



CATFISH CREEK CONSERVATION AUTHORITY

Mission Statement

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

**A Full Authority meeting is to be held on
Thursday, April 10, 2025 at 10 a.m.**

Meeting Location:

The meeting will be conducted in the CCCA Boardroom

A G E N D A

- 1) Welcome / Call to Order.....Morgaine Griffin
- 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) Amended Annual General Meeting FA 01/2025 (February 20, 2025)3-7
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 - b) Report FA 06/2025 - 2025-2026 General Insurance Program21
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17) Termination	

DRAFT

MINUTES OF THE MEETING OF THE CATFISH CREEK CONSERVATION AUTHORITY

Thursday, February 20th, 2025

Meeting #01/2025

The 74th Annual General Meeting of the Catfish Creek Conservation Authority was held at the East Elgin Community Complex.

PRESENT:

Paul Buchner
Morgaine Griffin
Arthur Oslach

Chairperson
Vice-Chairperson
Member

Township of South-West Oxford
Municipality of Central Elgin
Town of Aylmer

STAFF:

Dusty Underhill
Susan Simmons
Gerrit Kremers
Peter Dragunas
Brittany Bell
Al Bradford
Thom Polland
Noah Pineau
Jennifer McDaniel

General Manager / Secretary-Treasurer
Financial Services Coordinator
Resource Planning Coordinator
Water Management Technician
Communications/Program Support Assistant
Conservation Areas Supervisor
Conservation Areas Assistant
Field Technician
Customer Services Outreach Clerk

ABSENT:

Gary Clarke
Scott Lewis

Member
Member

City of St. Thomas
Township of Malahide

GUESTS:

Loretta Vaughan
Richard Wright
Gerry Richer
Mary Anne McMullen
Brenda Longhurst
Adam Bengen
Kim Dresden
Trey Sawlor
Tony Difazio
Blake Underhill
Katheryn Desrosier
Elizabeth Sebestyen
Janet Witmer
Shelley Smith
Graham Warwick
Wendall Graves
Ron Casier

EHTC
CCCA Supporter
Past CCCA Chairperson
CCCA Supporter
CCCA Supporter
Environmental Leadership Program
CCCA Supporter
CCCA Supporter
CCCA Supporter
CCCA Supporter
Town of Aylmer
West Elgin Nature Club
West Elgin Nature Club
West Elgin Nature Club
West Elgin Nature Club
CCCA Supporter
Canadian Chestnut Council

Becky Simons
DianeLynn Ayotte
Rudy Pilz
Teri Widner
Mark Widner
Al Sharpe
Diane Dobson
Al Hurst
Cathy Brooks
Jack Couckuyt
Kim Smale
Tam Beharrell
Elizabeth VanHooren

Nicole Widner
Toniette Giesbrecht
Tim Kelly

CCCA Supporter
ALUS Elgin
ALUS Elgin
CCCA Supporter
CCCA Supporter
CCCA Supporter
CCCA Supporter
CCCA Supporter
CCCA Supporter
CCCA Supporter
Past CCCA General Manager
CCCA Supporter
Kettle Creek Conservation Authority General
Manager
CCCA Supporter
CCCA Supporter
Canada Life

WELCOME / CALL TO ORDER:

Chairperson Buchner welcomed everyone and called the meeting to order at (1:00 p.m.).

ADOPTION OF AGENDA:

<u>Motion # 01/2025</u>	M. Griffin	A. Oslach	CARRIED
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THAT, the Agenda for the Annual General Meeting be adopted as circulated.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

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

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

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

INTRODUCTIONS:

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

CHAIRPERSON'S MESSAGE:

Chairperson Buchner presented the Annual Chairperson's Message to the audience. A condensed version is included on the first page of the 2024 Annual Report.

ADOPTION OF MINUTES:

Motion # 02/2025 A. Oslach M. Griffin CARRIED

THAT, the Minutes of Full Authority Meeting #10/2024 (December 12, 2024), be accepted as circulated.

Motion # 03/2025 M. Griffin A. Oslach CARRIED

THAT, the Minutes of Personnel / Finance Committee Meeting PF#01/2025 (January 30, 2025), be adopted and circulated.

Motion # 04/2025 M. Griffin A. Oslach CARRIED

THAT, the Minutes of Full Authority Special Meeting #SPO01/2025 (February 5, 2025) be accepted as circulated.

BUSINESS ARISING FROM MINUTES:

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

ANNUAL REPORT PRESENTATION:

The General Manager / Secretary-Treasurer presented the 2024 Annual Report and provided a brief summary of each section in the report. He thanked the community for their support and involvement with the CCCA over the past year. He also thanked the staff from the CCCA and Board for their efforts in 2024.

Motion # 05/2025 M. Griffin CARRIED

THAT, the 2024 Annual Report be adopted as presented.

2024 AUDITED FINANCIAL STATEMENTS:

Jennifer Buchanan, Partner at Graham Scott Enns LLP Chartered Accountants presented the 2024 Financial Statements and Auditor's Report for the Catfish Creek Conservation Authority.

Ms. Buchanan stated that the Financial Statements present fairly, in all material respects, the statement of financial position of the CCCA as at December 31, 2024, and the statements of operations and accumulated surplus, changes in net assets, and cash flow for the year then ended in accordance with Canadian accounting standards for public sector entities.

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

Motion # 06/2025 M. Griffin CARRIED

THAT, the Financial Statements of the Catfish Creek Conservation Authority and Audit Findings Letter prepared by Graham Scott Enns LLP, as at December 31, 2024, be adopted as circulated.

OTHER BUSINESS:

Motion # 07/2025

M. Griffin

CARRIED

THAT, the Full Authority appoint the firm Graham Scott Enns LLP Professional Accountants as the Authority's Auditor until the next Annual General Meeting in February 2026; and further,

THAT, the Full Authority appoint Canadian Imperial Bank of Commerce, Aylmer Branch as the Authority's financial institution until the next Annual General Meeting in February 2026; and further,

THAT, the Full Authority appoint Elgin County Legal Services as the Authority's Solicitor to deal with matters of litigation until the next Annual General Meeting in February 2026; and further,

THAT, the Full Authority appoint Mark Coombes, Bowsher + Bowsher as the Authority's Solicitor to deal with matters of real estate until the next Annual General Meeting in February 2026.

Motion # 08/2025

M. Griffin

CARRIED

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

THAT, the Chairperson or Vice-Chairperson together with the General Manager / Secretary-Treasurer are hereby authorized to execute for and on behalf of the Authority, a promissory note or notes for the sum to be borrowed pursuant to this Resolution and to affix thereto the corporate seal of the Authority, and further,

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

STUDENT SCHOLARSHIP AWARD:

Member Griffin presented the 23rd Annual Catfish Creek Conservation Authority Scholarship Award to Rhyann Hewbank. He plans to continue his post-secondary education in the field of Arboriculture at Algonquin College in Pembroke.

CONSERVATION AWARD:

Rick Cerna was called upon to present the Conservation Award to the Brandon Widner in recognition of his continued conservation and restoration efforts on his farm located in the Municipality of Central Elgin. Mr. Widner has undertaken several environmental projects on his property including the creation of a wetland, along with multiple streambank stabilization projects. Mr. Widner has begun the practice of no-till farming, in conjunction with seeding cover crops to assist in soil conservation and reduce sedimentation into East Catfish Creek.

TERMINATION:

Motion # 09/2025

M. Griffin

CARRIED

THAT, the Annual General Meeting of the Catfish Creek Conservation Authority be terminated at (3:31 p.m.).

General Manager / Secretary –Treasurer

Authority Chairperson

Minutes of the Meeting of the Catfish Creek Conservation Authority
Interview Committee

Thursday, February 12th, 2025

Meeting # IC 01/2025

STAFF:

Brittany Bell Communications/Program Support Assistant
Al Bradford Conservation Areas Supervisor

The meeting was called to order at (3:30 p.m.).

Disclosure Of Pecuniary Interest:

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

The purpose of the meeting was to interview applicants for the following positions which were advertised via Facebook on January 10th, 2025.

- (2) Maple Syrup Sales Staff / Greeters

A total of 2 candidates were contacted to be interviewed for the aforementioned positions.

At the conclusion of the interview process, the Interview Committee selected Marissa Bastiaansen and Chantel Oatman for the 2 positions.

The meeting was adjourned at (4:45 p.m.).

Brittany Bell,
Communications/Program Support Assistant

Al Bradford,
Conservation Areas Supervisor

REPORT FA 01/2025: To The Full Authority

FROM: Peter Dragunas, Water Management Technician

SUBJECT: January, February, March 2025 Monthly Staff Report

DATE: March 3, 2025

Water Management Technician

Current Activities:

- Public Notice: To all residents within the CCCA administrative area to be aware of the upcoming 2024-2025 winter flood season. Issued February 6.
- Water Safety, Watershed Conditions Statement: For low-lying areas adjacent to Catfish Creek and its tributaries. Runoff has the potential to quickly elevate water levels within the watershed and some localized ponding in poorly drained areas is expected. The public is encouraged to exercise extreme caution near all bodies of water, and to keep children and pets 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. Issued January 31 and February 25.
- Flood Watch Watershed Condition Statement: To notify Catfish Creek Conservation Authority Member Municipalities, Emergency Services staff and individual landowners that due to the mixed precipitation forecast, existing snowpack conditions and possible ice jamming, will cause water levels to increase. The current assessment is that an elevated probability exists for flooding of low-lying flood prone areas along waterways within the Catfish Creek Conservation Authority's administrative boundary. Issued February 26.
- Flood Warning Watershed Condition Statement: Flooding is imminent or occurring, and dangerous water level conditions exist along waterways in low-lying flood prone areas within the Catfish Creek Conservation Authorities administrative boundary. Issued March 4.
- Normal Watershed Condition Statement: Outlines that conditions have improved flooding in low-lying areas of the watershed has subsided and that the threat of flooding has now passed as creek levels are trending downward and storm induced rainfall patterns have weakened and passed. Issued March 6.

- Continued analysis of the 2025 Flood season data concerning statistical acceptability associated with present CCCA Flood Forecasting Tools (Freezing Day Calculator for forecasting creek ice thickness, CCCA Precipitation Discharge Interpolator for available cumulative runoff vs time and Hydrometric Interpolator for forecasting discharge using available runoff from CCCA Precipitation Discharge relationships)
- Studying the HEC–HMS (Hydrologic Engineering Centre-Hydrologic Modeling System) designed to simulate the complete hydrologic processes of a watershed network, for use as a tool to replace the aforementioned resources for Catfish Creek Conservation Authority (CCCA) flood forecasting.
- Continuous:
 - Maintaining the Catfish Creek water quantity database for seasonal flows (flood and low water).
 - Monitoring for watershed seasonal flows (low and or high) to verify and issue Watershed Condition Statements.
 - Monitoring Lake Erie weather patterns and water levels for Lake Erie Watershed Condition Statements, coupled with evaluations 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.
- Assessment of CCCA administrative areas flood plains for storage capacities.

Recommendation:

THAT, Staff Reports for the months of January, February, March 2025, be noted and filed.

Submitted by:

Peter Dragnas

Water Management Technician

REPORT FA 02/2025: To The Full Authority

FROM: Gerrit Kremers, Resource Planning Coordinator

SUBJECT: January, February and March Monthly Staff Report

DATE: **March 31, 2025**

Resource Planning Coordinator

Current Activities:

- Participated in planning pre-consultation meetings with member municipalities and private landowners looking to conduct work within adjacent lands of a natural hazard feature;
- Responded to inquiries about potential natural hazards on properties of interest to buyers;
- Participated in a working group as part of the North Shore Resilience Plan Working Group with staff from neighbouring Conservation Authorities and other agencies;
- Held various site meetings with landowners to discuss CA policies, S.28, in regard to future development activities on their property;
- Met with local Drainage Superintendents in regard to planned drainage works within the watershed;
- Assisted Water Management Technician during the spring freshet in accordance with CCCA Flood Forecasting and Warning procedure, by reporting back real-time observations that informed decision making;
- Assisted the Ice Management Program by collecting weekly ice thickness measurements at the designated locations;
- Participated in online Provincial Offences Officer training as a refresher/skill improvement for Section 28 offences matters;
- Participated as the CCCA representative in the All Parties Advisory Group for the Town of Aylmer Settlement Boundary Expansion;
- Various meetings with private landowners and stewardship associations to plan for 2025 stewardship projects;
- Attended the Conservation Authority Coastal Network workshop, engaging with planning and regulations staff from the majority of Conservation Authorities;
- Successfully completed the ELP chainsaw certification, including the fieldwork testing component, serving as the approved non-logging trainer for students who were unable to attend in December;
- Planned out 2025 Envirothon competition to be host at Springwater Conservation Area, with Field Training Day on April 15th, 2025 and Competition Day on April 29th, with this years topic being Roots & resiliency: Fostering Forest Stewardship;
- Assisted in recruiting speakers for the Envirothon Oral Presentation Day on March 25, 2025, with Speakers from Private forestry consultant and St Clair Region Conservation Authority;

Upcoming Activities:

- Joint Health and Safety Committee Meeting;
- Serving as the forestry station expert during the Envirothon field day and competition.
- Continuation of updating 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;
-

Recommendation:

THAT, Staff Reports for the months of January, February and March, 2025, be noted and filed.

Submitted by:

Gerrit Kremers
Resource Planning Coordinator

REPORT FA 03/2025: To The Full Authority

FROM: Al Bradford, Conservation Areas Supervisor

SUBJECT: January, February and March Monthly Staff Report

DATE: **March 31, 2025**

Conservation Areas Supervisor

Current Activities: January

- Jan 4th 2025 attended the Aylmer District Trappers Workshop at the East Elgin Sportsman Club
- Jan 7th attended an online refresher course on Note Taking
- Attended a Drain meeting with Gerrit at the Malahide Firehall regarding the Pritchard Drain which flows through our property at Calton swamp
- Had a debrief with the Elgin Hiking club regarding the Spirit Walk held in Dec 2024 the event raised
- Brittany and I had a meeting with my-FM regarding advertising
- First committee meeting regarding the 75th anniversary (funding is the biggest hurdle)
- Kept an eye on Bromley Track and had the cameras moved to a different location along the trail to hopefully gain a better vantage point
- Staff worked on splitting wood and filling the wood cribs to prepare the area for Maple
- Planning with staff for the AGM in February

February

- Continued planning with staff on items needed, posters, site setup at the Aylmer Old Townhall, staying in contact with the guest speaker for the AGM
- took part in some additional online training regarding completing a PON and Part III summons, as well as completing a Caution
- attended a couple School house viewing and showing for potential bookings
- attended a webinar regarding Prescribing Nature - PaRx and Conservation Authorities a program being offered by some CA's working with local Doctors
- sat in on a couple CAMIS meetings with Brittany and Susan regarding the preparation of our new software
- I had a couple Co-op interviews for a placement here at the CCCA (I have had 3 candidates start and will be working until end of the school year in June 2025)
- The CCCA also had an opportunity to take on another College co-op placement from Algonquin College for 2 weeks in May (I hope that between Gerrit our Resource Planning Coordinator and myself we will be able to give this student some learning opportunities regarding some forestry initiatives the CA does) I do not like to see opportunities for youth turned away trying to learn the environmental field
- Brittany and I met with Nathan from Rip Currents about using our location for some of his public session and awareness on Undertow's along the Lake Erie shoreline

- My operations staff worked hard in the month of February getting things ready for our Maple Sugaring program season with Jaffa Outdoor Ed Centre (TVDSB) & the additional schools and groups we picked up as well
- Met with Jason White from Steelway regarding a donation of \$3000 dollars in radio advertising on some of the CHORUS Radio Network in Southwestern Ontario (I feel our advertising from this, and additional advertising pushed by Brittany Bell our Communications/Program Support Assistant played a very large role in the success of our Festival this year).
- I worked on contacting & meeting with groups and vendors for our March Maple Syrup Festival taking place March 8-16th
- Feb 26/2025 Thom & I attended a workshop in Milton for the Conservation Areas Workshop winter site visit (it was a full day of learning: onboarding, risk management were just a few things we learned about)
- Feb 27/25 Walsh Public School was our first class for the Maple Syrup programs
- **March**
 - Roughly March 4 -31st we had TVDSB programing as well as our 9-day Maple Syrup Festival over the March break (I would like to thank Thom, Noah, Vic, Jen & Brittany. As well as our Co-op students Liam/Emily & Jakob for the hard work put in for the month of March). Without help from everyone here this would not have been able to happen.
 - The Maple Syrup Festival was a success despite the last 2 days being a washout due to the weather. We had a total of 3786 for admission (2185 adults and 1601 children) with an average daily attendance of 421 people. Again, a huge thanks to all staff (Thom, Noah, Vic, Brittany, Jenn, Marisa, Chantel Val and Ron). A special shoutout to Dusty and Gerrit for assisting with parking for a couple of our very busy days. Susan, our Financial Services Co-Ordinator, will be able to highlight the weekly totals of the festival.
 - Some key guests at our festival were the local Petting Zoo, Natural Resources Day (Aylmer District Trappers Association, Greg Balch and his Wildlife display, Bird Studies Canada), Elgin Hiking Club, Emergency Services day (Malahide Fire, and Elgin County Conservation Officer) 31st Combat Engineer Regiment, as well as a handful of vendors that Brittany organized to come out for the week
 - I am looking forward to sitting down with staff for a debriefing and looking at some potential changes or ideas for next year's Festival
 - Taking advantage of any free time, I was able to locate/secure a location to purchase Rainbow trout from for our upcoming Trout derby in late April, the CCCA will also be looking into the purchase of a tank and aerator for transporting fish as it will pay for itself right off the hop instead of delivery fees.
 - In talks with trying to resolve a seasonal camper's site, that passed away last year, & the demise of the trailer currently here at SPW
 - March 18th – 21st I attended the RX 200 Burn Boss Course in London, there was no cost to taking the course and was by invite only.

Upcoming Activities:

- Preparation of our campground for the 2025 camping season
- Implementation and training of our new software CAMIS for the campground
- Setting up a day for picking up Rainbow Trout and delivering to Springwater Pond, posting NO Fishing Signage around the property and working with Brittany for advertising for the Trout Derby starting the end of April
- Getting a plan for hazard tree removal completed in the seasonal campground prior to opening as well as SPW Forest trails
- Looking at ordering signage for the campground entrances as well as pavilions and roads throughout the park
- Outdoor education booking for the spring (plan with staff and go over our programs/courses)
- Install the bench for Richer & Gunn Family at Archie Coulter
- Repair benches throughout Springwater Forest
- Memorial Tree planting
- Look into the purchase of trail counters for our properties to start collecting data on trail use
- Contact and setup dates with seasonal campers to remove or bring in their trailers for the 2025 season
- Plan for staff orientation day with Brittany, so the planning with staff can be sorted out on the layout and training to take place
- Keep in touch with Ron Casier regarding a prescribed burn potentially taking place at Fingal Management Unit so Gerrit and I can obtain additional training and experience on a prescribed burn
- The final steps for the WIFI throughout West & East Campground will be completed by the beginning of the 2025 season.

Recommendation:

THAT, Staff Reports for the months of January, February and March, 2025, be noted and filed.

Submitted by:

Al Bradford
Conservation Areas Supervisor

REPORT FA 04/2025: To The Full Authority

FROM: Brittany Bell, Communications/Program Support Assistant

SUBJECT: January, February and March Monthly Staff Report

DATE: **March 31, 2025**

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
- Attended the Conservation Ontario Communications Annual Meeting
- Booked Springwater Conservation Area facility rentals
- 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
- Updates to the CCCA website
- CAMIS Meetings and CAMIS testing
- Working with the Conservation Areas Supervisor to design new signs
- Preparation for 2025 Maple Syrup Festival
- Work on the Annual Report
- Advertisements for the Maple Syrup Festival, In Elgin, Facebook, Coffee News, Canada Lifestyle Magazine
- Working on preparation for the Springwater Maple Syrup Festival
- Hiring for the Maple Syrup Festival, held interviews for Sales Staff
- Prepared for the upcoming Joint Health and Safety Committee
- Added training material to Safety Hub
- Advertised for Volunteers for the Maple Syrup Festival
- Working on revamping on onboarding materials for seasonal staff
- Sponsorship letters out to potential sponsors for the Maple Syrup Festival
- 75th Anniversary Preparation
- Updating administration documents for the CCCA and Springwater Conservation Area
- Preparation for the Annual General Meeting

Upcoming Activities:

- Joint Health and Safety Committee
- Orientation day for Seasonal Employee
- Interviewing for Seasonal Gate Attendants Position
- Work on Springwater Conservation Areas Administration Documents
- Preparation (admin) for park opening
- 75th Anniversary Preparation

- CAMIS Implementation
- Work on advertisements on social media channels
- Seasonal Campers administration
- Catfish Creek Conservation Authority administrative and Communications duties

Recommendation:

THAT, Staff Reports for the months of January, February and March 2025, be noted and filed.

Submitted by:

Brittany Bell
Communications/Program Support Assistant

REPORT FA 05/2025: To the Full Authority

FROM: Thomas John Polland, Conservation Areas Assistant

SUBJECT: January, February, March, Staff Report

DATE: April 10th, 2025

Conservation Areas Assistant

Current Activities:

- Staff has been working with the ELP class hauling logs from Archie Coulter C.A. back to Springwater to buck up, split and rack.
- Currently staff have been able to fill two (2) wood cribs from the chainsaw work at Archie Coulter, with more logs ready for the team to bring back for processing.
- Roads and parking lots maintained throughout the winter.
- Yearly third-party fire extinguisher testing has been completed through Elgin Fire Equipment.
- Operations team has been assisting Peter with flood preparedness through physical site inspections and windshield tours.
- Debrief meeting with the Elgin Hiking club to discuss the Spirit Walk event held earlier in December to see what worked and what challenges to improve on.
- Staff has partnered with Terrace Lodge to have residents build bluebird houses as a social activity. Conservation staff will install the blue bird houses along the outside perimeter of the residence for all to enjoy the birds and other wildlife.
- Commercial safety inspection completed for truck #21 + the new trailer.
- School house maintenance, the staff counter sank screws that were holding down some of the floorboards, then filled in the holes with wood filler and sanded down back to grade. Staff then applied three (3) coats of a semi-gloss wood sealer to the entire wood floor.
- School house washrooms have been painted and a new light switch installed.
- School house seating or standing capacity is forty-five souls. This notice will be posted by staff so as not to exceed capacity during events and rentals.
- Portable washroom repaired and relocated to day-use in preparation for winter camping
- Frost free exterior tap installed at pump-house in preparation of winter camping.

- Staff were preparing the day-use for winter camping starting Jan 31st -Feb 28th.
- Staff were busy collecting pine branches to cover the wig-wam in preparation for the Maple Syrup festival. The operations team reached out to Aylmer and Central Elgin to have the Christmas trees dropped off at the sugar shanty starting 2026 for wig-wam covering.
- During the months of Jan & Feb staff inspected the toboggan hill 2X's per week as part of a risk management program for the operations dept.
- March, staff were busy preparing for schools and the public to attend the Maple Syrup Festival and educational programs.
- School groups cycled through the Maple Sugaring program attending each station and learning about the indigenous method, pioneer methods including kettles and pans and then the evaporator. Our team also took the school groups to Maple Mountain to give first-hand experience with tree tapping, tree measurements and how tubing connects to trees and main lines.
- Operations team had to regrade, roll and seed the green space at Whites Mills after the
- Maple Syrup Festival due to parking and overflow parking.

Upcoming Activities:

- Staff are putting together new on-board training packages for operations and gate staff training.
- Operations team is performing a poka-yoke on last year's operating cycle to minimize mistakes and defects with equipment operations. This review will assist staff in focusing on an (OOE), Overall Equipment Effectiveness.
- Staff are beginning to start an inventory of equipment and other items for divestment through Gov Deals.
- Pre-Season 360-degree equipment preventative maintenance review, checklist of blades/filters/specific oils/belts.
- Operations team reviewing financials from Q (1) one to ensure expenditures are in-line with budget and not trending upward.
- Prepping the campground for the opening in May.
- Notify SWPH regarding turning on the water prior to the start of the camp-ground opening.
- Integration of community fire pits located on Day-use side. This beta project is to have a couple communal fire pits with a rack of wood for each for visitors to use. It is hoped that by supplying this service our team will see an influx of visitors coming to the park to

take full advantage of being able to have a fire, while enjoying the sights and sounds of nature.

-Jennifer and I hosted a workshop on the Maple Sugaring process at Terrace lodge April 4th, 2025. This is part of an outreach program that has been progressing since our initial visit talking about blue birds and the nesting box construction. It is the intention of the CCCA team to bring and provide an interactive environmental education program to our senior population who may not have the ability to visit the CCCA parks.

Recommendation:

THAT, Staff Reports for the months of January, February and March 2025, be noted and filed.

Submitted by:

**Thomas John Polland
Conservation Areas Assistant**

REPORT FA 06/2025 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: 2025-2026 General Insurance Program

DATE: April 1, 2025

PURPOSE:

To review the 2025-2026 General Insurance Report prepared by Intact Public Entities.

DISCUSSION:

The CCCA insurance coverage is on a one-year basis from April 1 to April 1 in the subsequent year. The Authority is currently insured with Intact Public Entities through McFarland Rowlands.

The cost of the Authority's 2024-2025 insurance coverage was \$75,524.00 plus applicable taxes. A renewal cost of \$79,750.00 plus applicable taxes has been submitted by Intact for the year 2025-2026, an increase of approximately 5.03%. This premium is based on virtually the same level of coverage and deductibles as in the previous year. Staff anticipated a rise in premiums and budgeted for a 15% increase.

An overview of the 2025-2026 General Insurance Program will be provided on Thursday April 10, 2025 by Mr. Dan Reith of Reith and Associates.

RECOMMENDATION:

THAT, the Catfish Creek Conservation Authority renew its 2025-2026 insurance coverage with Reith and Associates at a total cost of \$75,524.00 plus applicable taxes as detailed in Report FA 06/2025.

Submitted By:

**Dusty Underhill
General Manager / Secretary-Treasurer**

REPORT FA 07/2025 : To The Full Authority

FROM: Susan Simmons, Financial Services Coordinator

SUBJECT: Quarterly Summary of Revenue & Expenditures

DATE: March 31, 2025

SUMMARY OF REVENUE

for the period ending March 31, 2025

	2025 Budget	2025 To Date	Difference	2024 To Date
MNRF Provincial Grants	\$ 41,215.00	\$ -	\$ (41,215.00)	\$ -
Other Provincial Grants	\$ 2,878.86	\$ -	\$ (2,878.86)	\$ 215.24
Other Grants - N/E	\$ 790.00	\$ -	\$ (790.00)	\$ -
Federal Grants	\$ -	\$ -	\$ -	\$ -
Employment Program Grants	\$ 15,000.00	\$ 27,000.00	\$ 12,000.00	\$ -
Municipal General Levies	\$ 486,721.80	\$ -	\$ (486,721.80)	\$ -
Donations/Sponsorships	\$ 35,300.00	\$ 13,609.40	\$ (21,690.60)	\$ 3,635.15
Conservation Areas Revenue	\$ 742,000.00	\$ 162,996.49	\$ (579,003.51)	\$ 143,212.85
Maple Syrup Revenue	\$ 43,900.00	\$ 58,610.75	\$ 14,710.75	\$ -
Bank Interest	\$ 15,000.00	\$ 2,836.42	\$ (12,163.58)	\$ -
Environmental Education	\$ 8,000.00	\$ 22,841.00	\$ 14,841.00	\$ -
Legal Inquiries/Permit Applications	\$ 5,000.00	\$ 1,495.58	\$ (3,504.42)	\$ -
Watershed Stewardship	\$ 5,750.00	\$ -	\$ (5,750.00)	\$ -
Revenue from Other C.A. Lands	\$ 13,341.00	\$ 88.50	\$ (13,252.50)	\$ 13,105.28
Other Revenue	\$ 1,700.00	\$ -	\$ (1,700.00)	\$ -
Contract Services	\$ -	\$ -	\$ -	\$ -
Vehicle & Equipment Rental Recoveries	\$ 55,000.00	\$ 2,059.16	\$ (52,940.84)	\$ 11,000.00
Previous Year Surplus (Deficit)	\$ 955.54	\$ 955.54	\$ -	\$ 9,204.92
Income Appropriation from Special Reserves	\$ 7,000.00	\$ -	\$ (7,000.00)	\$ -
Income Appropriation from General Reserves	\$ 314,610.30	\$ -	\$ (314,610.30)	\$ -
	\$ 1,794,162.50	\$ 292,492.84	\$ (1,501,669.66)	\$ 180,373.44

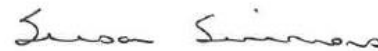
DONATIONS/SPONSORSHIPS	2024 Budget	Received To Date	Difference
Annual Report	\$ 1,000.00	\$ 500.00	\$ (500.00)
Environmental Education	\$ 500.00	\$ 160.00	\$ (340.00)
EESS ELP	\$ 8,000.00	\$ -	\$ (8,000.00)
Commemorative Forest	\$ 200.00	\$ -	\$ (200.00)
Springwater Forest Trails	\$ 12,000.00	\$ 4,314.90	\$ (7,685.10)
Archie Coulter C.A. Trails	\$ 1,000.00	\$ 73.00	\$ (927.00)
YNHA	\$ 1,600.00	\$ 211.50	\$ (1,388.50)
Trout Program	\$ 2,000.00	\$ -	\$ (2,000.00)
Maple Syrup Festival	\$ 5,000.00	\$ 7,100.00	\$ 2,100.00
SPW Capital Development	\$ 1,000.00	\$ -	\$ (1,000.00)
Special Conservation Projects	\$ -	\$ 1,250.00	\$ 1,250.00
Ontario Police College Path of Honour	\$ 3,000.00	\$ -	\$ (3,000.00)
TOTAL Donations/Sponsorships	\$ 35,300.00	\$ 13,609.40	\$ (21,690.60)

REPORT FA 07/2025 : To The Full Authority
FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Quarterly Summary of Revenue & Expenditures
DATE: March 31, 2025

SUMMARY OF EXPENDITURES

for the period ending March 31, 2025

	2025 Budget	2025 To Date	Difference	2024 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$171,437.42	\$ 51,937.65	\$ (119,499.77)	\$ 24,045.06
2 FLOOD FORECASTING & WARNING	\$280,358.97	\$ 74,170.02	\$ (206,188.95)	\$ 32,751.06
3 DROUGHT AND LOW WATER RESPONSE	\$18,908.02	\$ 4,819.34	\$ (14,088.68)	\$ 1,861.22
4 ICE MANAGEMENT	\$27,807.35	\$ 8,478.44	\$ (19,328.91)	\$ 2,860.26
5 INFRASTRUCTURE (Dam)	\$27,347.89	\$ 7,039.53	\$ (20,308.36)	\$ 2,315.42
6&7 ACT REVIEWS & PLAN REVIEW	\$3,494.72	\$ 805.28	\$ (2,689.44)	\$ 318.09
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$56,408.83	\$ 13,812.27	\$ (42,596.56)	\$ 4,637.66
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$97,097.29	\$ 17,821.81	\$ (79,275.48)	\$ 8,155.31
12 WATER QUALITY (PGMN & PSMP)	\$10,203.08	\$ 2,398.45	\$ (7,804.63)	\$ 930.61
13 SOURCE PROTECTION	\$2,878.86	\$ 459.75	\$ (2,419.11)	\$ 729.60
SUB TOTAL: MANDATED PROGRAMS Expenditures	\$695,942.43	\$181,742.54	-\$514,199.89	\$78,604.29
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	\$15,741.21	\$ 9,220.83	\$ (6,520.38)	\$ 1,249.16
ENVIRONMENTAL EDUCATION	\$16,500.00	\$ 1,847.14	\$ (14,652.86)	\$ -
SPECIAL & CAPITAL PROJECTS	\$121,142.19	\$ -	\$ (121,142.19)	\$ -
MAPLE SYRUP PROGRAM	\$48,900.00	\$ 37,851.09	\$ (11,048.91)	\$ 4,008.54
SPRINGWATER CONSERVATION AREA	\$812,984.62	\$ 109,574.38	\$ (703,410.24)	\$ 43,917.19
VEHICLE & EQUIPMENT OPERATIONS	\$82,952.05	\$ 7,858.80	\$ (75,093.25)	\$ 41,751.16
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,098,220.07	\$166,352.24	-\$931,867.83	\$90,926.05
AMORTIZATION	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,794,162.50	\$ 348,094.78	\$(1,446,067.72)	\$ 169,530.34



Susan Simmons,
Financial Services Coordinator

REPORT FA 08/2025 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: March 31, 2025

VENDOR	CHQ #	TOTAL	EXPLANATION
Aylmer Home Hardware Building Centre	32050	\$ 276.12	campground supplies
Canadian Tire	32051	\$ 56.19	campground supplies
CBSC Capital Inc.	32052	\$ 859.30	photo copier lease
Glenbriar Bottled Water Co. Ltd.	32053	\$ 11.24	water cooler service
H. Broer Equipment Sales & Service Inc.	32054	\$ 62.34	equipment maintenance
Koolen Electric	32055	\$ 658.03	campground maintenance
North End Auto	32056	\$ 1,661.45	vehicle maintenance
Uplink Communications Inc.	32057	\$ 220.07	monthly phone service
Wise Line Tools Inc	32058	\$ 6.76	campground supplies
Integrity IT Services	32059	\$ 2,034.00	computer network support
PA Shop	online	\$ 1,214.19	audio equipment for AGM
CIBC Visa	online	\$ 1,664.55	office equipment
CIBC Visa	online	\$ 839.58	general office expenses
CIBC Visa	online	\$ 98.62	Zoom monthly fee
CIBC Visa	online	\$ 48.57	poster for Authority meetings
CIBC Visa	online	\$ 197.74	Flood Forecasting - OSG Safety Book
CIBC Visa	online	\$ 53.81	SPW Supplies - general
CIBC Visa	online	\$ 270.54	SPW Supplies - miscellaneous
CIBC Visa	online	\$ 13.16	SPW Special Events Advertising
CIBC Visa	online	\$ 14.68	Stationery & Office Supplies
Waste Connections of Canada Inc.	online	\$ 127.85	campground maintenance
Telus Mobility	online	\$ 306.40	mobile phones
Bell Canada	online	\$ 107.46	gauge
Eastlink	online	\$ 242.45	gauges
Ansell's Awards & Specialties	32060	\$ 86.90	Conservation Award plack for AGM
Aylmer Home Hardware Building Centre	32061	\$ 16.94	campground supplies
Canadian Tire	32062	\$ 250.70	campground supplies
Checkers Cleaning Supply	32063	\$ 505.61	campground supplies
Elgin Pure Water	32064	\$ 105.99	campground supplies
Esta Chocolates Inc.	32065	\$ 827.32	maple products for resale
Glenbriar Bottled Water Co. Ltd.	32066	\$ 41.68	water cooler service
Graham Scott Enns LLP	32067	\$ 11,582.50	annual audit fees
H. Broer Equipment Sales & Service Inc.	32068	\$ 76.12	equipment maintenance
Integrity IT Services	32069	\$ 1,195.88	computer network support
KPMG Law LLP	32070	\$ 1,330.01	CEWS Apeal
Municipality of Central Elgin	32071	\$ 2,789.08	property tax installments 1&2
Passport Labs, Inc	32073	\$ 5.25	mobile parking App fees
Purolator Courier	32074	\$ 8.43	courier fees
Reith & Associates	32075	\$ 129.00	vehicle insurance increase
Shoalts, Adam	32076	\$ 1,695.00	guest speaker for AGM
Somerville Nurseries Inc.	32077	\$ 2,350.00	tree seedlings for resale
Villager Publications	32078	\$ 360.19	advertising for Maple Syrup Festival
Volkaert, Brian	32079	\$ 3,150.00	purchase of special event tents
Hydro One	online	\$ 1,470.25	campground and operations centre
Hydro One	online	\$ 1,025.71	schoolhouse and day use area
Township of Malahide	online	\$ 1,151.00	property tax installments 1&2
407 ETR	online	\$ 25.12	toll highway fee
Bell Canada	online	\$ 110.51	gauge
Telus Mobility	online	\$ 306.40	mobile phones
Francotyp-Postalia Canada	online	\$ 1,129.00	postage metre reset
CIBC Visa	online	\$ 210.18	Postage stamps
CIBC Visa	online	\$ 50.06	Stationery & Office Supplies
CIBC Visa	online	\$ 425.53	supplies for AGM
CIBC Visa	online	\$ 33.90	CA Coastal Network Workshop
CIBC Visa	online	\$ 69.70	Flood Forecasting - supplies

REPORT FA 08/2025 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
SUBJECT: Accounts Paid
DATE: March 31, 2025

VENDOR	CHQ #	TOTAL	EXPLANATION
CIBC Visa	online	\$ 33.90	Other CAs security monitoring
CIBC Visa	online	\$ 294.31	Maple Syrup Program - general expenses
CIBC Visa	online	\$ 1,684.42	Maple Syrup Program - operating expenses
CIBC Visa	online	\$ 482.87	maple products for resale
CIBC Visa	online	\$ 208.26	Adobe Illustrator monthly fee & Canva annual fee
CIBC Visa	online	\$ 39.52	SPW Advertising
CIBC Visa	online	\$ 25.58	SPW Staff Training
Waste Connections of Canada Inc.	online	\$ 374.66	campground maintenance
Ansell's Awards & Specialties	32080	\$ 33.90	plack for donor recognition bench
Aylmer Express Limited	32081	\$ 3,730.55	Annual Reports
Berry Hill Market	32082	\$ 10,971.42	maple products for resale
Canadian Tire	32083	\$ 323.16	campground supplies
Canon Canada Inc.	32084	\$ 228.06	photo copier maintenance
Cassidy, Randy	32085	\$ 200.00	special attraction for Maple Syrup Festival
Coffee News	32086	\$ 406.80	advertising for Maple Syrup Festival
Glenbriar Bottled Water Co. Ltd.	32088	\$ 43.17	water cooler service
Hyde Park Equipment Ltd.	32089	\$ 213.94	equipment maintenance
Integrity IT Services	32090	\$ 363.86	computer network support
Jaffa Machine Ltd.	32091	\$ 601.07	equipment maintenance
K&K Locksmiths	32092	\$ 9.02	campground supplies
McDougall Energy Inc.	32093	\$ 4,287.65	equipment and vehicle fuel
Nitro Software Inc.	32094	\$ 2,867.20	reissue cheque lost in mail strike - PDF software
Passport Labs, Inc	32095	\$ 1.05	mobile parking App fees
Paul Fody	32096	\$ 674.05	administration centre maintenance
Purolator Courier	32097	\$ 8.43	courier fees
R Safety	32098	\$ 69.39	campground supplies
Receiver General for Canada	32099	\$ 235.28	annual radio equipment fee
Sinke Plumbing and Backflow	32100	\$ 213.88	campground maintenance
Uplink Communications Inc.	32101	\$ 446.07	monthly phone service
Villager Publications	32102	\$ 113.00	advertising for Maple Syrup Festival
Bell, Brittany	32103	\$ 251.67	uniform item and Maple Syrup program supplies
Eastlink	online	\$ 243.65	gauges
		<u>\$ 72,962.73</u>	

RECOMMENDATION:

THAT, Accounts Paid totalling **\$72,962.73** , be approved as presented in Report FA 08/2025

REPORT FA 09/2025: To The Full Authority

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

SUBJECT: 2025 Budget and Levy

DATE: April 1, 2025

PURPOSE:

To approve the Catfish Creek Conservation Authority (CCCA) Budget and Municipal Levy apportionments for the 2025 fiscal year.

BACKGROUND:

A Staff Report requesting the Board to advise staff on the proposed Levy increase was presented at the November 28, 2025 Personnel and Finance Committee meeting with members directing staff to prepare a budget with a 9% Levy increase.

The Draft Budget and Levy amounts using Current Value Assessment (CVA), were presented to the Personnel/Finance committee on November 28, 2024, and circulated to the five member municipalities for their consideration, in accordance with the 30-day review period as set out in the Municipal Levy Regulation. There were no appeals of the levy apportionment.

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

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

When reviewing the Revenue and Expense Charts, it should be noted that mandated programs amount to \$695,942.43 of overall expenditures, yet revenue to offset these programs is just \$527,936.80, leaving mandated programs underfunded by \$168,005.63.

RECOMMENDATIONS:

THAT, the 2025 Catfish Creek Conservation Authority Budget totalling \$1,794,162.50, be adopted as presented; and further,

THAT, the 2025 Municipal General Levy in the amount of \$486,721.80, be approved as presented.

Member's Name	Municipality	CVA Apportionment %	Yes	No
Scott Lewis	Township of Malahide	36.2556%		
Morgaine Halpin	Municipality of Central Elgin	28.0888%		
Arthur Oslach	Town of Aylmer	26.0182%		
Gary Clarke	City of St. Thomas	6.2277%		
Paul Buchner	Township of South-West Oxford	3.4096%		

Submitted By:

Dusty Underhill
General Manager / Secretary - Treasurer

Susan Simmons
Financial Coordinator



CATFISH CREEK CONSERVATION AUTHORITY

2025 FINAL BUDGET

April 10, 2025

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2025
SUMMARY OF REVENUE AND EXPENDITURES
last modified February 11, 2025

	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	\$34,654.73
Other Grants - N\E	\$790.00	\$0.00	\$790.40
Federal Grants	\$0.00	\$138,710.18	\$71,589.63
Employment Program Grants	\$15,000.00	\$15,000.00	\$33,729.84
Municipal General Levies	\$486,721.80	\$442,474.36	\$442,474.36
Donations/Sponsorships	\$35,300.00	\$30,929.35	\$49,277.30
Camp User Fees & Sales	\$742,000.00	\$727,649.00	\$740,956.62
Maple Syrup	\$43,900.00	\$41,080.00	\$46,457.50
Other Revenue	\$103,791.00	\$79,299.61	\$167,235.81
Previous Year's Surplus (Deficit)	\$955.54	\$9,204.92	\$9,204.92
TOTAL To/From Reserves	\$321,610.30	\$198,573.04	-\$8,054.04
TOTAL REVENUE	\$1,794,162.50	\$1,766,342.24	\$1,629,532.07
MANDATORY PROGRAMS			
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$171,437.42	\$152,975.78	\$135,303.01
2 FLOOD FORECASTING & WARNING	\$280,358.97	\$274,434.00	\$283,872.99
3 DROUGHT AND LOW WATER RESPONSE	\$18,908.02	\$17,732.88	\$16,932.44
4 ICE MANAGEMENT	\$27,807.35	\$25,797.86	\$25,531.18
5 INFRASTRUCTURE (Dam)	\$27,347.89	\$24,766.80	\$23,498.67
6&7 ACT REVIEWS & PLAN REVIEW	\$3,494.72	\$3,267.81	\$2,849.31
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$56,408.83	\$46,949.19	\$45,932.18
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$97,097.29	\$86,900.35	\$83,717.04
12 WATER QUALITY (PGMN & PSMP)	\$10,203.08	\$9,366.44	\$8,506.90
13 SOURCE PROTECTION	\$2,878.86	\$6,267.78	\$3,544.36
SUB TOTAL: MANDATORY PROGRAMS Expenditures	\$695,942.43	\$648,458.89	\$629,688.08
OTHER PROGRAMS AND SERVICES			
WATERSHED STEWARDSHIP	\$15,741.21	\$19,877.23	\$35,495.38
ENVIRONMENTAL EDUCATION	\$16,500.00	\$16,253.61	\$13,714.47
SPECIAL & CAPITAL PROJECTS	\$121,142.19	\$209,485.18	\$68,256.71
VEHICLE & EQUIPMENT OPERATIONS	\$82,952.05	\$75,319.80	\$50,485.15
MAPLE SYRUP PROGRAM	\$48,900.00	\$45,080.00	\$38,056.35
SPRINGWATER CONSERVATION AREA	\$812,984.62	\$751,867.53	\$737,252.41
AMORTIZATION EXPENSE			\$55,628.00
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,098,220.07	\$1,117,883.35	\$998,888.47
TOTAL EXPENSES	\$1,794,162.50	\$1,766,342.24	\$1,628,576.55
NET Profit (Loss)	\$0.00	\$0.00	\$955.52

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2025
REVENUE SOURCES

PROGRAM	2025 BUDGET TOTALS	MNRF GRANT	GENERAL LEVY	OTHER PROVINCIAL GRANTS	OTHER GRANTS - N/E	EMPLOYMENT GRANTS	FEDERAL GRANTS	DEFERRED REVENUE	RESERVES	SURPLUS (DEFICIT)	DONATIONS	INCOME
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$ 171,437.42	\$ -	\$ 93,407.94	\$ -					\$ 60,573.94	\$ 955.54	\$ 1,000.00	\$ 15,500.00
2 FLOOD FORECASTING & WARNING	\$ 280,358.97	\$ 41,215.00	\$ 239,143.97	\$ -								
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 ADMININSTRATING & 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	\$ 695,942.43	\$ 41,215.00	\$ 486,721.80	\$ 2,878.86	\$ 790.00	\$ -	\$ -	\$ -	\$ 113,940.23	\$ 955.54	\$ 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	\$ 121,142.19						\$ -	\$ -	\$ 115,942.19		\$ 4,000.00	\$ 1,200.00
VEHICLE & EQUIPMENT OPERATIONS	\$ 82,952.05								\$ 27,952.05			\$ 55,000.00
MAPLE SYRUP PROGRAM	\$ 48,900.00								\$ -		\$ 5,000.00	\$ 43,900.00
SPRINGWATER CONSERVATION AREA	\$ 812,984.62					\$ 15,000.00			\$ 53,984.62		\$ 2,000.00	\$ 742,000.00
SUB TOTAL: OTHER PROGRAMS Revenue	\$ 1,098,220.07	\$ -	\$ -	\$ -		\$ 15,000.00	\$ -	\$ -	\$ 207,670.07	\$ -	\$ 19,700.00	\$ 855,850.00
TOTALS	\$ 1,794,162.50	\$ 41,215.00	\$ 486,721.80	\$ 2,878.86	\$ 790.00	\$ 15,000.00	\$ -	\$ -	\$ 321,610.30	\$ 955.54	\$ 35,300.00	\$ 889,691.00

**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

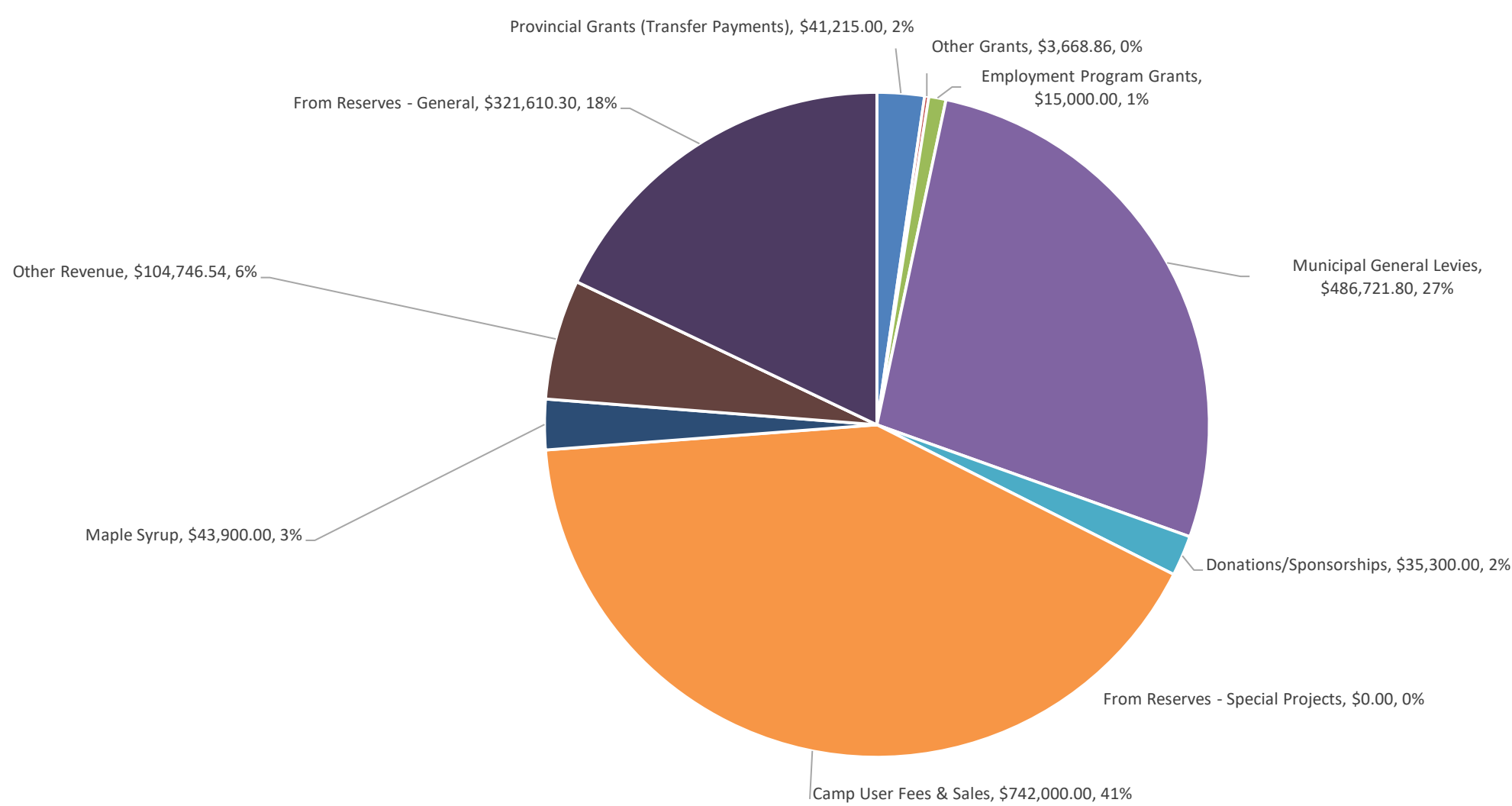
Municipality	% of Municipality in Watershed	2024 Tax Year Current Value Assessment (CVA) (Modified)		2024 Tax Year CVA (Modified) in CA jurisdiction	CVA Based Apportionment Percentage
Aylmer, Town of	100%	781,861,672		781,861,672	26.0182%
Central Elgin, Municipality of	40%	2,110,212,609		844,085,044	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).

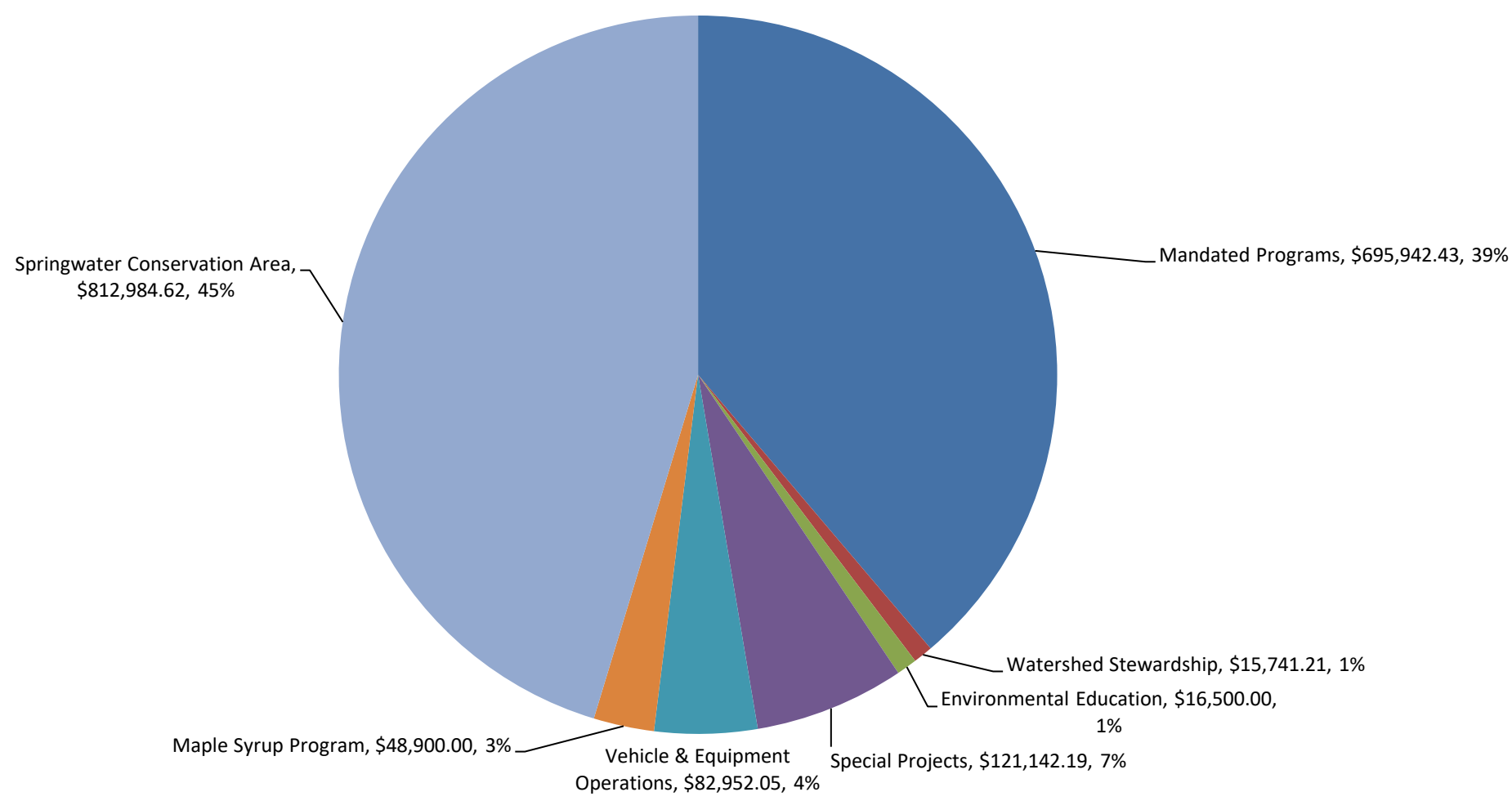
CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2025
TRANSFERS TO/FROM RESERVES
last modified February 11, 2025

RESERVE NAME	Proposed BALANCE Start Of 2025	Budgeted Transfers To Reserves	Budgeted Transfers From Reserves	Proposed BALANCE End Of	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	\$ 17,335.00		-\$ 4,500.00	\$ 12,835.00	C.A. Lands
Johnson Tract	\$ 3,088.50			\$ 3,088.50	n/a
Environmental Education (General)	\$ 16,280.36		\$ -	\$ 16,280.36	n/a
Environmental Education (ELP)	\$ 5,008.97		\$ -	\$ 5,008.97	n/a
Special Projects Support	\$ 11,913.29			\$ 11,913.29	n/a
Art Trail	\$ 8,310.00			\$ 8,310.00	n/a
Path of Honour	\$ 20,786.15		\$ -	\$ 20,786.15	Special Projects
YNHA	\$ 15,779.83		-\$ 1,000.00	\$ 14,779.83	C.A. Lands
Springwater Forest	\$ 91,749.06		-\$ 1,500.00	\$ 90,249.06	C.A. Lands
SUB-TOTAL SPECIAL PROJECTS RESERVES	\$ 199,488.18	\$ -	-\$ 7,000.00	\$ 192,488.18	
GENERAL RESERVES:					
Working Capital	\$ 291,525.81		-\$ 60,573.94	\$ 145,794.37	Corporate Services
			-\$ 46,366.29		C.A. Lands
			-\$ 29,000.00		Capital Projects
			-\$ 9,791.21		Watershed Stewardship
			-\$ 145,731.44		
Capital Acquisition	\$ 100,570.17		-\$ 27,952.05	\$ 52,618.12	Vehicle/Equip Operations
			-\$ 20,000.00		SPW C.A. Operations
		\$ -	-\$ 47,952.05		
Land Acquisition	\$ 85,757.35			\$ 85,757.35	
SPW C.A. Development	\$ 199,805.62		-\$ 86,942.19	\$ 78,878.81	SPW CA Dev. Projects
			\$ -		Equipment Acquisition
			-\$ 33,984.62		SPW C.A. Operations
SUB-TOTAL GENERAL RESERVES	\$ 677,658.95	\$ -	-\$ 314,610.30	\$ 363,048.65	
TOTALS	\$ 877,147.13	\$ -	-\$ 321,610.30	\$ 555,536.83	

CCCA Revenue Sources - 2025



CCCA Expenditure Sources - 2025



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	Code	Budget 2025	Budget 2024	Actual 2024
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)				
Administration				
Wages & Benefits	50100	\$ 69,199.42	\$ 59,827.78	\$ 61,037.07
TRAVEL EXPENSES & ALLOWANCES	50105	\$ 5,800.00	\$ 5,800.00	
- FA Mtgs 9x5x\$50.00		\$ 2,250.00	\$ 2,250.00	\$ 1,850.00
- P/F Mtgs 2x5x\$20.00		\$ 350.00	\$ 350.00	\$ 350.00
- LMC Mtgs 2x5x\$50.00		\$ 500.00	\$ 500.00	\$ 280.00
- Interview Committee 2x2x\$50.00		\$ 200.00	\$ 200.00	\$ 100.00
- Special Meetings 2x5x\$50.00		\$ 500.00	\$ 500.00	-\$ 18.90
- Members Mileage		\$ 1,000.00	\$ 1,000.00	\$ 829.44
- Chair's Honorarium		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Staff Mileage & Expenses	50106	\$ 500.00	\$ 500.00	\$ 563.99
Equipment Purchase	50110	\$ 2,000.00	\$ 500.00	\$ 256.54
Equipment Rental	50111	\$ 3,100.00	\$ 3,170.00	\$ 3,468.69
Equipment Maintenance	50112	\$ 3,100.00	\$ 1,228.00	\$ 1,581.48
Internet & Website & Software	50129	\$ 4,000.00	\$ 2,000.00	\$ 3,458.65
Vehicle/Equipment Rental	50113	\$ 500.00	\$ 500.00	\$ 305.10
Uniforms	50120	\$ 200.00	\$ 150.00	\$ -
Postage	50121	\$ 1,400.00	\$ 1,400.00	\$ 1,209.62
Stationery & Office Supplies	50122	\$ 3,000.00	\$ 3,600.00	\$ 2,547.23
General Printing	50124	\$ 500.00	\$ 500.00	\$ 296.12
Telephone	50130	\$ 600.00	\$ 1,750.00	\$ 659.54
Heat (Hot Water Heater Rental)	50131	\$ 300.00	\$ 200.00	\$ 201.98
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	\$ 4,524.18
Insurance	50143	\$ 2,750.00	\$ 4,500.00	\$ 7,714.06
Bank Charges	50144	\$ 1,000.00	\$ 1,300.00	\$ 1,311.79
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
		\$ 153,337.42	\$ 143,775.78	\$ 125,721.12
Communications:				
Mobile Phone	50151	\$ 1,500.00	\$ 1,600.00	\$ 1,370.29
Meeting Expenses	50152	\$ 5,300.00	\$ 2,500.00	\$ 3,830.18
Annual Report	50153	\$ 3,000.00	\$ 2,200.00	\$ 2,756.68
Materials & Supplies	50154	\$ 500.00	\$ 500.00	\$ 442.06
75th Anniversary Event		\$ 5,000.00	\$ -	\$ -
Advertising & Promotion	50155	\$ 500.00	\$ 100.00	\$ 412.88
		\$ 15,800.00	\$ 6,900.00	\$ 8,812.09
GIS:				
- ESRI Annual Enterprise License Agreement	50161	\$ 800.00	\$ 800.00	\$ 769.80
- Training	50163	\$ 1,000.00	\$ 1,000.00	\$ -
- General Supplies	50164	\$ 500.00	\$ 500.00	\$ -
		\$ 2,300.00	\$ 2,300.00	\$ 769.80
		\$ 171,437.42	\$ 152,975.78	\$ 135,303.01
REVENUE				
Grants: Provincial	40100	\$ -	\$ -	
Municipal General Levy	41000	\$ 93,407.94	\$ 97,313.38	\$ 82,808.38
Grants: Other Provincial	40500	\$ -	\$ -	\$ -
Revenue: Sundry Income	48500	\$ 500.00	\$ 500.00	\$ -
Revenue: Interest Income	46750	\$ 15,000.00	\$ 15,000.00	\$ 42,289.47
Revenue: Data Services	48500	\$ -	\$ -	\$ -
Donations (Annual Report)	43250	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Reserve - Working Capital	31500	\$ 60,573.94	\$ 29,957.48	\$ -
Previous Year Surplus (Deficit)	49550	\$ 955.54	\$ 9,204.92	\$ 9,204.92
		\$ 171,437.42	\$ 152,975.78	\$ 135,302.77

CATFISH CREEK CONSERVATION AUTHORITY
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	Code	Budget 2025	Budget 2024	Actual 2024
2 FLOOD FORECASTING & WARNING				
Wages & Benefits	50200	\$ 223,108.97	\$ 206,479.05	\$ 216,136.77
Data Collection (Operation/Maintenance of Gauges)	50205	\$ 4,000.00	\$ 4,150.00	\$ 3,911.60
Flood Forecasting: Supplies		\$ 3,500.00	\$ 1,500.00	\$ 411.86
Flood Forecasting: Special Projects (Floodplain Mapping - Port	50206	\$ -	\$ 23,000.00	\$ 20,152.55
Flood Forecasting: Mobile Phone	50207	\$ 1,500.00	\$ 1,600.00	\$ 1,370.34
OPERATIONS CENTRE:		\$ 25,100.00	\$ 15,950.00	
- Heat & Hydro	50208	\$ 8,500.00	\$ 7,150.00	\$ 8,190.85
- Taxes on Operation Centre	50208	\$ 3,300.00	\$ 3,600.00	\$ 3,286.83
- Security System	50208	\$ 200.00	\$ 200.00	\$ 417.62
- Insurance	50208	\$ 11,900.00	\$ -	\$ 7,762.29
- Maintenance	50208	\$ 1,200.00	\$ 5,000.00	\$ 1,139.29
Insurance	50209	\$ 21,650.00	\$ 18,554.95	\$ 20,038.73
Telephone/Fax/Internet	50210	\$ 1,000.00	\$ 2,700.00	\$ 1,054.26
Vehicle & Equipment Rental	50211	\$ 500.00	\$ 500.00	\$ -
		\$ 280,358.97	\$ 274,434.00	\$ 283,872.99
REVENUE				
Grants: Provincial	40100	\$ 41,215.00	\$ 41,215.00	\$ 41,215.00
Municipal General Levy	41000	\$ 239,143.97	\$ 207,280.00	\$ 217,280.00
Grants: Other Provincial (Floodplain Mapping)	25400	\$ -	\$ 25,939.00	\$ 25,939.15
		\$ 280,358.97	\$ 274,434.00	\$ 284,434.15
3 DROUGHT AND LOW WATER RESPONSE				
Wages & Benefits		\$ 18,158.02	\$ 16,732.88	\$ 16,932.44
- General Supplies	50250	\$ 500.00	\$ 500.00	\$ -
- Vehicle/Equipment Rental	50255	\$ 250.00	\$ 500.00	\$ -
		\$ 18,908.02	\$ 17,732.88	\$ 16,932.44
REVENUE				
Municipal General Levy	41000	\$ 18,908.02	\$ 17,732.88	\$ 16,932.88
		\$ 18,908.02	\$ 17,732.88	\$ 16,932.88
4 ICE MANAGEMENT				
Wages & Benefits	50300	\$ 26,807.35	\$ 24,797.86	\$ 25,124.37
EXPENSES:				
- General Supplies	50305	\$ 500.00	\$ 500.00	\$ -
- Vehicle/Equipment Rental	50305	\$ 500.00	\$ 500.00	\$ 406.81
		\$ 27,807.35	\$ 25,797.86	\$ 25,531.18
REVENUE				
Grants: Provincial	40100	\$ -	\$ -	\$ -
Municipal General Levy	41000	\$ 27,807.35	\$ 25,797.86	\$ 26,202.86
		\$ 27,807.35	\$ 25,797.86	\$ 26,202.86

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	Code	Budget 2025	Budget 2024	Actual 2024
5 INFRASTRUCTURE (Dam)				
Wages & Benefits	50350	\$ 22,212.89	\$ 20,317.80	\$ 20,547.20
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	\$ 2,495.37
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	\$ 23,498.67
REVENUE				
Grants: Provincial	40100	\$ -	\$ -	\$ -
Grants: Other Provincial WECI	40500	\$ -	\$ -	\$ -
Municipal General Levy	41000	\$ 27,347.89	\$ 24,766.80	\$ 23,566.80
		\$ 27,347.89	\$ 24,766.80	\$ 23,566.80
6&7 ACT REVIEWS (Aggregate/Draining/Environmental Assessment) & PLAN REVIEW				
Wages & Benefits	50600	\$ 2,994.72	\$ 2,767.81	\$ 2,798.43
- General Supplies	50603	\$ 500.00	\$ 500.00	\$ 50.88
		\$ 3,494.72	\$ 3,267.81	\$ 2,849.31
REVENUE				
Grants: Provincial	40100	\$ -	\$ -	
Municipal General Levy	41000	\$ 3,494.72	\$ 3,267.81	\$ 2,867.81
		\$ 3,494.72	\$ 3,267.81	\$ 2,867.81
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)				
Wages & Benefits	50800	\$ 42,758.83	\$ 39,481.54	\$ 39,916.01
EXPENSES:		\$ 8,150.00	\$ 7,467.65	
- General Supplies	50803	\$ 500.00	\$ 500.00	\$ 914.39
- Equipment Purchase	50803	\$ 1,500.00	\$ 1,000.00	\$ -
- Uniforms	50803	\$ 100.00	\$ 100.00	\$ -
- Telephone/Fax/Internet	50806	\$ 250.00	\$ 700.00	\$ 264.70
- computer & network support	50802	\$ 1,600.00	\$ 1,300.00	\$ 1,535.08
- Insurance	50805	\$ 4,200.00	\$ 3,867.65	\$ 2,742.62
Legal Fees	50807	\$ 5,000.00	\$ -	\$ -
Vehicle & Equipment Rental	50804	\$ 500.00	\$ 500.00	\$ 559.38
		\$ 56,408.83	\$ 46,949.19	\$ 45,932.18
REVENUE				
Grants: Provincial	40100	\$ -	\$ -	\$ -
Municipal General Levy	41000	\$ 51,408.83	\$ 41,949.19	\$ 40,349.19
Revenue: Legal Inquiries/Permit Applications	47000	\$ 5,000.00	\$ 5,000.00	\$ 6,407.13
		\$ 56,408.83	\$ 46,949.19	\$ 46,756.32
9-11 CONSERVATION AND MANAGEMENT OF LANDS				
Wages & Benefits	50900	\$ 70,137.29	\$ 64,399.35	\$ 65,038.77
Archie Coulter CA/Tisdale CA	50905	\$ 1,000.00	\$ 2,500.00	\$ 318.58
Bromley Tract	50905	\$ -	\$ -	\$ 510.64
Yarmouth Natural Heritage Area	50905	\$ 500.00	\$ 2,000.00	\$ 271.00
Springwater Forest Trails Expenses	50910	\$ 2,000.00	\$ 2,000.00	\$ 1,890.07
Springwater Forest Hazard Tree Removal	50910	\$ 2,000.00	\$ 2,000.00	\$ 5,520.48
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	\$ 2,337.86
Calton Property: Pritchard Drain Clean-Out	50905	\$ 10,000.00	\$ 10,000.00	\$ -
		\$ 97,097.29	\$ 86,900.35	\$ 83,717.04

CATFISH CREEK CONSERVATION AUTHORITY
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	Code	Budget 2025	Budget 2024	Actual 2024
REVENUE				
Municipal General Levy	41000	\$ 15,000.00	\$ 15,000.00	\$ 24,000.00
Grants: Other N/E		\$ 790.00	\$ -	\$ 790.40
Conservation Ontario - NSCFS (ECCC)	40600	\$ -	\$ 24,125.00	\$ -
ALUS Elgin	40500	\$ -	\$ 10,000.00	\$ -
Reserve - Spw Forest	32250	\$ 1,500.00	\$ 5,000.00	\$ 8,000.00
Reserve - ACCA	32300	\$ 4,500.00	\$ 2,500.00	\$ 5,000.00
Reserve - YNHA	34250	\$ 1,000.00	\$ 2,500.00	\$ 5,000.00
Reserve - Working Capital	31500	\$ 46,366.29	\$ -	\$ -
Reserve - Special Projects Support		\$ -	\$ -	-\$ 4,055.00
Donations ACCA	43250	\$ 1,000.00	\$ 2,200.00	\$ 1,955.21
Donations SPW Forest	43250	\$ 12,000.00	\$ 9,829.35	\$ 15,917.95
Donations YNHA	43250	\$ 1,600.00	\$ 2,200.00	\$ 2,049.14
Donations Special Conservation Projects	43250	\$ -	\$ -	\$ 4,055.00
Revenue: Sale of Logs from SPW Forest	47800	\$ -	\$ -	\$ 8,125.00
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	\$ 83,942.98
12 WATER QUALITY (PGMN & PSMP)				
Wages & Benefits	50970	\$ 9,203.08	\$ 8,366.44	\$ 8,466.22
- General Supplies	50972	\$ 500.00	\$ 500.00	\$ -
- Vehicle/Equipment Rental	50975	\$ 500.00	\$ 500.00	\$ 40.68
		\$ 10,203.08	\$ 9,366.44	\$ 8,506.90
REVENUE				
Municipal General Levy	41000	\$ 10,203.08	\$ 9,366.44	\$ 8,466.44
Grants: Other Provincial	40500	\$ -	\$ -	
		\$ 10,203.08	\$ 9,366.44	\$ 8,466.44
13 SOURCE PROTECTION				
Wages & Benefits	50980	\$ 2,728.86	\$ 6,267.78	\$ 3,360.34
SPA Meetings	50985	\$ 150.00	\$ -	\$ 184.02
		\$ 2,878.86	\$ 6,267.78	\$ 3,544.36
REVENUE				
Grants: Other Provincial (Source Protection Planning)	40500	\$ 2,878.86	\$ 6,267.78	\$ 2,965.58
Municipal General Levy	41000	\$ -	\$ -	\$ -
		\$ 2,878.86	\$ 6,267.78	\$ 2,965.58
SUB TOTAL: MANDATED PROGRAMS Expenditures		\$ 695,942.43	\$ 648,458.89	\$ 629,688.08
SUB TOTAL: MANDATED PROGRAMS Revenue		\$ 695,942.43	\$ 648,458.89	\$ 631,438.59

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OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP				
Wages & Benefits	50990	\$ 4,991.21	\$ 11,027.23	\$ 11,081.25
Operating Expenses - Tree Planting	50996	\$ 700.00	\$ 500.00	\$ 564.40
Telephone/Fax/Internet	50997	\$ 150.00	\$ 350.00	\$ 133.09
Vehicle & Equipment Charges	51000	\$ 500.00	\$ 500.00	\$ 488.19
Nursery Stock (private landowners)	51001	\$ 8,000.00	\$ 6,500.00	\$ 6,597.00
Nursery Stock (Malahide Roadside Trees Program)	51003	\$ 700.00	\$ 700.00	\$ 675.40
Woodlot Management	51005	\$ 500.00	\$ -	\$ 45.20
Watershed Stewardship Projects\Private Landowner Grants	51009	\$ -	\$ -	\$ 15,680.15
Watershed Stewardship - General Expenses	51013		\$ -	\$ 61.02
Contract Services	51007	\$ -	\$ -	\$ -
Commemorative Forest	51010	\$ 200.00	\$ 300.00	\$ 169.68
		\$ 15,741.21	\$ 19,877.23	\$ 35,495.38
REVENUE				
Grants: Other Provincial (Forests Ontario)	40500	\$ -	\$ -	
Grants: Other Provincial - COA	40500	\$ -		\$ 5,750.00
Grants: Federal - NSCSP	40600	\$ -		\$ 25,846.00
Donations (Commemorative Forest)	43250	\$ 200.00	\$ 300.00	\$ 530.00
Revenue: Contract Services	48800	\$ -		\$ 383.28
Revenue: ALUS programs		\$ -		\$ 2,209.15
Revenue: Ducks Unlimited Canada	48300	\$ -		\$ 9,000.00
Revenue: Tree Planting Program: Landowners	47500	\$ 5,000.00	\$ 8,300.00	\$ 13,539.00
Revenue: Tree Planting Program: Municipalities	47500	\$ 750.00		\$ 750.40
Revenue: Forest Management Plan Approval Fees	47750	\$ -		\$ -
Reserve - Commemorative Forest	31650	\$ -		\$ -
Reserve - Working Capital	31500	\$ 9,791.21	\$ 11,277.23	-\$ 22,000.00
		\$ 15,741.21	\$ 19,877.23	\$ 36,007.83
ENVIRONMENTAL EDUCATION				
Wages & Benefits	51020	\$ 5,470.56	\$ 5,253.61	\$ 5,253.61
- General Supplies	51025	\$ 2,529.44	\$ 2,500.00	\$ 2,860.29
Conservation Scholarship	51025	\$ 500.00	\$ 500.00	\$ 500.00
Environmental Leadership Program	51030	\$ 8,000.00	\$ 8,000.00	\$ 5,100.57
		\$ 16,500.00	\$ 16,253.61	\$ 13,714.47
REVENUE				
Revenue: Programs	49000	\$ 6,000.00	\$ 4,753.61	\$ 14,128.27
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	31500	\$ -		-\$ 7,500.00
Reserve - Environmental Education (General)	34070	\$ -		-\$ 1,620.00
Reserve - Environmental Education (ELP Program)	34150	\$ -	\$ 2,100.00	-\$ 2,899.43
Donations (ELP Program)	43250	\$ 8,000.00	\$ 5,400.00	\$ 8,000.00
Donations (Environmental Education)	43250	\$ 500.00	\$ 2,000.00	\$ 1,620.00
		\$ 16,500.00	\$ 16,253.61	\$ 13,728.84

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	Code	Budget 2025	Budget 2024	Actual 2024
SPECIAL PROJECTS				
OPC Path of Honour	51040	\$ 7,000.00	\$ 9,200.00	\$ 6,376.83
- General Supplies	51040	\$ 500.00		\$ -
CAPITAL DEVELOPMENT PROJECTS				
Capital Projects - Other - Accessibility Ramps for Ops Centre	51046	\$ -	\$ 23,381.00	\$ 22.70
Capital Projects - Other - Operations Centre Parking Lot	51046	\$ 28,642.19	\$ -	\$ -
Springwater CA - Accessibility Ramps for Schoolhouse	51045	\$ -	\$ 23,380.18	\$ -
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	\$ -	\$ -	\$ 5,362.77
Springwater CA - picnic tables	51045	\$ 10,000.00	\$ 10,000.00	\$ 10,125.00
Springwater CA - Infrastructure Upgrades	51045	\$ 75,000.00	\$ 50,000.00	\$ -
Transfer of Tangible Capital Assets		\$ -	\$ -	\$ 27,113.62
		\$ 121,142.19	\$ 209,485.18	\$ 68,256.71
REVENUE				
Reserve - CA Development (general)	32500	\$ 86,942.19	\$ 85,700.00	\$ 34,743.56
Reserve - Art Trail	32600	\$ -	\$ -	\$ -
Reserve - OPC Path of Honour	34300	\$ -	\$ 5,000.00	\$ 3,876.83
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	\$ 45,743.63
Donations - Capital Development (General)	43250	\$ 1,000.00	\$ -	\$ 1,000.00
Donations - Capital Development (White's Mill Swings)	43250	\$ -	\$ -	\$ 1,000.00
Donations - OPC Path of Honour	43250	\$ 3,000.00	\$ 3,000.00	\$ 2,500.00
Revenue: OPC Administration	48400	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
		\$ 121,142.19	\$ 209,485.18	\$ 90,064.02
VEHICLE & EQUIPMENT OPERATIONS				
Vehicle Acquisition	51190	\$ -	\$ -	\$ -
Vehicle recorded as a Capital Asset		\$ -	\$ -	\$ -
Equipment Acquisition	51191	\$ 38,000.00	\$ 37,000.00	\$ 6,618.57
Small Tools	51192	\$ 2,000.00	\$ 2,000.00	\$ 1,655.34
Vehicle Fuel	51193	\$ 8,000.00	\$ 10,600.00	\$ 8,918.14
Equipment Fuel	51194	\$ 6,500.00	\$ 3,600.00	\$ 6,280.50
Vehicle Maintenance & Repairs	51200	\$ 5,000.00	\$ 4,000.00	\$ 5,188.37
Equipment Maintenance & Repairs	51201	\$ 10,000.00	\$ 5,000.00	\$ 13,111.51
Vehicle Licenses	51210	\$ 500.00	\$ 505.00	\$ 265.25
Vehicle Insurance	51211	\$ 10,657.05	\$ 10,892.80	\$ 6,950.25
Equipment Insurance	51213	\$ 2,295.00	\$ 1,722.00	\$ 1,497.22
		\$ 82,952.05	\$ 75,319.80	\$ 50,485.15
REVENUE				
Revenue: Vehicle & Equipment Rental Charges	49800	\$ 55,000.00	\$ 18,000.00	\$ 54,098.83
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	\$ 3,600.00
		\$ 82,952.05	\$ 75,319.80	\$ 50,498.83

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	Code	Budget 2025	Budget 2024	Actual 2024
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 Mainenance & Repair\Replacement	51055	\$ 2,000.00	\$ 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	\$ -
		\$ 48,900.00	\$ 45,080.00	\$ 38,056.35
REVENUE				
Reserve - CA Development	32500	\$ -	\$ -	-\$ 16,000.00
Revenue: Product Sales	46500	\$ 20,000.00	\$ 16,000.00	\$ 22,289.68
Revenue: School Groups (TVDSB)	46500	\$ 6,000.00	\$ 8,000.00	\$ 6,200.98
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
		\$ 48,900.00	\$ 45,080.00	\$ 38,107.50
SPRINGWATER CONSERVATION AREA				
Campground Expenditures				
Wages & Benefits - Permanent Staff	51070	\$ 328,964.32	\$ 297,876.28	\$ 292,435.73
Wages & Benefits - Seasonal Staff	51072	\$ 192,960.30	\$ 185,772.66	\$ 173,422.47
Supplies - Software	51074	\$ 500.00	\$ -	\$ 762.63
Supplies - Sanitary Supplies	51075	\$ 7,300.00	\$ 7,000.00	\$ 7,285.66
Supplies - Computer\Radio Equipment	51076	\$ 1,000.00	\$ 1,900.00	\$ 512.32
Supplies - General Printing	51077	\$ 500.00	\$ 700.00	\$ 385.00
Supplies - Uniforms	51078	\$ 1,500.00	\$ 3,000.00	\$ 1,798.48
Supplies - General Supplies	51079	\$ 15,000.00	\$ 22,000.00	\$ 18,345.57
Maintenance - General Infrastructure	51090	\$ 15,000.00	\$ 13,500.00	\$ 16,694.30
Maintenance - computers & network support	51091	\$ 2,000.00	\$ 2,700.00	\$ 2,754.37
Maintenance - Garbage Collection	51093	\$ 6,000.00	\$ 8,000.00	\$ 7,858.52
Maintenance - Hazard Tree Removal	51094	\$ 2,000.00	\$ 2,000.00	\$ -
Maintenance - Liquid Waste Removal	51095	\$ 6,000.00	\$ 6,000.00	\$ 5,800.00
Maintenance - Water System Maintenance & Testing	51096	\$ 1,000.00	\$ 3,000.00	\$ 1,240.88
Vehicle & Equipment Rental	51100	\$ 30,000.00	\$ 26,000.00	\$ 30,596.94
Firewood Processing	51102	\$ 2,000.00	\$ -	\$ 3,172.88
Advertising	51103	\$ 2,000.00	\$ 2,100.00	\$ 306.92
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	\$ 21,450.00
Staff Training	51120	\$ 3,000.00	\$ -	\$ 2,101.22
Reservation System	51123	\$ 18,200.00	\$ 10,545.00	\$ -
Bank Charges (Card Processing Fees)	51125	\$ 33,000.00	\$ 31,000.00	\$ 37,323.98
Mobile Pay App Fees	51129	\$ 100.00	\$ 100.00	\$ 96.60
General Expenses	51130	\$ 500.00	\$ 500.00	\$ 227.85
Concession Booth Maintenance/Furnishings	51135	\$ 500.00	\$ 500.00	\$ -
Schoolhouse Maintenance/Furnishings	51136	\$ 500.00	\$ 1,000.00	\$ 16.98
Trout Program	51150	\$ 2,000.00	\$ 1,000.00	\$ 1,922.00
Special Events Expenses	51160	\$ 1,000.00	\$ 1,000.00	\$ 1,003.94

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2025
last modified February 11, 2025

	Code	Budget 2025	Budget 2024	Actual 2024
Camp Taxes	51165	\$ 7,800.00	\$ 7,699.00	\$ 7,818.21
Camp Insurance	51170	\$ 22,500.00	\$ 19,464.34	\$ 20,607.37
Telephone Expenses	51171	\$ 2,000.00	\$ 2,960.00	\$ 1,913.18
Camp Hydro	51172	\$ 53,000.00	\$ 46,000.00	\$ 49,139.64
Camp Heat	51173	\$ 1,000.00	\$ 1,300.00	\$ 1,070.52
Day-Use Hydro	51174	\$ 3,600.00	\$ 2,975.00	\$ 3,325.77
Day-Use Taxes	51175	\$ 3,000.00	\$ 127.00	\$ 2,947.79
Day-Use Insurance	51176	\$ 10,560.00	\$ 8,948.25	\$ 6,891.80
Schoolhouse Heat & Hydro	51177	\$ 5,000.00	\$ 4,200.00	\$ 5,020.21
		\$ 812,984.62	\$ 751,867.53	\$ 737,252.41
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	\$ 192,024.17
Revenue: Store Sales	44000	\$ 15,000.00	\$ 14,500.00	\$ 16,599.17
Revenue: Firewood Sales	44050	\$ 25,000.00	\$ 23,000.00	\$ 27,107.95
Revenue: Facility Rentals	44500+	\$ 17,000.00	\$ 14,000.00	\$ 14,132.78
Revenue: Seasonal Fees & Winter Storage	43600+	\$ 499,000.00	\$ 496,120.00	\$ 488,242.88
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	\$ 10,513.00
Grants: Employment (Metis Nation)		\$ -	\$ -	\$ 10,498.13
Grants: Employment (Green Jobs) CPRA	42750	\$ 5,000.00	\$ 5,000.00	\$ 9,653.71
Reserve - Capital Acquisition	34500	\$ 20,000.00	\$ -	\$ -
Reserve - Working Capital	31500	\$ -	\$ -	\$ -
Reserve - C.A. Development	32500	\$ 33,984.62	\$ 8,218.53	-\$ 7,000.00
		\$ 812,984.62	\$ 751,867.53	\$ 769,686.46
Amortization Expense				\$ 55,628.00
SUB TOTAL: OTHER PROGRAMS Expenditures		\$ 1,098,220.07	\$ 1,117,883.35	\$ 998,888.47
SUB TOTAL: OTHER PROGRAMS Revenue		\$ 1,098,220.07	\$ 1,117,883.35	\$ 998,093.48
TOTAL EXPENDITURES		\$ 1,794,162.50	\$ 1,766,342.24	\$ 1,628,576.55
TOTAL REVENUE		\$ 1,794,162.50	\$ 1,766,342.24	\$ 1,629,532.07
		\$ -	\$ -	\$ 955.52

REPORT FA 10/2025: To The Full Authority

FROM: Dusty Underhill, General Manager/Secretary-Treasurer

SUBJECT: Tariff Free Canada

DATE: April 1, 2025

PURPOSE:

The purpose of this report is to outline the rationale behind the Catfish Creek Conservation Authority's (CCCA) decision to support the initiative for a tariff-free Canada. As an organization dedicated to fostering sustainable development and environmental stewardship, we believe that reducing tariffs aligns with our broader goals of economic prosperity, environmental protection, and enhanced community well-being.

DISCUSSION:

A tariff-free Canada would foster greater trade and investment, particularly in environmentally friendly technologies. This would present significant opportunities for local businesses within our jurisdiction to expand, create jobs, and reduce costs for sustainable goods such as renewable energy technologies and eco-friendly agricultural practices.

The removal of tariffs would also reduce the costs of imports, thereby lowering the price of essential products for conservation and environmental management, including equipment for water quality monitoring, habitat restoration, and wildlife conservation initiatives.

On a global scale, a tariff-free policy would enable Canada to better align with international environmental agreements and practices. By promoting trade with countries that share similar sustainability goals, Canada could facilitate the exchange of green technologies and best practices in environmental management. This alignment would allow the Catfish Creek Conservation Authority (CCCA) to access cost-effective tools for addressing local environmental challenges.

Lower tariffs would also stimulate more cross-border collaboration, granting Canadian businesses and organizations—including CCCA—access to innovative, sustainable products and services that are crucial in tackling climate change, habitat degradation, and biodiversity loss.

The removal of tariffs is expected to foster innovation in green technologies, such as energy-efficient products and low-impact agricultural methods. CCCA fully supports the development and use of these technologies in conservation projects. A tariff-free

Canada would enable CCCA to adopt and integrate advanced solutions into our local conservation efforts, thereby enhancing the efficiency and effectiveness of our programs.

By supporting a tariff-free Canada, we position our country as a global leader in both free trade and environmental sustainability. For CCCA, this alignment with national policies reinforces our commitment to environmental protection and advocacy, ensuring that Canada stands as a model for integrating ecological responsibility with economic policy.

Many of the communities that CCCA serves, particularly rural populations, are heavily dependent on industries such as agriculture, forestry, and fishing. A tariff-free Canada would make it easier for these communities to access essential goods, services, and technologies, helping them develop sustainable economic practices while preserving their unique environments and traditions.

In conclusion, CCCA believes that a tariff-free Canada would benefit both the economy and the environment. By supporting this initiative, we align ourselves with national priorities for economic growth, environmental sustainability, and social equity. Through the reduction of trade barriers, we foresee enhanced opportunities to innovate, improve conservation efforts, and create a more resilient, sustainable future for our communities.

RECOMMENDATION:

THAT, the Catfish Creek Conservation Authority stand with Team Canada to persuade decision-makers that tariffs are not in the best interests of Canadian or American consumers and businesses;

AND THAT, the Catfish Creek Conservation Authority endorse the federal and provincial call for Buy Canadian.

Submitted by:

**Dusty Underhill
General Manager/ Secretary Treasurer**

REPORT FA 11/2025: To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary - Treasurer

SUBJECT: Cabinet Shuffle

DATE: April 2, 2025

PURPOSE:

To reprise the members of the most recent cabinet shuffle.

DISCUSSION:

The Cabinet shuffle underscores Premier Ford's focus on reinforcing Ontario's economic resilience and competitiveness. Key sectors such as education, natural resources, and municipal affairs have been entrusted to capable caucus members with proven track records. First-term MPPs, like Graham McGregor and Trevor Jones, have been elevated to full ministerial positions, signaling Ford's confidence in emerging leadership. The reshuffling of portfolios, especially in energy, the Ring of Fire, housing, and public safety, aligns with the Premier's objective to push forward essential priorities while ensuring stability in critical areas like finance, infrastructure, and health.

The shuffle highlights Ford's commitment to safeguarding Ontario's economy amidst rising trade challenges, particularly U.S. tariffs. By retaining experienced ministers in key portfolios and appointing strong performers to areas like natural resources, housing, and public safety, the government is doubling down on initiatives such as critical mineral development, workforce reskilling, reducing red tape, and expanding into new markets. These strategic moves indicate a deliberate effort to protect Ontario's jobs, industries, and communities, laying the groundwork for long-term growth and competitiveness in an increasingly unpredictable global landscape.

Today's shuffle keeps stability intact in vital economic portfolios, providing predictability for industries navigating a volatile trade environment. The focus on resource development—especially in energy, natural resources, and critical minerals—demonstrates the ongoing commitment to unlocking the potential of the Ring of Fire and promoting northern growth. The government's dedication to cutting red tape and strengthening Ontario's labour force remains evident, with targeted changes in housing, public safety, and small business. Industry leaders can expect continued alignment with pro-investment, pro-growth policies, while preparing for engagement on trade, infrastructure, and regulatory matters.

In the coming weeks, new Ministers and political staff will be onboarded to manage their respective portfolios. Ministry officials will begin briefing their new Ministers, and political offices will work on building relationships with key stakeholders. As with all Cabinet

shuffles, internal transitions may lead to short-term uncertainty, but offices are expected to stabilize in the months ahead.

Conservation Authorities are now under the direction of the MECP again.

RECOMMENDATION:

THAT, the Board of Directors receives Report FA 11/2025 as information.

Submitted by:

Dusty Underhill
General Manager / Secretary - Treasurer

Report FA 12/2025 : To The Full Authority

FROM: Dusty Underhill, General Manager / Secretary-Treasurer

SUBJECT: CCCA Committees

DATE: March 11, 2025

PURPOSE:

To appoint the Authority's Committees for the year 2025.

DISCUSSION:

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

In accordance with the Regulation, the Chairperson and Vice-Chairperson have recommended the following appointments to the respective Committees for the year 2025.

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

Scott Lewis, Committee Member	
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** ** At least Two IC members required for hiring all contract or permanent staff.*

RECOMMENDATION:

THAT, the Full Authority approve the Committee appointments for the year 2025 as amended and presented in Report FA 12/2025.

Submitted By:

Dusty Underhill
General Manager / Secretary-Treasurer

REPORT FA 13/2025: To The Full Authority

FROM: Brittany Bell, Communications/Program Support Assistant

SUBJECT: Catfish Creek Conservation Authority Media Report

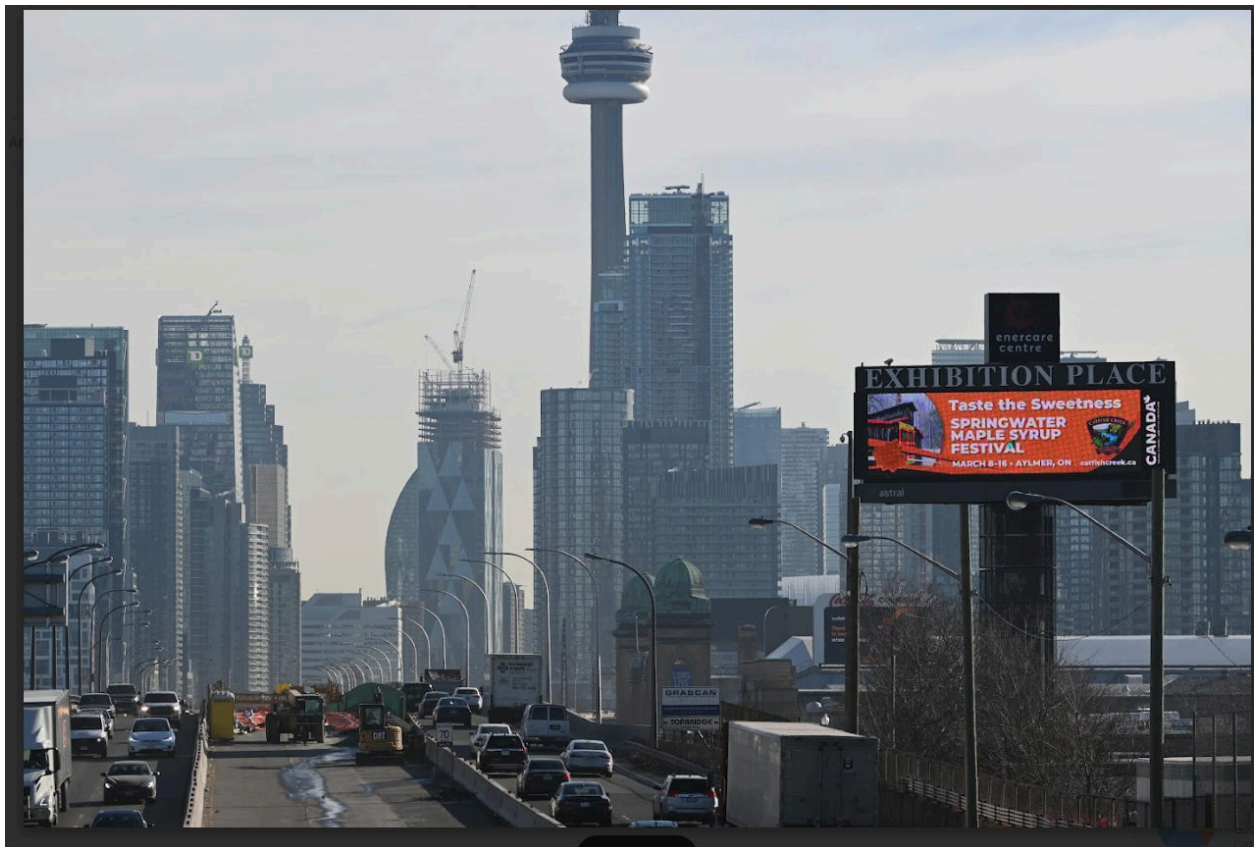
DATE: March 25, 2025

PURPOSE:

To inform the board of the marketing efforts by the Catfish Creek Conservation Authority for the Springwater Maple Syrup Festival.

DISCUSSION:

In an impressive marketing initiative for the Springwater Conservation Area, we successfully secured advertising space in Canada Travel & Lifestyle Magazine, which is a well-regarded platform among travelers and lifestyle enthusiasts. Our targeted advertising strategy included a digital billboard prominently displayed along the Gardiner Expressway, catching the attention of numerous Greater Toronto Area (GTA) residents from March 10th to March 16th. Feedback from festival attendees indicated a strong



correlation between billboard exposure and attendance, highlighting the effectiveness of this method in driving foot traffic to the Springwater Maple Syrup Festival. In addition to traditional advertising avenues, we leveraged social media to maximize our outreach, particularly through Facebook. Our paid advertisement garnered an impressive 25,300 views, reaching 17,738 users, while our event listing on Facebook recorded a staggering 167,800 views and 1,775 event responses. This digital approach not only amplified our reach but also engaged local communities and encouraged festival participation like never before. Additionally, advertising through Coffee News, which included an email blast and print presence in various local businesses, allowed us to engage the audience at the grassroots level, ensuring widespread awareness throughout the county.



Continued investment in paid advertising is crucial for the authority's ongoing success. It allows us to consistently reach new audiences and engage with existing ones, fostering community involvement and enhancing event participation. By maintaining visibility across various platforms—whether through print, digital, or social media—we build a more substantial brand presence and cultivate a loyal visitor base. The anticipated advertisement in the May 2025 edition of Canada Travel & Lifestyle Magazine and ongoing social media campaigns will further solidify our efforts, ensuring that the Springwater Conservation Area remains a top-of-mind destination for local and visiting families.

RECOMMENDATION:

THAT, Catfish Creek Conservation Authority Media Report be received as information at this time.

Submitted by:

Brittany Bell
Communications/Program Support Assistant

REPORT FA 14/2025: To The Full Authority

FROM: Al Bradford, Conservation Areas Supervisor and Brittany Bell,
Communications/Program Support Assistant

SUBJECT: Updated Special Events Agreement

DATE: March 31, 2025

PURPOSE:

To present the Full Authority with the updated Springwater Conservation Area Event/Facility Rental Application Form for approval.

DISCUSSION:

Staff would like to implement a new special events agreement form to streamline event planning and enhance safety protocols on its properties. This initiative will facilitate clearer communication and effective resource management, ensuring a better experience for both organizers and attendees.

Implementing a new special events agreement form would significantly enhance the operational efficiency and safety management of the Catfish Creek Conservation Authority (CCCA). This comprehensive form facilitates a structured process for event planning, ensuring that all necessary details are captured upfront. By requiring information such as the event's start and end times, expected numbers of attendees, and specific activities planned, the CCCA can better prepare the facilities and allocate resources more effectively. This proactive approach also helps in identifying potential hazards or risks associated with certain event elements, streamlining the necessary steps for proper safety and emergency planning.

Moreover, the CCCA has taken a collaborative approach in developing this form by consulting with other conservation authorities to review their special event forms. This benchmarking allows the CCCA to adopt best practices, especially concerning liability insurance coverage, which has been set at \$5 million in general liability. By requiring event organizers to list their insurance amounts and make the CCCA an "Additional Insured," the authority is protecting itself from potential liabilities that could arise during community events. This shared insight not only aids in compliance across the board but also instills greater confidence in event organizers regarding risk management, thereby encouraging a diverse range of events in CCCA facilities.

Finally, the straightforward nature of the proposed agreement form enhances communication between the CCCA and event organizers while ensuring that all relevant parties understand their responsibilities. This clarity will ultimately facilitate a better experience for both the CCCA management and the community members, fostering more fruitful partnerships and a vibrant calendar of events within conservation areas.

Emphasizing safety, efficiency, and collaboration, the new special events agreement form represents a significant step forward for both the CCCA and the communities it serves.

RECOMMENDATION:

THAT, the Springwater Conservation Area Event/Facility Rental Application Form presented in FA 14/2025 be approved as presented.

Submitted by:

Al Bradford, Conservation Areas Supervisor

Brittany Bell, Communications/Program Support Assistant



Event/Facility Rental Application Form

This form must be completed when an event is proposed to be held on a CCCA property.

Event Details

Will your event include any of the following elements? (please check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Alcohol consumption or sale | <input type="checkbox"/> Service groups |
| <input type="checkbox"/> Amplified live or recorded music | <input type="checkbox"/> Sporting events |
| <input type="checkbox"/> Amusement rides | <input type="checkbox"/> Stages (large) that require building permits |
| <input type="checkbox"/> Food for the sale to public | <input type="checkbox"/> Tents (large) that require building permits |
| <input type="checkbox"/> Charity events for visitors | <input type="checkbox"/> Wedding(s) |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Vendors |
| <input type="checkbox"/> Hired entertainment or equipment | <input type="checkbox"/> NA - if your event does not include any of the following elements please call the conservation area directly. |
| <input type="checkbox"/> Inflatables | |
| <input type="checkbox"/> Live animals (excluding dogs, cats and support animals) | |

Contact Information

Event Organizer Contact: _____

Name of organization (if applicable): _____

Phone number: _____ Email: _____

Mailing Address: _____

Proposed location(s) of event: _____

Date(s) of event: _____

Start time: _____ End time: _____

Is this the first time your hosted this event at a CCCA property?

☐ Yes

☐ No

Expected Number of Attendees: _____

Detail of event activities (attach a separate sheet or accompanying email if needed):

Liability Insurance

Insurance coverage of \$5 million in general liability is required for the use of conservation area facilities and Catfish Creek Conservation Authority must be made as an "Additional Insured".

Is the event a Sporting Event?

☐ Yes

You will be contacted within a week of submitting your applications. Thank you.

Section to be completed by CCCA Staff

Based on the information provided in this application this event is considered a:

☐ Group facility rental

☐ Special Event

Documents Required (check all that apply):

☐ Agreement

☐ Insurance

☐ Special Occasions Permit

☐ Locates

☐ Electrical Safety Authority Inspection

☐ Other: _____

Staff name: _____

Financial Implications

What revenue/expenses are expected (please attach additional information)?

What CCCA staff and/or departments are involved?

How many staff hours to set up/run/tear down the event?

Security and Emergency Planning

Are hazard and/or risk assessments required? If so, who will conduct the assessments?

Is event Security required? If so, who will provide?

What emergency plans must be developed and who will develop them?

Additional relevant information

Signatures

I have reviewed and support this request.

Conservation Areas Supervisor

Date

Terms and Conditions

1. The Renter(s) must complete a Special Event Rental Agreement/Application Form with the Catfish Creek Conservation Authority (CCCA) prior to use of the facilities and / or grounds at the Springwater Conservation Area.
2. The CCCA reserves the right to accept or deny any application for premises under its jurisdiction.
3. The Renter(s) shall obey and observe all laws, rules and regulations of the CCCA (Ontario Regulation 201 / 88), The Province of Ontario, and the Government of Canada.
4. The Renter(s) agrees to defend, indemnify and save harmless Catfish Creek Conservation Authority, its elected officials, officers, employees and agents from and against all claims or any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage or destruction of tangible property including incurred expenses resulting from or arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Renter(s) in connection with or in any way related to the performance of this agreement.
5. The Renter(s) shall obtain and maintain valid Commercial General Liability Insurance at its own expense satisfactory to the Catfish Creek Conservation Authority and underwritten by an insurer licensed to conduct business in the Province of Ontario. The certificate of insurance must be provided to Catfish Creek Conservation Authority at least two (2) weeks prior to use of the Catfish Creek Conservation Authority's property. The policy shall provide coverage for Bodily Injury, Property Damage, and Personal Injury and shall include but not be limited to:
 1. A limit of liability of not less than minimum of five million dollars (\$5,000,000.00) per occurrence, with and aggregate of not less than five million dollars (\$5,000,000.00);
 2. Include "Catfish Creek Conservation Authority" as additional insured with respect to the Renter(s) operations and obligations under the agreement;
 3. The policy shall contain a provision for cross liability and severability of interest in respect of the Renter(s);
 4. Products and completed operations coverage;
 5. Broad Form Property Damage;
 6. Contractual Liability;
 7. Owners and Contractors Protective;
 8. The policy shall provide 30 days prior notice of cancellation;
 9. Host Liquor Liability (if applicable);

6. Control of the facility and equipment shall at all times remain with the CCCA through its management, supervisory, and maintenance employees, excluding contents supplied by the Renter(s) or its members.
7. Any rentals that involve alcohol must be indicated on the Special Event Rental Agreement. A copy of the Special Event Rental Agreement and Insurance must be provided at least two (2) weeks prior to the event. Failure to provide this information as required will result in cancellation of rental.
8. Alcohol is only permitted on the premises during the times specified on the Special Occasion Permit. Otherwise, alcoholic beverages are permitted on campsites only.
9. The Renter(s) shall run the function only during the days and hours specified on the Rental Agreement.
10. Any function that involves preparing and/or providing food and/or beverage to the public regardless of whether it is free or there is a fee charged, the Renter is responsible to make application to the Elgin St. Thomas Health Unit and must adhere to all of the Health Unit's requirements with respect to but not limited to food preparation, storage and handling.
11. Where food and beverage are involved plastics and recyclable materials should be used where possible. Refrain from the use of glass where possible.
12. The Renter(s) shall ensure that during the event all grounds are kept in an orderly fashion and at the end of the event all garbage and food waste must be removed from the facility / grounds.
13. It is the responsibility of the Renter(s) to ensure that all personnel working with or affiliated with the event are aware of and likewise abide by the regulations set forth in this Rental Agreement.
14. The Renter(s) shall ensure:
 - a) That the maximum number of patrons using the facilities shall not exceed the approved capacity of the facility in use.
 - b) That law and order is preserved.
 - c) No alcoholic beverages will be permitted on the premises unless proper permits are provided and permission has been granted by the CCCA.
 - d) Vehicles will only be parked on facility grounds designated parking areas only, unless written permission has been granted by the CCCA.
 - e) No changes or alterations shall be made to any facilities unless written permission has been granted by the CCCA.
 - f) Any broken glass, food or beverage spills that may result in personal injury or damage to the facility (grounds) must be attended to immediately.
 - g) The washroom facilities must be left in a clean and orderly condition.
 - h) All items that are brought in for the event shall be removed from the facility (grounds) by the end of the event, unless written permission is granted by the CCCA.
15. Quiet time is from 11:00 p.m. until 8:00 a.m.; no excessive noise is allowed at anytime.
16. Events that have amplified music and/or speeches etc. may have some restrictions applied.

17. The CCCA reserves the right to cancel or postpone any function where safety or other related concerns are present.
18. The Renter(s) shall be financially responsible to the CCCA in respect of any or all property damage or vandalism arising out of the use of the facility, grounds or area granted under this agreement. There is a minimum charge of \$100.00 for damage.
19. It is further agreed that the CCCA reserves the right to terminate this agreement, to claim all costs of breach against the Renter(s), to prosecute or suspend, or otherwise penalize the Renter for other representatives for violation of the conditions contained herein.
20. The CCCA is not responsible for any personal items or equipment that are damaged, missing, lost or stolen.
21. All concerns, safety or otherwise, should be reported to the CCCA.

REPORT FA 15/2025: To The Full Authority**FROM:** Gerrit Kremers, Resource Planning Coordinator**SUBJECT:** Approved Section 28 Regulation Applications**DATE:** March 31, 2025

PURPOSE:

To outline the 'Ontario Regulation 41/24: Prohibited Activities, Exemptions, Permits' applications approved by staff from November and December, 2024, and January, February and March, 2025.

DISCUSSION:

PERMIT NO.	LOCATION	PROPOSAL	DATE ISSUED
FR-11-24 (Site 1)	3508 Colin Street Township of Malahide	* This proposal involves the construction of a detached garage within the regional storm; * Construction and site elevations will conform to flood proofing elevations and fill to be placed off site outside of floodplain;	November 8 th , 2024
FR-12-24 (Site 2)	3490 Waneeta Drive; Township of Malahide	* This proposal involves the construction of a deck, which is greater than 15 square metres; * Structure to be located according to site plan and maintain proposed setbacks;	November 8 th , 2024
FR-13-24 (Site 3)	51545 Ron McNeil Line; Township of Malahide	* This proposal involves the construction of an Additional Residential Unit, and septic system ; * Located adjacent to Simpson Drain floodplain;	November 29 th , 2024

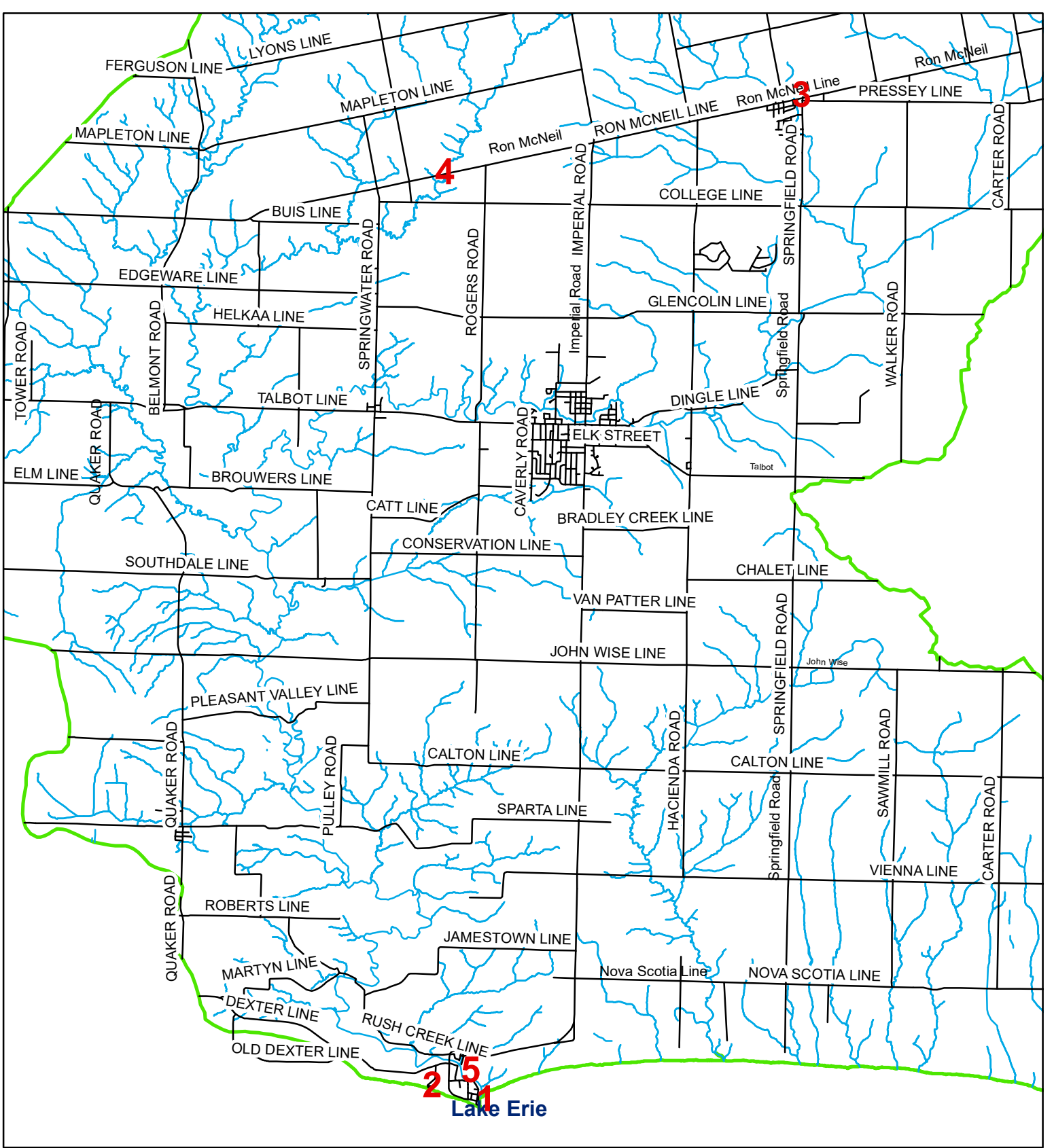
FR-01-25 (Site 4)	Ron McNeil Line; Township of Malahide	<p>* This proposal involves the demolition and replacement of existing concrete bridge with a new concrete bridge;</p> <p>* Sediment and erosion control measures to be in place during all stages of work;</p> <p>* No in-water work to occur between March 15 – July 15;</p>	January 30 th , 2025
FR-02-25 (Site 5)	51545 Ron McNeil Line; Township of Malahide	<p>* This proposal involves the dredging of accumulating silt from in front of boat ramp within marina cut;</p> <p>* No in-water work to occur between March 15 – July 15;</p> <p>* Dredged material to be removed from floodplain and stockpiled for more than 60 days before being moved;</p>	February 24 th , 2025

RECOMMENDATION:

THAT, the Full Authority receive the staff approved Section 28 Regulation Applications Report FA 15/2025, as information.

Submitted by:

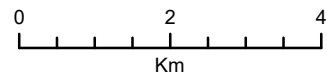
Gerrit Kremers, Resource Planning Coordinator



REGULATIONS REPORT MAP

April 2025

1 Work Permit Location



Prepared for and hosted the 75th Annual General Meeting for the authority. Numbers were excellent in regard to attendees and Adam Shoalts as the guest speaker really helped attain a crowd. The AGM was a huge success, and I received a lot of positive feedback for the following few days after the meeting.

Held a preliminary discussion with Malahide Township staff to assure during the flood season we are all on the same page etc. when it comes to messaging, duties/ roles and responsibilities.

Booked my stay for the General Managers meeting that happens at the Kingsbridge Conference Center at the end of June Annually.

Took in a webinar hosted by the DFO on February 6, 2025, in regard to the review of Lake Erie fish habitat restoration and action goals.

Took in some training provided by Conservation Ontario regarding training on government relations and election messaging.

Attended an online forum hosted by CO in regard to the updates to the CA Act Model Hearing Guidelines.

Attended the end of the year Audit online meeting to discuss the 2024 Fiscal Year before it was presented by Graham Scott Enns at the AGM.

Assisted with the coordination and delivery of information to fulfill the annual 2024 permit timeline and compliance reporting for Conservation Ontario.

Completed the necessary documentation for Reith and Associates to complete their annual renewal of the CCCA's insurance program.

Assisted with the renewal of our benefits plan, switching providers to provide more coverage and better rates.

Assisted with onboarding of coop students.

Reviewed all the final updates to the ca act model hearing guidelines.

Reviewed DFO's Lake Erie restoration goals and actions.

Worked with staff fulfilling the 12hr 8-8-night shift duties for flood season. This year the flood season was a bit later than normal which caused staff conflict with the Maple Program. Gerrit and Noah would take the day shift, and I came in and covered off the night shifts. The citizens of Port Bruce noticed our efforts immensely and gave great thanks to all parties working together to mitigate said risks the best we can. This year's flood season went extremely well. All organizations worked very in-sync with each other and mother nature played a crucial role providing necessary cooling and warming trends to make it a perfect break up.

Re-negotiated with the Metis Nation of Ontario for funding for Logan Belangers summer position and was successful in obtaining it. Details will be worked out closer to May.

Working with the City of St Thomas ongoing to find suitable tree planting sites to cover off their environmental retribution that is necessary for the offsets for the battery plant site.

All necessary items and reports were completed for the April 2025 Full Authority Meeting.

Reviewed the agenda and attended the March 17th LERMC meeting held virtually.

Reviewed AMOs plan communities embrace for tariffs impact. AMOP has launched a new website to provide all the latest news on tariffs, trades and actions.

Completed a draft of MPP congratulatory letter regarding the recent election.

Reviewed the DWSP Progress Report #2 covering the period from September 1 to December 31, 2025.



PORT BRUCE RATEPAYERS' ASSOCIATION

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Catfish Creek Conservation Authority
8079 Springwater Road
Aylmer, Ontario N5H 2R4

On Wednesday March 5, everything came together to prevent the potential of another devastating flood in the Village of Port Bruce.

The Port Bruce Ratepayers Association and the community of Port Bruce would like to thank the CCCA staff for all their hard work and dedication in preparing for a 'worst case scenario' on March 5th and for everything accomplished on that day to avert the 'very real' potential of flooding in Port Bruce.

We are very grateful for your commitment in ensuring the safety of our community.

Sincerely

Brian Duffett
(PBRA Chairperson)

**Catfish Creek Conservation Authority
Correspondence Register – February 1 – March 31, 2025**

Date	Type	Agency	Topic
February 3, 2025	Email/ Response	CO	CO Council Voting Delegates and Board Member Distribution Updates for 2025
February 3, 2025	Email/ Response	Reith and Associates	Insurance Renewal
February 4, 2025	Email/ Response	Graham Scott Enns	Silent Auction
February 4, 2025	Email	CO	Request for CA 2024 Annual Permit Timeline and Compliance Reporting
February 4, 2025	Email/ Response	Malahide Township	Bee Line Parks
February 4, 2025	Email/ Response	Quinte Conservation	FW: Youth Fishing Leagues partnership
February 4, 2025	Email/ Response	Reith and Associates	Insurance Renewal
February 5, 2025	Email/ Response	CO	FW: Update NSCSF Emission Reductions Intake 2024
February 6, 2025	Email/ Response	Glendale Highschool	Coop Intake
February 6, 2025	Email/ Response	KCCA	Annual General Meeting Invitation
February 6, 2025	Email/ Response	CO	Webinar: Updates to the CA Act Model Hearing Guidelines
February 7, 2025	Email/ Response	DFO	Follow-Up - DFO's Lake Erie Restoration Goals and Actions Workshop
February 10, 2025	Email/ Response	GSC	Municipal Borrowing
February 10, 2025	Email/ Response	LTCA	Conservation University
February 10, 2025	Email	FOS	Friends of, Campers Association or Campers Coalition Operation Policy, Memorandum of Understanding and Constitution passed by the Board of Directors
February 11, 2025	Email	Malahide	Flood Prep
February 11, 2025	Email/ Response	Malahide	Flood Meeting
February 11, 2025	Email/ Response	CO	Kingsbridge Reservation Information for June 2025 General Managers' Meeting
February 12, 2025	Email/ Response	DocuSign	Docusign Career Launcher Clean Tech Internship Agreement_Field Technician
February 12, 2025	Email/ Response	Sally Martyn	AGM Intros
February 14, 2025	Email/ Response	Reith and Associates	Add 2025 Tandem Axle

February 14, 2025	Email/ Response	Elgin County	Notice of Commencement - Elgin Area Primary Water Supply System Master Plan
February 18, 2025	Email/ Response	CO	Scientists at U.S. weather forecasting agency ordered to get clearance before talking to Canadian counterparts
February 18, 2025	Email/ Response	CO	Guidance re the use of regional stormwater management facilities
February 18, 2025	Email/ Response	PBRA	Aylmer Express Interview Feb 5 2025
February 18, 2025	Email/ Response	CO	Guidance re the use of regional stormwater management facilities
February 19, 2025	Email/ Response	CO	Follow-up CA Fees Freeze Discussion Context (One week time link to ROMA Q video & RESCON messaging)
February 19, 2025	Email/ Response	CO	Updates to the CA Act Model Hearing Guidelines
February 19, 2025	Email/ Response	CO	CCCA AGM Regrets
February 20, 2025	Email/ Response	CO	The OMAA Observer 20 February 2025
February 20, 2025	Email/ Response	City of St Thomas	Trees at Clovermead/Saarloos planting
February 24, 2025	Email/ Response	CO	ACTION REQUIRED - CO Council Voting Delegates and Board Member Distribution Updates for 2025
February 24, 2025	Email/ Response	United Way	It's the final countdown! Share the Love today
February 26, 2025	Email/ Response	CO	ACTION REQUIRED - CO Council Voting Delegates and Board Member Distribution
February 26, 2025	Email	CO	General Managers' Training Session 1 Recording (Feb 21, 2025)
February 27, 2025	Email/ Response	SPR Associates	A follow-up to our Greenbelt survey you participated in last year
March 3, 2025	Email/ Response	LERMC	LERMC Meeting
March 3, 2025	Email	CO	March General Managers' Meeting Confirmation

March 3, 2025	Email	MNRF	MNR Surface Water Monitoring Centre
March 4, 2025	Email/ Response	CO	OPPI's Climate Change Adaptation Practice Guide
March 5, 2025	Email/ Response	Malahide	Flood Warning Watershed Condition Statement
March 5, 2025	Email/ Response	CO	Join the Advancing Implementation Training Initiative
March 6, 2025	Email/ Response	April Anderson	Thank You
March 6, 2025	Email/ Response	Dorbar	Benefit Plan Renewal
March 6, 2025	Email/ Response	MVCA	CDN Preferential Procurement
March 7, 2025	Email/ Response	Weather Network	The Weather Network Inquiry
March 7, 2025	Email/ Response	CO	AMO Policy Update - Communities Brace for Tariff Impact
March 7, 2025	Email/ Response	CO	Brief CA Survey: Recent and Upcoming Hearings in CA Network
March 7, 2025	Email/ Response	CO	Premier Doug Ford to be Sworn in with New Cabinet
March 7, 2025	Email/ Response	Hobie Post	Port Bruce Flood Mitigation 2025: Thank You!
March 7, 2025	Email/ Response	CO	Update on Hearings and Model Hearing Guidelines
March 7, 2025	Email/ Response	LERMC	Lake Erie Region Management Committee (LERMC)
March 10, 2025	Email/ Response	OPC	Path of Honor Meeting
March 10, 2025	Email/ Response	LERMC	For information: DWSP Progress Report #2
March 11, 2025	Email/ Response	CO	2025 Conservation Ontario AGM/Council Meeting
March 11, 2025	Email/ Response	Malahide	Dredging
March 11, 2025	Email	CO	2025 Conservation Ontario AGM/Council Meeting
March 12, 2025	Email/ Response	Mary Ellen Bendoraitis	RE: Flood mitigation efforts in Port Bruce last week (March 5th, 2025)
March 12, 2025	Email/ Response	PBRA	Reversing Request to Speak at The PBRA AGM
March 14, 2025	Email/ Response	MNR	MFTIP MFPA Information Session
March 17, 2025	Email/ Response	Reith and Associates	FW: Renewal

March 18, 2025	Email	CO	New release: Geomorphic Considerations in Flood Mapping
March 18, 2025	Email/ Response	LERMC	For information: LERSPC Agenda Package - March 25th
March 18, 2025	Email/ Response	PBRA	Reversing Request to Speak at The PBRA AGM
March 19, 2025	Email/ Response	CO	Draft MNR Agreement + Report (For GMs)
March 19, 2025	Email/ Response	CO	MECP has responsibility over CAs
March 21, 2025	Email/ Response	LERMC	For information: Amended LERMC Meeting Minutes
March 22, 2025	Email/ Response	Dorbar	RE: Benefit Plan Renewal
March 25, 2025	Email/ Response	CO	GM Meeting Follow-Up + Minister's Letter Resources
March 26, 2025	Email/ Response	LERMC	Submission of 2024 Annual Progress Report to CCSPA
March 27, 2025	Email/ Response	CO	Resources: Changing Municipal Procurement Practices
March 27, 2025	Email/ Response	Dorbar	Transition to Canada Life
March 28, 2025	Email/ Response	Reith and Associates	Insurance Renewal 2025-2026 Term
March 31, 2025	Email/ Response	OPC	Path of Honor Meeting