken, i.e. a WRT formed and WRT meetings held to:

- Characterise the watershed including available water sources and sensitivities
- Provide appropriate communications to watershed water users and residents regarding water conditions
- Identify local water supply needs and concerns
- Start to implement water conservation and preservation strategies (target 10 per cent reduction in water use)
- Evaluate effectiveness of local actions
- Provide advice to local decision-makers
- Document actions taken

Actions Taken During a Confirmed Level 2 Condition

The watershed must have been at a confirmed Level 2 condition and the WRT must have taken appropriate action, i.e.

- Continue to hold WRT meetings
- Start to prepare documentation for OWDC Low Water Committee for declaration of Level 3
- Ensure and confirm appropriate membership on WRT
- Increase communications efforts
- Increase overall conservation measures by an additional 10 per cent
- Recommend to municipalities local restriction measures where available (e.g. lawn watering by-laws)
- Provide advice to local and provincial decision-makers
- Use existing provincial legislation where appropriate

A Level 3 is only considered when Level 1 and 2 measures have proven ineffective and watershed conditions continue to worsen. The WRT is required to prepare formal documentation for OWDC Low Water Committee for the declaration of Level 3. Declaring Level 3 is a prerequisite for taking appropriate action but is not connected in any way to obtaining drought compensation.

A Level 3 condition cannot be declared for the purpose of obtaining compensation for economic losses or hardships. (The declaration of any level of low water condition does not imply compensation for economic losses.) The OLWR July 2003 plan and this document do not address "emergency" response measures as defined by the *Emergency Plans Act*. Actions must be taken at Level 1 and Level 2 prior to recommending a Level 3 Condition to the Ontario Water Directors' Low Water Committee.

Requirements for Recommending Level 3

Steps in Recommending a Declaration of a Level 3 Condition

"A Level 3 declaration represents the most severe level condition and corresponding response designed to mitigate the impending impacts of an escalated drought condition. These may include water use restrictions affecting a range of small and large water users. Consequently, prior to any declaration decision the OWDC Low Water Committee is obligated to ensure that:" (Statements here in italics and below are from OLWR July 2003 manual)

Step 1 – Provide documentation of water use conservation and reduction efforts

1. *"The WRT has clearly implemented and documented the conservation and reduction efforts taken through the Level 1 and 2 strategies and can demonstrate that the majority of the water users have participated in these efforts (including bylaw restrictions by municipalities on non essential uses)."*

Provide a detailed description of steps taken at Level 1 and 2 to reduce demand on water, e.g.

- Identify sectors represented on WRT, and which sectors participated in water use reductions

- Identify sectors not represented or that did not participate in water use reductions and why (e.g. hydropower producers did not need to modify power production because it did not have an impact on minimum flow requirements and they were able to stay within rule curves)
- Identify the sectors that cut back and the Water Management measures taken (e.g. municipal service supplies cut back water use by x per cent, golf course operators rotated water use on a three day cycle, quarry operators stopped dust control procedures, irrigators in this area cut back water use by x per cent)
- Describe by-laws that were enforced/enacted to address demand (e.g. lawn water bans and car washing restrictions, stoppage of street cleaning)
- Describe any legislation used to curtail water use and how it was used (e.g. activities under Lakes and Rivers Improvement Act (LRIA) to stop interruption of water flow, Ontario Water Resources Act (OWRA) inspections for adherence to permits to take water, Department of Fisheries and Oceans charges for damaging fish habitat)

Step 2 - Provide analysis on the Social, Economic and Environmental Impact of Low Water Conditions

2. *"Any significant social, environmental and economic impacts arising from current low water conditions have been documented and adequately described."*

Social Impacts:

Low water conditions may have an impact on different groups of water users depending on the circumstances. The WRT should identify the group and characterise the impact as it relates to the low water condition. (e.g. how are municipal supply and self-supply users on groundwater being affected; how are recreational users and irrigators on surface water being affected). Other effects of low water conditions on communities should also be characterised.

Economic Impacts:

Economic impacts on water users, due to low water conditions, should also be characterised with estimates of lost yields or production loss of crops/reduced production or business including per cent of loss. For example lost agricultural yields, hydropower production, tourism clients, small business production or clients, reductions in aggregate production and other incidental losses should be noted. Other effects of low water conditions on various sectors should also be characterised.

Environmental Impacts:

Negative impacts on the ecosystem, due to low water conditions, should be described including the severity, (e.g. reduction to or loss of cold-water fisheries, loss of habitat, changing wildlife behaviour, water quality changes.)

Step 3 - Provide recommendations on priority allocations for water use.

3. *"Recommendations have been provided on priorities for water use restrictions and other reduction activities within the watershed."*
 - Recommendation for allocating water use reductions will consider the following basic principles and priority water uses:
 - Impacts move through water-use priorities from non-essential to important towards preserving essential water uses, (as described in OLWR Page 12, 13)
 - Maintain domestic, livestock and municipal water supplies
 - Avoid long-term loss of fish and wildlife populations (i.e. catastrophic ecosystem collapse)
 - Avoid actions that risk the security of future supplies
 - Minimize loss of crop yield and yield quality
 - Minimize disruption to commerce/economic loss
 - Share the impact of water shortage among users

For example, compliance activities are to be escalated, specific sectors are recommended to reduce takings by X per cent, surface water takers are to reduce takings by X per cent, groundwater takers are to reduce takings by X per cent. Describe the level of support the WRT gives to each recommendation

Step 4 - Provide analysis of the social, economic and environmental impacts of recommended water use restrictions.

4. *"Any significant social, environmental and economic impacts which may arise from the recommended water use restrictions have been documented and adequately described."*

Describe anticipated social, economic and environmental impacts resulting from recommendations in Step 3. Describe these in the same manner as was done in Step 2.

Social Impacts:

Describe any social impacts from anticipated losses due to recommendations. For example lost tourism, lost business from temporarily closing including numbers of layoffs and lost production. Increased local issues, tensions, number of requests for compensation and potential litigation should also be described.

Economic Impacts:

Identify the financial implications as a result of the recommendations for the various sectors. Examples are agriculture, tourism, hydropower, aggregates, municipal contingencies and various industries and businesses.

Environmental Impacts:

Document WRT assessment of how much the environmental situation will improve as a result of the proposed water use reduction and/or allocation recommendations.

Actions need to be taken during a confirmed Level 3 condition.

Monitoring a Level 3 Condition

The WRT will continue to take actions, monitor the extent of compliance of residences in a watershed with Level 3 measures and the effectiveness of these measures and advise the OWDC Low Water Committee on additional actions that can be taken.

Status Update

The WRT will continue to monitor watershed conditions and advise the OWDC Low Water Committee including advising them of when a watershed should come out of a Level 3 condition.

APPENDIX A

Catfish Creek Conservation Authority Low Water Response Team Members August 30, 2006

Previous 2006 Team Members are listed below. This list will have to be updated prior to the commencement for all low water seasons. The list has been left as is in order for the staff responsible for the OLWR Program will have an indication of agencies to contact for team representation.

Rob Johnson, Assistant Director Physical Services, *Municipality Of Central Elgin*.

Rebecca Shortt, Water Quantity, Engineer, *Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA)*.

Owner, *Ironcreek*.

David Richards, Biologist, *Ministry of Natural Resources (MNR)*, Aylmer District.

Glen Howe, Owner, *G&M Howe*.

Alison Munro, Surface Water Specialist, *Ministry of the Environment (MOE)*.

Mike Taylor, Water Manager, *Malahide Township*.

Don Weir, Drainage Superintendent, *Malahide Township*.

Mark Wales, Farmer, *Elgin Federation of Agriculture*.

Clayton Waters, Engineer, *County Of Elgin*.

Rod Tapp, Director of Operations, *Town of Aylmer*.

Wray Ramsey, Drain Superintendent, *Township Of S.W. Oxford*.

Bob Bishop, Owner Operator, *Yarmouth Sand and Gravel Pleasant, Valley Trout Farm*.

Rob DeRyk, President, *Catfish Creek Irrigation Advisory Committee*

APPENDIX B

Catfish Creek Low Water Response Team Low Water Condition Conservation and Reduction Effort Communications Procedure Documentation

This document outlines the communications Procedures for the Catfish Creek Low Water Response Team (CCLWRT), Low Water Condition Conservation and Reduction Efforts.

The outlined procedure is a CCLWRT communication guideline with Catfish Creek Conservation Authority (CCCA), applicable government offices their representatives, constituents, stakeholders and media. This guideline was initially implemented out of necessity, and motivated by the direction/motions and action items of the CCLWRT during the 2007 low water conditions. At this time, the Catfish Creek watershed exceeded the numeric thresholds for Level 1, 2 and 3.

1. CCLWRT Communication, with Catfish Creek Conservation Authority Prior to Team Meetings.

Prior to scheduling a CCLWRT meeting the team Chairperson communicates with Catfish Creek Conservation Authority General Manager/Secretary-Treasurer, to review the low water indicators and make a recommendation regarding the need for a team meeting. This communiqué allows for the initial consultation process with the Authority agreeing forming a joint understanding of the conditions.

The Chairperson notifies the team members outlining the need for a meeting, sets a date and compiles the required low water data, maps and Agenda for dissemination and review by the team prior to the meeting.

2. General CCLWRT meeting Communication.

The CCLWRT meeting communications and protocol have been developed from meeting Action Items outlined by the Team (please see the attached sample Agenda) and are administered by an elected Chairperson and Recording Secretary.

APPENDIX C

Catfish Creek Low Water Response Team Terms of Reference Revised August 2006

Introduction:

Catfish Creek and its tributaries drain an area of approximately 490 square kilometres in the Counties of Elgin and Oxford. Much of the land base in the watershed is used for agricultural purposes and susceptible to low water conditions.

The Catfish Creek Low Water Response Team was established in August 2001, to deal with low water and drought related conditions in the Catfish Creek and Silver Creek watersheds.

The Catfish Creek Conservation Authority will provide lunch for the Low Water Response Team Members on meeting dates.

Team Mandate:

The mandate of the Catfish Creek Low Water Response Team is to coordinate low water related activities, which balance efficient use, protection of existing water resources, and equity among users.

This mandate will be achieved by identifying the local water supply needs and concerns, assessing the severity of the watershed conditions, disseminating pertinent information, and promoting water conservation measures.

Specific roles and responsibilities for the members of the Water Response Team include:

- \$ Attending meetings;
- \$ Communicating back to their respective sectors;
- \$ Sharing relevant data;
- \$ Implementing drought management tools (e.g. municipal by - laws, coordinated irrigation, signage, public awareness communications);
- \$ Confirming or determining if the watershed is in a Level 2 condition based on the monitoring network data; and
- \$ Making recommendations of a Level 3 condition to the Ontario Water Directors' Committee (OWDC) Low Water Committee based on watershed conditions.

Team Composition (16):

Water Response Teams will include provincial, municipal and Conservation Authority staff as well as representatives for local interests and users.

Based on the aforementioned information, the Catfish Creek Low Water Response Team will consist of the following membership:

- \$ Township of South - West Oxford
- \$ Municipality of Central Elgin
- \$ Town of Aylmer
- \$ Township of Malahide
- \$ Ontario Flue-Cured Tobacco Marketing Board

- \$ Ministry of Natural Resources
- \$ Ministry of the Environment
- \$ Ministry of Agriculture, Food & Rural Affairs
- \$ Elgin Federation of Agriculture
- \$ Catfish Creek Conservation Authority
- \$ Pleasant Valley Golf and Country Club
- \$ Pleasant Valley Trout Farm/Yarmouth Sand & Gravel
- \$ County of Elgin
- \$ Elgin Soil and Crop Association
- \$ Local Fruit & Vegetable Growers
- \$ Catfish Creek Irrigation Advisory Committee

The Department of Fisheries and Oceans will be included on the mailing list. They will become involved should a Level 3 be confirmed.

Election of Officers:

A Chairperson and Recording Secretary will be elected from the membership of the Water Response Team at the first meeting of each year. (Provincial representatives are excluded from this selection process).

Calling of Meetings:

Meetings will be at the call of the Water Response Team Chairperson and will be held whenever the precipitation and streamflow data indicates the need to consider moving from one Level of Response to another.

Quorum:

At any meeting of the Water Response Team, a Quorum shall consist of one-third of those voting members present at a meeting.

There is no distinction in decision-making power or responsibility among members of the Water Response Team with the exception of provincial representatives, (the focus of provincial representatives is on advice rather than participating in the decision making process). Each representative should have equal opportunity for input, sharing information and accountability. It is therefore imperative that the membership of the Water Response Team accurately reflect the balance among the sectors within the watershed.

Meeting Records:

The proceedings of all meetings of the Catfish Creek Low Water Response Team will be recorded by a Recording Secretary duly elected by the membership.

The Recording Secretary shall forward a copy of the Minutes to each member of the Water Response Team within 10 working days following any meeting.

Level Declaration:

The Conservation Authority and/or the Ministry of Natural Resources District will determine and confirm a Level 1 condition. A Level 1 declaration will not require the formal approval of the Water Response Team and can be declared by the Chairperson. This decision will be communicated to the other members of the Water Response Team for information purposes only.

Declaring a Level 2 condition will remain the sole responsibility of the Water Response Team based on the monitoring network data.

The Water Response Team is responsible for making recommendations of a Level 3 condition to the Ontario Water Directors' Committee (OWDC) Low Water Committee based on watershed conditions which must include information as outlined in Section 3.3 of the Ontario Low Water Response document.

The decision to downgrade from a Level 2 or Level 1 condition can be enacted by the WRT Chairperson and the Conservation Authority without calling a special meeting of the Water Response Team.

Team Remuneration:

All non-government members of the Water Response Team will be eligible for a per diem and travel allowance (mileage) for attendance at meetings. The rates for per diems and mileage are based on the prevailing rates of the Conservation Authority.

Per diem and mileage reimbursement will be paid annually in December. An attendance sheet will be circulated at each meeting and eligible members MUST sign in and record their mileage to ensure payment is received.

If no Quorum is present, the per diem rate shall be paid to those eligible members in attendance.

Team Communications:

The Water Response Team Chairperson and/or Recording Secretary shall be responsible for disseminating all information and communications to the media. Individual members will be responsible for communicating back to their respective sectors.

APPENDIX D

Catfish Creek Watershed Irrigation Advisory Committee(s) Terms of Reference

“Coordinating Crop Irrigation Water Use Across the Catfish Creek watershed”

INTERPRETATION - The areas to be covered shall be limited to those within the watershed of Catfish Creek.

ARTICLE 1 – NAME

This committee shall be known as the Catfish Creek watershed (hereinafter called the watershed) Irrigation Advisory Committee (IAC).

ARTICLE 2 – OBJECTIVE

1. To co-ordinate farmers' local irrigation-related issues or concerns and opinions for the promotion of any agricultural irrigation water use activity within the Catfish Creek watershed which appear to improve the welfare of the agricultural industry and those persons who take water for agricultural crops.
2. To attempt to mediate “farmer to farmer” disputes regarding irrigation water use.
3. To promote Best Management Practices to the agricultural irrigation water users from the watershed.
4. To promote cooperation amongst irrigation water users on water taking for irrigation.
5. The committee may appoint a representative to other organizations to represent the IAC and farmers when dealing with irrigation water issues, where invited to do so.

ARTICLE 3 – TERMS OF OFFICE

1. The IAC will consist of representatives of various commodities, e.g. vegetable, tobacco, ginseng, herbs, and fruit.
2. The chair will be elected by the committee members, and in the case of where more than one nominee is presented, by use of secret ballot.
3. The IAC will appoint a Secretary-Treasurer, or a Secretary and a Treasurer. The terms of office will be reviewed annually, but no length of involvement limit is required.

ARTICLE 4 – BY-LAWS

1. Any personal information pertaining to any crop irrigation water user will be kept “in house” and held confidential by all.
2. The IAC's area of interest for mediation will consist of the conservation authority's administrative boundary.
3. The IAC has no legal authority to enforce PTTW permits, regulations or anything to do with provincial legislation.

CHAIR'S ROLE

1. A Chair will be elected every two years.
2. The Chair must have been a member of the IAC for a minimum of 1 year, except for inaugural chair.
3. The Chair will approve all media releases, unless appointed to another committee member, subject to the Catfish Creek Low Water Response Team approval.
4. The Chair (or designate) will represent the IAC on the watershed Low Water Response Team, where the IAC is invited to participate by the conservation authority.

SECRETARY/TREASURER

The secretary/treasurer will perform all the duties usually pertaining to such office and such additional duties as the IAC members prescribe and direct. The secretary-treasurer shall attend and keep accurate records of all proceedings for all meetings and special events.

MEETINGS

1. The Chairman will call a meeting with the members as he/she feels it is necessary, or when requested by a majority of members.
2. There may be a yearly information meeting of the IAC members and partner organizations.
3. Special meetings may be called by the IAC for which notice of five full days shall be given.

PARTNERSHIPS

The Irrigation Advisory Committee will conduct meetings for the betterment of crop irrigation water users. The committee can use resources from various ministries and agencies such as:

Department of Fisheries and Oceans
Conservation Authorities
Ministry of Environment
Ministry of Natural Resources
Ontario Ministry of Agriculture and Food
Federations of Agriculture

In addition, any others that the IAC deems appropriate.

The IAC shall work in partnership with the Catfish Creek Conservation Authority to provide technical assistance.

ARTICLE 5 – COMMITTEE REPRESENTATIVES

1. The IAC will consist of representatives of various commodities, which are irrigation water users within the watershed, further to which committee members will be allocated proportionately to commodity representation.
2. The IAC will annually review representation to reflect existing and new commodity interests as needed.
3. The IAC will consist of volunteers who are from the agricultural community, representing agricultural commodities and members will be elected by the existing Irrigation Advisory Committee.

ARTICLE 6 – FINANCES

1. The IAC members will be paid a per-diem and mileage in accordance with COWSEP steering committee approval as needed.
2. Progress reports, budget expenditure details, and a request for reimbursement for eligible expenses submission will be sent to the Norfolk Federation of Agriculture (NFA) Treasurer in accordance with "reporting procedures" provided by the COWSEP steering committee.
3. All individual expense claims must be signed by the Claimant and the Chairman and Treasurer (or Secretary-Treasurer), with date indicated.
4. The IAC Chair, Committee and the IAC Treasurer will review the annual budget projections by December 30, each year, and as required by the COWSEP steering committee.

ARTICLE 7 – CONDUCT OF MEETINGS

All meetings of the Irrigation Advisory Committee shall be conducted according to the Robert's Rules of Parliamentary Procedure.

ARTICLE 8 – QUORUM

The Quorum for meetings of Committee members shall be 50% + 1 member, including the Chair.

ARTICLE 9 – FISCAL YEAR

The fiscal year of the Irrigation Advisory Committee shall close on the 31st day of December in each year.

ARTICLE 10 – EXPULSION AND SUSPENSION

The expulsion of a member or of an officer may be implemented with sufficient cause, after investigation, by approved by a 75% majority vote of IAC members present at a meeting called to consider the question. A temporary suspension may be pronounced in lieu of expulsion in the same matter.

ARTICLE 11 – AMENDMENTS

The provisions of the Terms of Reference may be amended at the Annual Business Meeting by a two-thirds vote of the IAC members present, which will be held within 60 days from the year-end, **subject to COWSEP steering committee approval.**

PRESENTATION OF RESOLUTIONS OR MOTIONS

All resolutions or motions sent to a meeting of the IAC will be voted on. If a motion consists of a proposed amendment to "Terms of Reference", it must be moved and voted on by the IAC, **and shall be subject to COWSEP steering committee approval,** before being implemented at the Annual Business Meeting.

APPENDIX E



Catfish Creek Low Water Response Team Meeting

Date

Catfish Creek Conservation Authority

SAMPLE AGENDA

1. Welcome and Introductions
2. Adoption of Agenda
3. Disclosure of Pecuniary Interest
4. Adoption of Minutes:
 - a) Meeting # (last meeting)
5. Business out of Minutes
6. Current Low Water Conditions
 - a) Provincial Low Water Conditions
 - b) Confirmed Level Maps
 - c) Review of Applicable Catfish Creek Stage/Discharge Data
 - d) Review of Applicable Precipitation Data.
7. Chairpersons, Level 1, 2 Recommendation or Level 3 numeric threshold exceedance advisory to the OWDC, Low Water Committee
8. Provincial Update (MNR, MOE)
9. Low Water Round Table Discussion
10. Catfish Creek Low Water Response Team Level 1, 2 Confirmation or Level 3 numeric threshold exceedance advisory.
11. Communications
 - a) Catfish Creek Conservation Authority, Government Offices, Municipalities, constituents, stakeholders and media
12. Action Items
13. Other Business
14. Adjournment

Suggested Discussions for Agenda Items

Review of Current Low Water Conditions (Agenda Item 6):

- Provincial Low Water Levels Condition Report.
- Confirmed Level Maps, Surface Water Monitoring Centre.
- Moving Average Daily Discharge Indicator Graphs.
- Biweekly Precipitation Indicator.
- Confirmed Notice of Potential Low Water Conditions in the Catfish Creek watershed, Ministry of Natural Resources (MNR).

Based on the information presented above (Agenda Item 6), Chairperson recommendations (Agenda Item 7), Provincial Updates (Agenda Item 8) and Round Table Discussions (Agenda Item 9), the Catfish Creek Low Water Response Team, if applicable, will confirm a Level 1, 2 and advise OWDC of Level 3 low water conditions.

3. Low Water Level 1 and 2 Confirmation Communication

General communications following a low water declaration are as follows: low water level confirmations are forwarded to the Ministry of Natural Resources (MNR) Aylmer District, MNR Peterborough, Catfish Creek Conservation Authority and partner Municipalities. News releases confirming declared low water level condition are circulated through the media, newspaper, television and radio. If required Catfish Creek Irrigation Advisory Committee stakeholder representatives visit water users to inform/remind them of a declared low water level and voluntary cutbacks coupled with reminders of good water usage practices.

a) CCLWRT Meeting, Motions and Action Items:

- Confirm low water conditions level with MNR in Peterborough, MNR Aylmer District, Ministry of Environment (MOE) London District Office and member Municipalities.
- Circulate news release confirming low water level advisory.
 - *Aylmer Express*
 - *St Thomas Times Journal*
 - *London Free Press*
 - Rogers TV network.
 - CJBK Radio
 - A-Channel News London
 - *The Lake Erie Beacon*

a) Conservation and Reduction Effort Documentation, Communication.

- Contact watershed special interest groups i.e. Mennonite Central Community and Amish community to request support and communicate low water condition information to the respective communities.
- Request member municipalities to heighten the restriction of residential non-essential water use.
- Provide better education and information to the public as to the meaning and direction of Low Water Level Condition Advisories.
 - Meeting of Catfish Creek Irrigation Advisory Committee.
 - Media coverage through the Catfish Creek Irrigation Advisory Committee.
- Level 2, request MOE send letters to Water Taking Permit holders requesting for a 20% *Voluntary Reduction in Water*.

- Catfish Creek Irrigation Advisory Committee Chairperson Updates regarding Action Items arising from meetings or public discourse regarding irrigation concerns.
- Level 3 low water condition, Catfish Creek Low Water Response Team correspond with the Ontario Water Directors' Committee Low Water Committee confirming that the Catfish Creek watershed has met or exceeded the precipitation and average discharge thresholds for Level 3.

4. Level 3 - Conservation, Restriction and Regulation Response Framework Communications

The aforementioned communications were implemented in draft form during 2007 low water conditions. At this time, Catfish Creek watershed exceeded the numeric threshold for a Level 3. Communications submitted to the Ontario Water Directors Committee (OWDC) under the direction/motions and action items of the CCLWRT, was not to recommend a Level 3, but to "advise" the OWDC, that Catfish Creek watershed had exceeded the numeric threshold for a Level 3.

CCLWRT addressed the Level 1 and 2 requirements outlined in the *Ontario Low Water Response Manual*. Documentation outlining conservation and communication tasks undertaken to help reduce water use by CCCA Municipalities, constituents, special interest groups and Authority conservation efforts were outlined and submitted to the OWDC.

Understanding that "A Level 3 declaration represents the most severe level condition..." the CCLWRT is obligated to ensure that a decision to "recommend" a Level 3 to the OWDC Low Water Committee is made having up to date essential information.

In 2007 and at present the CCLWRT and CCCA do not have the tools or the personnel to adequately assess and/or document social, environmental and economic impacts of low water conditions within the affected area (watershed). In order to make an informed calculated decision to provide recommendations regarding water use prioritization within the watershed, the CCLWRT in conjunction with CCCA asked the OWDC Low Water Committee to assist with resources for data compilations and computation, in order to knowledgeably assess "the impending impacts of an escalated drought condition" at present and in the future. Consequently the CCLWRT did not recommend a Level 3 condition, but instead sought assistance to help meet the Ontario Low Water Response Program Level 3 information requirements.

It would be a very good idea for the CCCA to assess water usage per industry users and crops in advance and have this information ready to apply to a Level 3 when required.

Water use restrictions may be recommended once CCLWRT and CCCA better understand the social, environmental and economic impacts within our watershed. Prioritizing water use by stakeholder groups or commodities is better evaluated when restriction effects on target goods and user groups are better understood. This very important component of the Level 3 recommendation process needs to be described by qualified persons. There is also a need for partner government agencies to disclose to the Conservation Authority information relative to the decision making process.

APPENDIX F

Catfish Creek Conservation Authority Irrigation Advisory Committee January 10, 2007

Association	Contact	Title	Phone#	Cell#	Fax#	Email	Address
OFA	Hank Wortelboer	Farmer	519-773-3626		519-773-5175		9292 Hacienda Rd, RR1 Aylmer, ON N5H 2R1
OFA	Andre Lankhuijzen	Farmer	519-765-4364	519-631-1217	519-773-2752		52396 Vienna Ln, RR1 Port Burwell, ON, N0J 1T0
OFA	Rob deRyk	Farmer	519-773-8844	519-808-0364			50501 Talbot Ln Aylmer, ON, N5H 2R1
OFA	Alvin Lindsay	Farmer	519-773-9672		519-773-9050		RR2 Aylmer, ON, N5H 2R2
OFA	Bill Classens	Farmer	519-773-5842			vclaessens@ execulink.com	RR6 Aylmer ON, N5H 2R5
OFA	Mark Wales	Farmer	519-773-7352	519-773-6706		walesfarm@ hotmail.com	3585 Imperial Rd RR2 Aylmer, On N5H 2R2
EFA	Donna Lunn		519-644-0316	519-644-0316		lunnfarms@ amtelecom.net	
CCCA	Peter Dragnas	Water Management Technician	519-773-9037		519-765-1489	water@ catfishcreek.ca	8079 Springwater Rd, RR5 Aylmer, ON, N5H 2R4

APPENDIX G



CATFISH CREEK CONSERVATION AUTHORITY WATERSHED CONDITION STATEMENT LEVEL 1 LOW WATER CONDITION

For Immediate Release

Level 1, Low Water Condition, Watershed Condition Statement

Issued on June 12, 2023 at **8:00 A.M.**

Issued by: Peter Dragunas, Water Management Technician
Catfish Creek Conservation Authority
(519) 773-9037

Low Water Status



Low Water Level 1

Consistent with the Ontario Low Water Response criteria, the Catfish Creek Conservation Authority (CCCA) is issuing a Level 1 Low Water Condition for the CCCA Administrative Area. The Ontario Low Water Response indicators identify that the CCCA precipitation indicators coupled with the channel flow indicators are below the required Provincial seasonal average thresholds for a Level 1.

A **10% voluntary reduction** in water use is being advised to ensure that there remains an adequate water supply for essential use and to sustain aquatic life. Reducing residential non-essential water use and utilization of Best Management Practices, Irrigation Management is recommended to help lessen the impact on water resources.

In compliance with applicable provincial government agencies and low water legislation, the CCCA will continue to monitor creek water levels and precipitation within the CCCA administrative area, and will provide updates when available.

As a reminder, if landowners take water (>50,000L) from either surface water or groundwater sources (sand points, wells, pumping directly from the streams or ponds) to irrigate; they are required to obtain a permit from the Ministry of the Environment. If conditions continue to deteriorate, further regulation of surface and groundwater takings may be considered.



CATFISH CREEK CONSERVATION AUTHORITY WATERSHED CONDITION STATEMENT LEVEL 2 LOW WATER CONDITION

For Immediate Release

Level 2, Low Water Condition, Watershed Condition Statement

Issued on June 12, 2023 at **8:00 A.M.**

Issued by: Peter Dragunas, Water Management Technician
Catfish Creek Conservation Authority
(519) 773-9037

Low Water Status



Low Water Level 2

Consistent with the Ontario Low Water Response criteria, the Catfish Creek Conservation Authority (CCCA) is issuing a Level 2 Low Water Condition for the CCCA Administrative Area. The Ontario Low Water Response indicators identify that the CCCA precipitation indicators coupled with the channel flow indicators are below the required Provincial seasonal average thresholds for a Level 2.

A **20% voluntary reduction** in water use is being advised to ensure that there remains an adequate water supply for essential use and to sustain aquatic life. Reducing residential non-essential water use and utilization of Best Management Practices, Irrigation Management is recommended to help lessen the impact on water resources.

In compliance with applicable provincial government agencies and low water legislation, the CCCA will continue to monitor creek water levels and precipitation within the CCCA administrative area, and will provide updates when available.

As a reminder, if landowners take water (>50,000L) from either surface water or groundwater sources (sand points, wells, pumping directly from the streams or ponds) to irrigate; they are required to obtain a permit from the Ministry of the Environment. If conditions continue to deteriorate, further regulation of surface and groundwater takings may be considered.



CATFISH CREEK CONSERVATION AUTHORITY WATERSHED CONDITION STATEMENT LEVEL 3 LOW WATER CONDITION

For Immediate Release

Level 3, Low Water Condition, Watershed Condition Statement

Issued on June 12, 2023 at **8:00 A.M.**

Issued by: Peter Dragunas, Water Management Technician
Catfish Creek Conservation Authority
(519) 773-9037

Low Water Status



Consistent with the Ontario Low Water Response criteria, the Catfish Creek Conservation Authority (CCCA) is issuing a Level 3 Low Water Condition for the CCCA Administrative Area. The Ontario Low Water Response indicators identify that the CCCA precipitation indicators coupled with the channel flow indicators are below the required Provincial seasonal average thresholds for a Level 3.

A **20% voluntary reduction** in water use is being advised to ensure that there remains an adequate water supply for essential use and to sustain aquatic life. Reducing residential non-essential water use and utilization of Best Management Practices, Irrigation Management is recommended to help lessen the impact on water resources.

In compliance with applicable provincial government agencies and low water legislation, the CCCA will continue to monitor creek water levels and precipitation within the CCCA administrative area, and will provide updates when available.

As a reminder, if landowners take water (>50,000L) from either surface water or groundwater sources (sand points, wells, pumping directly from the streams or ponds) to irrigate; they are required to obtain a permit from the Ministry of the Environment. If conditions continue to deteriorate, further regulation of surface and groundwater takings may be considered.

APPENDIX H

Catfish Creek Low Water Response Team SAMPLE Level 3 Low Water Condition Conservation and Reduction Effort Documentation

The information provided in this Low Water Condition Conservation and Reduction Effort Documentation is being submitted under the direction/motions and action items of the Catfish Creek Low Water Response Team (CCLWRT). This information is not a recommendation for a Level III Low Water Advisory but to "advise" the OWDC, Low Water Committee that the Catfish Creek watershed has exceeded the numeric thresholds for a Level III.

As outlined in the letter of August 10, 2007, to the OWDC, Low Water Committee, the CCLWRT requires more information to make an informed decision regarding a Level III recommendation. "Understanding that "A Level III declaration represents the most severe level condition...", and "based on the recommendations of the local WRT and advice of the provincial field representatives present at the August 8th Low Water Response Team Meeting, the CCLWRT is obligated to ensure that a decision to "recommend" a Level III to the OWDC Low Water Committee is made having updated essential information". At present the information to make an informed decision regarding the various effects of a Level III on the watershed are unavailable.

The Ontario Water Directors Committee (OWDC) Low Water Committee is responsible for making declarations of a Level III condition based on the recommendations of the local WRT and advice of the provincial field representatives. As per the letter of August 10, 2007, the CCLWRT is not recommending a Level III but instead is seeking assistance "To help us meet the Ontario Low Water Response Program Level III information requirements. The CCLWRT in conjunction with the Catfish Creek Conservation Authority is asking the OWDC Low Water Committee to assist with resources for data compilations in order to assess "the impending impacts of an escalated drought condition" at present and in the future".

At the August 8th Catfish Creek Low Water Response Team Meeting, the CCLWRT addressed the fundamental requirements outlined in the Ontario Low Water Response Manual Section 3.3 Response Framework, Level III Conservation, Restriction and Regulation. The documentation outlining the outlining the tasks undertaken to help reduce water use through various Municipal and Authority conservation efforts are outlined in the attached document.

Conservation and Reduction Efforts

Section 3.3 Response Framework

Level III - Conservation, Restriction, Regulation

1. The WRT has clearly implemented and documented the conservation and reduction efforts taken through the Level I and II strategies and can demonstrate that the majority of the water users have participated in these efforts (including bylaw restrictions by municipalities on non-essential uses).
 - ✓ Efforts undertaken by the CCLWRT are outlined below.
 - It has been identified several times through various committees (COWSEP, WRT, DWSP) that the MOE has the database of water users and that the MOE are the keepers of this database for privacy reasons (FIPA) and at present the MOE is not distributing the information. An action item from the last WRT meeting was to acquire a list of Water Permit Holders. The request from the Chairperson of the Catfish Creek Irrigation Advisory Committee was rejected and FIPA was cited as the basis.
 - Due to the aforementioned circumstances, the WRT is unable to contact the water users and therefore is unable to demonstrate that the majority of the water users have participated in these efforts.

Conservation and Reduction Efforts

July 5, 2007

(from Minutes of meeting)

✓ Indicates completed Action Items.

b) Current Low Water Conditions:

The Chairperson referred to the latest Confirmed Level Map produced by the Surface Water Monitoring Centre which indicated that the Long Point Region Conservation Authority is the only watershed that has officially declared Level I low water conditions to date.

He then reviewed the precipitation and discharge graphs for the Catfish Creek watershed which both indicated Level II low water conditions.

The Water Response Team expressed concern that the low water information being generated by the Ministry of Natural Resources is only available on a monthly basis. Low water conditions in a smaller watershed like Catfish Creek can change quite quickly and requires more timely data in order to make better informed decisions.

c) Level I Confirmation:

After considering all the available low water indicator data, the Catfish Creek Low Water Response Team decided to declare a Level I condition for the watershed.

This declaration encourages voluntary water conservation with a target reduction of water use of 10 percent.

d) Motions and Action Items:

- ✓ Circulated news release confirming Level I low water conditions.
- ✓ Confirm Level I low water conditions with the Ministry of Natural Resources in Peterborough.
- ✓ Contact the Long Point Region Conservation Authority to obtain data base information for plotting the Moving Seven and 30-Day Averages.
- ✓ Send out low water information by e-mail to team members prior to the meetings;
- ✓ Using the Moving Seven-Day Average to track the low water trends in Catfish Creek more accurately.

e) Conservation and Reduction Effort Documentation, Level I

- ✓ Media Coverage
 - Water alert issued, *St Thomas Times Journal*, July 6, 2007.
 - Level 1 water advisory issued for Catfish Creek, *Aylmer Express*, July 11, 2007.
 - Region facing low-water alert, *London Free Press*, July 9, 2007.
 - The region has seen only occasional rainfall in some areas, causing farmers to worry, *London Free Press*, July 13, 2007.
 - Low Water Condition, *Aylmer Express*, July 18/ 2007.
 - Rogers TV network, low water condition interview.

July 26, 2007

(from Minutes of meeting)

✓ Indicates completed Action Items.

1. Current Low Water Conditions:

The Chairperson made reference to the following list of low water indicator resource materials included with the Agenda.

- Provincial Low Water Levels Condition Report;
- Confirmed Level Maps produced by the Surface Water Monitoring Centre;
- Moving Average Daily Discharge Indicator Graphs generated from data collected at the Sparta streamflow gauge;
- Biweekly Precipitation Indicator Graphs for the months of June and July; and
- Confirmed Notice of Potential Level II Low Water Conditions in the Catfish Creek watershed received from the Ministry of Natural Resources

2. Level I Confirmation:

After considering all the available low water indicator information, the Catfish Creek Low Water Response Team decided to declare a Level II condition for the watershed.

A Level II declaration encourages voluntary water conservation with a target reduction of water use of 20 percent.

3. Motions and Action Items:

- ✓ Circulate the Level II Low Water Conditions Bulletin to the media as amended;
- ✓ Confirm Level II low water conditions with the Ministry of Natural Resources in Peterborough;
- ✓ Marcel Anseeuw to contact the Mennonite Central Community to request their support to communicate the information on low water conditions to the Mennonite community;
- ✓ Request the member municipalities to heighten the restriction of residential non-essential water use;
 - Municipality of Central Elgin, Low Water Advisories, *St. Thomas Times Journal*, August 4, 2007.
 - Malahide implements watering restrictions as creek and stream levels drop drastically, *Aylmer Express*, August 8, 2007.
- ✓ Provide better education and information to the public as to the meaning and direction of Low Water Level Condition Advisories;
 - Notice of Meeting, Catfish Creek Irrigation Advisory Committee, *Aylmer Express*, August 1, 2007.
 - Attention water users in the Catfish Creek watershed, Catfish Creek Irrigation Advisory Committee, *Aylmer Express*, August 8, 2007.
- ✓ Compile requirements for recommending a Level III declaration from the Ontario Water Directors' Committee Low Water Committee
 - Please see Completed Action Items or Motions, Requirements for Recommending Level III.
- ✓ Rob deRyk to request a PTTW mailing list from MOE;
 - Rejected by MOE, please refer to Ryan Smith e-mail July 26, 07.
- × Investigate water use permit mapping by volume and source
 - Not complete at this time, need more information regarding the intent of the mapping, many combinations and permutations to investigate for report.

4. Conservation and Reduction Effort Documentation, Level II

- ✓ Media Coverage
 - Water levels force alerts, *London Free Press*, July 27, 2007.
 - Rain desperately needed in East Elgin fields and creeks, *Aylmer Express*, July 18, 2007.
 - Catfish level prompts plea, *St. Thomas Journal*, July 27, 2007.
 - Level 2 Advisory – Low Water Condition, *Aylmer Express*, July 25, 2007.
 - CJBK Radio low water condition interview, aired 4 pm August 31, 2007.
 - A-Channel News London, low water condition interview, aired 6 pm news August 31, 2007
 - Water conservation urged, *Aylmer Express*, August 1, 2007.
 - Notice of Meeting, Catfish Creek Irrigation Advisory Committee, *Aylmer Express*, August 1, 2007.
 - Water use limits, not rain, forecast, *London Free Press*, July 31, 2007.
 - Low Water Advisories, *The Lake Erie Beacon*, August 3, 2007.
 - Storm too brief to rescue farm fields, *London Free Press*, August 3, 2007.

- Municipality of Central Elgin, Low Water Advisories, *St. Thomas Times Journal*, August 4, 2007.

August 8, 2007

(from Minutes of meeting)

√ Indicates completed Action Items.

1. Current Low Water Conditions:

The Chairperson referred the Water Response Team to the Provincial Low Water Levels Conditions Report, Confirmed Level Maps, and Precipitation and Discharge Indicator Graphs attached to the Agenda.

2. Level III Numeric Confirmation:

The precipitation and average discharge numbers both clearly indicated that the Catfish Creek watershed is currently below the Level III thresholds.

Based strictly on the numeric information presented, the Catfish Creek Low Water Response Team confirmed Level III low water conditions.

3. Level III Recommendations:

The Catfish Creek Low Water Response Team participated in a lengthy discussion regarding the potential impacts of forwarding a recommendation onto the Ontario Water Directors' Committee Low Water Committee to declare a Level III condition for the Catfish Creek watershed without first having all the necessary documentation to address the following list of requirements outlined in the Ontario Low Water Response Manual.

1. The Water Response Team has clearly implemented and documented the conservation and reduction efforts taken through the Level I and II strategies and can demonstrate that the majority of the water users have participated in these efforts (including bylaw restrictions by the municipalities on non-essential uses).
2. Any significant social, environmental and economic impacts arising from current low water conditions have been documented and adequately described.
3. Recommendations have been provided on properties for water use restrictions and other reduction activities within the watershed.

It was determined by the Water Response Team that there had not been enough background information compiled to make a solid recommendation to the Ontario Water Directors' Committee Low Water Committee to declare a Level III condition at this time.

The Water Response Team decided to address this dilemma through the following actions.

4. Motions and Action Items:

- √ That, the Catfish Creek Low Water Response Team send a letter to the Ontario Water Directors' Committee Low Water Committee confirming that

the Catfish Creek watershed has met the precipitation and average discharge thresholds for Level III; and further,

That, the Ontario Water Directors' Committee Low Water Committee be requested to provide the necessary financial and human resources needed by the Catfish Creek Low Water Response Team to fulfill the list of requirements that will support the recommendation of a Level III as outlined in the Ontario Low Water Response Manual.

- ✓ That, the London District Ministry of the Environment be requested to provide the Catfish Creek Conservation Authority with a copy of the database that identifies both active and expired Water Taking Permits and Permit Holders in the Catfish Creek watershed; and further,

That, the Ministry of the Environment be asked to provide the Catfish Creek Low Water Response Team with information on the conservation measures that have been implemented by the Permit To Take Water Holders to achieve the target 10 and 20 percent voluntary reduction in water use during the Level I and Level II conditions.

- ✓ Send a letter to the Ontario Water Directors' Committee Low Water Committee re: Motion #WRT14/2007; and
- ✓ Forward a request to the London District Ministry of the Environment re: Motion# WRT15/2007
- × Catfish Creek Conservation Authority technical staff to assess the flows in Bradley Creek in response to the request from the Catfish Creek Irrigation Advisory Committee;

5. Conservation and Reduction Effort Documentation, Level II

- ✓ **Media Coverage**
 - Malahide implements watering restrictions as creek and stream levels drop drastically, *Aylmer Express*, August 8, 2007.
 - Attention water users in the Catfish Creek watershed, Catfish Creek Irrigation Advisory Committee, *Aylmer Express*, August 8, 2007.
 - Municipal water conservation, *Aylmer Express*, August 8, 2007.
 - Level 3 looms in Catfish watershed, *St. Thomas Times Journal*, August 11, 2007.

Additional Conservation and Reduction Efforts

- Requested the member municipalities to heighten the restriction of residential non-essential water use through letters to council.
- MOE sent letters to Water Taking Permit holders requesting for a 20% *Voluntary Reduction in Water Taking* (July 27, 2007).
- Catfish Creek Irrigation Advisory Committee Update:
Rob deRyk, Chairperson of the Catfish Creek Irrigation Advisory Committee updated the Water Response Team on their meeting held on August 1, 2007.

Rob noted that there had been two newspaper ads placed in the *Aylmer Express* recently regarding the current Level II water conditions and the use of Best

Management Practices during irrigation to help lessen the impact on local water resources.

The Water Response Team was informed that two members of the IAC had recently met with one landowner to discuss the restriction of water flow caused by excessive irrigation on his farm. Catfish Creek Conservation Authority technical staff will be asked to check the subject site to determine whether a sustainable flow has been reinstated.

- **Aggregate Resources**

To my knowledge none of my active pits within this watershed are large scale water users (i.e. washing etc).

I do have a few operations which are permitted to excavate below the water table. Again, to my knowledge none of these sites are permitted to dewater/drain or divert any water offsite. Predominately, the only use of water in the operations within the Catfish watershed would be for dust suppression.

This activity would require a fairly minor amount of water taking (if any if the water is brought from off-site) and is required to prevent any dust from emanating from the operation.

One option to minimize the use of water would be to apply another MOE approved chemical dust suppressant.

Any further questions or clarifications please let me know,

Emmilia Kuisma H.BSc.

Aggregate Resources Inspector

- The County of Oxford has decided to restrict the use of outdoor watering to one day / week which will help us meet the 20% reduction goal of the Level 2 requests that have been issued recently. Attached is a copy of our media release and the notice being sent to approximately 32,000 properties. Feel free to post this on your website. If you have any questions let me know.

Todd Gregg, CET

Water-Wastewater Operations Coordinator

Section 3.3 Response Framework

Level III - Conservation, Restriction, Regulation

2. Any significant social, environmental and economic impacts arising from current low water conditions have been documented and adequately described.
 - The CCLWRT does not have the tools and are unable to assess impacts the present low water conditions are having socially, environmentally and economically in order to adequately document them. As discussed at the WRT meeting this is a very important component of the recommendation and needs to be described by qualified professional person, the CA nor the WRT has the expertise to adequately describe this.
 - There has been no documentation of the social, environmental or economic impacts arising from current low water conditions nor can they be adequately described without an analysis outlining the effects of drought on agriculture in the watershed and all the related impacts.

3. Recommendations have been provided on priorities for water use restrictions and other reduction activities within the watershed. Following a Level III declaration, the OWDC Low Water Committee is obligated to ensure that:
 - Water use restrictions may be recommended once we better understand the social, environmental and economic impacts within our watershed. Prioritizing water use; which group requires priority, what commodity groups needs the volume, is better evaluated when the effects are understood regarding water needs per commodity.
4. Any significant social, environmental and economic impacts arising from the recommended water use restrictions have been documented and adequately described.
 - The social, environmental and economic impacts arising from the recommended water use restrictions will be better understood once the aforementioned are completed.

If you have any questions concerning the *Conservation and Reduction Efforts* outlined or the request for additional resources, please do not hesitate to contact Peter Dragunas, Chairperson, Catfish Creek Low Water Response Team, as soon as possible.

Peter Dragunas, Chairperson
Catfish Creek Low Water Response Team
Catfish Creek Conservation Authority
8079 Springwater Road
RR #5 Aylmer, ON
N5H 2R4
Phone: (519) 773-9037, Ext. 19
Fax: (519) 765-1489
Email: water@catfishcreek.ca

APPENDIX I

Landowner, Municipal and Applicable Government Organisation Correspondance



CATFISH CREEK CONSERVATION AUTHORITY

8079 Springwater Road, RR# 5, Aylmer, Ontario N5H 2R4

PHONE: (519) 773-9037 • FAX: 519-765-1489

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

May 28, 2012

Dear Landowner:

RE: Water Taking During Low Water Periods

The Catfish Creek **Water Response Team** (WRT) is advising direct stream sourced Permit To Take Water permit holders that low water conditions in the watershed have changed from Level 1 to Level 2 and this may affect your permitted water taking volume and rate. Your permit already requires you to adjust your actual taking volumes and rates downward from the otherwise maximum permitted levels specified in your permit so that stream flow, for example, is not reduced to a rate that would interfere with downstream uses of the water or with the natural functions of the stream. I am writing this letter as a component of the Low Water Response Program and as a request from the Ontario Ministry of the Environment now to encourage you to use water conservation measures to reduce demand on water sources at this time.

Water is essential for the economic sustainability of Ontario and local communities. The Ministry of the Environment regulates water taking to ensure fair sharing and protect the natural environment. Your permitted water taking cannot occur at the expense of other reasonable uses. By complying with your permit, you fulfill your stewardship duty to conserve the water that belongs to everyone.

Even though your current volume and rates of water taking should not be causing interference, I am asking you to implement water conservation measures now to avoid potential problems during this Level 2 period. I am hoping you can reduce your taking by a total of 20 per cent, namely another 10 ten per cent reduction that you are asked to make when the WRT declared Level 1 low water condition earlier. Working together, we can avoid unnecessary impacts on downstream users during periods of low-water levels.

I encourage you to contact your local WRT at Catfish Creek Conservation Authority to confirm with them the additional water conservation action you will take. The WRT needs your information to help assess the situation, and it is very important for you to communicate with them now.

If this dry spell continues, the WRT may need to ask the Ontario Water Directors' Low Water Committee to use their regulatory authority to stop water taking so that essential water supplies for ecosystem functions, drinking water or firefighting are not at risk. If you believe your water taking may be impacting any other water supplies, please contact me directly so we can discuss options which may be available to help you get through this period. Please do not risk taking water if it could result in someone lodging a complaint against you during this dry spell.

I am including below for your information some websites that contain information about water management during times of low water conditions.

http://www.mnr.gov.on.ca/en/Business/Water/Publication/MNR_E002322P.html

http://www.mnr.gov.on.ca/en/Business/Water/2ColumnSubPage/STEL02_164583.html

<http://www.conservationontario.ca/>

<http://www.ene.gov.on.ca/envision/water/pttw.htm>

<http://www.ene.gov.on.ca/publications/3784e.pdf>

<http://www.ene.gov.on.ca/cons/3781-e.pdf>

<http://www.ene.gov.on.ca/programs/3109e.pdf>

Thank you for your prompt attention to this matter.

Peter Dragunas
Water Management Technician
Catfish Creek Conservation Authority
Tel: 519-773-9037
Fax: 519-765-1489

Please feel free to contact me for advice about getting through this low water period without causing problems for others in your community or putting essential water supplies at risk.

*Mission Statement: "To communicate and deliver resource management services and programs
In order to achieve social and ecological harmony for the watershed*

August 10, 2007



Ministry of Natural Resources

615 John St. N.

Aylmer, ON

N5H 2S8

Attention: Dave Richards, Acting Planning and Information Management Supervisor

Dear Sir:

The Catfish Creek Low Water Response Team (CCLWRT) would like to take this opportunity to advise the Ontario Water Directors Committee (OWDC), Low Water Committee that Level III numeric thresholds have been exceeded for the Catfish Creek watershed. The Ontario Low Water Response indicators identify that Catfish Creek precipitation and flows are below the required provincial seasonal thresholds, for the period ending August 7th.

Understanding that "A Level III declaration represents the most severe level condition...", and "based on the recommendations of the local WRT and advice of the provincial field representatives, the CCLWRT is obligated to ensure that a decision to "recommend" a Level III to the OWDC Low Water Committee is made having updated essential information".

At the July 26th meeting of the CCLWRT, Dave Richards (MNR) provided the CCLWRT with the enclosed background information to recommend a Level III. Please recognize that either the CCLWRT or the Conservation Authority have the financial or human resources available to extrapolate or compile the data needed to make an informed decision regarding a Level III recommendation.

To help us meet the Ontario Low Water Response Program Level III information requirements the CCLWRT in conjunction with the Catfish Creek Conservation Authority is asking the OWDC Low Water Committee to assist with resources for data compilations in order to assess "the impending impacts of an escalated drought condition" at present and in the future.

If you have any questions or require additional information concerning our request please do not hesitate to contact the undersigned as soon as possible.

Sincerely
Peter Dragunas, Chairperson
Catfish Creek Low Water Response Team

Enc. 6

July 30, 2007

Lloyd J. Perrin,
Director of Physical Services
Municipality of Central Elgin
450 Sunset Dr.
St. Thomas, ON
N5R 5V1

Dear Lloyd:

Consistent with the Ontario Low Water Response criteria, and in conjunction with the CCCA Water Response Team (WRT), the Catfish Creek Conservation Authority, has issued a Level 2 Low Water Advisory Condition for the Catfish Creek watershed.

We are eagerly requesting all water users and residents of the Catfish Creek watershed to limit non-essential water use such as private swimming pools, lawn watering, public and private fountains and vehicle washing, to ensure there remains an adequate supply for essential use and to sustain aquatic ecosystems.

We are asking our Authority Member Municipalities, to heighten the restriction of residential non-essential water use. Limiting non-essential water use through municipally directed water conservation programs is highly recommended to help lessen the impact on water resources.

Coupled with precipitation and flow observations, the CCCA along with partner government agencies are escalating the monitoring of water use, and will provide updates when available or required. If conditions continue to deteriorate, further regulation of surface and groundwater takings will be considered.

Your co-operation is greatly appreciated and I would like to thank you in advance for your attention on this matter.

Peter Dragunas
Water Management Technician

July 26, 2007

Randall Millard

Clerk / C.A.O.

Corporation of the Township of Malahide

87 John St. S.

Aylmer, ON

N5H 2C3

Dear Randall:

Consistent with the Ontario Low Water Response criteria, and in conjunction with the CCCA Water Response Team (WRT), the Catfish Creek Conservation Authority, is issuing a Level 2 Low Water Advisory Condition for the Catfish Creek watershed.

We are eagerly requesting all water users and residents of the Catfish Creek watershed to limit non-essential water use such as private swimming pools, lawn watering, public and private fountains and vehicle washing, to ensure there remains an adequate supply for essential use and to sustain aquatic ecosystems.

We are asking our Authority Member Municipalities, to heighten the restriction of residential non-essential water use. Limiting non-essential water use through municipally directed water conservation programs is highly recommended to help lessen the impact on water resources.

Coupled with precipitation and flow observations, the CCCA along with partner government agencies are escalating the monitoring of water use, and will provide updates when available or required. If conditions continue to deteriorate, further regulation of surface and groundwater takings will be considered.

Your co-operation is greatly appreciated and I would like to thank you in advance for your attention on this matter.

Peter Dragnas

Water Management Technician

August 1, 2007

Mayor and Council
Town of Aylmer
46 Talbot Street, West
Aylmer, Ontario
N5H 1J7

Dear Mr. Mayor and Council:

Please be advised that the Catfish Creek Low Water Response Team (CCLWRT) has issued a Level II Low Water Advisory Condition for the Catfish Creek watershed in compliance with the Ontario Low Water Response Program.

We are eagerly requesting all water users and residents of the Catfish Creek watershed to limit non-essential water use such as filling private swimming pools, lawn watering, public and private fountains and vehicle washing, to ensure there remains an adequate supply for essential use and to sustain aquatic ecosystems.

We are asking our Member Municipalities, to heighten the restriction of residential non-essential water use at this time. Limiting non-essential water use through municipal directed water conservation initiatives is highly recommended to help lessen the impact on water resources.

Coupled with precipitation and flow observations, the Catfish Creek Conservation Authority (CCCA) along with partner government agencies are escalating the monitoring of water use, and will provide updates when available or required. If conditions continue to deteriorate, further regulation of surface and groundwater takings will be considered.

Your co-operation regarding this matter is greatly appreciated.

Peter Dragunas
Water Management Technician

APPENDIX J

News Release

August 22, 2002

For Immediate Release

Contact: Peter Dragunas, Water Management Technician,
Catfish Creek Conservation Authority
cccawater@execulink.com

Below average rainfall, combined with above normal temperatures have continued in August. This is resulting in further stress on the streams in the Catfish Creek watershed, and is affecting water quality in the larger creeks. As the weather trends have continued, water levels have approached record lows.

The Water Response Team (WRT) for the Catfish Creek Watershed held a meeting on August 21, to review the state of the water conditions. From the information given, the WRT has assigned a Level 2 Drought condition to the Catfish Creek Watershed. As such, an additional 10% voluntary reduction in water use (totalling a 20% reduction) is being advised to ensure that there is adequate supply for essential uses.

Also, the public is reminded that if they take water from either a surface water or a groundwater source (sandpoints, wells, pumping directly from the streams), they may be required to obtain a permit from the Ministry of the Environment. If conditions continue to deteriorate, the Province may consider further regulation of surface and groundwater takings.

The Catfish Creek Conservation Authority (CCCA) is continuing to monitor water levels and precipitation, and will provide updates as required. CCCA has established a "Water Response Team" in conjunction with the Province, member municipalities, and local agricultural and industrial group representatives to improve drought response in the watershed.

For more information on the Level 2 low water advisory, the Low Water Response Plan, and streamflow conditions across the Catfish Creek Watershed, contact Ryan Smith, Water Management Technician, at the Catfish Creek Conservation Authority.

REPORT FA79/2024: To The Full Authority

FROM: Peter Dragunas, Water Management Technician

SUBJECT: Catfish Creek Channel Sounding

DATE: September 26, 2024

PURPOSE:

To update the Full Authority on the results of the September 17, 2023 Catfish Creek channel sounding at Port Bruce.

DISCUSSION:

Please find attached maps for the July 2023, June 2024 and September 2024 Catfish Creek Channel Soundings and associated results at Port Bruce.

At the time of the September 2024 sounding, the Lake Erie water level at Port Bruce was 0.919 m (3.02 ft.) above chart datum (CD), (Environment Canada, Lake Erie water level station #12400 at Port Stanley).

Lake Erie water levels for the soundings referred to in this report are:

- July 2023, 1.11 m (3.63 ft.),
- June 2024, 1.163 m (3.82 ft.),
- September 2024, 0.919 m (3.02 ft.) above chart datum.

As illustrated above the water levels in Lake Erie fluctuate due to various external affects, the main being the volume of water entering the great lake hydrologic cycle. Therefore the aforementioned information identifies the requirement to use a sounding baseline to remove the fluctuating water level data, accordingly chart datum of 173.5 meters is used for all soundings as the Lake Erie water level baseline at Port Bruce

The September 2024 sounding relative to the June 2024 sounding shows that the Lake Erie water level is down 0.244m (0.8 ft.). Since the Catfish Creek Channel Sounding data is evaluated relative to CD, the lake levels do not affect the bathymetric mapping results and are included for information purposes only.

The September 2024 sounding continues to outline three regular areas of deposition along with an additional persistent and optimistically ephemeral area identified in the June 2024 sounding. The first zone is located at the northern reach of the sounding area, the second is just south of the Imperial Street bridge, the third is at BeeLine trailer park, and the 2024 ephemeral area persists immediately north of the harbour breakwall at the southern outlet of Rocabore Bay.

The Rocabore Bay depositional area can be rationalized by the 2023, 2024 mild winter weather, lack of lake ice coupled with winter storm wave swells which transport lake sediment into the northern margins of the harbour at the southern outlet of Rocabore Bay. The 2024 spring and summer seasons did not produce significant channel flows to flush this area out, consequently this sedimentation zone will persist into the 2024 fall storm season (Lower Catfish Creek, Deposition and Transport Zones Map).

There are two possible scenarios:

1. If the lake remains open for any length of time during the fall/winter storm season the incoming southerly winds could produce waves that will transport additional sediment into the harbour essentially depositing more sediment in this area.
2. On the other hand if the dominant winds do not persist from the south and there is sufficient precipitation to produce significant channel flows to flush the sediment back out to the lake, then the area will open and possibly create additional free board for the spring ice migration.

The September 2024 results do not identify a good clear thalweg depth throughout the sounding area. The lower half of the sounding area from Erie Marina displays a relatively (relative to the upper sounding reaches) deeper thalweg, who's connectivity with a moderate thalweg at Levis Street is interrupted by a lesser depositional zone at the BeeLine trailer park.

It is anticipated that the aforementioned sediment depositional zone volumes may decrease as seasonal channel water levels rise and flows increase during the wetter fall season. The increased flows are anticipated to flush and distribute some of the grounded sediment more evenly over the study area as the sediment migrates out to the lake. This will relieve the depositional zones of excess sediment and optimistically lessen the possibility of ice jamming in these perpetual zones of sedimentation.

Thalweg Rationalization

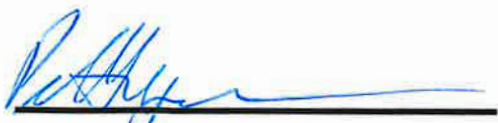
Even though this summer may have seen more precipitation than normal, the rains did not produce sufficient increased channel flows to transport the sediment downstream or move the Rocabore Bay south sediment out to the lake. The continued natural depositional areas (inside bends, wider and deeper channel areas) along with the channels transport zones (narrower, straighter with less depth) within the Hamlet of Port Bruce identify the channels morphological equilibrium which appears to be abating in this morphological cycle reducing the channels ability to maintain a suitable hydrological conveyance resulting in a sporadic thalweg within the lower reaches of the Catfish Creek within Port Bruce.

Observations may suggest that climate change is generating less lake ice (not freezing, winter of 2023-2024) which in turn allows open water storm waves to transport lake sediment into Port Bruce harbour/Rocabore Bay.

CCCA and Malahide Township staff met on October 1, 2024 to discuss the preliminary September 2024 sounding results and agreed to further consider procedures/approaches for lessening the impact of the aforementioned Lake Erie sediment.

RECOMMENDATAION:

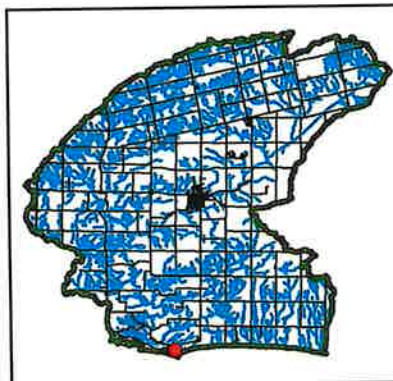
That, the channel sounding observations described in Report 79/2024, be received as information at this time.



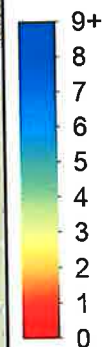
Peter Dragunas,
Water Management Technician



Port Bruce
July 10, 2023
Sounding

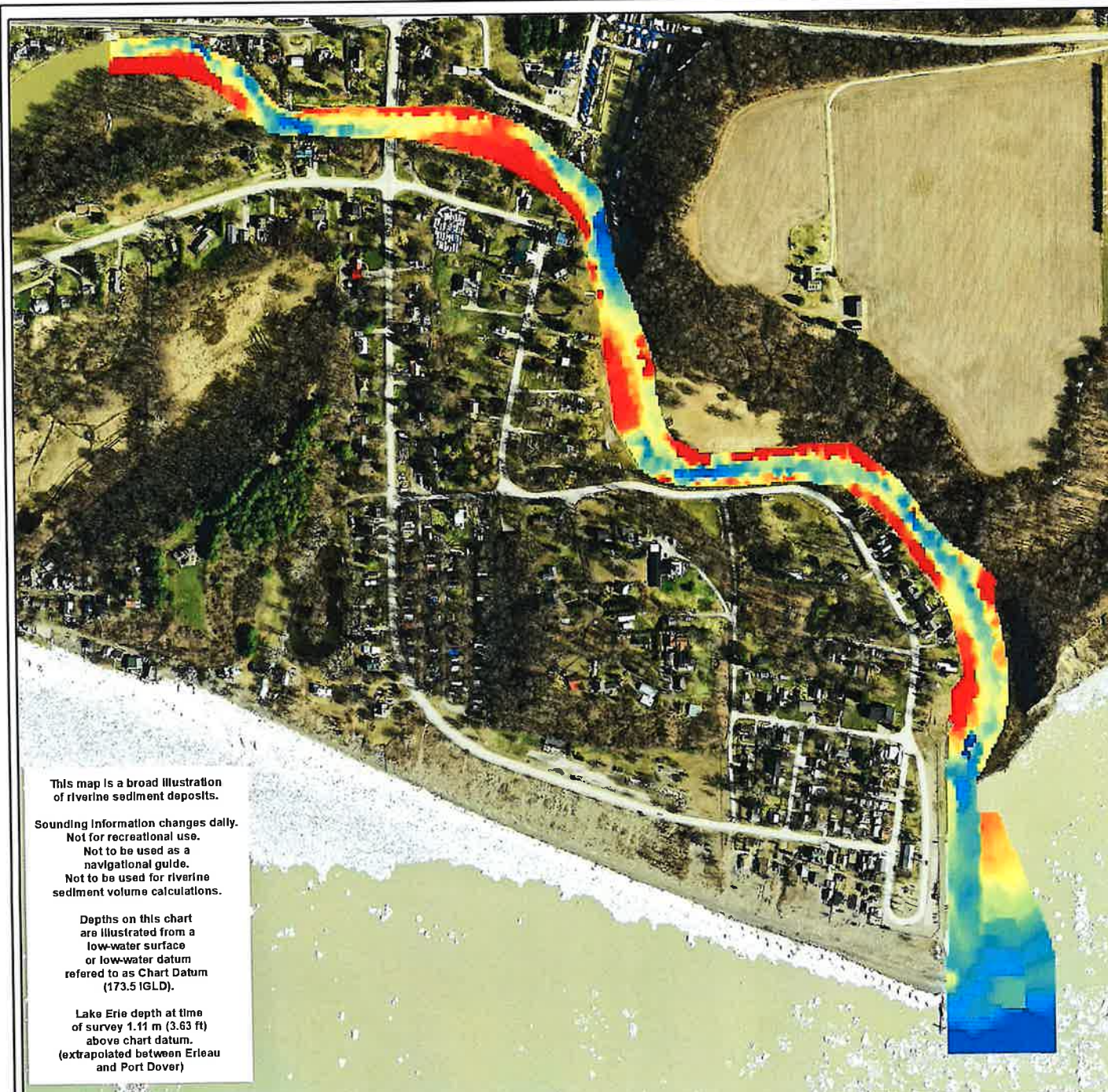


Feet



Data Sources: NRVS, DFO, CCCA
CCCA GIS
July 10, 2023

This map should not be relied on as a precise indicator of routes or locations, nor as a guide to navigation. Catfish Creek Conservation Authority (CCCA) shall not be liable in any way for the use of, or reliance upon, this map or any information on this map.



This map is a broad illustration
of riverine sediment deposits.

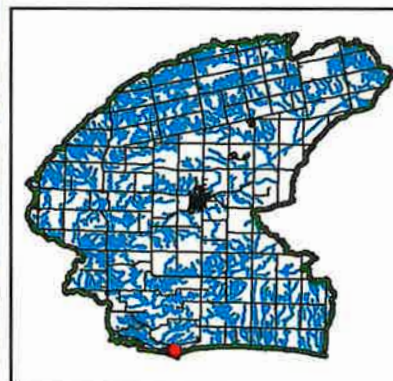
Sounding Information changes daily.
Not for recreational use.
Not to be used as a
navigational guide.
Not to be used for riverine
sediment volume calculations.

Depths on this chart
are illustrated from a
low-water surface
or low-water datum
referred to as Chart Datum
(173.5 IGLD).

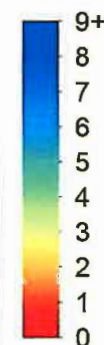
Lake Erie depth at time
of survey 1.11 m (3.63 ft)
above chart datum.
(extrapolated between Erieau
and Port Dover)



Port Bruce
June 3, 2024
Sounding

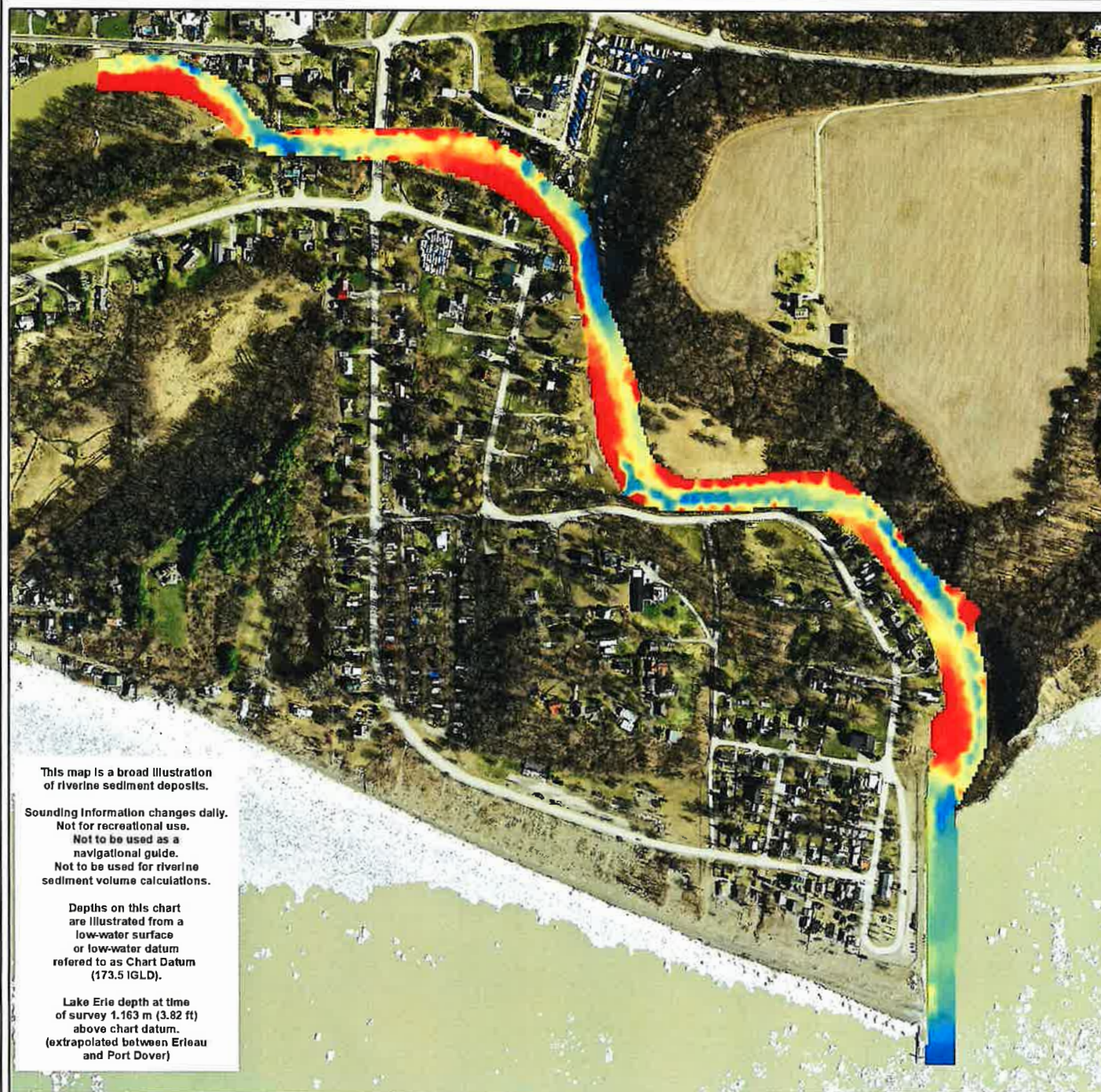


Feet



Data Sources: NRVIS, DFO, CCCA
CCCA GIS
June 3, 2024

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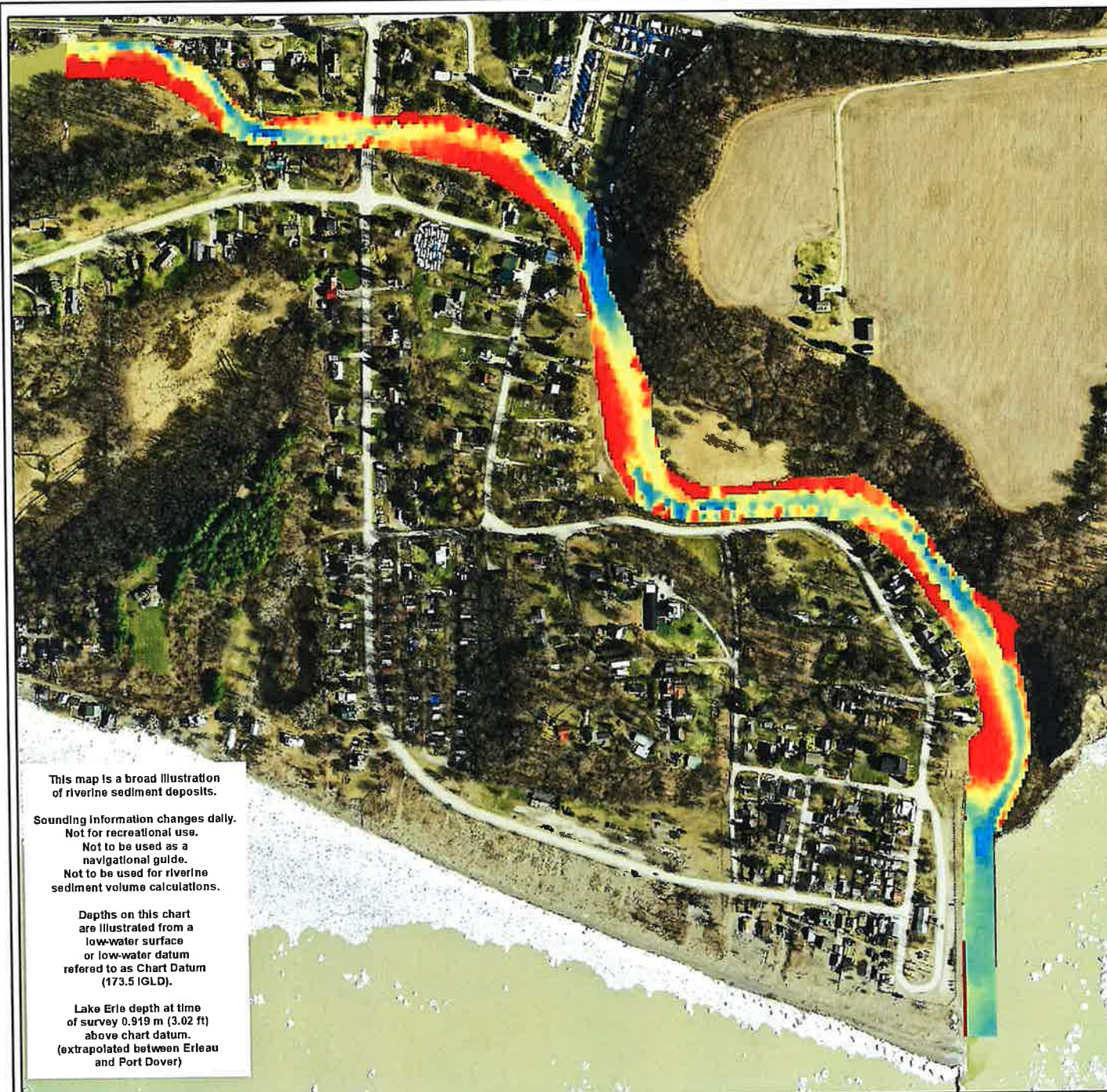
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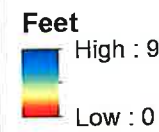
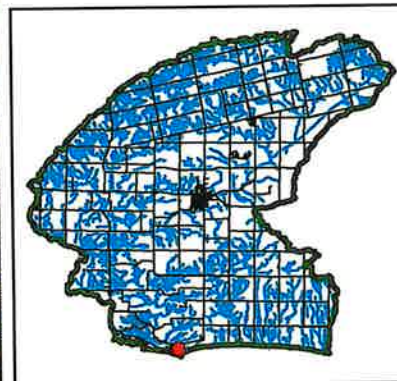
Depths on this chart
are illustrated from a
low-water surface
or low-water datum
referred to as Chart Datum
(173.5 IGLD).

Lake Erie depth at time
of survey 1.163 m (3.82 ft)
above chart datum.
(extrapolated between Erleau
and Port Dover)

26



Port Bruce September, 2024 Sounding



Data Sources: NRVIS, DFO, CCCA
CCCA GIS
September 17, 2024

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This map is a broad illustration of riverine sediment deposits.

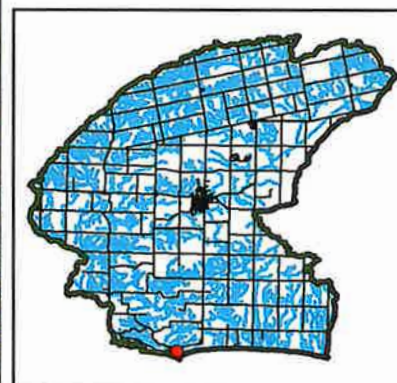
Sounding Information changes daily.
Not for recreational use.
Not to be used as a navigational guide.
Not to be used for riverine sediment volume calculations.

Depths on this chart are illustrated from a low-water surface or low-water datum referred to as Chart Datum (173.5 IGLD).

Lake Erie depth at time of survey 0.919 m (3.02 ft) above chart datum. (extrapolated between Erleau and Port Dover)



Lower Catfish Creek Deposition and Transport Zones



Data Sources: NRVIS, DFO, CCCA
CCCA GIS
September 17, 2024

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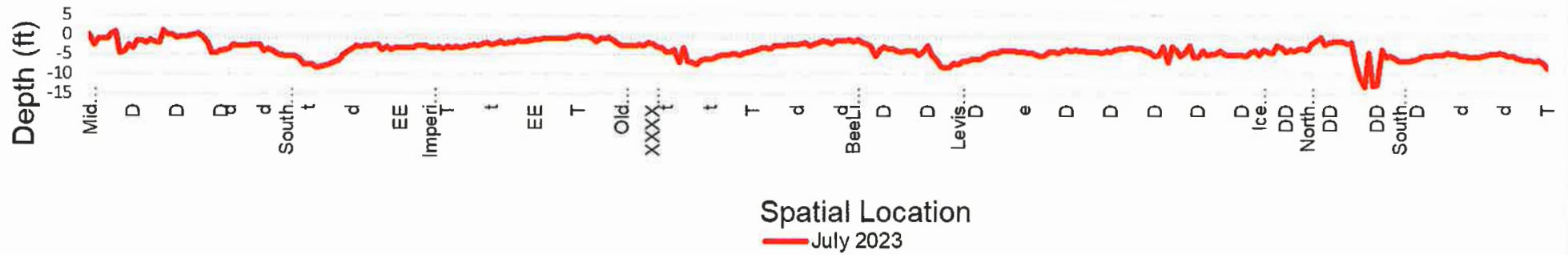
This map is a broad illustration
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Sounding information changes daily.
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Not to be used for riverine
sediment volume calculations.

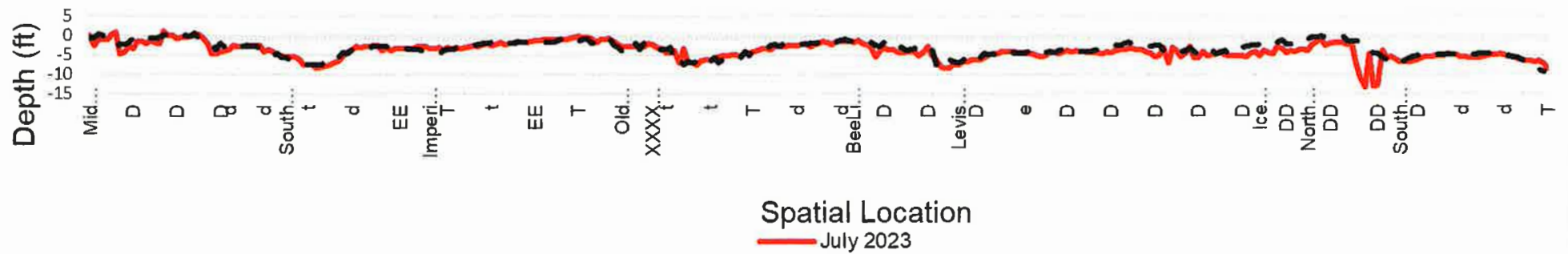
Depths on this chart
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low-water surface
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(173.5 IGLD).

Lake Erie depth at time
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above chart datum.
(extrapolated between Erleau
and Port Dover)

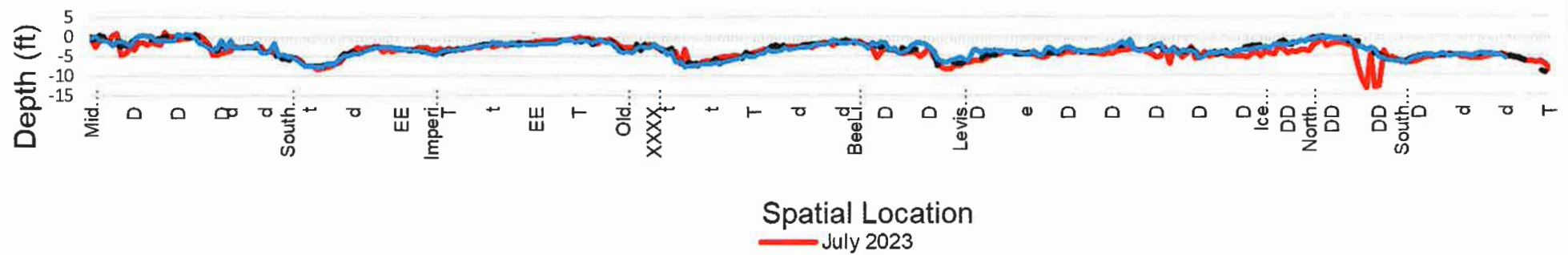
Port Bruce Sounding Longitudinal Profile
July 2023



Port Bruce Sounding Longitudinal Profile
July 2023, June 2024



Port Bruce Sounding Longitudinal Profile
July 2023, June 2024, September 2024



Report **FA 80/2024 : To The Personnel / Finance Committee**

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

SUBJECT: Draft Budget 2025

DATE: September 30, 2024

PURPOSE:

To approve the Catfish Creek Conservation Authority (CCCA) 2025 Draft Budget for circulation.

DISCUSSION:

The CCCA's 2025 Draft Budget has been prepared based on the following notable items:

General:

- 10% increase in General Levies (Report FA 69/2024)
- 4% CPI increase in the Salary Grid (Report FA69/2024)
- Increment Adjustments for staff not at the top level of their pay grid
- 15% insurance increase over 2024 rates
- 15% group benefits increase over 2024 rates
- \$28,642.00 is included to replace the parking lot surface at the Operations Centre
- \$38,000 is included to replace the large Kubota Lawn Mower which is currently antiquated and has extremely high hours
- \$10,000.00 is included for the Calton Property, Pritchard Drain Clean-Out
- \$18,200.00 is included for the CAMIS Reservation Software
- \$10,000.00 in employment grant funding is estimated from the Canada Summer Jobs Program (in 2023, Canada Summer Jobs was reduced from \$25,000 in 2022)
- \$5,000.00 in employment grant funding is estimated from the Canada Parks and Recreations Authority's Green Jobs program.
- Including the Municipal Levy and Grant Transfer Payments, mandated programs are underfunded by \$154,700.00
- \$133,387.00 is required from the Working Capital General Reserve to balance Mandated Program expenses
- Transfers to and from Reserve Funds account for a total of \$277,266.00 in Revenue.
- This Draft Budget will not meet the requirements set out in the Reserve Funds Policy for both the Working Capital and Capital Acquisitions Funds by 2024 year-end

Springwater Conservation Area:

- The minimum wage increase to \$17.20 from \$16.55 per hour for seasonal staff will amount to additional wage expenses for 2025 of \$7,188.00
- 2-6% increase in the various Springwater (SPW) Campground Fees
- 9 operating days for the Maple Syrup Festival; scheduled for the week of March Break and the weekends surrounding, with 14 days of TVDSB school programs

RECOMMENDATION:

Option 1:

THAT, the Full Authority approve the Draft Budget presented in report FA 80/2024;

AND THAT, the Draft Budget and General Levies be circulated to the member municipalities for the 30-day notice period in accordance with the Budget and Apportionment Regulation made under the Conservation Authorities Act.

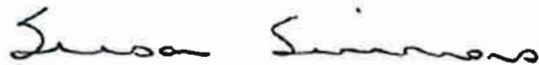
Option 2:

THAT, the Full Authority approve the Draft Budget presented in report FA80/2024 as Amended;

AND THAT, the Draft Budget and General Levies be circulated to the member municipalities for the 30-day notice period in accordance with the Budget and Apportionment Regulation made under the Conservation Authorities Act.



Dusty Underhill,
General Manager/Secretary-Treasurer



Susan Simmons,
Financial Services Coordinator



**CATFISH CREEK
CONSERVATION AUTHORITY**

**2025
DRAFT BUDGET**

October 1, 2024

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2025
SUMMARY OF REVENUE AND EXPENDITURES
last modified October 1, 2024

	2025 Budget	2024 Budget	2024 Projected
REVENUE			
Provincial Grants (Transfer Payments)	\$41,215.00	\$41,215.00	\$41,215.00
Other Provincial Grants	\$2,878.86	\$42,206.78	\$33,863.26
Other Grants - N/E	\$790.00	\$0.00	\$790.40
Federal Grants	\$0.00	\$138,710.18	\$71,607.18
Employment Program Grants	\$15,000.00	\$15,000.00	\$37,178.87
Municipal General Levies	\$486,721.80	\$442,474.36	\$442,474.36
Donations/Sponsorships	\$35,300.00	\$30,929.35	\$33,484.32
Camp User Fees & Sales	\$742,000.00	\$727,649.00	\$707,768.68
Maple Syrup	\$42,900.00	\$41,080.00	\$46,187.52
Other Revenue	\$103,791.00	\$79,299.61	\$130,421.11
Previous Year's Surplus (Deficit)	\$0.00	\$9,204.92	\$9,204.92
TOTAL To/From Reserves	\$284,265.84	\$198,573.04	\$70,000.00
TOTAL REVENUE	\$1,754,862.50	\$1,766,342.24	\$1,624,195.62
MANDATORY PROGRAMS			
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$160,137.42	\$152,975.78	\$129,248.68
2 FLOOD FORECASTING & WARNING	\$278,358.97	\$274,434.00	\$273,677.92
3 DROUGHT AND LOW WATER RESPONSE	\$18,908.02	\$17,732.88	\$16,971.99
4 ICE MANAGEMENT	\$27,807.35	\$25,797.86	\$26,249.83
5 INFRASTRUCTURE (Dam)	\$27,347.89	\$24,766.80	\$22,222.82
6&7 ACT REVIEWS & PLAN REVIEW	\$3,494.72	\$3,267.81	\$2,811.34
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$56,408.83	\$46,949.19	\$43,365.16
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$97,097.29	\$86,900.35	\$78,820.47
12 WATER QUALITY (PGMN & PSMP)	\$10,203.08	\$9,366.44	\$8,485.99
13 SOURCE PROTECTION	\$2,878.86	\$6,267.78	\$3,510.34
SUB TOTAL: MANDATORY PROGRAMS Expenditures	\$682,642.43	\$648,458.89	\$605,364.54
OTHER PROGRAMS AND SERVICES			
WATERSHED STEWARDSHIP	\$15,741.21	\$19,877.23	\$36,595.44
ENVIRONMENTAL EDUCATION	\$16,500.00	\$16,253.61	\$15,544.49
SPECIAL & CAPITAL PROJECTS	\$96,142.19	\$209,485.18	\$132,849.23
VEHICLE & EQUIPMENT OPERATIONS	\$82,952.05	\$75,319.80	\$73,022.05
MAPLE SYRUP PROGRAM	\$47,900.00	\$45,080.00	\$38,056.35
SPRINGWATER CONSERVATION AREA	\$812,984.62	\$751,867.53	\$702,891.74
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,072,220.07	\$1,117,883.35	\$998,959.30
TOTAL EXPENSES	\$1,754,862.50	\$1,766,342.24	\$1,604,323.84
NET Profit (Loss)	\$0.00	\$0.00	\$19,871.78

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2025
REVENUE SOURCES

PROGRAM	2025 BUDGET TOTALS	MNRF GRANT	GENERAL LEVY	OTHER PROVINCIAL GRANTS	OTHER GRANTS - NIE	EMPLOYMENT GRANTS	FEDERAL GRANTS	DEFERRED REVENUE	RESERVES	SURPLUS (DEFICIT)	DONATIONS	INCOME
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$ 160,137.42	\$ -	\$ 95,407.94	\$ -					\$ 48,229.48	\$ -	\$ 1,000.00	\$ 15,500.00
2 FLOOD FORECASTING & WARNING	\$ 278,356.97	\$ 41,215.00	\$ 237,143.97	\$ -								
3 DROUGHT AND LOW WATER RESPONSE	\$ 18,908.02		\$ 18,908.02									
4 ICE MANAGEMENT	\$ 27,807.35	\$ -	\$ 27,807.35									
5 INFRASTRUCTURE (Dam)	\$ 27,347.89	\$ -	\$ 27,347.89	\$ -								
6&7 ACT REVIEWS & PLAN REVIEW	\$ 3,494.72		\$ 3,494.72									
8 ADMINISTRATION & ENFORCING THE ACT (Section 28)	\$ 56,408.83	\$ -	\$ 51,408.83									\$ 5,000.00
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$ 97,097.29		\$ 15,000.00	\$ -	\$ 790.00		\$ -		\$ 53,366.29		\$ 14,600.00	\$ 13,341.00
12 WATER QUALITY (PGMN & PSMP)	\$ 10,203.08		\$ 10,203.08									
13 SOURCE PROTECTION	\$ 2,878.86			\$ 2,878.86								
SUB TOTAL: MANDATED PROGRAMS Revenue	\$ 882,842.43	\$ 41,215.00	\$ 486,721.80	\$ 2,878.86	\$ 790.00	\$ -	\$ -	\$ -	\$ 101,595.77	\$ -	\$ 15,600.00	\$ 33,841.00
WATERSHED STEWARDSHIP	\$ 15,741.21			\$ -					\$ 9,791.21		\$ 200.00	\$ 5,750.00
ENVIRONMENTAL EDUCATION	\$ 16,500.00								\$ -		\$ 8,500.00	\$ 8,000.00
SPECIAL & CAPITAL PROJECTS	\$ 96,142.19						\$ -	\$ -	\$ 90,942.19		\$ 4,000.00	\$ 1,200.00
VEHICLE & EQUIPMENT OPERATIONS	\$ 82,952.05								\$ 27,952.05			\$ 55,000.00
MAPLE SYRUP PROGRAM	\$ 47,900.00								\$ -		\$ 5,000.00	\$ 42,900.00
SPRINGWATER CONSERVATION AREA	\$ 812,984.62					\$ 15,000.00			\$ 53,984.62		\$ 2,000.00	\$ 742,000.00
SUB TOTAL: OTHER PROGRAMS Revenue	\$ 1,072,220.07	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ -	\$ 182,670.07	\$ -	\$ 19,700.00	\$ 854,850.00
TOTALS	\$ 1,754,862.50	\$ 41,215.00	\$ 486,721.80	\$ 2,878.86	\$ 790.00	\$ 15,000.00	\$ -	\$ -	\$ 284,265.84	\$ -	\$ 35,300.00	\$ 889,691.00

CATFISH CREEK CONSERVATION AUTHORITY

2024 YEAR END TRANSACTIONS

TRANSFERS TO/FROM RESERVES

last modified October 1, 2024

RESERVE NAME	BALANCE at Start Of 2024	Year End Transfers To Reserves	Year End Transfers From Reserves	BALANCE 2024 at Year End	Category
SPECIAL PROJECTS RESERVES:					
Bradley Creek	\$ 5,785.53			\$ 5,785.53	C.A. Lands
Commemorative Forest	\$ 3,451.49			\$ 3,451.49	Watershed Stewardship
ACCA	\$ 22,335.00		\$ -	\$ 22,335.00	C.A. Lands
Johnson Tract	\$ 3,088.50			\$ 3,088.50	C.A. Lands
Environmental Education (General)	\$ 14,660.36		\$ 2,000.00	\$ 16,660.36	Environmental Education
Environmental Education (ELP)	\$ 2,109.54	\$ -		\$ 2,109.54	Environmental Education
Special Projects Support	\$ 7,858.29			\$ 7,858.29	Special Projects
Art Trail	\$ 8,310.00			\$ 8,310.00	Special Projects
Path of Honour	\$ 24,662.98	\$ -		\$ 24,662.98	Special Projects
YNHA	\$ 25,779.83			\$ 25,779.83	C.A. Lands
Springwater Forest	\$ 94,749.06			\$ 94,749.06	C.A. Lands
SUB-TOTAL SPECIAL PROJECTS RESERVES	\$ 212,790.58	\$ -	\$ 2,000.00	\$ 214,790.58	
GENERAL RESERVES:					
			\$ -		Corporate Services
			\$ -		C.A. Lands
		\$ 84,000.00			Capital Projects
			\$ 7,000.00		Watershed Stewardship
					Environmental Education
Working Capital Total	\$ 262,025.81	\$ 84,000.00	\$ 27,000.00	\$ 151,025.81	Vehicle & Equipment
		\$ -	\$ 16,000.00		
Capital Acquisition Total	\$ 96,970.17	\$ -	\$ 16,000.00	\$ 80,970.17	
Land Acquisition Total	\$ 85,757.35	\$ -	\$ -	\$ 85,757.35	C.A. Lands
		\$ 40,000.00			SPW C.A. Development
		\$ 15,000.00			Maple Syrup
			\$ -		Equipment Acquisition
					SPW C.A.
SPW C.A. Development Total	\$ 211,549.18	\$ 55,000.00	\$ -	\$ 266,549.18	
SUB-TOTAL GENERAL RESERVES	\$ 656,302.51	\$ 29,000.00	\$ 43,000.00	\$ 584,302.51	
TOTALS	\$ 869,093.09	\$ 29,000.00	\$ 41,000.00	\$ 799,093.09	

CATFISH CREEK CONSERVATION AUTHORITY

DRAFT BUDGET 2025

TRANSFERS TO/FROM RESERVES

last modified October 1, 2024

RESERVE NAME	Proposed BALANCE Start Of 2025	Budgeted Transfers To Reserves	Budgeted Transfers From Reserves	Proposed BALANCE End Of 2025	Category
SPECIAL PROJECTS RESERVES:					
Bradley Creek	\$ 5,785.53			\$ 5,785.53	n/a
Commemorative Forest	\$ 3,451.49			\$ 3,451.49	n/a
ACCA	\$ 22,335.00		\$ 1,000.00	\$ 21,335.00	C.A. Lands
Johnson Tract	\$ 3,088.50			\$ 3,088.50	n/a
Environmental Education (General)	\$ 16,660.36		\$ -	\$ 16,660.36	n/a
Environmental Education (ELP)	\$ 2,109.54		\$ -	\$ 2,109.54	n/a
Special Projects Support	\$ 7,858.29			\$ 7,858.29	n/a
Art Trail	\$ 8,310.00			\$ 8,310.00	n/a
Path of Honour	\$ 24,662.98		\$ -	\$ 24,662.98	Special Projects
YNHA	\$ 26,779.83		\$ -	\$ 24,779.83	C.A. Lands
Springwater Forest	\$ 94,749.06		\$ -	\$ 89,749.06	C.A. Lands
SUB-TOTAL SPECIAL PROJECTS RESERVES	\$ 214,790.58	\$ -	\$ 7,000.00	\$ 207,790.58	
GENERAL RESERVES:					
Working Capital			\$ 48,229.48		Corporate Services
			\$ 46,366.29		C.A. Lands
			\$ 29,000.00		Capital Projects
			\$ 9,791.21		Watershed Stewardship
	\$ 151,025.81		\$ 133,386.98	\$ 17,638.83	
Capital Acquisition			\$ 27,952.05		Vehicle/Equip Operations
			\$ 20,000.00		SPW C.A. Operations
	\$ 80,970.17	\$ -	\$ 47,952.05	\$ 33,018.12	
	\$ 85,757.35			\$ 85,757.35	
			\$ 61,942.19		
SPW C.A. Development			\$ -		SPW C.A. Dev. Projects
			\$ 33,984.62		Equipment Acquisition
	\$ 266,549.18	\$ -	\$ 95,926.81	\$ 170,622.37	
	\$ 584,302.51	\$ -	\$ 277,265.84	\$ 307,036.67	
SUB-TOTAL GENERAL RESERVES	\$ 799,093.09	\$ -	\$ 284,265.84	\$ 514,827.25	
TOTALS					

Minimum Balance:

15% of budget

\$263,229.38

Minimum Balance:

\$60,000.00

Minimum Balance:

\$75,000.00

**CATFISH CREEK CONSERVATION AUTHORITY
2025 MUNICIPAL GENERAL LEVY COMPARISON**

Municipality	CVA Apport. %	2024 General Levy	General Levy Change Due to New CVA	2024 General Levy With New CVA	Approved General Levy Increase	2025 Total Levy
Aylmer, Town of	26.0182%	113,262.37	1,861.49	115,123.86	11,512.39	126,636.25
Central Elgin, Municipality of	28.0888%	123,739.28	546.46	124,285.74	12,428.57	136,714.31
Malahide, Township of	36.2556%	163,104.90	-2,683.16	160,421.73	16,042.17	176,463.91
South-West Oxford, Township of	3.4097%	15,281.74	-194.69	15,087.05	1,508.70	16,595.75
St. Thomas, City of	6.2277%	27,086.07	469.91	27,555.98	2,755.60	30,311.57
	100%	442,474.36	0.00	442,474.36	44,247.44	486,721.80

Footnotes:

* Levies partially support the costs of operating the provincially mandated responsibilities of municipal plan input and review. Operating grants for provincially The Special Planning Levy is calculated based on past, existing, and anticipated program activity. The municipality has the option of recovering this Special

Data for Calculation of Sliding Scale of Grants and Levy for 2025

Municipality	% of Municipality in Watershed	2024 Tax Year Current Value Assessment (CVA) (Modified)	2024 Tax Year CVA (Modified) in CA jurisdiction	CVA Based Apportionment Percentage
Aylmer, Town of	100%	781,861,672	781,861,672	26.0182%
Central Elgin, Municipality of	40%	2,110,212,609	844,085,044	28.0888%
Malahide, Township of	82%	1,328,662,599	1,089,503,331	36.2556%
South-West Oxford, Township of	8%	4,678,658,861	187,146,354	3.4097%
St. Thomas, City of	4%	1,280,797,330	102,463,786	6.2277%
		10,180,193,070	3,005,060,187	100%

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

CATFISH CREEK CONSERVATION AUTHORITY

DRAFT BUDGET 2025

last modified October 1, 2024

Code		Budget 2025	Budget 2024	Projected Balance at 2024 Year End
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)				
Administration				
Wages & Benefits	50100	\$ 69,199.42	\$ 59,827.78	\$ 61,360.01
TRAVEL EXPENSES & ALLOWANCES	50105	\$ 5,800.00	\$ 5,800.00	\$ 5,800.00
- FA Mtgs 9x5x\$50.00		\$ 2,250.00	\$ 2,250.00	
- P/F Mtgs 2x5x\$20.00		\$ 350.00	\$ 350.00	
- LMC Mtgs 2x5x\$50.00		\$ 500.00	\$ 500.00	
- Interview Committee 2x2x\$50.00		\$ 200.00	\$ 200.00	
- Special Meetings 2x5x\$50.00		\$ 500.00	\$ 500.00	
- Members Mileage		\$ 1,000.00	\$ 1,000.00	
- Chair's Honorarium		\$ 1,000.00	\$ 1,000.00	
Staff Mileage & Expenses	50106	\$ 500.00	\$ 500.00	\$ 511.06
Equipment Purchase	50110	\$ 2,000.00	\$ 500.00	\$ -
Equipment Rental	50111	\$ 3,100.00	\$ 3,170.00	\$ 3,084.00
Equipment Maintenance	50112	\$ 3,100.00	\$ 3,228.00	\$ 3,190.37
Vehicle/Equipment Rental	50113	\$ 500.00	\$ 500.00	\$ 355.10
Uniforms	50120	\$ 200.00	\$ 150.00	\$ -
Postage	50121	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
Stationery & Office Supplies	50122	\$ 3,000.00	\$ 3,600.00	\$ 2,533.49
General Printing	50124	\$ 500.00	\$ 500.00	\$ -
Telephone	50130	\$ 600.00	\$ 1,750.00	\$ 592.32
Heat (Hot Water Heater Rental)	50131	\$ 300.00	\$ 200.00	\$ 251.38
Administration Centre Maintenance	50132	\$ 5,000.00	\$ 3,200.00	\$ -
Audit Appeal Fees	50141	\$ 15,000.00	\$ 15,000.00	\$ -
Legal Fees	50141	\$ 500.00	\$ 5,000.00	\$ 766.54
General Expenses	50142	\$ 3,000.00	\$ 3,000.00	\$ 2,671.65
Insurance	50143	\$ 2,750.00	\$ 4,500.00	\$ 6,717.18
Bank Charges	50144	\$ 1,000.00	\$ 1,300.00	\$ 958.29
Audit Fees	50145	\$ 12,000.00	\$ 11,250.00	\$ 11,448.00
Conservation Ontario Levy	50146	\$ 19,888.00	\$ 19,400.00	\$ 19,980.00
		\$ 149,337.42	\$ 143,775.78	\$ 121,619.39
Communications:				
Mobile Phone	50151	\$ 1,500.00	\$ 1,600.00	\$ 1,463.89
Meeting Expenses	50152	\$ 3,000.00	\$ 2,500.00	\$ 2,716.66
Annual Report	50153	\$ 3,000.00	\$ 2,200.00	\$ 2,756.68
Materials & Supplies	50154	\$ 500.00	\$ 500.00	\$ 442.06
Advertising & Promotion	50155	\$ 500.00	\$ 100.00	\$ 250.00
		\$ 8,500.00	\$ 6,900.00	\$ 7,629.29
GIS:				
- ESRI Annual Enterprise License Agreement	50161	\$ 800.00	\$ 800.00	\$ -
- Training	50163	\$ 1,000.00	\$ 1,000.00	\$ -
- Miscellaneous & Supplies	50164	\$ 500.00	\$ 500.00	\$ -
		\$ 2,300.00	\$ 2,300.00	\$ -
		\$ 160,137.42	\$ 152,975.78	\$ 129,248.68
REVENUE				
Grants: Provincial	40100	\$ -	\$ -	\$ -
Municipal General Levy	41000	\$ 95,407.94	\$ 97,313.38	\$ 97,313.38
Grants: Other Provincial	40500	\$ -	\$ -	\$ -
Revenue: Sundry Income	48500	\$ 500.00	\$ 500.00	\$ -
Revenue: Interest Income	46750	\$ 15,000.00	\$ 15,000.00	\$ 25,571.72
Revenue: Data Services	48500	\$ -	\$ -	\$ -
Donations (Annual Report)	43250	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Reserve - Working Capital	31500	\$ 48,229.48	\$ 29,957.48	\$ -
Previous Year Surplus (Deficit)	49550	\$ -	\$ 9,204.92	\$ 9,204.92
		\$ 160,137.42	\$ 152,975.78	\$ 133,090.02

CATFISH CREEK CONSERVATION AUTHORITY

DRAFT BUDGET 2025

last modified October 1, 2024

Code	Budget 2025	Budget 2024	Projected Balance at 2024 Year End
2 FLOOD FORECASTING & WARNING			
Wages & Benefits 50200	\$ 223,108.97	\$ 206,479.05	\$ 217,032.28
Data Collection (Operation/Maintenance of Gauges) 50205	\$ 4,000.00	\$ 4,150.00	\$ 3,975.91
Flood Forecasting: Supplies	\$ 1,500.00	\$ 1,500.00	\$ 814.38
Flood Forecasting: Special Projects (Floodplain Mapping - Port Bruce) 50206	\$ -	\$ 23,000.00	\$ 20,152.55
Flood Forecasting: Mobile Phone 50207	\$ 1,500.00	\$ 1,600.00	\$ 1,463.96
OPERATIONS CENTRE:	\$ 25,100.00	\$ 15,950.00	\$ -
- Heat & Hydro 50208	\$ 8,500.00	\$ 7,150.00	\$ 8,486.19
- Taxes on Operation Centre 50208	\$ 3,300.00	\$ 3,600.00	\$ 3,286.83
- Security System 50208	\$ 200.00	\$ 200.00	\$ 200.74
- Insurance 50208	\$ 11,900.00	\$ -	\$ 3,449.91
- Maintenance 50208	\$ 1,200.00	\$ 5,000.00	\$ 1,173.57
Insurance 50209	\$ 21,650.00	\$ 18,554.95	\$ 12,194.81
Telephone/Fax/Internet 50210	\$ 1,000.00	\$ 2,700.00	\$ 946.80
Vehicle & Equipment Rental 50211	\$ 500.00	\$ 500.00	\$ 500.00
	\$ 278,358.97	\$ 274,434.00	\$ 273,677.92
REVENUE			
Grants: Provincial 40100	\$ 41,215.00	\$ 41,215.00	\$ 41,215.00
Municipal General Levy 41000	\$ 237,143.97	\$ 207,280.00	\$ 207,280.00
Grants: Other Provincial (Floodplain Mapping) 25400	\$ -	\$ 25,939.00	\$ 25,939.15
	\$ 278,358.97	\$ 274,434.00	\$ 274,434.15
3 DROUGHT AND LOW WATER RESPONSE			
Wages & Benefits	\$ 18,158.02	\$ 16,732.88	\$ 16,971.99
- Miscellaneous & Supplies 50250	\$ 500.00	\$ 500.00	\$ -
- Vehicle/Equipment Rental 50255	\$ 250.00	\$ 500.00	\$ -
	\$ 18,908.02	\$ 17,732.88	\$ 16,971.99
REVENUE			
Municipal General Levy 41000	\$ 18,908.02	\$ 17,732.88	\$ 17,732.88
	\$ 18,908.02	\$ 17,732.88	\$ 17,732.88
4 ICE MANAGEMENT			
Wages & Benefits 50300	\$ 26,807.35	\$ 24,797.86	\$ 25,173.54
EXPENSES:			
- Miscellaneous & Supplies 50305	\$ 500.00	\$ 500.00	\$ 500.00
- Vehicle/Equipment Rental 50305	\$ 500.00	\$ 500.00	\$ 576.29
	\$ 27,807.35	\$ 25,797.86	\$ 26,249.83
REVENUE			
Grants: Provincial 40100	\$ -	\$ -	\$ -
Municipal General Levy 41000	\$ 27,807.35	\$ 25,797.86	\$ 25,797.86
	\$ 27,807.35	\$ 25,797.86	\$ 25,797.86

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2025
last modified October 1, 2024

Code		Budget 2025	Budget 2024	Projected Balance at 2024 Year End
5 INFRASTRUCTURE (Dam)				
Wages & Benefits	50350	\$ 22,212.89	\$ 20,317.80	\$ 20,657.67
Vehicle & Equipment Rentals	50355	\$ 250.00	\$ 250.00	\$ -
Routine/Minor Maintenance	50355	\$ 500.00	\$ 500.00	\$ 398.96
Routine/Minor Maintenance : Insurance	50355	\$ 3,825.00	\$ 3,144.00	\$ 1,109.05
Preventative Maintenance	50356	\$ 500.00	\$ 500.00	\$ -
Operation of Flood Control Structures : Taxes	50356	\$ 60.00	\$ 55.00	\$ 57.14
		\$ 27,347.89	\$ 24,766.80	\$ 22,222.82
REVENUE				
Grants: Provincial	40100	\$ -	\$ -	\$ -
Grants: Other Provincial WECL	40500	\$ -	\$ -	\$ -
Municipal General Levy	41000	\$ 27,347.89	\$ 24,766.80	\$ 24,766.80
		\$ 27,347.89	\$ 24,766.80	\$ 24,766.80
6&7 ACT REVIEWS (Aggregate/Draining/Environmental Assessment) & PLAN REVIEW				
Wages & Benefits	50600	\$ 2,994.72	\$ 2,767.81	\$ 2,811.34
Miscellaneous Expenses	50603	\$ 500.00	\$ 500.00	\$ -
		\$ 3,494.72	\$ 3,267.81	\$ 2,811.34
REVENUE				
Grants: Provincial	40100	\$ -	\$ -	\$ -
Municipal General Levy	41000	\$ 3,494.72	\$ 3,267.81	\$ 3,267.81
		\$ 3,494.72	\$ 3,267.81	\$ 3,267.81
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)				
Wages & Benefits	50800	\$ 42,758.83	\$ 39,481.54	\$ 40,060.45
EXPENSES:		\$ 8,150.00	\$ 7,467.65	
- Miscellaneous & Supplies	50803	\$ 500.00	\$ 500.00	\$ -
- Equipment Purchase	50803	\$ 1,500.00	\$ 1,000.00	\$ -
- Uniforms	50803	\$ 100.00	\$ 100.00	\$ -
- Telephone/Fax/Internet	50803	\$ 250.00	\$ 700.00	\$ 237.72
- computer & network support	50803	\$ 1,600.00	\$ 1,300.00	\$ 1,548.87
- Insurance	50803	\$ 4,200.00	\$ 3,867.65	\$ 1,218.94
Legal Fees		\$ 5,000.00	\$ -	\$ -
Vehicle & Equipment Rental	50804	\$ 500.00	\$ 500.00	\$ 299.18
		\$ 56,408.83	\$ 46,949.19	\$ 43,365.16
REVENUE				
Grants: Provincial	40100	\$ -	\$ -	\$ -
Municipal General Levy	41000	\$ 51,408.83	\$ 41,949.19	\$ 41,949.19
Revenue: Legal Inquiries/Permit Applications	47000	\$ 5,000.00	\$ 5,000.00	\$ 5,256.68
		\$ 56,408.83	\$ 46,949.19	\$ 47,205.87
9-11 CONSERVATION AND MANAGEMENT OF LANDS				
Wages & Benefits	50900	\$ 70,137.29	\$ 64,399.35	\$ 65,427.50
Archie Coulter Conservation Area	50905	\$ 500.00	\$ -	\$ -
Tisdale Conservation Area	50905	\$ 500.00	\$ 2,500.00	\$ -
Yarmouth Natural Heritage Area	50905	\$ 500.00	\$ 2,000.00	\$ 41.15
Springwater Forest Trails Expenses	50910	\$ 2,000.00	\$ 2,000.00	\$ 2,483.13
Springwater Forest Hazard Tree Removal	50910	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Taxes - Local Areas	50940	\$ 175.00	\$ 150.00	\$ 169.10
Taxes - on CAs	50941	\$ 5,300.00	\$ 56.00	\$ 5,301.91
Taxes - Agreement Forests	50942	\$ 2,400.00	\$ 1,033.00	\$ 2,358.63
Insurance	50950	\$ 3,585.00	\$ 2,762.00	\$ 1,039.05
Calton Property: Pritchard Drain Clean-Out	50905	\$ 10,000.00	\$ 10,000.00	\$ -
		\$ 97,097.29	\$ 86,900.35	\$ 78,820.47

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2025
last modified October 1, 2024

	Code	Budget 2025	Budget 2024	Projected Balance at 2024 Year End
REVENUE				
Municipal General Levy	41000	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Grants: Other NIE		\$ 790.00	\$ -	\$ 790.40
Conservation Ontario - NSCFS (ECCC)	40600	\$ -	\$ 24,125.00	\$ -
ALUS Elgin	40500	\$ -	\$ 10,000.00	\$ -
Reserve - Spw Forest	32250	\$ 5,000.00	\$ 5,000.00	\$ -
Reserve - ACCA	32300	\$ 1,000.00	\$ 2,500.00	\$ -
Reserve - YNHA	34250	\$ 1,000.00	\$ 2,500.00	\$ -
Reserve - Working Capital	31500	\$ 46,366.29	\$ -	\$ 34,000.00
Donations ACCA	43250	\$ 1,000.00	\$ 2,200.00	\$ 957.07
Donations SPW Forest	43250	\$ 12,000.00	\$ 9,829.35	\$ 12,376.55
Donations YNHA	43250	\$ 1,600.00	\$ 2,200.00	\$ 1,600.71
Donations Special Conservation Projects	43250	\$ -	\$ -	\$ 430.00
Revenue: Sale of Logs from SPW Forest	47800	\$ -	\$ -	\$ -
Revenue: Sale of Logs from other CA Lands	47820	\$ -	\$ -	\$ -
Revenue: Other CA's (Land Use Agreement - TVDSB)	48600	\$ 13,141.00	\$ 12,946.00	\$ 12,946.00
Revenue: Equestrian Permits	48700	\$ 200.00	\$ 600.00	\$ 159.28
		\$ 97,097.29	\$ 86,900.35	\$ 78,260.00
12 WATER QUALITY (PGMN & PSMP)				
Wages & Benefits	50970	\$ 9,203.08	\$ 8,366.44	\$ 8,485.99
- Miscellaneous & Supplies	50972	\$ 500.00	\$ 500.00	\$ -
- Vehicle/Equipment Rental	50975	\$ 500.00	\$ 500.00	\$ -
		\$ 10,203.08	\$ 9,366.44	\$ 8,485.99
REVENUE				
Municipal General Levy	41000	\$ 10,203.08	\$ 9,366.44	\$ 9,366.44
Grants: Other Provincial	40500	\$ -	\$ -	\$ -
		\$ 10,203.08	\$ 9,366.44	\$ 9,366.44
13 SOURCE PROTECTION				
Wages & Benefits	50980	\$ 2,728.86	\$ 6,267.78	\$ 3,360.34
SPA Meetings	50985	\$ 150.00	\$ -	\$ 150.00
		\$ 2,878.86	\$ 6,267.78	\$ 3,510.34
REVENUE				
Grants: Other Provincial (Source Protection Planning)	40500	\$ 2,878.86	\$ 6,267.78	\$ 7,924.11
Municipal General Levy	41000	\$ -	\$ -	\$ -
		\$ 2,878.86	\$ 6,267.78	\$ 7,924.11
SUB TOTAL: MANDATED PROGRAMS Expenditures		\$ 682,642.43	\$ 648,458.89	\$ 605,364.54
SUB TOTAL: MANDATED PROGRAMS Revenue		\$ 682,642.43	\$ 648,458.89	\$ 621,845.94

CATFISH CREEK CONSERVATION AUTHORITY

DRAFT BUDGET 2025

last modified October 1, 2024

Code	Budget 2025	Budget 2024	Projected Balance at 2024 Year End
OTHER PROGRAMS AND SERVICES			
WATERSHED STEWARDSHIP			
Wages & Benefits 50990	\$ 4,991.21	\$ 11,027.23	\$ 11,102.77
Operating Expenses - Tree Planting 50996	\$ 700.00	\$ 500.00	\$ 564.40
Telephone/Fax/Internet 50997	\$ 150.00	\$ 350.00	\$ 119.52
Vehicle & Equipment Charges 51000	\$ 500.00	\$ 500.00	\$ 488.19
Nursery Stock (private landowners) 51001	\$ 8,000.00	\$ 6,500.00	\$ 7,834.50
Nursery Stock (Malahide Roadside Trees Program) 51003	\$ 700.00	\$ 700.00	\$ 675.40
Operating Expenses - Woodlot Management 51005	\$ 500.00	\$ -	\$ 30.51
Watershed Stewardship Projects - Private Landowners 51009	\$ -	\$ -	\$ 15,680.15
Contract Services 51007	\$ -	\$ -	\$ -
Commemorative Forest 51010	\$ 200.00	\$ 300.00	\$ 100.00
	\$ 15,741.21	\$ 19,877.23	\$ 36,595.44
REVENUE			
Grants: Other Provincial (Forests Ontario) 40500	\$ -	\$ -	\$ -
Grants: Other Provincial - COA 40500	\$ -	\$ -	\$ -
Grants: Federal - NSCSP 40600	\$ -	\$ -	\$ 25,846.00
Donations (Commemorative Forest) 43250	\$ 200.00	\$ 300.00	\$ 290.00
Revenue: Contract Services 48800	\$ -	\$ -	\$ 383.28
Revenue: ALUS programs 48300	\$ -	\$ -	\$ 2,209.15
Revenue: Ducks Unlimited Canada 47500	\$ 5,000.00	\$ 8,300.00	\$ 9,000.00
Revenue: Tree Planting Program: Landowners 47500	\$ 750.00	\$ -	\$ 5,139.00
Revenue: Tree Planting Program: Municipalities 47750	\$ -	\$ -	\$ 750.40
Revenue: Forest Management Plan Approval Fees 31650	\$ -	\$ -	\$ -
Reserve - Commemorative Forest 31500	\$ 9,791.21	\$ 11,277.23	\$ (7,000.00)
	\$ 15,741.21	\$ 19,877.23	\$ 36,617.83
ENVIRONMENTAL EDUCATION			
Wages & Benefits 51020	\$ 5,470.56	\$ 5,253.61	\$ 5,000.00
Miscellaneous Materials & Supplies 51025	\$ 2,529.44	\$ 2,500.00	\$ 2,209.40
Conservation Scholarship 51030	\$ 500.00	\$ 500.00	\$ 500.00
Environmental Leadership Program 51030	\$ 8,000.00	\$ 8,000.00	\$ 7,835.09
	\$ 16,500.00	\$ 16,253.61	\$ 15,544.49
REVENUE			
Revenue: Programs 49000	\$ 6,000.00	\$ 4,753.61	\$ 9,615.27
Revenue: Carolinian Forest Festival 49000	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Revenue: ELP 49000	\$ -	\$ -	\$ -
Revenue: Administration Fees - ELP 49000	\$ 500.00	\$ 500.00	\$ 500.00
Reserve - Working Capital 34070	\$ -	\$ -	\$ -
Reserve - Environmental Education (General) 34150	\$ -	\$ 2,100.00	\$ (2,000.00)
Reserve - Environmental Education (ELP Program) 43250	\$ 8,000.00	\$ 5,400.00	\$ 5,400.00
Donations (ELP Program) 43250	\$ 500.00	\$ 2,000.00	\$ 780.00
	\$ 16,500.00	\$ 16,253.61	\$ 15,795.27

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2025
last modified October 1, 2024

Code	Budget 2025	Budget 2024	Projected Balance at 2024 Year End
SPECIAL PROJECTS			
OPC Path of Honour 51040	\$ 7,000.00	\$ 9,200.00	\$ 6,376.83
Miscellaneous 51040	\$ 500.00		\$ -
CAPITAL DEVELOPMENT PROJECTS			
Capital Projects - Other - Accessibility Ramps for Ops Centre 51046	\$ -	\$ 23,381.00	\$ 23,380.09
Capital Projects - Other - Operations Centre Parking Lot 51046	\$ 28,642.19		\$ -
Springwater CA - Accessibility Ramps for Schoolhouse 51045	\$ -	\$ 23,380.18	\$ 23,323.75
Springwater CA - Community Services Recovery Fund 51045	\$ -	\$ 67,824.00	\$ -
Springwater CA - Schoolhouse Maintenance 51045	\$ -	\$ 25,700.00	\$ 19,255.79
Springwater CA - Other Projects 51045	\$ -	\$ -	\$ -
Springwater CA - picnic tables 51045	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Springwater CA - Infrastructure Upgrades 51045	\$ 50,000.00	\$ 50,000.00	\$ 50,512.77
	\$ 96,142.19	\$ 209,485.18	\$ 132,849.23
REVENUE			
Reserve - CA Development (general) 32500	\$ 61,942.19	\$ 85,700.00	\$ 84,000.00
Reserve - Art Trail 32600	\$ -	\$ -	\$ -
Reserve - OPC Path of Honour 34300	\$ -	\$ 5,000.00	\$ -
Reserve - Working Capital 31500	\$ 29,000.00	\$ -	\$ -
Transfer of Tangible Capital Assets	\$ -	\$ -	\$ -
Grants: Federal (Community Services Recovery Fund) 40600	\$ -	\$ 67,824.00	\$ -
Grants: Federal (Accessibility Ramps) 40600	\$ -	\$ 46,761.18	\$ 45,761.18
Donations - Capital Development (Miscellaneous) 43250	\$ 1,000.00	\$ -	\$ 1,000.00
Donations - OPC Path of Honour 43250	\$ 3,000.00	\$ 3,000.00	\$ -
Revenue: OPC Administration 48400	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
	\$ 96,142.19	\$ 209,485.18	\$ 131,961.18
VEHICLE & EQUIPMENT OPERATIONS			
Vehicle Acquisition 51190	\$ -	\$ -	\$ -
Vehicle recorded as a Capital Asset	\$ -	\$ -	\$ -
Equipment Acquisition 51191	\$ 38,000.00	\$ 37,000.00	\$ 37,000.00
Small Tools 51192	\$ 2,000.00	\$ 2,000.00	\$ 1,783.88
Vehicle Fuel 51193	\$ 8,000.00	\$ 10,600.00	\$ 7,814.87
Equipment Fuel 51194	\$ 6,500.00	\$ 3,600.00	\$ 6,425.05
Vehicle Maintenance & Repairs 51200	\$ 5,000.00	\$ 4,000.00	\$ 5,028.72
Equipment Maintenance & Repairs 51201	\$ 10,000.00	\$ 5,000.00	\$ 11,215.10
Vehicle Licenses 51210	\$ 500.00	\$ 505.00	\$ -
Vehicle Insurance 51211	\$ 10,657.05	\$ 10,892.80	\$ 3,089.00
Equipment Insurance 51213	\$ 2,295.00	\$ 1,722.00	\$ 665.43
	\$ 82,952.05	\$ 75,319.80	\$ 73,022.05
REVENUE			
Revenue: Vehicle & Equipment Rental Charges 49800	\$ 55,000.00	\$ 18,000.00	\$ 56,190.33
Vehicle and Equipment trade-in Revenue 49720	\$ -	\$ 11,000.00	\$ -
Reserve - C.A. Development 32500	\$ -	\$ 24,000.00	\$ -
Reserve - Capital Acquisition 34500	\$ 27,952.05	\$ 22,319.80	\$ 16,000.00
	\$ 82,952.05	\$ 75,319.80	\$ 72,190.33

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2025
last modified October 1, 2024

Code	Budget 2025	Budget 2024	Projected Balance at 2024 Year End
MAPLE SYRUP PROGRAM			
Wages & Benefits - Permanent Staff 51050	\$ 10,941.11	\$ 10,507.23	\$ 10,525.63
Wages & Benefits - Seasonal Staff 51050	\$ 7,955.17	\$ 10,794.64	\$ 5,674.95
Building Repairs & Renovations 51055	\$ 2,000.00	\$ 2,478.13	\$ -
Vehicle & Equipment Rental 51056	\$ 2,500.00	\$ 1,000.00	\$ 2,297.08
Advertising 51053	\$ 2,000.00	\$ 1,300.00	\$ 1,125.28
Equipment Maintenance & Repair 51055	\$ 1,000.00	\$ 700.00	\$ -
Operating Expenses - General 51052	\$ 3,503.72	\$ 6,300.00	\$ 2,310.57
Purchase of Resaleable Supplies 51057	\$ 16,000.00	\$ 11,000.00	\$ 16,122.84
Special Attractions 51060	\$ 2,000.00	\$ 1,000.00	\$ -
	\$ 47,900.00	\$ 45,080.00	\$ 38,056.35
REVENUE			
Reserve - CA Development 32500	\$ -	\$ -	\$ (15,000.00)
Revenue: Product Sales 46500	\$ 19,000.00	\$ 16,000.00	\$ 22,289.88
Revenue: School Groups (TVDSB) 46500	\$ 6,000.00	\$ 8,000.00	\$ 5,931.00
Revenue: Tours (other groups) 46500	\$ 2,000.00	\$ 1,000.00	\$ 1,458.00
Revenue: Admissions 46500	\$ 14,000.00	\$ 15,000.00	\$ 14,606.19
Revenue: Facility Rental 46500	\$ 1,900.00	\$ 1,080.00	\$ 1,902.65
Donations/Sponsorships 43250	\$ 5,000.00	\$ 4,000.00	\$ 7,650.00
	\$ 47,900.00	\$ 45,080.00	\$ 38,837.52
SPRINGWATER CONSERVATION AREA			
Campground Expenditures			
Wages & Benefits - Permanent Staff 51070	\$ 328,964.32	\$ 297,876.28	\$ 292,138.66
Wages & Benefits - Seasonal Staff 51072	\$ 192,960.30	\$ 185,772.66	\$ 156,982.67
Supplies - Software 51074	\$ 500.00	\$ -	\$ 460.10
Supplies - Sanitary Supplies 51075	\$ 7,300.00	\$ 7,000.00	\$ 7,285.66
Supplies - Computer/Radio Equipment 51076	\$ 1,000.00	\$ 1,900.00	\$ 511.92
Supplies - General Printing 51077	\$ 500.00	\$ 700.00	\$ 385.00
Supplies - Uniforms 51078	\$ 1,500.00	\$ 3,000.00	\$ 1,543.49
Supplies - Miscellaneous 51079	\$ 15,000.00	\$ 22,000.00	\$ 19,822.41
Maintenance - General Infrastructure 51090	\$ 15,000.00	\$ 13,500.00	\$ 15,734.94
Maintenance - computers & network support 51091	\$ 2,000.00	\$ 2,700.00	\$ 1,996.05
Maintenance - Garbage Collection 51093	\$ 6,000.00	\$ 8,000.00	\$ 5,559.48
Maintenance - Hazard Tree Removal 51094	\$ 2,000.00	\$ 2,000.00	\$ -
Maintenance - Liquid Waste Removal 51095	\$ 6,000.00	\$ 6,000.00	\$ 5,933.33
Maintenance - Water System Maintenance & Testing 51096	\$ 1,000.00	\$ 3,000.00	\$ 977.08
Vehicle & Equipment Rental 51100	\$ 30,000.00	\$ 26,000.00	\$ 30,422.89
Firewood Processing 51102	\$ 2,000.00	\$ -	\$ 2,116.92
Advertising 51103	\$ 2,000.00	\$ 2,100.00	\$ 220.00
Store Product For Resale 51110	\$ 11,000.00	\$ 11,000.00	\$ 11,002.68
Firewood Purchased For Resale 51115	\$ 21,000.00	\$ 20,000.00	\$ 21,000.00
Staff Training 51120	\$ 3,000.00	\$ -	\$ 2,943.07
Reservation System 51123	\$ 18,200.00	\$ 10,545.00	\$ -
Bank Charges (Card Processing Fees) 51125	\$ 33,000.00	\$ 31,000.00	\$ 33,228.15
Mobile Pay App Fees 51129	\$ 100.00	\$ 100.00	\$ 93.80
Miscellaneous 51130	\$ 500.00	\$ 500.00	\$ 50.35
Concession Booth Maintenance/Furnishings 51135	\$ 500.00	\$ 500.00	\$ -
Schoolhouse Maintenance/Furnishings 51136	\$ 500.00	\$ 1,000.00	\$ -
Trout Program 51150	\$ 2,000.00	\$ 1,000.00	\$ 1,922.00
Special Events Expenses 51160	\$ 1,000.00	\$ 1,000.00	\$ 81.84

CATFISH CREEK CONSERVATION AUTHORITY
DRAFT BUDGET 2025
last modified October 1, 2024

		Budget 2025	Budget 2024	Projected Balance at 2024 Year End
Code				
Camp Taxes	51165	\$ 7,800.00	\$ 7,699.00	\$ 7,818.21
Camp Insurance	51170	\$ 22,500.00	\$ 19,464.34	\$ 12,447.54
Telephone Expenses	51171	\$ 2,000.00	\$ 2,960.00	\$ 1,956.71
Camp Hydro	51172	\$ 53,000.00	\$ 46,000.00	\$ 52,741.57
Camp Heat	51173	\$ 1,000.00	\$ 1,300.00	\$ 875.35
Day-Use Hydro	51174	\$ 3,600.00	\$ 2,975.00	\$ 3,596.45
Day-Use Taxes	51175	\$ 3,000.00	\$ 127.00	\$ 2,947.79
Day-Use Insurance	51176	\$ 10,560.00	\$ 8,948.25	\$ 3,063.02
Schoolhouse Heat & Hydro	51177	\$ 5,000.00	\$ 4,200.00	\$ 5,032.60
		\$ 812,984.62	\$ 751,867.53	\$ 702,891.74
REVENUE				
Donations (Trout Program)	43250	\$ 2,000.00	\$ 1,000.00	\$ 2,000.00
Donations (Firewood)	43250	\$ -	\$ -	\$ -
Sponsorships	43260	\$ 500.00	\$ 500.00	\$ -
Revenue: Camp/Day Use User Fees	43500+	\$ 184,000.00	\$ 176,029.00	\$ 173,596.74
Revenue: Store Sales	44000	\$ 15,000.00	\$ 14,500.00	\$ 15,858.49
Revenue: Firewood Sales	44050	\$ 25,000.00	\$ 23,000.00	\$ 25,006.19
Revenue: Facility Rentals	44500+	\$ 17,000.00	\$ 14,000.00	\$ 16,044.29
Revenue: Seasonal Fees & Winter Storage	43600+	\$ 499,000.00	\$ 496,120.00	\$ 474,413.30
Revenue: Special Events	45750	\$ -	\$ 1,000.00	\$ 1,000.00
Revenue: Trout Program	45700	\$ 1,500.00	\$ 2,500.00	\$ 1,849.67
Grants: Employment - ECO Canada	42100	\$ -	\$ -	\$ 3,065.00
Grants: Employment (CSJ)	42250	\$ 10,000.00	\$ 10,000.00	\$ 10,515.50
Grants: Employment (Metis Nation)		\$ -	\$ -	\$ 13,859.37
Grants: Employment (Green Jobs) CPRA	42750	\$ 5,000.00	\$ 5,000.00	\$ 9,739.00
Reserve - Capital Acquisition	34500	\$ 20,000.00	\$ -	\$ -
Reserve - Working Capital	31500	\$ -	\$ -	\$ -
Reserve - C.A. Development	32500	\$ 33,984.62	\$ 8,218.53	\$ (40,000.00)
		\$ 812,984.62	\$ 751,867.53	\$ 706,947.55
Amortization Expense				
SUB TOTAL: OTHER PROGRAMS Expenditures		\$ 1,072,220.07	\$ 1,117,883.35	\$ 998,959.30
SUB TOTAL: OTHER PROGRAMS Revenue		\$ 1,072,220.07	\$ 1,117,883.35	\$ 1,002,349.68
TOTAL EXPENDITURES		\$ 1,754,862.50	\$ 1,766,342.24	\$ 1,604,323.84
TOTAL REVENUE		\$ 1,754,862.50	\$ 1,766,342.24	\$ 1,624,195.62
		\$ -	\$ -	\$ 19,871.78

Met with Ian Begg concerning the planning of the Tisdale Soft Opener on October 17th, 2024 at 1pm. Created an invite list went over the itinerary, site preparation and created a list of attendees who will hopefully also speak on importance of green spaces and land donations.

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

Completed the September Full Authority Agenda package.

Attended a Southwestern Region General Managers meeting at the UTRCA where status of watershed stewardship and watershed health monitoring services and implementation of O. Reg. 41/24 was discussed. Discussions were also held about the Permit fee freeze about whether it will continue and what to plan for concerning budgetary items. Other discussions occurred around the One Health Approach where nature is involved in all of life's interactions and it should be accounted for equally about everything else in life. We also had a presentation on the Healthy Lake Huron Plan

Attended Conservation Ontario's Annual General Meeting on September 23, 2024.

Completed the job posting, application process and conducted interviews for the Customer Services Outreach Clerk Position. I am pleased to announce that Jennifer McDaniel will be joining our team on October 15, 2024. Thank you to the Interview Committee for your assistance.

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

Continual work to complete the Land Inventory. Had a meeting with Kim Smale prior General Manager of the CCCA to ask about any questions we were stuck on about our property holdings. Noah Pineau has also scanned all of our property files so we can tie in all of the information we have to live links about information on our property holdings that is required by O. Reg 686/21.

Researching alternatives including rezoning to save tax burdens on Conservation Lands deemed Residential. Open Space designations are less of a burden then residential and cutting costs is key in today's economic times.

Dealt with some compliance and enforcement issues throughout the watershed.

Reviewed the new PGMN Guidelines and took in a webinar regarding the proposed guidelines.

Completed the Conservation Areas Strategy consultation and received no comments or feedback.

Received confirmation that the Long Point littoral Zone did receive there money for the grant they had applied for. The working group will continue to meet and discuss things moving forward including membership, terms of reference etc. etc.

**Catfish Creek Conservation Authority
Correspondence Register – September 1- 30, 2024**

Date	Type	Agency	Topic
September 3, 2024	Email	Malahide Township	Rogers Road Culvert Replacement
September 3, 2024	Email	CO	Conservation Ontario Submissions: Emergency Management Modernization and Accessible Built Environment Standards
September 4, 2024	Email/ Reply	Kathryn Desrosiers	Turtle Signage Follow Up
September 4, 2024	Email	CO	Conservation Ontario's Insurance and Benefits Committee
September 5, 2024	Email/Reply	Councillor Lewis Malahide	Re: Interviews
September 6, 2024	Email/ Reply	LERMC	LERMC Agenda - Sept. 10, 2024
September 6, 2024	Email	Councillor Clarke St Thomas	Interviews
September 6, 2024	Email	MSVCA	1946 Conservation Authorities Act
September 9, 2024	Email	HRCA	RE: [EXTERNAL]1946 Conservation Authorities Act
September 9, 2024	Email	MECP	RE: Information Session on the Provincial Groundwater Monitoring Network (PGMN) Program and PGMN Exceedance Protocol
September 10, 2024	Email/ Reply	MECP	Letter from the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks
September 10, 2024	Email/ Reply	LERMC, SP	FW: Letter from the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks
September 10, 2024	Email/ Reply		

September 11, 2024	Email	FHIMP	Application Period Open
September 11, 2024	Email	CRA	Mail
September 13, 2024	Email	LERMC, SP	FW: News Release: Catfish Creek Source Protection Plan updated
September 13, 2024	Email	CO	ACTION REQUIRED: Conservation Ontario Council Meeting Agenda & Meeting RSVP - September 23, 2024
September 16, 2024	Email/ Reply	SCRCA	Outsourcing IT anyone?
September 16, 2024	Email	CO	Beef Farmers of Ontario Letter to Conservation Ontario
September 16, 2024	Email/ Reply	Bee Line Parks	49365 Dexter Line, Port Bruce - Corners Holdings needing CCCA review and permit
September 16, 2024	Email	CO	Action: Survey re: Campgrounds - Risk Advisory Project
September 17, 2024	Email/ Reply	CO	Conservation Ontario Council Meeting Agenda & Meeting RSVP - September 23, 2024
September 17, 2024	Email	CO	Call For HSP Applications
September 18, 2024	Email/ Reply	NPCA	2024 Conservation Areas Workshop Registration - Dusty Underhill
September 18, 2024	Email	CO	CO Council Meeting - Program Partner Presentations
September 19, 2024	Email	LTVCA	LTVCA is currently without a GIS staffer
September 20, 2024	Email/ Reply	Malahide	Bylaw Enforcement Questions
September 20, 2024	Email/ Reply	City of St Thomas	St Thomas WRF PIC#2
September 20, 2024	Email	CO	FW: Ontario Strengthening Emergency Preparedness
September 20, 2024	Email	NPCA	2024 Conservation Areas Workshop Registration - Dusty Underhill

September 25, 2024	Email	CO	Final CO Guidance Documents: Administrative Reviews and Annual Timeline Reporting
September 26, 2024	Email	VALLEE Limited	King Bridge Replacement
September 27, 2024	Email/ Reply	UTRCA	September 30th Southwest CAs GMs/CAOs Meeting
September 30, 2024	Email/ Reply	RALP	Cost Share Funding