

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, November 28 2024 at 9:00 a.m.**

Meeting Location:

The meeting will be conducted in the CCCA Boardroom

A G E N D A

- 1) Welcome/ Call to Order Paul Buchner
- 2) Land Acknowledgement
- 3) Adoption of Agenda
- 4) Disclosure of Pecuniary Interest
- 5) Disclosure of Intention to Audio/ Video Record Meeting
- 6) Adoption of Minutes of:
 - a) Full Authority Meeting FA 08/2024 (October 10, 2024) 3-7
- 7) Business Arising from Minutes
- 8) Public/ Special Delegations
- 9) Reports:
 - a) Reports FA 81-85/2024 - Monthly Staff Reports 8-14
(Peter Dragunas, Gerrit Kremers, Al Bradford, Brittany Bell, Thomas Polland)
 - b) Report FA 86/2024 - October Summary of Revenue & Expenditures 15-16
(Susan Simmons)
 - c) Report FA 87/2024 - Accounts Paid 17
(Susan Simmons)
 - d) Report FA 88/2024 - East Gate Payment Terminal Revenue Report 18-19
(Al Bradford)
 - e) Report FA 89/2024 - Coastal Resilience Action Plan Funded by ECCC 20
(Dusty Underhill)

f) Report FA 90/2024 - Conservation Authority Land Inventory (Dusty Underhill)	21-22
g) Report FA 91/2024 - 2024 Conservation Areas Workshop Report (Al Bradford)	23-25
h) Report FA 92/2024 - 2024 Conservation Areas Workshop Report (Brittany Bell)	26-28
i) Report FA 93/2024 - 2024 Conservation Areas Workshop Report (Thomas Polland)	29-34
j) Report FA 94/2024 - Catfish Creek Conservation Authority Privacy Policy (Brittany Bell)	35-38
k) Report FA 95/2024 - Christmas Office Closure (Dusty Underhill)	39
10) General Manager/ Secretary-Treasurer's Report (Dusty Underhill)	40
11) Unfinished Business	
12) Chairperson's / Board Member's Report	
13) Notice of Motions / New Business:	
14) Correspondence:	
a) Copied:	
- None	
b) Not Copied:	
- Correspondence Register for October, 2024.	41-43
15) Closed Session	
16) Next Meeting of the Full Authority: December 12, 2024	
17) Termination	

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

Thursday, October 10, 2024

Meeting #08/2024

PRESENT:

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

STAFF:

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

ABSENT:

Scott Lewis	Member	Township of Malahide
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OTHERS PRESENT:

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

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

ADOPTION OF AGENDA:

<u>Motion # 102/2024</u>	M. Griffin	G. Clarke	CARRIED
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THAT, the Agenda for the October 10, 2024, Full Authority meeting be adopted as circulated and amended.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

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

DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:

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

ADOPTION OF MINUTES:

Motion #103/2024 G. Clarke M. Griffin CARRIED

THAT, the Minutes of Full Authority Meeting #08/2024 (September 12, 2024), be adopted as circulated.

BUSINESS ARISING FROM MINUTES:

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

PUBLIC/ SPECIAL DELEGATIONS:

None

REPORTS:

Reports FA 70 to FA 73/2024 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 104/2024 G. Clarke A. Oslach CARRIED

THAT, Staff Reports FA 70 to FA 73 for the month of September, 2024 be noted and filed.

Report FA 74/2024 – September Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 105/2024 G. Clarke M. Griffin CARRIED

THAT, Report FA 74/2024 (September Summary of Revenue & Expenditures), be noted and filed.

Report FA 75/2024–Accounts Paid, was presented, discussed, and resolved.

Motion # 106/2024 M. Griffin G. Clarke CARRIED

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

Report FA 76/2024 – Conservation Ontario Council was presented, discussed, and resolved.

Motion # 107/2024 M. Griffin A. Oslach CARRIED

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

4

Report FA 77/2024 – Conservation Areas Strategy, was presented, discussed, and resolved.

Motion # 108/2024 A. Oslach M. Griffin CARRIED

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

Report FA 78/2024 – Flood Watch and Warning Plan & Low Water Response Manual, was presented, discussed, and resolved.

Motion # 109/2024 M. Griffin A. Oslach CARRIED

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

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

Report FA 79/2024 – Catfish Creek Channel Sounding, was presented, discussed, and resolved.

Motion # 110/2024 G. Clarke M. Griffin CARRIED

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

Report FA 80/2024 – Budget Draft-2025, was presented, discussed, and resolved.

Motion # 111/2024 G. Clarke A. Oslach CARRIED

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

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

Report FA 81/2024– CCCA Section 30.4 Stop Order Form, was presented, discussed, and resolved.

Motion # 112/2024 G. Clarke M. Griffin CARRIED

THAT, the Catfish Creek Conservation Authority Section 30.4 Stop Order Form be approved by the Full Authority;

AND THAT, the Section 30.4 Stop Order Form for the Catfish Creek Conservation Authority attached to Report FA 81/2024, be adopted as presented.

GENERAL MANAGERS REPORT:

- Met with Ian Begg concerning the planning of the Tisdale Soft Opener on October 17th, 2024 at 1pm. Created an invite list went over the itinerary, site preparation and created a list of attendees who will hopefully also speak on importance of green spaces and land donations.
- Reviewed the Lake Erie Action plan meeting materials for the September, 2024 meeting.
- Completed the September Full Authority Agenda package.
- Attended a Southwestern Region General Managers meeting at the UTRCA where status of watershed stewardship and watershed health monitoring services and implementation of O. Reg. 41/24 was discussed. Discussions were also held about the Permit fee freeze about whether it will continue and what to plan for concerning budgetary items. Other discussions occurred around the One Health Approach where nature is involved in all of life's interactions and it should be accounted for equally about everything else in life. We also had a presentation on the Healthy Lake Huron Plan
- Attended Conservation Ontario's Annual General Meeting on September 23, 2024.
- Completed the job posting, application process and conducted interviews for the Customer Services Outreach Clerk Position. I am pleased to announce that Jennifer McDaniel will be joining our team on October 15, 2024. Thank you to the Interview Committee for your assistance.
- Started preparing reports etc. for the November Land Management Committee meeting and discussing necessary changes required moving forward.
- Continual work to complete the Land Inventory. Had a meeting with Kim Smale prior General Manager of the CCCA to ask about any questions we were stuck on about our property holdings. Noah Pineau has also scanned all of our property files so we can tie in all of the information we have to live links about information on our property holdings that is required by O. Reg 686/21.
- Researching alternatives including rezoning to save tax burdens on Conservation Lands deemed Residential. Open Space designations are less of a burden then residential and cutting costs is key in today's economic times.
- Dealt with some compliance and enforcement issues throughout the watershed.
- Reviewed the new PGMN Guidelines and took in a webinar regarding the proposed guidelines.
- Completed the Conservation Areas Strategy consultation and received no comments or feedback.
- Received confirmation that the Long Point littoral Zone did receive there money for the grant they had applied for. The working group will continue to meet and discuss things moving forward including membership, terms of reference etc. etc.

CORRESPONDENCE:

a) Copied:

- Correspondence Register for September, 2024.

Motion # 113/2024

A. Oslach

G. Clarke

CARRIED

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

CLOSED SESSION:

None

NEXT MEETING/ TERMINATION:

The next meeting of the Catfish Creek Conservation Authority will be held on Thursday, November 28, 2024, commencing at 10:00 a.m.

Motion # 114/2024

M. Griffin

G. Clarke

CARRIED

THAT, the Full Authority be terminated at 10:43 a.m.

General Manager / Secretary –Treasurer

Authority Chairperson

REPORT FA 81/2024 To The Full Authority

FROM: Water Management Technician

SUBJECT: Monthly Staff Report for the Month of October

DATE: November 18, 2024

Water Management Technician

Current Activities:

- Analysis of the 2024 fall sounding, aimed at sediment removal volume calculations intended for information purposes.
- Assessment and 2024-2025 recalibration of the Catfish Creek Conservation Authority Flood Forecasting and Warning criteria, thresholds, precipitation intensities and duration ratings combined with Geographic Information System (GIS) tool estimations related to Flood Forecasting, Warning and climate change relations.
- Examining the HEC-HMS (Hydrologic Engineering Centre-Hydrologic Modeling System, a section of the United States Army Corp of Engineers) designed to simulate the complete hydrologic processes of a watershed network, to develop and use as a tool for Catfish Creek Conservation Authority (CCCA) flood forecasting.
- Compilation and recalibration of the Catfish Creek Conservation Authority Freezing Degree Day Calculator used for riverine ice thickness forecasting and monitoring.
- Preliminary compilations of a draft CCCA Precipitation Discharge Interpolator based on the *Catfish Creek Watershed Hydrology Model*, Schroeter & Associates, June 2006 report.
- Continuous: Maintaining the Catfish Creek water quantity database for seasonal flows (flood and low water).
- Continuous: Monitoring for watershed seasonal flows (low and or high) to verify and issue Watershed Condition Statements.
- Continuous: Monitoring Lake Erie weather patterns and water levels for Lake Erie Watershed Condition Statements.
- 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 month of October 2024, be noted and filed.


Peter Dragunas
Water Management Technician

REPORT FA 82/2024: To Full Authority

FROM: Gerrit Kremers, Resource Planning Coordinator

SUBJECT: October Monthly Staff Report

DATE: November 20, 2024

Resource Planning Coordinator

Current Activities:

- Responed to inquires about potential natural hazards on properties of interest to buyers;
- Participated in planning pre-consultation meetings with member municipalities and private landowners looking to conduct work within adjacent lands of a natural hazard feature;
- Attended Conservation Ontario pre-latornell planning and regulations workshop, with planning and regulations staff from almost all 36 Conservation Authorities present;
- Participated in coastal tour from Port Glasgow to Long Point as part of the North Shore Resilience Plan Working Group with staff from neighbouring Conservation Authorities and other agencies;
- Began ELP chaisaw certification with teaching the 3 days in-class and field work as the approved non-logging trainer;
- Held various site meeting with landowners to discuss CA policies, S.28, in regards to future development activities on their property;
- Participated in Aylmer Settlement Expansion Lands meeting as CCCA representative;
- Met with local Drainage Superintendents in regards to planned drainage works within the watershed;

Upcoming Activities:

- Update the CCCA Planning and Regulations Policy and Procedure Manual;
- ELP chainsaw certification and woodlot management;
- North Shore Resilience Plan working group meetings;
- Planning pre-consultation meetings with member municipalities and private landowners looking to conduct work within adjacent lands of a Natural Hazard Features;
- Continue to monitor on-going s.28 work permits and associated work permit conditions;
- Process s.28 work permit applications pursuant to the Conservation Authorities Act;
- Review Planning Act applications and comment on natural hazards pursuant to the Conservation Authorities Act.

Recommendation:

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


Gerrit Kremers
Resource Planning Coordinator

REPORT FA 83/2024: To The Full Authority

FROM: Al Bradford, Conservation Areas Supervisor

SUBJECT: October Monthly Staff Report

DATE: October, 2024

Conservation Areas Supervisor

Current Activities:

- Carolinian Forest Festival setup (consisted of operations staff moving tables and tent setup) for the Festival which ran from Oct 7-10th with seeing roughly 2000 students in this time frame, CCCA staff took turns running the station Harvest Time (which spoke to the forestry industry from the past to present techniques).
- October 11th Brittany, Thom and myself attended the Balls Falls Thanksgiving Festival which was part of the Conservation Areas Workshop - Site Visits. This entailed explanation on what is involved in planning an event from all angles.
- Oct 15th campground closed (power shut off and seasonals have until the 18th of Oct to have everything out & yellow gates closed end of day)
- Leading upto Oct 17th the operations team worked hard to get the new signagae and entrance layed out for the soft opening of the New "Tisdale Conservation Area", adjacent to Archie Coulter
- Oct 17th the new Tisdale Conservation Area was showcased to family, friends of Dr. Ian Begg, as well as deligates & the CCCA Board
- Oct 18th we had a full day of programming with Mitchel Hepburn (there was 70 students and we provided 3 programs)
- Oct 18th also had the last meeting in preparation of the final details for the CAW the following week being held at the Fern Resort in Orillia
- Hazard tree removal within Springwater Forest
- Operations team ensured the school house was ready to go for a couple different events being held at this location
- Ffinalized quotes that had to be in for the draft budget
- Co-ordinated with Koolen electric for hydro upgrade in our East Campground/ Group Camping area, this work started during the week of October 21st
- Staff consulted on any rules and regulations we would like to change in our Seasonal and Visitor handbooks for the following season
- Started to get ready for ELP work days along with chainsaw days at Archie Coulter (ELP class will work with CCCA and assist with work at our Conservation Areas (cutting/bucking/splitting firewood, trail maintenance, Work at Yarmouth Natural Heritage Area)
- Operations Staff worked on winterizing West Campground as well as campground maintenance
- Started talks with staff on "Come Try Winter Camping" (we will look at having 4-6weeks for a trial, then ramp up the winter camping for 2025/2026 season) as we will have our reservation system in full operation by this time)

Upcoming Activities:

- Preparation for the upcoming Conservation Area Workshop taking place on Oct 22,23,24th
- Start chainsaw course and field work with ELP class here at CCCA (Archie Coulter)
- Staff meeting to finalize upcoming
- Finish east campground winterizing (hydro and water)
- Looking at advertising for a few trial weeks throughout the winter for "Come Try Winter Camping out" (we will have a couple weeks available for people to try out Transient winter camping with only basic ammenities (hydro)

Recommendation:

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



Al Bradford
Conservation Areas Supervisor

REPORT FA 84/2024: To Full Authority

FROM: Brittany Bell, Communications/Program Support Assistant

SUBJECT: October Monthly Staff Report

DATE: November 1, 2024

Communications/Program Support Assistant

Current Activities:

- Seasonal camper administration
- Maintained social media channels and posted entertaining content
- Monitoring CCA website inquiries
- Catfish Creek Conservation Authority administrative and Communication duties
- Attended the Conservation Areas Workshop
- Booked Springwater Conservation Area facility rentals
- Continued training with current Springwater Conservation Area Staff
- Met with couples looking to book weddings at the schoolhouse, pavilions and Audreys Place Pavilion for 2025
- Springwater Conservation Area Campground Administrative duties
- Marketing for upcoming events at Springwater Conservation Area
- Continued work on virtual flip books for the Trail Guide and Maple Syrup Program Guide which readers can view on social media channels and our website
- Attended Balls Falls for the Annual Thanksgiving Festival
- Welcomed a new Customer Services Outreach Clerk and provided training
- End of the season closing duties
- Updates to the CCA website
- Working with the Financial Services Coordinator for the upcoming move to CAMIS
- Working with the Conservation Areas Supervisor to design of new signs
- Attended the Tisdale Conservation Area soft opening
- Posted Source Water Protection Content to social media channels
- Preparation for 2025 Maple Syrup Festival

Upcoming Activities:

- Catfish Creek Conservation Authority administrative duties
- Maintain social media channels and post entertaining content
- Springwater Conservation Area camping administration (end of the year and 2025 prep)
- Planning for upcoming events (Spirit Walk)
- Attend the CO Communications Annual Meeting
- Annual Report preparation
- Maple Syrup Festival Preparation

Recommendation:

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

Brittany Bell 
Communications/Program Support Assistant

REPORT FA 85/2024: To The Full Authority

FROM: Thomas John Polland, Conservation Areas Assistant

SUBJECT: October Monthly Staff Report

DATE: November 23, 2024

Conservation Areas Assistant

Current Activities:

- Camp-ground operations for September & October
- Hazard tree removal with contractor and operations team at trail head entrance off county road #45.
- Work yard clean-up and proactive equipment maintenance, ensuring all working points are lubricated, hoses checked for signs of wear or cracking.
- Stacked logs at sugar shanty in preparation for bucking, splitting and stacking.
- Picnic table rebuild and repairs, 4 tables required hardware and new lumber
- Site post replacement on East Campground from sites 196 to 238, the posts are white oak which should serve the campground quite well for years to come before replacement is required. The posts were installed at a depth of 3.5' (ft.), 1.06 meters and compacted with chips and dust.
- Forest Festival, interpretive timber station set-up for the 3 day event, very well attended.
- Girl guides interpretive education program nature hike and the aquatic world, both Al and I were the program instructors.
- Site visit with Al and Brittany to Balls Falls for their annual Thanksgiving Festival, live music, food trucks, vendors, facility tours.
- Set-up for soft opening of the Tisdale property.
- Staff working with ELP (environmental leadership program) to assist with chainsaw certification.
- Park leaf clean-up, staff have been raking and blowing off sites along with leaf collection putting the park to bed.
- Staff has been working at the facilities, getting them winterized and doing the fall maintenance such as evestrough cleaning, chemical and paper product removal for winter storage.
- Staff attended the CAW workshop October 22-24 at the Fern resort Rama, Ont. This workshop is built around three foundational pillars, (People, Planning, Places), I have a subsequent report on the workshop and training session which I attended.

Upcoming Activities:

- Staff are preparing for the annual Spirit Walk which will be held December 7th at 6:00pm to 8:00pm.
- Roundtable discussions on the maple syrup event, these discussions will lead the team on some different options to review for the event. This stems from the site visit to Balls Falls where the team had a site visit to see their Thanksgiving Festival.
- Staff will be busy splitting and stacking wood, along with clean-up of the interior and

exterior of the sugar shanty.

-The team collectively will be reviewing signage for the parks and campground, staff has seen the need to reevaluate the signs and wording to align with policy enforcement.

-Staff will be taking an inventory of equipment and a condition assessment of each.

Through the process operations can determine asset value and departmental usefulness or a divestment option.

-The operations team will be working on the winter camping project selecting a couple sites as the beta, the team is hopeful to see an interest in the project and looks forward to providing a future report on this new initiative.

Recommendation:

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



Thomas John Polland
Conservation Areas Assistant

REPORT FA 86/2024 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures
 DATE: October 31, 2024

SUMMARY OF REVENUE

for the period ending October 31, 2024

	2024 Budget	2024 To Date	Difference	2023 To Date
MNRF Provincial Grants	\$ 41,215.00	\$ 41,215.00	\$ -	\$ 41,215.00
Other Provincial Grants	\$ 42,206.78	\$ 33,985.08	\$ (8,221.70)	\$ 35,257.92
Other N/E Grants	\$ -	\$ 790.40	\$ 790.40	\$ -
Federal Grants	\$ 138,710.18	\$ 25,846.00	\$ (112,864.18)	\$ 252,185.01
Employment Program Grants	\$ 15,000.00	\$ 33,729.84	\$ 18,729.84	\$ 11,869.00
Municipal General Levies	\$ 442,474.36	\$ 442,474.36	\$ -	\$ 406,289.79
Donations/Sponsorships	\$ 30,929.35	\$ 30,328.74	\$ (600.61)	\$ 35,636.20
Conservation Areas Revenue	\$ 727,649.00	\$ 736,846.53	\$ 9,197.53	\$ 703,124.84
Maple Syrup Revenue	\$ 41,080.00	\$ 46,428.52	\$ 5,348.52	\$ 61,637.42
Bank Interest Earned	\$ 15,000.00	\$ 22,194.02	\$ 7,194.02	\$ 22,937.08
Legal Inquiries/Permit Applications	\$ 5,000.00	\$ 5,354.03	\$ 354.03	\$ 5,920.41
Watershed Stewardship	\$ 8,300.00	\$ 17,098.55	\$ 8,798.55	\$ 16,905.02
Revenue from Other C.A. Lands	\$ 13,546.00	\$ 13,105.28	\$ (440.72)	\$ 13,412.59
Other Revenue	\$ 1,700.00	\$ 1,700.00	\$ -	\$ 1,503.11
Contract Services	\$ -	\$ 383.28	\$ 383.28	\$ 214.36
Environmental Education	\$ 6,753.61	\$ 11,195.27	\$ 4,441.66	\$ 4,055.00
Vehicle & Equipment Rental Recoveries	\$ 29,000.00	\$ 42,142.75	\$ 13,142.75	\$ 17,584.23
Previous Year Surplus (Deficit)	\$ 9,204.92	\$ 9,204.92	\$ -	\$ 1,716.73
Income Appropriation from Special Reserves	\$ 17,100.00	\$ -	\$ (17,100.00)	\$ -
Income Appropriation from General Reserves	\$ 181,473.04	\$ -	\$ (181,473.04)	\$ -
APPROPRIATION FROM RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
	\$ 1,766,342.24	\$ 1,514,022.57	\$ (252,319.67)	\$ 1,631,463.71

	2024 Budget	Received To Date	Difference
DONATIONS/SPONSORSHIPS			
Annual Report	\$ 1,000.00	\$ 1,000.00	\$ -
Environmental Education	\$ 2,000.00	\$ 620.00	\$ (1,380.00)
EESS ELP	\$ 5,400.00	\$ 5,000.00	\$ (400.00)
Commemorative Forest	\$ 300.00	\$ 290.00	\$ (10.00)
Springwater Forest Trails	\$ 9,829.35	\$ 9,795.41	\$ (33.94)
Archie Coulter C.A. Trails	\$ 2,200.00	\$ 717.80	\$ (1,482.20)
YNHA	\$ 2,200.00	\$ 1,200.53	\$ (999.47)
Trout Program	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00
Maple Syrup Festival	\$ 4,000.00	\$ 7,650.00	\$ 3,650.00
Ontario Police College Path of Honour	\$ 3,000.00	\$ -	\$ (3,000.00)
Special Conservation Projects	\$ -	\$ 1,055.00	\$ 1,055.00
SPW CA Development	\$ -	\$ 1,000.00	\$ 1,000.00
	\$ 30,929.35	\$ 30,328.74	\$ (600.61)

REPORT FA 86/2024 : To The Full Authority
 FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Summary of Revenue & Expenditures
 DATE: October 31, 2024

SUMMARY OF EXPENDITURES

for the period ending October 31, 2024

	2024 Budget	2024 To Date	Difference	2023 To Date
MANDATORY PROGRAMS				
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Service:	\$152,975.78	\$ 112,216.11	\$ (40,759.67)	\$ 111,455.61
2 FLOODFORECASTING & WARNING	\$274,434.00	\$ 236,658.00	\$ (37,776.00)	\$ 240,375.20
3 DROUGHT AND LOW WATER RESPONSE	\$17,732.88	\$ 14,310.66	\$ (3,422.22)	\$ 12,730.23
4 ICE MANAGEMENT	\$25,797.86	\$ 21,720.16	\$ (4,077.70)	\$ 20,380.68
5INFRASTRUCTURE(Dam)	\$24,766.80	\$ 19,030.55	\$ (5,736.25)	\$ 20,869.16
6&7 ACT REVIEWS & PLAN REVIEW	\$3,267.81	\$ 2,426.48	\$ (841.33)	\$ 3,526.10
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$46,949.19	\$ 37,024.54	\$ (9,924.65)	\$ 36,381.08
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$86,900.35	\$ 65,274.81	\$ (21,625.54)	\$ 95,226.68
12 WATER QUALITY (PGMN & PSMP)	\$9,366.44	\$ 7,155.33	\$ (2,211.11)	\$ 14,841.27
13 SOURCE PROTECTION	\$6,267.78	\$ 2,786.36	\$ (3,481.42)	\$ 5,062.43
SUB TOTAL: MANDATED PROGRAMS Expenditures	\$648,458.89	\$518,603.00	-\$129,855.89	\$560,848.44
OTHER PROGRAMS AND SERVICES				
WATERSHED STEWARDSHIP	\$19,877.23	\$ 34,879.53	\$ 15,002.30	\$ 24,595.10
ENVIRONMENTAL EDUCATION	\$16,253.61	\$ 7,579.69	\$ (8,673.92)	\$ 4,114.89
SPECIAL PROJECTS	\$9,200.00	\$ 6,376.83	\$ (2,823.17)	\$ 5,591.91
C.A. DEVELOPMENT PROJECTS	\$176,904.18	\$ 47,942.31	\$ (128,961.87)	\$ 126,991.96
OTHER CAPITAL PROJECTS	\$23,381.00	\$ 20,484.66	\$ (2,896.34)	\$ 8,927.33
MAPLE SYRUP PROGRAM	\$45,080.00	\$ 38,056.35	\$ (7,023.65)	\$ 79,858.53
SPRINGWATER CONSERVATION AREA	\$751,867.53	\$ 641,867.40	\$ (110,000.13)	\$ 632,380.26
VEHICLE & EQUIPMENT OPERATIONS	\$75,319.80	\$ 74,615.84	\$ (703.96)	\$ 69,314.07
SUB TOTAL: OTHER PROGRAMS Expenditures	\$1,117,883.35	\$871,802.61	-\$246,080.74	\$951,774.05
AMORTIZATION	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO SPECIAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO GENERAL RESERVES	\$ -	\$ -	\$ -	\$ -
APPROPRIATION TO RESERVES ADJUSTMENT	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,766,342.24	\$ 1,390,405.61	\$ (375,936.63)	\$ 1,512,622.49

Susan Simmons

Susan Simmons,
 Financial Services Coordinator

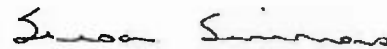
REPORT FA 87/2024 : TO THE FULL AUTHORITY

FROM: Susan Simmons, Financial Services Coordinator
 SUBJECT: Accounts Paid
 DATE: November 14, 2024

VENDOR	CHQ#	TOTAL	EXPLANATION
Telus Mobility	online	\$ 303.77	mobile phones
Receiver General HST	online	\$ 4,086.01	quarterly remittance
WJ Roofing Ltd.	online	\$ 3,000.00	Day Use Area Washroom maintenance
WJ Roofing Ltd.	online	\$ 2,480.50	Day Use Area Washroom maintenance
CBSC Capital Inc.	online	\$ 859.30	photo copier lease
Eastlink	online	\$ 243.65	gauges
Hydro One	online	\$ 9,000.14	campground and operations centre
De Lage Landen Financial Services Canada Inc.	online	\$ 111.87	photo copier service
Hydro One	online	\$ 759.42	Day Use Area & Schoolhouse
407 ETR	online	\$ 52.93	mileage to CO meeting
Bell Canada	online	\$ 104.44	gauge
Telus Mobility	online	\$ 306.40	mobile phones
CIBC Visa	online	\$ 31.20	CS: Stationary & Office Supplies
CIBCVisa	online	\$ 2,328.18	CS: General Expenses
CIBCVisa	online	\$ 48.57	Meeting Expenses
CIBCVisa	online	\$ 162.88	CS: Advertising/promo
CIBCVisa	online	\$ 26.32	Plan Input Supplies
CIBC Visa	online	\$ 33.89	SPW Supplies - software
CIBCVisa	online	\$ 187.70	SPW Miscellaneous
Eastlink	online	\$ 243.65	gauges
Aylmer Home Hardware Building Centre	31963	\$ 144.16	campground maintenance
Aylmer Tire	31964	\$ 154.70	vehicle maintenance
Canadian Tire	31965	\$ 383.83	operations centre and campground supplies
Coin Wash & Dry Ltd.	31966	\$ 734.50	laundry machine rental for 2024
Conservation Ontario	31967	\$ 854.83	ESRI annual fee
Delta Power Equipment Ltd.	31968	\$ 682.08	equipment maintenance
Dowler-Karn Limited	31969	\$ 4,844.14	equipment and vehicle fuel
Elgin Pure Water	31970	\$ 53.00	campground maintenance
Erie Excavating & Liquid Waste Removal Limited	31971	\$ 508.50	campground maintenance
FP-Teleset	31972	\$ 67.80	postage metre service fee
FrancoTyp-Postalia Canada	31973	\$ 1,130.00	postage metre refill
Glenbriar Bottled Water Co. Ltd.	31974	\$ 103.17	water cooler service
Hyde Park Equipment Ltd.	31975	\$ 63.00	equipment maintenance
Integrity IT Services	31976	\$ 513.61	compute network support
Jaffa Machine Ltd.	31977	\$ 461.79	campground maintenance
Ken Jones Signs	31978	\$ 768.40	campground maintenance
Koolen Electric	31979	\$ 197.75	campground maintenance
Passport Labs, Inc	31980	\$ 10.85	mobile parking App fees
R Safety	31981	\$ 364.49	campground supplies
Silverthorn Landscape Supplies	31982	\$ 175.15	campground maintenance
Uplink Communications Inc.	31983	\$ 220.07	monthly phone service
		\$ 36,806.64	

RECOMMENDATION:

THAT, Accounts Paid totalling **\$36,806.64**, be approved as presented in Report FA 87/2024



Susan Simmons,
 Financial Services Coordinator

REPORT FA 88/2024: To The Full Authority
FROM: Al Bradford, Conservation Areas Supervisor
SUBJECT: East Gate Payment Terminal Revenue Analysis
DATE: November 18, 2024

PURPOSE:

To update the Board on the revenue generated by the Pay Terminal located at the East Gate entrance.

DISCUSSION:

The revenue generated by the pay station located at the east gate has shown significant growth over the year, with total receipts amounting to \$13,870. In particular, the months from May to July reflected exceptionally high income, peaking at \$4,020 in July. The monthly fees associated with the Global Payments merchant account have also been relatively low, allowing for a promising net profit from operations. This data illustrates that existing pay stations are effective revenue generators, particularly during peak seasons when day-use traffic is highest.

Given the impressive revenue figures from the East Gate, it would be to our advantage to consider purchasing a second pay station specifically for the Springwater Forest entrance, known for being a popular parking area for hikers and day-use visitors and outdoor enthusiasts. The analysis indicates that the East Gate's payment terminal revenue has the potential for similar success if a pay station were installed in this high-traffic area. With its established popularity among outdoor enthusiasts, the Springwater Forest parking lot is likely to yield substantial daily revenue, further enhancing the financial outlook for the park's operational budget.

Investing in an additional pay station would not only generate more revenue, but it would also streamline the payment process for visitors, improving their overall experience. The potential revenue from a second location, similar to the east gate's earnings, could cover initial costs and operational expenses. Ultimately, this strategic investment could maximize the park's financial resources, ensuring enhanced maintenance and visitor services while supporting the sustainability of park features that attract significant outdoor traffic.

Introducing an additional pay gate could increase the demand for a season pass, boosting its popularity and potentially leading to a greater number of season passes sold. Additionally, we aim to eventually expand to include parking permits (day passes) for the parking lots along Conservation Line, in consultation with Malahide Township. This initiative would further enhance our revenue.

RECOMMENDATION:

THAT, Report FA 88/2024, East Gate Payment Terminal Revenue Analysis be received as information at this time.

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

Al Bradford
Conservation Areas Supervisor

REPORT: FA 89/2024: To The Full Authority

FROM: Dusty Underhill, General Manager/ Secretary- Treasurer

SUBJECT: Coastal Resilience Action Plan Funded by ECCC

DATE: October 15, 2024

PURPOSE:

To notify members of the approval for funding for the Coastal Resilience Action Plan

DISCUSSION:

The Long Point Biosphere Region has been selected for funding by Environment and Climate Change Canada to develop a Coastal Resilience Action Plan for the north shore of Lake Erie, from Port Glasgow to Long Point. The project was one of 50 selected across the Great Lakes region. The first three years of the project, from September 2024 to March 2027, will focus on three key activities:

- 1) Engagement with stakeholders and landowners in the study area.
- 2) Develop a Coastal Resilience Action Plan, informed by technical studies and community feedback, to restore natural shoreline processes and increase resilience to coastal hazards.
- 3) Complete beach and dune restoration projects in the study area with nature-based solutions.

The Working Group continues to explore other funding opportunities to advance the Action Plan beyond year three.

It is important to emphasize that this is not a regulatory or land use-planning project. The results of this investigation will not supersede existing local, provincial, and federal regulations and policies. It will focus restoration efforts on willing partners and interested landowners. Gerrit Kremers, Resource Planning Coordinator will continue to support the working group and bring any new information forward as things progress.

RECOMMENDATION:

THAT, Report FA 89/2024 be received as information at this time.



Dusty Underhill
General Manager / Secretary-Treasurer

REPORT FA 90/2024: To The Full Authority
FROM: Dusty Underhill, General Manager/ Secretary - Treasurer
SUBJECT: Conservation Authority Land Inventory
DATE: October 29, 2024

PURPOSE:

To seek approval of the Calfish Creek Conservation Authority Land Inventory.

DISCUSSION:

Section 11 of O.R. 686/21 Mandatory Programs and Services, states that all Conservation Authorities in Ontario must develop a Land Inventory for all lands owned and controlled by the Authority on or before December 31, 2024. The CCCA's land inventory is complete, as well as a process for periodic review. There is no requirement for the inventory to undergo public consultation or be made publicly available. The decision not to publicly share the Land Inventory is based on several considerations, including sensitive natural heritage information, confusion about which properties are publicly available, and increased risk and liability exposure for the CCCA.

Conservation Ontario (CO) organized a working group from various Conservation Authorities to assess the regulatory requirements and establish a standard approach to support completion of the Inventory by Conservation Authorities. A standard template was developed that encompassed mandatory fields along with supplementary fields. For each parcel the CCCA owns or controls the following was identified;

- Location of parcel;
- Identification of information the CA has on the parcel (surveys, site plans, maps);
- When the CA acquired the parcel;
- Whether the parcel was acquired by a grant under s. 39 of the CA Act or through expropriation;
- Whether the CA owns the parcel or has a registered legal interest in the parcel (e.g., easement);
- Identification of the land use categories which apply to the parcel per the Conservation Area Strategy;
- Identification of whether the parcel contains recreational activities requiring direct CA staff support or if commercial logging is carried out on the parcel - - because these are NOT mandatory per s.9(1)2 ii & v
- Process for the periodic review and update of the Inventory.

This inventory will be a valuable addition to support land management and organize large-scale property information.

RECOMMENDATION:

THAT, the General Manager/ Secretary - Treasurer suggest to the Board of Directors that the Land Inventory be approved as presented in Report FA 90/2024.

D. Underhill

Dusty Underhill,
General Manager / Secretary - Treasurer

REPORT FA 91/2024: **To The Full Authority**
FROM: Al Bradford, Conservation Areas Supervisor
SUBJECT: **2024 Conservation Areas Workshop**
DATE: November 20, 2024

PURPOSE:

To update the Board of Directors on the recent 2024 Conservation Areas Workshop

DISCUSSION:

Reflection on the 2023 Conservation Areas Workshop

In 2023, I had the privilege of joining the Conservation Areas Workshop Committee, marking a significant opportunity for networking and learning alongside other Conservation Authorities (CAs) across Ontario. This networking has proven invaluable for building a strong community among CA staff.

The first workshop site visit was on October 11th, Brittany, Thom and myself attended the Balls Falls Thanksgiving Festival which was part of the Conservation Areas Workshop - Site Visits. This entailed explanation on what is involved in planning an event from all angles.

The second workshop site visit took place at the Albion Hills Conservation Area. During our visit, we explored key facilities, starting with the gatehouse, which serves as the operational hub of the CA. We also examined the chalet building, critical for winter activities, and got insights into maintenance practices for both the interior and exterior. Walking through the transient camper cabins and newly constructed office and workshop buildings, we gained a comprehensive view of the area's offerings, including the campground, water facilities (pool/splash pad), and disc golf area.

The rest of the Workshop took place and Fern Resort in Orillia, ON

Day Two Group Sessions

The second day featured engaging sessions including Indigenous Visual Storytelling by Lindsay Lickers, complete with a Beaded Pin Workshop, followed by a keynote from Tori Baird of Paddle Like a Girl, who shared her inspiring story and business journey. I also attended a Forest Fire Management session led by Kenneth Cox from OMNRF. This session provided a thorough overview of wildland fire responses at various levels. Notably, we discussed the implications for Conservation Authorities south of Highway 7 regarding municipal volunteer fire departments. We learned about the necessity of being prepared for wildfire situations and the importance of adapting to these challenges.

During the Exhibitor Marketplace, we had the opportunity to explore products and equipment that meet the industry's evolving needs.

Day Three Group Sessions

The final day began with Conservation Ontario addressing their ongoing support for the workshop, highlighting developments within the CA realm. The keynote speaker, Adam Shoalts, captivated us with an hour-long presentation detailing his solo canoe trips and expeditions. His insights into conservation and outdoor exploration were inspiring and resonated deeply with attendees.

During the roundtables, I participated in a session focused on Conservation Area Enforcement, led by David Orr from Credit Valley Conservation and Nicholas Fisher, Policy and Planning Liaison for Conservation Ontario. Key topics included the importance of refresher training for CA staff in light of evolving regulations under the Conservation Authorities Act, as well as strategies for improving communication with local police departments.

In the concurrent session titled "How to Build a Business Case," I learned the fundamental principle that "failing to plan is planning to fail." Representatives from Conservation Halton shared success stories, detailing their projects—from water parks to disc golf—and the importance of developing proper business cases to ensure project success.

Overall Experience

My experience on the committee and participation in the Conservation Areas Workshop has been incredibly rewarding. Engaging in group sessions, roundtables, and concurrent sessions created a productive networking environment that facilitated collaboration among CA staff from across Ontario. The sharing of knowledge and experiences has enabled me to bring valuable insights back to my colleagues and management.

Sending multiple staff members from Catfish Creek to participate in this workshop was beneficial for enhancing teamwork and fostering connections, while covering a wide array of pertinent topics. It would be beneficial to send three staff members to the Conservation Areas Workshop each year to ensure comprehensive coverage of the various information sessions. By having three participants, we can effectively share and utilize the knowledge gained, maximizing the benefits of the training for our team.

I look forward to the continued growth and collaboration within our Conservation Authorities as we strive for excellence in our environmental efforts.

RECOMMENDATION:

THAT, REPORT FA 91/2024, 2024 Conservation Areas Workshop be received as information at this time.



Al Bradford
Conservation Areas Supervisor

REPORT FA 92/2024: To The Full Authority
FROM: Brittany Bell, Communications/Program Support Assistant
SUBJECT: 2024 Conservation Areas Workshop
DATE: November 13, 2024

PURPOSE:

To inform the Board of Directors of activities that took place at the Conservation Areas Workshop

DISCUSSION:

I'd like to thank the Catfish Creek Conservation Authority Board of Directors and General Manager, Dusty Underhill for giving me the opportunity to attend the 2024 Conservation Areas Workshop this year. I was able to network with numerous CA's and meet a ton of other Communications staff from other Authorities which was beneficial to in expanding networking and informational resources pertaining to administration and communications.

The Conservation Areas Workshop started with a site visit to Balls Falls Conservation Area during their annual Thanksgiving Festival. As part of my workshop on conservation areas, this site visit offered valuable insights into the operational challenges faced by organizations hosting community events in natural settings. During the festival, we observed firsthand the various issues encountered, including parking logistics, the coordination of musical acts, and the management of food vendors. These experiences not only highlighted the complexities involved in organizing such events but also presented learning opportunities that we can apply to our own Maple Syrup Festival on a smaller scale. By analyzing the successes and challenges faced by Balls Falls, we can enhance our planning efforts and create a more enjoyable experience for attendees.

During my time at the Conservation Areas Workshop held from October 22 to 24 at the Fern Resort in Rama, Ontario, I gained valuable insights into conservation management and camping operations. The first day took us to the Albion Hill Conservation Park, where we had the opportunity to explore various facilities. Touring the gatehouse and chalet was particularly beneficial, as it showcased how the park manages visitor access and provides services. We also visited the cabins, which highlighted the rustic charm of the area while emphasizing the importance of maintaining natural aesthetics.

One of the highlights was our visit to the newly constructed workshop. Observing the space and understanding its purpose allowed me to appreciate the administrative side of running a campground. It was fascinating to see how they integrate sustainability and

efficiency into their operations. Overall, the day was not only informative but also gave us lots of ideas to apply to Springwater Conservation Area.

On the first day of the CAS Workshop, we had the privilege of hearing from Raiden Leveque, a citizen of the Métis Nation of Ontario. Raiden shared insights into his role at Credit Valley Conservation, where he emphasizes the importance of environmental stewardship and Indigenous perspectives. He also discussed his involvement in ceremonial practices, highlighting the significance of tradition and cultural heritage in contemporary contexts.

Following Raiden's presentation, we welcomed guest speaker Lindsey Lickers, who is known by the name "Mushkiiki Nibi." Originally from Six Nations of the Grand River, Lindsey is an accomplished artist and community developer. Her expertise spans various domains, including painting, beading, Indigenous arts and culture facilitation, and Indigenous governance. Lindsey's work focuses on community development and capacity-building programs that empower Indigenous peoples.

During her session, Lindsey taught us the art of Two Row "Guswentha" Beaded Pin work, a beautiful craft that symbolizes the relationship between Indigenous and non-Indigenous peoples. She also introduced us to the concept of visual storytelling, enriching our understanding of how art can convey cultural narratives and foster community connections.

Then, in a keynote address, Tori Baird shared her profound love for canoe trips across the country, weaving in personal reflections on the challenges she faced when discovering her oldest son had a genetic condition. Despite these hardships, Tori's determination to ensure he experiences the beauty of the great outdoors really resonated with me as I can relate to her hardships. Additionally, she founded the company Paddle Like A Girl, which empowers girls of all ages by offering workshops that teach canoeing and essential outdoor skills.

We then broke off into individual sessions. I attended the Young Conservation Professionals session, where I gained valuable insights into the Young Conservation Professionals Leadership Program—a year-long initiative dedicated to personal and professional growth within Ontario's conservation and environmental sector. The session provided an overview of the program's key takeaways, emphasizing its strong focus on leadership development. We also learned about the skills and experiences they can expect to cultivate, equipping them to make impactful contributions to their fields while fostering a community of emerging leaders in conservation.

On the third day of the workshop, we had the privilege of hearing from Adam Shoalts, a renowned professional adventurer and historian. Adam shared captivating stories from his journeys through some of the most remote and breathtaking landscapes in North America. He emphasized how his experiences in the wilderness have not only shaped his personal growth but also inspired his best-selling publications. Through his compelling narratives, he encouraged attendees to embrace their own outdoor

explorations and foster a deep appreciation for conservation, motivating the next generation of adventurers and environmental stewards.

I attended two more sessions that afternoon. In the final two sessions of the workshop on Conservation Area Capital Projects, participants engaged in a dynamic roundtable discussion focusing on several key topics. We explored the intricacies of planning and permitting for capital projects within conservation authorities, emphasizing the importance of efficient processes and stakeholder engagement. Additionally, we discussed strategies for leveraging funding and identifying grant opportunities to support these initiatives. A significant portion of the conversation was dedicated to project tracking techniques and the critical need for planning long-term maintenance of new assets, ensuring their sustainability and effectiveness in preserving natural resources for future generations. Overall, the sessions provided valuable insights and collaborative exchanges, fostering a deeper understanding of the challenges and opportunities in conservation-area project management.

In our last session, we focused on effective land management and acquisition strategies, highlighting successful land securement practices implemented by conservation authorities across the province. We examined case studies that showcased innovative approaches to acquiring and managing land for conservation purposes, emphasizing the importance of collaboration and community engagement. Additionally, we discussed methods to leverage existing resources and seek funding opportunities from various sources, including government grants and private partnerships, to enhance our land conservation efforts.

I found this workshop to be highly informative and beneficial. I acquired numerous skills and insights that I can use in my communication and administrative duties at Catfish Creek Conservation Authority. Thank you once again to the Board of Directors and General Manager, Dusty Underhill for the opportunity to participate in the workshop.

RECOMMENDATION:

THAT, REPORT FA 92/2024, 2024 Conservation Areas Workshop be received as information at this time.

Brittany Bell
Communications/Program Support
Assistant

REPORT FA 93/2024: To the Full Authority

FROM: Thomas John Polland, Conservation Areas Assistant

SUBJECT: CAW Workshop October 22-24, 2024

DATE: November 20th, 2024

PURPOSE:

Board of Directors Update 2024 Conservation Areas Works Shop

DISCUSSION:

Staff attended the Conservation Areas Work shop October 22-24, 2024. The workshops I attended were:

Conservation Area Project Management. This work shop explored the project management process through community engagement, funding sources, design concepts, permits, procurement and low impact development strategies.

Conservation Areas Management and Parks. This was a roundtable work shop bringing together everyone's experience, strategies and best practices when it comes to the management of parks and CA facilities. Topics included the management of beachfront areas, theft, vandalism, recruitment and succession planning.

How to Build a Business Case. This interactive session, participants learned about business case development, planning and how to be strategic and successful with case studies from across the CA network. Halton Hills was used as an example with the creation of a disc golf course and water park.

The three days at Fern were filled with workshop/s, roundtables, key note speakers and exhibitor tours. One of the most valuable take away was the networking with different conservation authorities from across Ontario, this was invaluable. Conservations big or small we all had like problems and concerns and some creative resolutions to those challenges.

A couple of the concepts and take away points from the event were:

Project management with the Conservation Authority it's important to always have one or two projects on the shelf that are shovel ready, these do not have to be large ticket items, at times the smaller the project, the funding approvals are almost always granted. These types of projects are (LDI) low impact development, but are crucial to the betterment of the greenspace/s and accessibility.

Project management provide a focus area for gatherings and pictures, this could be an interactive amenity such as an oversized bench, a wood carving of a maple syrup bottle, it should be specific to the CA. For a project as this we would use the following.

1/create the concept

2/support the feature or the natural asset

3/permits

4/engagement from the community and support from the stakeholders.

The funding for a project could come from a variety of resources, special levy, foundation funding, grants and lastly legacy gifts.

These were two examples of the many different concepts and ideas that were either freely talked about at the social times or in the scheduled workshops.

Bruce Harschnitz Memorial Bursary

Catfish Creek Conservation Authority,

At the convention on the second day was the awards and bursary announcements.

The first annual Bruce Harschnitz Memorial Bursary was being announced and I was presented the bursary on behalf of Mr. Harschnitz's and family by his former supervisor and best friend. The memorial bursary covered the entire cost of the CAW workshop. I have attached the application that Dusty wrote on my behalf.

A quote from the workshop to incorporate into your daily routine.

Plan your day using the Apple, Pickle and Onion metaphor

RECOMMENDATION:

THAT, REPORT FA 93/2024, 2024 Conservation Areas Workshop be received as information at this time.



Thomas John Polland
Conservation Areas Assistant

2024 Conservation Areas Workshop Bursary Application



ABOUT THE CONSERVATION AREAS WORKSHOP BURSARY

In 2024 we are proud to offer two CA Workshop Bursaries to support CA staff from across the province to participate in learning, networking and professional development.

Conservation Areas Workshop Bursary

The CA Workshop Bursary is awarded to a staff member from a small Conservation Authority to be able to attend the event.

Bruce Harschnitz Memorial Bursary

Introducing the **Bruce Harschnitz Memorial Bursary**, awarded annually to a Conservation Authority staff member who exemplifies the true spirit of teamwork and demonstrates a commitment to best conservation practices and principles.

The awarded recipient supports the growth and success of their peers and team, reflecting Bruce's

dedication to collaboration and excellence in conservation.

What the bursary includes:

The bursary covers Full Workshop registration fee which includes all applicable meals and overnight accommodation during the workshop. It does not cover transportation or accommodation costs to get to and from the workshop, or any wages associated with your absence from work.

The bursary does not cover the additional accommodation of fellow coworkers, family, friends, or spouses.

What to include in your application:

We are looking for a clear understanding of how your attendance will benefit your personal professional development and how you will share the learning in your role at your CA.

We are also looking for an understanding of how you will share your learning within your role or with your team after the Workshop.

Submission

Applications are accepted through October 15, with notice given on October 16, 2024.

Bursary Application

Name of Bursary Applicant

Thom Polland

Conservation Authority

Catfish Creek Conservation Authority

Department

Lands

Job Title / Position

Conservation Areas Assistant

Number of full-time staff at CA

7

Conservation Authority Mailing Address

8079 Springwater Road, Aylmer, Ontario N5H2R5, Canada

Phone

519-773-9037

Email

caassistant@catfishcreek.ca

Is your organization supportive of your attendance at the Conservation Areas Workshop (CAW)?

Yes

Will you be able to attend the Workshop without Bursary Funding?

Yes

Briefly share how the CAW the CA Workshop will benefit your professional and personal development.

To whom it may concern,

My name is Thom Polland, and I am the Conservation Areas Assistant for the Catfish Creek Conservation

Authority (CCCA). I am applying for this bursary to help offset costs for the upcoming symposium. The General Manager/Secretary-Treasurer recognizes the immense value of this opportunity, and this year we are sending three candidates from our seven full-time staff members. Collaborative efforts like this workshop are essential in developing CA employees into local champions in their fields. Engaging with peers and discussing shared challenges is an invaluable way to learn.

I have provided a detailed synopsis on why the CAW is of such value to me on a personal and professional level.

Staff and visitor health and safety is an important aspect of our day to day operations at the CCCA. Dealing with over 160 seasonal campers, 260 campsites in total, 100s of passive day users daily, environmental education programs and employees so Health and Safety is at the top of our priority list. The CCCA has a joint Health and Safety committee even though they do not require one. I believe this would assist in risk mitigation within the CCCA and also a knowledge based approach can assist with advancing in house programs.

Recreational opportunities are endless throughout our CA's. How we can harness what is out there, what is trending and what is in demand is going to assist the CCCA in revenue generation to offset a lot of the mandatory programs that are underfunded. Discussions amongst leader sin the field can endorse better opportunities and may unravel ideas that were not spoken of at our authority. With a vast landscape and multiple different opportunities for outdoor recreation I am eager to learn about what others provide at larger scale CA's.

Being a smaller CA sometimes it is hard to think outside of the box in regard to innovative development and technology in outdoor recreation. The scope of larger CA's along with minimal budget restraints is different then the CCCA. Innovative technology is provided through grants, and it will be of interest to see what the funding mechanisms are that people are using to fiscally support these new innovative ideas.

Our park infrastructure (signs, kiosks, pavilions etc.) is forever aging and is in need of replacements in multiple areas whether it be bridges, signs, boardwalks etc etc. It is hard to keep up with asset management when your budget limitations are real, and things need attention now.

Ecosystem management including Species at Risk and Invasive Species is an "ever-growing" topic amongst the Lands staff and how we as the stewards of our lands can rectify situations where things are to far gone? Discussion and networking oppurtunities with others to dialogue about mechanisms for control including mechanical and biological processes.

As we just make the leaps and bounds towards CAMIS the session on visitor management and reservation system technology would be exceptionally handy. Currently we use ASTRA which can not be updated anymore so we made the switch which will also include online reservations which is new in regard to people managing at the CCCA. It will be interesting to see what other CA's are using within their Conservation Areas. Pay gates are also a new technology within the CCCA that Lands staff are still ironing out the kinks. Any information shared amongst peers in regard to reservation software, ideas for gate systems and mechanisms for failures within these systems so I can better manage these assets at the CCCA.

Managing liability and insurance needs is substantially important as our insurance increases 15%-20% annually. Drivers to keep costs down associated with risk, what mechanisms are used for the constant transition of drivers, and how young drivers with less then 1 year experience with a G2 can not drive a company vehicle. A chance to ask questions during the session will provide valuable incite to improve in house processes at the CCCA.

Indigenous engagement is a very important subject. I would really like to learn how to make these

connections. We are all set on traditional territory but the CCCA has no communities within its watershed. These connections are important in regard to consultations etc. and to learn what others do will assist us in moving forward and building and creating these much needed relationships.

With today's economic times enforcement and compliance is of highest regard. Even in a rural campground we are feeling the pressures of society such as an increase of drug use and overdoses. People lashing out and being aggressive with staff, people saying inappropriate things and treating staff and other guests poorly. Effective enforcement tactics and discussions surrounding enforcement can provide a new outlook on the way we deal with critical situations at the CCCA.

Forestry, arboriculture, and hazard tree management is at the top of the CCCA's list as we are located in the heart of the Carolinian Life Zone and with global warming and an increase in climate change the southwest is seeing more frequent localized heavy wind driven storms increasing the presence of hazard trees throughout our trail systems. I have also recently obtained my chainsaw cutters operator license and am utilizing it often.

Asset management in regard to trail, bridge, and boardwalk building and facility infrastructure management is tough at the CCCA again, due to budget restraints. I am hoping to learn from others and the session on how to manage these things financially when these things are constantly thrown in the faces of lands staff. Even though as it may be, it is a category 1 program which should be municipally funded but yet that category falls short annually.

With a background in Municipal Parks prior, property maintenance and operational plans are something I know and I can share with others. I have multiple years experience in this field but yet but being fairly new to the Conservation world I am learning it is a different beast. I am hoping to network to discuss how people go about there management plans for properties. Are they grouped together or are individual management plans created for all properties and lands?

I am very intuitive in nature and have many questions to be answered and am looking forward to representing the CCCA at the 2024 CAW.

Thank you for your time,

Thom Polland
Conservation Areas Assistant
Catfish Creek Conservation Authority

How you will share your learning through your role at your CA and with your peers?

To whom it may concern,

I will ensure that comprehensive notes are taken during the CAW, capturing valuable ideas and insights to bring back to the CCCA. This information will be instrumental in enhancing our internal processes and improving our operations. Following the workshop, I plan to hold a team meeting to discuss the benefits we gained and identify potential refinements to our practices.

Additionally, I will prepare a detailed report for the Board of Directors, emphasizing the importance of attending such workshops. This symposium is a unique opportunity that offers critical learning and networking, making it an invaluable experience for our organization.

Thank you for the opportunity to apply,

Thom Polland
Conservation Areas Assistant

REPORT FA 94/2024: To The Full Authority
FROM: Brittany Bell, Communications/Program Support Assistant
SUBJECT: Catfish Creek Conservation Authority Privacy Policy
DATE: November 13, 2024

PURPOSE:

To seek approval to institute the Catfish Creek Conservation Authority Privacy Policy.

DISCUSSION:

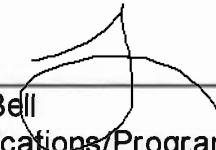
With the implementation of online booking through CAMIS (our reservation software), it's imperative and required that we establish a comprehensive privacy policy to explain to our customers, what and how their information is stored. Implementing such a policy will foster trust and transparency with our users. This policy serves as a clear guide that outlines our commitment to protecting personal information. By detailing the specific types of data we collect, such as names, addresses, and payment information, we empower users to make informed decisions when they create or update their accounts. This clarity not only meets legal requirements but also reinforces our dedication to user privacy.

Our approach to using the collected information is multifaceted, focusing on enhancing user experience while ensuring compliance with legal obligations. The personal information provided by users is utilized for managing accounts, processing payments, and improving our services. Additionally, we offer a clear opt-out option for promotional communications, allowing users to have control over how their information is used. This balance between utilizing data for operational purposes and respecting user preferences is a cornerstone of our policy.

To further strengthen our commitment to data protection, we emphasize implementing robust security measures against unauthorized access and misuse. Users are granted rights to access, correct, or request deletion of their personal information, thereby enhancing their control over their data. We also encourage users to stay informed about any updates to our privacy practices by periodically reviewing our Privacy Statement, which they will be presented with when completing an online booking. By maintaining open channels of communication, we ensure that all inquiries regarding personal information protection can be addressed thoroughly, reassuring users of our commitment to their privacy.

RECOMMENDATION:

THAT, the Catfish Creek Conservation Authority Privacy Policy be approved and presented in Report FA 94/2024.



Brittany Bell
Communications/Program Support Assistant



Catfish Creek Conservation Authority Privacy Policy

Purpose

At Catfish Creek Conservation Authority, we are committed to protecting your privacy and ensuring that your personal information is handled responsibly. This Privacy Statement outlines how we collect, use, and safeguard your personal data when you create an account or update your account information.

Information We Collect

When you create an account or update your information, we may collect various types of personal information, including but not limited to:

- Name
- Address
- Phone Number
- Mailing Address
- Payment information (where applicable)

How We Use Your Information

We use the personal information you provide for the following purposes:

- To create and manage your account
- To improve our services and user experience
- To process payments (if applicable)
- To send promotional materials and updates (you can opt-out at any time)
- To comply with legal obligations

Data Protection

We are dedicated to ensuring the security of your personal information. We implement appropriate technical and organizational measures to protect against unauthorized access, loss, or misuse of your data.

Your Rights

You have the right to:

- Access your personal information
- Request correction of your personal data if it is inaccurate or incomplete
- Request deletion of your personal information, subject to certain exceptions
- Object to the processing of your personal data



Catfish Creek Conservation Authority Privacy Policy

Changes to This Privacy Statement

We may update this Privacy Statement from time to time to reflect changes in our practices or for legal or regulatory reasons. We encourage you to periodically review this statement to stay informed about how we are protecting your information.

Contact Us

Questions regarding the collection of personal information should be directed to:

Communications/Program Support Assistant
Catfish Creek Conservation Authority
8079 Springwater Rd., Aylmer, ON N5H2R4

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REPORT FA 95/2024: To The Full Authority
FROM: Dusty Underhill, General Manager/ Secretary - Treasurer
SUBJECT: Christmas Office Closure
DATE: October 15, 2024

PURPOSE:

For members to approve a Christmas Office closure.

DISCUSSION:

Historically, the CCCA has closed the Administration Centre over the Christmas Holidays (except for emergency response).

As per PR No 9 (3) and (5), staff are provided 2 paid vacation days over the Christmas Holidays. (Half Day December 24, Full Day December 30, Half Day December 31). Staff typically use vacation time and/or overtime credits to cover any days not covered in the Personnel Policy.

Each year in the month of November, the CCCA is supposed to host a staff appreciation day to thank staff for their hard work throughout the year. Due to scheduling, vacations, work priorities, and an array of conflicts the CCCA was not able to host its staff day for the third year in a row. The General Manager is suggesting providing one (1) extra floater day off over the Christmas Holiday in lieu of the Staff Appreciation Days. This would cover the ½ day unpaid for Christmas Eve, and ½ day unpaid for New Year's Eve. The office would be closed from December 23, 2024 at 4:30pm until January 2, 2025 at 8:30 a.m.

Incentives such as extra paid time acknowledges our employees hard work and achievements and makes employees feel valued and appreciated. It gives them the opportunity to recharge and spend quality time with family and friends, promoting overall well-being well enhancing employee loyalty and retention.

RECOMMENDATION:

THAT, the Christmas Office closure schedule be approved as presented;

AND THAT, staff receive one (1) extra "floater" day off in lieu of the unused Staff Appreciation Day(s) to be used over the Christmas office closure.



Dusty Underhill
General Manager/ Secretary-Treasurer

Completed the preparation and remarks for the Tisdale Conservation Area soft opener. Dr Ian Begg and the Tisdale Family etc. were thrilled with how the day turned out. Mayor Sloan, Warden Ketchabaw, MP Karen Vecchio, and I provided remarks. A cairn was erected by Dr. Begg and a stone signifying the Tisdale's relation to the lands which provides a lasting legacy for the donor and family.

Got our new CS Clerk started and comfortable. Jennifer is rolling into the position with ease and provided Education Programs her first week on the job.

Had a discussion with Pat Prodanovic from TRUE Engineering in regard to flood modelling. We have an idea and it will be a tiered project as it is cost prohibitive to complete at once. Mr. Dragunas, Water Resources Tech. has been assisting in the process by completing tasks that we can do in house to cut cost.

Completed the Source Protection Authority Agenda package.

Assisted with / completed reports for our November Land Management and the Personnel & Finance Meeting.

Completed a bursary application for the Conservation Areas Workshop and was successful. The authority received the first annual Bruce Harschnitz Memorial Bursary. Bruce was a member of the Hamilton Region Conservation Authority (HCA). Bruce had a passion for nature and was a mentor to many at HCA.

Met with staff to complete fee schedules. It was an excellent discussion and some great business cases were made concerning changes necessary to keep us in line with others in regard to pricing and to assist in financially offsetting our mandated programs.

Discussed the echo sounding completed in October with Malahide Township staff, and CCCA staff.

Attended the MyFM 94.1 Spirit Awards where I made top three coolest bosses in the St Thomas, Elgin area. Unfortunately, I did not win, but I must say it was an absolute honor to even be considered and I thank my staff for nominating me.

Budget preparations were completed to finish the draft budget for submission and approval. It has been submitted for the 30-day review to councils

Continual work on the Land Inventory assuring the details provided are accurate and correct especially concerning provincial funding applied to acquisitions.

Group discussion with staff regarding fees for 2024 to assure we are reasonable in comparison to others about pricing etc. in a hope to increase revenue streams.

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

Date	Type	Agency	Topic
October 1, 2024	Email/ Response	GRCA	GM Meeting
October 1, 2024	Email/ Response	TD	RE: TD Merchant Solutions Catfish Creek Conservation Authority
October 1, 2024	Email/ Response	MP Karen Vecchio	RE: TD Merchant Solutions Catfish Creek Conservation Authority
October 1, 2024	Email/ Reponse	MPP Flack	RE: Tisdale Conservation Area
October 1, 2024	Email/ Response	Warden Ketchabaw	RE: Tisdale CA Soft Opener
October 1, 2024	Email/ Response	Malahide Township	RE: Sounding report review
October 2, 2024	Email	CO	New government funding for Ontario imagery
October 2, 2024	Email/ Response	CO	Insurance and Benefits Committee Survey: Cyber Risk Survey
October 2, 2024	Email/ Response	SCRCA	Section 39 Grants
October 3, 2024	Email/ Response	Mayor Sloan	Tisdale CA
October 3, 2024	Email/ Response	TD	Signature Required: Avish Kamra from TD Merchant Solutions has added you as a Signer to the TD e-SignPackage for "CATFISH CREEK CONSERVATION AUTHORITY".
October 3, 2024	Email	CO	Statistical Survey
October 3, 2024	Email	TRUE	Flood Forecast Model/Flood Plain Modelling
October 4, 2024	Email/ Response	CAMIS	Quote
October 7, 2024	Email	CO	Latornell2024 is Almost Here! See you on October 8-9!
October 7, 2024	Email	Malahide Township	Sounding Report

October 7, 2024	Email	CO	Archive and Followup- Ontario Land Use Planning Right Now: Putting the New Pieces Together - Thursday, Sep. 12, 2024
October 8, 2024	Email	CO	Request for Input from Specialized GMs and Senior Staff: Discussion and Draft 2018 Bulletin for Conservation Easement Agreement Registration
October 9, 2024	Email	CO	CO Council Presentations: September 23, 2024
October 9, 2024	Email/ Response	City of St Thomas	General Wage Increase Information Request
October 10, 2024	Email	County of Elgin	You're Invited: 2024 Elgin County Warden's Banquet
October 10, 2024	Email/ Response	Ian Begg	Update
October 10, 2024	Email	MNR	CA S39 2024-25 In-Year Progress Report - DUE October 31, 2024
October 10, 2024	Email/ Response	CAMIS	Quote
October 11, 2024	Email	MNO	Payment Notification
October 15, 2024	Email	CAMIS	Re: Quote
October 16, 2024	Email	MECP	LEAP Implementation Team
October 16, 2024	Email	OWA	OWA Huron-Perth Chapter Event - Field Data Collection in Forest
October 16, 2024	Email	CO	CA Natural Asset Management Roadmap, Language Document
October 17, 2024	Email/ Response	Dr. Begg	Re: Tisdale Soft Opener
October 17, 2024	Email	MP Vecchio	RE: Tisdale Conservation Area Soft opener
October 17, 2024	Email	Mayor Sloan	RE: Tisdale Soft Opener

October 18, 2024	Email/ Repsonse	Dr. Begg	Re: Elizabeth's question
October 19, 2024	Email	GRCA	For information: Agenda Package for October 24 LERSPC meeting (KCCA is SPA Liaison)
October 21, 2024	Email	NBMCA	Recommended phaseout of free water testing in the 2023 Auditors General Report
October 21, 2024	Email	FOS	2025 Pool Day at Springwater
October 21, 2024	Email/ Response	KPMG Law	RE: CCCA CEWS
October 22, 2024	Email	GRCA	RE: SPA Liaison Schedule - Upcoming SPC meetings
October 23, 2024	Email/ Response	Malahide Township	RE: Estimation
October 23, 2024	Email	CAMIS	Contract for CAMIS
October 23, 2024	Email	CO	Level 1 Provincial Offences Officer Training Waitlist
October 23, 2024	Email	OLTA	EGP Recipient Workshop: Nov 15th, Grand River Conservation Authority
October 24, 2024	Email	Malahide Township	RE: landscaping
October 24, 2024	Email/ Response	Todd Rowley	ACCA History Questions
October 24, 2024	Email	CRA	Payment Applied
October 25, 2024	Email/ Response	GRCA	Availability requested: LERMC meeting (deadline Nov. 1)
October 25, 2024	Email	MOECCC	New Account Activity - Ministry of the Environment, Conservation and Parks / Nouveau compte - Ministère de l'Environnement, de la Protection de la nature et des Parcs
October 28, 2024	Email		Please hold on sample submissions- lab shutdownMECP
October 30, 2024	Email/ Repsonse	Malahide Township	RE: Estimation